



NOTICE OF MEETING

CABINET

MONDAY, 7 APRIL 2014 AT 12.00 PM

EXECUTIVE MEETING ROOM, THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Joanne Wildsmith, Democratic Services Tel 9283 4057

Email: joanne.wildsmith@portsmouthcc.gov.uk

Membership

Councillor Gerald Vernon-Jackson (Chair)

Councillor Hugh Mason (Vice-Chair)

Councillor Jason Fazackarley

Councillor Lee Hunt

Councillor Leo Madden

Councillor Rob Wood

Councillor Darren Sanders

Councillor Terry Hall

Councillor Sandra Stockdale

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

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Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interests**
- 3 Record of Previous Decision Meeting - 3 March 2014 (Pages 1 - 14)**
- 4 Special Educational Needs and Disabilities (SEND) Reform Grant (Pages 15 - 22)**

The attached report by the Director of Children's and Adults' Services and Child Support Services Commissioning Manager provides the Cabinet with an update on plans for implementing the Special Educational Needs and Disabilities (SEND) Reforms in Portsmouth.

The report sets out how it is proposed that this funding is used to ensure that best value is achieved from the grant and that Portsmouth is ready for implementation from 1st September 2014.

RECOMMENDED that Cabinet:

- (a) Approve the full allocation of the Special Educational Needs Reform Grant of £253,647 in 2014-15.**
- (b) Approve the proposals for utilising the grant to enable the successful implementation of the Special Educational Needs and Disabilities Reform in Portsmouth as set out within the report.**

5 'Growing Our Own' - Delivering Apprenticeships for Portsmouth (Pages 23 - 58)

The attached report by the Director of Regeneration is to gain Cabinet approval of a report on delivering apprenticeships for Portsmouth and endorsement of the proposed Delivery Plan.

RECOMMENDED that the Cabinet:

- (1) Approve the Apprenticeships report and endorse the proposed Delivery Plan.**
- (2) Delegate authority to the Director of Regeneration in consultation with the Cabinet Member for Planning, Regeneration & Economic Development to make any future amendments to the Delivery Plan.**
- (3) Agree the development of a renewed and ambitious apprenticeships programme within the City Council, along with an Apprenticeships Policy which includes provision for care leavers, to be approved by the Council's Employment Committee.**
- (4) Agree that progress on increasing apprenticeship numbers within each of the Council's Services is reported to Strategic Directors and Employment Committee on a regular basis.**

6 North Portsea Island Coastal Flood and Erosion Risk Management Scheme (Pages 59 - 64)

The attached report by the Head of Transport and Environment is to:

- (i) Inform Cabinet of the results of the public consultation for North Portsea Island Flood Defence Schemes.**
- (ii) Advise that the project is currently on programme to meet the requirements of the Environment Agency's Programme of Acceleration and Growth (PAG) and officers now seek agreement to undertake detailed design based upon the preferred option identified from the public consultation exercise undertaken in February and March 2014.**

RECOMMENDED:

That in order to implement the Council adopted Shoreline Management Plan and Portsea Island Coastal Strategy, Cabinet agree:-

- (1) To commence development of the detailed design using the information gathered from the public consultation exercise.**
- (2) That whilst option D is shown to be the preferred option, the final design for the scheme will also have to take into account costs, local topography and various stakeholder interests. It is likely that the final scheme will be a combination of options C and D and that detailed design should commence on this basis.**
- (3) To delegate authority to the Head of Service for Transport and Environment to submit the final business case to the Environment Agency in consultation with the Cabinet Member/Portfolio Holder for Environment and Community Safety.**

7 Street Scene Enforcement (Pages 65 - 86)

The attached report by the Chief Executive is

- (1) To outline the current approach to enforcement of environmental crime, and options for improving the cleanliness and tidiness of the streets by changing the approach.**
- (2) To provide the Cabinet with details of a scheme whereby a private enforcement company issue Fixed Penalty Notices (FPNs) for environmental and dog fouling offences on behalf of local authorities and to ask Members to consider that such a scheme be introduced in Portsmouth on a pilot basis.**

RECOMMENDED that

- a.) A 6 month pilot scheme is delivered by 3GS for the issuing of Fixed Penalty Notices for environmental and dog control offences (as listed in para 8.1);**
- b.) The Strategic Director - City Solicitor & Monitoring Officer be authorised, in consultation with the Cabinet Member - Environment & Community Safety and the Head of Service - Transport & Environment, to determine all matters relating to the pilot scheme;**
- c.) A further report is presented to the Cabinet following evaluation of the pilot scheme.**
- d.) The existing work being undertaken to improve the current approach to enforcement of environmental and street cleanliness issues be noted.**

8 Approval of Policy with Havant Borough Council for Langstone Harbour Board (Pages 87 - 90)

The attached report by the City Solicitor is to seek Cabinet's approval to the attached draft policy.

RECOMMENDED that Cabinet approves the attached draft policy.

9 Portsmouth Retail Centres - Occupancy Report 2014 (Information Item) (Pages 91 - 96)

The attached report by the Head of Corporate Assets, Business and Standards is to update members on the current occupancy rates of the city's retail centres, set against the national and South East averages.

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28 March 2014

Agenda Item 3

CABINET

RECORD OF DECISIONS of the meeting of the Cabinet held on Monday, 3 March 2014 at 12.00 pm at the Guildhall, Portsmouth

Present

Councillor Gerald Vernon-Jackson (in the Chair)

Councillors Hugh Mason
Jason Fazackarley
Lee Hunt
Leo Madden
Rob Wood
Darren Sanders
Terry Hall
Sandra Stockdale

27. Apologies for Absence (AI 1)

All the Cabinet Members were present but the Chief Executive had sent his apologies for absence.

28. Declarations of Interests (AI 2)

With regard to residents parking (MC Zone) Councillor Hall reported that with regard to the extra amendment relating to areas outside of the initial residents parking area and in relation to the associated map, she, her husband and sons own and live in properties in zones 2, 3 & 5. This was also reported to affect Councillor Hugh Mason who lives in close proximity to the zone and declared this was non-prejudicial and also Councillor Lee Hunt who lived near the zones so none of these three members would take part in the voting on this amendment.

29. Record of Previous Decision Meetings - 21 January and 3 & 11 February 2014 (AI 3)

DECISION: That the records of the decision meetings held on 21st January (Special), 3rd February and 11th February (Special) 2014 be agreed as a correct record and signed by the Chair accordingly.

The Chairman varied the order of business so that the residents parking item could be discussed as the next item due to the number of members of the public present wishing to take part in this discussion.

30. TRO 1/2014 : Traffic Regulation Order 1/2014: The Portsmouth City Council (MC Zone and MB Zone Permit Amendments) (Residents' Parking Places and Waiting Restrictions) (No.1) Order 2014 (AI)

The Leader of the Council announced that the recommendations of the officers would be amended so that the permit holders' scheme would relate to

the hours of 5-7pm (not 6-8pm as outlined in the Head of Transport and Environment's report). This would achieve the aim of moving cars left by commuters in the area during the day and should also help businesses in the area who had felt that the later time restrictions would be problematic to them. Due to the number of speakers it was asked that everyone try to limit themselves to a maximum of 3 minutes each. Deputations were made and their points are summarised:

- i. Mr M Smart of Jessie Road - he wished to object as he believed that Jessie Road should be a permanent part of the MB zone, which would help reduce the displacement of cars.
- ii. Mr Wareham of Percy Road - he spoke against all parking charges and the selection of particular roads when there were spaces elsewhere and felt that it was wrong for the hours between the roads to vary.
- iii. Barbara Jones - was concerned that the MB zone area had not been reviewed within 12 months of implementation but welcomed the introduction of the idea for a two hour slot as she felt that non-car owners suffered discrimination when they had to pay more for visitors and would wish for each household to have a permit.
- iv. Mr Mottershead, Inglis Road - wished for there to be an integrated transport plan looking at investigating the demand and supply of parking in the MC zone area and the displacement parking that will be created in the adjacent areas (he questioned whether the DVLA information could be made available) and suggested that the park and ride potential to alleviate problems could be considered and that the University of Portsmouth be included in discussions regarding student parking.
- v. Mr M Silman - he spoke as a parking champion and commented that the current 24 hour residential parking zones were expensive to enforce so a two hour period would be less expensive and that the 5-7pm slot would be most beneficial time for this.
- vi. Mr C Milne - supported the three recommendations which should make a difference to residents in Central Southsea; he felt it reflected the wishes of 80% of people wishing for a scheme to be introduced in the area.
- vii. Ms Jean Urry - outlined the problems of residents in Talbot Road questioned the inclusion of the Jessie Road permits for the MB zone. There is a lot of long term commuter and student parking so she felt that a two hour restriction may be beneficial although she was worried that people would move their cars after this two hour period. She reiterated that safety for residents walking back to their homes in the evenings was an important consideration.

- viii. Ms C Goodwin, Bramble Road - felt that the two hours would make a difference and the 5-7pm slot was a better suggestion. She felt that this should apply to both MC and MB zones.
- ix. Mr J Glass - Campbell Road - spoke of the problems in Campbell Road with the creep of parking zones and the increased student parking further increasingly difficult to find parking spaces in the evenings. He felt that it may be necessary for there to be a whole city zone where contributions towards permits be requested.
- x. Mr P Smith, Francis Avenue - questioned the policing of restrictions by the enforcement officers/wardens. He had experience as a taxi driver of delivering students back to the area where they had left their cars at night. There were also untaxed cars in the area that needed to be dealt with.
- xi. Mr R Neal of Northcote Road - asked whether the necessary support by local residents was there for the implementation of the zones as the MC area was being rushed through. There were also the financial implications of introducing the zone when there was not enough evidence of support from residents. The 5-7pm slot had not been identified in the consultation and he was worried this would create more problems.
- xii. Mr M Williams, represented the Kings Theatre, the Wedgewood Rooms and the Cultural Partnership outlined their concerns (and Mr Pitt had written to the Cabinet regarding his perceived problems with the scheme for the Kings Theatre) and asked that there be further consultation with businesses regarding the 5-7pm slot and was worried that this would discourage the night-time economy on the Albert Road.

Representation was then made by local councillors. Councillor Luke Stubbs felt that the report did not deal with the original problem within the MB zone of empty spaces being left during the day in Orchard Road and that the problems would be pushed further out. He felt that those in Albert Road and to the south should also get permits. He was also concerned regarding the problems this could cause to the Kings Theatre.

Councillor Peter Eddis then spoke and felt that the two hour period should be during the day to prevent long term parking of vehicles by commuters and students and felt that 4-6pm would be more acceptable. He also suggested that permits be used flexibly between the MB and MC zones. There were also concerns for local traders and the Kings Theatre so he suggested that a decision be deferred.

(At this point of the meeting the Leader of the Council needed to vacate the chair to address a conference in the Guildhall and Councillor Hugh Mason as Deputy Leader took the chair.)

Councillor Ken Ellcome then spoke as the Traffic and Transportation spokesperson expressing concern at how this proposal had been dealt with.

He felt the results of the informal MB survey and consultation had not been conclusive and by implementing a new MC zone the unused spaces in the MB zone remained. He queried whether it was legal to change the times from the 4-6pm advertised slot to 5-7pm?

Councillor Michael Andrewes then spoke regarding the difficulties with implementing the residential zones for which a solution was being sought for the area and he hoped that the proposed two hour scheme would work well and felt that it should be tried and there should be consultation of areas outside the zone.

Five written deputations had been circulated and read by the cabinet members from Mr Hall of Esselmont Road, Ms J Hamment, Harold Road, Mr Hutt, Francis Avenue, Mr Rossi and Mr Chatband of Inglis Road.

Pam Turton representing the Head of Transport and Environment confirmed that legal advice had been given that they were able to change to a different two hour slot in the day but that should members wish to increase the time slot this would need additional consultation of 14 days. She also reported on the reasons for urgency: the Leader had agreed to add this item to the agenda to prevent further delays in considering the scheme following the consultation exercise. Michael Lawther as the City Solicitor confirmed that he was content that the proposal before the cabinet was lawful and that he would be writing to Ms Jones regarding the equalities issues. Ms Turton confirmed that statutory consultation had been undertaken with notices in the streets and the paper.

During discussion the cabinet members questioned the status of parking for Jessie Road; it was reported that the residents there wish to retain their MB parking permits. It was also reported that the effect on visitors were that with a two hour restricted zone there would be 24 hours of unrestricted parking so residents would be paying less on visitor permits and this should be more efficient than the 12 hour visitor permits. It was also confirmed that the city council's enforcement officers had the capacity to enforce the two hour zone, and consideration would be given to the suggestion that the DVLA information be sought regarding the discreet use of global information from on the number of residents' cars in an area. It was also confirmed that the RinGo system could be used to make payments for virtual permits. It was further confirmed that there would need to be a review of the current MB zone.

The Leader of the council returned to the meeting at this point and as he had missed some of the discussion and information that had been given he would not take part in the vote but continued to chair this part of the meeting. Cabinet members stressed that they were looking for a compromise to help with the residents parking in Central Southsea. A fourth recommendation was put forward to consult the adjacent areas regarding displacement parking. It was reiterated that the city council do not charge residents for their first permit.

DECISIONS:

1. To introduce a parking scheme that restricts parking to "MC Permit Holders Only" between 5pm-7pm.
2. That the proposal to include Jessie Road and the section of Francis Avenue between Jessie Road and Orchard Road in the MC zone, including the requirement to exchange existing MB permits, is deleted. The current parking arrangements to remain as they are.
3. To reduce the proposed double yellow lines on the junctions of Bramble Road / Shanklin Road and Bramble Road / Ventnor Road to 1 metre east and west of each junction.
4. That immediately the MC zone is implemented a consultation should begin in areas 1, 2, 3, 4 and 5 of the associated map (to include both sides of St. Ronan's Road and Waverley Road) to ascertain the effect of any displaced parking into these areas and whether residents in these areas would be in favour of parking zones.

31. Team Portsmouth - City of Service (AI 4)

(TAKE IN REPORT BY THE DIRECTOR OF PUBLIC HEALTH)

DECISIONS: The Cabinet noted Portsmouth's successful application to be a 'City of Service' and agree that this will be a valuable opportunity to demonstrate the impact volunteers can have in meeting some of the city's most pressing challenges.

32. Local Transport Plan 3 - Implementation Plan 2014/15 (AI 5)

(TAKE IN REPORT BY HEAD OF TRANSPORT & ENVIRONMENT)

The Leader of the Council asked that the recommendation (2) refer to any amendments and not "minor amendments".

RECOMMENDED to Council

- 1) that approval be given to the attached Implementation Plan;
- 2) That authority be delegated to the Head of Transport and Environment in consultation with the Cabinet Member for Traffic and Transportation, the Strategic Director for Regeneration and the Section 151 Officer to agree any amendments to the Implementation Plan that may be required to take account of future funding changes and policy announcements.

33. Treasury Management Policy for 2014/15 (AI 6)

(TAKE IN REPORT BY THE HEAD OF FINANCIAL SERVICES AND SECTION 151 OFFICER)

RECOMMENDED to Council that:

- 1a** the Head of Financial Services and Section 151 Officer and officers nominated by him is given authority to lend surplus funds as necessary in accordance with the Treasury Management Policy;
- 1b** the Head of Financial Services and Section 151 Officer is given delegated authority to either replace maturing debt or repay it depending on the outlook for long term interest rates that exists at the time
- 1c** the upper limits for fixed interest exposures are set as follows:
- | | |
|---------|-------|
| 2013/14 | £362m |
| 2014/15 | £332m |
| 2015/16 | £343m |
| 2016/17 | £391m |
- 1d** the upper limits for variable interest exposure are set as follows:
- | | |
|---------|-----------------------------------|
| 2013/14 | (£189m) – Investments up to £189m |
| 2014/15 | (£196m) – Investments up to £196m |
| 2015/16 | (£202m) – Investments up to £202m |
| 2016/17 | (£223m) – Investments up to £223m |
- 1e** the following limits be placed on principal sums invested for periods longer than 364 days:
- | | |
|-----------|-------|
| 31/3/2014 | £179m |
| 31/3/2015 | £170m |
| 31/3/2016 | £158m |
| 31/3/2017 | £124m |
- 1f** the City Council set upper and lower limits for the maturity structure of its borrowings as follows:

Amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate.

	Upper Limit	Lower Limit
Under 12 Months	20%	0%
12 months & within 24 months	20%	0%
24 months & within 5	30%	0%

years		
5 years & within 10 years	30%	0%
10 years & within 20 years	40%	0%
20 years & within 30 years	40%	0%
30 years & within 40 years	60%	0%
40 years & within 50 years	70%	0%

- 1g** authority to reschedule debt during the year is delegated to the Head of Financial Services and Section 151 Officer subject to conditions being beneficial to the City Council;
- 1h** no restriction be placed on the amount that can be borrowed in sterling from an individual lender provided it is from a reputable source and within the authorised limit for external debt approved by the City Council;
- 1i** the principals upon which the apportionment of borrowing costs to the Housing Revenue Account (HRA) should be based are as follows:
- The apportionment is broadly equitable between the HRA and the General Fund, and is detrimental to neither;
 - The loans portfolio is managed in the best interests of the whole authority;
 - The costs and benefits of over and under borrowing above or below the capital financing requirement (CFR) are equitably shared between the General Fund and the HRA;
- 1j** the regulatory method of calculating Minimum Revenue Provision (MRP) be applied to pre 1 April 2008 debt and new government supported debt other than finance leases and service concessions (including Private Finance Initiative schemes);
- 1k** the asset life (equal instalment) method of calculating MRP is applied to post 1 April 2008 self financed borrowing other than finance leases, service concessions (including Private Finance Initiative schemes) and borrowing to fund long term debtors (including finance leases);
- 1l** MRP on finance leases and service concessions including Private Finance Initiative (PFI) arrangements equals the charge that goes to write down the balance sheet liability;
- 1m** the principal element of the income receivable from long term debtors be set aside to repay debt if the asset was financed through self-financed borrowing in order that the repayment of the debt is financed from the capital receipt;

- 1n the principal element of the rent receivable from finance leases be set aside to repay debt if the asset was financed through self-financed borrowing in order that the repayment of the debt is financed from the capital receipt;
- 1o the Housing Revenue Account (HRA) provide for the repayment of the Self Financing Payment over 30 years;
- 1p that specified investments should only be placed with institutions that have a long term credit rating of at least A- from at least two credit rating agencies except registered social landlords for which a single credit rating will be required;
- 1q investments should only be placed with institutions based in either the United Kingdom or states with a AA+ credit rating;
- 1r the bodies meeting the criteria of categories 1 to 9 in paragraph 16.11 be approved as repositories of specified investments of the City Council's surplus funds;
- 1s credit ratings be reviewed monthly and that any institution whose credit rating falls below the minimum level stated in paragraph 16.11 of the Treasury Management Policy be removed from the list of specified investments;
- 1t institutions that are placed on negative watch or negative outlook by the credit rating agencies be reassigned to a lower category;
- 1u non-specified investments are limited to the following:

	£
Building societies with a BBB credit rating and unrated building societies	81m
Investments in MMD (Shipping Services) Ltd including funds lodged to guarantee the company's banking limits. MMD is a wholly owned subsidiary of the City Council.	2m
Long term investments	170m
Investments denominated in foreign currencies to hedge against contracts priced or indexed against foreign currencies	5m
Community investment companies without a credit rating	£5m
Total	263m

- 1v the total amount that can be directly invested with any organisation at any time should be limited as follows (see paragraph 16.11):

	Maximum Investment in Single Organisation
Category 1	Unlimited for up to 5 years
Category 2	£26m for up to 5 years
Category 3	£26m for up to 5 years or 10 years if secured
Category 4	£26m for up to 5 years
Category 5	£20m for up to 5 years or 10 years if secured
Category 6	£19m for up to 5 years for banks & building societies. £19m for up to 4 years for corporate bonds
Category 7	£13m for up to 5 years for banks & building societies. £13m for up to 4 years for corporate bonds
Category 8	£10m for up to 5 years for banks & building societies. £10m for up to 4 years for corporate bonds
Category 9	£6m for up to 4 years
Category 10	£10m for up to 364 days
Category 11	£6m for up to 364 days
Category 12	£5m for an unlimited period
MMD (Shipping Services) Ltd including sums lodged to guarantee the company's banking limits	£2m for up to 364 days

1w the Head of Financial Services and Section 151 Officer in consultation with the Leader of the Council be given delegated authority to revise the total amount that can be directly invested with any organisation at any time

1x that the following investment limits be applied to sectors:

Money market funds	£80m
Building societies	£107m
Registered social landlords	£80m

1y that the following investment limits be applied to regions outside the United Kingdom:

Asia & Australia	£40m
Americas	£40m

Continental Europe	£40m
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2 the Head of Financial Services and Section 151 Officer submits the following:

- (i) an annual report on the Treasury Management outturn to the Cabinet by 30 September of the succeeding financial year;
- (ii) a Mid Year Review Report to the Cabinet;
- (iii) the Annual Strategy Report to the Cabinet in March 2015;
- (iv) quarterly Treasury Management monitoring reports to the Governance and Audit and Standards Committee.

