

# Public Document Pack

## Overview and Scrutiny Management Committee

Thursday, 14th June, 2018  
at 5.30 pm

### **PLEASE NOTE TIME OF MEETING**

Council Chamber - Civic Centre

This meeting is open to the public

### **Members**

Councillor P Baillie (Chair)  
Councillor Fielker  
Councillor Fitzhenry  
Councillor Furnell  
Councillor Galton  
Councillor Harwood  
Councillor Morrell  
Councillor D Thomas  
Councillor Whitbread

### Appointed Members

Rob Sanders, Church of England  
Catherine Hobbs, Roman Catholic Church  
Vacancies

- Primary Parent Governor Representative;  
and
- Secondary Parent Governor Representative

### **Contacts**

Judy Cordell  
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Scrutiny Manager  
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## PUBLIC INFORMATION

### Overview and Scrutiny Management Committee

The Overview and Scrutiny Management Committee holds the Executive to account, exercises the call-in process, and sets and monitors standards for scrutiny. It formulates a programme of scrutiny inquiries and appoints Scrutiny Panels to undertake them. Members of the Executive cannot serve on this Committee.

#### **Role of Overview and Scrutiny**

Overview and Scrutiny includes the following three functions:

- Holding the Executive to account by questioning and evaluating the Executive's actions, both before and after decisions taken.
- Developing and reviewing Council policies, including the Policy Framework and Budget Strategy.
- Making reports and recommendations on any aspect of Council business and other matters that affect the City and its citizens.

Overview and Scrutiny can ask the Executive to reconsider a decision, but they do not have the power to change the decision themselves.

**Use of Social Media:-** The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting. By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public.

Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so.

Details of the Council's Guidance on the recording of meetings is available on the Council's website.

The Southampton City Council Strategy (2016-2020) is a key document and sets out the four key outcomes that make up our vision.

- Southampton has strong and sustainable economic growth
- Children and young people get a good start in life
- People in Southampton live safe, healthy, independent lives
- Southampton is an attractive modern City, where people are proud to live and work

#### **Procedure / Public Representations**

At the discretion of the Chair, members of the public may address the meeting on any report included on the agenda in which they have a relevant interest. Any member of the public wishing to address the meeting should advise the Democratic Support Officer (DSO) whose contact details are on the front sheet of the agenda.

**Smoking Policy:-** The Council operates a no-smoking policy in all civic buildings.

**Mobile Telephones:-** Please switch your mobile telephones to silent whilst in the meeting

#### **Fire Procedure:-**

In the event of a fire or other emergency a continuous alarm will sound and you will be advised by Council officers what action to take.

**Access is available for disabled people.** Please contact the Democratic Support Officer who will help to make any necessary arrangements.

#### **Dates of Meetings: Municipal Year 2018/19**

| <b>2018</b>  | <b>2019</b> |
|--------------|-------------|
| 14 June      | 10 January  |
| 12 July      | 14 February |
| 16 August    | 14 March    |
| 13 September | 11 April    |
| 11 October   |             |
| 15 November  |             |
| 13 December  |             |

## **CONDUCT OF MEETING**

### **TERMS OF REFERENCE**

The general role and terms of reference for the Overview and Scrutiny Management Committee, together with those for all Scrutiny Panels, are set out in Part 2 (Article 6) of the Council's Constitution, and their particular roles are set out in Part 4 (Overview and Scrutiny Procedure Rules – paragraph 5) of the Constitution.

### **RULES OF PROCEDURE**

The meeting is governed by the Council Procedure Rules and the Overview and Scrutiny Procedure Rules as set out in Part 4 of the Constitution.

### **BUSINESS TO BE DISCUSSED**

Only those items listed on the attached agenda may be considered at this meeting.

### **QUORUM**

The minimum number of appointed Members required to be in attendance to hold the meeting is 4.

## **DISCLOSURE OF INTERESTS**

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

### **DISCLOSABLE PECUNIARY INTERESTS**

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

- (i) Any employment, office, trade, profession or vocation carried on for profit or gain.
- (ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

- (iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

- (iv) Any beneficial interest in land which is within the area of Southampton.

- (v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

- (vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

- (vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

- a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or
- b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

## **Other Interests**

A Member must regard himself or herself as having an, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

## **Principles of Decision Making**

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

## **AGENDA**

### **1 APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)**

To note any changes in membership of the Panel made in accordance with Council Procedure Rule 4.3.

