

**ROTHERHAM BOROUGH COUNCIL**  
**COUNCIL SUMMONS**

Notice is hereby given that a meeting of the Council of the Borough of Rotherham will be held at the Town Hall, Moorgate Street, Rotherham, on Wednesday, 24<sup>th</sup> July, 2013 at 2.00 p.m.

**A G E N D A**

1. To submit for approval the minutes of the Council Meeting held on 17th May, 2013 - Pages 61A to 70A (Section A)
2. To consider any communication received by the Mayor or the Chief Executive and to pass a resolution or resolutions thereon.
3. To consider any questions from the Public.
4. To receive and consider reports, minutes and recommendations of the Standards Committee - Pages 12B to 15B (Section B) including the following recommendation to Council:-

**Appointment of an Additional Independent Person  
(Minute No. B5) (Page 14B)**

5. To receive a report from the Leader and to consider reports, minutes and recommendations of the Cabinet - Pages 134C to C (Section C) including the following recommendation to Council:-

**Capital Programme Outturn 2012/13 and Updated Estimates 2013/14 to 2015/16  
(Minute No. C43) (Page 161C)**

6. To consider the following reports of meetings of Cabinet Members:-
  - Children, Young People and Families Services – Pages 65D to 86D (Section D)
  - Communities and Cohesion – Pages 32E to 38E (Section E)
  - Culture and Tourism– Pages 40F to 48F (Section F)
  - Regeneration and Development– Pages 71G to 100G (Section G)
  - Adult Social Care – Pages 63H to 76H (Section H)
  - Safe and Attractive Neighbourhoods – Pages 66J to 89J (Section J)
  - Health and Wellbeing – Pages 36K to 47K (Section K)

Waste and Emergency Planning– Pages 60L to 71L (Section L)

Deputy Leader – Pages 49N to 58N (Section N)

7. To receive and consider reports, minutes and recommendations of the Audit Committee - Pages 41P to 48P (Section P)
8. To receive and consider reports, minutes and recommendations of the Licensing Board - Pages 28Q to 33Q (Section Q)
9. To receive and consider reports, minutes and recommendations of the Health and Wellbeing Board - Pages 58S to 91S (Section S)
10. To receive and consider reports, minutes and recommendations of the Planning Board - Pages 100T to 121T (Section T)
11. To put questions, if any, to Cabinet Members and Chairmen (or their representatives) under Standing Order No. 7(1) and 7(3).
12. To put questions, if any, to the designated Members on the discharge of functions of the South Yorkshire Police and Crime Panel, South Yorkshire Fire and Rescue Authority and South Yorkshire Pensions Authority, in accordance with Standing Order No. 7(5).
13. Membership Arrangements 2013  
To add Councillor Falvey to the membership of the Licensing Board.  
  
To add Councillor Clark as substitute for Rotherham North Area Assembly for the Planning Board.
14. Scrutiny Annual Report and Update
15. Audit Committee Annual Report 2012/13
16. To determine any item which the Mayor is of the opinion should be considered as a matter of urgency

**J. COLLINS**

Director of Legal & Democratic Services

**COUNCIL MEETING**  
**17th May, 2013**

Present:- The Mayor (Councillor Dave Pickering) (in the Chair); Councillors Ahmed, Akhtar, Ali, Andrews, Astbury, Atkin, Barron, Beaumont, Beck, Buckley, Burton, Clark, Currie, Dalton, Dodson, Doyle, Falvey, Foden, Gilding, Godfrey, Gosling, Goulty, J. Hamilton, N. Hamilton, Havenhand, Hoddinott, Hussain, Jepson, Johnston, Kaye, Lakin, Lelliott, License, Mannion, McNeely, Pitchley, Robinson, Roche, Roddison, Rushforth, G. A. Russell, P. A. Russell, R. S. Russell, Sharman, Sims, Smith, Steele, Stone, Swift, Tweed, Vines, Wallis, Watson, Whelbourn, Whysall, Wootton and Wyatt.

**A1 ELECTION OF CHAIRMAN**

Resolved:- That Councillor John Foden be elected Chairman of the Rotherham Borough Council for the ensuing Municipal Year and that he be entitled to the style of Mayor by virtue of Section 245(1) of the Local Government Act 1972.

Mover:- Councillor Akhtar

Secunder:- Councillor Sims

Councillor Foden thereupon made and subscribed the statutory declaration of acceptance of office.

The Mayor (Councillor Foden) (in the Chair)

**A2 VOTE OF THANKS TO THE RETIRING MAYOR**

Resolved:- That the Council tender its sincere thanks to Councillor Dave Pickering for the excellent manner in which he has carried out all his duties as Mayor of the Metropolitan Borough of Rotherham.

And that the best thanks of this Council be recorded for the kind and admirable way in which Mrs. Sue Pickering performed the duties of Mayoress.

Mover:- Councillor Lakin

Secunder:- Councillor Dodson

**A3 ELECTION OF VICE-CHAIRMAN**

Resolved:- That Councillor Barry Dodson be elected Vice-Chairman of the Rotherham Borough Council for the ensuing Municipal Year and that he be entitled to the style of Deputy Mayor by virtue of section 245(1) of the Local Government Act 1972.

Mover:- Councillor Lakin

Secunder:- Councillor Ali

**A4 COUNCIL MEETINGS**

Resolved:- That the minutes of the meetings of the Council held on 17<sup>th</sup> April, 2013 be approved for signature by the Mayor.

Mover:- Councillor Stone  
Akhtar

Seconder:- Councillor

## A5 COMMUNICATIONS

(1) The Chief Executive submitted the following petitions which had been referred to the appropriate Directorates for consideration:-

- Containing 43 signatures asking that the Council look at the parking situation for residents who live directly opposite and adjacent to the vicinity of the Children's Centre and Kimberworth Place, Kimberworth Road.
- Containing 366 signatures from people that are upset by the changes to the 108/109 bus service around Rawmarsh and Manor Farm.
- Containing 181 signatures from people objecting to the closure of the Oak Tree Yard Footpath, Wath upon Dearne.
- Containing 29 signatures from people on Wellgate Mount against Renoirs Night Club Lounge/Bar for a reduction of noise after midnight.
- Containing 6 letters from parents asking for a second reception class at Wales Primary School.

(2) The Chief Executive submitted apologies for absence from Councillors Donaldson, Ellis, Middleton, Read and Sangster.

## A6 CABINET ARRANGEMENTS

The Leader reported on his appointments to the Cabinet, with portfolios and delegated powers as regards executive functions, as follows:-

<u>The Cabinet</u>	<u>Councillor</u>
Deputy Leader	Akhtar
Adult Social Care	Doyle
Children, Young People and Families Services	Lakin
Communities and Cohesion	Hussain
Culture and Tourism	Rushforth

Health and Wellbeing	Wyatt
Regeneration and Development	Smith
Safe and Attractive Neighbourhoods	McNeely
Waste and Emergency Planning	R. S. Russell

Representatives on Joint Authorities

**South Yorkshire Fire And Rescue Authority**  
Councillors Atkin and Buckley

**South Yorkshire Integrated Transport Authority**  
Councillors R. S. Russell and Smith

**South Yorkshire Pensions Authority**  
Councillors Goulty and Wootton

**South Yorkshire Police And Crime Panel**  
Councillors Akhtar and Sharman

**A7 CABINET MINUTES**

Resolved:- That the reports and minutes of the meeting of the Cabinet (Section C) (pages 113C to 133C) be adopted.

Mover:- Councillor Stone  
Akhtar

Seconder:- Councillor

**A8 QUESTIONS TO CABINET MEMBERS AND CHAIRMEN**

There are none.

**A9 QUESTIONS TO SPOKESPERSONS**

There are none.

**A10 MEMBERSHIP ARRANGEMENTS FOR 2013/14**

The Director of Legal and Democratic Services submitted membership proposals for 2013/14.

Resolved:- That the following arrangements be approved:-

**Cabinet Advisers:-**

**Leader and Deputy Leader – Councillor Gosling (Senior Adviser) together with Councillor Sims**

**Adult Social Care – Councillor P. A. Russell (Senior Adviser) together with**

**Councillor Gosling**

Children, Young People and Families Services – Councillor Ahmed (Senior Adviser) together with Councillors Beaumont and Roche  
Communities and Cohesion – Councillor Wallis (Senior Adviser) together with Councillor Burton

Culture and Tourism - Councillor Andrews (Senior Adviser) together with Councillor Dalton

Health and Wellbeing – Councillor Buckley (Senior Adviser) together with Councillor Tweed

Regeneration and Development – Councillor Clark (Senior Adviser) together with Councillor Godfrey

Safe and Attractive Neighbourhoods – Councillor Goulty (Senior Adviser) together with Councillor Astbury

Waste and Emergency Planning – Councillor Ali (Senior Adviser) together with Councillor Swift

<b>Area Assemblies</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Wentworth North (Hoover, Wath, Swinton)	Atkin	J. Hamilton
Rotherham North (Keppel, Wingfield, Rotherham West)	Johnston	Sims
Rotherham South (Rotherham East, Boston Castle, Sitwell)	Dodson	Wallis
Wentworth South (Rawmarsh, Valley, Silverwood)	N. Hamilton	Currie
Rother Valley West (Brinsworth/Catcliffe, Rother Vale, Holderness)	Swift	Lelliott
Rother Valley South (Dinnington, Anston/Woodsetts, Wales)	Havenhand	Falvey
Wentworth Valley (Maltby, Hellaby, Wickersley)	Beaumont	Read

**REGULATORY BOARDS****Standards Committee:-**

Councillor Beck  
Councillor Gilding

Councillor Gosling (Chairman)  
Councillor Middleton  
Councillor Pitchley  
Councillor P. Russell  
Councillor Sims (Vice-Chairman)  
Councillor Tweed  
(8)

Independent Members:-

Mrs. A. Bingham  
Mr. I. Daines  
Mr. P. Edler  
Dr. G. Musson  
Ms. J. Porter

Parish Council Representatives:-

Councillors D. Bates, D. Rowley and R. Swann.  
Licensing Board:-

Councillor Andrews  
Councillor Barron (Vice-Chairman)  
Councillor Beck  
Councillor Buckley  
Councillor Dalton  
Councillor Dodson  
Councillor Donaldson  
Councillor Doyle  
Councillor Foden  
Councillor Goulty  
Councillor Hamilton, J.  
Councillor Hamilton, N.  
Councillor Havenhand  
Councillor McNeely  
Councillor Read  
Councillor Robinson  
Councillor Russell, P. A.  
Councillor Sangster  
Councillor Swift  
Councillor Wootton (Chairman)  
One Vacancy  
(21)

**Licensing Committee:-**

Councillor Barron (Vice-Chairman)  
Councillor Buckley,  
Councillor Dalton  
Councillor Donaldson  
Councillor Doyle

Councillor Foden  
Councillor Goulty  
Councillor Hamilton, J.  
Councillor Hamilton, N.  
Councillor Havenhand  
Councillor McNeely  
Councillor Russell, P. A.  
Councillor Sangster  
Councillor Swift  
Councillor Wootton (Chairman)  
(15)

**Planning Board:-**

Councillor Astbury  
Councillor Atkin  
Councillor Dodson (Vice-Chairman)  
Councillor Godfrey  
Councillor Kaye  
Councillor License  
Councillor Middleton  
Councillor Pickering (Chairman)  
Councillor Pitchley  
Councillor Roddison  
Councillor Russell, G. A.  
Councillor Sims  
Councillor Smith  
Councillor Tweed  
Councillor Whysall  
(15)

Substitutes:- Councillors Beaumont (Wentworth Valley), Falvey (Rother Valley South), Vacancy (Rotherham North), Gilding (Rotherham South), Lelliott (Rother Valley West), Roche (Wentworth North) and N. Hamilton (Wentworth South).

**Audit Committee:-**

Councillor Gilding  
Councillor Kaye (Vice-Chairman)  
Councillor Sangster (Chairman)  
Councillor Sharman  
Councillor Sims  
(5)

**SELECT COMMISSIONS**

**Overview and Scrutiny Management Board:-**



Councillor Beck  
Councillor Currie  
Councillor Dalton  
Councillor Falvey  
Councillor Gilding  
Councillor Read  
Councillor Russell, G. A.  
Councillor Sims  
Councillor Steele (Vice-Chairman)  
**Councillor Whelbourn (Chairman)**  
(10)

**Health:-**

Councillor Barron  
Councillor Beaumont  
Councillor Dalton (Vice-Chairman)  
Councillor Goulty  
Councillor Havenhand  
Councillor Hoddinott  
Councillor Kaye  
Councillor Middleton  
Councillor Roche  
Councillor Sims  
Councillor Steele (Chairman)  
Councillor Watson  
Councillor Wootton  
(13)

**Improving Lives:-**

Councillor Ali  
Councillor Astbury  
Councillor Buckley  
Councillor Burton  
Councillor Clark  
Councillor Dodson  
Councillor Donaldson  
Councillor J. Hamilton  
Councillor Kaye  
Councillor Lelliott  
Councillor License  
Councillor Pitchley  
Councillor Read (Vice-Chairman)  
Councillor Robinson  
Councillor Roddison

Councillor Russell, G.A. (Chairman)  
Councillor Sharman  
(17)

**Improving Places:-**

Councillor Andrews  
Councillor Astbury  
Councillor Atkin  
Councillor Dodson  
Councillor Ellis  
Councillor Falvey (Chairman)  
Councillor Foden  
Councillor Gilding  
Councillor Godfrey  
Councillor Gosling  
Councillor Hamilton, N.  
Councillor Jepson  
Councillor Johnston  
Councillor Pickering  
Councillor Read  
Councillor Roche  
Councillor Russell, P.A.  
Councillor Sims (Vice-Chairman)  
Councillor Swift  
Councillor Vines  
Councillor Wallis  
Councillor Whysall  
(22)

**Self Regulation:-**

Councillor Ahmed  
Councillor Atkin  
Councillor Beck (Vice-Chairman)  
Councillor Beaumont  
Councillor Currie (Chairman)  
Councillor Ellis  
Councillor Godfrey  
Councillor Hamilton, J.  
Councillor Mannion  
Councillor Sharman  
Councillor Tweed  
Councillor Vines  
Councillor Watson  
(13)

Mover:- Councillor Stone

Seconder:- Councillor

Akhtar

**A11 ELECTION OF COUNCILLOR**

The Returning Officer reported that the person indicated below had been elected a Member of the Council at the election held on 16th May, 2013:-

<b>Ward</b>	<b>Candidates</b>	<b>No of votes</b>
Rawmarsh	William George Baldwin	80
	Andrew Tony Gray	61
	Mohammed Meharban	28
	Martyn Lawton Parker	107
	Caven Vines	1143 Elected
	Lisa Marie Wright	1039

**A12 REVIEW OF THE CONSTITUTION INCLUDING SCHEME OF DELEGATION FOR MEMBERS AND OFFICERS AND STANDING ORDERS**

Consideration was given to the revised Constitution, including the Scheme of Delegation of Powers to Members and Officers and Standing Orders, which had been updated to include some minor changes as referred to in the report.

Changes to the Scheme as regards executive functions may be made by the Leader and these would be reported to all Members

Resolved:- That the revised Constitution, Scheme of Delegation of Powers for Members and Officers and Standing Orders for 2013/14 be approved.

Mover:- Councillor Stone

Seconder:- Councillor Akhtar

**STANDARDS COMMITTEE  
13th June, 2013**

Present:- Councillor Gosling (in the Chair); Councillors P. A. Russell and Sims, along with Parish Councillors Bates, Rowley and Swann and also Ms. J. Porter.

Apologies for absence were received from Councillors Gilding, Middleton, Pitchley and Tweed and Mrs. A. Bingham, Mr. P. Edler, Mr. I. Daines and Dr. G. Musson.

Also in attendance were Mr. B. Cutts (member of the public) Mr. D. Roper-Newman, Independent Person and Mr. B. Beevers, Interim Independent Person.

**B1 MINUTES OF THE PREVIOUS MEETING HELD ON 14TH MARCH, 2013**

Resolved:- That the minutes of the previous meeting of the Standards Committee held on 14<sup>th</sup> March, 2013 be approved as a correct record.

It was also noted that Dr. G. Musson had formally submitted her resignation from the Committee. The Committee passed on their thanks and appreciation for all her work and support.

**B2 UPDATE FROM THE MONITORING OFFICER REGARDING THE REFERRAL OF MATTERS UNDER THE CODE OF CONDUCT**

Consideration was given to the update presented by Jacqueline Collins, Monitoring Officer, which provided details on:-

- (a) A complaint that a Borough Councillor had inaccurately completed the Register of Interests form and in doing so had intended to deceive – the Councillor subsequently submitted a revised Register of Interests form and the Monitoring Officer had concluded that there had been no intention to deceive.
- (b) A complaint in respect of poor chairmanship of a Parish Council - the Monitoring Officer considered that this did not raise any issue that could constitute a breach of the Code of Conduct and, therefore, no further action was taken.
- (c) A complaint that a defamatory letter had been written by a Parish Councillor - the Monitoring Officer determined that as the letter was written by the Parish Councillor in their private capacity the Code of Conduct was not engaged. The Independent Person, who also considered the documents, reached the same conclusion.
- (d) As reported to the Standards Committee at its last meeting, there have been complaints and counter-complaints regarding the standards of behaviour of Anston Parish Councillors. To date over fifteen allegations have been received. The allegations cover a

range of matters including poor conduct, inappropriate conduct, derogatory comments and discrimination in the application of Standing Orders. The Monitoring Officer has determined that all of those matters should be dealt with informally by local resolution. To date, the Independent Person and Deputy Monitoring Officer have attended a Parish Council meeting. The Independent Person met with one of the Councillors complained about for an informal discussion regarding standards. It was proposed that the Independent Person meet with members of the public in the parish and then have a further meeting with the Parish Councillors. It was envisaged that this would conclude the informal resolution of the complaints.

Resolved:- That the report be received and the steps that have been taken with regard to referrals under the Code of Conduct be noted.

### **B3 CONFIDENTIAL REPORTING CODE**

Consideration was given to a report, presented by Jacqueline Collins, Monitoring Officer, which provided an update on the contents of the current Confidential Reporting Code (the "Whistle Blowing" Policy) and the referrals for the year 2012-13. The Monitoring Officer held responsibility for the Code, a copy of which was appended to the submitted report. The Code was reviewed annually and this process was completed in May 2013.

Referrals made under the procedure were reported nationally under the Audit Commission Fraud Corruption Survey. There were no referrals made to the Monitoring Officer during the year 2012-13.

The Committee noted the intention to enhance the prominence of confidential reporting and anti-fraud measures within the Council, which would be achieved by way of manager briefings. It was noted that the responsibility for reviewing strategy and initiatives rested with the Audit Committee.

Resolved:- That the contents of the Confidential Reporting Code, as now submitted, be noted.

### **B4 EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act (as amended March, 2006) (information relates to an individual).

**B5 APPOINTMENT OF AN ADDITIONAL INDEPENDENT PERSON**

Further to Minute No. 113(2) of the meeting of the Council held on 17<sup>th</sup> April, 2013, consideration was given to a report, presented by Jacqueline Collins, Monitoring Officer, concerning the establishment of an additional Independent Person post.

The Standards Committee was, therefore, asked to make a recommendation to Council regarding the appointment to this post.

The Panel of Independent Members that conducted the recruitment of the current post of Independent Person recommended a second candidate who they believed showed a balanced, rational and objective way of interpreting problems.

The Committee were aware, however, that the Council had appointed an Interim Independent Person prior to the formal appointment of the Independent Person who had been actively involved in consultation and discussions upon a number of standards issues.

Discussion ensued on the calibre of the two proposed candidates and the merits of such an appointment.

**Recommended:- That Mr. P. Beevers be appointed as a second Independent Person for the borough of Rotherham, for a period of four years.**

**B6 ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT**

Consideration was given to a report, presented by Stuart Fletcher, Deputy Monitoring Officer, which detailed the allegations of misconduct by a Parish Councillor which, if proved, would constitute a serious breach of the Code of Conduct for Elected Members.

A Panel, formed from independent members of the Standards Committee, gave preliminary consideration on the 24<sup>th</sup> May, 2013, to the allegations and recommended that the Standards Committee should direct that an investigation be undertaken.

The Committee considered whether, taking into account the contents of the report and the recommendation of the Panel formed from independent members, an investigation should be conducted into allegations of breaches of the Code of Conduct at and following the annual Parish Meeting at the Parish Council. The Committee also considered who should meet the costs of such an investigation.

Discussion ensued and it was confirmed that a Police investigation into the alleged assault was pending. Consideration was also given how best to proceed should an investigation by the Council be approved. Questions were raised about the meeting and whether the Parish Councillor was there in his official or unofficial capacity.

As these matters could not be determined without an investigation and bearing in mind the seriousness of the allegations, the Committee considered whether the actions should be investigated further.

The Committee were mindful of the costs relating to investigating the allegations and were of the view that the Parish Council concerned should have some financial accountability for the investigation.

A report considering the costs implications of investigations undertaken in respect of Parish Council matters would be brought to the next meeting.

Resolved:- That, having determined the details of the case against the Local Assessment Criteria, an investigation into the allegations be approved.

**B7 DATE AND TIME OF NEXT MEETING**

Resolved:- That a further meeting of the Standards Committee be held on Thursday, 12<sup>th</sup> September, 2013 at 2.00 p.m.

**THE CABINET  
22nd May, 2013**

Present:- Councillor Stone (in the Chair); Councillors Akhtar, Doyle, Hussain, Lakin, McNeely, Rushforth, R. S. Russell and Wyatt.

Also in attendance Councillor Steele (Vice-Chairman of the Overview and Scrutiny Management Board)

Apologies for absence were received from Councillors Smith and Whelbourn.

**C1 QUESTIONS FROM MEMBERS OF THE PUBLIC**

(1) A member of the public referred to the previous reports submitted to Cabinet in October, 2011 and subsequent correspondence with the Chief Executive which resulted in his assurance that any comments received would be included in the proposal being submitted to the Cabinet and asked why such comments were not presented as evidence for consideration by Cabinet Members today?

The Leader explained that all evidence was considered by the Cabinet and this was submitted in a variety of formats but all information was considered.

In a supplementary question the member of the public asked that as she had been given an assurance this should have been included.

The Leader assured the member of the public that Cabinet Members were fully aware of concerns and confirmed that complaints and comments were shared by Ward Members on a regular basis.

The Chief Executive also reiterated that various sources of information contributed to the written report that was presented today and it was a false assumption that all evidence would be included in the report, which provided a summary of any issues raised.

(2) A member of the public referred to the absence of the parking and traffic management plan which had been recommended as part of the details of the lease, which should mitigate some of the problems in the area and asked if this would include views of the public and local residents in the formulation of such a parking strategy?

The Leader confirmed that a condition of signing the lease would be that a parking and a traffic management plan is agreed and it was suggested that the views of residents be taken into account.

(3) A member of the public referred to the petitions and the canvassed support against the Rugby Club leasing part of Herringthorpe Playing Fields and asked why there had not been a full consultation process



which included other sporting organisations, appropriate bodies and members of the public and asked if this could now be undertaken and also asked if those Cabinet Members who had a vested interest in the Rugby Club would not be exercising their vote today?

The Leader explained that Cabinet Members did not have a vested interest in the Rugby Club and confirmed that a decision would be taken on the sporting elements of the proposal.

## **C2        DECLARATIONS OF INTEREST**

Councillor Hussain declared a personal interest in Minute No. 220 (Herringthorpe Playing Fields) on the basis that he was not in favour of the proposal and was a signatory to the petition.

Councillors Hussain, Lakin, McNeely, Rushforth, Sims, Stone and Wyatt declared a personal interest in Minute No. 224 (Local Government Pension Scheme Changes) being members or potential members of the Scheme.

Councillors Hussain, Lakin, R. S. Russell and Wyatt declared personal interests in Minute No. 227 (Discretionary Rate Relief Top Up Review) being involved with one/two of the beneficiaries of the discretionary relief top-up.

Councillors McNeely and Wyatt declared personal interests in Minute No. 228 (New Discretionary Rate Relief Top Up Applications) being involved with one of the beneficiaries of the discretionary relief top up.

## **C3        GROUNDWORKS TRUSTS PANEL**

Councillor Akhtar, Deputy Leader, introduced the minutes of the Groundworks Trusts Panel held on 10<sup>th</sup> April, 2013 and noted that further events have unfolded which have resulted in Groundwork Dearne Valley going in to administration.

Resolved:- (1) That the progress to date and the emerging issues be noted.

(2) That the minutes of the Groundworks Trusts Panel held on 10<sup>th</sup> April, 2013 be received.

## **C4        ROTHERHAM LOCAL PLAN STEERING GROUP**

Councillor R. S. Russell, Cabinet Member for Waste and Emergency Planning, introduced the minutes of the Rotherham Local Plan Steering Group held on 19th April, 2013.

It was noted that consultation commenced on the 20<sup>th</sup> May, 2013 on the Draft Sites and Policies Document, which would capture local views in specific areas.

A revised Memorandum of Understanding between Rotherham and Sheffield City Councils, which now addressed some of Rotherham's cross boundary concerns, would be submitted to the Cabinet Member for Regeneration and Development, for approval.

Resolved:- (1) That the progress to date and the emerging issues be noted.

(2) That the minutes of the Local Plan Steering Group held on 19<sup>th</sup> April, 2013 be received.

#### **C5 MEMBERS' TRAINING AND DEVELOPMENT PANEL**

Councillor Akhtar, Deputy Leader, introduced the minutes of the Members' Training and Development Panel held on 15<sup>th</sup> April, 2013.

Particular reference was made to Minute No. 19 (Report Writing and Plain English) where views were being sought on specific issues and these could potentially be addressed to ensure all reports were more easily understood and easier to read.

Resolved:- (1) That the progress to date and the emerging issues be noted.

(2) That the minutes of the Members' Training and Development Panel held on 15<sup>th</sup> April, 2013 be received.

#### **C6 HERRINGTHORPE PLAYING FIELDS - PROPOSED LEASE TO ROTHERHAM RUGBY CLUB LTD.**

Councillor Rushforth, Cabinet Member for Culture and Tourism introduced a report by the Strategic Director of Environment and Development Services regarding the responses to the legal notice advertising the proposal to lease an area of Herringthorpe Playing fields to Rotherham Rugby Club Ltd.

The report set out the level of opposition to the proposal and the numbers also in support for the training and playing opportunities for a range of ages and abilities for young people.

The lease would be granted at a nominal rate in line with the Asset Transfer Policy. The Club was responsible for securing the funding for the development. An offer of funding by the Rugby Football Union was likely through a combination of grant and an interest free loan, to be guaranteed by the Club's members. The funding would be subject to satisfactory

planning approvals and lease agreements being in place. There were no financial consequences to the Council for the development.

Some correspondence had been received from a local interest group and it was proposed that the issues raised could be accommodated. These included:-

- Parking and Traffic Management Plan – to be agreed prior to the lease being signed in consultation with the Residents' Liaison Committee. The Parking and Traffic Management Plan had not progressed awaiting further decision.
- Inappropriate Parking – there was the potential for a Residents' Parking Scheme in the locality which could potentially address some of the inappropriate parking activities currently taking place. This was subject to public consultation and whether there was consensus to taking this forward.
- Increased levels of noise and disturbance and the level of intense use from 4.30 p.m. to 9.00 p.m. – it was noted that there was the possibility of the playing fields being used at these times currently, so this was not considered a valid concern.
- Level of Consultation – members of the public were of the view that there should have been a full consultation strategy undertaken by the Council given the number of objections and whether the report actually covered the concerns raised.
- Activities on this site – it was confirmed that this facility was to be used by Rotherham Rugby Club Limited and not Rotherham Titans and the Heads of Terms of the Lease would set out clearly that this site should be made available for use by other clubs. The Council was keen for this facility to be used and would make sure that this was factored in and the views of local residents would continue to be supported.
- Formation of the Residents' Liaison Committee, which should include representatives from the Council, Rotherham Rugby Club Limited and also Ward Members.

Cabinet Members/Ward Members Hussain and McNeely, along with other Ward Members, were not in support of this proposal to lease an area of Herringthorpe Playing Fields and expressed their concerns about the location of the facility, inadequate consultation undertaken by Rotherham Rugby Club Limited, car parking and how this could be addressed, particularly for coaches on match days, how to ensure that floodlights were actually switched off at 9.00 p.m., unsuitability of a cycle plan, dog fouling and use of the other pitches for other sporting activities and whether these matters should all be addressed before there was an agreement to proceed.

Cabinet Members took account of all the issues raised as part of the consultation process and the views made at the meeting and were in agreement that the lease would not be signed until there had been some discussion, particularly about the parking concerns and potential location

of the portaloo, with the Residents Liaison Committee, which should be Elected Member led, and those concerned residents that had attended today.

Resolved:- (1) That the proposed lease of Herringthorpe Playing Field to Rotherham Rugby Club Ltd. be approved.

(2) That Rotherham Rugby Club Ltd. be required, as part of the lease, to set up a Residents' Liaison Committee to help improve community relationships and be a forum to raise issues such as parking and community use and for this to be chaired by a representative from the Council.

**C7 IMPROVING STANDARDS IN THE PRIVATE RENTED SECTOR BY ADOPTING NEW STRATEGIC INTERVENTIONS**

Councillor McNeely, Cabinet Member for Safe and Attractive Neighbourhoods, introduced a report by the Strategic Director of Neighbourhoods and Adult Services, containing proposals for new strategic interventions designed to improve private rented sector accommodation standards, address low housing demand, high levels of anti-social behaviour and the crosscutting issues within the Authority's most deprived neighbourhoods by ensuring landlords either met minimum management standards or were not allowed to let their property.

The interventions proposed included:-

- Selective Licensing  
To help address low demand and high levels of anti-social behaviour by ensuring landlords either met minimum management standards or were not allowed to let their property. A licence fee paid by landlords would enable the Council to increase the resources employed and dedicated to meet the aims of the local scheme.
- Enforced Sales Procedure  
This gave the Council an additional tool to tackle long term empty properties where the owner could not be traced or the owner was not working with the Council to bring the property back into use. This tool was considered the last resort and only used when a range of measures had been undertaken and failed to address the issue.
- Empty Dwelling Management Orders  
A tool to tackle long term empty properties that were problematic whilst ensuring the Council had some control over the future of the properties for a prescribed period.
- Interim Management Orders  
An IMO transferred the management of a residential property to the Council for a period of up to 12 months. It allowed:-

- Possession of the house against the immediate landlord and subject to existing rights to occupy.
  - To do anything in relation to the house which could have been done by the landlord including repairs, collecting rents etc.
  - To spend monies received through rents and other charges for carrying out its responsibility of management including the administration of the house.
  - To create new tenants (with the consent of the landlord).
- Compulsory Purchase Orders  
This tool was used as a last resort where a range of measures needed to have been taken to address the issues first. It could be used to acquire a single property or more usually multiple properties. However, the process was lengthy, resource intensive and not always successful.

The interventions did not replace existing enforcement resources but added further capacity to enable a much more intensive approach to be adopted in areas where the Authority had struggled to improve private sector housing conditions.

Both Revenue and Capital funding would be required to support the introduction and operation of the above tools.

If the above measures were not taken, the gap in the Authority's most deprived neighbourhoods would continue to widen. The current level of resources deployed reactively to resolve private rented sector issues was not sustainable and empty properties blighted neighbourhoods negatively affecting the local housing market. The redeployment of staff required to work up the business case for Select Licensing could have Service implications by temporarily reducing Service performance in those teams which were operating with reduced staff resources, however, this would be mitigated by effective management to assist with prioritising work and sharing responsibility for work.