34. Budget & Performance Monitoring 2013/14 (3rd Quarter) to end December 2013 (AI 7)

(TAKE IN REPORT BY THE HEAD OF FINANCIAL SERVICES AND SECTION 151 OFFICER)

RECOMMENDED to Council that:

- (i) The contents of this report be noted, in particular (after further forecast transfers to Portfolio Specific Reserves of £449,600) the overall forecast overspend of £316,600 representing a variance of 0.16% against the City Council Revised Budget of £192,781,200. Before further forecast transfers to Portfolio Specific Reserves, there is a forecast underspend of £133,000 representing a variance of 0.07%.
- (ii) Members note that any actual overspend at year end will in the first instance be deducted from any Portfolio Reserve balance and once depleted then be deducted from the 2014/15 Cash Limit.
- (iii) A report in respect of the Children and Education Portfolio be prepared for the Cabinet in April 2014 setting out the options for significantly reducing or eliminating in future financial years the adverse budget position presently being forecast by the Portfolio, including the associated impact of doing so.
- (iv) Heads of Service, in consultation with the appropriate Cabinet Member, consider options that seek to minimise any forecast overspend presently being reported and prepare strategies outlining how any consequent reduction to the 2014/15 Portfolio cash limit will be managed to avoid further overspending during 2014/15.

35. Business Rates Discretionary Relief Policy (AI 8)

(TAKE IN REPORT BY HEAD OF REVENUES AND BENEFITS)

The Head of Revenues and Benefits had informed the Cabinet Members that this relief is the temporary emergency measure so the Government is not changing the legislation around the reliefs available to properties. Instead the Government will reimburse the local authorities that use their discretionary relief powers (under Section 47 of the Local Government Finance Act 1988 (as amended by the Localism Act)) to grant relief in line with the eligibility criteria. It will be for individual local billing authorities to adopt a local scheme and decide in each individual case when to grant relief under Section 47. Central government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under Section 31 of the Local Government Act 2003). Therefore, a third recommendation was added.

DECISIONS The Cabinet:

- (1) Approved the amended policy document (attached to the report): "Policy for the granting of Discretionary Non-Domestic Rate Relief"**
- (2) Granted delegated authority to the Head of Revenues & Benefits to update Section 9 of the policy titled "Discretionary Relief - Re-occupation Relief" as soon as central Government issues guidance on this relief**
- (3) Granted delegated authority to the Head of Revenues & Benefits to update the policy to include a section titled: Discretionary Relief - Business Rates Flooding Relief", according to central Government guidance on this relief**

36. Flooding Update (Information Report) (AI 9)

(TAKE IN REPORT BY THE HEAD OF TRANSPORT AND ENVIRONMENT)

Martin Lavers introduced the information report which set out the city council's strategic approach to flooding resilience and outlined the requests for government funding to protect those areas in most need of protection (including Anchorage Park and Southsea) where emergency repairs were taking place. The Cabinet Members asked that officers be thanked for the work they had undertaken which had been successful in attracting significant external funding to protect properties against flooding in Portsmouth.

37. Home to School Transport - supporting children and young people to attend school/college through the provision of transport assistance (AI 10)

(TAKE IN REPORT BY THE DIRECTOR OF CHILDREN'S AND ADULT SERVICES)

Julian Wooster introduced the report which would be presented to parents and he was grateful for officers for their work on this consultation exercise with parents.

DECISIONS the Cabinet:

- (1) Noted the consultation process that has been undertaken (set out in Sections 6 to 9 of the report);**
- (2) Acknowledged the consultation feedback (summarised in Sections 10/11 of the report);**
- (3) Approved the recommendations 2.1 (a) - (f), as detailed in Sections 12/13 of the report, which covered:**
 - Options to create a fairer and more consistent system**
 - Options to ensure vulnerable families are protected and supported**
 - Options to bring about reductions in expenditure**
 - Options to bring the new arrangements into effect alongside the SEND reform programme starting in September 2014**
 - A phase approach**
 - Capacity to implement the proposed changes.**

38. Date of a Cabinet Meeting in April (AI 11)

It was agreed that an extra Cabinet meeting be held on Monday 7th April 2014 at 12 noon.

A report on the Children and Education portfolio budget position (as referred to in agenda item 7 recommendation (iii) on Budget Performance Monitoring was due to be taken to this meeting.

39. Appointment to Outside Bodies (supplementary item) (AI 12)

The Leader had agreed to the inclusion of this supplementary item to allow the Liberal Democrat Group to make changes to their representatives on some of the outside bodies to reflect the changes to the cabinet membership.

DECISIONS:

The following appointments were made of Liberal Democrat appointments:

Project Integra Strategic Board - Cllr S Stockdale as Cabinet member for Environment and Community Safety (ECS)

Safer Portsmouth Partnership - Cllr S Stockdale as Cabinet Member for ECS

Trading Standards South East Ltd - Cllr S Stockdale as Cabinet Member for ECS

Port Advisory Board - Cllr T Hall as Cabinet Member for Planning, Regeneration and Economic Development

Portsmouth Naval Base Property Trust Ltd - Ms D Moody

40. Appointments to Outside Bodies (AI)

The meeting concluded at 12.03 pm.

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Councillor Gerald Vernon-Jackson
Leader of the Council

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**Agenda Item:**

Title of meeting:	Cabinet
Date of meeting:	7 th April 2014
Subject:	Special Educational Needs and Disabilities (SEND) Reform Grant
Report from:	Julian Wooster, Director of Children's and Adults' Services
Report by:	Julia Katherine, Child Support Services Commissioning Manager
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1 The purpose of this report is to provide Cabinet with an update on plans for implementing the Special Educational Needs and Disabilities (SEND) Reforms in Portsmouth.
- 1.2 Children and young people who are identified as having special educational needs (SEN) can struggle to get the support they need to do well. It can often take too long for their families to find out that their child needs extra help. Also, the system of support available to children and young people with SEN is very complex, with teachers, health workers and social care workers often working separately to meet the particular needs of a child or young person. The Special Educational Needs and Disabilities (SEND) Reforms are aimed at addressing the barriers that prevent children and young people with SEN from getting the support and services they need.
- 1.3 The Department for Education has confirmed that funding has been allocated to local authorities to enable them to meet the implementation cost of the reforms, as outlined in the Children and Families bill in the form of an un-ring-fenced SEND Reform Grant. The allocation for Portsmouth in 2014/15 is £253,647.
- 1.4 This report sets out how it is proposed that this funding is used to ensure that best value is achieved from the grant and that Portsmouth is ready for implementation from 1st September 2014.

2. Recommendations

2.1 Cabinet are recommended to:

- (a) Approve the full allocation of the Special Educational Needs Reform Grant of £253,647 in 2014-15.
- (b) Approve the proposals for utilising the grant to enable the successful implementation of the Special Educational Needs and Disabilities Reform in Portsmouth as set out within the report.

3. Background

3.1 The Children and Families Bill is due to receive royal assent by the end of March, with enactment from 1st September 2014. Part 3 of the Bill has major implications for the way in which we commission and deliver services for children and young people with special educational needs and disabilities.

3.2 The Bill outlines 7 new statutory duties for Local Authorities:

1. A duty to jointly commission services across Education, Health and Social Care to meet the needs of children and young people with special educational needs and disabilities.
2. A duty to publish a 'Local Offer' of the services available for children and young people with special educational needs and disabilities.
3. A duty to implement an integrated assessment process to assess the needs of children and young people with special educational needs and disabilities.
4. A duty to issue Education, Health and Care Plans for those with the most complex needs (instead of statements of special educational needs) following assessments.
5. A duty to deliver personal budgets and, where appropriate, direct payments to families with Education, Health and Care plans.
6. A duty to extend the statutory protections currently available to pupils with statements of special educational needs from 0 to 25 years, where appropriate.
7. The same duties apply to all educational providers including, Maintained schools, Academies, Free Schools, Further Education and Sixth Form colleges.

3.3 All local authorities must be ready to implement these new statutory duties from 1st September 2014. For example, no new statements of special educational needs can be issued after 1st September; local authorities must instead have in place the systems to enable multi-agency assessments, resulting in the issuing of Education, Health and Care Plans. A transition period of 3 years will enable local authorities to achieve full implementation, including for example transitioning across all those who

currently are subject to a statement of special educational needs or a Moving On Plan.

- 3.4 In Portsmouth, preparation for the implementation of the SEN reforms is integral to Children's Trust Plan Priority G: Improving services and outcomes for children, young people and their families with disabilities. The cohort of 0-25 year olds who will be subject to Education, Health and Care Plans is anticipated to include around 1200-1300 children and young people. There are currently around 900 children with statements of SEN. There are around 100 new requests for statutory assessment each year. All of this work will need to be undertaken in line with the new legislation and new Code of Practice from 1st September 2014.

4. Improving services and outcomes for children, young people and their families with disabilities

- 4.1 The Children's Trust Plan also includes associated programmes to improving services and outcomes for children, young people and their families with disabilities, which are dependent on the SEND programme including:
- a. The development of an integrated disability service - involving initially education (SEN Services), Youth Service Personal Advisers and Children's Social Care. This will ensure families receive a more co-ordinated and efficient service.
 - b. Personalisation of Home to School Transport - Cabinet at its March meeting approved changes to Home to School Arrangements to ensure a more responsive and personalised service, which in the majority cases will be dependent on the new Education, Health and Care Plans.

5. Proposals for the SEND Reform Grant

- 5.1 The work being undertaken in Portsmouth to implement the SEND Reforms is being project managed by a small implementation team. This work is overseen by the Priority G Board. The work has been divided into 8 work streams, as detailed below, which cover the new statutory duties on local authorities outlined in section 3.

New Statutory Duty	Activity	2014-2015 Expenditure	2015-2016 Onwards Annual Costs	Comment
1. Local Offer: A Local Offer of all services available to Children and Young People aged 0-25 with special Educational Needs and disabilities across Education, Health & Care	Web-site to be commissioned.	£10k (estimated)	£0	



<p>must be published by 1st September 2014. This must be co-produced with service users, kept up to date, and feed back in to the commissioning cycle.</p>				
<p>2. Education Health & Care Assessment & Plan: All new requests for statutory assessment must be carried out as a multi-agency assessment which may lead to an Education Health & Care Plan from 1st Sept 2014. Families undergoing assessment will have access to 'key workers'. All children with statements and Moving On Plans will need to be transitioned across to an Education Health & Care Plan via a Person Centred review of their statement.</p>	<p>Staff restructure to create an integrated disability service, incorporating Education (SEN), Personal Advisers and Children's Social Care disabilities team.</p>	<p>£62k (actual)</p>	<p>£62K (actual)</p>	<p>2 posts are currently unfunded within the service. This will remain a pressure, however the service is currently being reviewed in the light of the legislative changes and will be redesigned within the cash limit available.</p>
<p>3. 0-5s Pathway: To extend the statutory protections so that assessments can start from birth, where it is clear that the child has long term and complex needs.</p>	<p>Additional Assessment Co-ordination capacity.</p>	<p>£16k (actual)</p>		<p>Staff employed on fixed term contracts.</p>
<p>4. 16-25s Pathway: To extend the statutory protections up to the age of 25.</p>	<p>Development Officer (actual)</p>	<p>£38k (actual)</p>		<p>Staff currently employed on a fixed term contract. Post to end on 31/12/14</p>
<p>5. Personal Budgets: To have the infrastructure in place to be able to deliver personal budgets for all families who have an EHC Plan.</p>	<p>1 Development Officer to implement the new home to school transport assistance policy, including re-assessments, processing direct</p>	<p>£26k (actual)</p>	<p>£26 k (actual)</p>	<p>1 additional permanent member of staff will be required to implement this policy, however, once the new policy is embedded, the capacity required to</p>



	payments and ensuring spending is brought back within budget.			deliver this will be delivered from within the core service.
6. Parents & Young People's engagement: To ensure effective stakeholder engagement and co-production with all service users both new to the system and those families who already have a statement or Moving On Plan.	Parent Engagement Officer and Young People's Engagement Officers employed by the voluntary sector.	£24k (actual)	£0	
7. Communication: To ensure that all stakeholders are kept up to date with the changes.	Delivery of the communication plan (information leaflets for parents etc)	£6k (estimated)	£0	
8. Workforce Development: To ensure that professionals working with 0-25 years olds with special needs and disabilities have the necessary skills to competently deliver the new ways of working. Professionals include SEN Officers, GPs, Social Workers, Educational Psychologists, School staff, Health Visitors, Therapists, CAMHS, Social Work staff, School Nurses, Early Years practitioners.	A programme of training and workforce development including targeted workshops, training and supervision for Assessment Co-ordinators plus a stakeholder conference in March 2015.	£30k (estimated)	£0	On-going workforce development programme will need to be incorporated into corporate programme.
9. Project Management and support: to ensure successful delivery of the project within required timescales.	Project manager and business support.	£41k (actual)	£0	Seconded posts
Total cost:		£253k	£88K	
Grant available:		£253k		

- 5.2 A significant amount of activity is being undertaken that relates to the implementation of the SEND Reforms, but which does not form part of this recommendation for allocation of the grant funding as it is being funded from within existing resources.
- 5.3 The Service is currently being reviewed & restructured in the light of the legislative changes to realign processes and pathways. Once the changes have been embedded, the requirement for these services is anticipated to reduce. The team structure that surrounds these is therefore being redesigned within the existing cash limit available.

6. Reasons for recommendations

- 6.1 The Council received a ring fence grant of £75K in 2013/14. This was used to fund a small implementation team to put into practice and drive forward the changes that will ensure Portsmouth are ready to implement the new SEN Disability Legislation from September 2014. The costs of this team for 2014/15 have been incorporated into the proposal above.
- 6.2 The work that has been undertaken so far in Portsmouth to implement the SEND Reforms was praised recently by a DfE representative, speaking at the Stakeholder conference on 24th February. The progress and readiness of all local authorities for implementation is being closely monitored by the DfE. Approval of the above implementation proposals will ensure that Portsmouth can successfully implement the SEND Reforms in readiness for the enactment of the Children and Families Bill in September 2014.
- 6.3 The Department for Education (DfE) are monitoring closely the way that local authorities are using the grant funding allocated to ensure full compliance with the new legislation and a number of local authority Lead Cabinet Members, Director of Children's Services and Senior strategic leaders have received visits from the DfE where this funding has not been used effectively and/or local authorities have not achieved sufficient progress towards implementation.

7. Equality impact assessment (EIA)

- 7.1 This report does not require an Equality Assessment as the proposal does not have any impact on a particular equalities group.

8. Legal Implications

- 8.1 There are no legal comments as the proposed plan is consistent with the reforms outlined in the Children and Families Act which will be effective from the 1st September 2014.

9. Head of Finance's comments

- 9.1 Whilst the reforms are expected to be fully implemented over a three year transition period, the Special Educational Needs Reform Grant of £253,647 has been allocated for 2014-15 only. Some of the proposals contained within this report involve an on-going annual expenditure commitment in the region of £88,000. The service is currently redesigning the structure and processes to accommodate the changes required to manage the on-going delivery of the reforms within the current cash limit.
- 9.2 Any un-ring-fenced funding received by the Council would generally be retained centrally as a "windfall" gain. However, in order to achieve the government's priorities in respect of the Special Educational Needs Reform as outlined in the report, it will be necessary to invest and develop the service.

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Signed by:

Appendices:

Background list of documents:

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:

Agenda Item 5



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Cabinet

Date of meeting: 07 April 2014

Subject: 'Growing Our Own' - Delivering Apprenticeships for Portsmouth

Report by: Kathy Wadsworth, Director of Regeneration and Strategic Director

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose

- 1.1 To gain Cabinet approval of a report on delivering apprenticeships for Portsmouth, and endorsement of the proposed Delivery Plan.

2. Recommendations

- 2.1 Cabinet is recommended to:

- a) Approve the Apprenticeships report and endorse the proposed Delivery Plan.
- b) Delegate authority to the Director of Regeneration in consultation with the Cabinet Member for Planning, Regeneration & Economic Development to make any future amendments to the Delivery Plan.
- c) Agree the development of a renewed and ambitious apprenticeships programme within the City Council, along with an Apprenticeships Policy which includes provision for care leavers, to be approved by the Council's Employment Committee.
- d) Agree that progress on increasing apprenticeship numbers within each of the Council's Services is reported to Strategic Directors and Employment Committee on a regular basis.