### **2 ELECTION OF VICE-CHAIR**

To elect a Vice-Chair to the Overview and Scrutiny Management Committee for the 2018-2019 municipal year.

### **3 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer.

### **4 DECLARATIONS OF SCRUTINY INTEREST**

Members are invited to declare any prior participation in any decision taken by a Committee, Sub-Committee, or Panel of the Council on the agenda and being scrutinised at this meeting.

### **5 DECLARATION OF PARTY POLITICAL WHIP**

Members are invited to declare the application of any party political whip on any matter on the agenda and being scrutinised at this meeting.

### **6 STATEMENT FROM THE CHAIR**

### **7 MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING) (Pages 1 - 4)**

To approve and sign as a correct record the Minutes of the meetings held on 12th April, 2018 and to deal with any matters arising.

### **8 FORWARD PLAN (Pages 5 - 8)**

Report of the Service Director, Legal and Governance enabling the Overview and Scrutiny Management Committee to examine the content of the Forward Plan and to discuss issues of interest or concern with the Executive.

### **9 MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE (Pages 9 - 16)**

Report of the Service Director, Legal and Governance enabling the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.

Wednesday, 6 June 2018

Service Director, Legal and Governance

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SOUTHAMPTON CITY COUNCIL  
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE  
MINUTES OF THE MEETING HELD ON 12 APRIL 2018

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- Present: Councillors Fitzhenry (Chair), Moulton (Vice-Chair), Furnell (except items 7 (part), 8 and 9), Hannides, Murphy, Coombs, Morrell and Hecks
- Apologies: Councillors Fuller and Whitbread and Appointed Members Catherine Hobbs and Rob Sanders
- Also in attendance: Councillor Jordan, Cabinet Member for Children's Social Care  
Councillor Letts, Leader of the Council

52. **APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)**

The Committee noted the apologies of Councillor Fuller and Whitbread and Appointed Member Catherine Hobbs and Rob Sanders. The Committee also noted that following receipt of the temporary resignation of Councillor Fuller from the Overview and Scrutiny Management Committee, the Service Director, Legal and Governance, acting under delegated powers, had appointed Councillor Hecks to replace him for the purposes of this meeting.

53. **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

**RESOLVED** that the minutes of the 15<sup>th</sup> March, 2018 Overview and Scrutiny Management Committee and 8<sup>th</sup> March, 2018 Scrutiny Inquiry Panel, Reducing Drug Related Litter in Southampton be approved and signed as a correct record.

54. **CALL-IN OF EXECUTIVE DECISION CAB 17/18 20348 - DEVELOPMENT OF AN OFFER FOR CHILDREN WITH DISABILITIES**

The Committee considered the report of the Service Director, Legal and Governance detailing the call-in of Executive Decision CAB 17/18 20348 – Development of an offer for Children with Disabilities.

Ms Toni Martin, a parent carer was present and with the consent of the Chair addressed the meeting.

**RESOLVED** that Cabinet was not requested to reconsider the called in decision at the next decision meeting. The decision was therefore deemed as implemented with immediate effect.

Following discussion with the Cabinet Member for Children's Social Care in accordance with ongoing monitoring of the decision, it was agreed that:

- a) Officers review the consultation and communication processes to ensure that, as the proposals were implemented, the Council was engaging with as many parents, carers, children and young people with disabilities as possible;
- b) The communication with young people with disabilities, parents and carers provides clear information on the relevant rights of children with disabilities and parents/carers as well as the Council's complaints process;
- c) Consideration was given to utilising the expertise and experience acquired by the Integrated Commissioning Unit to support quality assurance and control processes within the Council's in house social care services;
- d) Officers factor intelligence based on migration data into decisions relating to future service demand; and
- e) A written update was provided to the Committee in 6 months' time and that the subject returns to the OSMC agenda in 12 months' time.

## 55. **PLANNING ENFORCEMENT - UPDATE**

The Committee considered the report of the Service Director, Legal and Governance providing an update on developments relating to Planning Enforcement since the December 2017 meeting.

Following discussion with the Leader the following recommendations were agreed.