Cabinet Members noted that some of the interventions proposed to improve private rented sector accommodation standards had previously been raised as part of a Scrutiny Review and subsequent recommendations, the majority of which had been accepted by the Cabinet.

Resolved:- (1) That the range of new interventions, identified as Enforced Sales, Empty Dwelling Management Orders, Interim Management Orders and low level enforcement options, to help improve standards in the Private rented sector be approved.

(2) That the use of powers relating to Enforced Sales, as detailed in Appendix 3 of the report submitted, be approved.

- (3) That a report be submitted to a future meeting to consider the business case for setting up a Selective Licensing Scheme.
- (4) That non-fee generating work be undertaken by the Resources Directorate to assist with legal, consultation and other enabling work to develop the new strategic interventions identified in the report.
- (5) That a Capital budget of £80,000 be identified to enable property improvements to be carried out as part of the use of approved tools.
- (6) That Scrutiny be thanked for the work that had been undertaken as part of the Scrutiny Review and the subsequent recommendations, the majority of which had been accepted as part of these interventions.

**C8 ROTHERHAM ENVIRONMENT AND CLIMATE CHANGE STRATEGY AND ACTION PLAN REVIEW 2013**

Councillor Wyatt, Cabinet Member for Health and Wellbeing, introduced a report by the Strategic Director of Environment and Development Services, highlighting changes to the Council's Environment and Climate Change and proposing the signing up to the 'Climate Local' commitment to reducing CO<sup>2</sup> emissions and improving the environment.

Rotherham Council approved the Environment and Climate Change Strategy and Action Plan in August, 2011. A number of significant changes including new legislation, Council restructure and economic situation had resulted in the requirement to review and update the Strategy and Action Plan.

'Climate Local' was a Local Government Association initiative that commits local authorities signing up to the initiative to reduce carbon emissions and adapt to the effects of the changing climate.

Resolved:- (1) That the revised Environment and Climate Change Strategy and Action Plan be endorsed.

(2) That the Council commit and sign up to the Local Government Association Climate Local Scheme.

**C9 YORKSHIRE AND HUMBER GRID FOR LEARNING - TRADING ARM DEVELOPMENT**

Councillor Lakin, Cabinet Member for Children, Young People and Families Services, presented a report by the Strategic Director of Children and Young People's Services, on the Yorkshire and Humber Grid for Learning (YHGfL).

Rotherham had been a member of YHGfL, the broadband consortium across the region, since 2002. YHGfL was currently consulting with member authorities to look at the possibility of establishing a trading arm

which would allow it to sell services direct to schools within each local authority and to external organisations including schools from outside of Yorkshire and Humber.

Changes to School funding regimes and the impact of budget cuts in councils had put additional pressure and a large degree of uncertainty on YHGfL and put its future in doubt. If it was allowed to offer services direct to schools rather than via the local authorities, it would safeguard the investments made by all authorities and provide competition to those private companies who currently aggressively sold their services to schools.

An Extra Ordinary General meeting was to take place on 7<sup>th</sup> June, 2013 at which members were to be asked on whether or not to approve the establishment of a trading arm.

A significant investment had been made over the past 11 years from members authorities. It was hoped that by generating external income it would reduce the costs to existing member authorities in the long term and help to safeguard the member authorities' investments.

If the trading arm was to fail, the maximum cost to the Foundation would be the value of shares issued and any cashflow funding which the Foundation was providing. If the Foundation was to fail, the maximum cost to member authorities would be £1.

Resolved:- That the proposed changes to the constitution of the Foundation to enable external trading be approved.

## **C10 LOCAL GOVERNMENT PENSION SCHEME CHANGES**

Councillor Akhtar, Deputy Leader, presented a report by the Director of Human Resources, which highlighted the recently published proposals to change the Local Government Pension Scheme from April, 2014.

As a result of changing demographics, the Government now required the Pension Scheme to deliver £900M of savings from the current and future costs of the Scheme.

In order to try achieve the required savings and meet the future challenge of providing a reasonable pension for retirement, a new Scheme would apply as from 1<sup>st</sup> April, 2014. It would be a Career Average Scheme and apply to all 7,814 members employed by the Council. Various changes would apply to the new Scheme rules covering accrual rates and contributions whilst certain specific protections were to be provided for employees within 10 years of their normal retirement date as at April, 2012.

The report set out in detail the main changes and also referred to the deferment of the requirement to automatically enrol employees in the Pension Scheme until October, 2017 rather than 1<sup>st</sup> March, 2013.

It also referred to pensions for Elected Members which could change with the following options now being consulted on:-

- No future access to the scheme (Government's preferred position).
- Two-tier membership for 'Front-Bench' councillors i.e. Leader, or others with Special Responsibility Allowances.
- No change (Continued access to scheme based on current arrangements).

Consultation had been received on the draft LGPS Regulations (3<sup>rd</sup> May), Transitional Provisions and Savings (24<sup>th</sup> May), Miscellaneous Amendments (24<sup>th</sup> May) and Proposals in respect of Taxpayer funded Pensions for Councillors (5<sup>th</sup> July). The South Yorkshire Pensions Authority had analysed the technical details on behalf of all Scheme employers with regard to the first consultation. Other considerations were being compiled.

Concern had been expressed that proposed changes to the Scheme may result in greater numbers opting out of the Pension Scheme. Other payroll providers commissioned by schools would need to be able to cope with the new arrangements and be satisfied that their provider would be able to cope with the complexity of the new arrangement.

Cabinet Members considered the elements relating to Elected Members and were in agreement that there should be no change to current arrangements.

Resolved:- (1) That the details and estimated future cost pressures regarding the implementation of the new Local Government Pension Scheme from April, 2014, be noted.

(2) That an update be submitted on the technical Schedule Regulation changes.

(3) That there be no change to the proposals in respect of the new employee scheme and Elected Member pensions (Option 3).

## **C11 EXCLUSION OF THE PRESS AND THE PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act (as amended March, 2006) (information relating to financial and business affairs of any particular person).



**C12 NEW DISCRETIONARY RATE RELIEF APPLICATIONS**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, detailing applications from two organisations for Section 47 Discretionary Rate Relief.

The financial information and risks and uncertainties associated with the relief were set out in detail as part of the report.

Resolved:- (1) That application No. DRR/13/036 for grant relief be refused.

(2) That application No. DRR/13/036 be approved for 100% grant review up to 2<sup>nd</sup> April, 2013 and a 20% discretionary top-up thereafter.

**C13 DISCRETIONARY RATE RELIEF TOP UP REVIEW**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, detailing applications from seventy-seven organisations currently in receipt of Section 43 Mandatory Relief which had previously been granted 20% Discretionary Relief top up.

The financial information and risks and uncertainties associated with the relief were set out in detail as part of the report.

Resolved:- That £129,835.28 Discretionary Relief top up be approved for the period 1<sup>st</sup> April, 2013 to 31<sup>st</sup> March, 2014, for 1 year only in line with the Policy approved on 24<sup>th</sup> April, 2013 (Minute No. C200 refers).

**C14 NEW DISCRETIONARY RATE RELIEF TOP UP APPLICATIONS**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, detailing applications from organisations currently in receipt of Section 43 Mandatory Relief which had previously been granted 20% Discretionary Relief top up.

The financial information and risks and uncertainties associated with the relief were set out in detail as part of the report.

Resolved:- (1) That application DRRTU/13/84 be granted relief in line with previous decisions.

(2) That application DRRTU/13/79 be granted relief with effect from 3<sup>rd</sup> April, 2013 in line with Minute No. 226 of this meeting.

(3) That all other applications for the granting of relief be refused.

**C15 COMMUNITY AMATEUR SPORTS CLUBS REVIEW**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, which detailed how, from 1<sup>st</sup> April, 2004, the Government had introduced mandatory rate relief of 80% for Community Amateur Sports Club (CASC) who registered with the Inland Revenue.

The financial information and risks and uncertainties associated with the relief were set out in detail as part of the report.

Resolved:- That 20% relief be granted to all Community Amateur Sports Clubs which obtain registration with the Inland Revenue.

**C16 DISCRETIONARY RATE RELIEF REVIEWS**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, detailing applications from thirty-five organisations currently in receipt of Section 47 Mandatory Relief.

The financial information and risks and uncertainties associated with the relief were set out in detail as part of the report.

Resolved:- That £542,700.09 Discretionary Relief be approved for the period 1<sup>st</sup> April, 2013 to 31<sup>st</sup> March, 2014, for one year only in line with the Policy approved on 24<sup>th</sup> April, 2013 (Minute No. C200 refers).

**C17 APPROVAL OF TENDER FOR THE MALTBY LILLY HALL PRIMARY SCHOOL REFURBISHMENT**

Councillor Lakin, Cabinet Member for Children, Young People and Families Services, introduced a report by the Strategic Director of Children and Young People's Services seeking authority to accept a tender for the refurbishment work to the existing Junior School to include for the removal of asbestos and installation of a new heating system, rewire and redecoration.

The financial information and risks and uncertainties associated with the tender were set out in detail as part of the report.

Resolved:- (1) That the report be received and its contents noted.

(2) That the tender submitted by George Hurst Construction, dated 15th April, 2013, in the sum of £698,350.70, be accepted.

**THE CABINET**  
**5th June, 2013**

Present:- Councillor Stone (in the Chair); Councillors Akhtar, Doyle, Hussain, Lakin, Rushforth, R. S. Russell and Smith

Also in attendance Councillor Whelbourn (Chairman of the Overview and Scrutiny Management Board)

Apologies for absence were received from Councillors McNeely and Wyatt.

**C18        QUESTIONS FROM MEMBERS OF THE PUBLIC**

A member of the public asked

**C19        DECLARATIONS OF INTEREST**

There were no Declarations of Interest to report.

**C20        SUPPORTING PEOPLE PROGRAMME - PROPOSED GOVERNANCE ARRANGEMENTS**

Councillor Doyle, Cabinet Member for Adult Social Care, introduced a report by the Strategic Director of Neighbourhoods and Adult Services, which detailed how the Supporting People Programme Governance Framework had been determined by the Department of Communities and Local Government (DCLG) until 2010. The funding and administration of the Programme was no longer regulated by DCLG, allowing arrangements for governance to be locally determined.

This report, therefore, proposed changes to the governance arrangements that would strengthen the role of Cabinet Members across Council portfolios putting them firmly at the heart of decision-making on spend and service direction.

The proposals would raise the profile of the Supporting People Programme and redefine its strategic contribution to Council priorities.

Specific proposals related to:-

- The terms of reference for the current Supporting People Commissioning Group and the Core Strategy Group were amalgamated to form a 'Supporting People Programme Strategic Group' with senior representation from NAS, CYPS, Public Health, and key strategic partners.
- All issues requiring agreement and/or decision-making that emerged from the Strategic Group to proceed to the appropriate Cabinet Member.

- An annual report to be tabled at full Cabinet to agree the plan for the year ahead.

Resolved:- That the report and its contents be approved.

**C21 PROACTIVE INSOLVENCY FOR COUNCIL TAX AND NON DOMESTIC RATES**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, which detailed how Rotherham's in year collection rates for Council Tax (97.5%) and Non Domestic Rates (98.1%) were again very high in 2012/13. There, however, still remained a large amount of Council Tax and Non Domestic Rates cumulative arrears debt outstanding. As at 1<sup>st</sup> April, 2013 in excess of £6.3m Council Tax and £2.6m Non Domestic Rates debt remained outstanding from previous years. Rotherham success in collection of these cumulative arrears had always been excellent in comparison with other Metropolitan authorities.

Although on-going payments were being received for the majority of these cumulative debts, there remained a hardcore of bad debtors who despite having the means to pay, have not paid Council Tax for years and owed substantial amounts. For these debtors, the recovery methods currently being employed were proving unsuccessful.

This report, therefore, outlined a proposal to resume proactive insolvency, bankruptcy and charging order action in cases carefully selected by the Revenues and Benefits Service in order to ensure that future Council Tax collection was maximised. When proactive insolvency was previously undertaken by this Council between 2004 and 2008 it resulted in the collection of £636k Council Tax arrears. If the recommended proposal was accepted, Cabinet was also asked to endorse the incorporation of the proposal in an update to the Council's Council Tax and Non Domestic Rates Recovery Policy. This was approved by Cabinet in July 2010 following the Scrutiny Review of 2009.

Resolved:- (1) That the report be received and the contents noted.

(2) That the proposal to resume proactive insolvency, bankruptcy and charging order action as part of the Council's Recovery Policy be approved.

(3) That the updated Council Tax and Non Domestic Rates Recovery Policy (Appendix 1) and Equality Impact Assessment (Appendix 2) be approved.

**C22 EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act (as amended March, 2006) (information relating to financial and business affairs of any particular person).

**C23 RATIONALISATION OF THE PROPERTY PORTFOLIO - LAND OFF FERHAM ROAD, HOLMES**

Councillor Smith, Cabinet Member for Regeneration and Development Services, introduced a report by the Strategic Director of Environment and Development Services, which sought approval for the disposal of the above-mentioned asset which was vacant and surplus to the requirements of the Department of Schools and Lifelong Learning.

The financial information and risks and uncertainties associated with this disposal were set out in detail as part of the report.

Cabinet Members asked about the conditions of sale associated with this site, specifically in relation to security and fly tipping, and were assured that this was included.

Resolved:- (1) That the Director of Audit and Asset Management be given approval to market the asset on the basis set out in Option 2 of the report.

(2) That the Director of Audit and Asset Management negotiates the terms of disposal of the asset as described in the report.

(3) That the Director of Legal and Democratic Services completes the necessary documentation.

**C24 NEW APPLICATION FOR HARDSHIP RELIEF 2013/14**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, which provided details of an organisation which had applied for Hardship Relief under Section 49 of the Local Government Finance Act, 1988. The customer had asked for hardship relief to be considered for his current outstanding balance which was from the previous financial year and the current year.

The financial information and risks and uncertainties associated with this request were set out in detail as part of the report.

Cabinet Members considered the application but were mindful that:-

- The problems regarding cash flow did not appear to be a one off and seemed set to continue.
- There was no evidence that assisting as requested would lead to the long term sustainability of the business.
- The business seemed to have exhausted ways of cutting costs.
- There was nothing to suggest that the hardship was as a direct result of unusual factors outside the control of the business.

Resolved:- That, in accordance with the policy approved by the Cabinet on 24th April, 2013, the application in respect of hardship relief be refused.

**THE CABINET**  
**19th June, 2013**

Present:- Councillor Stone (in the Chair); Councillors Akhtar, Doyle, Lakin, McNeely, Rushforth, R. S. Russell, Smith and Wyatt.

Also in attendance Councillor Whelbourn (Chairman of the Overview and Scrutiny Management Board)

An apology for absence was received from Councillor Hussain.

**C25            QUESTIONS FROM MEMBERS OF THE PUBLIC**

A member of the public referred to recent television and media publicity which portrayed Rotherham in a negative light, which he believed Rotherham's town folk were on the receiving end of. He asked what the Council was doing about the publicity as he did not feel they were doing enough.

The Chief Executive explained that Rotherham was a good town that had been in the spotlight recently. However, he pointed out that it was very difficult for the Council to control the press, but wanted to encourage Rotherham's citizens to talk about the good things that were happening in their town. The Council was issuing press releases on good news stories, giving media interviews and publishing information via the internet to try to get people to focus on the positive elements rather than the negative.

Discussions were ongoing within the Council as to how it could rebuild its reputation over the next twelve months. It was important that Elected Members had a role in ascertaining what local people thought about the services being delivered.

Local people needed to work with the Council more strongly as ambassadors and demonstrate their clear passion for the town in which they lived.

In a supplementary question the member of the public quoted from a free newspaper which allowed people to come to all sorts of conclusions, but asked why it was only a minority of Councillors that appeared to be putting themselves forward to counteract any negative publicity?

The Leader reiterated what the Chief Executive had already said in that the Council had no control over what was reported in the media. In terms of the Councillors who appeared on television and on the radio more than others, it was pointed out that may well be as a result of the areas they had responsibility for or if they were acting on someone else's behalf.

**C26        DECLARATIONS OF INTEREST**

Councillor Lakin declared a personal interest in Minute No. 33 (Proposals to make a 'prescribed alteration' to Thrybergh School and Sports College by a change of age range from 11-16 to 3-16 by closure of Dalton Foljambe Primary School) on the grounds that he was a Governor at both named schools and left the room whilst that item was discussed.

**C27        ROTHERHAM BIODIVERSITY ACTION PLAN 2012**

Councillor Wyatt, Cabinet Member for Health and Wellbeing, introduced a report by the Strategic Director of Environment and Development Services, which sought support for the adoption of the revised Rotherham Biodiversity Action Plan.

The 2012 Rotherham Biodiversity Action Plan would continue to support the preparation and delivery of the Rotherham Local Plan providing supporting evidence for core strategy policies and for future development management policies, particularly in respect of biodiversity, geo-diversity, green infrastructure and landscape. It would support biodiversity action and delivery until at least 2020 in line with the England Biodiversity Strategy and objectives, targets and programmes of action would be prepared with this date in mind. It was acknowledged that action would be needed to continue beyond 2020.

The adoption of the Rotherham Biodiversity Action Plan 2012 would demonstrate the commitment of the Council in the delivery of the plan. Once adoption had been formalised it would be possible to prepare a delivery plan and to consider action needed for those species with additional conservation requirements.

Resolved:- (1) That the Rotherham Biodiversity Action Plan 2012 be adopted.

(2) That the continuation of the Council's involvement in the delivery of the Rotherham Biodiversity Action Plan be approved.

**C28        SCRUTINY REVIEW OF RMBC RESIDENTIAL HOMES**

Councillor Whelbourn, Chair of the Overview and Scrutiny Management Board, introduced a report on behalf of the Review Group which set out the findings and recommendations of the Scrutiny Review into RMBC Residential Homes undertaken by the Health Select Commission.

The overall aim of the review was to achieve an understanding of value for money, outcomes and quality of service provision and in particular, the potential impact of budget cuts on this. The review would make recommendations to the Executive to be considered alongside the process of setting and reviewing the budget for 2013/14.



It would also aim to support the achievement of the following Council priorities from the Corporate Plan:-

- Ensuring care and protection are available for those people who need it most
- Helping to create safe and healthy communities.

The review was reported under the five sub headings; staffing, catering and entertainment, buildings and maintenance, costs and comparisons and options for the future. Each of these sections of the review had its own recommendations. There are ten recommendations in total, which were set out in detail as part of the report.

Resolved:- (1) That all those involved with the Review be thanked for their involvement.

(2) That the Scrutiny Review of RMBC Residential Homes and its recommendations be noted and a response be submitted within two months as outlined within the Council's Constitution.

(3) That the decision of Cabinet on the report, recommendations and proposed action be reported back to the Overview and Scrutiny Management Board in due course.

## **C29      RESPONSE TO THE SCRUTINY REVIEW OF AUTISTIC SPECTRUM DISORDER**

Further to Minute No. 203 of the meeting of the Cabinet held on 24<sup>th</sup> April, 2013, Dr. John Radford introduced the report which set out the response to the findings and recommendations of the scrutiny review of Autistic Spectrum Disorder in Rotherham.

The review was requested by the Cabinet Member for Children and Young People because of the apparent high levels of diagnosis of Autistic Spectrum Disorder (ASD) in Rotherham. This was identified in a report to the Cabinet Member and was explored further in a position paper to the Health Select Commission in July, 2012. It was agreed at this meeting that a full review would be required and this would investigate the steady increase in diagnoses within the last ten years.

The overall aim of the review was to achieve a better understanding of patterns of Autistic Spectrum Disorder in Rotherham, leading to the development of appropriate support and assistance to families affected by it. It was understood that the review took place in a climate of budget reductions and, therefore, also wanted to look at the potential for more effective use of existing resources.

The four stated objectives of the review were to consider, as follows:-

- The reasons for the higher diagnosis rates.
- Services required at diagnosis stage and after.
- 16+ support and transition.
- Budget implications.

The review was, therefore, structured around these four objectives, with a dedicated meeting held for each one and evidence presented around these four headings.

Key messages that came out of the review were as follows:-

- Early intervention and prevention work is key for children with Autistic Spectrum Disorder.
- Mental health needs of children and adults with Autistic Spectrum Disorder can arise because of the lack of support.
- Lack of clarity about where the lead of support lies – Education, Health etc.
- Family and home support is a gap in provision.
- It is difficult for many parents to make sense of all of the different agencies that are involved in this area of work.
- There has been significant progress made with this area of work and this needs to continue with clear leadership and direction.
- To ensure the best outcomes for children and young people with Autistic Spectrum Disorder, parental voice and influence is absolutely crucial.
- All of the recommendations formed as part of this review were about more effective use of existing resources, achieving better value for money and becoming better organised in delivery of support. It was the view of the review group that there should not be a need for additional resources to implement the recommendations

Resolved:- (1) That the response to the Scrutiny Review of the Autistic Spectrum Disorder be approved.

(2) That all those involved in the review be thanked for their input.

### **C30 REVENUE ACCOUNT OUTTURN 2012/13**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance which detailed how in 2012/13 the Council budgeted to spend £213.290m on its General Fund Revenue Account. Actual spending for the year was £212.402m, a saving against budget of £0.888m (or - 0.42%). Of this, £0.705m was accounted for by surpluses on trading accounts, leaving a net underspend of £0.183m.

Requests to carry-forward £159k of unspent 2012/13 budgets for specific projects/purposes were also included in this report. If approved the remaining balance available to support the budget was £24k.

In addition, the Delegated Schools' Budget was £183.574m. Actual spend against this was £182.958m, an underspend of £0.616m for the year. This had been added to Schools' Reserves which at 31st March 2013 stood at £8.227m.

The Housing Revenue Account (HRA) in 2012/13 was budgeted to make a contribution to the Housing Revenue Account General Reserve of £1.838m. Actual contribution to this Reserve was £6.801m - a £4.963m additional contribution.

This was a very positive outturn, especially given the challenges faced in-year which necessitated the implementation of a moratorium on all, but essential spend, from October. It was the result of the hard work of both Elected Members and staff in managing reducing levels of funding at a time of increasing service need, and also the generally good and responsible financial management on the part of budget holders.

Reflecting the above out-turn position, and assuming the recommendations in this report were approved, the Council's Revenue Reserves as at 31st March, 2013 were:-

- General Fund Reserves available and uncommitted to support the Budget £9.316m.
- Earmarked Reserves £51.345m of which £41.663m was ringfenced for Housing Revenue Account, Schools and to meet future PFI contractual obligations.
- Reserves at the end of 2012/13 were in line with planned levels.

Cabinet Members noted the underspends on the Delegated Schools' Budget and were informed that discussions were taking place with the Rotherham Schools Forum as to their future plans for this funding.

Resolved:- (1) That the Council's General Fund, Schools' and the Housing Revenue Account (HRA) Revenue Outturn Position Statements for 2012/13 be noted.

(2) That the level of the Council's Revenue Reserves as at 31st March, 2013 be noted.

(3) That the carrying forward of underspends on Trading Services (£704,895) and requests for carrying forward of specific items (£158,709) in accordance with the Council's approved policy be approved.

### C31

#### **RESPONSE TO THE REVIEW BY THE IMPROVING PLACES SELECT COMMISSION OF GROUNDS MAINTENANCE AND STREET CLEANSING SERVICES**

Councillor R. S. Russell, Cabinet Member for Waste and Emergency Planning, introduced a report which detailed the response to the recommendations made by the Improving Places Select Commission

following its review of the Grounds Maintenance and Street Cleansing services.

The recommendations of the Select Commission have been considered by officers, and a detailed response was detailed as part of the report. There were four recommendations that had been rejected, three due to other issues and one which had already been completed.

The review by the Improving Places Select Commission largely aligned with the work undertaken by officers to identify actions which mitigated the effects of the reductions in service budgets.

Resolved:- (1) That the response to the Scrutiny review be approved.

(2) That the detailed response to the Scrutiny review of Grounds Maintenance and Street Cleansing Services be submitted to the Overview and Scrutiny Management Board in due course.

### **C32        DOWNSIZING POLICY REPORT**

Councillor McNeely, Cabinet Member for Safe and Attractive Neighbourhoods, introduced a report by the Strategic Director of Neighbourhoods and Adult Services which detailed how the Welfare Reform Act 2012 introduced a range of changes that would have a significant impact on people's lives, on rental income to the Council and on Rotherham's wider economy. Extensive work had been carried out by teams across the Council to prepare for the changes and detailed reports have been provided to Rotherham Partnership and Cabinet. The purpose of this report was to seek approval to implement a Downsizing Policy to support tenants who were affected by the Social Housing size criteria ('bedroom tax').

This change to policy was designed to make it easier for people to downsize. In the past the downsizing policy tried to ensure that people in large houses gave them up so that larger houses could be offered to large families who may be overcrowded in their current home. It only applied to residents of four bedroom properties who were prepared to move into one bedroom properties.

The new policy attempts to broaden the approach to also help people who were affected by the bedroom tax. It was now proposed that the highest priority for moving was also given to anyone who wanted to give up one or more bedrooms.

The report had been considered and agreed by Cabinet Member for Safe and Attractive Neighbourhoods on 20th May 2013.

Resolved:- (1) That the implementation of the Downsizing Policy be approved.

(2) That the Cabinet Member for Safe and Attractive Communities receive a review of the effectiveness of the new policy in April, 2014.

**C33 PROPOSALS TO MAKE A 'PRESCRIBED ALTERATION' TO THRYBERGH SCHOOL AND SPORTS COLLEGE BY A CHANGE OF AGE RANGE FROM 11-16 TO 3-16 BY CLOSURE OF DALTON FOLJAMBE PRIMARY SCHOOL**

The Leader introduced the report by the Strategic Director of Children and Young People's Services, which detailed how in September, 2012 Thrybergh School and Sports College formed a collaboration (formerly referred to as a soft federation) with Dalton Foljambe Primary School.

Since the collaboration had been established Dalton Foljambe Primary School had been judged good by Ofsted and the school's outcomes have been above the National floor standards. The collaboration was now well established and both schools were requesting the opportunity to enter a more formal arrangement. It was proposed that a 'Prescribed Alteration' to Thrybergh School and Sports College be consulted upon to change its age range from 11-16 to 3-16 by the closure of Dalton Foljambe Primary School and the Foljambe site becoming the Primary education phase annex of the school.

Cabinet Members noted the advantages of such a proposal and which could aid the transition arrangements for pupils leaving primary for secondary education.

Resolved:- (1) That the commencement of Pre-Statutory Consultations on the proposals be approved.

(2) That a further report be submitted to the Cabinet detailing the outcome of the consultation.

**C34 UNIVERSAL CREDIT: LOCAL SUPPORT SERVICES FRAMEWORK**

The Leader introduced a report by the Strategic Director of Environment and Development Services which detailed Universal Credit (UC), which was a new means-tested benefit for working age people both in work and out of work. The purpose of this report was to explain how Universal Credit would impact nationally and locally and how the Council intended to move this work forward in Rotherham.

The DWP have approached all local authorities to discuss the development of partnership agreements that would set out the support to be provided to help people navigate the transition to Universal Credit during phase 2 of its implementation (October, 2013 to April, 2014). It was expected that these agreements would be in place by September.

Initial discussions with DWP suggest that partnership agreements could include:-

- Increase access points for online facilities e.g. libraries and further education provision such as schools.
- Support for people to complete applications.
- Support for people to manage money and budgeting.
- One-stop shops (could be mobile) where people can get information, advice and guidance.

There was a clear expectation from DWP that libraries would have a role, particularly in providing supported access to online services.

The Government and DWP expect most people to make the transition to online assessments, but recognise that for some claimants accessing and dealing with the changes Universal Credit would bring would not be as straightforward.

Whilst the Council and Local Strategic Partnership would obviously seek to help those who were struggling to cope with the changes, there was a risk that the framework process could see local partners take on a disproportionate level of responsibility and risk, particularly if, as suggested, any funding was provided on a payment by results basis. There was no statutory basis for any agreements between the Council; partners; and DWP.

Cabinet Members welcomed this report and heard that information and various initiatives were being piloted in schools to assist with budgeting preparations, how workshops were being held for welfare and benefit advice and helping/supporting people and suggested that Area Assemblies be provided with information to act as supportive signposts.

It was also suggested that an aide-memoire be provided to all Elected Members to provide information for any members of the public turning up to surgeries.

Resolved:- (1) That the production of a project plan to address the issues arising from the introduction of Universal Credit and the development of a Local Support Services Framework be approved.

(2) That a further report be submitted to agree the local support services framework prior to the Council entering into any agreement with DWP.

(3) That a written collective partnership response be issued with the Local Strategic Partnership to the Government lead for Universal Credit, highlighting the extent of the issues affecting claimants in Rotherham.

**(THE CHAIRMAN AUTHORISED CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO SHARE THE RESULTS OF THE RESPONSE URGENTLY)**

**C35 HOME AFFAIRS SELECT COMMITTEE - CHILD SEXUAL EXPLOITATION AND THE RESPONSE TO LOCALISED GROOMING**

Councillor Lakin, Cabinet Member for Children, Young People and Families Services, introduced a report by the Strategic Director of Children and Young People's Services, which confirmed that the Home Affairs Select Committee (HASC) published its report 'Child Sexual Exploitation and the response to localised grooming' on Monday, 10th June, 2013.

The Chief Executive and the Strategic Director of Children and Young People's Services were called to give evidence to the Home Affairs Select Committee on the 8th January, 2013. Tackling the sexual exploitation of children and young people remained the highest priority for the Council and the report by the Select Committee was welcomed as a body of evidence and advice that could be used by local authorities around the Country to improve their response to these horrific crimes.

The response to the Select Committee findings would be met from existing resources, but it was noted that an additional £50k had been secured for the work of the CSE team from the Safer Rotherham Partnership managed funds from the Police and Crime Commissioner. These funds were for a period of three years.

Resolved:- (1) That the findings of the Home Affairs Select Committee and the opportunity to improve the response to child sexual exploitation be welcomed.

(2) That a detailed report on the self-assessment against the recommendations from the Home Affairs Select Committee report be submitted to the Cabinet on the 3rd July, 2013.

**C36 EXCLUSION OF THE PRESS AND THE PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act (as amended March, 2006) (information relating to financial and business affairs of any particular person).

**C37 PRICE OF A SCHOOL LUNCH 2013-2104**

Councillor Lakin, Cabinet Member for Children, Young People and Families Services, introduced a report by the Strategic Director of Children and Young People's Services, which outlined two options for the price of a school meal from September, 2013.

The price of a school meal had previously been set in collaboration with the Cabinet Member for Children and Young People's Services with a yearly 5p increase set for a three year period, ending 2012-2013.

The options for 2013-2014 were to retain the current school lunch price or to increase the school lunch price by 5p per meal. The impact of each option on the service was set out in detail as part of the report. The short term financial position and projected outturn for 2012-2013 were also included.

Education Catering Services created the budget for the 2013-14 financial year using the protocol of a 5p increase effective from September, 2013. This increase allowed the service to meet its budgetary targets whilst accommodating the inflationary pressures from food costs, salary increases and funding reductions. Retention of the current lunch price would require the service to use the surplus generated in 2012-2013 to offset any income shortfall.

Cabinet Members were mindful of the impact of welfare reform and to mitigate any further financial hardship suggested that the current price of a school meal be held for a further year, but the subsequent two years the cost of a meal be increased by 5p per year (Option 1).

Resolved:- (1) That the price of a school lunch be not increased by 5p and be maintained at the 2012/13 price as detailed in Option 1.

(2) That the surplus generated in 2012/13 be used to offset the budget shortfall created from the retention of the current meal price.