3. Background

- 3.1 The Regeneration Strategy 'Shaping the Future of Portsmouth' sets out the overall vision for Portsmouth to become 'a great waterfront city', with a leading edge economy supported by a highly skilled workforce. Recognising that the successful regeneration of the city will be dependent on how successful the city is in delivering a strong skills base, a Business Growth and Skills Plan for Portsmouth was

developed and approved by Cabinet in July 2013. This plan supports the Shaping the Future agenda with a two pronged approach which includes training, skills and access to employment as one of its main themes.

- 3.2 The Business Growth and Skills Plan contains a high level action plan with key objectives for delivery across the two main themes. Moving into implementation of the plan, it has been recognised that many of the high level actions will need further research and the development of more detailed delivery plans to take work forward. Promoting and increasing the awareness and uptake of Apprenticeships was one such objective and this is the first of these more detailed delivery plans to come out of the Business Growth and Skills Plan.
- 3.3 The delivery of apprenticeships and other work based opportunities has been identified as a core component of the skills growth agenda of the City Council and local partnerships, including the Solent LEP (Local Economic Partnership), Shaping the Future of Portsmouth and PUSH (Partnership for Southern Urban Hampshire). There is a key role for the City Council as an employer to lead by example in offering a sufficient number and range of apprenticeships. As a community leader and policy maker within the city, the Council also has an influencing and enabling role to encourage and support the development of increased opportunities across the city. An example being the Employment and Skills Plans which are now part of the planning requirements for all major developments in the city.
- 3.4 To help inform work on this key agenda, a project has been carried out to look at the provision and promotion of apprenticeships within the city. The attached report aims to paint a picture of where we are now, develop a shared understanding of where we want to get to, and provide a proposed Delivery Plan for taking this work forward.

4. Delivery

- 4.1 Linked to the objectives in the Business Growth and Skills Plan, and drawing on the findings from the research undertaken, four priority themes have been identified and are included in the proposed Delivery Plan which is set out in pages 17-21 of the report.
- 4.2 The Delivery Plan is intended to be dynamic and its development will be on-going. To accommodate this, Cabinet is asked to delegate authority for making future amendments to the plan to the Director of Regeneration in consultation with the Portfolio Holder for Planning, Regeneration and Economic Development (PRED).
- 4.3 It is anticipated that delivery of this plan will be achieved predominantly through the use of existing budgets, accessing additional funding streams where available, and maximising impact through jointly funded partnership activities where appropriate.
- 4.4 The Skills Group of the Shaping the Future of Portsmouth Partnership has identified apprenticeships as a key area of focus in their first year of activity, and the group will be instrumental in taking forward projects within the Delivery Plan. This work will be supported by the Council's Skills & Training Development Advisor and

colleagues within the City Development Team. Within the City Council, an internal working group of representatives from relevant service areas is being established to lead and monitor implementation of the Delivery Plan, led by the Assistant Head of HR (Strategy).

- 4.5 As a large employer in the city, the City Council can make a contribution to developing skills by increasing the recruitment of young people into the workforce. The Council also has specific statutory responsibilities to ensure that care leavers have better life prospects. It is recommended that work continues to develop a renewed and ambitious apprenticeships programme within the City Council, along with an Apprenticeships Policy which includes provision for care leavers, and that these are reported to the Council's Employment Committee for approval in due course. To monitor the success of this scheme, it is recommended that progress on increasing apprenticeship numbers within each of the Council's Services is reported to Strategic Directors and Employment Committee on a regular basis.

5. Reasons for recommendations

- 5.1 A key concern in the delivery of Portsmouth's regeneration is ensuring that the physical regeneration brings social and economic benefits to the city's resident communities. The implementation of a Delivery Plan for Apprenticeships will help to ensure increased opportunities to develop residents' skills, and provide local businesses with the skilled workforce they need to support future growth.

6. Equality impact assessment (EIA)

- 6.1 A preliminary equality impact assessment has been completed and the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010.

7. Legal comments

- 7.1 There are no direct legal implications arising from this report other than the Council to be aware of Employment Law implications of employing apprentices as an apprentice has the normal statutory employment right such as maternity/paternity right and the right not to be unfairly dismissed, and be mindful of Equality legislation in respect of potential pay or age discrimination issues.

8. Head of finance's comments

- 8.1 There is no additional funding to carry out the recommendations proposed in this report. The delivery of the plan will be achieved through working with partners, accessing relevant funding streams and the utilisation of existing budgets.

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Signed by:

Appendices:

Appendix 1 - 'Growing Our Own' - Delivering Apprenticeships for Portsmouth

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by:

'Growing our Own' - Delivering Apprenticeships for Portsmouth

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1. Introduction

- 1.1 Portsmouth is a city with enormous pride, strong ambitions, and exciting prospects. **The Regeneration Strategy 'Shaping the Future of Portsmouth'** sets out a vision for Portsmouth to become 'a great waterfront city', with a leading edge economy supported by a highly skilled workforce.
- 1.2 With a comprehensive delivery plan in place, Portsmouth's physical regeneration is already underway with major developments in progress. In November 2013 a landmark City Deal for Portsmouth and Southampton was given the go ahead from Government, and is set to deliver millions in investment into the Solent area and create more than 17,000 jobs.
- 1.3 A key concern in the delivery of Portsmouth's regeneration is ensuring that the physical regeneration brings social and economic benefits to the city's resident communities. The Regeneration Strategy recognises that the most sustainable route to improving the quality of life for many residents in the city is to ensure an environment that generates enough good quality jobs, and ensure that local people have the necessary education and skills to do them.
- 1.4 The development of Portsmouth's **Business Growth and Skills Plan** supports the Shaping the Future agenda with a two pronged plan which includes training, skills and access to employment as one of its main themes.
- 1.5 The successful regeneration of the city will be dependent on how successful the city is in delivering a strong skills base. It is vital that:
- Businesses have the skills they need for the future, including skills for growth.
 - The resident workforce (both current and future) has the skills needed to access opportunities.
- 1.6 The delivery of apprenticeships and other work based opportunities has been identified as a core component of the skills growth agenda of the City Council and local partnerships, including the Solent LEP (Local Economic Partnership), Shaping the Future of Portsmouth and PUSH (Partnership for Southern Urban Hampshire). Creating more work experience opportunities, and promoting and increasing the awareness and uptake of apprenticeships and vocational training, are key objectives within the Business Growth and Skills Plan.
- 1.7 To help inform work on this key agenda, a project has been carried out to look at the provision and promotion of apprenticeships within the city. Details of the research undertaken as part of this project are set out in Appendix C. This report aims to paint a picture of where we are now, develop a shared understanding of where we want to get to, and provide a number of suggested actions for taking this work forward.

2. Summary: Key challenges and opportunities to be addressed

2.1 Portsmouth's Business Growth and Skills Plan outlines the high level objectives and actions that will: create a highly-skilled and flexible resident workforce; ensure that we are meeting employer demand in relation to training provision and skills development; and establish clear routes to employment.

2.2 The plan specifically addresses the theme of apprenticeships and the need to undertake a programme of work that will:

- Increase the number of apprenticeships and traineeships available in the city;
- Ensure that apprenticeships in the city meet current and future employment demand;
- Promote apprenticeships as an equal alternative to other progression routes

2.3 Linked to these objectives, and drawing on the findings from the research undertaken, four priority themes have been identified:

Priority Themes

1. Engaging Employers

Employers will need to be engaged to understand the direct benefits to their organisations; encouraged to recognise the importance of developing skills in a growing economy; and supported to access information and practical help to establish apprenticeships within their organisations.

2. Raising Awareness and Promoting Opportunities

Potential apprentices and their advisors need to be fully informed of the range and extent of the opportunities available, and have an understanding of what an apprenticeship is and the benefits it brings.

3. Shaping Provision and Ensuring Access

Providers will need to ensure that there are enough advanced and higher level apprenticeships to match the increased labour demands for higher level skills, particularly in key growth sectors. Sufficient entry level provision including traineeships and pathways into work will be central to ensuring that future opportunities can be accessed by all.

4. The City Council and Partners - Raising our Game

The City Council and its partners have a key role as employers to ensure a sufficient number and range of apprenticeships within their own workforces. As an influencer and policy maker, the Council also has a role to play in encouraging and supporting the development of increased opportunities across the city.

2.4 A full description of each theme and proposed Delivery Plan are set out at the end of this document.

Part One: Where are we now?

3. Local Context

3.1 A more detailed analysis of the local context in terms of the local labour market and resident skills is available in the Business Growth and Skills Plan. The key headlines from this analysis are set out below:

3.2 The Local Labour Market

- Employment levels in Portsmouth are comparatively low, despite the city's high job density (number of jobs available compared to working age population).
- Portsmouth generates the highest workplace wages in the Southern Hampshire region, yet residents have the lowest average household incomes.
- The rate of employment amongst the working age population in Portsmouth is a little higher than the GB average and marginally lower than the SE average.
- The employment rate amongst men in the City is lower than both the GB and South East averages.
- There are significant differences at ward level, with unemployment rates in some wards considerably higher than the GB average (e.g. Charles Dickens Ward).
- Unemployment rates amongst the BME population are higher nationally, regionally and locally, but significantly so in Portsmouth.
- Younger people (age 18-24) are more likely to be claiming unemployment benefit than any other age group.
- The number of 16-18 year olds in the city who are NEET (not in education, employment or training) is higher than the average for both the South East and England.
- The greatest proportion of NEET young people are residents of Charles Dickens ward, with Fratton and St Thomas wards an equal second.
- There are an estimated 15,000 residents with a long-term health problem or disability that limits their day-to-day activity a lot.
- Other vulnerable groups include care leavers (young people who have previously been Looked after Children).

3.3 Resident Skills and Qualifications

- The local population is less qualified than the regional and national average, with fewer people qualified to NVQ level 4 or above.
- Portsmouth has the lowest proportion of state school pupils going into higher education in the region.
- Portsmouth has a higher proportion of the working age population with no or low qualifications than the SE and GB average.
- A lower proportion of the City's working age residents are qualified to degree/higher degree level than both the SE and GB average.

- Educational attainment at GCSE level is below the national average.
- The city has low levels of numeracy amongst its residents and there is also a low take up of Science, Technology, Engineering and Maths (STEM) subjects in the key post-16 sector.
- A lower proportion of pupils go into further education (FE) after their GCSEs than the South East and England, and attainment at A-level or equivalent is also lower than the England and South East averages.
- Portsmouth has the third lowest proportion of state school pupils going into higher education in England and the lowest proportion in the region.

The significant proportion of the resident population who have low or no qualifications means that providing sufficient entry level provision will be central to ensuring that future opportunities can be accessed by all and that the city's skills base continues to strengthen. Some residents will need support to raise aspirations and develop the capability needed to access the opportunities available.

4. Apprenticeships - An Introduction

- 4.1 Apprenticeships are paid jobs with training. As employees, apprentices earn a wage and work alongside experienced staff to gain job-specific skills. Apprentices also undertake training to work towards nationally recognised qualifications, often on a day-release basis. Apprenticeships can take between one and four years to complete depending on the level of apprenticeship. The national minimum wage for an apprentice is £2.68 per hour (from 1 October 2013); however many employers pay more with the average weekly wage being £170.
- 4.2 A commonly held perception is that apprenticeships are only relevant to traditional trades such as construction or engineering; however there are a huge number and range of different types of apprenticeships available from Accountancy to Warehousing. Apprenticeships cover a wide range of job sectors and range from entry level to more senior roles. Over 250 different apprenticeships (known as frameworks) are available in 13 broad sector subject areas.

There are three levels of Apprenticeship:

Intermediate Apprenticeships - These are Level 2 qualifications, equivalent to A*-C GCSEs. Entry requirements vary and in many cases no formal qualifications are specified whereas others require GCSEs (A*-C) in Maths and English or a certain number of GCSEs at a particular grade.

Advanced Apprenticeships - Level 3 qualifications, equivalent to A Levels. Entry requirements vary, however applicants will usually be required to have at least four GCSEs (grade C or above) or have completed an Intermediate Level Apprenticeship.

Higher Apprenticeships - are Level 4 and above qualifications, equivalent to BTEC professional diplomas, Higher National Certificates and above.

4.3 The Government has put a strong emphasis on increasing the number, range and quality of Apprenticeships on offer. Higher Apprenticeships are seen as vital to the economy by responding to employers' higher level skills needs and supporting business growth. Higher Apprenticeships now provide routes into professional areas which would normally require a university degree or academic qualification, offering existing apprentices and employees as well as A-Level school leavers, a different route to traditional university study.

There is a need to raise awareness of the range and breadth of apprenticeships opportunities and to ensure that there are enough advanced and higher level apprenticeships to meet the future skills needs of employers.

National Reforms to Apprenticeships

- 4.4 In June 2012 the Government commissioned an independent review of apprenticeships in England. The Richard Review of Apprenticeships was published in November 2012, and set out a series of recommendations on what an apprenticeship should be in the future, and how apprenticeships can meet the needs of the changing economy. The Review recommended that apprenticeships should be redefined so that they are targeted at those who are new to a job or role, with training for existing workers being delivered separately. It also recommended that apprenticeships should be focussed on those jobs that need substantial investment in skills, with a new programme of 'traineeships' replacing existing apprenticeships where they are linked to lower skilled jobs.
- 4.5 In March 2013 the Government published a consultation paper which set out their response to the review, and proposals for future delivery. A consultation on proposals for changing the funding of apprenticeships, and a framework for the delivery of traineeships were published in July 2013. The Government announced reforms to the delivery of apprenticeships in October 2013. (The Future of Apprenticeships in England: Implementation Plan October 2013).
- 4.6 The new apprenticeships will be employer-led and designed so they respond to the needs of industry, meaning each apprentice has the skills required by the sector. They will also focus on quality so the apprentice has to demonstrate their ability through rigorous assessment at the end of their apprenticeship. Each apprenticeship will then be graded on completion – pass, merit, or distinction – to mark the level of achievement.
- 4.7 Groups of companies known as Trailblazers have come together to lead the design of these new apprenticeships. Eight Trailblazers will represent a broad spectrum of businesses from a range of different sectors; aerospace, automotive, digital industries, electro-technical, energy, financial services, food and drink, and life and industrial sciences. New apprentices can expect to take part in reformed apprenticeships as early as the end of 2014.

Local plans will need to respond to the new national apprenticeships agenda and ensure that employers are fully engaged with delivering apprenticeships.

5. Apprenticeships in Portsmouth

- 5.1 Headline data on apprenticeship numbers in Portsmouth is contained in Appendix A. From relatively humble beginnings, Portsmouth has seen a steady increase in apprenticeship starts from a total of 660 in 2008/9 to 2,110 in 2011/12, overtaking Southampton for the first time (which had 2,000 starts in 2011/12). Of concern however, is the decline in overall numbers of apprenticeship starts in the past year according to provisional figures for 2012/13. Portsmouth has seen a drop of 9.5% in the overall number of starts in the past year, whilst nationally the drop in numbers has been only 4.9% and in the South East region there has even been a slight increase in numbers of 0.6%. Southampton has seen numbers holding steady with 2,000 apprenticeship starts in both years.
- 5.2 Numbers in Portsmouth have fallen specifically at the intermediate level, with advanced and higher apprenticeship numbers both showing an increase. The biggest drop in numbers has been within the over 25 age group (14.4% down), with numbers in the lower age groups showing a more modest decline (4.8% and 4.2%).
- 5.3 Most apprentices within the city are at the intermediate and advanced levels with higher apprenticeships only recently recording numbers above 5 per annum and remaining low with a total of 30 starts recorded in the provisional data for 2012/13.
- 5.4 The Business, Administration and Law sector has had the greatest number of apprenticeships with a total of 2,210 apprenticeship starts since 2009, although this sector subject area has seen a significant drop in starts over the past year from 920 to 640. The Retail and Commercial Enterprise sector has seen a total of 1,270 programme starts. Health, Public Services and Care has seen a total of 1,240 and is the only sector subject area showing a significant increase year on year.
- 5.5 In Portsmouth the data shows that the largest number of apprenticeship starts (823) were with small employers, with 507 starts with very large employers, and smaller numbers with medium and large organisations. Nationally the proportion of employers offering or employing apprenticeships remains low. Only 15 per cent of employers in the UK have or offer apprenticeships (State of the Nation 2013: Social Mobility and Child Poverty in Great Britain). The proportion of SMEs currently employing apprentices is less than 10% (The Smith Institute report).
- 5.6 The proportion of female apprentices in Portsmouth is lower for the 16-18 age range at around 48% but increases significantly in the older age groups at around 58% for 19-24 year olds and 62% for 25+. This aligns with the lower rates of employment generally within the male population within the city, and also that women are more likely than men to be existing employees prior to their apprenticeship. The proportion of apprentices with learning difficulties and/or disabilities is lower than the proportion within the local population.

To meet future skills requirements it will be necessary to review current provision against future needs - are apprenticeships being offered in the right sector areas, at the right levels and in the right numbers to meet demand? There is a need to encourage greater numbers of apprenticeships within key sectors and increase the numbers of advance and higher level apprenticeships

to meet higher skills demands.

6. Traineeships

- 6.1 A new programme of Traineeships has been introduced by Government from August 2013 for young people who need extra help to gain an apprenticeship or job. The aim of traineeships is to support young people to develop the skills they need to become 'work ready' and enable them to go on to secure employment, including apprenticeships.
- 6.2 Traineeships were introduced for 16- to 23-year-olds (and young people with learning difficulty assessments up to academic age 25). They aim to ensure all young people have the work skills, maths and English and work experience needed to start their careers. Traineeships are developed with employers, and will last anything from six weeks to a maximum of six months. Traineeships fit within broader study programmes for 16- to 19-year-olds.

Solent pre-apprenticeships programme

- 6.3 Prior to the traineeships programme being introduced, a Solent pre-apprenticeships programme was developed and launched in December 2012, co-funded by PUSH and Portsmouth and Southampton City Councils. This focussed on engaging young people aged 16-18 not in education, employment or training (NEET) to access work experience with businesses, and accredited training including functional skills.
- 6.4 Training providers worked with employers to set up suitable pre apprenticeship placements, which lasted up to 6 months. The programme provided an opportunity for local employers to trial young people for a period before progressing into apprenticeships.

Other Pre-employment Opportunities

- 6.5 A range of training providers across the city also offer pre-employment, work experience and work ready programme training programmes. These are designed to develop skills, confidence and experience and to provide advice to enable young people and other job seekers to access apprenticeship and other employment opportunities.