### **RESOLVED:**

- (i) That the Administration add planning application performance relating to major and minor applications to the Council's set of key corporate indicators;
- (ii) That key planning metrics are provided to the Planning Committee on a regular basis;
- (iii) That, reflecting the lack of political awareness of the planning performance data, officers review the processes and governance relating to the Council's performance reporting and performance management;
- (iv) That a briefing paper is circulated to all Members on Section 70 Planning Powers;
- (v) That consideration is given to the actions that can be taken to improve the sharing of intelligence from HMO licensing and Planning Enforcement to support more informed, targeted and robust enforcement activity;
- (vi) That to help target enforcement action, work was undertaken to determine the holistic cost to the public purse generated by developers who are known to consistently disregard planning legislation. Legal Services can then be challenged to find solutions to the issues raised;
- (vii) That consideration was given to how improvements could be made relating to keeping residents informed about enforcement activity, without impacting on the capacity of Enforcement Officers to undertake their enforcement role;
- (viii) That the Committee are provided with the contractual position relating to the provision of performance metrics for the Planning IT system (Planning Portal);
- (ix) That the Committee were provided with planning enforcement activity data for 2017/18;



- (x) That, within the law, officers consider best practice to minimise the amount of information that is made publicly available about residents who comment on planning applications through the Council's Planning IT system.

56. **MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE**

The Committee received and noted the report of the Service Director, Legal and Governance detailing the actions of the Executive and monitoring progress of the recommendations of the Committee.

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# Agenda Item 8

|   |   |  |                           |
|---|---|--|---------------------------|
| <b>DECISION-MAKER:</b>  | OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE  |  |                           |
| <b>SUBJECT:</b>   | FORWARD PLAN  |  |                           |
| <b>DATE OF DECISION:</b>  | 14 JUNE 2018  |  |                           |
| <b>REPORT OF:</b>   | SERVICE DIRECTOR - LEGAL AND GOVERNANCE   |  |                           |
| <b><u>CONTACT DETAILS</u></b>   |   |  |                           |
| <b>AUTHOR:</b>  | <b>Name:</b>  | <b>Mark Pirnie</b>   | <b>Tel: 023 8083 3886</b> |
|   | <b>E-mail:</b>  | <b>Mark.pirnie@southampton.gov.uk</b>  |                           |
| <b>Director</b>   | <b>Name:</b>  | <b>Richard Ivory</b>   | <b>Tel: 023 8083 2794</b> |
|   | <b>E-mail:</b>  | <b>Richard.ivory@southampton.gov.uk</b>  |                           |
| <b>STATEMENT OF CONFIDENTIALITY</b>   |   |  |                           |
| None  |   |  |                           |
| <b>BRIEF SUMMARY</b>  |   |  |                           |
| This item enables the Overview and Scrutiny Management Committee to examine the content of the Forward Plan and to discuss issues of interest or concern with the Executive to ensure that forthcoming decisions made by the Executive benefit local residents. |   |  |                           |
| <b>RECOMMENDATIONS:</b>   |   |  |                           |
|   | (i)   | That the Committee discuss the items listed in paragraph 3 of the report to highlight any matters which Members feel should be taken into account by the Executive when reaching a decision. |                           |
| <b>REASONS FOR REPORT RECOMMENDATIONS</b>   |   |  |                           |
| 1.  | To enable Members to identify any matters which they feel the Cabinet should take into account when reaching a decision.  |  |                           |
| <b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>  |   |  |                           |
| 2.  | None.   |  |                           |
| <b>DETAIL (Including consultation carried out)</b>  |   |  |                           |
| 3.  | The Forward Plan for the period May 2018 – August 2018 has been circulated to members of the Overview and Scrutiny Management Committee. The following issues were identified for discussion with the Decision Maker: |  |                           |
|   | <b>Portfolio</b>  | <b>Decision</b>  | <b>Requested By</b>       |
|   | Leader's  | Clean Air Zone Consultation  | Cllr Baillie              |
| 4.  | Briefing papers responding to the items identified by members of the Committee are appended to this report. Members are invited to use the papers to explore the issues with the decision maker.                      |  |                           |
| <b>RESOURCE IMPLICATIONS</b>  |   |  |                           |
| <b><u>Capital/Revenue</u></b>   |   |  |                           |