(3) That the price of a school lunch be increased by 5p in both 2014/15 and 2015/16 school years.

**C38 MARCH FLATTS COMMUNITY HALL AND LAND, MARCH FLATTS ROAD, THRYBERGH**

Councillor Smith, Cabinet Member for Regeneration and Development Services, introduced a report by the Strategic Director of Environment and Development Services, which proposed the disposal of the above-mentioned site which was surplus to the requirements of the Department of Housing and Neighbourhood Services and no longer required by the previous trustees.

The financial information and risks and uncertainties associated with this disposal were set out in detail as part of the report.

Resolved:- (1) That the disposal of the asset on the basis set out in Option 3 of this report be approved.



(2) That the Director of Audit and Asset Management negotiates the terms of disposal.

(3) That the Director of Legal and Democratic Services completes the necessary documentation.

**(THE CHAIRMAN AUTHORISED CONSIDERATION OF THE FOLLOWING ITEM URGENTLY IN ORDER TO SECURE A LEVEL OF LEVERED FUNDING)**

**C39 CONSTRUCTION WORKS TO 133 NON-TRADITIONAL BUILT COUNCIL DWELLINGS IN WATH UPON DEARNE**

Councillor McNeely, Cabinet Member for Safe and Attractive Neighbourhoods, presented a report by the Strategic Director of neighbourhoods and Adult Services, which sought approval to invoke Standing Order 38.1, which permitted exemption from normal Contract Standing Orders. This would allow SIG Energy Management (SIGEM) to undertake a package of works, predominantly installation of external wall insulation, at 133 non-traditional built, Council owned dwellings in Wath upon Dearne.

Resolved:- (1) That the contract for the package of works, including external wall insulation, to 133 Council-owned dwellings at Wath-upon-Deerne, be exempt from the provisions of Standing Order 48.2 (requirement to invite between 3 and 6 tenders for contracts with an estimated value of £50k or more) and the contract be awarded to SIGEM.

(2) That existing capital budget be approved to meet the costs of the unfunded works as set out in the report.

(The Mayor agreed to exempt this item from call-in to prevent any prejudice to the Council's interest and allow the Council to secure the Energy Company Obligation funding)

**THE CABINET**  
**Wednesday, 3rd July, 2013**

Present:- Councillor Stone (in the Chair); Councillors Akhtar, Doyle, Lakin, McNeely, Rushforth, R. S. Russell and Smith.

Also in attendance Councillor Whelbourn (Chairman of the Overview and Scrutiny Management Board).

Apologies for absence were received from Councillors Hussain and Wyatt.

**C40        QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**C41        DECLARATIONS OF INTEREST**

There were no declarations of interest to report.

**C42        GENERAL FUND - BUDGET PRINCIPLES 2014/15 AND ONWARDS  
2014/15, PROPOSED BUDGET SETTING TIMETABLE AND 2013/14  
REPORTING IN YEAR FINANCIAL BUDGET PERFORMANCE**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, which explained that in setting the 2013/14 Revenue Budget, it was recognised that the current budget principles, that had served the Council well since the Coalition Government's programme of austerity started, would need to be refreshed in light of recent announcements that further significant funding reductions for Local Government were likely to continue until at least 2018. This report proposed a refreshed set of budget principles on which the 2014/15 General Fund (GF) Revenue Budget and Medium Term Financial Strategy should be based.

The report also recommended for Cabinet approval the proposed Budget Setting Timetable for setting the 2014/15 Revenue Budget and Medium Term Financial Strategy (MTFS), and the proposed approach to reporting the Council's in year financial performance to Cabinet for the financial year 2013/14.

Cabinet Members noted that with the significant on-going funding reductions and welfare reform changes that the Council would face until at least 2018, the new Budget Principles were proposed to ensure the Council operated effectively within the funding available and delivered savings which had the least impact on the citizens of Rotherham.

Resolved:- (1) That the refreshed Principles on which the 2014/15 General Fund Revenue Budget and Medium Term Financial Strategy will be based be approved.

(2) That the proposed budget setting timetable for the Revenue Budget 2014/15 and Medium Term Financial Strategy be approved.

(3) That the proposed approach to reporting to Cabinet the Revenue Budget Monitoring position for 2013/14 financial year onwards be approved.

**C43 CAPITAL PROGRAMME OUTTURN 2012/13 AND UPDATED ESTIMATES 2013/14 TO 2015/16**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, which set out the capital outturn position for the 2012/13 financial year and recommend for approval changes to the programme for the financial years 2013/14 to 2015/16 resulting from the 2012/13 outturn and scheme changes since the overall programme was agreed in April, 2013 as part of the budget setting process.

The current economic climate and the on-going impact of the Government's austerity measures required that the capital programme was subject to continual oversight, and if necessary, revision, to ensure that the Council's capital investment plans were aligned with strategic priorities and maximised the value from the limited capital resources available.

The financial implications of the Programme were reflected in the Council's Medium Term Financial Strategy (MTFS) and Treasury Management and Investment Strategy.

For 2012/13 the Council's capital investment into the regeneration and enhanced infrastructure of the Borough was £57.923m. The profile of this investment and the updated future expenditure plans were reflected in the Directorate summary table set out in the report, along with a detailed copy of the programme for each Directorate

The Capital Programme was funded through a number of sources – borrowing (both supported and unsupported), Capital grants and contributions, Revenue contributions and Capital Receipts. Any certainty over the funding of the Programme rested on confirmation that grants/contributions and Capital Receipts continued to be available in forthcoming years. Where funding sources were volatile in nature, the risk would be managed by continually keeping the Programme under review.

(1) Resolved:- That the 2012/13 capital outturn position be noted.

**(2) Recommended:- That the updated 2013/14 to 2015/16 capital programme be approved.**

**C44 SCRUTINY REVIEW OF FUEL POVERTY**

Further to Minute No. 146 of 6<sup>th</sup> February, 2013, Councillor Whelbourn, Chairman of the Overview and Scrutiny Management Board, introduced a report by the Director of Public Health, regarding the response to the scrutiny review. It had been identified in the 2011/12 Scrutiny work programme and originally allocated to the Improving Places Select Commission focusing on physical schemes and measures to improve fuel efficiency in communities with a high incidence of fuel poverty. However, the issue of the forthcoming Green Deal and its potential impact had lead other Select Commissions to raise fuel poverty as a key issue and, therefore, it was re-allocated to the Overview and Scrutiny Management Board as part of its 2012/13 work programme.

Since completion of the review, progress had been made with work underway on a number of the Scrutiny's recommendations including the establishment of a Green Deal Working Group and a Green Deal Partnership Agreement under development.

It was noted that the reference to ten out of the eleven recommendations being accepted was incorrect and, in fact, all eleven recommendations had been accepted and lead officers identified to implement in line with the details contained within the action plan

Resolved:- (1) The response to the Scrutiny Review of Fuel Poverty be approved.

(2) That the response to the Scrutiny Review be submitted to the next available meeting of the Overview and Scrutiny Management Board.

**C45 HOME AFFAIRS SELECT COMMITTEE - CHILD SEXUAL EXPLOITATION AND THE RESPONSE TO LOCALISED GROOMING**

In accordance with Minute No. 35 of 19<sup>th</sup> June, 2013, Councillor Lakin, Cabinet Member for Children, Young People and Families' Services, introduced a report by the Strategic Director of Children and Young People's Services, which contained a detailed analysis against the Home Affairs Select Committee's recommendations.

The Home Affairs Select Committee report had identified thirty-six statements and/or recommendations in its report of June, 2013. The Rotherham Local Safeguarding Board Manager and the Strategic Director had undertaken a self-assessment against the thirty six statements and identified three areas where the Authority was undertaking work as identified in the recommendation, but was not reflected in the existing Child Sexual Exploitation Plan i.e.

- No. 4 Improvements in Residential Care.
- No. 8 Return interviews for children who have been reported missing.
- No. 31 Resources for the voluntary sector.

The publication of the Select Committee report had rightly made the Council and its partners re-assess the effectiveness of the response to child sexual exploitation. Failure to continually improve services would mean children and young people were not afforded a comprehensive and quality service.

The Council would continue to maintain its focus on early intervention and prevention activity, but believed that the strengthened multi agency working must lead to enhanced disclosure and evidence gathering, investigations and ultimately prosecutions by the Police and acknowledged the deterrent effect that successful prosecutions could bring.

Cabinet Members noted that as a result of the Home Affairs Select Committee recommendations an extraordinary meeting of the Local Safeguarding Children's Board had been convened to take place on Monday, 8<sup>th</sup> July, 2013 to go through the progress and incorporate actions where appropriate.

Some of the recommendations were from a national perspective and not necessarily in Rotherham's jurisdiction to implement at this stage.

Progress reports would be submitted to future meetings of the Cabinet where any areas for future development were highlighted or where positive work could be celebrated.

Cabinet Members noted that some of the criticism was historical and stressed the importance of an improved multi-agency way of working as a result of the Home Affairs Select Committee recommendations.

Information that had been in the press locally had been handled sensitively, which gave confidence to local people to report any concerns that would then be appropriately dealt with.

It was also noted that an externally conducted review on practices was to be undertaken in July 2013. This would be facilitated through Barnardo's and the incoming independent Local Safeguarding Children's Board Chair. A further diagnostic would take place in October, 2013.

Resolved:- (1) That the assessment against the Home Affairs Select Committee recommendations be noted.

(2) That the findings of the practice review in July, 2013 be submitted to the Cabinet in due course.

(3) That a quarterly progress report against the local Child Sexual Exploitation Action Plan (incorporating the Home Affairs Select Committee recommendations) be submitted to the Cabinet on a regular basis.

**CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND FAMILIES'  
SERVICES  
10th April, 2013**

Present:- Councillor Lakin (in the Chair); Councillors Beaumont, Dalton and Havenhand.

**D98. ESUITE DATA MANAGEMENT SYSTEM - CONTINUATION OF SUPPORT AND MAINTENANCE - EXEMPTION OF STANDING ORDERS.**

Consideration was given to the report presented by the Director of Schools and Lifelong Learning and the Early Years and Childcare Performance Monitoring and Evaluation Officer, Schools and Lifelong Learning, Children and Young People's Services. The report related to a request to exempt an existing contract from Standing Order 47.6.3 (requirement to invite at least three written quotations for contracts valued between £20,000 and £50,000) for the financial year to 31<sup>st</sup> March, 2014.

The contract was with Capita Children's Services and provided performance and activity monitoring software, called the eSuite Data Managing System, for the Local Authority's twenty-two Children's Centres. Children's Centres used the software to record information about the families they worked with and each contact they made in order to monitor essential delivery requirements, the Service's 'reach', and uptake of services generally and by vulnerable groups in particular. The software was used to monitor Children's Centres' performance against Sure Start's 'Children's Centre Statutory Guidance' and Ofsted's 'Children's Centre Inspection Guidance' framework documents.

A request to exempt Standing Order 47.6.3 had been made as it was unfeasible to invite tenders from alternative suppliers as they would require the full replacement of existing software in each of the twenty-two settings. This would incur additional excessive costs.

The submitted report noted that the contract price for 2013/14 would be met within existing budgets.

Discussion ensued, and the following issues were raised: -

- Risks to the Service's business continuity if the contract underwent a tendering process;
- Did other providers exist who could provide software that was compatible with eSuite Data Management?;
- Use of the software programme to provide detailed data analysis and a profile of the local area. This would be useful for Elected Members and other stakeholders to understand their local area's profile.

Resolved: - That Standing Order 47.6.3 (requirement to invite at least three written quotations for contracts valued between £20,000 to £50,000) be exempted and the contract for support and maintenance of the eSuite Data Management software be awarded to Capita Children's Services for the 2013/14 financial year.

**D99. TRIBAL SYNERGY - SUPPORT AND MAINTENANCE ON THE SOFTWARE USED BY THE FAMILY INFORMATION SERVICE - EXEMPTION FROM STANDING ORDERS.**

Consideration was given to the report presented by the Director of Schools and Lifelong Learning and the Early Years and Childcare Performance Monitoring and Evaluation Officer, Schools and Lifelong Learning, Children and Young People's Services. The report related to a request to exempt an existing contract from Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for contracts valued between £5,000 and £20,000) for the financial year to 31st March, 2014.

The contract was with Tribal Synergy and provided a licence, hosting and support and maintenance of software used by the Family Information Service within Schools and Lifelong Learning, Children and Young People's Services. The Family Information Service had a duty under the Childcare Act's provisions around information provision. This software collated, stored and managed information on local childcare services and activities, so that advice could be provided to parents and carers, and also to co-ordinate and monitor the training of childcare providers.

A request to exempt Standing Order 47.6.2 had been made as it was unfeasible to invite tenders from alternative suppliers as they would require the full replacement of existing software, which would incur excessive costs. The Council's Information Technology and Procurement Services had confirmed that Tribal Synergy were the only supplier who would be able to provide support and maintenance of the existing product.

Failure to maintain the contract would impact on the Family Information Service's ability to provide information and advice on childcare services and would prevent the Local Authority from meeting the information duty of the Childcare Act.

The submitted report noted that the contract price for 2013/14 would be met within existing budgets.

Resolved: - That Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for contracts valued between £5,000 and £20,000) be exempted and the contract for support and maintenance be awarded to Tribal Synergy for the 2013/14 financial year.

(Subsequent to the meeting, His Worshipful The Mayor exempted this decision from the call-in procedure.)

**D100. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Children, Young People and Families' Services take place on Wednesday 24<sup>th</sup> April, 2013, to start at 9.00 am in the Rotherham Town Hall.



**CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND FAMILIES'  
SERVICES  
24th April, 2013**

Present:- Councillor Lakin (in the Chair); Councillors Beaumont and Havenhand.

Apologies for absence were received from Councillor Dalton.

**D101. DECLARATIONS OF INTEREST.**

There were no Declarations of Interest to record.

**D102. MINUTES OF THE PREVIOUS MEETING HELD ON 13TH MARCH AND 10TH APRIL, 2013.**

The minutes of the previous meetings of the Cabinet Member for Children, Young People and Families' Services, held on 13<sup>th</sup> March and 10<sup>th</sup> April, 2013, were considered.

Resolved: - That the minutes of the previous meetings held on 13<sup>th</sup> March and 10<sup>th</sup> April, 2013, be agreed as an accurate record for signature by the Cabinet Member.

**D103. CHILDREN AND YOUNG PEOPLE'S SERVICE REVENUE BUDGET MONITORING REPORT TO 28TH FEBRUARY, 2013.**

Consideration was given to the report presented by the Finance Manager (Children and Young People's Services), Financial Services, Resources Directorate, which provided a financial forecast to 31st March, 2013, based on actual income and expenditure to 28<sup>th</sup> February, 2013.

Overall, the Directorate was projecting a £1.203M (+3.5%) over-spend outturn position at the end of the 2012/13 financial year.

The forecast over-spend was largely due to the continuing pressures in Safeguarding Children and Families' Services due to the needs-led nature of the budget. The over-spends were offset by under-spends mainly relating to staff slippage and additional income generation and had been outlined in the report. The report noted the projected outturn against the approved budgets for each Service division, and an analysis of the main pressures and the underlying reasons beneath them.

It was noted that £405,000 of the pressure within the Children Looked After budget was due to unrealised income that was expected from the PCT. Efforts had been on-going to secure this funding between both organisations. Further work had been undertaken in relation to Children Looked After placements to profile where funding contributions could be expected from partner organisations.

The report outlined a number of management actions that had taken place in relation to the budget: -

- The 'Invest to Save' programme within Fostering and Adoption had been in place since 2011 and was demonstrating positive outcomes. The programme was slightly under target to achieve the levels of adoptions predicted due to delays in two approvals which were expected in April 2013. The programme was predicting to be over target on the recruitment of foster carers by two;
- Proactive management actions continued to concentrate on avoiding costs a total of £1.162M to date, and a total of £459,000 had been saved through re-negotiating contracts with external providers;
- The introduction of a Multi-Agency Support Panel from April, 2011, had avoided costs of £703,000 in 2013/14 so far;
- Substantial reductions in agency costs within Safeguarding Children and Families' Services in the main, but also in other areas;
- Non-contractual overtime for Children and Young People's Services was at £103,000, compared to £98,000 for the same period last year.

The Cabinet Member welcomed the overall positive direction of travel in relation to the budget monitoring report and believed that the overspend would continue to decrease further as a result of working with partner organisations as mentioned in the submitted report.

Resolved: - That the latest financial projection against the budget for the year based on actual income and expenditure to the 28<sup>th</sup> February, 2013, be noted.

**D104. ADMISSIONS CONSULTATION IN RESPECT OF ENTRY IN THE 2014/15 ACADEMIC YEAR.**

Further to Minute number D48 (Admissions Consultation – Entry to School in the 2014/15 Academic Year), where the Cabinet Member gave approval to undertake formal consultation with stakeholders on the proposed admission arrangements for the 2014/15 School Year, consideration was now given to a report outlining the outcomes of the consultation process involving all of Rotherham's schools and stakeholders.

The Principal School Admissions, Organisation and Special Education Needs Service Officer, provided an overview of the consultation process that had ran over an eight-week period. The issues consulted on included the Admission Policy/Co-ordinated Scheme for the admission year 2014/15, which related to the criteria used where schools were oversubscribed, and any changes required as a consequence of requirements arising under the Department for Education's School Admissions Code of Practice.

The final determination had been made by the Rotherham Local Admissions Forum by 15<sup>th</sup> April, 2013, deadline.

The following areas were required to be consulted on an annual basis: -

- **Admission criteria for community schools: -**

No changes were proposed to the Admission Policy or criteria for community schools for entry in 2014/15. The policy was attached at appendix one. Appendix two contained the admission numbers for all Schools.

- **Co-ordinated admission arrangements: -**

Rotherham had co-ordinated admission arrangements with all other admission authorities in relation to the normal admission round to simplify the admission process for parents and reduce the likelihood of a child being left without a school place.

- **Waiting lists: -**

The Local Authority administered waiting lists for children applying in the normal admission round for both primary and secondary school children. Waiting lists were in operation from September and for the duration of the Autumn term.

- **Catchment areas: -**

No changes were proposed to existing school catchment areas for 2014/15. Consultation had been undertaken in relation to the Waverley Estate due to the housing development there to establish a catchment area arrangements for the new dwellings. A decision had been taken in relation to this by the Cabinet Member for Children, Young People and Families' Services on 5<sup>th</sup> December, 2012 and 6<sup>th</sup> February, 2013 (Minute Nos. D58 and D79 refer).

- **Fair Access Protocol: -**

The School Admissions Code of Practice required the Admissions Authority to have a Fair Access Protocol in place that would ensure that access to education was secured quickly for children who did not have a school place in a mainstream school, and to ensure that all schools in an area admitted a fair share of pupils with challenging behaviour, including children who had been excluded from school. This included admitting children above the admission number to schools that were already full. All schools and academies were required to participate in the scheme, although some exceptions were set out in the School Admissions Code of Practice and the Local Authority's Admission to School Booklets. The Scheme was monitored, including timescales, including an annual report to the Schools' Adjudicator.

- **Statutory Closing Dates: -**

The School Admissions Code of Practice imposed national closing dates for both Primary (15<sup>th</sup> January, 2014) and Secondary (31<sup>st</sup> October, 2013) applications for the admissions round in 2014/15. The Local Authority's Admission Booklet had to be published by 12<sup>th</sup> September, 2013.

- **Report to the Schools Adjudicator: -**

The Admissions Authority was required to submit an annual report to the Schools' Adjudicator by 30<sup>th</sup> June, 2013.

Appendix two of the submitted report displayed net capacity of each school, their indicated admission number (which was linked to net capacity), their admission number for 2013/14 and their proposed admission number for 2014/15. The appendix also outlined any alterations and / or consultations that had taken place to all of Rotherham's schools relating to net capacity changes (e.g. expansions) and / or admission number alterations.

The submitted report also displayed individual comments that had been made by schools following consultation. A published notice would be required that noted the schools that had indicated a lower admission number than that indicated for the current net capacity calculation for the school.

Discussion ensued and included the consultation response that had suggested that a child's attendance in the non-statutory FS1 (nursery) provision of a school should be incorporated into the admission criteria for admission into the statutory FS2 (reception class). The School who had made this comment believed that the children who had attended their FS1 provision should be placed higher in the admission criteria over those children who were in the catchment area but had not attended the School's FS1.

A response had been provided to the School stating that this policy would require a review of the whole Admissions Policy for the Authority. Furthermore, it was the opinion of the School's Adjudicator that this could create inequality of access to school places.

Resolved: - (1) That the contents of the report be noted.

(2) That approval be given to the Admission Policy for entry into Rotherham's maintained Schools for the 2014/15 School Year.

(3) That the determined admission arrangements be displayed on the Rotherham MBC website.

(4) That a public notice be published confirming the determination of the schools that had an admission number lower than indicated by net capacity.

**D105. PROPOSAL TO ADD A SPECIAL EDUCATIONAL NEEDS UNIT TO FLANDERWELL PRIMARY SCHOOL.**

Further to Minute No. D69 (Proposal to add a Special Educational Needs Unit to Flanderwell Primary School) of the Cabinet Member for Children, Young People and Families' Services held on 16<sup>th</sup> January, 2013, where approval was given to undertake the Statutory Consultation phase, consideration was now given to the report outlining the outcomes of that process.

The Principal School Admissions, Organisation and Special Educational Needs Assessment Service Officer (Schools and Lifelong Learning, Children and Young People's Services) reported that no formal objections had been received to the proposal to create a ten-place Autism Spectrum Condition (ASC) Unit at Flanderwell Primary School. The consultation period had stood between 25<sup>th</sup> January, 2013 – 8<sup>th</sup> March, 2013.

The submitted report noted the reasons why the additional Unit had been proposed. It was noted that the existing ASC Unit at Kilnhurst Primary School was oversubscribed and that additional capacity was required.

The report noted that the finance for the required building expansion programme had been secured from the Basic Needs funding, and the additional places would be arranged on the 'place plus' model in the Department for Education's school funding changes that became effective on 1<sup>st</sup> April, 2013.

Discussion ensued on the management structures that would be in place for the ASC Unit once it opened.

Resolved: - (1) That, in the absence of any formal objections, the prescribed alteration to Flanderwell Primary School through the creation of a ten-place Autism Spectrum Unit be approved.

(2) That the School Admissions, Organisation and Special Educational Needs Assessment Service inform the Secretary of State of this decision.

**D106. PROPOSAL TO EXPAND HERRINGTHORPE INFANT AND JUNIOR SCHOOLS.**

Further to Minute No. D78 (Proposed Expansion of Herringthorpe Infant and Junior Schools) where approval was given to progress onto the Statutory Consultation stage on the proposal to increase the admission numbers in each statutory year group from 70 to 90, through the extension of the Schools' buildings, consideration was given to the report that outlined the outcomes of that process.

The Principal School Admissions, Organisation and Special Educational Needs Assessment Service Officer (Schools and Lifelong Learning, Children and Young People's Services) reported that there had been no

formal objections to the proposal, and comments received had been considered and responded to by the Department.

The proposed increase would become effective from 1<sup>st</sup> September, 2013.

The report noted that finance for the proposal would be secured through the Basic Need funding allocation received from the Department for Education. It was also confirmed that the Rotherham Schools' Forum had confirmed the 7/12 shortfall funding to support the additional places between September 2013 and March 2014 prior to the School Census taking place and funding received for the actual numbers on roll.

Resolved: - (1) That, in the absence of any formal objections, the proposal to increase the admission numbers at Herringthorpe Infant and Junior Schools from 70 to 90 pupils per statutory year group from 1<sup>st</sup> September, 2013, be approved.

(2) That the School Admissions, Organisation and Special Educational Needs Assessment Service inform the Secretary of State of the decision.

#### **D107. THE COMMISSIONING OF FAMILIES FOR CHANGE SERVICES.**

Further to Minute No. D84 (Exemption of Standing Orders for Commissioning of Troubled Families Contracts) of the Cabinet Member for Children, Young People and Families' Services meeting held on 1<sup>st</sup> March, 2013, where approval was given to undertake an open tendering programme within the Voluntary and Community Sector for the contracts, consideration was now given to the report that outlined the outcomes of that process.

The Strategic Commissioning Officer confirmed that two contracts had been put out to tender in the Voluntary and Community Sector, one in relation to providing a Family Support Service, and the second related to the provision of an Intensive Family Support Service that specifically worked with families that were subject to formal social care interventions.

Funding would be sourced from the Central Government's Troubled Families Funding Initiative and payment would be received by the Local Authority on a 'payment by results' basis. The funding for the Family Support Service was £77,000 and the Intensive Family Support Service was for £75,000. Rotherham had re-branded the Troubled Families initiative to become the 'Families for Change' initiative to avoid stigmatisation of the families involved, and to reflect the positive aspirations of Rotherham's initiative.

Four bids had been received from organisations for the two contracts. They had been subject to a robust evaluation process.

The Family Support Contract had been awarded to: - Sheffield YWCA.

The Intensive Family Support Contract had been awarded to: - Barnsley and Rotherham MIND.

Both of the two successful organisations already held contracts with Rotherham MBC and were well positioned to provide added-value to the (Troubled Families) Families for Change contracts.

There had been two unsuccessful bids for the contracts.

Discussion ensued on the report and proposal: -

- **How would the quality of the Service be improved, and what safeguards would there be to ensure there were no duplications of provision?**

The Troubled Families Initiative criteria would be used to monitor and assess the impacts that the projects were having. The national criteria linked to sustained and improved outcomes were part of the criteria.

The two contracts were to respond to families that met the Families for Change criteria and therefore had more challenging and acute needs. Children's Centres were providing proven track record and a highly regarded and Ofsted inspected provision at a universal level. The two contracts that had been tendered were specifically to address the needs of vulnerable families where there was a combination of poor school attendance, involvement in anti-social behaviour or crime and worklessness. The focus would be on a pragmatic approach, using the Family CAF as a tool to respond to the varying needs of the family through a single co-ordinated plan that all agencies work to and were accountable for.

Resolved: - That Sheffield YWCA in respect of the Family Support Contract, and Barnsley and Rotherham MIND in respect of the Intensive Family Support Contract be approved and deliver the contracts through the Troubled Families Initiative, and payment be made to the organisations on a payment by results basis.

#### **D108. ADOPTION: NEXT STEPS.**

Consideration was given to the report presented by the Director of Schools and Lifelong Learning (Children and Young People's Services) which outlined the progress at the end of the second year of a three-year invest to save programme operating in relation to Fostering and Adoption Services (Safeguarding Children and Families, Children and Young Peoples Services). This report related specifically to the impact of the programme to Adoption Services.

The submitted report outlined the additional resources that the Services had received as a result of the Invest to Save Programme, and the targets and outcomes that had been set to recognise the increased resources.

The overall investment across Fostering and Adoption was an original cost of £1.263M, an original saving of £2.339M and an original net saving of £1.076M.

The broad aims of the programme were related to the Government's current agenda: -

- To increase the number of adopters and adoptive placements;
- To speed up the adoption process for both adopters and children;
- To ensure support was available throughout the process both pre- and post-adoption.

An Adoption Improvement Grant of £44,000 had been received towards the end of 2012 and was used in the following ways: -

- To employ an agency worker who piloted over five months (November 2012 to March 2013) a more timely and face-to-face response to enquiries from prospective adopters;
- To pay for business objects training to enable the Service Improvement Officer to become a lead for adoption performance and provide early warning of any actions required;
- Marketing Officer undertook additional hours for a piece of research on what motivated individuals to become adopters;
- Payed for BAAF to deliver training on the new assessment framework, new adopters report and facilitated a workshop around redesign of our processes to meet new government two stage process and timescales.

The evaluation of these actions was currently underway; the research paper would be ready for circulation by the end of April and would be used to inform the marketing strategy for 2013/14.

**Children: -**

As of end of March 2013, there were 59 children with a SHOBPA, with a further 16 identified as possible SHOBPA's between April 2013 to June 2016. These 75 children needed to be the priority for placements within the next twelve months, to ensure better outcomes for children and young people and the performance indicator and scorecard improved. For some children and young people the plan may change, but the Service was now able to be robust in tracking to identify the cohort.



Work was underway to ensure that there were no delays in producing required reports in the adoption process, to speed-up adoptions and create better outcomes for children and young people.

**Adoption Reform Grant: -**

Within 2013/2014 monies would be made available to local authorities under the Adoption Reform Grant. The Grant was split into parts A and B. Part A (£452,459) of the grant was not ring-fenced, whilst part B (£969,459) was ring-fenced to enable the agency to:

- Increase the supply of adopters;
- Reduce the backlog of children waiting for adoption.

The submitted report outlined the proposed deployment of the total £969,469 grant funding.

**Consortium: -**

The submitted report outlined the role and benefits that the Authority could access through being a member of the Yorkshire and Humberside Consortium.

Resolved: - (1) That the content of the report be noted.

(2) That the additional 1.5 full-time equivalent posts within the Adoption Service's structure be approved as noted within the submitted report.

(3) That the proposed use of the Adoption Reform Grant be approved and recruitment of temporary staff be undertaken as noted in the submitted report.

**D109. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Children, Young People and Families' Services take place on Wednesday 22<sup>nd</sup> May, 2013, to start at 9.00 am in the Rotherham Town Hall.

**CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND FAMILIES'  
SERVICES  
22nd May, 2013**

Present:- Councillor Lakin (in the Chair) and Councillor Beaumont.

**D1. DECLARATIONS OF INTEREST.**

There were no Declarations of Interest to record.

**D2. MINUTES OF THE PREVIOUS MEETING HELD ON 24TH APRIL, 2013.**

The minutes of the previous meeting of the Cabinet Member for Children, Young People and Families' Services held on 24<sup>th</sup> April, 2013, were considered.

Resolved: - That the minutes of the previous meeting be agreed as a correct record for signature by the Cabinet Member.

**D3. MINUTES OF A MEETING OF THE CHILDREN, YOUNG PEOPLE AND FAMILIES' PARTNERSHIP HELD ON 20TH MARCH, 2013.**

The minutes of the previous meeting of the Children, Young People and Families' Partnership held on 20<sup>th</sup> March, 2013, were considered.

Resolved: - That the minutes of the previous meeting be noted.

**D4. PROPOSED EXPANSION OF DALTON LISTERDALE JUNIOR AND INFANT SCHOOL.**

Minute No. D91 (Proposal to increase the Admission Number on a temporary basis at Dalton Listerdale Junior and Infant School until 31<sup>st</sup> August, 2016) of the Cabinet Member for Children, Young People and Families' Services held on 13<sup>th</sup> March, 2013 gave permission to increase the Published Admission Number in the School's Foundation Stage 2 Class from September, 2013, and in each subsequent Foundation Stage 2 Class thereafter until August, 2016. Consideration was now given to the report that provided an update on this position.

The Principal Officer for the School Organisation, Admissions and Special Educational Needs Assessment Services (Schools and Lifelong Learning, Children and Young People's Services) reported that the planning application related to the expansion had not been unsuccessful as it impacted on Green Belt designated land. The report requested that the decision recorded at Minute No. D91 be rescinded as the proposal was no longer viable.

The report submitted contained a new proposal to permanently increase the Published Admission Number at Dalton Listerdale Junior and Infant

School from September, 2014, in the Foundation Stage 2 Class from 30 to 45 children, and in each Foundation Stage 2 Class thereafter, and to enter into the pre-statutory consultation phase with stakeholders on this.

The school's current net capacity would be increased from 210 to 315 by the addition of 4 additional permanent teaching and learning spaces. The school would be expanded in order to accommodate an eventual 45 children per statutory year group ( $45 \times 7 = 315$  places) rather than its current capacity of  $30 \times 7 = 210$  places.