7. Raising the Participation Age

- 7.1 The academic year 2013/14 sees the introduction of the Raised Participation Age (RPA), which places a duty on all young people in England to participate in education or training until at least the end of the academic year in which they turn 17 (rising to 18 from 2015). The 2012/13 cohort of Year 11 pupils will be the first to be affected by this change in the law. The RPA does not necessarily mean that young people must remain at school, but they will have to choose one of three options: remaining in full-time education (at school or college); combining part-time education or training with working or volunteering; or undertaking an apprenticeship.

The new approach to increasing participation will add a further importance to increasing the range and number of traineeships and apprenticeships in the city.

8. Perceptions and Awareness

Employers

- 8.1 A number of national studies have indicated that although there is not a high participation rate amongst employers, those who do engage in apprenticeships report significant benefits arising from the programme. Research has found that most employers believe that apprenticeships make them more competitive, increase overall productivity, reduce staff turnover and lead to a more motivated and satisfied workforce. The majority of employers believe that their apprenticeship programmes help them to fill vacancies more quickly and rely on them to provide the skilled workers that they need for the future.
- 8.2 Shury et al (2012), reporting on the latest Employer Perspectives Survey, found the three main reasons as to why organisations did not currently offer Apprenticeships to be:
- lack of awareness regarding what is involved in apprenticeships or that employers had not been approached by any organisations regarding apprenticeships.
 - employers feeling that there is no need to offer apprenticeships (their staff do not require training or they prefer to recruit staff already trained).
 - the perception of structural barriers such as the financial burden of apprenticeships relative to the size of the business or suitable apprenticeships not being available in their sector.

Parents

- 8.3 A recent survey of more than 90 trainees on EY's (Ernst & Young's) school leaver programme found that most children (42 per cent) initially discuss future job options at home, followed by 26 per cent who look for advice online and 17 per cent who speak to careers advisors. In a separate EY study of more than a thousand parents and more than 500 employers, 48 per cent of parents said they were unaware of the range of options open to young people, and more than half didn't fully understand the long term implications for their children's careers.
- 8.4 A national survey of about 400 working parents, conducted by the CIPD found that almost half believed that apprenticeships are more appropriate for manual or 'blue collar' jobs and less than a fifth believed that apprenticeships have the same status as university education. The survey also showed that only one in ten parents rank apprenticeships as their preferred qualification for their children, while nearly half would choose a university degree.
- 8.5 When asked what would make them believe that apprenticeships are a better career option, the top two reasons cited were:
- More information about apprenticeships and related career options (less than a fifth of respondents agreed that teachers had provided their children with information about alternatives to university education)
 - More local employers offering apprenticeships

Employers will need to be engaged to understand the direct benefits to their organisations; encouraged to recognise the importance of developing skills in a growing economy; and supported to access information and practical help to establish apprenticeships within their organisations. We will need to explore ways to engage parents to raise their awareness of apprenticeships and opportunities available.

9. Stakeholders and Roles

9.1 A number of stakeholders are involved in the promotion and delivery of apprenticeships in the city. A list is contained in Appendix B which is not exclusive but attempts to identify some of the key stakeholders involved.

10. Events

10.1 A number of events have been organised in recent years to promote the benefits and opportunities of apprenticeships to employers, young people, parents/carers and professionals. These events have been facilitated and supported by the City Council, National Apprenticeship Service, ALPHI, training providers, and Jobcentre Plus among others.

10.2 Some of the most recent apprenticeships events include:

Powering Up Apprenticeships for Portsmouth (Tiger Tiger, March 2012)

The aim of this event was to encourage employers to find out about the benefits of apprenticeships and consider providing them within their work force. 21 employers attended and 24 Apprenticeship opportunities were created as a response to the event.

'Have a Go' (Fratton Park, Nov 2012)

This was an evening event for young people in years 10, 11, 12 and NEET young people aged up to 20 years old and their parents / carers to find out about the range of Apprenticeship frameworks available. The event was attended by approx. 81 young people with their parents/carers.

Apprenticeships Deliver - Get on Board (Fratton Park, March 2013)

The event was split into three sections: an employer breakfast, a session for schools, and an evening session which was open to all. Approximately 50 local businesses attended the breakfast meeting. 13 schools and 1 college brought groups totalling over 200 young people. The evening section was attended by approx. 250 people. 30 new Apprenticeships were created as a result of this event.

Making Choices (Portsmouth Guildhall, June 2013) (also held Nov 2012)

The aim of this event was to promote local and current Apprenticeship opportunities to young people who are NEET aged 16-18 or at risk of becoming NEET. This event was the second event to follow the speed-dating style format to enable young people to speak directly to employers and training providers. 54 young people attended and met with 12 Training Providers and 5 employers advertising in excess of 75 current opportunities.

Opportunities Fair (Portsmouth Guildhall, October 2013) (also held 2012, 2011)

Now in its third year, the Opportunities Fair is run by the Shaping the Future of Portsmouth partnership along with the Education Business Partnership, and is funded by Portsmouth City Council. The Opportunities Fair is aimed at raising the aspirations and expectations of young people by getting them excited about living and working in the City. Thousands of children primarily aged between 9 and 13 are invited to come along with their friends and family to join in some interactive sessions and workshops whilst learning about different pathways into careers and get practical advice. Industry professionals and role models are invited to talk to and show children about the exciting career opportunities in and around Portsmouth, including apprenticeships.

It will be beneficial to build on the success of these events and seek opportunities to use existing business events and networks to promote apprenticeships, (e.g. Chamber of Commerce and Federation of Small Businesses).

11. Funding

- 11.1 The Chancellor's Autumn Statement 2013 contained a number of changes to the funding for apprenticeships which will come into effect in 2014. The government intends to develop a model which uses HMRC systems to route apprenticeship funding direct to employers, with the option of an alternative funding route for the smallest businesses. A compulsory employer cash contribution for a significant proportion of the external training costs of an apprentice (excluding English and maths) will be introduced. The Government will provide provide a contribution to the costs of training for 16 to 17 year olds and separately consider the approach for 18 year olds. It also intends to introduce a number of caps on the maximum government contribution per apprentice and withhold a proportion of the funding for a payment by results approach.
- 11.2 The current funding arrangements for individual apprenticeships are as follows:
- 16 to 18 year olds are fully funded. 100% of the training cost is paid directly to the training provider.
 - 19 to 24 year olds are part funded. Up to 50% of the training cost is covered, and the employer will be expected to pay the remaining 50% of training fees.
 - 25 years and older were previously partially funded. However the 24+ advanced learning loans being introduced from August 2013 will replace existing Government grants for this age group.
- 11.3 Other subsidies are available via Jobcentre Plus for people aged 19 and over who have been long-term unemployed and are claiming Jobseeker's Allowance. The Construction Industry Training Board also has subsidies available to construction companies who are members of the CITB.

Apprenticeship Grants for Employers (AGE)

- 11.4 Apprenticeship Grants for Employers (AGE) is a Government grant scheme. It is aimed at helping eligible employers to offer young people employment through the apprenticeship programme, by providing wage grants to assist employers in recruiting a young apprentice.
- 11.5 Apprenticeship grants with a value of £1,500 are available to employers with up to 1000 employees who are recruiting 16 to 24 year olds, who are new to Apprenticeships or haven't enrolled a new recruit or existing employee onto an Apprenticeship programme in the previous 12 months. AGE 16 to 24 was extended in the Budget 2014 and will now be available until 2016.

It will be important to raise employers' awareness of funding available. The City Council and partners may want to explore offering supplementary grants to employers as some other local areas have done.

Part Two: Where do we want to get to?

12. Labour Market Demand

12.1 To better understand the local context and impact of future regeneration in the city, Portsmouth City Council commissioned Hampshire County Council's research unit to carry out bespoke research on the demand for the labour market for the period 2010 to 2020.

12.2 The research indicated that:

Replacement demand (the natural churn created by retirement and workers moving between jobs) is forecast to create around 36,000 jobs. Assuming growth in UK economy as a whole, there is a possibility of growth (especially in key sectors) that could create additional 7,000 jobs through expansion demand (from existing or new employers to the city). It is also projected that the physical regeneration of the city could generate an additional 11,500 jobs.

Replacement demand	36,000
Expansion demand	7,000
Physical regeneration demand	11,500
Total	54,500

12.3 The research has projected the number and type of qualifications needed to meet the net requirement of 43,000 jobs generated from replacement and expansion demand. The highest overall net requirements are for managers, directors and senior officials followed by professional occupations. Both of these categories are heavily reliant on higher or first degrees. Higher and first degrees and Higher Education to HNC or equivalent make up 41% of net requirements.

12.4 Caring services also have a high net requirement, but will be more reliant on vocational qualifications.

12.5 The data indicates that of the 43,000 net requirement, only around 8,500 are likely to require workers with no or low qualifications.

12.6 Work is underway to understand the number and type of qualifications needed to meet the 11,500 jobs created from the physical regeneration demand.

12.7 Initial analysis estimates that the biggest demand will be in professional and associate professional/technical occupations. The smallest demand will be for process, plant and machine operatives and skilled trade occupations. With regards to industry, the data suggests the highest number of job vacancies will be within business and financial services and the smallest within agriculture and energy and water. Additional work will be undertaken to understand the sub-sectoral employment demand.

13. Key Sectors

- 13.1 Strategic development of a number of growth sectors in Portsmouth and the wider sub-region will generate significant expansion and physical regeneration demand. These sectors include marine, aerospace, environmental technologies, business and financial services.
- 13.2 Notably, there is a particular opportunity for the Solent area to further develop its position as a centre of excellence for the marine and maritime sector. The Solent area is at the heart of a marine and maritime sector worth £1.9 billion and accounts for 20.5% of the total Gross Value Added (GVA measures the contribution to the economy of each individual producer, industry or sector in the United Kingdom).
- 13.3 The marine and maritime sector in the Portsmouth City region currently employs over 13,000 people within 800 organisations, with significant clusters in defence, leisure, commercial marine and fisheries. Over the last 10 years, the sector has enjoyed both employee and business growth and further expansion is anticipated, with the National Maritime Strategy suggesting that compound growth could be as high as 4% per annum over the next 10 years. To support this expansion, there are a number of key marine and maritime sites in the Solent area identified for development.
- 13.4 The PUSH economic development strategy identifies three categories of sectors for economic growth, which can be seen in Figure 1 below.
- 13.5 In addition to the marine sector, there is opportunity to support high levels of GVA growth and diversity within the following sectors: aerospace, environmental technologies, advanced manufacturing, and transport and logistics.
- 13.6 Business services and health sectors are projected to be the major source of additional jobs over the next 15 – 20 years.
- 13.7 The area's ambitions to deliver high levels of growth are reliant on the Solent area being a fantastic place to live, work and do business. There will therefore be a need to ensure those sectors which underpin quality of life and place are strong.
- 13.8 Each of these sectors will play a vital role in increasing employment opportunities and will link with one another through shared supply chains, shared skills needs, providing services to other sectors and through combining to create the unique sense of place in South Hampshire. PUSH has identified a number of transformational actions to support growth in these key sectors and Portsmouth needs to work in line with this plan.

Figure 1: Key Sectors for Growth



14. City Deal and the Solent LEP

- 14.1 The Solent Local Enterprise Partnership (LEP) is a business-led local partnership which has already secured Government funding to the Solent area. The LEP plays a central role in determining local economic priorities and undertaking activities to drive economic growth and the creation of local jobs. The partnership is developing a Strategic Economic Plan which all LEPS are required to develop and submit to Government as part of the arrangements to access funding through a single local growth funding pot of approximately £2billion per annum nationally. Skills for growth and the importance of apprenticeships are reflected in the emerging plan and Portsmouth's ambitions for delivering apprenticeships will be aligned to the Strategic Economic Plan.
- 14.2 A joint bid for City Deal status was submitted to Government by Solent LEP, Portsmouth and Southampton City Councils and was signed by all partners on the 12 November. The success of the bid will achieve further significant funding and deliver key opportunities to support growth in the Solent sub region.
- 14.3 The city deal gives the two cities special powers and access to new funds, meaning they can develop crucial sites, provide training and boost local companies. It has a particular focus on the area's maritime, marine and advanced manufacturing sectors, and as well as a marine and maritime assets programme will be complemented by skills, labour market and business support packages. These proposals are designed to ensure local residents can access jobs in growing sectors and that local businesses are able to grow and thrive across the Solent. To achieve this City Deal partners will:
- Establish a Skills Investment Strategy and Solent Skills for Growth fund, using funding from local partners and the private sector. This strategy and fund will ensure local residents can take courses that meet employer needs.
 - Create a Solent Employer Ownership of Skills programme that identifies immediate skills needs in small and medium enterprises, in the advanced manufacturing sector, and funds the provision of relevant courses through local skills providers.
 - Launch a new Solent Jobs programme that will support long term unemployed people into sustained employment.
 - Launch a Young Person's Demonstration project to trial new approaches to supporting young people into employment, in line with the forthcoming findings from the Government's review into employment, education and training support for 16-24 year olds.
 - Provide support for those facing redundancy to access alternative employment through a Department for Work and Pensions Rapid Response programme.
 - Establish a programme to provide effective business support including local schemes that promote small and medium enterprise business growth and enterprise.

14.4 Over its lifetime across Portsmouth and Southampton the Solent Local Enterprise Partnership predicts the City Deal will deliver:

- Over 4,700 permanent new jobs particularly focussed in marine, maritime and advanced manufacturing sectors.
- Over 13,000 construction jobs.
- Unlock 107,000 sq. metres of new employment floor space with a focus on supporting growth in the marine, maritime and advanced manufacturing sectors.
- Support small and medium enterprises to grow through better business support over the next three years.
- Provide £115m of local and national public sector investment.
- Leverage in over £838m of private sector investment into the area through site development, skills and unemployment schemes; and business support services.

15. Development Opportunities and Employment & Skills Plans

15.1 A supplementary planning document 'Achieving Employment and Skills Plans' was adopted by the Council in July 2013. The policy requests that developers in the city prepare and implement Employment and Skills Plans when undertaking major new developments (defined as residential developments of 30 or more units and commercial development of 1000m² floorspace or larger).

15.2 A wide range of local employment and training measures can be secured through an Employment and Skills Plan including pre-employment training, work experience (for a range of age groups) and apprenticeships. The policy is already being used in discussions around forthcoming developments and one plan is already in place for a major development in the city. The policy represents a significant opportunity to influence skills development and the delivery of apprenticeships in the city.

15.3 Employment and Skills Plans will be requested for the construction phase of all major development in the city. Where development will also create job opportunities at the occupation stage, such as retail or hotel developments, plans will be requested to cover the end user (where 50fte jobs or more will be created).

15.4 Portsmouth City Council is working in partnership with the Construction Skills Industrial Training Board (CITB) and will use the benchmarks set out the CITB 'Client and Local Authority Guidance' as a starting point for negotiations with developers on the construction phase of development. The benchmarks provide target outputs for a range of employment and skills areas such as apprenticeships and entry into employment.

It will be important to make use of opportunities to engage with employers through the City Deal Growth Hub and maximise contributions through Employment and Skills plans for new developments in the city.

Part Three: What do we need to do?

Portsmouth's **Business Growth and Skills Plan** seeks to ensure that local residents are able to benefit from the physical regeneration and economic growth in the City and have the skills and qualifications required to meet employer demand and secure the jobs created. The plan outlines the high level objectives and actions that will:

- Create a highly-skilled and flexible resident workforce
- Ensure that we are meeting employer demand in relation to training provision and skill development
- Establish clear routes to employment

The plan specifically addresses the theme of apprenticeships and the need to undertake a programme of work that will:

- Increase the number of apprenticeships and traineeships available in the City;
- Ensure that apprenticeships in the City meet current and future employment demand;
- Promote apprenticeships as an equal alternative to other progression routes

Linked to these objectives, and drawing on the findings from the research undertaken, the following four themes have been identified:

Priority Themes

1. Engaging Employers

2. Raising Awareness and Promoting Opportunities

3. Shaping Provision and Ensuring Access

4. The City Council and Partners - Raising Our Game

A full description of each theme and proposed Delivery Plan are set out in the pages that follow.

Theme 1: Engaging Employers

Increasing the number of apprenticeships within the city will mean engaging employers will be of key importance. The Government has outlined a new 'employer-focussed' approach to apprenticeships which sees employers at the heart of developing apprenticeships to meet their skills needs. To encourage the development and uptake of apprenticeships, employers will need to be informed about the direct benefits to their organisations; encouraged to recognise the importance of developing skills in a growing economy; and supported to access information and practical help to establish apprenticeships within their organisations.

Suggested Actions:

- Develop a promotional campaign linked to the Shaping Portsmouth brand - e.g. 'we're growing our own - delivering apprenticeships for Portsmouth' with a suitable logo and branding.
- Promote through the Shaping Partnership and Portsmouth Ambassadors to encourage an increase in the recruitment of apprenticeships.
- Increase attractiveness to employers through enhanced public recognition of businesses' contribution - e.g. an awards ceremony for employers.
- Use of logo on letterheads and email communications for businesses offering or employing apprenticeships.
- Highlight benefits to employers of 'growing their own' - addressing future skills needs, increasing employee engagement and workforce sustainability.
- Develop a network of Apprenticeship ambassadors - using Shaping Partnership employers who already have apprentices to provide advice and support to other organisations.
- Promote apprenticeships through business advisory services (e.g. council services).
- Seek opportunities to use business events and networks to promote apprenticeships, (e.g. Chamber of Commerce and Federation of Small Businesses).
- Maximise opportunities to engage with employers through the City Deal Growth Hub.
- Use contact with small businesses through the Super Connected Cities project to promote the benefits and funding available for apprenticeships.
- Maximise contributions through Employment and Skills plans for new developments in the city.
- Explore opportunities for city based organisations to encourage local people to take up apprenticeships.
- Encourage schemes that recruit for attitude and potential and offer opportunities to those with lower skills and qualifications and the longer term unemployed. (See the example of Barclays Bank below).

Case Study: Barclays Bank

Barclays introduced an ambitious apprenticeship programme eighteen months ago prompted by a letter from the London mayor asking corporates to do more to tackle youth unemployment. When Barclays analysed their employee profile they found that out of a total of 60,000 employees in the UK, less than 200 were aged below 21 and none were under 18 years. This resulted in a complete shift in the recruitment strategy and a decision to recruit apprenticeships alongside the traditional graduate places. The 1,000 16 to 24 year olds who have been recruited onto the apprenticeships programme were long term unemployed and often had few academic qualifications but were 'loyal, hungry and ambitious'. Barclays recruit to the programme based on attitude and potential rather than experience and qualifications. Many apprentices had taken the opportunity to embark on an academic pathway which they may have missed out on in younger years - potentially culminating in a business management degree.

Through their early career talent development programmes, which include work experience as well as apprenticeships, Barclays aims to create opportunities for young people from all backgrounds to develop the confidence and skills needed to gain employment after school or college, gaining hands-on experience and taking their first steps into the workplace.