|  |   |  |
|--|---|--|
| 5.   | The details for the items on the Forward Plan are set out in the Executive decision making report issued prior to the decision being taken. |  |
| <b><u>Property/Other</u></b>   |   |  |
| 6.   | The details for the items on the Forward Plan are set out in the Executive decision making report issued prior to the decision being taken. |  |
| <b>LEGAL IMPLICATIONS</b>  |   |  |
| <b><u>Statutory power to undertake proposals in the report:</u></b>  |   |  |
| 7.   | The details for the items on the Forward Plan are set out in the Executive decision making report issued prior to the decision being taken. |  |
| 8.   | The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.                               |  |
| <b><u>Other Legal Implications:</u></b>  |   |  |
| 9.   | None  |  |
| <b>RISK MANAGEMENT IMPLICATIONS</b>  |   |  |
| 10.  | The details for the items on the Forward Plan are set out in the Executive decision making report issued prior to the decision being taken. |  |
| <b>POLICY FRAMEWORK IMPLICATIONS</b>   |   |  |
| 11.  | The details for the items on the Forward Plan are set out in the Executive decision making report issued prior to the decision being taken. |  |
| <b>KEY DECISION</b>  |   | No   |
| <b>WARDS/COMMUNITIES AFFECTED:</b>   |   | None directly as a result of this report   |
| <b><u>SUPPORTING DOCUMENTATION</u></b>   |   |  |
| <b>Appendices</b>  |   |  |
| 1.   | Briefing Paper – Clean Air Zone Consultation  |  |
| <b>Documents In Members' Rooms</b>   |   |  |
| 1.   | None  |  |
| <b>Equality Impact Assessment</b>  |   |  |
| Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out?      |   | Identified in Executive report   |
| <b>Privacy Impact Assessment</b>   |   |  |
| Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out?                     |   | Identified in Executive report   |
| <b>Other Background Documents - Equality Impact Assessment and Other Background documents available for inspection at:</b> |   |  |
| Title of Background Paper(s)   |   | Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable) |
| 1.   | None  |  |

**BRIEFING PAPER**

Appendix 1

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**SUBJECT:** CLEAN AIR ZONE CONSULTATION  
**DATE:** 14 JUNE 2018  
**RECIPIENT:** OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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**THIS IS NOT A DECISION PAPER****SUMMARY:**

This report, which is to be published on 11 June 2018, will be presented to Cabinet on 19 June 2018 for decision. The report of the Leader of the Council seeks approval for public consultation on the proposed Clean Air Zone.

**BACKGROUND and BRIEFING DETAILS:**

1. A copy of the Cabinet Report and associated appendices will be published on 11 June 2018.

**RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:****Financial**

2. This information will be outlined in the Cabinet report.

**Property / Other**

3. This information will be outlined in the Cabinet report.

**Legal**

4. This information will be outlined in the Cabinet report.

**Policy**

5. This information will be outlined in the Cabinet report.

**Appendices/Supporting Information:**

Report and appendices to be published on 11 June 2018

**Further Information Available From:** **Name:** Steve Guppy  
**Tel:** 023 8091 7525  
**E-mail:** [steve.guppy@southampton.gov.uk](mailto:steve.guppy@southampton.gov.uk)

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# Agenda Item 9

|   |   |  |                           |
|---|---|--|---------------------------|
| <b>DECISION-MAKER:</b>  |   | OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE   |                           |
| <b>SUBJECT:</b>   |   | MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE   |                           |
| <b>DATE OF DECISION:</b>  |   | 14 JUNE 2018   |                           |
| <b>REPORT OF:</b>   |   | SERVICE DIRECTOR - LEGAL AND GOVERNANCE  |                           |
| <b><u>CONTACT DETAILS</u></b>   |   |  |                           |
| <b>AUTHOR:</b>  | <b>Name:</b>  | <b>Mark Pirnie</b>   | <b>Tel:</b> 023 8083 3886 |
|   | <b>E-mail:</b>  | <b>Mark.pirnie@southampton.gov.uk</b>  |                           |
| <b>Director</b>   | <b>Name:</b>  | <b>Richard Ivory</b>   | <b>Tel:</b> 023 8083 2794 |
|   | <b>E-mail:</b>  | <b>Richard.ivory@southampton.gov.uk</b>  |                           |
| <b>STATEMENT OF CONFIDENTIALITY</b>   |   |  |                           |
| None  |   |  |                           |
| <b>BRIEF SUMMARY</b>  |   |  |                           |
| This item enables the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings. |   |  |                           |
| <b>RECOMMENDATIONS:</b>   |   |  |                           |
|   | (i)   | That the Committee considers the responses from Cabinet Members to recommendations from previous meetings and provides feedback. |                           |
| <b>REASONS FOR REPORT RECOMMENDATIONS</b>   |   |  |                           |
| 1.  | To assist the Committee in assessing the impact and consequence of recommendations made at previous meetings.   |  |                           |
| <b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>  |   |  |                           |
| 2.  | None.   |  |                           |
| <b>DETAIL (Including consultation carried out)</b>  |   |  |                           |
| 3.  | Appendix 1 of the report sets out the recommendations made to Cabinet Members at previous meetings of the Overview and Scrutiny Management Committee. It also contains summaries of any action taken by Cabinet Members in response to the recommendations.   |  |                           |
| 4.  | The progress status for each recommendation is indicated and if the Overview and Scrutiny Management Committee confirms acceptance of the items marked as completed they will be removed from the list. In cases where action on the recommendation is outstanding or the Committee does not accept the matter has been adequately completed, it will be kept on the list and reported back to the next meeting. It will remain on the list until such time as the Committee accepts the recommendation as completed. Rejected recommendations will only be removed from the list after being reported to the Overview and Scrutiny Management Committee. |  |                           |