The school currently accommodated 30 Foundation Stage 1 (nursery) part-time places (15 full-time equivalent places) and it is proposed to increase the number to 46 Foundation Stage 1 part-time places (23 full-time equivalent places). The local impact had been assessed by the Early Years' Service within Children and Young People's Services.

The report noted that a full consultation process would be required to be undertaken with stakeholders in relation to the permanent increase in Published Admission Number. The likely timetable for this process was included in the submitted report.

It was noted that the capital cost of the building project was estimated to be £650,000 for the creation of four additional teaching and learning spaces, and other associated space requirements at the School. Funding would be provided through the Department for Education's Basic Need funding, which existed to ensure the provision of sufficient school places.

There would be a requirement for the School to recruit additional teaching and non-teaching staff. Funding for this would come from the additional pupils on roll and be part of the School's annual budget. However, during the first year of operation, 2014/15, the School's budget would be allocated for the 2013/14 financial year and would not be based on the additional numbers that would be on roll from September, 2014. Therefore, additional funding would be requested from the Rotherham Schools' Forum, from the Contingency for Pupil Growth Fund, for 7/12<sup>th</sup> funding from the pupil growth budget until the School's 2015/16 funding allocation was received in April, 2015.

Discussion ensued on the proposal. The Cabinet Member asked questions and received information in relation to the Admission process for children joining the School from September, 2013. It was noted that where all catchment area children had expressed a preference for Dalton Listerdale they had secured a place.

Resolved: - (1) That the decision recorded at Minute No. D91 of the Cabinet Member for Children, Young People and Families' Services held on 13<sup>th</sup> March, 2013, in relation to temporarily increasing the Published Admission Number at Dalton Listerdale Junior and Infant School from 30 to 45 in the Foundation Stage 2 Class until 31<sup>st</sup> August, 2016, be rescinded.

(2) That the proposal to increase the Published Admission Number at Dalton Listerdale Junior and Infant School on a permanent basis from 30 to 45 in the Foundation Stage Two Class on 1<sup>st</sup> September, 2014, and in each Foundation Stage 2 Class thereafter through the addition of four classrooms be approved and pre-statutory consultation be entered into.

(3) That a further report be presented to the Cabinet Member outlining the outcomes of the pre-statutory consultation phase.

**D5. PROPOSED EXPANSION OF WATH C OF E JUNIOR AND INFANT SCHOOL.**

The Principal Officer for the School Organisation, Admissions and Special Educational Needs Assessment Services (Schools and Lifelong Learning, Children and Young People's Services) introduced a report that outlined rising pupil numbers in the Wath and surrounding areas of the Borough. Wath Church of England Junior and Infant School was a popular and over-subscribed School that regularly operated a Waiting List of 15-20 pupils for entry into Foundation Stage 2 each Autumn Term.

The report submitted contained a new proposal to permanently increase the Published Admission Number at Wath Church of England Junior and Infant School from September, 2014, in the Foundation Stage 2 Class from 30 to 45 children, and in each Foundation Stage 2 Class thereafter. The report outlined the need to enter into the pre-statutory consultation phase with stakeholders on the proposal.

The school's current net capacity would be increased from 210 to 315 by the addition of 4 additional permanent teaching and learning spaces. The school would be expanded in order to accommodate an eventual 45 children per statutory year group ( $45 \times 7 = 315$  places) rather than its current capacity of  $30 \times 7 = 210$  places.

The report noted that a full consultation process would be required to be undertaken with stakeholders in relation to the permanent increase in Published Admission Number. The likely timetable for this process was included in the submitted report.

It was noted that the capital cost of the building project was estimated to be £1, 000,000 for the creation of four additional teaching and learning spaces, and other associated space requirements at the School. Funding would be provided through the Department for Education's Basic Need funding, which existed to ensure the provision of sufficient school places.

There would be a requirement for the School to recruit additional teaching and non-teaching staff. Funding for this would come from the additional pupils on roll and be part of the School's annual budget. However, during the first year of operation, 2014/15, the School's budget would be allocated for the 2013/14 financial year and would not be based on the

additional numbers that would be on roll from September, 2014. Therefore, additional funding would be requested from the Rotherham Schools' Forum, from the Contingency for Pupil Growth Fund, for 7/12<sup>th</sup> funding from the pupil growth budget until the School's 2015/16 funding allocation was received in April, 2015.

Discussion ensued on the proposal. The Cabinet Member asked for an update to be provided in relation to the school place capacity and demand for places in the 2014/15 academic year and where pressure points could exist for places across the Borough.

Resolved: - (1) That the proposal to increase the Published Admission Number at Wath Church of England Junior and Infant School on a permanent basis from 30 to 45 in the Foundation Stage Two Class on 1<sup>st</sup> September, 2014, and in each Foundation Stage 2 Class thereafter through the addition of four classrooms be approved.

(2) That a further report be presented to the Cabinet Member outlining the outcomes of the pre-statutory consultation phase.

#### **D6. CYPS COMMISSIONING PRIORITIES.**

Consideration was given to the report of the Strategic Commissioning Manager, Neighbourhood and Adult Services, and presented by the Operational Commissioner, that provided an outturn position in relation to commissioning activities undertaken during 2012/13, and outlined commissioning priorities for 2013/14.

Priorities for the coming year had been set in accordance with the Corporate Plan and Children and Young People's Services Directorate requirements, and the Children, Young People and Families' Partnership and the Health and Wellbeing Board.

The submitted report noted the commissioning programmes that were due to be undertaken, the levels of budget that were associated with the areas, and the levels of efficiencies that the commissioning programme would seek to achieve.

Discussion followed on the information presented within the submitted report. The completion of the White Rose Contract was noted. A further report was requested to be submitted to the Cabinet that outlined the contract and the budget position relating to residential care provision for looked after children.

Resolved: - (1) That the outturn achieved against the Commissioning Priorities for 2013/14 be noted.

(2) That the proposals set out for the forthcoming commissioning year, 2013/14, be noted.

(3) That further reports be presented to the Cabinet Member in relation to progress throughout 2013/14.

**D7. FURTHER EXTENSION TO MENTAL HEALTH SUPPORT IN SCHOOLS CONTRACT.**

Minute No. D93 (Extension to Mental Health Support in Schools Contract) of the Cabinet Member for Children, Young People and Families' Services held on 13<sup>th</sup> March, 2013, gave permission for the Exemption to the Council's Standing Orders so that the existing contract in respect to the provision of Mental Health Support in Schools could be extended for three-months to allow decisions in relation to the funding streams to be confirmed and the long-term future of the contract could be decided after the funding streams were known.

Consideration was given to the report of the Strategic Commissioning Manager and presented by the Operational Commissioner, Commissioning, Policy and Performance, Neighbourhood and Adult Services, that provided an update on the financial streams relating to the contract. The report requested an Exemption to Standing Order 48.1 (requirement to invite between 3 and 6 external quotations for contracts valued at £50,000 or more) so that the existing contract could be extended with Rotherham MIND for a further nine-month period to 31<sup>st</sup> March, 2014.

The submitted report noted that a budget allocation of £60, 000 had been made during 2013/14 for the service. The nine-month contract extension would cost £36, 250. The three-month extension had cost £23,750, which brought the contract's annual total to £60,000.

The submitted report noted the types of mental health provision provided by Rotherham MIND to young people through the contract.

Resolved: - That Standing Order 48.1 (requirement to invite between 3 and 6 external quotations for contracts valued at £50,000 or more) be agreed and the existing contract for the provision of Mental Health Support in Schools delivered by Rotherham MIND be extended for a period of nine-months to 31<sup>st</sup> March, 2014.

**D8. RECEIPT OF A PETITION: ADDITIONAL RECEPTION CLASS AT WALES PRIMARY SCHOOL.**

The Cabinet Member received six letters that had been submitted by parents requesting that the Local Authority give consideration to providing a second Foundation Stage 2 Class at Wales Primary School. The letters were being treated as a petition and had been received at the Council meeting held on 17th May, 2013,

The Cabinet Member noted the concerns presented by the parents who had not secured a place at Wales Primary School during the normal

admissions round. He also noted that the families had the option of following the School Admission Appeal process, which was an independent process and was separate to the petition that had been received.

The Principal School Organisation, Admissions and Special Educational Needs Assessment Services Officer (Schools and Lifelong Learning, Children and Young People's Services) provided an update in relation to the initial investigations that had followed receipt of the petition. Discussions had taken place with the School's Governing Body and the Private Sector Nursery provider on site to investigate possible options to respond to high parental preference for Wales Primary School.

Resolved: - (1) That receipt of 6 letters requesting that an additional Foundation Stage 2 Classroom be provided at Wales Primary School be noted.

(2) That the School Organisation, Admissions and Special Educational Needs Assessment Service investigate the request and report back to a future meeting of the Cabinet Member for Children, Young People and Families' Services.

**D9. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Children, Young People and Families' Services take place on Wednesday 19<sup>th</sup> June, 2013, to start at 9.00 am in the Rotherham Town Hall.

**CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND FAMILIES'  
SERVICES  
19th June, 2013**

Present:- Councillor Lakin (in the Chair); Councillors Ahmed and Roche.

Councillor Pickering was also in attendance.

Apologies for absence were received from Councillor Beaumont

**D10.       DECLARATIONS OF INTEREST.**

There were no Declarations of Interest to record.

**D11.       MINUTES OF THE PREVIOUS MEETING HELD ON 22ND MAY, 2013.**

The minutes of the previous meeting of the Cabinet Member for Children, Young People and Families' Services held on 22<sup>nd</sup> May, 2013, were considered.

Resolved:- That the minutes of the previous meeting be agreed as a correct record for signature by the Cabinet Member.

**D12.       CONFERENCE.**

Resolved:- That attendance at the national Children and Adult Services Conference and Exhibition to be held at the Harrogate Internal Centre on 16<sup>th</sup>-18<sup>th</sup> October, 2013, be referred to the Deputy Leader for consideration.

**D13.       ROTHERHAM LOCAL SAFEGUARDING CHILDREN BOARD.**

It was noted that Alan Hazel, Chair of the Rotherham Local Safeguarding Children Board was to complete his term of office in October, 2013.

Steve Ashley had been appointed as the new Chair.

Resolved:- That the Cabinet Member's appreciation of Mr. Hazel's work over the years be placed on record.

**D14.       CHILDREN AND YOUNG PEOPLE'S SERVICE'S DIRECTORATE  
REVENUE OUTTURN 2012/13.**

Consideration was given to the report presented by the Finance Manager, Children and Young People's Services, that outlined the Children and Young People's Services Directorate outturn for 2012/13. It was noted that this was an unaudited position.



The report highlighted that: -

- The provisional outturn showed an overspend of £424,423 against a net cash limited budget of £35,176,211, a variation of +1.2%
- The adjusted variance to budget was £893,039 overspend (+2.5) when adjusted for the carry forward of traded balances (£468,616 surplus)
- The outturn position showed an improvement of £310,000 on the February, 2013 reported budget monitoring position

The report contained an analysis of the main pressures together with the underlying reasons for any under/overspends.

It was noted that the overspend had been mitigated by reviewing budgets and the continuation of a moratorium on spending within the Directorate during 2012/13.

Discussion ensued on the report with the following issues raised/clarified:-

- Discussions had been held with Rockingham Professional Development Centre with regard to under recovery of income
- Work was taking place regarding Continuing Health Care funding
- Increase in the number of Looked After Children

Resolved: - (1) That the content of the report be noted.

(2) That a further report be presented to the Cabinet Member detailing Schools' balances.

**D15. PROPOSAL TO AMALGAMATE BADSLEY MOOR JUNIOR AND INFANT SCHOOLS**

The Principal Officer, School Organisation, presented a report containing proposals to consult on the 'amalgamation' of Badsley Moor Infant and Junior Schools by the closure of the Junior School and the expansion and change of age range of the Infant School.

The proposed 'through' school would have 630 places (FS2/Reception to Y6), with a Published Admission Number of 90. The amalgamation would provide a continuous primary entitlement across the key stages and provide a unified management structure with a single school ethos which would be more efficient and make more effective use of resources.

It was noted that the proposal was in response to an Ofsted inspection and part of the Authority's intervention powers.

Discussion ensued on the proposed arrangements for the Executive Head of the amalgamated school.

Resolved:- (1) That pre-statutory consultation commence on the proposal to amalgamate Badsley Moor Infant and Junior Schools by the closure of the Junior School and the expansion and change of age range of the Infant School from 4-7 to 4-11.

(2) That a further report be submitted in due course on the outcome of the consultation.

#### **D16. DEPARTMENT FOR EDUCATION GRANT FUNDING**

Warren Carratt, Strategy, Standards and Early Help Service Manager, submitted a report on a successful bid that had been made to the Department for Education for grant funding for interventions to improve the permanence and stability of children either in care or at the edge of care.

In February, 2013, the DfE had published its Prospectus "Improving permanence and stability for vulnerable children and families" which outlined opportunities for local partnerships to bid for funding to help establish a range of interventions. The Prospectus was split into 2 parts with part 2 being specifically related to foster carer recruitment.

Part 1 of the Prospectus outlined funding opportunities to develop a range of initiatives which were not presently commissioned in the Rotherham area for children, young people and their families (such as Multi-Systemic Therapy). Following a meeting of representatives from the Council, Rotherham CCG, RDaSH, NHS Foundation Trust and Rotherham and Barnsley MIND, a bid had been submitted and subsequently approved by the DfE.

Details of how the funding would be made available was not clear although it did state that it would only be sufficient to provide a platform for training existing staff to offer something new.

In Year 1 (2013/14) funding would be made available to support the undertaking of an audit of need which should then inform what intervention was developed. The audit of need would provide clear evidence of whether the chosen intervention was required. It would also be required to commence training of staff in the identified methodology. Funding in Year 2 would be provided to continue staff training, support the payment of licence costs and facilitate any consultation required. If at the end of Year 1 it was apparent that there was no demand or capacity to develop the identified service, the partnership would not be bound to draw down funding for Year 2.

Resolved:- That the report be noted.

**D17. FAMILY ENGAGEMENT PROJECT**

Clare Burton, Commissioning Officer, presented a report on the evaluation of the above Project.

The Rotherham Children, Young People and Families Consortium had been awarded the contract for Early Help for Families not engaged in Services to run from 1<sup>st</sup> July, 2012 to 31<sup>st</sup> March, 2013. Previous analysis of engagement with Children's Centres had showed that a number of potentially vulnerable families in Rotherham were not engaging in services.

The report contained the evaluation report prepared by Children England and highlighted the findings and issues from the Family Engagement Project implementation. Interviews with key stakeholders and 3 families supported informed the evaluation. It was concluded that the consortium model used enabled the project to engage with the identified families and respond rapidly and flexibly.

The Project had achieved what had been commissioned and it had engaged with the identified families and therefore 'accounted' for the families where previous concern about potential vulnerability had been raised. The findings would suggest that, although families were not engaging with Children's Centres, they were engaging with other services and the Project provided the additional help for the small number of families that required it.

Resolved:- (1) That the outcomes achieved by the Family Engagement Project be noted.

(2) That the findings and issues highlighted in the report be noted.

**D18. DATE AND TIME OF THE NEXT MEETING: -**

Resolved:- That a further meeting be held on Wednesday, 24<sup>th</sup> July, 2013, commencing at 9.00 a.m.

**CABINET MEMBER FOR COMMUNITIES AND COHESION  
29th April, 2013**

Present:- Councillor Hussain (in the Chair) and Councillors Beck and Burton.

**E52.       DECLARATIONS OF INTEREST.**

There were no Declarations of Interest to record.

**E53.       MINUTES OF THE PREVIOUS MEETING HELD ON 25TH MARCH, 2013.**

The minutes of the previous meeting of the Cabinet Member for Communities and Cohesion held on 25<sup>th</sup> March, 2013, were considered.

Resolved: - That the minutes of the previous meeting of the Cabinet Member for Communities and Cohesion be agreed as an accurate record for signature.

**E54.       UPDATE ON THE CREATION OF THE ROTHERHAM INTEGRATED YOUTH SUPPORT SERVICE.**

The Head of the Integrated Youth Support Service (Schools and Lifelong Learning, Children and Young People's Services) provided an update in relation to the creation of the Rotherham Integrated Youth Support Service.

The project was progressing well against the Project Implementation document and the agreed timeline.

The following areas were discussed: -

- The Services had co-located into the Eric Manns Building and were operating well from the joint base;
- Staff and stakeholder consultation had been completed and comments received had been analysed and any necessary structure changes had been made;
- Where job matches had not taken place, staff would be invited to express an interest in up to three available posts within the Service's structure;
- Staff would be given the opportunity to access support in relation to applying for the posts on the structure;
- Work was on-going to ensure that the existing relationships with young people and partner organisations would be maintained throughout the transition period into the Integrated Youth Support Service;
- Linkages between the Integrated Youth Support Service, other Council departments and partner organisations were being maintained and meetings were on-going with them to ensure they were kept up-to-date with the progress of the Integrated Service;

- The Integrated Youth Support Service was developing links with all sectors to secure the best outcomes and services for all of Rotherham's young people.

Resolved: - (1) That the information shared be noted.

(2) That a further report in relation to the development of Rotherham's Integrated Youth Support Service be presented to the next meeting of the Cabinet Member for Communities and Cohesion.

#### **E55. RESTORATIVE JUSTICE - WAIVING OF STANDING ORDERS.**

Consideration was given to the report presented by the Operational Commissioner (Commissioning, Policy and Performance, Resources Directorate), that requested an exemption from Standing Order 48.1 (requirement to invite between 3 and 6 external quotations for contracts costing £50,000 and above) in relation to the contract that the Rotherham Youth Service operated for restorative justice support. The existing contract was with REMEDI, who worked with young offenders to liaise with victims of crime on the application of restorative justice.

Minute No. D8 (Restorative Justice – waiving of Standing Orders) of the meeting of the Cabinet Member for Children, Young People and Families' Services) held on 4<sup>th</sup> July, 2012, gave permission for the contract to be extended to 31<sup>st</sup> March, 2013, to allow a sub-regional commissioning process to be undertaken.

Permission was now requested to extend the contract length by six-months to 30<sup>th</sup> September, 2013, to allow the sub-regional tendering process to be completed. This was being led by Sheffield City Council and related to four aspects. Rotherham would tender for the areas of reparation, victim support and the co-ordination of referral order panels.

It was expected that the joint commissioning approach would realise a 20% saving. It was noted that a budget of £24,549 had been identified to cover the costs of provision for the co-ordination of referral order panels.

Resolved:- (1) That an exemption from Standing Order 48.1 (requirement to invite between 3 and 6 external quotations for contracts costing £50,000 and above) be approved and the existing contract with REMEDI for the provision of restorative justice support be extended for an additional six-month period to 30<sup>th</sup> September, 2013.

(2) That a further report be presented to the Cabinet Member for Communities and Cohesion in relation to the outcomes of the sub-regional commissioning process outlining the content of Rotherham's contract and the services that would be provided through the contract.

**E56. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Communities and Cohesion take place on Monday 24<sup>th</sup> June, 2013, to start at 12.00 noon in the Rotherham Town Hall.

**CABINET MEMBER FOR COMMUNITIES AND COHESION**  
**24th June, 2013**

Present:- Councillor Hussain (in the Chair) and Councillors Wallis and Burton.

**E1. DECLARATIONS OF INTEREST.**

There were no Declarations of Interest to record.

**E2. MINUTES OF THE PREVIOUS MEETING HELD ON 29TH APRIL, 2013.**

The minutes of the previous meeting of the Cabinet Member for Communities and Cohesion held on 29<sup>th</sup> April, 2013, were considered.

In relation to Minute No. E55 (Restorative Justice – Waiving of Standing Orders) it was requested that the Minute be amended to read that the ‘Rotherham Integrated Youth Support Service’ operated the contract for restorative justice support.

Resolved: - That with the amendment above, the minutes of the previous meeting of the Cabinet Member for Communities and Cohesion be agreed as an accurate record for signature by the Cabinet Member.

**E3. SINGLE INFRASTRUCTURE GRANT - PRESENTATION.**

The Cabinet Member welcomed colleagues from the Voluntary and Community Sector (VCS), Shafique Hussain, Peter Foyle and Julie Adamson. Shafique, Peter and Julie had been invited to the meeting along with the Community Engagement Manager (Neighbourhood and Adult Services) to report on the actions of the Rotherham (VCS) Infrastructure Network (RIN). In particular, an update would be provided on the Single Infrastructure Grant that the VCS RIN received including:-

- An overview of the voluntary and community sector in Rotherham was provided;
- The benefits and contributions provided by the voluntary and community sector;
- The role of the VCS Infrastructure in supporting, information, training, advice and guidance to the estimated 1,500 voluntary and community organisations in Rotherham;
- The Rotherham VCS worked collaboratively to ensure that representation of the 1,500 organisations was representative;
- Key delivery areas of the VCS Infrastructure included: volunteer co-ordination, services support, service development and voice, engagement and representation.

In the financial year 2012/13, the Rotherham Infrastructure Network had: -

**Volunteering: -**

- Brokered and supported 1,342 new volunteers;
- Seen an increase in the number of groups registered;
- Produced a Rotherham volunteer strategy;
- Provided volunteer training and support for pathways into work;
- Co-ordinated/contributed to support for key events and activities.

**Services Support: -**

- Provided comprehensive weekly email bulletins;
- Used GISMO to promote all services Borough;
- Undertook organisational training and capacity building;
- Assisted 302 groups to make 721 funding searches;
- 7 organisations had received specific tailored funding advice and guidance;
- Facilitated rural community building sessions and Yorkshire community venues website;
- Worked with Black and Minority Ethnic (BME) representative groups to target funding opportunities;
- Worked with the Disability Network;
- Direct Payments and BME families research;
- Mosque training;
- Interfaith events.

**Service Development: -**

- Supported the implementation of the Financial Inclusion Strategy;
- Provided/facilitated financial capability training;
- Facilitated VCS Information and Collaboration Sessions;
- Targeted initiatives for BME organisations and communities, including supporting communities to access Services and provision, and identification of and addressing market gaps.

**Voice, Engagement and Representation: -**

- Undertaken recruitment and selection of strategic VCS representatives on Rotherham Partnerships and Boards, including the Local Social Partnership, Safer Futures Community Network and the Health and Wellbeing Board;
- Had a VCS group membership in excess of 620 individuals;
- Contributed to the Health and Wellbeing Strategy;
- Contributed to community cohesion and awareness raising work.

Case studies where the VCS had brokered individuals into full-time, stable employment were considered. The individuals had been matched to access placements for volunteering opportunities and had come from baselines of long-term unemployment and did not have qualifications. Rotherham VCS had helped the individuals to gain employment skills and



access qualifications, which had supported them to the next step of developing contacts and pursuing opportunities.

During the 2012/13 financial year, the RIN had helped Rotherham groups to secure £4million of funding.

Discussion ensued on the production of the RIN's annual report to publicise the impacts of the organisation and demonstrate the use and impact of the Single Infrastructure Grant, and how this grant enabled the RIN to support VCS groups to contribute to the Council's Corporate Plan. The Cabinet Member asked that quantitative figures be inserted into the report to demonstrate the progress that had been achieved.

Resolved: - That the information shared be noted.

#### **E4. ROTHERHAM'S INTEGRATED YOUTH SUPPORT SERVICE - UPDATE.**

The Head of the Rotherham Integrated Youth Support Service (Schools and Lifelong Learning, Children and Young People's Services) provided an update against the project plan on the development of the Integrated Youth Support Service for Rotherham.

Further to Minute No. E54 (Update on the creation of the Rotherham Integrated Youth Support Service) of the Cabinet Member for Communities and Cohesion held on 29<sup>th</sup> April, 2013, recent progress now reported included: -

- The recruitment process to the Service's structure had been concluded and interviews to 120 posts had taken place;
- It was now envisaged that a much smaller number of posts would be made redundant from the structure;
- The soft launch of the Service would take place on the week beginning 8<sup>th</sup> July. Local relationships had been maintained as far as possible, and where changes were unavoidable, transition and support had been arranged for young people who would experience changes in their key workers;
- The official launch of the Service had been planned for the week beginning 22<sup>nd</sup> July. The official opening of the town centre base would take place during the week, and town centre events would take place to promote the re-launched Service;
- A Communications Strategy for all stakeholders had been produced, and would address the needs of each group;
- A new cohort of apprentices would join the Service in September, 2013;
- Development work had taken place on the Youth Offer website;
- All Area Teams were in place and were operating with a strong core to ensure that the needs of local areas were addressed and satisfied;

- All Area Teams would have local Plans in place by 1<sup>st</sup> September, 2013, incorporating the statutory and local requirements, and would include the role of local infrastructure and governance and all local stakeholders;
- Joint working was continuing with partners, including Public Health and Child and Adolescent Mental Health Teams (CAMHS);
- Required savings had been achieved through the restructure;
- Work was continuing on the Service's Transport Strategy.

Resolved: - (1) That the information shared be noted.

(2) That the Cabinet Member receive further updates in relation to the progress and development of the Rotherham Integrated Youth Support Service.

**E5. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Community and Cohesion take place on Monday 22<sup>nd</sup> July, 2013, commencing at 12.00 Noon in the Rotherham Town Hall.

**CABINET MEMBER FOR CULTURE AND TOURISM  
23rd April, 2013**

Present:- Councillor Rushforth (in the Chair); Councillors Andrews and Wallis.

**F64.           DECLARATIONS OF INTEREST.**

There were no Declarations of Interest to record.

**F65.           MINUTES OF THE PREVIOUS MEETING HELD ON 26TH MARCH, 2013.**

The minutes of the previous meeting of the Cabinet Member for Culture and Tourism held on 25<sup>th</sup> March, 2013, were considered.

Resolved: - That the minutes of the previous meeting be agreed as an accurate record for signature by the Cabinet Member.

**F66.           THE ACQUISITION OF SPECIALISED CABINETS FOR THE YORK AND LANCASTER REGIMENTAL MUSEUM - APPLICATION FOR EXEMPTION FROM STANDING ORDERS.**

Consideration was given to the report presented by the Heritage Service Manager, Customer and Cultural Services (Planning and Regeneration, Environment and Development Services) that outlined a request for an exemption from the Council's Standing Orders to provide for the production and fitting of new cases and the movement of existing cases for the relocation of the York and Lancaster Regimental Museum into Clifton Park Museum.

A request had been made for exemption of Standing Order 48.1 (Requirement to invite between three and six external quotations for contracts valued at £50,000 or more) to allow Conservation by Design to be awarded the contract.

The submitted report contained the reasons why the exemption had been requested: -

- Conservation by Design had constructed the original cases and, as they understood the construction, were best placed to move the cases to the new location minimising any damage to them;
- It was important that the new cases matched the existing cases to create a seamless experience for visitors and enhance the Museum experience and reputation;
- Conservation by Design were aware of the specifications required to create the correct environment to store the artefacts and safeguard their preservation;
- Conservation by Design had demonstrated that they provided good value for money and high-quality workmanship in the previous contracts they had won.

The report noted the financial cost of the proposal and that it would be met within the existing budget for the relocation process.

Discussion ensued on the proposal and the overall project of relocating the York and Lancaster Regimental Museum.

Resolved:- That exemption from Standing Order 48.1 (requirement to invite between three and six external quotations for contracts valued at £50,000 or more) be approved and the contract awarded to Conservation by Design for the purchase of new cases and the relocation of existing cases to accommodate the items of the York and Lancaster Regimental Museum in the Clifton Park Museum.

#### **F67. COMMUNICATIONS UPDATE.**

The following issues were raised under this item: –

##### **Welcome to Yorkshire Roadshows: -**

Welcome to Yorkshire was organising roadshows around the region to help businesses understand how they could obtain maximum benefit from the Tour de France Grand Depart in July 2014.

A roadshow at the Crucible Theatre in Sheffield had been scheduled for 9<sup>th</sup> May, 2013, but Rotherham MBC had lobbied for an additional event to be held to serve the rest of the sub-region area, most of which was some distance from the actual tour route.

Details had yet to be finalised, but it was likely that a further event would be held at Magna on 5<sup>th</sup> June, 2013. Once the date had been confirmed it would be publicised to local businesses.

The Cabinet Member was glad to receive this update and hoped that a good attendance would be achieved from the sub-region area.

##### **Riverside House Library, Heritage and Arts space: -**

It was noted that the Library, Heritage and Arts Services had been located in Riverside House for one year on 23<sup>rd</sup> April, 2013, including the Library at Riverside. To celebrate its first anniversary a number of events had been planned to showcase the services and resources available and to celebrate the partnerships that existed with local artists, musicians, performers, poets and writers.

Resolved: - (1) That the information shared be noted.

(2) That a further report be submitted to the Cabinet Member in relation to work undertaken by Rotherham MBC in conjunction with partner

organisations to maximise the benefits of the Tour de France Grand Depart.

**F68. DATE AND TIME OF THE NEXT MEETING.**

Resolved: - That the next meeting of the Cabinet Member for Culture and Tourism be held on Tuesday 4<sup>th</sup> June, 2013, to start at 10.00 am in the Rotherham Town Hall.

**CABINET MEMBER FOR CULTURE AND TOURISM**  
**2nd May, 2013**

Present:- Councillor Rushforth (in the Chair); Councillors Andrews and Wallis.

**F69.           DECLARATIONS OF INTEREST.**

There were no Declarations of Interest to record.

**F70.           RENEWAL OF LIBRARY MANAGEMENT SYSTEM CONTRACT.**

Consideration was given to a report presented by the Customer Access Service Manager proposing an exemption from Contract Standing Orders to extend, for a further year, the contract with Capita for the provision of support and maintenance for the Library Management System. The report stated that the Library and Information Service currently operated the Capita (Talis) Alto Library Management System. The system was implemented in 2007 and the original contract included a five years' annual support agreement, which ended on 31st March, 2013. The Library and Information Service was satisfied with the performance of the existing Library Management System and therefore proposed the continuation of the support and maintenance contract with Capita.

Resolved:- (1) That the report be received and its contents noted.

(2) That an exemption from the provisions of Contract Standing Order 47.6.3 (requirement to invite three written quotations for contracts valued between £20,000 and £50,000) be approved to enable the contract to be awarded to Capita for the support and maintenance of the Library Management System for a further year until 31<sup>st</sup> March, 2014, in accordance with the details contained in the report now submitted.

**F71.           SUPPORT AND MAINTENANCE FOR QMATIC CUSTOMER FLOW MANAGEMENT SYSTEM.**

Consideration was given to a report presented by the Customer Service Access Manager proposing an exemption from Contract Standing Orders to allow QMATIC to provide a support and maintenance contract for the customer flow management system which was in place at five of the Council's Customer Service Centres across the Borough (ie: Riverside House, Aston, Dinnington, Maltby and Swinton).

Members noted that the existing support contract for the customer flow management system had expired on 31st March, 2013, and it was proposed to enter into a further support contract with QMATIC to ensure continued support and maintenance of the system.

Resolved:- (1) That the report be received and its contents noted.

(2) That an exemption from the provisions of Contract Standing Order 48.1 (requirement to invite between three to six written external quotations for contracts with a value of £50,000 and above) be approved to enable the contract to be awarded to QMATIC for the support and maintenance of the customer flow management system at five customer service centres, for a period of three years from 1<sup>st</sup> April, 2013, until 31<sup>st</sup> March, 2016, in accordance with the details contained in the report now submitted.

**F72. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Culture and Tourism take place on Tuesday 4<sup>th</sup> June, 2013, to start at 10.00 am in the Rotherham Town Hall.