Theme 2: Raising Awareness and Promoting Opportunities

Ensuring that employers benefit from quality candidates and that apprentices are drawn from a wide variety of backgrounds will mean ensuring that all of our potential apprentices and their advisors are fully informed of the range and extent of the opportunities available, and have an understanding of what an apprenticeship is and the benefits it brings. Some potential apprentices will need support to raise aspirations and develop the capability needed to access the opportunities available. The need to develop higher level skills through advanced and higher level apprenticeships will mean changing perceptions of apprenticeships, raising their profile and status so that they are seen as a viable alternative to higher and further education. There will need to be better provision of information and guidance in schools, with greater coverage of vocational options including apprenticeships.

Suggested Actions:

- Review provision of apprenticeship information given as part of careers guidance in schools and identify improvements.
- Encourage a greater number of schools to attend CEIAG meetings on a regular basis to ensure they have access to the latest information.
- Publish uptake of apprenticeships by school and target promotional activity accordingly.
- Explore ways to engage parents to raise their awareness of apprenticeships and opportunities available.

- Explore ways to encourage current and recent apprentices to provide positive messages and act as role models to inspire future recruits.
- Investigate opportunities for use of the “Inspiring the Future” campaign to promote apprenticeships.
- Consider holding an apprenticeships 'graduation' event annually to recognise success and promote apprenticeships.
- Implement relevant actions within the Portsmouth 14-19 Raising the Participation Age Plan.
- Encourage schools to increase the number of apprentices per school. Deliver a communications campaign e.g. through the schools newsletter. Highlight the benefits of having a visible example to promote apprenticeships to future school leavers.
- Access opportunities for promotional activity through the National Apprenticeships Service e.g. the Apprenticeships Bus.
- Explore ways to reach the city's more deprived neighbourhoods through outreach activities e.g. through local youth clubs etc.

Theme 3: Shaping Provision and Ensuring Access

Meeting the future skills needs of employers will mean ensuring that there are enough advanced and higher level apprenticeships to match the increased labour demands for higher level skills, particularly in key growth sectors. This will mean engaging with employers to ensure they can offer the jobs and placements to meet the higher level requirements. Of equal importance is the significant proportion of the resident population who have low or no qualifications, meaning that providing sufficient entry level provision including traineeships and pathways into work will be central to ensuring that future opportunities can be accessed by all and that the city's skills base continues to strengthen.

Suggested Actions:

- Use information in the Post 16 Curriculum Plan to shape provision and ensure the training provider offer delivers against future skills requirements. Are apprenticeships being offered in the right sector areas, at the right levels and in the right numbers to meet demand, addressing potential areas of over or under supply?
- Increase the numbers of apprenticeship opportunities within key sectors and encourage take up from local residents.
- Ensure those with no or low qualifications have access to entry level provision and pre-apprenticeship and traineeship opportunities.
- Promote soft skills and work readiness training to ensure potential recruits are ready and able to apply for positions successfully.
- Utilise opportunities through the City Deal to provide new demonstration projects for 18-24 year olds including access to traineeships and apprenticeships.
- Work with employers to increase numbers of advanced and higher level apprenticeships to meet higher skills demands.

- Ensure provision for improving English and maths ability to improve access to programmes.

Theme 4: The City Council and Partners - Raising our Game

The City Council and its partners recognise that as employers, they have a key role to play in setting a good example in offering a sufficient number and range of apprenticeships, and offering opportunities and pathways for those who need additional support. As a community leader and policy maker within the city, the Council also has an influencing and enabling role to encourage and support the development of increased opportunities across the city.

Suggested Actions:

- Develop and launch a reinvigorated PCC apprenticeships scheme 'properly and publicly' to raise awareness and show a positive example across the city.
- Ensure a strong drive and leadership from political and partnership arenas.
- Run an internal communications campaign - 'Grow your own... talent'.
- Provide briefings and guidance for managers.
- Develop an Apprenticeships Policy for the City Council, including specific reference to care leavers as a priority group, recognising the Council's corporate parenting responsibilities to ensure that care leavers have better life prospects.
- Review the contract type for apprenticeships; exploring the use of fixed term contracts.
- Establish arrangements for the regular review of the Council's training provider agreement.
- Work with managers to establish job roles and teams suitable for accommodating apprenticeships to maximise future recruitment opportunities.
- Investigate the potential benefits in offering a supplementary local grants scheme to encourage apprenticeships uptake in new employers.
- Support initiatives that provide pathways into apprenticeships for disadvantaged groups, for example NEET young adults and ex-offenders.
- Ensure the City Council responds to its corporate parenting responsibilities to all care leavers, delivering the apprenticeship and traineeship ambitions within the New Belongings Implementation Project.
- Develop procurement policies to promote apprenticeships through the Council's contracting and commissioning practices.
- Establish an internal working group to share information and take ownership for delivering the Council's contribution to the action plan.

Case Study: West Sussex County Council (WSSC)

West Sussex County Council recognises the value apprenticeships can bring to the local community, boosting skills and employment prospects. The council employs apprentices as a key part of their workforce and encourages other employers to do likewise. Around 85% of their apprentices have gone on to find further paid employment following their training, 65% within the council itself.

The apprenticeships programme was established in response to a commitment from the Leader of the Council for 200 apprentices across the council. A communications campaign helped to convince managers of the benefits and soon there were a number of positions for various roles across the organisation. The council has recently launched a grant scheme to help local employers recruit and support higher apprentices.

Appendix A

Portsmouth Apprenticeships

Table 1: Apprenticeship starts for Portsmouth residents by level and age

Age	Programme Level	2008/9	2009/10	2010/11	2011/12	2012/13
16-18	Intermediate	140	210	220	300	280
	Advanced	50	60	100	120	130
	Higher	-	-	-	-	-
16-18 total		190	270	320	420	420
19-24	Intermediate	170	190	330	510	420
	Advanced	90	110	130	210	290
	Higher	-	-	-	-	10
19-24 total		250	300	470	720	710
25+	Intermediate	140	70	390	640	430
	Advanced	80	40	220	330	390
	Higher	-	-	-	-	20
25+ total		220	100	600	970	850
All Ages	Intermediate	450	470	940	1,440	1,130
	Advanced	220	210	450	660	810
	Higher	-	-	-	10	30
Portsmouth Total		660	680	1,390	2,110	1,970
Southampton Total		860	1,050	1,850	2,000	2,070
Isle of Wight Total		860	820	1,690	1,760	1,630
Hampshire Total		7800	9050	11230	12970	13200
South East Total		35,040	39,120	58,340	66,850	68,960
National Total		239,900	279,700	457,200	520,600	510,200

Notes to Tables 1 and 2:

- 1) Volumes are rounded to the nearest ten.
- 2) '-' Indicates a base value of less than 5.
- 3) The data source is the Individualised Learner Record.
- 4) Figures for 2011/12 onwards are not directly comparable to earlier years as small technical changes have been made in the way learners are counted.
- 5) Tables show full year estimates for 2012/13. It is not possible to directly compare provisional 2012/13 estimates with figures for previous years.
- 6) The data is based upon the home postcode of the learner.

Source for Tables 1 and 2: The Data Service, Apprenticeship Programme Starts by Geography, Age and Level, and Breakdown by Sector Subject Area and Geography.

http://www.thedataservice.org.uk/Statistics/fe_data_library/Apprenticeships/

Table 2: Apprenticeship Programme Starts in Portsmouth by Sector Subject Area

Sector Subject Area	2009/10	2010/11	2011/12	2012/13 (provisional)	Total 2009-13
Agriculture, Horticulture and Animal Care	10	10	20	20	60
Arts, Media and Publishing	-	-	-	-	-
Business, Administration and Law	160	490	920	640	2,210
Construction, Planning and the Built Environment	50	50	30	50	180
Education and Training	-	10	20	10	40
Engineering and Manufacturing Technologies	110	180	190	200	680
Health, Public Services and Care	130	290	340	480	1,240
Information and Communication Technology	10	40	70	70	190
Languages, Literature and Culture	-	-	-	-	-
Leisure, Travel and Tourism	50	70	60	50	230
Preparation for Life and Work	-	-	-	-	-
Retail and Commercial Enterprise	150	250	460	410	1270
Science and Mathematics	-	-	-	-	-
Total	680	1,390	2,110	1910	6090

Table 3: Apprenticeship Starts by Employer Size 2012/13

	16-18	19-24	25+
Small	204	276	343
Medium	78	112	131
Large	29	90	87
Very Large	65	197	245
Unknown	20	10	19

Table 4: Apprenticeship Starts by Gender (%)

		2010/11	2011/12	2012/13
16-18	Female	47.7%	48.5%	48.0%
	Male	52.3%	51.5%	52.0%
19-24	Female	56.8%	58.6%	58.0%
	Male	43.2%	41.4%	42.0%
25+	Female	62.7%	58.8%	62.1%
	Male	37.3%	41.2%	37.9%

Table 5: Apprenticeship Starts by LLDD (Learners with Learning Difficulties and/or Disabilities) (%)

		2010/11	2011/12	2012/13
16-18	Yes	6.5%	11.4%	10.1%
	No	91.9%	85.4%	88.6%
	Unknown	1.6%	3.2%	1.3%
19-24	Yes	9.8%	11.3%	8.5%
	No	88.5%	88.5%	90.2%
	Unknown	1.7%	0.3%	1.3%
25+	Yes	6.7%	12.1%	7.6%
	No	92.8%	87.8%	90.9%
	Unknown	0.5%	0.1%	1.5%

Source for Tables 3,4 and 5: National Apprenticeship Service Apprenticeship Quarterly MI Report for Portsmouth Quarter 4, 24 October 2013

Appendix B

Stakeholders and Roles

A number of stakeholders are involved in the promotion and delivery of apprenticeships in the city. The following list is not exclusive but attempts to identify some of the key stakeholders involved.

Training Providers

Portsmouth has a wide and varied base of experienced training providers based within Portsmouth and the travel to learn area of South East Hampshire. These vary from colleges and private training providers who offer a service in a wide variety of occupational sectors such as Highbury College, Fareham College, South Downs College, PETA Ltd, Paragon Ltd and HTP Ltd. Others are more bespoke such as Portsmouth College, Sparsholt College, Catch22, Fareport, JTL, HIT and Youth Force who offer a few occupational areas, which they specialise in. Most of these apprenticeship deliverers have years of experience and have built up a good reputation in the delivery of apprenticeships to young people in Portsmouth.

Colleges

There are two Further Education colleges located in the city: Highbury College and Portsmouth College. Young people in Portsmouth also choose to study at South Downs College in Waterlooville and other colleges further afield. Both Highbury College and Portsmouth College have established employer-led expert advisory boards to help shape provision in priority skills areas. Highbury College has a partnership with REED NCFE to provide a college-based employment placement service to students and Portsmouth College has appointed a full-time Enterprise and Employability Co-ordinator. From September 2013, Portsmouth College has put in place a new work placement-friendly timetable. Working with the Education Business Partnership (EBP), this will ensure that all students can access termly or a full year work placement with local employers to enhance their employability skills. The college also works with its partner schools to help build aspiration and raise achievement.

ALPHI

The Association of Learning Providers for Hampshire and the Isle of Wight (ALPHI) is made up of training providers across Hampshire who have signed up as members of the network which was established as a primary means of communication for the Skills Funding Agency with their contracted providers

Schools

The duties placed on schools in relation to the provision of careers advice and access to work experience have been significantly reduced by the current government. Schools are now only required to ensure pupils have access to independent and impartial guidance on careers and the full range of post-16 options. However, Portsmouth's schools recognise the critical role they play in preparing young people for the workplace. One key area for improvement that has been identified during the development of the Business Growth and Skills Plan is schools' understanding of the opportunities that apprenticeships offer young people and how they provide information on apprenticeships to their pupils.

Schools also have a role to play as employers in the City. Some schools are already offering apprenticeship opportunities in administrative support roles (e.g. IT Technician) and from September this year, 20 Teaching Assistant Apprenticeships have been established in primary and secondary schools across the city.

Careers Education Information and Guidance (CEIAG) Group

The CEIAG group is coordinated by Portsmouth City Council's Education Services. The group consists of careers co-ordinators from Schools, Colleges and Training Providers, as well as Youth and Careers Advisers from ITYSS and EBP, who meet every six weeks to review and plan careers guidance provision.

Portsmouth City Council Services

A number of services within the City Council have a role in promoting and delivering apprenticeships within the city:

- **City Development** - the City Development team has a lead role in the regeneration of the city and ensuring economic and social regeneration in terms of skills, social and economic inclusion, and education and training. The team has recently appointed a dedicated Skills & Training Development Advisor whose role is to work with local businesses, employers, schools, colleges and training providers to develop a shared vision and clear understanding of the resident workforce skills needed now and for the future of the city. The team's Employment Initiatives Manager leads on the development of Employment & Skills Plans which seek to develop employment and training opportunities as part of major developments in the city.
- **PCMI** - PCMI is a service within Portsmouth City Council that manages and delivers a range of employment-focused programmes in partnership with prime contractors appointed by agencies including the Department for Work and Pensions, the Skills Funding Agency and Jobcentre Plus. PCMI's programmes are designed to offer work experience, training, personal development and pastoral support to unemployed, disabled, disadvantaged and other eligible people with the aim of maximising the number entering sustainable employment.
- **Children's Services** - the **Integrated Targeted Youth Support Service (ITYSS)** has a lead role in providing interventions to support the city's NEETs (young people not in education employment and training). The service has a named apprenticeships lead who works collaboratively with a number of organisations with the aim of increasing and promoting opportunities. This role has been particularly beneficial in collaborating to organise events (details on page 10).
- **Education Services** - supports the provision of guidance in schools, and leads on the Council's statutory responsibility for ensuring adequate provision through the Raising Participation Age reforms.
- **Human Resources** - supports the recruitment and employment of apprentices within the council, providing guidance and information for managers and potential recruits. Has responsibility for developing the Council's internal Apprenticeships Policy and framework for delivery.

Solent LEP

The Solent Local Enterprise Partnership (LEP) was formed after the Government offered local areas the opportunity to take control of their future economic development. It is led by the business community and supported by four university partners, the further education sector, three unitary authorities, eight district councils, one county council and the voluntary and community sector. The LEP plays a central role in determining local economic priorities and undertaking activities to drive economic growth and the creation of local jobs. Skills for growth is one of its strategic priorities.

Solent Apprentices for Business

Solent Apprentices for Business was set up by the Local Enterprise Partnership as a one-stop-shop apprenticeship training agency, focused on the needs of Small to Medium Enterprises (SMEs). It is a not-for-profit organisation which aims to provide businesses with a simple and cost-effective solution to recruiting apprentices. The agency will support the recruitment process, place the apprentice with a Further Education College which provides the training, and assign them to an Apprentice mentor. They can also employ the apprentice on behalf of businesses and deal with all of the payroll and human resource management issues that may arise.

Education Business Partnership (EBP)

The purpose of Portsmouth EBP is to help prepare young people for their futures in the world of work either by bringing business to classroom or finding opportunities for students to gain valuable insight into a real-life working environment. Working with every secondary school in its area, Portsmouth EBP provides over 18.000 opportunities each year for young people to engage with the world of work.

Work Programme Agencies

There are a number of national incentives (such as the Work Programme) that provide support, work experience and training for up to two years to help people find and stay in work. Young people can receive extra help under the Youth Contract, including work placements, apprenticeships and careers guidance. Individuals are referred via Jobcentre Plus to a range of private, voluntary and public sector providers, who are experienced in dealing with long-term unemployment.

The National Apprenticeship Service (NAS)

The National Apprenticeship Service (NAS) was created in April 2009 and supports, funds and co-ordinates the delivery of Apprenticeships throughout England. The NAS is responsible for promoting apprenticeships to employers and learners, supporting employers through the process of recruiting and training an apprentice, and maintaining the national online apprenticeship vacancies system which allows employers to post vacancies and aspiring apprentices to search and apply for them. In April 2013 NAS became a division within the Skills Funding Agency (SFA).

Appendix C

About the Research

A range of information was used to develop the findings in this report and whilst not purporting to be comprehensive, focussed on being sufficient to identify the key issues to inform the development of suggested actions for taking this work forward.

The research included:

A policy scan which reviewed government papers relating to Apprenticeships and other related policies, including government reviews, consultations and new policy proposals.

A literature review of research and analysis undertaken in relation to Apprenticeships. This included reports from national organisations such as the CIPD, the Apprenticeship Inquiry report of Southampton's Scrutiny Panel, and a PCC report on future skills.

An analysis of data from sources such as the National Apprenticeships Service, and National Data Service.

A number of meetings with internal and external stakeholders which included:

Stella Mbubaegbu - Principal & Chief Executive, Highbury College

Jackie Page - Head of Work Based Learning, Highbury College

Elizabeth Flegg, West Sussex County Council

Ian Smith, National Apprenticeships Service

Mike Stoneman and Lyn Exley - PCC Education Services

Leanne Tsui - PCC Integrated Targeted Youth Support Service (ITYSS)

Derek Christie - PCMI (PCC)

Kate Brady, Julie Barratt and Gemma Limburn - PCC Human Resources

Linda Taylor and Sam Cox - PCC City Development Team

Greg Povey - PCC Procurement Services

Meeting of the Joint South Central Local Authority group (including representatives from local authorities in Hampshire, Surrey, Sussex and Dorset, and the National Apprenticeships Service).

Meeting of the Shaping Portsmouth Partnership's Skills Group.

Meeting of the PCC Economic Development, Culture and Leisure Scrutiny Panel - Pathways into Work for Young People.

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Agenda Item 6



Agenda item:

6

Title of meeting: Cabinet

Date of meeting: 7 April 2014

Subject: North Portsea Island Coastal Flood and Erosion Risk Management Scheme - Public consultation findings and progression into detailed design.

Report by: Head of Service, Transport and Environment

Wards affected: Baffins, Copnor and Hilsea.

Key Decision: No

1. Purpose of item

To:

- 1.1 Inform Cabinet of the results of the public consultation for North Portsea Island Flood Defence Schemes.
- 1.2 Advise that the project is currently on programme to meet the requirements of the Environment Agency's Programme of Acceleration and Growth (PAG) and officers now seek agreement to undertake detailed design based upon the preferred option identified from the public consultation exercise undertaken in February and March 2014.

2. Recommendations

In order to implement the Council adopted Shoreline Management Plan and Portsea Island Coastal Strategy, Cabinet agree:-

- 2.1 To commence development of the detailed design using the information gathered from the public consultation exercise.
- 2.2 That whilst option D is shown to be the preferred option, the final design for the scheme will also have to take into account costs, local topography and various stakeholder interests. It is likely that the final scheme will be a combination of options C and D and that detailed design should commence on this basis.
- 2.3 To delegate authority to the Head of Service for Transport and Environment to submit the final business case to the Environment Agency in consultation with the Cabinet Member/Portfolio Holder for Environment and Community Safety.