|   |   |  |
|---|---|--|
| <b>RESOURCE IMPLICATIONS</b>  |   |  |
| <b><u>Capital/Revenue</u></b>   |   |  |
| 5.  | None.   |  |
| <b><u>Property/Other</u></b>  |   |  |
| 6.  | None.   |  |
| <b>LEGAL IMPLICATIONS</b>   |   |  |
| <b><u>Statutory power to undertake proposals in the report:</u></b>   |   |  |
| 7.  | The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000. |  |
| <b><u>Other Legal Implications:</u></b>   |   |  |
| 8.  | None  |  |
| <b>RISK MANAGEMENT IMPLICATIONS</b>   |   |  |
| 9.  | None.   |  |
| <b>POLICY FRAMEWORK IMPLICATIONS</b>  |   |  |
| 10.   | None  |  |
| <b>KEY DECISION</b>   |   | No   |
| <b>WARDS/COMMUNITIES AFFECTED:</b>  |   | None directly as a result of this report   |
| <b><u>SUPPORTING DOCUMENTATION</u></b>  |   |  |
| <b>Appendices</b>   |   |  |
| 1.  | Monitoring Scrutiny Recommendations – 14 June 2018  |  |
| <b>Documents In Members' Rooms</b>  |   |  |
| 1.  | None  |  |
| <b>Equality Impact Assessment</b>   |   |  |
| Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out. |   | No   |
| <b>Data Protection Impact Assessment</b>  |   |  |
| Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.       |   | No   |
| <b>Other Background Documents</b>   |   |  |
| <b>Equality Impact Assessment and Other Background documents available for inspection at:</b>                         |   |  |
| Title of Background Paper(s)  |   | Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable) |
| 1.  | None  |  |





| Date | Portfolio | Title | Action proposed  | Action Taken   | Progress Status |
|------|-----------|-------|--|--|-----------------|
|      |           |       |  | <p>however during this period they were asking questions of the wider forum membership, particularly via the forum's Facebook group. In addition a Facebook live session was undertaken during the consultation (February 2018) and has been viewed over 780 times. Following these meetings, a review and redesign group met every month to progress the proposals, this included a representative of the parent forum.</p>   |                 |
|      |           |       | <p>2) That the communication with young people with disabilities, parents and carers provides clear information on the relevant rights of children with disabilities and parents/carers as well as the Council's complaints process.</p> | <p>Families of children and young people with SEND are routinely referred the Impartial Information, Advice and Support Service for information on, and support with exercising their rights. All families accessing the buzz network (including Jigsaw families) have received communication regarding the new eligibility and short breaks offer, and this letter includes details of the council's complaints service.</p>  | Completed       |
|      |           |       | <p>3) That consideration is given to utilising the expertise and experience acquired by the Integrated Commissioning Unit to support quality assurance and control processes within the Council's in house social care services.</p>     | <p>Following discussion it was identified the Children's services have a whole service quality assurance framework which operates varying self-assessment and audit routines which is further cross checked by the council's Policy, Partnership and Strategic Planning Service. Additionally we have an internal audit team who work across Portsmouth City Council and Southampton City Council who regularly review service areas to ensure that we are working in line with national and local protocol.</p> | Completed       |