**CABINET MEMBER FOR CULTURE AND TOURISM**  
**4th June, 2013**

Present:- Councillor Rushforth (in the Chair); Councillor Andrews.

An apology for absence had been received from Councillor Dalton.

**F1.       DECLARATIONS OF INTEREST.**

There were no Declarations of Interest to record.

**F2.       MINUTES OF THE PREVIOUS MEETING HELD ON 23RD APRIL, 2013.**

The minutes of the previous meeting of the Cabinet Member for Culture and Tourism held on 23<sup>rd</sup> April, 2013, were considered.

Resolved: - That the minutes of the previous meeting be agreed as an accurate record for signature by the Cabinet Member.

**F3.       COMMUNICATIONS UPDATE.**

Councillor A. Rushforth, Cabinet Member for Culture and Tourism, introduced the Transportation Planner (Transportation and Highways Design, Environment and Development Services) who had been invited to attend the meeting to provide an update on the efforts of Rotherham Metropolitan Borough Council to capitalise on the Grand Depart of the Tour de France to be held in Yorkshire in July, 2014. Consideration was being given to how the local area could maximise the benefits and the opportunities provided to the local population.

The Tour de France was the third largest sporting event in the world and was expected to be watched/followed by three and a half billion spectators globally. An estimated two to three million road-side spectators were expected across Yorkshire, bringing a boost of £100 million to local economies.

A wide-range of existing projects were being undertaken to promote the benefits of cycling to residents across the Borough as means of sustainable transport to access employment, education, retail and leisure opportunities.

It was hoped that existing projects would benefit from the spotlight of the Tour de France, and that the close proximity to the Grand Depart would encourage people of all ages to try cycling for the first time, or to increase the amount of journeys they made by bike.



The Council was leading a number of projects related to cycling issues: -

- **Bikeability Cycle Training: -**
  - Aimed at Year 5 and 6 pupils across the Borough. Two-thousand children had taken part in these opportunities in the last two years.
- **Adult and Family Cycle Training: -**
  - Over three hundred adults or families in Rotherham had received cycle training in 2012 to give them confidence and ability when cycling on the road.
- **Try Cycling to Work Bike Leasing Project: -**
  - This project included the free loan of a quality bike and commuter equipment to enable people to try cycling to work over a four-week period. There was the option to buy the bike at the end of the challenge.
  - The scheme also included: free cycle training, free bike maintenance support, an online diary to record miles ridden and carbon emissions saved, online and telephone support.

A number of businesses and organisations had taken part in this project.

- **Cycle Shelters: -**
  - Cycle shelters were being introduced in a number of schools and businesses in Rotherham to encourage cycling to work and school by providing secure and sheltered bike storage.
- **Bike It!: -**
  - Project aimed at school children to encourage them to cycle to school, learn about bike safety and to develop their cycling skills.
- **Cycle Routes: -**
  - Improvement of a number of cycle routes in the Borough, including an off-road route between Rotherham town Centre and Sheffield; improvements between Rotherham and Rawmarsh and a route between Swinton and Manvers.
- Improvements were being planned to the already popular cycling facilities and equipment facilities available at Rother Valley Country Park;
- Welcome to Yorkshire was facilitating an all sector event on 5<sup>th</sup> June, 2013, to help sectors and businesses capitalise on the tourism and economic benefits of the Tour de France.

National funding allocations were confirmed until March, 2015. It was hoped that after this time funding would continue to be available for sustainable transport forms such as cycling and walking as they related to Government priority areas.

The Cabinet Member was encouraged by the wide-range of activities being undertaken to encourage people to try cycling and to support them to cycle more and asked whether the existing resources had capacity to support an increase in demand and interest following the 2014 Tour de France. The Transportation Planner confirmed that there should be capacity and resources to support an increase in interest.

Resolved: - That the information provided in relation to maximising the legacy of the 2014 Tour de France on local cycling opportunities be noted.

**F4. EXCLUSION OF THE PRESS AND THE PUBLIC.**

Resolved: - That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended 2006 – information relates to finance and business affairs).

**F5. CLIFTON PARK WATERPLAY REPAIR PROCUREMENT.**

Consideration was given to the report presented by the Leisure and Green Spaces Manager (Streetpride, Environment and Development Services) that outlined a request to exempt a contract from Standing Order 48.1 (the requirement to invite between three and six external tenders for contracts with estimated values of £50,000 or more). The contract related to essential repairs required to the water play facility at Clifton Park.

Minute No. F26 of the Cabinet Member for Culture and Tourism held on 19<sup>th</sup> December, 2012 (Clifton Park: - Waterplay Repair Procurement) gave authorisation to charge Ustigate Waterplay Ltd. to undertake inspections on the water play equipment used in Clifton Park to determine repair works required through investigation and detailed design works. There had been on-going issues since the original instillation of the equipment in 2009.

The Leisure and Green Spaces Manager confirmed that this had been completed and Ustigate Waterplay Ltd. had reported on the outcomes of their investigations. A number of issues required modifications to be undertaken relating to the equipment's infrastructure and water treatment facilities. It was proposed that this be completed as Phase One of the work and would allow partial operation over the peak-demand summer period during 2013.

The second Phase of the work would be undertaken during the quieter winter period, and would allow the complete system to be operational from summer, 2014.

The quote that had been provided by Ustigate Waterplay Ltd. for Phase One of the works was £122, 697. The report noted that the costing of Phase One could be met from the capital budget and also noted that, should the budget not be sufficient to cover this, there were prudential contingencies in place which could be offset against expected future income.

Following the completion of works for Phase One, a decision would be made on whether to progress the works under Phase Two of the project.

Due diligence had been undertaken to ensure that Ustigate Waterplay Ltd. were the best company, including benchmarking their costs and receiving positive feedback from other companies that had used them.

Resolved: - That exemption from Standing Order 48.1 (the requirement to invite between three and six external tenders for contracts with estimated values of £50,000 or more) be approved and the contract for repairs to the water play facility at Clifton Park be awarded to Ustigate Waterplay Ltd.

(Subsequent to the meeting, His Worshipful the Mayor exempted this decision from the call-in procedure.)

**F6. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Culture and Tourism be held on Tuesday 9<sup>th</sup> July, 2013, to start at 10.00 a.m. in the Rotherham Town Hall.

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT**  
**Friday, 5th April, 2013**

Present:- Councillor Smith (in the Chair); Councillors Clark and Godfrey.

An apology for absence was received from Councillor Dodson.

**G113. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH MARCH, 2013**

Resolved:- That the minutes of the previous meeting of the Cabinet Member and Advisers for Regeneration and Development, held on 18<sup>th</sup> March, 2013, be approved as a correct record for signature by the Chairman.

**G114. MINUTES OF A MEETING OF THE RMBC TRANSPORT LIAISON GROUP HELD ON 20TH MARCH, 2013**

Consideration was given to the minutes of a meeting of the Transport Liaison Group held on 20th March, 2013.

Resolved:- That the contents of the minutes be noted.

**G115. OBJECTION TO PROPOSED ROAD HUMPS AT LAUGHTON ROAD, THURCROFT**

Consideration was given to a report presented by the Transportation and Highways Projects Manager concerning the comments and objections received from local residents and a bus operator about the proposal to install road humps at Laughton Road, Thurcroft. The report stated that the grant of planning permission to construct some 369 dwellings on land adjacent to Laughton Road, Thurcroft, had included a condition requiring the installation of traffic calming features on Laughton Road. Members noted that the Transport Assessment submitted by the developer had confirmed that the existing speed of traffic on Laughton Road was excessive and together with an increase in traffic as a result of the new development, some mitigation was required. The locations of the traffic calming features were shown on drawing No 126/17/TT219a submitted. The report highlighted the various objections received and the officers' responses to those objections.

Members noted that the proposed traffic calming scheme is to be funded by the developer, in accordance with the agreement made under the provisions of Section 278 of the Highways Act 1980.

Resolved:- (1) That the report be received and its contents noted.

(2) That the objections be not acceded to.

(3) That the developer (Barratt/David Wilson Homes) be authorised to install road humps on Laughton Road, Thurcroft as shown on drawing No 126/17/TT219a now submitted.

(4) That the correspondents be informed accordingly.

**G116. ENVIRONMENT AND DEVELOPMENT SERVICES - REVENUE BUDGET MONITORING REPORT TO 28TH FEBRUARY 2013**

Consideration was given to a report presented by the Principal Finance Officer describing the performance against budget for the Environment and Development Services Directorate Revenue Accounts as at 28 February 2013. The report referred to the forecast outturn position of an overspend of £225,000 for the Environment and Development Services Directorate for the 2012/2013 financial year.

Members were informed of the pressures upon the Winter Maintenance budget, due to prolonged periods of inclement weather and noted that this budget is to be revised for 2013/14.

Resolved:- (1) That the report be received and its contents noted.

(2) That the latest financial projection against budget for the financial year 2012/13, based on actual income and expenditure to the end of February 2013, be noted.

(3) That the submitted report be referred to the Self Regulation Select Commission for information.

**G117. HIGHWAYS CAPITAL WORKS PROGRAMME 2013/14**

Consideration was given to a report presented by the Transportation and Highways Projects Manager providing details of the Highways Capital Works programme for the 2013/14 financial year. Members noted that the level of funding for integrated transport schemes provided in 2013/14 will be the same as in 2012/13, although the funding for highways maintenance activity will be reduced.

The submitted report outlined the proposed areas of work for the financial year 2013/14, which are to be delivered from Department for Transport grants. The primary grant funding is the capital funding made available from Central Government for Integrated Transport and maintenance as part of the third Local Transport Plan.

Members heard that this Council, together with its South Yorkshire partners, has been successful in securing additional funding in the form of the 'Better Bus Area Fund' and the 'Local Sustainable Travel Fund'. As with the Local Transport Plan funding, these additional grants have to be completed and claimed by March 2015, because there is no mechanism to continue works in financial year 2015/16.

The Local Transport Plan Integrated Transport programme is divided into five themed areas: (i) Bus Priority and Access improvements; (ii) Connectivity (walking and cycling); (iii) Local Safety; (iv) Traffic Management and (v) Smarter choices. The report included details of the types of scheme within each themed area and also included a summary of the highways maintenance programme 2013/14.

A summary listing of the proposed programme of highways capital works for Rotherham in 2013/14 (including the maintenance and structures programme) was appended to the submitted report.

Members were informed of:-

(i) the detail of the allocation of funding for highways maintenance, which had been altered as a consequence of Sheffield City Council having obtained Private Finance Initiative funding for such works in its area.

(ii) some alteration may happen, from time to time, to the highways maintenance works programme, as routine inspections reveal that a particular highway surface (ie: one not included in the 2013/14 programme) requires immediate maintenance for road safety reasons;

(iii) the implications of funding the A57 (Todwick) highways improvement scheme;

(iv) the priority to be given to bus priority measures, walking and cycling improvement works along the A633 from the Rotherham town centre to Parkgate and Rawmarsh;

(v) the proposal to install pedestrian crossing facilities at Main Street, Rotherham, immediately adjacent to the Police headquarters building and the Council's Riverside House building;

(vi) the possibility of additional Local Transport Plan funding being available, after the half-yearly review of the use of this funding source (October 2013).

Resolved:- (1) That the report be received and its contents noted.

(2) That the specific allocation of funding for Integrated Transport and highways maintenance for 2013/14 including the Local Sustainable Transport Fund and the Better Bus Area Fund be noted.

(3) That the principle of the proposed programme of highways capital works, as included in Appendices A, B and C to the report now submitted, be approved as the basis for detailed design and implementation of highways schemes during 2013/14.

(4) That an appropriate press release be issued about the highways capital works programme 2013/14.

**G118. SUSTRANS BIKE-IT PROJECT 2013 TO 2015**

Consideration was given to a report presented by the Transportation and Highways Projects Manager describing the progress and outcome of the Sustrans 'Bike It' project in Rotherham and recommending the continuation of the project.

The report stated that the 'Bike It' project began in Rotherham during April 2012 and has been operational in eleven primary schools and in one secondary school in the Rotherham Borough area since that time. In the first year, 2012/13, 'Bike It' received £50,000 funding from the Local Transport Plan 'Quality of Life' central budget (Minute No. 112 of the meeting of the Cabinet Member and Advisers for Town Centres, Economic Growth and Prosperity held on 2<sup>nd</sup> April, 2012 refers).

The project seeks to raise awareness of cycling, develop riding skills and encourage children to take action in their own lives. It aims to increase the number of school journeys undertaken by bicycle or by any other non-motorised means. Ultimately, the combined aim of 'Bike It' and other associated cycling initiatives in schools such as 'Bikeability' cycle training, is to encourage pupils and parents to accept cycling as a 'life long' alternative to car travel. Details of the participating schools were included in the submitted report and Members also received a copy of the Sustrans Interim December 2012 performance report for Rotherham. Similar schemes also operate in the Barnsley, Doncaster and Sheffield local authority areas.

As a result of the good progress made in the first year, several other primary schools have expressed interest in participating in the 'Bike It' project. Members noted that funding is available from the Local Sustainable Transport Fund, in both the 2013/14 and the 2014/15 financial years, in order to continue the project. The continuing project will be able to include six additional schools in 2013/14.

Members were informed, however, that funding for the project is available from the Local Transport Plan fund, in 2013/14, because one of the other schemes is unable to proceed in this financial year.

The report stated that the Sustrans organisation is the sole provider of 'Bike It' type projects in the United Kingdom. Therefore, the recommendation is to approve an exemption from Standing Order 47.6.3 (requirement for contracts valued between £20,000 and £50,000) to facilitate the direct award of the 'Bike It' Contract for 2013/14 to Sustrans. It was noted that any further contract offered in 2014/15 will be subject to market testing and will be subject to tender if any competitors emerge who have developed products similar to the 'Bike It' project.

Resolved:- (1) That the report be received and its contents noted.

(2) That funding of £50,000 from the Local Transport Plan fund be allocated to the Sustrans 'Bike It' project so that the project may continue during the 2013/2014 financial year, including the participation of additional schools as referred to in the report now submitted.

(3) That the associated contract with Sustrans, currently the sole provider of the 'Bike It' project, shall be exempt from the provisions of Standing Order 47.6.3 (requirements for contracts valued between £20,000 and £50,000).

(4) That further consideration be given to the possible continuation of the 'Bike It' project during the 2014/15 financial year, with such continuation being dependent upon (i) the satisfactory performance of the project during 2013/14 and (ii) the necessary funding being made available.

(nb: subsequent to this meeting, The Mayor gave the necessary authorisation to exempt this decision from the Council's call-in procedure)

**G119. AMENDING FEES AND CHARGES FOR THE PROVISION OF HIGHWAY SERVICES**

Consideration was given to a report presented by the Network Manager (Streetpride) concerning a proposal to increase the current charge levied by the Council for processing and implementing a Street Works License in accordance with the provisions of Section 50 of The New Roads and Street Works Act 1991. Members noted the comparable level of charges being levied by neighbouring local authorities in the region.

The report also referred to the number of unauthorised skips/containers placed on Rotherham's highways during the past year. Such items pose a risk because they are sometimes placed at locations which could be deemed dangerous for other road users, or may conflict with other programmed works in the highway. Members therefore considered the need to introduce a retrospective charge for the unauthorised placement of skips and containers in the highway, in order to improve highway safety and reduce disruption to other road users. It was noted that such a charge is consistent with the charge made for a street works site inspection under The New Roads and Street Works Act 1991.

Resolved:- (1) That the report be received and its contents noted.

(2) That, with effect from 1<sup>st</sup> April, 2013:-

(a) the current charge of £300.00 for processing and implementing a Street Works License under Section 50 of The New Roads and Street Works Act 1991 shall be increased to £450.00; and



(b) a retrospective charge of £50.00 be levied upon persons/organisations who have placed unauthorised skips and containers on the highway.

(3) That an appropriate press release be issued about these charges.

**G120. RESPONSE TO CONSULTATION ON HIGHWAYS AGENCY MANAGED MOTORWAYS PROPOSALS - M1 BETWEEN JUNCTIONS 28 AND 31**

Further to Minute No. G92 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 4<sup>th</sup> February 2013, consideration was given to a report presented by the Transportation and Highways Projects Manager containing the suggested response to the Highways Agency's consultation on the proposed Managed Motorways proposals affecting the M1 motorway between Junctions 28 and 31. The proposals involve the introduction of a new All Lane Running standard which converts the motorway's 'hard shoulder' to a permanent running lane and the introduction of a variable mandatory speed limit.

Resolved:- (1) That the report be received and its contents noted and endorsed.

(2) That approval be granted for this Council's response to the consultation document, as now submitted, to be sent to the Highways Agency by the due deadline.

(nb: subsequent to this meeting and in view of the deadline for submission of responses to the consultation, The Mayor gave the necessary authorisation to exempt this decision from the Council's call-in procedure)

**G121. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 as amended (information relating to the financial/business affairs of any person (including the Council)).

**G122. EXEMPTION FROM STANDING ORDERS - SUPPORT FOR PLANNING, BUILDING CONTROL AND LAND CHARGES**

Consideration was given to a report presented by the Principal Planning Officer proposing an exemption from Standing Order number 47.6.2 (relating to contracts valued at more than £5,000 but less than £20,000) to allow the appointment of the Civica company to continue to provide the back office functionality (FastPlanning, FastControl, FastCharges) for the Development Management, Building Control and Local Land Charges services. The report stated that this software has been used by all three of these Council services and the user licence is renewed annually.

Resolved:- (1) That the report be received and its contents noted.

(2) That, for the reasons detailed in the report now submitted, approval be granted for an exemption from Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for contracts with an estimated value of £5,000 but less than £20,000) to facilitate (i) the purchase of the back office functionality (FastPlanning, FastControl, FastCharges) from the Civica company and (ii) the annual renewal of the user licence.

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT  
22nd April, 2013**

Present:- Councillor Smith (in the Chair); Councillors Clark and Godfrey.

**G123.     DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

**G124.     MINUTES OF THE PREVIOUS MEETING HELD ON 5TH APRIL, 2013**

Resolved:- That the minutes of the previous meeting of the Cabinet Member and Advisers for Regeneration and Development, held on 5<sup>th</sup> April, 2013, be approved as a correct record for signature by the Chairman.

**G125.     SUSTAINABLE URBAN DRAINAGE APPROVING BODY**

Consideration was given to a report presented by the Principal Engineer stating that the requirements of the Flood Risk Regulations 2009 and the Floods and Water Management Act 2010 impose a duty upon the Council, as the Lead Local Flood Authority, to establish and implement a Sustainable Urban Drainage Approving Body (SAB). The report stated that the SAB will have the power to approve, supervise, adopt and maintain Sustainable Urban Drainage Systems (SUDs) and determine how surface water is managed on new development and redevelopment sites.

Members noted that it is expected that the Council's SAB will be established and implemented by April 2014.

Discussion took place on the proposed membership of the Council's SAB and upon the financial implications of these new arrangements. The uncertainty of the availability of future funding for the SAB duties and the major impact the future adoption and continuing maintenance responsibilities for SUDs will have on Council resources were acknowledged.

Resolved:- (1) That the report be received and its contents noted.

(2) That the establishment of the Council's Sustainable Urban Drainage Approving Body (SAB), in accordance with the details contained in the report now submitted, be approved.

(3) That the roles and duties of this Council's SAB, as described in the report now submitted, be approved.

(4) That the appropriate officers prepare a Local Design Guide for Sustainable Urban Drainage Systems (SUDs) to meet National Standards and to assist the Council's SAB and services and the public.

**G126. ROTHERHAM ECONOMIC REGENERATION FUND - CENTENARY MARKETS - REDEVELOPMENT FEASIBILITY**

Consideration was given to a report presented by the Senior Project Officer concerning the proposed allocation of £25,000 of Rotherham Economic Regeneration Fund revenue money towards the design and feasibility work on both the indoor and outdoor sections of Rotherham's town centre Centenary Markets.

Members were informed that the Centenary Markets complex will benefit from redevelopment, particularly in the light of the Tesco store opening on the former 'civic site' in 2014, off Drummond Street and other markets in the local area being the subject of comprehensive renewal/redevelopment schemes.

Resolved:- (1) That the report be received and its contents noted.

(2) That £25,000 of Rotherham Economic Regeneration Fund revenue money be allocated towards the feasibility and design works for the potential redevelopment of the Rotherham town centre Centenary Markets complex.

(3) That Elected Members continue to be informed of progress with this scheme.

**G127. DRUMMOND STREET, ROTHERHAM (AND CIVIC BUILDING SITE) - ALTERATIONS TO TRAFFIC REGULATION ORDERS**

Consideration was given to a report presented by the Transportation and Highways Projects Manager detailing the outcome of consultations about the Traffic Regulation Orders required by proposed changes to the highway network around the Rotherham Civic Site.

The report stated that, after the approval of proposals to redevelop the area of land between Drummond Street, Nottingham Street and Centenary Way with the construction of a new Tesco supermarket, it is necessary to amend existing Traffic Regulation Orders to accommodate changes to the surrounding highway network and thereby maintain the safe and free flow of traffic.

Members noted the responses to the following representations received as part of the statutory consultation process:-

: South Yorkshire Police – asked that the road layout and curvature of the kerb line be reviewed, in respect of the proposed prohibition of vehicles turning left from the new supermarket site onto Drummond Street; enforcement issues will be addressed, if required, when Part 6 of the Traffic Management Act 2004 is enacted;

: Rotherham Hackney Carriage Association – asked that the scheme layout be revised so that the ten taxi spaces can be accommodated on the north-west side of Effingham Square, at Frederick Street.

Resolved:- (1) That the report be received and its contents noted.

(2) That the concerns expressed by the South Yorkshire Police be noted and the mitigation offered, as now reported, be considered acceptable.

(3) That the ten taxi spaces be accommodated on the north-west side of Effingham Square, at Frederick Street, as requested by the Rotherham Hackney Carriage Association.

(4) That the proposed revocations and new traffic regulation orders as shown on drawings numbered 126/18/TT588 and 126/18/TT597, now submitted and affecting the highway network around the Rotherham Civic Site, be implemented.

**G128. CARLISLE STREET, KILNHURST - OBJECTION TO PROPOSED TRAFFIC CALMING SCHEME**

Consideration was given to a report presented by the Transportation and Highways Projects Manager concerning the receipt of two objections to the proposed traffic calming scheme at Carlisle Street, Kilnhurst. Members noted that the second objection had been received after the statutory deadline for receipt of representations had passed.

The report stated that as part of the planning permission in respect of the nearby housing estate, there is an agreement under Section 278 of the Highways Act 1980 in place requiring the developer to provide traffic calming measures on Carlisle Street to mitigate any possible speeding problems in the future, once the development is complete. Proposals have been submitted by the developer to introduce speed cushions which have been shown to successfully reduce vehicle speeds to around 25-30 mph depending upon the spacing of the features. Officers from Streetpride have undertaken the necessary consultation in order to facilitate the introduction of these features in accordance with the Road Hump Regulations.

Resolved:- (1) That the report be received and its contents noted.

(2) That the contents of the two objections received, be noted.

(3) That the objections to the proposed traffic calming be not acceded to and the objectors informed accordingly.

(4) That the detailed design of the proposed traffic calming scheme be undertaken in respect of Carlisle Street, Kilnhurst, as shown on drawing number 126/WS submitted and the scheme implemented.

**G129. ROTHERHAM TOWN CENTRE - EXPERIMENTAL NIGHT TIME TAXI RANKS**

Consideration was given to a report presented by the Transportation and Highways Projects Manager concerning the proposed introduction of an experimental Traffic Regulation Order to implement additional night time hackney carriage ranks on Moorgate Street and High Street in the Rotherham town centre.

The report stated that representatives of the Rotherham Hackney Carriage Association and owners of some of the late night entertainment establishments near the Town Hall have requested that the Council gives consideration to additional taxi rank space on High Street and Moorgate Street, to satisfy the night time demand for taxis.

The proposals have been discussed with the Council's Licensing Section, Ward Councillors and the South Yorkshire Police, as well as representatives of the Hackney Carriage Association, Private Hire companies and drivers and agreement has been reached to progress the experimental Traffic Order, which will be beneficial from a road safety point of view.

Resolved:- (1) That the report be received and its contents noted.

(2) That the Director of Legal and Democratic Services promote an experimental Traffic Regulation Order, as shown on drawing number 128/18/TT591 submitted, the effect of which will be to introduce night time taxi ranks on High Street and Moorgate Street, in the Rotherham town centre, for a period of 18 months from the date of implementation.

(3) That the Director of Legal and Democratic Services be authorised to make the traffic regulation order permanent, provided that no objections are received to the experimental order.

**G130. PETITION - ON STREET PARKING NEAR TO THE CHILDREN'S CENTRE, KIMBERWORTH ROAD, KIMBERWORTH**

Consideration was given to a petition, containing 43 signatures, from residents of Kimberworth Road, Kimberworth, who were expressing concerns about inconsiderate vehicle parking outside their properties by staff and visitors to the nearby Children's Centre at Kimberworth Road.

Resolved:- (1) That the petition be received and its contents noted.

(2) That the appropriate officers undertake the necessary investigation in response to this petition and submit a report to a future meeting of the Cabinet Member and Advisers for Regeneration and Development.

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT**  
**25th April, 2013**

Present:- Councillor Smith (in the Chair); Councillors Godfrey.

An apology for absence was received from Councillor Clark.

**G131. DEPARTMENT OF TRANSPORT CONSULTATION PAPER - HIGH SPEED TWO: EXCEPTIONAL HARDSHIP SCHEME FOR PHASE TWO**

Tom Finnegan-Smith, Transportation and Highways Projects Manager, presented a report setting out a proposed response, on behalf of the Council, to a Government consultation.

The Department of Transport was consulting on its proposed 'Exceptional Hardship' Scheme in relation to the high speed rail links from the West Midlands to Leeds and Manchester and a Heathrow spur (HS2). Rotherham was being directly consulted as the route of the proposed HS2 link to Leeds passed through the Borough.

The Government had acknowledged that, until a final decision was made on the route, there would be uncertainty about which properties would be required to be purchased in order to construct and operate the new line and which additional properties may be affected during its construction. Accordingly the Government intended to introduce a discretionary Exceptional Hardship Scheme which would be available to residential, agricultural and small business owner occupiers whose property values may be affected and could demonstrate the need to sell their properties before the usual statutory protection and compensation rights took effect.

The criteria for eligibility was as follows:-

- Criterion 1 - Property Type
- Criterion 2 - Location of Property
- Criterion 3 - Effort to sell and the impact of blight
- Criterion 4 - No prior knowledge of Phase 2 of HS2
- Criterion 5 - Exceptional hardship

A majority independent panel would consider all applications and make recommendations to the Secretary of State as to whether an application should be accepted or not. If successful, an applicant's property would be purchased at 100% of its unlighted open market value, the figure being assessed by 2 independent valuers with associated costs paid by the Government. The Secretary of State would be required to provide a decision on each complete application within 3 months of receipt.

Discussion ensued on the 3 specific consultation questions together with the proposed responses. It was felt that the response to question 2 should be strengthened and include the view that the criteria should

include an indication of the distance from/to the line of the route for potential applicants, although this should not prejudice an application from properties falling outside of this distance from applying.

Responses to be consultation had to be submitted by 29<sup>th</sup> April, 2013.

Resolved:- (1) That the proposed responses, subject to the amendment highlighted above, be approved for submission in accordance with the 29<sup>th</sup> April, 201, deadline.

(2) That, due to the consultation deadline, authorisation from the Mayor be sought for the decision to be exempt from the call-in procedure.

(Following the meeting the Mayor's agreement was confirmed to the decision being exempted from the Council's call-in procedure.)

### **G132. CYCLE CITY AMBITION GRANT - ROTHERHAM INFRASTRUCTURE PROPOSALS**

Tom Finnegan-Smith, Transportation and Highways Projects Manager, presented a report setting out Sheffield City Region's proposed bid to the Department for Transport's Cycle City Ambition Grant and sought endorsement for the infrastructure improvements for which funding was to be sought.

The focus of the bid was to improve cycle access towards urban centres/interchanges and to improve routes for leisure cycles though pedestrians would also benefit from a number of the interventions proposed.

The Grant would provide £30M of funding for measures to increase cycling levels that also improved conditions for pedestrians. It was part of the Government's 'City Deals' proposals and only first wave City Deal areas and any city applying to be a second wave City may apply. A maximum of 3 City Deal areas would be awarded funding with the total fund available in 2013/14 and 2014/15. The grant was entirely capital funding and could not support revenue activity.

The Government saw more and safer cycling strategies as important tools for cities to unlock a range of cross cutting economic and social benefits that enabled growth.

Sheffield City Region partners had considered the objectives of the Fund and the eligibility criteria and agreed to prepare a bid based on improving access for cyclists to urban areas/interchanges and to improve routes for leisure cycles. The bid would be entitled South Yorkshire Cycle Loops and Links and would include schemes to improve infrastructure for cyclists across South Yorkshire to be delivered over the bid funding period to March, 2015. It would also include a 10 year strategy consisting of longer



term ambitions with a number of proposed routes which would build upon existing strategic infrastructure.

The funding would be sought for:-

- 6km cycle lane along Thorne Road towards Doncaster Town centre and resurface 11.5km of the Trans Pennine Trail;
- Sheffield and Barnsley plan to introduce a 18.91km new and improved route from Langsett through Stocksbridge and towards Sheffield City Centre and
- A series of improvements to overcome key barriers in Rotherham and improve access for cyclists and pedestrians to the Town Centre and interchanges from the western and north-eastern side of Rotherham. This would form a continuous route from Masbrough to Dalton via the Town Centre.

The Department for Transport had advised that bids should have match funding in the region of 30%. Accordingly, it was proposed to include the walking and cycling improvements agreed as part of the Tesco's development Section 278 works as a contribution towards the scheme.

The deadline for the submissions of bids to the CCAG was 30<sup>th</sup> April, 2012.

Resolved:- (1) The Rotherham elements of the Cycle City Ambition Grant bid for inclusion within the overall Sheffield City Region bid to the Department for Transport be approved.

(2) That, due to the consultation deadline, authorisation from the Mayor be sought for the decision to be exempt from the call-in procedure.

(Following the meeting the Mayor's agreement was confirmed to the decision being exempted from the Council's call-in procedure.)

**G133. DATE AND TIME OF NEXT MEETING - MONDAY, 3RD JUNE, 2013 AT 10.30 A.M.**

Resolved:- That a further meeting be held on Monday, 3<sup>rd</sup> June, 2013, commencing at 10.30 a.m.

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT**  
**8th May, 2013**

Present:- Councillor Smith (in the Chair); and Councillor Godfrey; together with The Mayor (Councillor Pickering) and Councillor Dodson.

An apology for absence was received from Councillor Clark.

**G134. MINUTES OF THE MEETING HELD ON 22ND APRIL 2013**

Resolved:- That the minutes of the meeting of the Cabinet Member and Advisers for Regeneration and Development, held on 22nd April, 2013, be approved as a correct record for signature by the Chairman.

**G135. MINUTES OF THE MEETING HELD ON 25TH APRIL 2013**

Resolved:- That the minutes of the previous meeting of the Cabinet Member and Advisers for Regeneration and Development, held on 25th April, 2013, be approved as a correct record for signature by the Chairman, with the inclusion of Councillor Dodson in the list of Members who had given their apologies for absence.

**G136. OPENING OF OFFERS**

Resolved:- That the action of the Cabinet Member in opening the following tenders on Tuesday, 30th April, 2013, be noted:-

- the former Park Lea Nursing Home, Doncaster Road, Clifton
- Rothwell Grange (former care home), Broom Valley Road, Broom

**G137. CENTENARY MARKET - LICENSED BAZAAR MARKET**

Consideration was given to a report presented by the Business and Retail Investment Manager and the Markets General Manager concerning an application from a private market operator, Mr. Shabir Hussain, to hold a "bazaar type" market under License on the outdoor covered market each Thursday.