3. Background

The last couple of months have seen a lot of progress on the North Portsea Island Coastal Flood and Erosion Risk Management Scheme as we rapidly converge on the preferred option for each frontage.

Initial concept designs were developed to allow full multi-criteria assessment of the shortlisted options including costing of all options for each sub-frontage. The initial costing exercise was accelerated to allow latest cost estimates to be used in this year's MTP submission.

The project team has been engaging with key stakeholders including the Environment Agency, Natural England and PCC Planning Department to capture information from these wider influence groups to advise the option selection process.

Public consultation on the shortlist of options has now closed following a very positive reception from local residents, businesses and visitors to the city. Four drop-in consultation events were held around the North Portsea area with good attendance at all events, particularly the first held in Anchorage Lodge which was attended by over 110 people. In total approximately 400 feedback questionnaires were completed including those collected by the project team out and about around the coastline and those completed online.

Option D (see appendix) was the preferred option by a small margin during the public consultation. However, initial costs, topographic and ground investigations now being undertaken by the Project Team and Consultants show that the most cost effective and environmentally acceptable design for the majority of the flood defence will be a combination of Options C and D.

Surveys have been undertaken to establish the condition and buried extents of existing coastal defence structures in both North Portsea and Southsea. Surveys included trial pits, cover surveys, core samples and sheet pile thickness tests, interpretive reports are currently being compiled.

The project is currently on programme to meet the requirements of the EA's Programme of Acceleration and Growth (PAG).

4. Risks

In order to continue to meet the programme requirements of PAG it will be necessary for PCC to progress the Detailed Design for Phase 1 of the project at risk until funding is approved by the Environment Agency.

5. Equalities Impact Assessment

An initial assessment established that an EIA is not required at this stage as there are no negative impacts on any of the protected characteristics as described in the Equality Act 2010. Once there are detailed design drawings, an EIA will be completed and there will be consultation with disability groups looking at the accessibility of the routes. Any potential negative impacts will be assessed and we will try to mitigate these where possible. The primary driver of this scheme is to protect the area from coastal flooding. Consequently, some potential negative impacts on disabled people may not be solvable.

6. Financial Comments

The Detailed Design stage will cost no more than £100,000. This can be reclaimed from the Environment Agency once final approval is granted for the scheme.

In the interim it is proposed that this is funded from a PCC Contingency Fund as has happened with previous schemes such as this.

Final approval for the scheme and the recovery of the at-risk funds is likely to be achieved from the EA in six months.

The risk of not recovering the funds from the EA is low. It has given every indication that it regards this as a priority scheme. The Chairman of its Large Projects Review Group has visited the site and expressed his support for the scheme.

If the Detailed Design does not take place at this stage, it will not be possible to maintain continuity and commence the scheme in April 2015, as planned.

7. Legal Comments

The report raises no legal issues requiring commentary

Signed by: **Simon Moon**, Head of Service, Transport and Environment

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Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Short-listed Options Drawings	

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

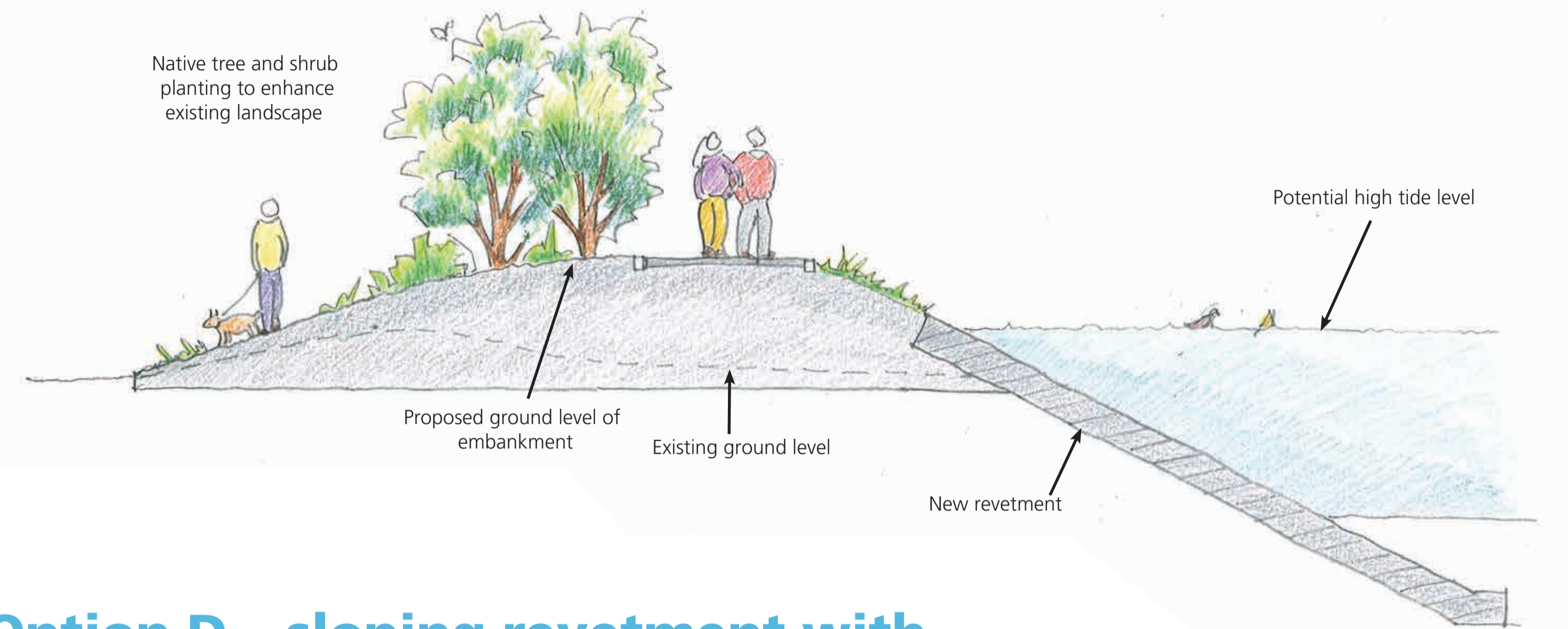
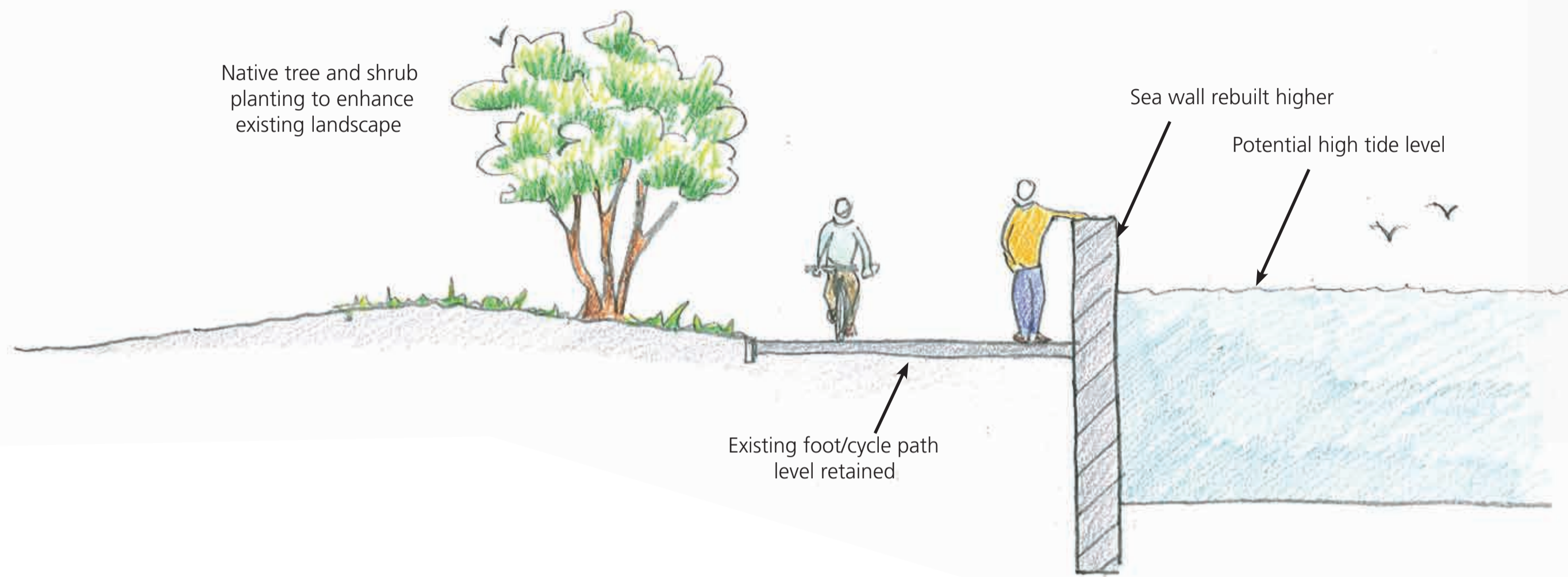
.....
Signed by: Councillor Gerald Vernon-Jackson - Leader of the Council

Shortlisted options

Artist impressions

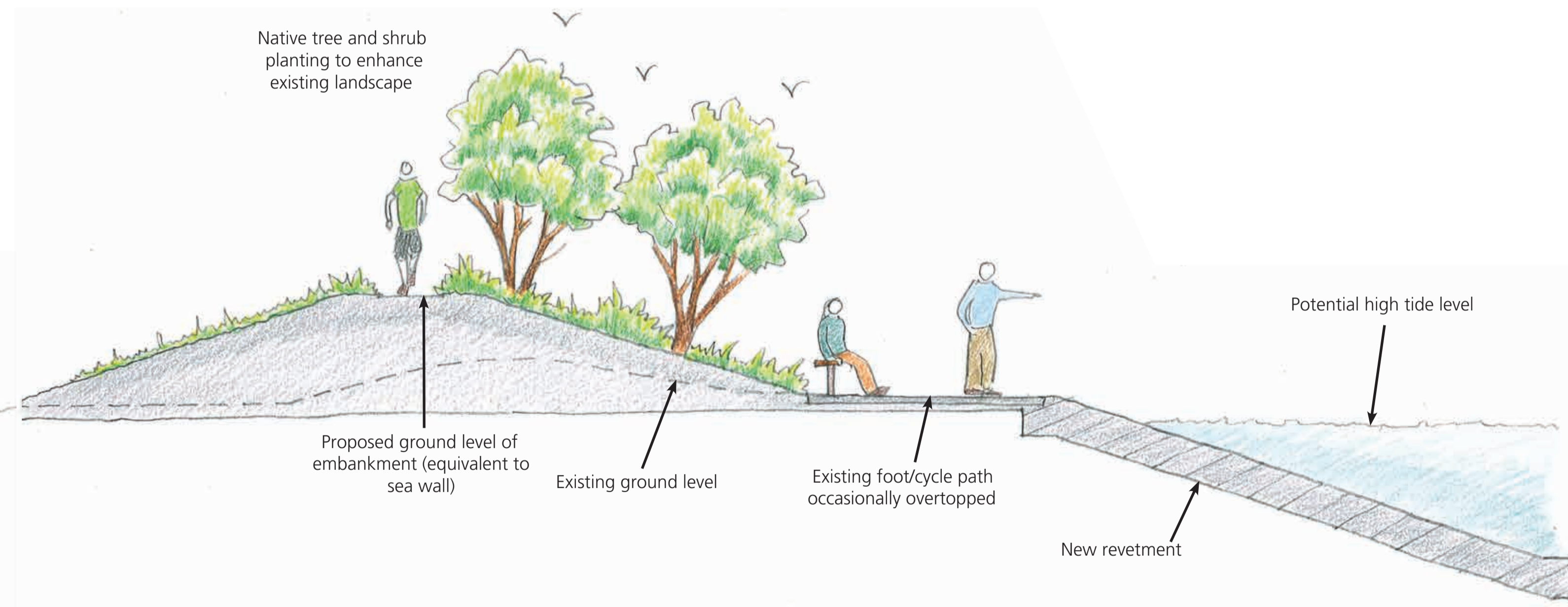
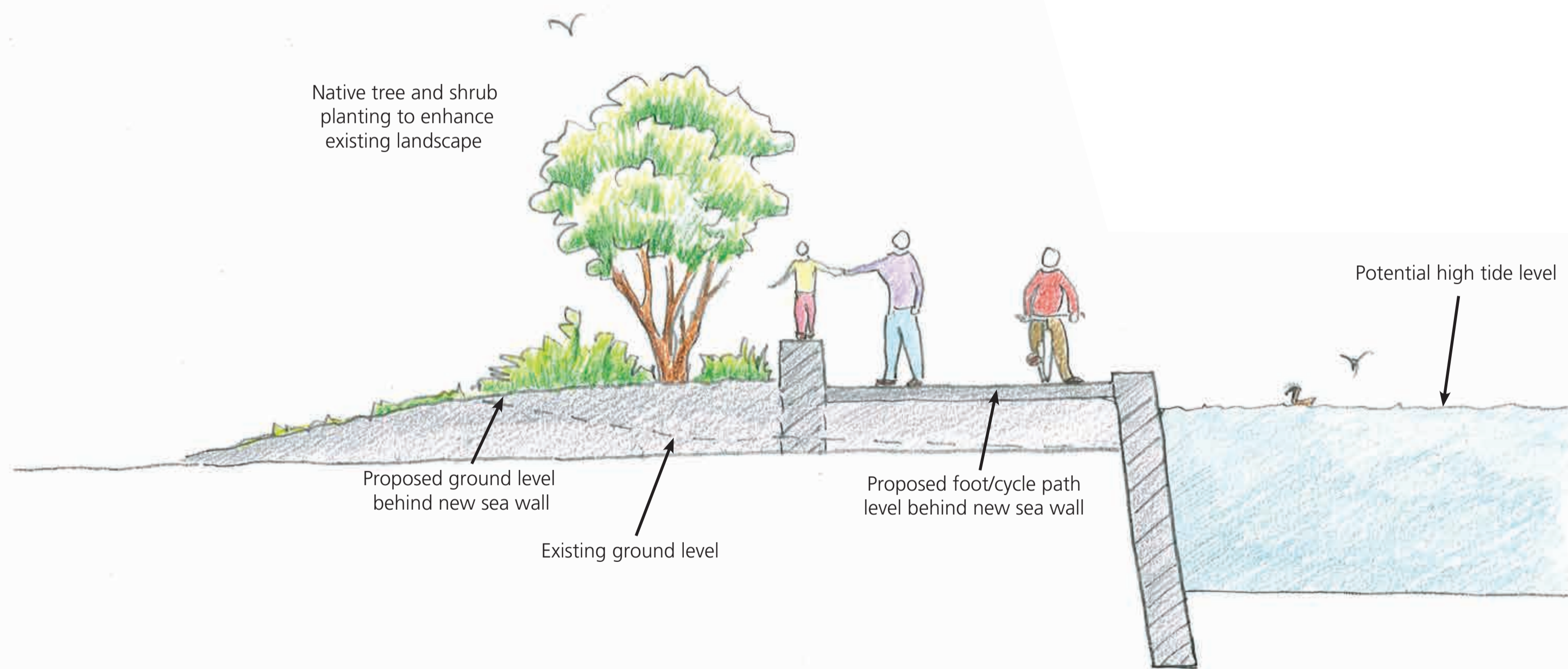
Option A – raised vertical wall

Option C – raised crest sloping revetment



Option B – vertical wall with set-back embankment or wall

Option D – sloping revetment with set-back embankment or wall



Notes

1. Option E can be seen on the Shortlisted options: Tidal control poster.

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Agenda Item 7

Agenda item:

Title of meeting: Cabinet
Subject: Street Scene Enforcement
Date of meeting: 7th April 2014
Report by: Chief Executive
Wards affected: All
Key Decision: No

1. Purpose

- 1.1. To outline the current approach to enforcement of environmental crime, and options for improving the cleanliness and tidiness of the streets by changing the approach.
- 1.2. To provide the Cabinet with details of a scheme whereby a private enforcement company issue Fixed Penalty Notices (FPNs) for environmental and dog fouling offences on behalf of local authorities and to ask Members to consider that such a scheme be introduced in Portsmouth on a pilot basis.

2. Recommendations

2.1 That:

- a.) **A 6 month pilot scheme is delivered by 3GS for the issuing of Fixed Penalty Notices for environmental and dog control offences (as listed in para 8.1);**
- b.) **The Strategic Director - City Solicitor & Monitoring Officer be authorised, in consultation with the Cabinet Member - Environment & Community Safety and the Head of Service - Transport & Environment, to determine all matters relating to the pilot scheme;**
- c.) **A further report is presented to the Cabinet following evaluation of the pilot scheme.**
- d.) **The existing work being undertaken to improve the current approach to enforcement of environmental and street cleanliness issues be noted.**

3. Current situation

- 3.1. A council priority is to promote a cleaner, greener and safer environment and street scene within Portsmouth for all to enjoy.

- 3.2. In our most recent community safety survey (2012), ¹ 20% of residents strongly agreed that anti-social behaviour was a problem in their local area a further 34% agreed it was a problem. This suggests a slightly greater level of concern about anti-social behaviour in Portsmouth than the national average. In Portsmouth's survey:
- 57% of respondents perceived there to be a problem with rubbish or litter
 - 56% were concerned about teenagers hanging around on the street
 - 57% felt there was a problem with people being drunk or rowdy in public places
 - 40% perceived problems with noisy neighbours and loud parties.
- 3.3. The Administration believes that the Council needs to step up enforcement to improve the state of the city's streets and to decrease the cost of cleaning them. It is reasonable to believe that everyone knows that littering is illegal and included in the current dog fouling campaign is the clear message to dog owners that not clearing up after their dogs is illegal too. The whole emphasis is that the council needs to change people's behaviour.

4. Current Solution

- 4.1. Based upon a number of years of experience of local magistrates, guidance from the council's legal team, the press and local politicians, the council has historically taken an approach which aims to resolve problems as quickly and cheaply as possible, rather than focussing on issuing Fixed Penalty Notices (FPNs) or other fines. Typically this approach will include:
- 4.1.1. Investigating an issue based upon information received, either from the public, staff or contractors.
 - 4.1.2. Giving an offender seen committing a crime an opportunity to rectify (pick up their dog mess, litter, early refuse etc). However, in the case of more serious crimes we proceed straight to prosecution
 - 4.1.3. Issuing warning letters which, for many pieces of legislation this is a requirement.
 - 4.1.4. Issuing an FPN
 - 4.1.5. Where an FPN is not appropriate, or ignored, a formal prosecution will be discussed with council's legal team to maximise the chances of success.
- 4.2. The Environmental Enforcement team issued 51 FPNs in 2013. By taking a balanced approach this team have achieved an acceptance and payment rate of 60-70%.