| Date     | Portfolio | Title                       | Action proposed  | Action Taken  | Progress Status |
|----------|-----------|-----------------------------|--|---|-----------------|
|          |           |                             | 4) That officers factor intelligence based on migration data into decisions relating to future service demand.   | Information has been requested from Intelligence team and will inform service design and development.   |                 |
|          |           |                             | 5) That a written update is provided to the Committee in 6 months' time and that the subject returns to the OSMC agenda in 12 months' time.  | Due September 2018 and March 2019   |                 |
| 12/04/18 | Leader    | Planning Enforcement Update | 1) That the Administration add planning application performance relating to major and minor applications to the Council's set of key corporate indicators.   | A review of the Council strategy and appropriate metrics will be undertaken by Cabinet and this will include whether planning application performance is to be added to the Council's set of key corporate indicators.  |                 |
| Page 13  |           |                             | 2) That key planning metrics are provided to the Planning Panel on a regular basis.  | The Planning Panel will be provided with quarterly reports on planning application performance. These will be provided in each quarter following the submission of returns to MHCLG.  |                 |
|          |           |                             | 3) That, reflecting the lack of political awareness of the planning performance data, officers review the processes and governance relating to the Council's performance reporting and performance management. | Recent organisational changes have included the appointment of a Service Manager responsible for Performance & Service Delivery, in the Infrastructure Planning and Development team, who is reviewing performance management and reporting arrangements for the service. This role will ensure the provision of quarterly information to the Planning Panel. |                 |
|          |           |                             | 4) That a briefing paper is circulated to all councillors on Section 70 planning powers.   | The Senior Solicitor produced a briefing paper on 20 <sup>th</sup> November 2017 for Planning Officers. A copy will be circulated to the Committee prior to the 14 June 2018 meeting.   |                 |

| Date | Portfolio | Title | Action proposed   | Action Taken   | Progress Status |
|------|-----------|-------|---|--|-----------------|
|      |           |       | 5) That consideration is given to the actions that can be taken to improve the sharing of intelligence from HMO licensing and Planning Enforcement to support more informed, targeted and robust enforcement activity.  | The Planning Enforcement Supervisor and HMO Licensing Team do share information and intelligence. The effectiveness of this information sharing is to be included in the terms of reference for the Planning Enforcement review which will be tendered in June 2018.   |                 |
|      |           |       | 6) That, to help target enforcement action, work is undertaken to determine the holistic cost to the public purse generated by developers who are known to consistently disregard planning legislation. Legal Services can then be challenged to find solutions to the issues raised. | Considerable resource would be required to carry out such a robust evaluation. An additional post within the Enforcement Team is currently being recruited. Once the new post-holder is in place (late summer 2018). Due to resource pressures within the Enforcement Team (current workload), the work of the team has had to be largely reactive rather than more proactive, targeted enforcement action. It is hoped that this additional resource will enable more proactive work to take place. |                 |
|      |           |       | 7) That consideration is given to how improvements can be made relating to keeping residents informed about enforcement activity, without impacting on the capacity of Enforcement Officers to undertake their enforcement role.  | It is proposed that the Enforcement Team provide ward members with regular updates on enforcement activity. They can then act as a conduit for this information for their communities. It should be noted that enforcement activity can be sensitive so in such instances updates will provide an overview only.   |                 |
|      |           |       | 8) That the Committee are provided with the contractual position relating to the provision of performance metrics for the Planning IT system (Planning Portal).   | The Service Lead - Digital & Strategic IT has confirmed that performance metrics for the online planning system were not previously available. However, she has undertaken to provide performance metrics in future. These will be made available for the OSMC to consider.  |                 |

| Date    | Portfolio | Title | Action proposed  | Action Taken  | Progress Status |
|---------|-----------|-------|--|---|-----------------|
| Page 15 |           |       | 9) That the Committee are provided with planning enforcement activity data for 2017/18.  | <p>The Service Lead: Infrastructure, Planning &amp; Development will provide an annual report on enforcement activity each year. This will provide a summary of all formal notices that were served and prosecutions. It will also summarise the number of cases resolved and still outstanding for that year.</p> <p>A report covering the period 1<sup>st</sup> April 2017 – 30<sup>th</sup> March 2018 is now being collated and will be reported to Planning and Rights of Way Panel.</p> |                 |
|         |           |       | 10) That, within the law, officers consider best practice to minimise the amount of information that is made publicly available about residents who comment on planning applications through the Council's Planning IT system. | Redaction of some details currently takes place. The availability of addresses can sometimes be helpful to panel members, when considering the weight of comments on applications. Officers in Planning and Legal colleagues will consider options and agree with the portfolio holder any changes in further redacting information.  |                 |

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