The report stated that customer feedback from the 2012 Shopper Survey indicated that shoppers would like to see more markets in the Rotherham town centre. This application proposes a new concept of bazaar/market which would be unique when compared to any other markets operating locally and will cater for a wide range of existing and new customers drawn not only from Rotherham, but also from the wider region.

The bazaar will stock a diverse range of goods centred on the core products of fabrics and fashions along with jewellery, footwear, herbs and spices, sweets etc. It is proposed that 80% of the bazaar will comprise themed products, with 20% of more general products not having to fall

with that category. Existing traders of the Rotherham Market will be able to apply to take a stall at the Bazaar. Trading as "The Bazaar," it would operate on similar lines to the one which has been established successfully by Mr. Shabir Hussain on Leeds outdoor market each Wednesday.

Members were informed of the proposal to offer a license to operate the Bazaar for a trial period of one year, with the option to extend this licence for a further two years if successful. Subject to the requirements and controls put in place by the license agreement which would be enforced by the Council, the operator would be responsible for the general operation of the bazaar each week including trader recruitment, stall allocation, site cleaning etc., together with full responsibility for meeting the costs of all marketing, signs and promotions.

Resolved:- (1) That the report be received and its contents noted.

(2) That Mr. Shabir Hussain of Select 2 Limited, trading as "The Bazaar" be licensed to hold the themed Bazaar each Thursday on the Centenary Market outdoor covered market for a trial period of twelve months.

(3) That progress reports about the operation of the Bazaar be submitted to future meetings of the Cabinet Member and Advisers for Regeneration and Development.

**G138. EXEMPTION FROM STANDING ORDERS - REPAIRS AND MAINTENANCE CONTRACT - RIVERSIDE HOUSE**

Consideration was given to a report presented by the Corporate Facilities Manager proposing an exemption from contract standing orders to allow NG Bailey to continue to provide the annual servicing and maintenance of Riverside House. The report stated that this proposal will enable the Council to meet its contractual health and safety obligations and maintain Riverside House in accordance with the terms of the lease. An exemption from contract standing orders will allow the Council the time required to assess the full servicing requirements for the building, after which the maintenance works will be commissioned in the most effective way, in accordance with Standing Orders.

Resolved:- (1) That the report be received and its contents noted.

(2) That the contract for the servicing and maintenance of Riverside House be exempt from the provisions of standing order 48.2 (requirement to invite between 3 and 6 tenders for contracts with a value of over £50,000) and the contract awarded to NG Bailey, in accordance with the details contained in the report now submitted.

**G139. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 as amended (information relating to the financial/business affairs of any person (including the Council) and is commercially confidential).

**G140. SPECIALIST CONSULTANCY SERVICES**

Consideration was given to a report presented by the Corporate Property Manager proposing an exemption from contract standing orders to allow an order for Specialist Consultancy Services. The report stated that this proposal will enable Rotherham to identify and develop a business case to bring inward development to the Rotherham town centre.

Resolved:- (1) That the report be received and its contents noted.

(2) That the contract for specialist consultancy services shall be exempt from the provisions of Standing Order No. 47.6.2 (requirement to invite two oral or written quotations for contracts valued between £5,000 and £20,000) and the contract be awarded to the company identified in the report now submitted.

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT  
17th May, 2013**

Present:- Councillor Smith (in the Chair); Councillor Clark; together with The Mayor (Councillor Pickering)

Apologies for absence were received from Councillors Dodson and Godfrey.

**G1. MINUTES OF THE PREVIOUS MEETING HELD ON 8TH MAY 2013**

Resolved:- That the minutes of the meeting of the Cabinet Member and Advisers for Regeneration and Development, held on 8th May, 2013, be approved as a correct record for signature by the Chairman.

**G2. COMMUNITY INFRASTRUCTURE LEVY**

Consideration was given to a report presented by the Senior Planner requesting an exemption from Contract Standing Orders 47.6.2 and 47.6.3 to allow the appointment of consultants Peter Brett Associates LLP to assist with preparing and implementing a Rotherham Community Infrastructure Levy (CIL).

The report stated that the Planning Act 2008 introduced new powers for the Council to introduce a Community Infrastructure Levy (CIL) to raise money to support local infrastructure. The levy will apply to most new development.

Peter Brett Associates LLP were appointed by the Council in September 2011 and September 2012 to undertake an Infrastructure Delivery Study and Whole Plan Viability Study primarily to support the preparation of the Rotherham Local Plan, but also as early evidence for development of a Rotherham CIL. Further work is now required to progress to consultation on preliminary draft CIL proposals. The further assistance of Peter Brett Associates is required using their local experience and knowledge gained through the above two previous studies to work with the Council to introduce a Rotherham CIL. The timetable to prepare CIL was included in the submitted report.

Members noted that the initial cost of the contract was estimated to be £15,000 to £17,000, although additional expenditure of approximately £10,000 might be required for further stages of the CIL process.

Resolved:- (1) That the report be received and its contents noted.

(2) That the appointment of Peter Brett Associates LLP to assist with preparing and implementing a Rotherham Community Infrastructure Levy (CIL) shall be exempt from Contract Standing Orders 47.6.2 (requirement to invite at least two oral or written quotations for contracts with an estimated value of £5,000 but less than £20,000) and 47.6.3 (requirement to invite at least three written quotes for contracts with a value of between £20,000 and £50,000).

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT  
3rd June, 2013**

Present:- Councillor Smith (in the Chair); and Councillor Clark; together with Councillors Dodson and Pickering.

Apologies for absence were received from Councillor Godfrey.

**G3. MINUTES OF THE PREVIOUS MEETING HELD ON 17TH MAY, 2013**

Resolved:- That the minutes of the previous meeting of the Cabinet Member and Advisers for Regeneration and Development, held on 17th May, 2013, be approved as a correct record for signature by the Chairman.

**G4. PETITION - CLOSURE OF OAK TREE YARD PUBLIC FOOTPATH, WATH UPON DEARNE**

Consideration was given to a petition, containing 181 signatures, from residents of Wath upon Dearne, seeking to prevent the closure of the Oak Tree/Oak Yard public footpath, situated near to Oak Road, Avenue Road and Beech Road, Wath upon Dearne.

Resolved:- (1) That the petition be received and its contents noted.

(2) That the appropriate officers investigate this matter and submit a further report to a future meeting of the Cabinet Member and Advisers for Regeneration and Development.

**G5. ROTHERHAM LOCAL PLAN HOUSING TARGET: MEMORANDUM OF UNDERSTANDING WITH SHEFFIELD CITY COUNCIL**

Further to Minute No. 54 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 29th October, 2012, consideration was given to a report submitted by the Senior Planner seeking endorsement of a Memorandum of Understanding with Sheffield City Council with regard to Rotherham's approach to setting a local housing target as part of the Local Plan Core Strategy.

The report stated that the Localism Act 2011 placed a statutory "duty to co-operate" on local planning authorities in drawing up their local plans. The National Planning Policy Framework (NPPF) elaborates on this duty. The Council is expected to identify any strategic issues that need addressing in the Local Plan and to demonstrate a positive outcome to co-operation. To meet this duty, planning officers have held extensive discussions with all neighbouring local authorities, both district and county. These discussions have identified the issues requiring further work and agreement in order to ensure the Core Strategy is considered to be "sound" at the forthcoming Examination in Public. Advice from the

Planning Inspectorate stresses that the duty to co-operate must have been met before the inspector will examine the Core Strategy at a public inquiry. One of the main issues to resolve under the duty to co-operate is around local plan housing targets. The Regional Strategy set a housing target for Rotherham of 23,880 net new dwellings between 2004 and 2026. The Regional Strategy has now been revoked by the coalition Government. The Core Strategy proposes a local housing target of 12,750 net new homes between 2013 and 2028 (plus 1,600 homes to cover shortfall in delivery between 2008 and 2013).

Consultation on the Publication Core Strategy took place between 25th June, 2012 and 6th August 2012, to allow for formal representations to be made on soundness and legal compliance only. In response to this consultation, objections were received from Sheffield City Council expressing concern that the lower housing target would have implications for the wider Sheffield/Rotherham housing market area; and that clarification on the role of safeguarded land was required.

This process led to the preparation of the Memorandum of Understanding, a copy of which was included with the submitted report. The Memorandum of Understanding sets out an agreed position regarding Rotherham's housing target and will enable Sheffield City Council to withdraw its objection to the Publication Core Strategy.

Resolved:- (1) That the report be received and its contents noted.

(2) That the Memorandum of Understanding with Sheffield City Council, with regard to Rotherham's approach to setting a local housing target as part of the Local Plan Core Strategy, as now submitted, be endorsed.

(nb: subsequent to this meeting, The Mayor gave the necessary authorisation to exempt this decision from the Council's call-in procedure)

**G6. A6021 BROOM ROAD, ROTHERHAM - PROPOSED ACCESSIBILITY IMPROVEMENTS**

This item was withdrawn from the agenda.

**G7. REVIEW OF THE EXPERIMENTAL CLOSURE OF BROOM AVENUE AT ITS JUNCTION WITH WICKERSLEY ROAD, ROTHERHAM**

Further to Minute No. 20 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 16<sup>th</sup> July, 2012, consideration was given to a report presented by the Transportation and Highways Projects Manager detailing the outcome of the review of the experimental closure of Broom Avenue at its junction with the A6021 Wickersley Road at Herringthorpe, Rotherham. Included with the report was a petition signed by residents of Ledsham Road stating their continuing concerns about the effects of the proposals upon the volume of traffic travelling along Ledsham Road.



The report stated that the experimental closure of Broom Avenue had:-

: removed non-residential traffic from Broom Avenue, Beachwood Road Oakwood Drive and Vernon Road, thereby addressing residents' concerns about traffic speeds;

: simplified the Broom Avenue/Wickersley Road/Middle Lane South junction with an implied reduction in the risk of accidents

: reduced traffic flows on Middle Lane South.

However, this change has led to:-

- a major increase in traffic on Ledsham Road, which residents consider to be unsuitable for such large volumes of traffic

- an increase in the number of vehicles turning right out of Middle Lane South and Broom Lane; some residents who contacted the Council were concerned that this would increase the risk of an accident occurring;

- residents have reported an increase in traffic on Stag Crescent;

- reports of increased delays on Middle Lane South and Broom Lane.

The report also stated that whilst a large amount of traffic which previously used Broom Avenue has migrated to routes away from the locality, a significant amount of traffic has diverted to Ledsham Road. Despite the narrow feel of Ledsham Road and the presence of parked vehicles, this traffic flow has remained resistant to the alternative routes.

Members noted that during the period of the experimental closure, there have been no reports from the South Yorkshire Police of accidents resulting in personal injury at the junction of Wickersley Road and Broom Avenue, but it is difficult to assess accident trends over such a short period. It was further noted that, in the period leading into the experimental closure, the accident history at this junction showed a declining trend. This junction will continue to be monitored after the experimental closure has been removed.

Members were informed that, in view of the detrimental effects on Ledsham Road it is proposed that the experimental closure should be removed. In order to address some of the concerns originally identified, it is also proposed to reduce the speed of traffic entering the Broom Avenue from Wickersley Road, and improve pedestrian accessibility, by realigning and slightly widening the junction and providing an additional pedestrian refuge in this location (as shown on the drawing number 126/17/TT228 submitted to the meeting).

Resolved:- (1) That the report be received and its contents noted.

(2) That the experimental closure of Broom Avenue at its junction with the A6021 Wickersley Road be rescinded and the existing barriers be removed upon completion of the improvement scheme for this junction, as described in the report now submitted.

(3) That, further to (2) above, a pedestrian refuge and realignment of the junction of Broom Avenue with the A6021 Wickersley Road, as shown on drawing No 126/17/TT232 submitted, be installed and implemented, subject to the Council's "call in" procedure and no objections being received.

(4) That it be noted that implementation of the scheme is likely to begin during the week commencing Monday, 1st July, 2013.

(5) That all residents who have previously been consulted on these proposals be informed accordingly.

**G8. EXISTING RESIDENTS PARKING SCHEME AT WELLGATE, ROTHERHAM - PROPOSED CHANGES TO RESTRICTIONS**

Consideration was given to a report submitted by the Transportation and Highways Projects Manager concerning the receipt of objections from local residents and a locally-based organisation to:-

(i) the proposed changes to the hours of operation of existing parking restrictions on Wellgate Mount and Clifton Bank, Rotherham; and

(ii) the proposed reduction of a controlled parking bay at Wellgate Mount.

The report also sought approval to proceed with an amended version of the parking scheme, as follows:-

(a) Hours of Operation – a proposal to extend the existing hours of operation in the evening from Monday to Saturday 9.00 am to 4.00 pm to Monday to Saturday 9.00 am to 7.00 pm.

(b) Parking bay at Wellgate Mount – a proposal to replace the section of parking bay opposite the access with a double yellow line "No Waiting At Any Time" restriction.

Resolved:- (1) That the report be received and its contents noted.

(2) That the objections to the proposed change in hours of operation be not acceded to and the objectors be informed accordingly.

(3) The objections to the proposed waiting restrictions together with the revocation of a section of existing permit holder bay on Wellgate Mount, as described in the report and shown on drawing 126/18/TT522 submitted, be acceded to and the proposed restriction be not

implemented, the parking bay shall remain unaltered and the objectors be informed of this decision.

(4) The Director of Legal and Democratic Services shall make the necessary Traffic Regulation Order.

(5) That an appropriate press release be issued, describing the details of the proposed scheme.

**G9. DATE AND TIME OF NEXT MEETING**

Resolved:- That the next meeting of the Cabinet Member and Advisers for Regeneration and Development be held at the Town Hall, Rotherham on Friday, 14<sup>th</sup> June, 2013, commencing at 10.30 am.

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT  
14th June, 2013**

Present:- Councillor Smith (in the Chair) and Councillor Clark. Councillor Dodson was also in attendance.

An apology for absence was received from Councillor Godfrey.

**G10. MINUTES OF THE PREVIOUS MEETING HELD ON 3RD JUNE, 2013**

Resolved:- That the minutes of the previous meeting of the Cabinet Member and Advisers for Regeneration and Development, held on 3rd June, 2013, be approved as a correct record for signature by the Chairman.

**G11. REVENUE OUTTURN REPORT FOR 2012/2013**

Consideration was given to a report presented by the Finance Manager describing the performance against budget for the Environment and Development Services Directorate revenue accounts for the financial year 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013.

Resolved:- (1) That the report be received and its contents noted.

(2) That the outturn position for the Environment and Development Services Directorate Revenue budgets for the 2012/2013 financial year, as now reported and showing an overspend of £185,000, be noted.

(3) That it be noted that there are no requests for earmarked balances to be carried forward to the 2013/14 financial year.

**G12. PROPOSED TOUCAN CROSSING, CENTENARY WAY**

Consideration was given to a report presented by the Andrew Butler, Senior Traffic Engineer, describing a proposed scheme to install a staggered Toucan Crossing, for both pedestrians and cyclists, on the A630 Centenary Way, Rotherham, near to Bailey House and the Rotherham Community Health Centre. This proposal would enable the existing subway outside Bailey House to be closed and a level walk-way/cycle route would replace the existing ramped access to the subway.

The proposed Toucan crossing would form part of a link to the A633 Rotherham town centre to Parkgate/Rawmarsh cycle route. This route is financed from the Local Sustainable Transport Fund (Minute No. 33 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 28th August 2012, Minute 33 refers). The proposed scheme would utilise Rawmarsh Road to link cyclists to this route.

Resolved:- (1) That the report be received and its contents noted.

(2) That detailed design work and consultation be carried out in respect of the installation of a staggered Toucan Crossing, for both pedestrians and cyclists, on the A630 Centenary Way, Rotherham.

(3) That, subject to no objections being received, the scheme be implemented.

(4) That the footways identified on Drawing No. 126/17/TT175, now submitted, be designated as shared pedestrian and cycle use under the provisions of Sections 65(1) and 66(4) of the Highways Act 1980.

**G13. PROPOSED PEDESTRIAN IMPROVEMENT SCHEME, MAIN STREET, ROTHERHAM TOWN CENTRE**

Consideration was given to a report presented by Andrew Butler, Senior Traffic Engineer, concerning the proposal for a pedestrian improvement scheme on Main Street, Rotherham, at its junction with The Statutes, adjacent to the Council's Riverside House office building. The proposed pedestrian improvement scheme, which includes the introduction of a 20 mph vehicle speed limit on part of Main Street and the installation of a new zebra crossing adjacent to Riverside House, was detailed in the submitted report and shown on the drawing attached to the report.

Members noted that, subject to approval and completion of the scheme, it is also proposed that vehicle speed surveys be undertaken in this area and, if they are not commensurate with the proposed 20mph limit, further measures (including vertical traffic calming) will be considered to ensure adherence to the proposed speed limit.

Resolved:- (1) That the report be received and its contents noted.

(2) That the consultation process and the detailed design work be undertaken in respect of the proposed pedestrian improvement scheme on Main Street, Rotherham, at its junction with The Statutes, adjacent to Riverside House and as detailed in the submitted report and drawing.

(3) That, subject to there being no objections received, the scheme be implemented.

**G14. PROPOSED ACCESSIBILITY IMPROVEMENTS A6021 BROOM ROAD, ROTHERHAM**

Further to Minute No. 6 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 3rd June, 2013, consideration was given to a report presented by Andrew Butler, Senior Traffic Engineer, concerning the outcome of resident consultations on the proposed accessibility improvements on the A6021 Broom Road, Rotherham (near to Rudston School).

Attached to the report were a summary of comments and representations received, a petition objecting to the proposed cycle lane on Broom Road and drawings showing the layout of the proposed highway improvement scheme.

Members noted the principal objectives of this highway improvement scheme were to improve pedestrian crossing facilities adjacent to Rudston School and to the Rotherham hospice, reduce overall vehicle speeds and limit the amount of non-resident vehicle parking on Broom Road, especially in the area near to the Rotherham hospice.

Resolved:- (1) That the report and petition be received and their contents noted.

(2) That an enlarged pedestrian refuge be constructed on the A6021 Broom Road outside the Rudston School and the pedestrian refuge between the Rotherham hospice and Broom Crescent be constructed, as shown on Drawing No. 126/17/TT232.

(3) That, subject to no objections being received during the statutory consultations for the proposed no waiting at any time and, no waiting Monday to Friday 9.00 am to 4.00 pm restrictions on the A6021 Broom Road, the waiting restrictions be implemented.

(4) That a cycle lane on the A6021 Broom Road, with coloured surfacing, and advisory cycle lane and sheltered parking area, as shown on Drawing No. 126/17/TT122 submitted, be approved in principle subject to funding being available to introduce the cycle lane in conjunction with a carriageway resurfacing scheme.

(5) That the petitioners and residents be informed accordingly.

#### **G15. CONFERENCE**

Resolved:- That 2 Members be authorised to attend the APSE Annual Conference to be held in Liverpool on 4<sup>th</sup>-5<sup>th</sup> September, 2013.

#### **G16. DATE AND TIME OF NEXT MEETING: -**

Resolved:- (1) That the next meeting of the Cabinet Member and Advisers for Regeneration and Development be held at the Town Hall, Rotherham on Monday, 1<sup>st</sup> July, 2013, commencing at 10.30 a.m.

(2) That the next following meeting be held at the Town Hall, Rotherham on Monday, 15<sup>th</sup> July, 2013, commencing at the altered time of 2.00 p.m.

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT**  
**1st July, 2013**

Present:- Councillor Smith (in the Chair); Councillors Clark and Godfrey; together with Councillor Pickering.

Apologies for absence were received from Councillor Dodson.

**G17. MINUTES OF THE PREVIOUS MEETING HELD ON 14 JUNE 2013**

Resolved:- That the minutes of the previous meeting of the Cabinet Member and Advisers for Regeneration and Development, held on 14th June, 2013, be approved as a correct record for signature by the Chairman.

**G18. PROPOSED DEPLOYMENT OF CCTV PARKING ENFORCEMENT VEHICLE**

Further to Minute No. 82 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 7<sup>th</sup> January, 2013, consideration was given to a report presented by the Highway Network Manager concerning the proposed deployment of the CCTV parking enforcement system, within a Council vehicle, in identified areas within the Rotherham Borough which are known to be subject to unsafe parking activities.

The report stated that funding had been obtained from the South Yorkshire Safer Roads Partnership for the purchase of the mobile CCTV system which will enable the Council improve enforcement against illegal parking activities. The continuing maintenance of the system will be funded from Council budgets.

Members noted that the CCTV equipment and software automatically recognises locations which are the subject of Traffic Regulation Orders through a GPS signal and collects evidence of parking offences; it does not require manual operation. The evidence is downloaded onto the Parking Services notice processing software and a process of evidence review will then be undertaken by a qualified officer. Vehicles which are deemed to be parked in contravention of the regulations will be the subject of a DVLA enquiry and Penalty Charge Notices will be sent by post to the vehicles' registered keeper. It is anticipated that the vehicle will be operational by the end of July 2013, subject to the testing of the system being successfully completed.

The report stated that the vehicle will be deployed throughout the Borough area, with priority being given to the following locations:-

- : outside schools during term time at school "drop off" and "pick up" times;
- : on urban clearways;

- : in areas where "loading bans" are in operation;
- : restricted bus stops;
- : pedestrian crossing points;
- : in pre-identified "hot spot" areas where waiting restrictions prevail but the restrictions are very often flouted;
- : Hackney Carriage Ranks, including outside 'normal' office hours.

Also detailed in the report was the advice received from the Department for Transport explaining the requirements for public information signs for the project and the marking of the Council vehicle with the standard CCTV sign.

Resolved:- (1) That the report be received and its contents noted.

(2) That the priorities for the deployment of the mobile CCTV enforcement system and vehicle, as detailed in the report now submitted, be approved.

(3) That the methods of communication of the proposed use of the system and vehicle, as detailed in the report now submitted and including the issuing of an appropriate press release, be approved.

(4) That a further report, describing the operational impact of the CCTV enforcement system and vehicle be submitted to a future meeting of the Cabinet Member and Advisers for Regeneration and Development in six months' time.

**G19. REVIEW OF THE EXPERIMENTAL CLOSURE OF BROOM AVENUE AT ITS JUNCTION WITH WICKERSLEY ROAD, ROTHERHAM**

Consideration of this matter was deferred until a future meeting, pending receipt of a report in response to the petition submitted by residents of the Broom Avenue area, opposing the proposed re-opening of the Wickersley Road and Broom Avenue highway junction (Minute No. 7 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 3<sup>rd</sup> June, 2013 refers).

**G20. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 as amended (information relating to the financial/business affairs of any person (including the Council)).

**G21. RIVERSIDE HOUSE - ADDITIONAL FURNITURE**

Consideration of this matter was deferred until a future meeting.

**G22. DATE AND TIME OF NEXT MEETING**



Resolved:- That the next meeting of the Cabinet Member and Advisers for Regeneration and Development be held at the Town Hall, Rotherham on Monday, 15<sup>th</sup> July, 2013, commencing at 2.00 pm.

**CABINET MEMBER FOR ADULT SOCIAL CARE  
15th April, 2013**

Present:- Councillor Doyle (in the Chair); Councillors Gosling and P. A. Russell.

An apology for absence was received from Councillor Steele.

**H78. MINUTES OF THE PREVIOUS MEETING HELD ON 11TH MARCH, 2013**

Consideration was given to the minutes of the previous meeting held on 11<sup>th</sup> March, 2013.

Resolved:- That the minutes of the previous meeting held on 11<sup>th</sup> March, 2013, be approved as a correct record.

**H79. HEALTH AND WELLBEING BOARD**

The minutes of the meeting of the Health and Wellbeing Board held on 27<sup>th</sup> February, 2013, were noted.

**H80. ENABLING SERVICES QUARTERLY UPDATE**

The Enabling Services quarterly update report was submitted for information highlighting:-

Service Performance and Quality

- Carers Corner
- Direct Payments
- Brokerage
- Intermediate Care

Update on agreed Service Changes/Proposed Service Changes

- Rothercare
- Customer Feedback

Resolved:- (1) That the update be noted.

(2) That the Service give consideration as to how it communicated the complaints procedure and how to make complaints to customers

**H81. ASSESSED AND SUPPORTED YEAR IN EMPLOYMENT**

Consideration was given to a report on the implementation of the national Assessed and Supported Year in Employment (ASYE) scheme for Newly Qualified Social Workers (NQSWs).

In September, 2012, a new single sector-wide ASYE scheme had succeeded the existing newly qualified Social Worker scheme for Adults and Children's Services. ASYE aimed to ensure that NQSWs received consistent support in their first year of employment so that they were able to become confident, competent professionals. The most significant difference between the schemes was that the outcome for the NQSW was a pass or fail with those failing being unable to use the title of Social Worker. Successful completion was certificated by the College of Social Work.

The introduction of the ASYE scheme had raised a number of human resource management/development complexities for the Directorate which had required careful consideration before implementation.

An e-handbook had been devised to support the delivery of ASYE including protocols for supervisors and assessors to follow, defined roles and responsibilities for all those involved in ASYE and a planned training programme for both NQSWs and their managers.

The Guidance stated that all staff employed after September, 2012, who were within 2 years of qualification, should undertake ASYE. If workers were not eligible to undertake ASYE, the onus was on the employer to ensure that the Social Worker was able to meet the standards that would be expected of an ASYE.

Resolved:- That the implementation of Assessed and Supported Year in Employment across the Health and Wellbeing Department be approved.

**H82. POLICE ASSISTANCE AND CONVEYANCE TO HOSPITAL FOR THOSE DETAINED UNDER THE MENTAL HEALTH ACT 1983**

Consideration was given to a report on the 2008 Mental Health Act Code of Practice, requiring local Social Services authorities, defined in Section 145(1) of the Mental Health Act 1983, the National Health Service and the Local Police Authority, to establish a clear policy for the use of the power to convey a person to hospital under Section 6(1) of the Mental Health Act.

The draft Policy and procedures outlined the roles and responsibilities of the Approved Mental Health professionals, the Ambulance Service, medical and/or other healthcare practitioners and Police who may be called upon to facilitate the conveyance of an individual to hospital, or in the case of Guardianship, an appropriate placement. The Policy was to support good joint working and minimise the distress that Service users, their family and friends could experience when admission was necessary.

The overall aim was to ensure that the person detained under the Mental Health Act 1983 was conveyed to hospital or alternative placement in an appropriate vehicle and in the most human way possible following an

assessment of their mental health needs by 2 doctors and an Approved Mental Health professional.

The Code of Practice also specified that the Policy should clearly identify what arrangements had been agreed with the Police should they be asked to provide assistance to the AMHPs and the Doctors and how that assistance would apply to minimise the risk of the patient causing harm to themselves and maximise the safety of everyone involved in the assessment.

Resolved:- That once finalised, the Policy be submitted to Cabinet for adoption by Council and the Cabinet Member for Health and Wellbeing for information.

### **H83. ADULT SERVICES REVENUE BUDGET MONITORING REPORT 2012-13**

Consideration was given to a report presented by the Finance Manager (Adult Services), which provided a financial forecast for the Adult Services Department within the Neighbourhoods and Adult Services Directorate to the end of March, 2013, based on actual income and expenditure to the end of February, 2013.

It was reported that the forecast for the financial year 2012/13 was an underspend of £490,000 against an approved net revenue budget of £71.445M.

The latest year end forecast showed a number of underlying budget pressures which were being offset by a number of forecast underspends:-

#### Adults General Management and Training

- A slight underspend mainly due to savings on postages and telephone charges

#### Older People

- A forecast overspend on In-House Residential Care, further increase in demand for Direct Payments and In House Transport.
- Offset by underspends within Enabling Care, independent Residential and Nursing Care, Community Mental Health, Carers' Services and slippage on Assistive Technology and recruitment to vacant posts within Assessment and Care Management together with Winter Pressures funding from Health
- Overall underspend on Rothercare due to slippage in Service Review including options for replacement of alarms
- General savings on premises and supplies and services due to moratorium on non-essential spend

#### Learning Disabilities

- A forecast overspend on independent sector Residential Care budgets due to increase in clients and average cost of care packages plus loss of income from Health reduced by lower activity on respite care
- Underspend within Supported Living Schemes due to Continuing Health Care income, use of one-off grant funding and vacant posts
- Recurrent budget pressure on Day Care Transport reduced by underspend on In-House Day care due to vacant posts
- Increase in demand for Direct Payment over and above budget
- Forecast overspend in independent sector Home Care
- 3 new high cost placements in Independent Day Care
- Increase in Community Support placements
- Saving on premises costs and supplies and services as a result of the moratorium

#### Mental Health

- Projected slight underspend on Residential Care budget and budget pressure on Direct Payments offset by savings on Community Support Services
- Minor overspends on employees' budgets due to unmet vacancy factor and use of agency staff

#### Physical and Sensory Disabilities

- Continued pressure on Independent Sector Domiciliary Care, loss of Continuing Health Care funding for one client, increase in demand for Direct Payments and forecast overspend on Residential and Nursing Care offset by slippage in developing alternatives to residential provision
- Vacant posts within Resource Centre and Occupational Therapists
- Underspend on equipment and minor adaptations plus additional Winter Pressures funding
- Review of contracts with independent Day Care providers
- Forecast savings on contracts with Voluntary Sector providers

#### Safeguarding

- Underspend on employee budgets due to vacant post plus additional forecast income from Court of Protection fees

#### Supporting People

- Additional savings relating to a reduction in actual activity on a number of subsidy contracts
- Efficiency savings on subsidy contracts offset against Commissioning savings targets not reported within Adult Services

Total expenditure on Agency staff for Adult Services to the end of January 2013 was £375,818 (£2,937 off contract) compared with an actual cost of £308,020 (£1,974 off contract) for the same period last year. The main costs were in respect of Residential and Assessment and Care

Management staff to cover vacancies and sickness. There had been no expenditure on consultancy to date.

There had been £354,923 spent up to the end of February, 2013, on non-contractual overtime for Adult Services compared with expenditure of £292,238 for the same period last year.

Careful scrutiny of expenditure and income and close budget monitoring remained essential to ensure equity of Service provision for adults across the Borough within existing budgets particularly where the demand and spend was difficult to predict in a volatile social care market. A potential risk was the future number and cost of transitional placements from Children's Services into Learning Disability Services together with any future reductions in Continuing Health Care funding.

Regional benchmarking within the Yorkshire and Humberside region for the 9 month period ending December, 2012, showed that Rotherham remained slightly below average on spend per head in respect of Continuing Health Care.

Discussion ensued on the report with the following issues raised and clarified:-

- Supporting People – the underspend was due to actual performance of some of the providers being less than agreed budget.
- Agency and Consultancy – increase in the main due to cover for vacancies and sickness
- Non-contractual overtime – increase in the main due to cover for vacancies and sickness
- Any potential underspends should be passed to areas that were struggling to provide services

Resolved:- That the latest financial projection against budget for 2012/13 be noted.

**CABINET MEMBER FOR ADULT SOCIAL CARE  
1st May, 2013**

Present:- Councillor Doyle (in the Chair); Councillors Gosling and P. A. Russell.

**H84.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**H85.       EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs of any particular individual (including the Council)).

**H86.       SUPPORTED PEOPLE PROGRAMME - AWARD OF FLOATING  
SUPPORT CONTRACT FOR VULNERABLE YOUNG PEOPLE 16-25  
YEARS OLD**

Claire Smith, Operational Commissioner, presented a report detailing the procurement process and subsequent evaluation undertaken for EU Classified Annex 2b services to provide housing related and preventative support.