5. Current Resources

- 5.1. The Environmental Enforcement team consists of a Team Leader and five enforcement officers, although as a result of budget reductions agreed in 2012, this team is about to reduce to four enforcement officers, with one officer currently at risk of redundancy.

¹ Sample size 1382

http://www.saferportsmouth.org.uk/files/8013/5220/8814/Portsmouth_Community_Safety_Survey_June_2012.pdf

- 5.2. The team is trained to investigate and resolve problems in a wide range of areas deliver fines and produce prosecution cases on a wide range of legislation. The list of legislation currently enforced is at Appendix A.
- 5.3. The team split their time between patrolling known problem areas, (proactive) investigating specific incidents, delivering “on the spot” fixed penalty notices (FPN'S) (reactive) and office based case work related to investigation and preparation of cases for prosecution.
- 5.4. Over time, the team’s ability to undertake enforcement patrols has reduced as a result of increased involvement in activities to tackle a wide range of environmental nuisance and anti-social behaviour related offences and to ensure that residents comply with the requirements of the council’s household waste collection policy. The reduced amount of time committed to carrying out enforcement patrols is affecting the council’s ability to both deter environmental crime offences and tackle those who commit them. This can be seen by the small number of FPNs issued.
- 5.5. The Community Warden Team consists of a team manager, three supervisors and eighteen wardens.
- 5.6. This team aims to make people feel safer, deter crime, tackle antisocial behaviour, reduce arson and help keep Portsmouth clean and tidy. They work closely with partner agencies, such as the Police, and local people to promote community groups and facilities helping to build stronger and more confident communities. Community Wardens are friendly and approachable point of contact for all residents who need help and advice and welcome reports on all forms of anti-social behaviour.

6. Strategy to increase enforcement

- 6.1. The Administration would welcome a stronger approach to enforcing legislation by issuing more fixed penalty notices.
- 6.2. Evidence from other authorities indicates that a strategy which focuses on the issuing of FPNs rather than education and communication may lead to less FPNs being paid and more challenges to FPNs in court. This can lead to increased administrative costs preparing and defending cases. The risk of these outcomes could be assessed and mitigated by a 6-month trial which would identify the real outcomes from a more prolific enforcement campaign. Therefore it is proposed that the strategy has a short, medium and long-term plan for delivery.
- 6.3. Whichever approach is taken to enforcement, it is proposed that the current contractor responsible for street cleaning, Colas, is required to set up a 'task force' of dedicated cleaning staff to be available to attend specific areas as identified. This could be publicised in the media.

6.4. A clear communications campaign will be devised by operational and communications officers and implemented. It will start following the acceptance of this report and run through the trial period.

7. Option(s) for delivery

7.1. Assuming that the strategy to increase enforcement is adopted, there are three stages to implementation.

Short-term (already started)

7.2. The Community Wardens and Environmental Enforcement Officers are working together on a project to undertake more direct enforcement. Both teams have committed resources and from 24th March had four dedicated officers who will be spend eight hours a day patrolling known hotspot areas looking to enforce any environmental crimes which they witness.

Medium-term (Within 8 weeks of formal agreement)

7.3. In order to put in place the Administration's desire for a stronger approach to enforcement with a greater number of FPN issued, a private company are offering to pilot a scheme to issue FPNs on behalf of, and at no cost at point of issue, to the Council (see 8.2 below).

Long-term (to be completed by the end of 2014).

7.4. Council officers are progressing a project with Police colleagues to integrate the Enforcement Officers, Community Wardens and PCSOs into a single uniformed service. The strategy towards enforcement, and how it is implemented should be reviewed at this time

8. Implementing a pilot project to use a private company to issue FPNs on behalf of the Council

8.1. The Administration has previously indicated that they wish to pursue the use of a private company. The Administration has identified a company, 3GS, who provide this solution. Their details are identified in the information they have provided and summarised as follows

- 3GS deploys a team of fully trained, uniformed Environmental Enforcement Officers 'EEO's' which operate under the supervision of a 'senior officer' (coordinator) who is posted inside the Council's offices.
- 3GS Enforcement Officers would enforce 25 pieces of legislation. However it has been identified by council officers that there are only eight pieces of legislation on which FPNs can be issued. These are:

Offence Type	FPN AMOUNT SET BY PCC or REPORTED FOR PROSECUTION ONLY
Littering	£75
Number of Dogs a person may have under their Control	Would require a change to the current control order
Dog Fouling	£75
Dogs in Prohibited areas, off lead etc.	£75
Presentation of Domestic Waste	£100
Presentation of trade waste	£100
Duty of care Waste transfer documentation	£300

Waste Carriers Licence	£300
Graffiti	£75
Unauthorised Distribution of Literature.	£75
Litter & Refuse Clearing notice	£100
Street litter control notice	£100

- 3GS aim to ensure that their service is not only being delivered professionally but to a standard that strives to exceed expectations. Where possible 3GS try to provide employment to ex-military/police personnel and also operate a local jobs for local people policy.
- The draft SLA from 3GS indicates that their staff would be based within the civic offices, working between 0730-1930, Monday-Sunday. The council would be required to supply them with all equipment needed to carry out their roles and direct their workload. This will all be at the cost of the council.
- 3GS does not remunerate its staff with commission based on the number of FPN's they issue.
- There are no fixed costs to employ 3GS. Instead the council would be expected to commit to pay them £40 for every FPN issued correctly. (N.B. 'correctly issued' does not equate to net income received by the Council)
- 3GS estimate between 4,000 and 6,000 FPN's will be issued annually. 3GS say that they do not set targets, and their aspirations are not related to the number of FPN's issued by their officers. Their estimate is what they believe to be a realistic assumption based on population and their knowledge and experience of delivering the service.
- Although 3GS do not set targets, they have stated that, as with any business, there is a breakeven point, although theirs is not contract specific but company-wide. Where one contract may break even or be operating slightly at a loss others won't be and therefore any loss is covered.
- On average 3GS require 6-8 weeks to deploy a fully trained team on the ground.
- 3GS generally operate either a 6 or 12 month pilot, however to ensure the pilot is fully explored and to enable better assessment of its success pretty much all contracts start with 12 months rolling.
- 3GS would have no objection to Key Performance Indicators being put into the contract as long as the KPI was mutually agreed and realistic.

8.2. 3GS are operating trials in a small number of other authorities. 3GS have advised that they would require 6-8 weeks in order to deploy a service in Portsmouth. Speaking to one of the authorities where they have recently started a trial the period it is suggested that a few months is a more realistic timescale for preparations and agreement of the Service Level Agreement (SLA) with them before actual enforcement takes place on street. Early negotiations have been had with 3GS and if this approach is approved by Members, further detailed dialogue and confirmation of the SLA will take place with the aim of starting enforcement as soon as practically possible. At the same time a communications campaign will begin. We will also continue to build a relationship with those authorities where 3GS are being piloted in order that we share our experiences and learning, such that it will better inform our evaluation of the pilot.

- 8.3. There are many unknown elements as to how the use of a private company issuing FPNs would work in Portsmouth. The delivery of a pilot scheme would give the opportunity for such an initiative to be assessed and, following a detailed analysis of their proposal, it is recommended that a pilot scheme with 3GS be introduced. As this is a pilot scheme the procurement process will not apply, however, should the scheme be deemed a success and should Members wish to continue with the use of a private company for the issuing of FPNs on a longer term basis a procurement exercise would be undertaken to invite proposals from other companies who may be able to offer such a service.
- 8.4. During the trial period the contract will be managed by the Street Environment & Parks Manager who is also currently responsible for the Environmental Enforcement team.

9. Equality impact assessment (EIA)

- 9.1 The Council aims to be consistent and even-handed in all regards. Taking enforcement action to deal with environmental crime is not intended to have either a positive or negative impact upon equality and diversity or apply differently to any particular group.

10. Head of finance's comments

- 10.1 It is very unlikely that there will be any additional costs as a result of engaging the services of 3GS. Additional costs would only arise if the cost of challenge and administration were to outweigh the net fee paid to Portsmouth City Council. This is deemed to be very unlikely.
- 10.2 The business model is such as that a fee is payable to 3GS for each FPN issued. The Council retain the balance and whilst this proposal is intended to support the Council's efforts to deter littering and dog fouling offences, it may as an unintended consequence result in increased income from FPN receipts.

11. Legal comments

- 11.1 Appropriate screening will need to be conducted in relation to transfer rights prior to, and following, the pilot. These may need to be coupled with appropriate indemnities in the appointment terms.
- 11.2 If FPNs are to be issued at the levels suggested by 3GS then a failure to pay will result in a consideration of whether a prosecution should take place. The work may impose a considerable burden on legal services, and will require co-operation from 3GS in any court case, which in addition to the FPN payment, may be charged for by 3GS. Success rates in any court cases will need to be monitored to assist in the

assessment of 3GS' performance, and appropriate terms ought to be included within the contract documentation to avoid 3GS being paid for vexatious or unmerited FPNs - and, correspondingly, the Council should have a means of controlling the upper amount of FPNs issued.

.....
Signed by (Head of Service)

Appendices:

Appendix A - Brief Overview of Current Enforcement Actions and Guidelines

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

Appendix A - Brief Overview of Current Enforcement Actions and Guidelines

Figures used from 2013

Currently the council's Environmental Enforcement team are authorised and required to carry out investigations and appropriate enforcement actions for the subjects listed below. We have also identified work the team does not just the whole council but for specific departments/contractors.

As well as the enforcement aspect we also do initial first action measures e.g. removal of offensive graffiti, sealing of dangerous buildings to prevent harm to the public, removal of syringes/drugs litter etc. As a team we also carry out educational patrols to make the public aware of different offences and to show the courts when dealing with prosecution case that we take a reasonable and proportional approach to enforcement while protecting the authority's reputation.

Many of the subjects we have responsibility for are criminal offences, and so

- the investigation
- giving of fixed penalty notices (fines) serving of enforcement notices
- taking of section 9 witness statement
- complying of case files for prosecutions and appearing in court

are all covered by national legislation contained within The Police and Criminal Evidence Act 1984 The Criminal Procedures and Investigations Act 1996, Regulation of Investigatory Powers Act 2000, Police Reform Act 2006 plus other areas of legislation which are touched upon during an investigation. We also carryout joint operations when appropriate with the Police such as stop checks on waste carriers scrap metal dealers etc. as the legislation the council can use allows for the checks to be carried out but we do not have powers to stop vehicles. Many of the report we take will overlap into different areas of legislation and so the chart below gives a break down by offence only not who may have reported it exactly.

Some areas of the legislation place a duty on the council to take appropriate enforcement actions on to give permissions for certain actions to take place and so they are marked with a **Y**. In some instance the numbers reported will not align with notices, FPN's and prosecutions as some of the events may have commenced in 2012 but further enforcement action continued into 2013

Offence Type	Act	Stat Req	Number of incidents or cases reported to PCC	Percentage of hours spent on offences type	% on office based casework	% of hours on site.	Carried Out on behalf of.	Warnings or Advice (Verbal or Written)	Formal Legal Notices served	FPNs given out	Court Cases
Littering	S87/88 Environmental Protection Act 1990 (EPA 1990)	Y	128	2.25%	35%	65%	PCC/COLAS	120	N/A	18	0
Litter	S87/88 EPA Drugs/Clinical REMOVAL	y	20	0.5%	15%	85%	PCC PUBLIC POLICE BIFFA	0	0	0	0
Dog Fouling	Portsmouth Dog Control Order 2011	Y	465	9.5%	15%	85%	PCC/COLAS	250	N/A	6	1
Dogs in Prohibited areas, off lead etc.	Portsmouth Dog Control Orders 2011	Y	56	0.75%	10%	90%	PCC/PUBLIC/ POLICE	25	N/A	0	1
Dog issues, off lead on designated highways.	Road Traffic Act 1988 S27 City Order 2009	Y	18	0.20%	5%	95%	PCC/POLICE	12	N/A	N/A	0
Aggressive	Dangerous										

Offence Type	Act	Stat Req	Number of incidents or cases reported to PCC	Percentage of hours spent on offences type	% on office based casework	% of hours on site.	Carried Out on behalf of.	Warnings or Advice (Verbal or Written)	Formal Legal Notices served	FPNs given out	Court Cases
Dog issues or without name tags	Dogs Act 1991 and Control of dogs order 1992		20	0.5%	40%	60%	PUBLIC POLICE	20	N/A	N/A	0
Dog issues on private land.	1871 DOG ACT	y	10	0.25%	50%	50%	PCC PUBLIC POLICE	10	0	N/A	0
Presentation of Domestic Waste	S46 (EPA 1990)	Y	2131	43.30%	20%	80%	PCC/BIFFA COLAS	2000	62	14	9
Presentation of trade waste	S47 (EPA 1990)	Y	91	2.0%	20%	80%	PCC/BIFFA COLAS	71	15	5	0
All Highways Issues affecting the PFI Contract (skips, building materials, damage to the highway,	Highways Act 1980	Y	225	4.5%	15%	85%	PCC COLAS PFI CONTRACT POLICE	175	50	N/A	0

Offence Type	Act	Stat Req	Number of incidents or cases reported to PCC	Percentage of hours spent on offences type	% on office based casework	% of hours on site.	Carried Out on behalf of.	Warnings or Advice (Verbal or Written)	Formal Legal Notices served	FPNs given out	Court Cases
fly posting etc.)											
Obstructions of the Highway	Sec's 137, 143, 148, 149, 161, 162 Highways Act 1980	Y	93	2.0%	15%	85%	COLAS PFI CONTRACT	88	5	N/A	0
Fly Tipping	S33 (EPA 1990)	Y	259	5.5%	20%	80%	PCC/COLAS	220	N/A	N/A	0
Duty of care Waste transfer documentation	S34 (EPA 1990) & S35 The new Waste (Eng./Wales) Regulation 2011	Y	129	2.75%	40%	60%	PCC/BIFFA COLAS/EA	0	123	5	3
Waste Carriers Licence	S5B Control of Pollution Amendment ACT 1989	Y	60	1.25%	10%	90%	PCC	0	60	0	0

Offence Type	Act	Stat Req	Number of incidents or cases reported to PCC	Percentage of hours spent on offences type	% on office based casework	% of hours on site.	Carried Out on behalf of.	Warnings or Advice (Verbal or Written)	Formal Legal Notices served	FPNs given out	Court Cases
Sec 108 Investigation	Environment Act 1995	Y	3	0.25%	80%	20%	PCC	3	3	N/A	1
Fly Posting (Private Land issues)	S224/225 Town & Country Planning Act 1990		10	0.35%	40%	60%	PCC	10	0	0	0
Fly Posting (Highways)	Highways Act 1980 s132	Y	7	0.25%	50%	50%	COLAS	7	0	0	0
Graffiti	S48-52 Anti-Social Behaviour Act 2003 REMOVAL	y	104	2.0%	5%	95%	PCC PUBLIC	0	0	1	0
Private Land and buildings issues which are detrimental to the amenity of an area. E.g.	S215 Town & Country Planning Act 1990	y	662	13.75%	60%	40%	PCC PUBLIC POLICE	647	15	N/A	0

Offence Type	Act	Stat Req	Number of incidents or cases reported to PCC	Percentage of hours spent on offences type	% on office based casework	% of hours on site.	Carried Out on behalf of.	Warnings or Advice (Verbal or Written)	Formal Legal Notices served	FPNs given out	Court Cases
dumped waste on private land											
Prevention of Pests/vermin	Prevention of damage by pests act 1949	Y	0	-	-	-	PCC PUBLIC	0	0	N/A	0
Removal of waste from jointly owned private land	Sec 78 Public Health Act 1936		0	-	-	-	PCC PUBLIC	0	0	N/A	0
Sealing up of Dangerous Building/Land	Sec 29 Local Government (Miscellaneous Provisions) ACT 1982	Y	9	0.20%	25%	75%	PCC POLICE PUBLIC	9	1	N/A	0
Unauthorised Distribution of Literature.	Clean Neighbourhoods and Environment Act 2005	Y	1	0.05%	10%	90%	COLAS PCC	1	0	0	0
Litter &	S92A(1)										

Offence Type	Act	Stat Req	Number of incidents or cases reported to PCC	Percentage of hours spent on offences type	% on office based casework	% of hours on site.	Carried Out on behalf of.	Warnings or Advice (Verbal or Written)	Formal Legal Notices served	FPNs given out	Court Cases
Refuse Clearing notice	(EPA 1990)	Y	262	5.5%	35%	65%	PCC	244	16	2	2
Street litter control notice	S94 (EPA 1990)	Y	6	0.05%	30%	70%	PCC COLAS	6	0	0	0
Litter abatement notice for statutory undertakers	S92(1) (EPA 1990)	Y	3	0.05%	60%	40%	PCC	3	0	0	0
Urinating in Streets	S87/88 (EPA 1990)	Y	4	0.05%	75%	25%	PUBLIC PCC POLICE	0	0	0	0
Vehicles being used for advertising	2007 Regulations regarding vehicles being used for advertising	Y	4	0.05%	70%	30%	PCC COLAS	4	3	0	0
People living in vehicles	Sec 77 of the Criminal						PCC COLAS				

Offence Type	Act	Stat Req	Number of incidents or cases reported to PCC	Percentage of hours spent on offences type	% on office based casework	% of hours on site.	Carried Out on behalf of.	Warnings or Advice (Verbal or Written)	Formal Legal Notices served	FPNs given out	Court Cases
on the highway overnight	Justice and Public Order Act 1994	Y	6	0.05%	50%	50%	POLICE	6	0	N/A	0
Metal Theft	Scrap Metal Dealers Act 2013	Y	15	0.25%	15%	85%	PUBLIC POLICE PCC	15	0	N/A	0
Miscellaneous Issues E.g. garden disputes, vegetation, barb wire, glass atop walls, unsolicited mail etc.	Appropriate checks for suitable legislation and also use of officer's own knowledge and experience.		97	2.0%	60%	40%	PCC PUBLIC POLICE COLAS	97	N/A	N/A	N/A
Total incidents & all offences + actions taken	88 different pieces of legislation current in use by the enforcement team	-	4898	100%	-	-	-	4043	353	51	17

FPNs AMOUNTS

These are the amounts Portsmouth City Council currently sets for its FPNs.

There is no early payment scheme.

The fine is the maximum that the courts can give upon conviction. Non-FPN offences are not included.

All of the Highways Act 1980 offences are all prosecution only. No FPNs can be given as this is not allowed for in the legislation.

Offence Type	Act	FPN AMOUNT SET BY PCC or REPORTED FOR PROSECUTION ONLY	MAX FINE UPON CONVICTION IN COURT. PCC FPN CASES ONLY
Littering	S87/88 Environmental Protection Act 1990 (EPA 1990)	£75	£2500
Number of Dogs a person may have under their Control	Dog Control Order Sec 55 Clean Neighbourhoods & Environment Act 2005	Not currently in force in Portsmouth and would require a change to the current control order	£1000
Dog Fouling	Portsmouth Dog Control Order 2011	£75	£1000
Dogs in Prohibited areas, off lead etc.	Portsmouth Dog Control Orders 2011	£75	£1000
Dog issues, off lead on designated highways.	Road Traffic Act 1988 S27 City Order 2009	No FPN reported for prosecution only	
Aggressive Dog issues or without name tags	Dangerous Dogs Act 1991 and Control of dogs order 1992	No FPN reported for prosecution only	
Dog issues on private land.	1871 DOG ACT	No FPN reported for prosecution only	
Exposing Vehicles for sale on the road	Sec 3-6 Clean Neighbourhoods & Environment Act 2005	Enforcement under taken by parking only and no FPN currently authorised for PCC to	£2500

		use for this offence (£100)	
Repairing vehicles on the road	Sec 4-6s Clean Neighbourhoods & Environment Act 2005	Enforcement under taken by parking and no FPN currently authorised for this offence (£100)	£2500
Fly Posting or affixing things on highways structures	Sec132 The Highways Act 1980	No FPN available for this offence must be reported for prosecution only	
Presentation of Domestic Waste	S46 (EPA 1990)	£100	£1000
Presentation of trade waste	S47 (EPA 1990)	£100	£1000
All Highways Issues affecting the PFI Contract (skips, building materials, damage to the highway, fly posting etc.)	Highways Act 1980	No FPN available for any Highways Act 1980 offences but they must be reported for prosecution only	
Obstructions of the Highway	Sec's 137, 143, 148, 149, 161,162 Highways Act 1980	No FPN available for this offence must be reported for prosecution only	
Fly Tipping	S33 (EPA 1990)	No FPN available for this offence must be reported for prosecution only	
Duty of care Waste transfer documentation	S34 (EPA 1990) & S35 The new Waste (Eng./Wales) Regulation 2011	£300	£5000
Waste Carriers Licence	S5B Control of Pollution Amendment ACT 1989	£300	£5000

Sec 108 Investigation	Environment Act 1995	No FPN available for this offence must be reported for prosecution only	
Fly Posting (Private Land issues)	S224/225 Town & Country Planning Act 1990	No FPN available for this offence must be reported for prosecution only	
Fly Posting (Highways)	Highways Act 1980 s132	No FPN available for this offence must be reported for prosecution only	
Graffiti	S43 Anti-Social Behaviour Act 2003	£75	£1000
Private Land and buildings issues which are detrimental to the amenity of an area. E.g. dumped waste on private land	S215 Town & Country Planning Act 1990	No FPN available for this offence must be reported for prosecution only	
Prevention of Pests/vermin	Prevention of damage by pests act 1949	No FPN available for this offence must be reported for prosecution only	
Removal of waste from jointly owned private land	Sec 78 Public Health Act 1936	No FPN available for this offence must be reported for prosecution only	
Sealing up of Dangerous Building/Land	Sec 29 Local Government (Miscellaneous Provisions) ACT 1982	No FPN available for this offence must be reported for prosecution only	
Unauthorized Distribution of Literature.	Clean Neighbourhoods and Environment Act 2005	£75	£2500

Litter & Refuse Clearing notice	S92A(1) (EPA 1990)	£100	£2500
Street litter control notice	S94 (EPA 1990)	£100	£2500
Litter abatement notice for statutory undertakers	S92(1) (EPA 1990)	No FPN available for this offence must be reported for prosecution only	
Vehicles being used for advertising	2007 Regulations regarding vehicles being used for advertising	No FPN available for this offence must be reported for prosecution only	
People living in vehicles on the highway overnight	Sec 77 of the Criminal Justice and Public Order Act 1994	No FPN available for this offence must be reported for prosecution only	

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Decision maker:	Cabinet
Subject:	Approval of Policy with Havant Borough Council for Langstone Harbour Board
Date of decision:	7 th April 2014
Report by:	City Solicitor
Wards affected	N/A
Key decision (over £250k)	No

1 Background

- 1.1 The Langstone Harbour Board comprises 15 members: 6 Councillors each from Portsmouth City Council and Havant Borough Council, 1 Councillor from Hampshire County Council and 2 members of the Board's own advisory committee.
- 1.2 Langstone Harbour Board is a statutory corporation, established under its own Act of Parliament and has the power to charge a precept, which must be paid by Portsmouth City Council and Havant Borough Council.
- 1.3 In the summer of 2013, the Board commissioned a review by Chris Fisher Associates. The findings of the review were accepted by the Board. In essence, it recommended a review of the governance of the Board and that it should be placed on a more modern commercial footing.
- 1.4 The cost to Portsmouth was £70,902 in 2012/13, reducing to £35,450 in 2013/14. It is intended, through the re-organisation of the governance of Langstone Harbour Board and placing it on a more commercial footing, to reduce the precept to nil by 2016/17. This objective was agreed in principle in November 2013 when the Leaders of Havant Borough Council and Portsmouth City Council met with the Chairman (Havant Borough Councillor, Jackie Branson) and the Vice-Chairman (Portsmouth City Councillor, Peter Eddis) of the Board.
- 1.5 No changes can be made to the governance of the Board without the Board's consent and also the support of the Marine Management Organisation. Both parties will therefore be closely involved at the appropriate times in the review and in particular the Harbour Masters.

- 1.6 The approval of both Councils is being sought on the attached draft policy (Appendix 1) towards Langstone Harbour Board as an agreed foundation for the way forward.
- 1.7 The Board will then need to meet to discuss the implications of the policy and agree a memorandum of understanding between the three bodies to set out roles, responsibilities and objectives for the next piece of work which will be the development of an implementation plan for the Board to work through the proposed changes.
- 1.8 It is also proposed that the Council engage Chris Fisher Associates to assist with this work. The cost is expected to be around £20,000, to be split equally between Havant Borough Council and Portsmouth City Council with Portsmouth City Council being the procuring authority.
- 1.9 Further work arising from the implementation will be agreed by the Board. It is envisaged that any additional costs arising from implementation would be met by the Board.

2 Purpose of Report

- 2.1 To seek Cabinet's approval to the attached draft policy.

3 Recommendation

- 3.1 Cabinet approves the attached draft policy.

4 Equality Impact Assessment (EIA)

- 4.1 The contents of this report does not have any relevant equalities impact and therefore an equalities assessment is not required.

5 City Solicitor's Comments

- 5.1 The City Solicitor's comments are included in this report.

6 Head of Finance & S151 Officer Comments

- 6.1 The S.151 Officer has approved the release of £10,000 from the council's central contingency provision for 2014/15 in order to fund the city council's share of the costs to progress work on the development of an implementation plan.

.....
Signed by: Michael Lawther City Solicitor

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
None	N/A

HAVANT BOROUGH COUNCIL & PORTSMOUTH CITY COUNCIL

LANGSTONE HARBOUR BOARD POLICY – DRAFT

1. This policy has been adopted in [month] 2014 by Havant Borough Council and Portsmouth City Council (“the Councils”) and sets out their agreed policy with respect to the Langstone Harbour Board.
2. Langstone Harbour Board is a corporate body responsible for the management of the Harbour, with terms and powers set by legislation. The majority of the Board membership has been drawn from among the elected members of the two Councils.
3. The Councils agree that the Harbour continues to present economic opportunities for the local area as well as being an attractive and important conservation area.
4. The Councils, as the appropriate local authorities, wish to continue to engage in a constructive way with the Board in support of the Councils’ strategies for Portsmouth and Havant.
5. The Councils would like to support the Board in developing plans for the sustainable management of the Harbour, free from dependence on local authority funding by the financial year 2016/17. The Councils wish to consider, with the Board, what future governance and funding models might be most appropriate to deliver these objectives and what policy or legislative changes might be required.
6. The Councils intend to work with the Board in 2014 to develop a new Memorandum of Understanding between the Board and the Councils, setting out clear relationships and responsibilities and reflecting this policy statement.

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Agenda Item 9

THIS ITEM IS FOR INFORMATION ONLY



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Cabinet

Subject: Portsmouth Retail Centres - Occupancy Report 2014

Date of meeting: 7th April 2014

Report by: Alan Cufley
Head of Corporate Assets, Business and Standards

Wards affected: All

1.0 Purpose

To update members on the current occupancy rates of the city's retail centres, set against the national & South East averages.

2.0 Background

2.1 Portsmouth, like many cities across the UK, has seen a change in consumer spending habits with technological advances and access to home computing and portable devices for electronic purchasing. It has also suffered as a result of the global economic downturn, with reduced spending by consumers and the closure of a number of large employers and retailers. Additionally the delayed development of the Northern Quarter has resulted in uncertainty and most likely has deterred retail investment. However, it has weathered the challenging economic climate better than many other similarly sized cities across the UK.

2.2 The continued investment by the city council in environmental improvements and support for events such as the Southsea Food Festival has helped maintain the attractiveness of the city's retail centres to shoppers. As such, Portsmouth continues to retain a high number of retail and service units within its centres, and occupancy rates around Portsmouth remain high year on year; with a healthy turnover of vacant units for commercial re-let.

North End - Widening of pavements to provide better pedestrian facilities has secured the performance of this important district centre.

Cosham - Traffic management measures, including a one way system allowed for the widening of pavements and the inclusion of seating provided much needed facilities for the High Street.

Southsea - Improvements to Palmerston Road commenced in 2006, with new planters and seating in the pedestrianized precinct has maintained occupancy levels and allowed the development of specialised markets.

Further retail benefits to the southern end of Palmerston Road will be fully realised when the gates are installed allowing use of this new pedestrian area.

Council support and investment into the Love Albert Road day ensured that the event was a great success

City Centre - The city centre interim project provided funds towards the refurbishment of the ever popular Jubilee fountain and funded the installation of new seating and new tree planting in the pedestrian precinct.

This project was essential to continue the environmental improvements following the successful Arundel Street project. It was approved to overcome the lack of the planned city centre improvements that were associated with the Northern Quarter development

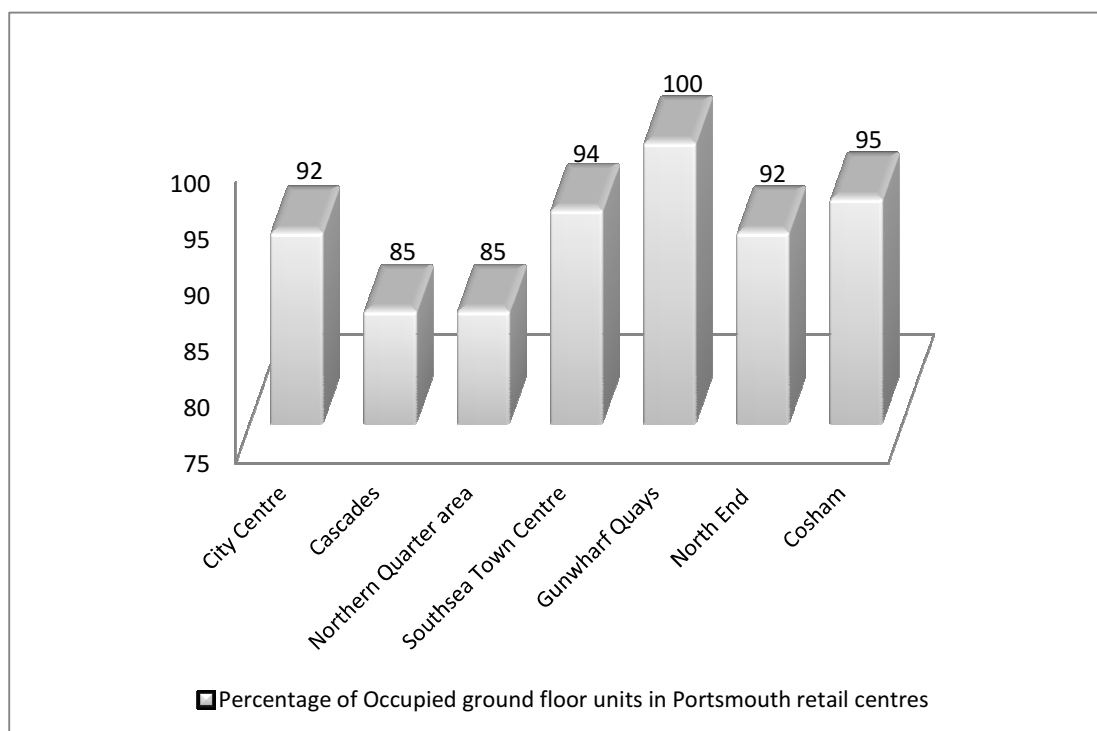
2.3 Figures compiled by Springboard Research show that, within the last financial year, occupancy levels have continued to slowly rise in retail centres across the UK, to a recorded national average of 88.9% in October 2013, with the South East seeing a slightly higher increase up to 89% for the same period. These figures continue to increase into January 2014, with the national average reaching 89%, set against a 90.3% rate for the South East.

3.0 Occupancy Statistics

3.1 Portsmouth, as a city, continues to remain above both the national and South East average occupancy levels. As of 25th March 2014, the occupancy percentages for the city's main managed retail areas ranges between 92% to 95% for occupied premises in the City Centre, Southsea Town Centre, Cosham and North End. The two main privately run centres, Cascades and Gunwharf Quays, came in at 85% and 100% occupied respectively. It is worth noting that the Cascades have opted to use a number of its lettable units for centre storage purposes, although these premises ultimately remain lettable units even if, as a centre, they are not actively marketed as such.

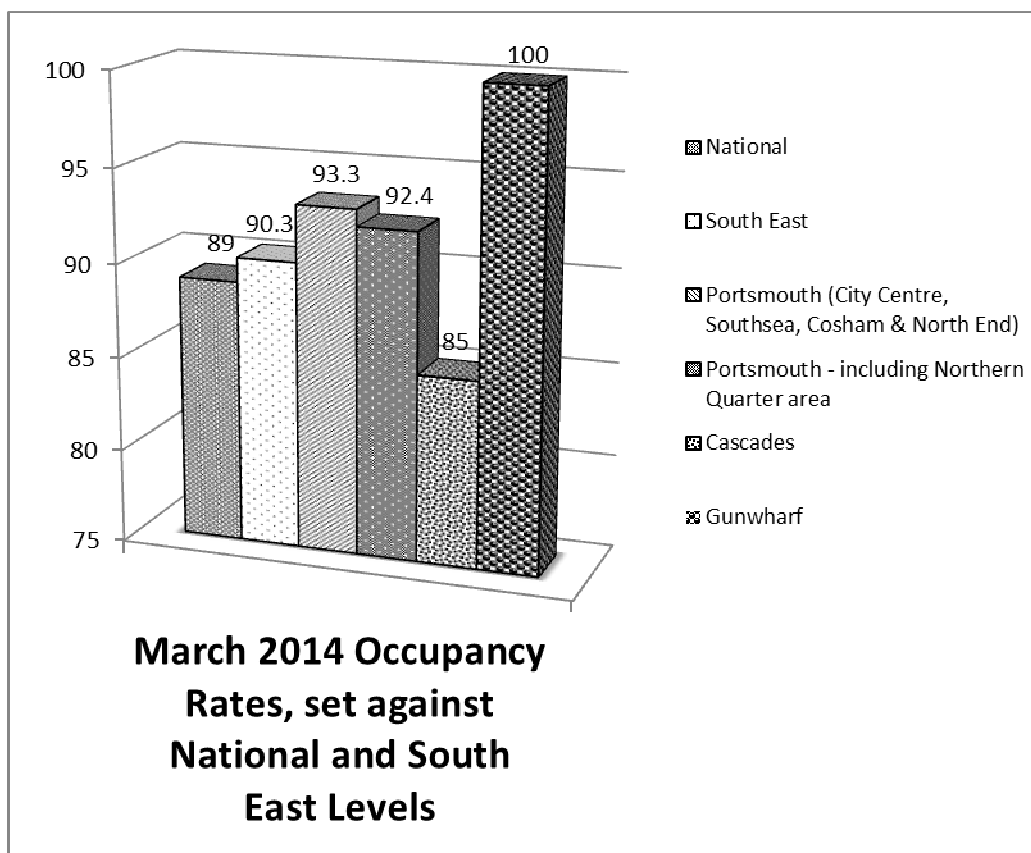
3.2 The tabulated Portsmouth occupancy statistics for the end year period are shown below in Figure 1: "Percentage of occupied ground floor units in Portsmouth retail centres", while Figure 2 shows "March 2014 occupancy rates set against National and South East levels".

Figure 1: Percentage of occupied ground floor units in Portsmouth retail centres



3.3 It is important to note that the occupancy figures for the City Centre are broken into 2 areas for the purpose of this report. The main count is the city centre area south of the proposed Northern Quarter development, which retains a current occupancy level of 92%. The section north of the HMV store, as far up as Sainsbury's, which is in the NQ development zone currently shows an 85% level of occupancy. While a number of these units are let on short term leases, with others currently being renovated for re-let, they are not included within the main count for the City Centre as their leases are not seen as attractive to a proportion of incoming tenants.

Figure 2: March 2014 occupancy rates set against National and South East levels



4.0 Summary

- 4.1 In summary, Portsmouth's occupancy levels have remained healthy over the past few years, sitting comfortably above the national and South East occupancy levels. Primarily this is due to a good turnover in vacant units, with national retailers continuing to commit to taking on larger vacant units and a diverse and vibrant mix of independent and start-up businesses moving into some of the smaller High Street and District Centre units.
- 4.2 While consumer spending continues to rise, and retailers' confidence to remain and increase their footprint in the High Street market strengthens, Portsmouth remains an attractive location for many to relocate and set up in through its continued prominence as a local and regional retail destination centre.
- 4.3 The ongoing environmental enhancement of centres, alongside the organisation of popular street based events in areas such as North End, Cosham, Palmerston Road helps put the shopper at the forefront of the drive to provide safe, clean and pedestrian friendly centres.

- 4.4 Investment to date can be seen to have resulted in better than regional and national vacancy rates. In addition, future plans for works in Osborne Road and the commitment to the Northern Quarter development, together with other city centre environmental enhancements, demonstrate the Council's ongoing investment to protect High Street shopping in Portsmouth for the medium and long term future.

- 4.5 It is expected that with this continued support, Portsmouth will increase its attractiveness to national retailers and continue to increase the retail footprint of the City as a whole, putting Portsmouth at the forefront of destination visits across the South Coast.

.....
Alan Cufley Head of Corporate Assets, Business & Standards

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
None	

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