The contract would be awarded for an initial period of 3 years with an option to extend for a further 2 years with an opportunity to review finances on an annual basis with a break clause where appropriate.

The preferred provider had previous experience in providing services to the client group in question with a good performance and quality service record.

Resolved:- (1) That, in accordance with Standing Order No. 33, the tender be awarded to Rush House as from 1<sup>st</sup> July, 2013.

(2) That all Elected Members be provided with the emergency out of hours contact numbers.

**CABINET MEMBER FOR ADULT SOCIAL CARE**  
**10th June, 2013**

Present:- Councillor Doyle (in the Chair); Councillors Gosling, P. A. Russell and Steele.

**H1.           DECLARATIONS OF INTEREST**

Councillor P. Russell declared a personal interest in Minute No. 4 (Future Delivery of Direct Payments).

**H2.           MINUTES OF PREVIOUS MEETINGS**

Consideration was given to the minutes of meetings held on 15<sup>th</sup> April and 1<sup>st</sup> May, 2013.

Resolved:- That the minutes of the meetings held on 15<sup>th</sup> April and 1<sup>st</sup> May, 2013, be approved as a correct record.

**H3.           HEALTH AND WELLBEING BOARD**

The minutes of the meeting of the Health and Wellbeing Board held on 8<sup>th</sup> May, 2013, were noted.

**H4.           THE FUTURE DELIVERY OF DIRECT PAYMENTS**

The Director of Adult Social Care submitted an options appraisal and proposals to reconfigure Teams that shared the same management structuring focussing on:-

- A review of the Direct Payments function with a view to increasing current staff capacity and future proofing the function to meet Audit requirements, deal with increased levels of demand and ensure the effective recovery of overpayments to customers  
The Chartered Institute of Finance and Accountancy Guidance stated that all new Direct Payments should be audited at 6 months and all Direct Payment users intending to employ their own staff were visited at the commencement of the Pay to ensure that the perspective employer was aware of their responsibilities and, where necessary, assist with payroll registration etc. Currently 937 customers in receipt of a Direct Payment with a requirement of approximately 1,251 financial audits to be completed equating to 10.15 audits per week by the existing Team. Based on analysis, the existing staffing resources were insufficient to meet the requirements and fulfil the additional duties also undertaken by the Team.
- The need for a comprehensive review of Carers Corner to be commissioned in line with the agreed Carers Strategy.



- Review of the Brokerage Team to reflect the fact that workloads were reducing due to a more personalised approach to meeting Service users care needs and evaluate more effective ways in which the function could be delivered

The Team had been established in 2007 in response to a Department of Health report. It had been successful in freeing up the time of Assessment Officers by removing delays in provision and concentrating on the 1 task “provision”. However, the Team was limited in its function and only arranged packages from services contracted to the Council.

Details of the financial implications associated with the proposals were set out in the report.

Discussion ensued on the report with the following issues raised/clarified:-

- Consideration had been given to the proposals irrespective of the corporate budget situation
- Disestablishment of posts and discussions regarding regrading/loss of posts
- The review would include investigating the use/overpayment of Direct Payments

Resolved:- (1) That the Direct Payments Officer posts be increased from 2.8 full-time equivalent at Band F to 4 full-time equivalent on an interim basis to address current staffing deficits.

(2) That the Brokerage Team be disestablished and the 3 Band D administrative staff be placed within the existing Assessment and Reviewing Teams resulting in a £31,006 saving against existing revenue budgets.

#### **H5. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs, indicated below, of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006).

#### **H6. RESIDENTIAL CARE ACTIVITY AND QUALITY REPORT**

The Strategic Commissioning Manager and the Adult Safeguarding Manager, submitted the annual report on residential care activity for the period 1<sup>st</sup> April, 2012 to 31<sup>st</sup> March, 2013.

The report provided information on occupancy levels and quality monitoring outcomes for 2012/13 for services delivered by independent and in-house residential and nursing care homes.

The financial information and risks and uncertainties associated with this update were set out in detail as part of the report.

Discussion ensued and the following issues were raised/clarified:-

- Work required to reinforce providers' obligation to notify the Local Authority should they change their registration status and care category
- Percentage of people being discharged from Intermediate Care to residential care remained low
- Work underway on a Cost Recovery Protocol for implementation with any homes the Local Authority had to assist with safeguarding/quality issues
- Not all homes had signed up to Connect 2 Support

Resolved:- (1) That the report be noted.

(2) That work continues to identify a format through which the information outlined in the report submitted could be made publically available.

(3) That it be noted that the revised reporting arrangements to the Contracting for Care Forum would be in place to report on Quarter 1 activity in September, 2013.

(Exempt under Paragraphs 3 and 4 of the Act (information relating to the financial or business affairs of any particular individual (including the Council/information relating to any consultations or negotiations).

#### **H7. COMMUNITY AND HOME CARE SERVICES ACTIVITY AND QUALITY REPORT**

The Strategic Commissioning Manager and the Adult Safeguarding Manager, submitted the annual report on Community and Home Care Service activity and quality for the period 1<sup>st</sup> April, 2012 to 31<sup>st</sup> March, 2013.

The report provided information on activity levels and quality monitoring outcomes for 2012/13 for services delivered by the Community and Home Care Services Framework which had commenced on 2<sup>nd</sup> April, 2012.

The financial information and risks and uncertainties associated with this update were set out in detail as part of the report.

Resolved:- (1) That the report be noted.

(2) That work continues to identify a format through which the information outlined in the report submitted could be made publically available.

(3) That it be noted that the revised reporting arrangements to the Contracting for Care Forum would be in place to report on Quarter 1 activity in September, 2013.

(Exempt under Paragraphs 3 and 4 of the Act (information relating to the financial or business affairs of any particular individual (including the Council/information relating to any consultations or negotiations)).

#### **H8. ROTHERHAM'S INDEPENDENT PERFORMANCE ASSESSMENT**

The Performance and Quality Manager reported on the outcome of an independent performance assessment for Adult Social Care in Rotherham.

The assessment, commissioned by ADASS (Association of Directors of Social Services) Yorkshire and Humberside, was carried out by a team of volunteer professionals from across the region between November, 2012 and January, 2013, based on publicly available national statistics for the period 2011/12.

The performance highlighted a number of strengths across all domains of the Adult Social Care Outcome Framework particularly for domains 1 (Quality of Life) and 3 (People have positive experience). It also highlighted areas for further investigation.

The report set out the Directorate's response to the findings of the reports and provided a position statement on current performance against the areas for further investigation.

Discussion ensued on the report with the following issues raised/clarified:-

- Face-to-face contact at Riverside House
- Review of the Carers Service would consider how it reached out to carers
- The results of the satisfaction survey carried out between February-April, 2013, showed improved levels of satisfaction
- Members for the 4 neighbouring local authorities to hold regular meetings
- Diminished staffing resources/increasing statistical requirements

Resolved:- (1) That the findings of the performance assessment be noted.

(2) That all Members of the Council be provided with the results of the satisfaction survey.

(Exempt under Paragraph 3 of the Act – information relating to the financial or business affairs of any particular person (including the Council))

**H9. DATE OF NEXT MEETING**

Resolved:- That a further meeting be held on Monday, 24<sup>th</sup> June, commencing at 10.00 a.m.

**CABINET MEMBER FOR ADULT SOCIAL CARE  
24th June, 2013**

Present:- Councillor Doyle (in the Chair); Councillors Gosling and P. A. Russell.

An apology for absence was received from Councillor Steele.

**H10.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**H11.       MINUTES OF PREVIOUS MEETING**

Consideration was given to the minutes of the meeting held on 10<sup>th</sup> June, 2013.

Resolved:- That the minutes of the meeting held on 10<sup>th</sup> June, 2013, be approved as a correct record.

**H12.       ADULT SERVICE REVENUE BUDGET OUTTURN 2012-13**

Mark Scarrott, Finance Manager (Adult Services) presented a report relating to the Revenue Outturn position for Adult Services Department within the Neighbourhood and Adult Services Directorate for the financial year 2012/13.

It was reported that the 2012/13 revised cash limited budget was £72.024M, and the net Outturn for the Service for 2012/13 was an underspend of £0.527M (variation of -0.73%).

It was noted that a significant part of the actual underspend was due to additional income received from the NHS during the final quarter. This, together with a Council-wide moratorium on non-essential spend underpinned by tight financial management within the Service, had contributed to addressing the significant budget pressures which had emerged across the wider Council.

A summary revenue outturn position for Adult Social Services was given in the table within the submitted report.

The appendix to the submitted report detailed the revenue outturn 2012/13 and the reasons for variance from approved budgets. The following key variations were highlighted:-

**Adults General (-£29,000)**

- Underspend in the main due to savings due to the moratorium on supplies and services and managed savings on training

**Older People's Services (-£761,000)**

- Additional income Winter Pressures funding received from the NHS in the last quarter
- Vacancies due to Service reviews and difficulty in recruiting within Social Work Teams, Day Care, Transport, Extra Care Housing, Residential Care and Locality Services
- Impact of moratorium on non-essential spend within Day Care resulted in an underspend
- Slippage in developing services for Dementia clients, underspend on Independent Residential and Nursing Care due to less than budgeted for clients
- Slippage in carers' breaks
- Review of Care Enabling Service and Sitting Service resulted in underspend but increased activity for Independent Home Care in the final quarter had resulted in an overspend
- Overall overspends on Rothercare due to slippage in Service review and Assistive Technology equipment
- Underspends reduced by pressures on Direct Payments

**Learning Disabilities (-£753,000)**

- Main overspend in independent sector Residential Care as a result of an increase in the number of clients including higher average cost of care packages together with loss of income from Health
- Recurrent pressures on Day Care transport
- Under-recovery of income from charges reduced by vacant posts within inhouse day centres pending final outcome of review
- Demand for Direct Payments
- New high cost placements in Independent Day Care and Community Support
- Overspends reduced by underspend in Supported Living Schemes due to additional Continuing Health Care income

**Mental Health Services (-£58,000)**

- Continued increase in uptake on Direct Payments
- Savings on Community Support budgets
- Minor underspends on supplies and services

**Physical and Sensory Disabilities (-£271,000)**

- Slippage on new investments to provide alternatives to residential care
- Underspend on equipment and minor adaptations
- Additional Winter Pressures funding, vacancies and savings on supplies and services
- Increase in demand for Direct Payments

**Adult Safeguarding (-£19,000)**

- Vacant posts plus additional fee income from Court of Protection

**Supporting People (-£142,000)**

- Efficiency savings were made due to a reduction in actual activity on a number of subsidy contracts
- Savings made during the year offset against commissioning saving targets

Members present raised a number of issues that were clarified as follows:-

- The 104 additional clients receiving Direct Payments had been as a result of clients opting to stay with their current provider when the Home Care Tender had been renewed in April last year
- 2013/14 was going to be a difficult year and early management actions were being developed
- Evidence suggested limited savings achieved from increasing the eligibility criteria from substantial to critical
- Direct Payments would be paid monthly in future
- Revised arrangements for all high cost residential placements
- 8 Social Workers had recently been recruited
- Winter Pressures funding may not be forthcoming this financial year due to the increase in Health Support Funding received
- Day Care Transportation consultation had closed with very little opposition to the implementation of charges

Resolved:- (1) That the unaudited 2012/13 Revenue Outturn report for Adult Services be received and noted.

(2) That staff be congratulated on ensuring the 2012/13 budget had been brought in line with Corporate priorities in an efficient and cost effective manner.

**H13. DATE OF NEXT MEETING**

Resolved:- That a further meeting be held on Monday, 8<sup>th</sup> July, 2013, commencing at 10.00 a.m.

**CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS**  
**8th April, 2013**

Present:- Councillor McNeely (in the Chair); Councillors Goultly and Kaye (Policy Advisors).

**J69. NEIGHBOURHOODS GENERAL FUND REVENUE BUDGET MONITORING**

Consideration was given to a report presented by the Finance Manager, Neighbourhood and Adult Services, in relation to the budget monitoring during the 2012-13 financial year of the Neighbourhood General Fund. The report detailed the projected end of year outturn position to the end of March, 2013 based on actual income and expenditure for the period ending February 2013.

The latest forecast showed an underspend of £156,000 against an approved net revenue budget of £2.424M. The main variations against budget were:-

Environmental Health (-£19k)

- Significant pressure at the start of the year due to the Vacancy Factor. Identified savings within salaries from the merger of a number of teams into one joint Community Protection Team had now met the vacancy factor in full. Further planned savings and efficiencies had been identified in Transport and Premises together with restricted spend on Supplies and Services as a result of the moratorium on all non-essential spend was resulting in a projected underspend of £19,000

Public Health (-£54k)

- The restructure had now been actioned and a projected underspend within Trading Standards in part due to delayed recruitment
- Minor shortfall projected on Health and Safety due to procurement budget re-alignment and increased printing costs
- Saving identified on Food and Drugs had been identified due to vacancies held partially reduced by a small projected overspend on Bereavement Services as a result of one-off repair costs to meet Health and Safety standards and on Animal Health due to unmet Vacancy Factor
- Licensing was anticipating a shortfall unless further late income was received to offset shortfalls on Transport and Supplies and Services areas

Housing and Communities (-£48k)

- Pressure in Community Safety Unit as a result of slippage in implementing the new structure agreed as part of budget setting savings



- Projected underspend due to a vacant post within the Anti-Social Behaviour Team and savings within Supplies and Services due to the downsizing of the Team
- Area Assemblies Teams and Management and Administration had a combined projected underspend as a result of vacancies and one-off external funding
- Projected underspend in the Community Leadership Fund, although this had been approved for carry forward in previous years

#### Strategic Housing and Investment Service (-£32k)

- Overall pressure as a result of a small shortfall on the staffing budget including a vacancy factor. Further sources of funding identified to offset the pressure
- Anticipated underspend in respect of income from interest on the Equity Loan Scheme
- Forecast underspend on the Lighting of Staircases budget based on costs to date projected to year end
- Small overspend on Registered Social Landlords cost centre as a result of the reduction in number of Landlords in the Scheme

#### Housing Options (+£1k)

- A small overspend projected on Key choices Property Management mainly due to the recent procurement savings budget realignment

#### Central (-£4k)

- Previously received an income contribution from the Asylum Team as recognition of location costs. The Asylum Grant had now ended and the work outsourced resulting in an income shortfall
- Additional vacancy factor pressure, however, sufficient balance had now been identified in the Asylum Reserve to contribute towards the shortfall
- Savings identified on pension and insurance costs as well as within supplies and services. With the realignment of procurement savings, there was now an overall projected underspend of £4,000 forecast

To date there had been no spend on either Agency or Consultancy within Neighbourhoods General Fund budgets. The only non-contractual overtime for Neighbourhoods related to grant funded overtime for the Food, Health and Safety Teams.

Discussion ensued on the reasons for the anticipated shortfall in the Licensing budget and the projected underspends in the Community Leadership Fund budget.

Resolved:- That the report be received and the latest financial projection against budget for 2012/13 be noted

**J70. HOUSING REVENUE ACCOUNT BUDGET MONITORING 2012-13**

Consideration was given to a report presented by the Finance Manager, Neighbourhood and Adult Services, on the Housing Revenue Account which was forecasting an outturn on budget with a transfer to working balances (HRA reserves) of £4.524M, an increase of £2.686M above the approved budget.

Appendix A of the report submitted illustrated that the forecast year end spend on Repairs and Maintenance was an underspend of £865,000 compared to budget. Under the review of the 2011/12 Cost Collection workbook, part of the Repairs and Maintenance contract, both contractors had had their Price per Property reduced generating a net saving of £865,000. Every endeavour had been made to spend the savings, however, due to them not having been identified until late in the current financial year, further additional works could not be delivered. The savings would be carried forward into 2013/14 to address repairs and maintenance items.

It was difficult to forecast the Empty Homes budget given the responsive nature of the Service. The original budget was based on an estimated 1,600 minor voids in year; the actual number of voids to the end of February, 2013, was 133 below the budgeted sum. However, it was a responsive budget and close monitoring was ongoing. Alternative works were being prepared which could be released at short notice to take up savings on this head of account.

A bad weather contingency of £200,000 was also in place and would be reviewed on an ongoing basis.

It was noted that the total expenditure within Supervision and Management was forecast to underspend by £411,000. The main variance was a forecast overspend of £571,000 to purchase additional furniture within the Furnished Homes Service but was offset by increased income from additional charges generated by more take up of the Service. The scheme currently had 2,646 customers, an increase of 729 since the beginning of the year.

The increase in spend on additional furniture had been offset by savings within Supervision and Management, together with salary savings due to vacancies and underspends on non-pay budgets, which had resulted in an overall net underspend of £411,000.

There were also forecast underspends within Rent, Rates and Taxes budget in respect of lower Council Tax charges on void properties and the provision for the final Housing subsidy claim had now been signed off by the external auditor and was slightly higher than forecast resulting in an one-off saving of £157,000 transferred to HRA reserves.

Dwelling rental income was projecting a slight over recovery of £478,000 due to an improvement in void turnaround rates, however, non-dwelling rents were forecast to under recover against budget by £36,000 due to garage voids. A programme of repair had been started in an effort to reduce the numbers of garages which were void.

Income from charges for services and facilities were forecasting an outturn of £4.256M, an over recovery of income of £771,000. This was mainly due to additional income as a result of the Furnished Homes Scheme continued growth offsetting the increase in expenditure reported above.

The report provided further details of:-

- Budget Operating Statement (Appendix A).
- Income and expenditure charged to the HRA.
- Projected outturn based upon activity to the end of February, 2013 (Appendix A, Column B).
- Repairs and Maintenance.
- Supervision and Management.
- Income.

The report identified the need for additional investment in planned maintenance over the next few years and the potential financial risk associated with planned welfare reforms. Both of which may require investment from reserves.

Discussion ensued on the number of voids to the end of February, 2013 and not January as stated, growth in the Furnished Homes Scheme, impact on the working balance as a result of welfare reform, management and mitigation of risk arising from non-payments and the need for the position to be closely monitored.

It was also requested that relevant Ward Members be informed of the garage investment programme and work schedule.

Resolved:- (1) That the report be noted.

(2) That relevant information on voids be made available to Ward Members.

#### **J71. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved: - That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended 2006 – information relates to finance and business affairs).

**J72. TENDER REPORT - APPOINTMENT OF ASBESTOS CONSULTANT**

Consideration was given to a report presented by the Director of Housing and Neighbourhood Services, which set out the tender exercise that had been undertaken to appoint contractors to carry out all asbestos surveys and associated works across properties within the Housing Revenue Account stock portfolio.

Procurement had been through the Yorbuild framework. The contract did not have a yearly value as work was not guaranteed through the agreement.

As part of the Council's Asbestos Management Plan, it was required to provide Asbestos Management Information relating to its housing stock portfolio. The information was used to understand the asbestos risk associated to the continued occupancy of homes and to manage the risk associated to carrying out building maintenance and repair work which may result in the safe removal of asbestos.

The financial information and risks and uncertainties associated with the tender were set out in detail as part of the report.

Further information was provided on the plans to accommodate sampling requirements of the three year programme and the revised arrangements and guidelines to manage asbestos released by the Control of Asbestos at Work Regulations 2006.

Resolved:- (1) That the contract submitted by White Young Green, dated 15<sup>th</sup> February, 2013, be approved.

(2) That the comments with regard to the Asbestos Strategy be noted.

**CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS**  
**22nd April, 2013**

Present:- Councillor McNeely (in the Chair); Councillors Goulty and Kaye (Policy Advisors).

**J73.           DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**J74.           HOMELESSNESS STRATEGY SCRUTINY REVIEW**

The Director of Housing and Neighbourhood Services reported that, as part of the implementation of the Homelessness Act 2002, Rotherham had produced its first Homelessness Strategy 2003-08. Its refresh in 2008 had had a stronger emphasis on homelessness prevention and partnership working and was now due for a further refresh.

As part of the Homelessness Strategy review process, the Improving Places Select Commission had requested that a bespoke Scrutiny review be undertaken to commence in June, 2013.

The scope of the review would be to determine which were the most successful prevention strategies to help people remain in their current home and what methods were available to obtain alternative accommodation. Performance issues would also be considered such as assessment timescales, accessibility and interview techniques. The Communities and Local Government had recently published a Self-Diagnostic toolkit which the Scrutiny Review may wish to utilise to complete the review.

The Scrutiny Review would also consider how:-

- Homeless applicants could be encouraged to consider the opportunities that the private rented sector had to offer
- The Council could plug gaps in the provision of temporary supported accommodation for single non-priority need homeless applicants over the age of 25
- To raise awareness of the National Rough Sleeping reporting line and how the Authority could improve Rotherham's Out of Hours Service for homeless households

Resolved:- (1) That the scope of the Scrutiny Review, to be undertaken by the Improving Places Select Commission, to start in June, 2013, be noted.

(2) That once the Scrutiny Review had been completed, a report be submitted to the Cabinet Member detailing a proposed revised Homelessness Strategy 2013-18.

**J75. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved: - That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs indicated below of Part I of Schedule 12A to the Local Government Act 1972 (as amended 2006 – information relates to finance and business affairs).

**J76. INTRODUCTORY REVIEW APPEAL PANEL**

It was noted that an Introductory Tenancy Review Panel had been held on 9th April, 2013, comprising Councillors Read (in the Chair), Ellis and Falvey to review a decision to terminate an Introductory Tenancy.

The decision made by the Anti-Social Behaviour Officer to serve a Notice of Proceedings of Possession on 12th March, 2013 had been confirmed by the Panel.

Resolved:- That the Panel's decision be noted.

(Exempt under Paragraph 2 of the Act - information likely to reveal the identity of an individual

**J77. NEIGHBOURHOOD CENTRES REVIEW**

The Director of Housing and Neighbourhood Services presented the Neighbourhood Centres Review findings to date and proposals for the way forward.

A recent review of communal facility charges had identified that the current charging system was fair and equitable and should be retained. However, a number of tenants were paying for a Centre that they did not utilise. Based on the issues outlined in the report, a further review and appraisal had been initiated on a Centre by Centre basis to determine options for future use.

Discussion ensued on the report with the following issues raised:-

- Impact of the Universal Credit and “bedroom tax” on tenants’ ability to pay
- Use of the Centres by staff
- Encouraged usage by third sector organisations
- Possibility of third sector organisations being able to access grant funding
- Geographical split

Resolved:- (1) That the initial findings of the review to date be noted.

(2) That further customer consultation take place with regard to all Centres to determine the final recommendations relating to future use.

(3) That comments/suggestions be sought from all affected Ward Members with regard to their individual Centres.

(4) That approaches be made to Age UK and other third sector organisations (including TARAs and Area Housing Panels) to ascertain their interest in using the Centres.

(Exempt under Paragraph 3 of the Act – information relating to the financial/business affairs of any person (including the Council))

#### **J78. PAYMENT OF COMPENSATION**

The Director of Housing and Neighbourhood Services reported on a complaint regarding service and advice provided by the Council's Homelessness Service which had been upheld at Stage 2 of the Council's Complaints Procedure.

Details of the complaint were set out in the report submitted.

Resolved:- That the complainant be awarded £690 in settlement of her complaint.

(Exempt under Paragraph 2 of the Act – information likely to reveal the identity of an individual)

**CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS**  
**20th May, 2013**

Present:- Councillor McNeely (in the Chair); Councillors Astbury and Goulty.

**J1.           DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**J2.           REVIEW OF COUNCIL HOME SIZE IN RESPONSE TO BEDROOM TAX**

The Director of Housing and Neighbourhoods presented a report on the effect the ‘bedroom tax’, introduced by the Welfare Reform Act 2012, would have on Council tenants in Rotherham.

Consideration had been given to all possible opportunities to mitigate the effects on the 3,612 Council tenants including reviewing Council home sizes. Knowsley Housing Trust had taken the decision to reclassify some of their properties as having fewer bedrooms in order to deal with low demand of a specific property type and to avoid blight through empty homes.

Consideration had been given to this option but was not felt to be suitable as:-

- Rotherham did not have any pockets of low demand properties and no downstairs rooms were classed as bedrooms
- To only review the size of properties where the tenants were affected by bedroom tax would create an unfairness across the Borough where people would be paying different rent levels for the same type of accommodation
- The amount of rental income would reduce limiting opportunities for other investment options

Despite the results of a recent Inside Housing survey suggesting that some of the larger landlords were considering reviewing home sizes, only Knowsley had taken the decision to reclassify. This had been much discussed in the media and had prompted questions as to whether Rotherham would exercise its right to review some of its properties particularly in relation to bedroom dimensions. The advantages and disadvantages of reclassifying properties as having fewer bedrooms were:-

Advantages:-

- Possible reduction of Council rent arrears and the cost of collecting arrears
- Possible reduction of evictions and homelessness
- More people would be able to remain in their home, therefore, the costs associated with transferring to new properties reduced



- Some tenants would view it as a positive step to reduce the impact of Welfare Reform

Disadvantages:-

- Collect less rent
- Data currently not held on bedroom dimensions – significant time and cost implication associated with analysing property types
- Many who were not under occupying their homes were using smaller rooms as bedrooms and paying rent
- Major exercise to reclassify properties as having fewer bedrooms and may be difficult to reverse in the future should Policy change
- Review of bedroom sizes was 1 potential reactive measure that would not deal with all of the problems caused by bedroom tax
- Government had made a number of recent amendments to the social housing size criteria rules – not prudent to undertake stock classification exercise when the Policy environment was so fluid
- Non-affected tenants and those in small private accommodation may feel that the Council was operating double standards
- Concern that taking the reclassification approach may encourage DCLG to revisit the self-financing settlement

Resolved:- (1) That consideration be not given to the reclassification of properties.

(2) That the following actions be taken to support Council tenants in financial hardship as a result of the bedroom tax:-

- (a) Devise and implement a new Downsizing Policy
- (b) Review the Rent Arrears Policy to include specific provisions regarding people affected by the bedroom tax
- (c) Develop a clear procedure and guidance/advice on taking in lodgers as this would be 1 of the key ways of helping to reduce the financial impact on tenants
- (d) Continue to provide excellent money management and income maximisation advice
- (e) Ensure the Council new build programme reflected the need for more 1 and 2 bedroom properties.

(3) That information be made widely available regarding the exemptions to the bedroom tax.

### **J3. WELFARE REFORM**

The Director of Housing and Neighbourhoods submitted a report which summarised the key areas of work being undertaken by the Service on supporting tenants who were affected by the Welfare Reform Act 2012 particularly the Social Housing size criteria (“bedroom tax”) and Universal Credit.

The key areas that extensive work had taken place on were:-

#### Communication of Changes/Advice and Support

- Every opportunity had been taken to communicate the changes to Council tenants and build on the existing work via the Deprived Communities and Troubled Families agendas

#### Money Advice

- Reducing expenditure e.g. energy bills, loan consolidation
- Increasing income e.g. benefits maximisations, best interest rate for any savings
- Comprehensive support via the website, telephone and referrals to partner agencies

#### Rent Payments

- All new tenants would be required to set up a direct debit
- Existing tenants encouraged to set up direct debits or a rent direct account with the Credit Union

#### Supporting People into Employment

- Try to identify sustainable solutions to help people into training and employment
- Link with other services more effectively
- Wish to reinstate Employment Solutions Officers or similar

#### Money Advice Service (£70,000)

- It was hoped to provide a comprehensive service for 1 year for Council tenants
- Preferred option to fund 2 x Money Advice Officers who would be responsive and reactive to supporting Council tenants in financial difficulties
- Alternatively, outsource the Service to existing specialist debt advice provision
- If approved, a more detailed discussion required regarding which groups of tenants would be targeted and how they would be reached

#### Target Support to cover key ICT skills e.g. online transactions and claiming benefits (£35,000)

- Hoped to match fund by Adult Services Commissioning Team
- Potentially train 800 tenants in Year 1
- Anticipating initial pilot targeting deprived communities to be rolled out Borough-wide if clear outcomes were being achieved

#### Provide Employment/Training advice from the Property Shop and to undertake home visits for 1 Year (£28,000)

- Preferred option to employ an Employment Solutions Officer.
- Help to prevent homelessness and support tenants back into employment or training

- Alternatively arrange for Prospects (National Career Service) to provide a dedicated officer to be based at the Property Shop

Encourage and incentivise tenants to set up bank or Credit Union accounts (£17,000)

- The cost per tenant to set up a rent direct account was approximately £20
- The charge would be waived to encourage take up
- Encourage 850 Council tenants to set up accounts which would enhance rent collection rates

Draft Downsizing Policy – significant changes

- Budget of £50,000 to provide practical support to those who needed to move to a home with fewer bedrooms
- The Policy would be applied in all cases where the new home would have at least 1 less bedroom than their present home
- Council tenants who had rent arrears would not be prevented from moving – the arrears would be transferred to their new property
- Mandatory for Council tenants to sign a Direct Debit form to pay their rent (where applicable) before and after the move
- With regard to Council Tax support, the tenancy start date would be forward dated to the following Monday after the viewing or to the Monday when the next available gas uncap appointment was available

Furnished Homes

- Option of reducing the number of furniture items thereby reducing the charge to a lower band
- Leave the Scheme and tenancy status amended to “unfurnished”
- Ability to purchase items from the Council’s second hand furniture service

Joint work on early intervention with families

- Possible establishment of service to help families with multiple problems who could not pay their rent – work with Children and Young Peoples Services to jointly tackle the underlying causes

Advice on taking in lodgers

- Guidance notices to be produced for staff and tenants explaining the advantages and disadvantages

Discussion ensued with the following issues raised/clarified:-

- The incentivising of tenants to set up bank or Credit Union accounts had been perceived as those in receipt of benefits, however, if there was a genuine barrier preventing a tenant paying the £20, consideration could be given to the waiving of the fee
- The Post Office was to offer a basic account to those who had been declared bankrupt/those who had difficulty in opening an account

Resolved:- (1) That the actions being taken to tackle the effects of Welfare Reform be noted.

(2) That £150,000 Housing Revenue Account funding be allocated for additional advice and support.

(3) That the draft Downsizing Policy be noted

(4) That £50,000 Housing Revenue Account funding to help Council tenants downsize be approved.

(5) That Discretionary Housing Payments be monitored closely to identify whether further Housing Revenue Account support was necessary.

(6) That the intention to promote joint working with Children and Young Peoples Services to deliver early intervention to families affected by Welfare Reform be noted.

#### **J4. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved: - That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs indicated below of Part I of Schedule 12A to the Local Government Act 1972 (as amended 2006 – information relates to finance and business affairs).

#### **J5. REQUEST FOR PROPERTY EXTENSION**

The Director of Housing and Neighbourhoods submitted a request for a property extension to accommodate a family that was supported by Children and Young People's Early Help Services.

There had been no issues with the tenancy and the rent account was clear. However, due to a change in the family circumstances, the property was now overcrowded. The tenant was keen to remain in the area due to the children being settled in school. There were no 4 bedroom properties in the area.

The financial implications and risks and uncertainties were set out in the report submitted.

Resolved:- (1) That the request for an extension to the said property to increase the number of bedrooms from 3 to 4 be approved.

(2) That the cost of the extension construction be met from the Housing Revenue Account 2013/14 Capital Investment Programme.

(3) That it be noted that, due to the circumstances of this case, the 4 Bedroom Fixed Tenancy Termination Policy cannot be applied.

(4) That clear processes and protocols be developed for any future requests for property extensions.

(Exempt under Paragraphs 2 and 3 of the Act – information likely to reveal the identity of an individual/information relation to the financial/business affairs of any person (including the Council))

#### **J6. PAYMENT OF COMPENSATION**

The Director of Housing and Neighbourhood Services reported receipt of a request for compensation following the incorrect piping of a central heating system and the impact it had had on the tenants.

Details of the complaint were set out in the report submitted.

Resolved:- (1) That £1,500 be awarded to the complainants in settlement of their claim.

(2) That the Council pursue reimbursement of the compensation claim from the original contractor due to defective workmanship.

(Exempt under Paragraphs 2 and 3 of the Act – information likely to reveal the identity of an individual/information relation to the financial/business affairs of any person (including the Council))

**CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS  
17th June, 2013**

Present:- Councillor McNeely (in the Chair); Councillors Goult and Astbury (Policy Advisors).

**J7. DECLARATIONS OF INTEREST**

There were no declarations of interest made at the meeting.

**J8. PETITION - SHAFTESBURY HOUSE**

It was reported that a petition had been received, containing 54 signatures, regarding the Council's decision to terminate waste collection from residents' flats. The petitioners stated that many of the residents were elderly and could not carry bags downstairs and felt it raised major health and safety issues.

Resolved:- (1) That the petition be received.

(2) That investigations take place into the issues raised and report submitted thereon in due course.

**J9. REPRESENTATIVES ON OUTSIDE BODIES 2013/14**

Resolved:- (1) That the attendance of the Council on other Bodies be as follows:-

Rotherham Licence Watch Steering Group	Councillor Wootton (Chair of Licensing Board)
Rotherham Rent Bond Guarantee Scheme	Councillor McNeely 1 rep. from Improving Places Select Commission
Rush House Management Committee	1 rep. from Improving Places Select Commission
Social Concerns Committee Churches Together	1 rep. from Improving Places Select Commission
South Yorkshire Trading Standards Committee	Councillors McNeely and Wyatt

Environmental Protection UK Yorkshire and Humberside Division	4 reps. from Improving Places Select Commission Councillor Wyatt
Women's Refuge	1 rep. from Improving Places Select Commission
Sheffield City Region Housing and Regeneration Board	Councillor McNeely
Yorkshire and Humberside Pollution and Advisory Council	Councillor Astbury 2 reps. from Improving Places Select Commission

(2) That the Improving Places Select Commission be requested to nominate representation to those indicated above.

#### **J10. HOUSING REVENUE ACCOUNT OUTTURN 2012/13**

Consideration was given to a report presented by Mark Scarrott, Finance Manager, which presented the unaudited outturn position on the Housing Revenue Account (HRA) for the financial period 2012/13.

The report set out the outturn position, an overall surplus (transfer to Working Balance) of £6.801M, an increase on the budgeted sum which was in the main as a result of prudent operational and financial management achieving a series of savings whilst maximising collectable income.

Contained in the report was a summary of the key income and expenditure variances from the approved budget illustrating:-

##### **Housing Repairs**

- Underspend of £2.212M on Repairs.
- The final number of minor voids completed in year was 1,506 compared to a budget provision of 1,600
- Slippage on painting, plastering and batched repairs
- Overspend on responsive repairs budget
- Bad weather contingency/contractual risks – budget not required

##### **Supervision and Management**

- Overall underspend of £2.080M
- Comprehensive review of Service Level Agreements
- Review of procurement costs
- Support cost savings
- Savings on planned maintenance and gas/electric charges within District Heating Schemes

- Review of staffing structure
- Council-wide moratorium on non-essential spend

#### Negative Housing Subsidy

- Final audited 2011/12 claim resulted in the Authority paying less HRA subsidy back to Central Government than anticipated

#### Cost of Capital

- Overspend of £315,000 due to interest rate fluctuations during the year

#### Impairment of Fixed Assets (non-dwellings)

- Under self-financing the costs of impairment/revaluation of non-dwellings was a new charge to the HRA

The report also set out in detail the year end Housing Revenue Account Operating Statement for 2012/13.

Further information was provided on the main reasons for the variations against the various budget lines which made up the total expenditure.

Resolved:- That the report be received and the unaudited Housing Revenue Account outturn for 2012/13 be noted.

### **J11. NEIGHBOURHOODS GENERAL FUND OUTTURN 2012/13**

Consideration was given to a report presented by Mark Scarrott, Finance Manager, which provided details on the Revenue Outturn position for Neighbourhoods Services accounted for in the General Fund for 2012-13.

The final 2012/13 budget for the service after in-year virements was £2.458M. The 2012/13 outturn position against budget was a net underspend of £338,000 or 13.75%) and represented an increase in the underspend of £157k previously reported, largely due to the further impact of the Council wide moratorium on non-essential spend and controlled vacancy management.

This approach had been necessary as part of a range of measures designed to ensure that the Council was able to achieve a balanced budget. It was not anticipated that this position would be replicable in future years.

Two requests to carry forward unspent balances were to be included in the Council's consolidated outturn report to Cabinet (3<sup>rd</sup> July, 2013) as follows:-

- Members' Community Leadership Fund £21,248.
- Dispersed Units (now treated as a Trading Account) £62,074.



The report set out in detail the summary outturn position for the Service and further information and clarification provided.

Reference was made and detailed appendices which provided the analysis of the key areas of underspend.

Resolved:- That the report be received and the unaudited 2012/13 revenue outturn contents be noted.

## **J12. AIDS AND ADAPTATIONS SERVICE IMPROVEMENT**

The Director of Housing and Neighbourhoods submitted a report on further work required in the Aids and Adaptations Service to improve the customer journey and reduce the waiting time it took for a customer to know if they had been approved for a non-urgent major adaptation.

Authorisation was also requested for additional Housing Revenue Account funding to cover the shortfall for public major adaptations.

To improve, the Service was going to completely change the way that major adaptation referrals were allocated, approved and issued to contractors by:-

- Abolishing the backlog system. The referral would be allocated from receipt and processed up to approval. Once approved it would be the responsibility of the Team Co-ordinator to issue to the contractor enabling the Service to monitor and issue major adaptations in date order
- Whilst waiting for their adaptation to be approved/carried out, customers would receive a contact every 6 weeks notifying them of current waiting time. They would have a contact name/number
- Work underway on improving the monitoring of work from the IT system to enable monitoring of workload, work flow and implementation of a check list to assist the electronic storage of documents
- Performance Management Framework implemented

Extra financial resources were required to enable orders to be processed quicker, reduce waiting times for those customers in the backlog whilst continuing to process the current year's orders. £297,716 was required to cover public adaptations which could be met from the Housing Revenue Account; £145,709 was required for private adaptations which could be met from the Right to Buy Receipts carried forward from 2012/13.

Resolved:- (1) That the proposals contained within the report and action plan submitted to reduce the backlog of non-urgent major adaptations to zero (currently 231), with an average reduction in waiting time from an

application to be processed from 6 months currently to 3 months, by 31<sup>st</sup> December, 2013, be approved.

(2) That additional Housing Revenue Account funding of £297,715 for public major adaptations and £145,709 Right to Buy receipts funding for private major adaptations be approved.

(3) That a further report be submitted at the end of quarter 2.

**J13. HOUSING INVESTMENT PROGRAMME 2012-13 INDICATIVE OUTTURN**

Consideration was given to a report presented by the Director of Housing and Neighbourhoods which represented the indicative outturn position for the 2012/13 Capital Programme.

As at the end of 2012/13, the final indicative spend on the HIP was £21.890M compared to a budget provision of £22.777M, an underspend of £887,000 (-3.90% variance).

The report submitted provided details of savings and slippage on the individual schemes of work with the overall programme and highlighted the fact that the resources not drawn down in 2012/13 would be carried forward into next year.

Further information was provided on:-

Total Capital Works to Properties  
Fair Access to All  
Regeneration/Neighbourhood Renewal – Private and Public Sector  
Other Public Sector

Resources not drawn down in 2012/13 due to the savings identified would be carried forward into subsequent years.

Resolved:- That the report be received and the indicative 2012/13 outturn position be noted.

**J14. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved: - That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended 2006 – information relates to finance and business affairs).

**J15. TENDER REPORT - UPGRADING INSULATION WORKS, RAWMARSH**

The Director of Housing and Neighbourhoods reported receipt of a tender for the upgrading works to the external envelope of 84 existing Laings Easiform type properties at Rawmarsh.

The work was part of the Three Year Housing Investment Programme for 2012/13 to 2014/15 (Minute No. 6 of Cabinet Member for Safe and Attractive Neighbourhoods 28<sup>th</sup> May, 2012, refers).

Resolved:- (1) That the tender submitted by Hall Construction Group, dated 22<sup>nd</sup> April, 2013, in the sum of £731,897.08, be approved.

(2) That it be ascertained if there were any Right to Buy properties within the properties concerned and, if so, the householders be offered the opportunity to have the work carried out at their own expense.

**CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS  
1st July, 2013**

Present:- Councillor McNeely (in the Chair); Councillors Goulty and Astbury.

**J16. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**J17. AREA ASSEMBLY CHAIRS**

The following report was submitted:-

**AREA ASSEMBLY CHAIRS  
MONDAY, 17TH JUNE, 2013**

Present:- Councillor McNeely (in the Chair); Councillors Atkin, Beaumont, Currie, Dodson, Falvey, J. Hamilton, N. Hamilton, Havenhand, Johnston, Read, Sims, Wallis and Whelbourn.

An apology for absence was received from Councillor Swift.

**1. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 4<sup>th</sup> March, 2013, were noted.

**2. AREA ASSEMBLY CHAIR/AREA PARTNERSHIP  
MANAGER/COMMUNITY FIRST UPDATE**

Sarah Curren and Shaun Mirfield, Area Partnership Managers, gave the following reports:-

**Rother Valley South**

- Dinnington Central had seen a real improvement with regard to crime and anti-social behaviour - crime had reduced by almost a quarter since 2011 and anti-social behaviour by 35%
- Partnership surgeries had been held on the second Tuesday every month in the Dinnington Resource Centre involving Elected Members, Area Assembly, Police etc.
- Partnership activity days had been undertaken by a whole range of partners a number of which had centred around deprived communities with different locations being focussed on each time
- Alcohol and drug dependence drop-in sessions organised for those who needed support and did not feel confident in booking appointments
- Cooking on a Budget course started in Maltby by Ministry of Food
- Lot of work focussed on disadvantaged communities of which Dinnington Central was 1. There were 4 theme groups – Environment, Economic Skills and Employment Development, Health and Wellbeing, Young People and Where we Live and Keeping Safe

**Wentworth South**

- Community First Panel in the Valley Ward had not met as yet to allocate their Y3 funding but had had their Community Plan approved
- Silverwood Community First Panel had met and agreed their funding for the rest of the year with some really good projects coming through supporting disadvantaged communities
- 3 Disadvantaged Communities in Wentworth South – East Herringthorpe, East Rawmarsh and Thrybergh
- East Herringthorpe had 4 priorities:-
  - Employment, Employability, Education and Skills  
Employment surgeries, hopefully work clubs, work with Citizens Advice Bureau
  - Health  
Community Alcohol Partnership, healthy lifestyles and healthy eating courses
  - Crime and Anti-Social Behaviour  
Diversionary activities, work with Youth Service, environment projects, work with Police
  - Overarching priority of Community Engagement  
Application for 2 Community Organisers with Groundwork Dearne Valley to develop and set up voluntary projects
- Neighbourhood Action Group – baseline impact survey carried out in Parkgate from which an action plan would be developed

**Wentworth North**

- Swinton planting project in conjunction with the school
- Working with Wentworth Parish with regard to traffic issues
- Action Plan almost completed
- Hooper Ward had approved their Community Plan. They would be meeting in August to plan how to spend their Community First funding

**Wentworth Valley**

- Maltby Ward Plan had been approved and funding secured for 2013/14. A meeting was to be held later in the month to allocate the funding for which a number of applications had already been submitted
- Neighbourhood Action Group – work was taking place on an action plan for Flanderwell as well as the Disadvantaged Community area
- Maltby Disadvantaged Neighbourhood – meetings had taken place and the intention was, whilst there were wide ranging plans there needed to be core priorities established on which the focus would be for the next 6-12 months
- Private Landlords Forum meeting held in Maltby where Welfare Reform had been discussed. Possibly going to work with Dinnington

**Rotherham North**

- The Chief Constable was to attend the forthcoming PACT meeting
- Neighbourhood Action Group and Deprived Communities – Doing a lot of work particularly in Eastwood and Ferham.
- Councillor Dodson had accompanied the local Members of Parliament, Police and Crime Commissioner and the Chief Constable around Eastwood on recent visits
- Elected Member and other partners arranging a number of diversionary and environmental activities in Ferham for the next 3-4 months
- Meeting with Police and Housing Manager regarding recent spate of criminal activity in Rotherham North
- Community First – all 5 of the Central Panels had met in May and commenced allocation of their Years 3 and 4 funding. Meeting in September to allocate the remainder and receive monitoring reports

- Deprived Neighbourhoods – work was continuing in Eastwood and Ferham as well as collaborative work with colleagues in East Dene, Town Centre, Broom and Canklow. Also supporting work in Maltby

Discussion ensued with the following issues raised by Area Assembly Chairs:-

- The need for the Local Lettings Policy to be used sensitively when dealing with vulnerable tenants in light of problems being experienced at St. John's Green
- Welfare Reform/Universal Credit appeared to be a recurring issue in all Area Assemblies. There were families who were in poverty but did not live in the "Deprived Communities" and were being missed. Now the benefit changes had been implemented publicity should be reissued alerting families where they could access help

Resolved:- (1) That the reports be noted.

(2) That the Area Assembly Chairs appreciation for Sarah and Shaun's work be placed on record.

(3) That the Area Assembly Chairs best wishes be conveyed to Andrea Pears for a speedy recovery.

### **3. CO-ORDINATING GROUPS**

Discussion ensued on the role and future of the Co-ordinating Groups.

The majority of the Groups had poor attendance with partner organisations not being in a position to send representatives any more. It was felt that since the Groups had no funding they served no purpose.

It was suggested that a report be submitted to the Cabinet Member for Safe and Attractive Neighbourhoods for consideration.

### **4. DATE AND TIME OF NEXT MEETING**

Resolved:- That a further meeting be held on Monday, 16<sup>th</sup> September, 2013, commencing at 2.00 p.m.

Resolved:- (1) That the minutes be noted.

(2) That a report be submitted on Co-ordinating Groups (Minute No. 3 refers).

### **J18. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved: - That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended 2006 – information relates to finance and business affairs).

**J19. CANKLOW - RE-ROOFING WORKS**

The Contract and Service Development Manager presented a report on the outcome of a tendering process for re-roofing works on the Canklow estate to be undertaken during 2013/14.

The tender had been offered to the market via the EU compliant Construction Framework Agreement. Price submissions had been evaluated on a 50% price/50% quality basis.

It was noted that, although it was a fixed price contract, risk still existed around variation as the pricing was based on the scope of works provided by the Council. In order to ensure that costs were controlled, the works had been split into 6 phases so priorities and budgets could be managed as required.

The works were expected to start in July and be ongoing for 6 months.

Resolved:- (1) That the tender submitted by Keepmoat Construction be approved for the delivery of the re-roofing programme at Canklow.

(2) That all owner/occupiers/private landlords/leaseholders be approached where identified to ascertain if they wished, at their own cost, to have the works carried out on their own properties at the same.

(3) That investigations take place on the possibility of renewable energy panels being installed.

**CABINET MEMBER FOR HEALTH AND WELLBEING  
15th April, 2013**

Present:- Councillor Wyatt (in the Chair); Councillors Dalton and Buckley.

An apology for absence was received from Councillor Pitchley.

**K57. MINUTES OF MEETING HELD ON 11TH MARCH, 2013**

Resolved:- That the minutes of the meeting held on 11<sup>th</sup> March, 2013, be approved as a correct record.

It was noted that work was taking place with regard to Food for People in Crisis Partnership (Minute No. K55 refers).

**K58. HEALTH AND WELLBEING BOARD**

The Chairman gave a verbal report on the main items discussed at the recent Board meeting which included:-

- The Board was now "live" since 1<sup>st</sup> April
- NEETS, Early Intervention and sharing the principles of Making Every Contact Count across all agencies/partners
- Joint Strategic Needs Assessment refresh

Discussion ensued on the Overarching Information Sharing Protocol which had now been approved by Cabinet and partners.

Resolved:- That the Overarching Information Sharing Protocol be submitted to the Health Select Commission for information.

**K59. SOUTH YORKSHIRE PROBATION TRUST - OFFENDER HEALTH**

David Pidwell, South Yorkshire Probation Trust, reported on the work of the Trust which was nationally recognised as 1 of the best performing Trusts in the country, together with Malc Chiddy, Drug Intervention, Public Health. They drew attention to the following:-

- The Probation Service was 1 of 35 probation trusts within England and Wales that were part of the National Offender Management Service
- There was now a Commissioning structure a direct result of which was a new regional service for those diagnosed with personality disorder. Leeds Health Trust had won the contract for South Yorkshire so there would be 2 forensic psychologists working directly for the Trust



- Recognition that offender health had been too narrowly defined for too long. It was often thought that Offender Health focussed around Doncaster and the prison cluster forgetting that the vast majority of offenders were managed in the community; there would now be funding available through that route in due course
- There were approximately 2,000 offenders in Rotherham in addition to those under the Youth Offending Service
- Some things worked very well in Rotherham such as the Court Diversion Scheme.
- The Criminal Justice Board was to hold a conference on 20<sup>th</sup> May, 2013
- Had to recognise that offenders also caused ill health and emotional distress to their victims
- Evidence showed that re-offending rates correlated to poor health status. They were users of health services via Accident and Emergency or inpatient treatment the cost of which may be better met through the GP route
- A local initiative called Offender Health Services to be developed with the Applied Health Research and Care Department from Sheffield Hallam University over the next 12 months
- The Lord Bradley report was the most recent report focussing on offender health, in the main on Mental Health and Learning Difficulties – approximately 90% of offenders had some form of psychiatric disorder
- In Rotherham an Offender Health Steering Group had been established to consider the 82 recommendations of the Bradley report, a snapshot of what was already available and what could be done. Funding had been secured to support the Youth Offending Service, to provide over 200 places for Mental Health training for front line service staff and funding to try and put services in the Custody Suite to train Drug Intervention staff on Learning Difficulties and Mental Health issues. The fund had now ended
- The Government was still committed to every Custody Suite in the country having some kind of identification for Mental Health and Learning Difficulties at point of arrest by December, 2014
- Since the Bradley report, there had been a change in Government and little emphasis has been placed on its importance

- Rotherham had trained its staff and separate assessments were to be carried out if it was thought they were required for drug/alcohol clients but it had not been required as yet
- Work was ongoing in Rotherham as it did not have a suitable Adult Service for vulnerable adults when they came into custody
- The Mental Health Team, although reduced in numbers, were still in contact with the Police
- Currently the Police Service commissioned the Mental Health Service but it had always been a concern that the Police did not have the knowledge or expertise to commission such a service and would be better for the Trust to do the commissioning

David and Malc were thanked for their report.

(Councillor Wyatt declared a personal interest in the above as he was a Non-Executive Director of the Trust)

#### **K60. COMMUNITY ALCOHOL PARTNERSHIP - DINNINGTON**

Andrea Peers, Area Partnership Manager, and Mel Howard, Public Health Alcohol Co-ordinator, reported on the work of the Dinnington Community Alcohol Partnership highlighting:-

- The issues pertinent to each community were different across the Borough
- Alcohol was a crosscutting issue and not just relevant to disadvantaged communities
- In Dinnington they had identified an area, looked at the nature of the issues within that community, looked at what was available to address the issues and where the gaps were
- Dinnington had a very clear town centre whereas East Herringthorpe/Dalton/Thrybergh did not
- There could be 1 Partnership for the whole of Rotherham but perhaps be in the form of an overarching strategy with each community creating their own action plan and needs. Each package had to be bespoke for that area ensuring it was the correct action plan and people around the table

- Dinnington had some very good charitable organisations and partnership arrangements that had worked very hard to push the action plan. Police analysts had agreed a boundary which was changed to include a park that was a problem area following feedback from the community
- The work in the schools had to include educating parents as well as young people. The Alcohol Education Trust provided all the teaching packs for the 11-16 year olds
- Retailer training. Retailers were part of the solution and not part of the problem. Drink Aware were on board also. The Government consultation on minimum price for alcohol had closed but the outcome was not known as yet
- The first retailers meeting had been held. They had a number of concerns from a different angle but the solutions were quite similar. They would like to reinstate Shop Watch
- Need to ensure the Licensing Board were on board with Challenge 25
- Many crossovers with underage tobacco sales – made sense to include in the training

Resolved – (1) That the Licensing Committee be asked to consider including Challenge 25 as part of all license applications and for premises to maintain a “challenge” book as well as a refusals book.

(2) That consideration be given to Challenge 25 being included as a Performance Indicator for the Alcohol Priority of the Health and Wellbeing Strategy.

#### **K61. AIR QUALITY - LOCAL AND PUBLIC HEALTH IMPACT**

Lewis Coates, Community Protection Officer, presented the current position with regard to air quality in Rotherham, the possible effects on health and the proposed future approach to tackle the problem.

The Council was required to fulfil its statutory duties under the Environment Act 1995 relating to the improvement of ambient air quality and to carry out regular reviews and assessment against the standards and objectives of the National Air Quality Strategy.

Currently the Council was prioritised solely to meet the duties with resources accordingly focussed towards the 5 declared Air Quality Management Areas in Rotherham. An annual performance report was required by the Department for Environment, Food and Rural Affairs (DEFRA) to demonstrate that the Council was achieving its statutory obligations.

DEFRA was to publish a consultation to review Local Air Quality Management detailing the statutory framework for local authority air quality review and assessment work. This was likely to suggest a range of options including business as usual, stronger focus on action planning and stronger alignment with EU requirements to meet air quality limit values.

A detailed Health Impact Assessment was being undertaken in Rotherham, led by Rotherham Public Health, with the Community Protection Unit providing input in the form of air quality data and project implementation. The Assessment would examine any potential links between air quality and health with the scope of health impacts including stroke, cardio vascular disease, coronary heart disease, respiratory disease, lung cancer, life expectancy, population survival, respiratory disease, infant mortality and daily mortality. The expected completion of the project was late 2013.

There were also a number of land use and transport development proposals which would require assessment of their environmental impact e.g. proposed opencast site at Hesley Wood and the Waverley development. It was noted that monitoring would take place on a regular basis at the proposed Hesley Wood development site. If any significant changes were recorded, immediate contact would be made with Sheffield City Council.

Resolved:- (1) That a further report and action plan be submitted on the findings of the finalised Health Impact Assessment.

(2) That a further report be submitted on the introduction of the Government's proposals with regard to Local Air Quality Management and future statutory framework for local authority air quality review and assessment work.

(3) That investigation take place into the statistics for the Catcliffe/Brinsworth and Fitzwilliam Road areas with regard to Asthma rates.

## **K62. HEALTHWATCH**

Clare Burton, Commissioning Officer, submitted a report on the progress achieved since the awarding of the Healthwatch contract to Parkwood Healthcare Ltd. following the re-tendering process. Attention was drawn to:-

### **Contract Terms**

Due to the timescales of the re-tendering process, the current contract had been issued to Parkwood Healthcare Ltd. to deliver Healthwatch Rotherham and to set up a new company to operate as a social enterprise. Once the infrastructure for Healthwatch Rotherham had been established, a contract novation would take place.

The contract is for 2 years with an option to extend for a further year (subject to the funding being available). The annual value of the contract was £220,000.

#### Progress on Implementing the Service

Monthly performance and contract management meetings with the Operational Manager, Parkwood Healthcare, would take place throughout the life of the contract

All the posts were to be appointed locally – Healthwatch Manager, Community Engagement Officers and Research and Information Officer.

#### Recruitment to the Chair and representatives of the Healthwatch Rotherham Board

The role of Chair had been advertised and applications received. It was anticipated that the interview panel would include Elected Members. Once appointed, the Chair would be nominated as a member of the Health and Wellbeing Board.

A Healthwatch Rotherham Board was to be established and would consist of representatives from the Rotherham community and stakeholder groups.

It was suggested that the job vacancies be advertised on the Council's vacancy bulletin.

Resolved:- (1) That the appointment of Parkwood Healthcare Ltd. be noted.

(2) That the progress achieved in developing Healthwatch Rotherham be noted.

(3) That further reports on performance and progress be submitted.

### **K63. HEALTH AND WELLBEING CONFERENCE**

Kate Green, Policy Officer, gave an update on the arrangements for the Health and Wellbeing Conference to be held on 17<sup>th</sup> April, 2013.

There were now 93 confirmed attendees for the conference with approximately 70 having expressed an interest in the workshop.

Resolved:- That the report be noted.

**CABINET MEMBER FOR HEALTH AND WELLBEING  
22nd May, 2013**

Present:- Councillor Wyatt (in the Chair) and Councillor Dalton.

Apologies for absence were received from Councillors Buckley, Steele and Tweed.

**K64.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**K65.       EXCLUSION OF THE PRESS AND PUBLIC**

Resolved: - That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (as amended 2006 – information relates to finance and business affairs).

**K66.       RECRUITMENT    OF    CHAIRPERSON    FOR    HEALTHWATCH  
ROTHERHAM**

The Chairman welcomed Chris Smith, Parkwood Healthcare to the meeting.

Discussion ensued on the current position with regard to the recruitment of Chairperson and Directors for the Healthwatch Rotherham Board.

It was noted that the Healthwatch Rotherham Manager was now in post and was working across the community. She was actively drawing attention to the Healthwatch Board and the position of Chairperson.

Resolved:- (1) That position of Chairperson and Directors for Healthwatch Rotherham be advertised as widely as possible.

(2) That further discussions take place should the recruitment process be unsuccessful.

**(THE CHAIRMAN AUTHORISED CONSIDERATION OF THE FOLLOWING TO  
ENABLE THE APPROPRIATE ARRANGEMENTS TO BE MADE.)**

**K67.       EVENTS**

Resolved:- (1) That Councillor Tweed be authorised to attend an event to be held in the House of Lords on 4<sup>th</sup> June, 2013, by the Brook and Family Planning Association entitled Sexual Health in the new landscape.

(2) That Councillor Wyatt (or substitute) be authorised to attend an event to be held in the House of Commons on 25<sup>th</sup> June, 2013, by the All Party Osteoporosis Group.

**CABINET MEMBER FOR HEALTH AND WELLBEING**  
**10th June, 2013**

Present:- Councillor Wyatt (in the Chair) and Councillor Buckley.

Apologies for absence had been received from Councillors Dalton, Steele and Tweed.

**K5.           DECLARATIONS OF INTEREST**

There were no Declarations of Interest to record.

**K6.           MINUTES OF MEETINGS HELD ON 15TH APRIL AND 22ND MAY, 2013**

The minutes of the previous meetings held on 15<sup>th</sup> April and 22<sup>nd</sup> May, 2013, were considered.

Further to Minute No. K61 (Air Quality – Local and Public Health Impact), data in relation to hospital admissions due to Asthma compared to estimated background air pollution data was considered for each of Rotherham's 21 Wards. The information was then broken down to consider the link between the two factors for children and adults.

The data suggested that the link between higher air pollution readings and asthma-related hospital admissions rates was fairly weak.

Discussion ensued on the information presented: -

- The data was limited to hospital admissions, it did not show where asthma was being well managed by GPs and home treatment, which would not usually result in hospital treatment being required;
- In-door pollution had not been considered and could be present in some homes at much higher concentrations than outdoor pollution rates;
- Rotherham's acute admissions were significantly higher compared to other areas;
- The M1 corridor ran through Rotherham and was nearby to many communities;
- There had been an 18% increase in Rotherham in motor vehicle ownership between the 2001 and 2011 censuses. However, newer vehicles were cleaner, so this increase made it hard to quantify any possible effect the increase in ownership could have had / be having.

Resolved: - (1) That the minutes of the meeting of the Cabinet Member for Health and Wellbeing held on 15<sup>th</sup> April and 22<sup>nd</sup> May, 2013, be approved as a correct record.



(2) That the information shared in relation to air pollution and asthma-related hospital admissions be noted and it be shared with all Elected Members.

#### **K7. HEALTH AND WELLBEING BOARD**

The Chairman gave a verbal report on the main items discussed at the recent Board meeting which included:-

- Commissioning Plans;
- Locally Determined Priority Measure: Smoking.

Resolved:- That the minutes of the previous meeting of the Health and Wellbeing Board be noted.

#### **K8. TEENAGE PREGNANCY**

Consideration was given to the report submitted by Councillor J. Dalton following her attendance at the Local Government Association's Teenage Pregnancy Conference in April, 2013 (Minute No. 72 of the Health Select Commission held on 18<sup>th</sup> April, 2013, refers).

There was a range of speakers and representatives in attendance at the Conference.

Discussion ensued. It was noted that Rotherham had a continued steady decline in the number of teenage conceptions. Contributing factors to this achievement included maintaining funding to a project based in Maltby and the School Nursing Service, which was represented in all schools across the Borough. Girls who had higher levels of aspiration and educational attainment were less likely to conceive before the age of 18.

It was noted that a review into the Local Authority's Sexual Health Strategy would be undertaken over the next twelve months. The parameters of the review would include: -

- Visiting genito-urinary clinics;
- Reviewing outreach services provided in schools, children's centres and by the Rotherham Integrated Youth Support Service;
- Specialist Nurses who provided contraceptive implants;
- Contraception services provided through GP surgeries.

Discussion ensued, and the following issues were raised: -

- Teenage pregnancy and its place within the Health and Wellbeing Strategy;
- Public Health outcomes;
- Access to contraception, contraception advice and family planning and spacing advice;

- Support available following Welfare Reforms and the impacts they would have on families;
- Increased use of contraceptive implants and the need to increase sexual health awareness and education. This would need to be reflected in the Sexual Health Plan that was due to be reviewed.

Resolved: - That the information shared be noted.

#### **K9. HEALTHWATCH ROTHERHAM - UPDATE**

Further to Minute No. K62 (Healthwatch), Melanie Hall, Manager, Rotherham Healthwatch, was welcomed to the meeting. Melanie provided an update on the development of Healthwatch in Rotherham.

The 7 functions of local Healthwatch groups were: -

1. Gathering views and understanding the experiences of people who use services, carers and the wider community;
2. Making people's views known;
3. Promoting and supporting the involvement of people in the commissioning and provision of local care services and how they were scrutinized;
4. Recommending investigation or special review of services via Healthwatch England or directly to the Care Quality Commission (CQC);
5. Providing advice and information about access to services and support for making informed choices;
6. Making the views and experiences of people known to Healthwatch England and providing a steer to help it carry out its role as national champion;
7. NHS Complaints Advocacy.

Parkwood had been successful in winning the contract to set-up Rotherham's Healthwatch. Following its initial set-up by Parkwood, Healthwatch Rotherham would be run on a social enterprise model.

Efforts had been underway to open the Healthwatch Rotherham branch: -

#### **Staffing and premises: -**

- Manager had been in post since 13<sup>th</sup> May, 2013;
- Recruitment to the posts of Information and Research Officer, Engagement Worker and Advocate was underway;
- A recruitment campaign for the role of Chair and Directors of Healthwatch Rotherham's Board was underway;
- Responsibilities of the Board and of each Director would be agreed in due course, including how the Board would engage with the Health and Wellbeing Board's priority areas;
- A Town Centre location had been identified and negotiations were underway in relation to the lease;
- A launch event would be held in August, 2013.

**Partnerships: -**

Healthwatch Rotherham's Manager had met with a large number of partners and stakeholders to inform them of the role and remit of the organisation: -

- Area Assemblies;
- Strategic Director for Children and Young People's Services;
- Quality Surveillance;
- Clinical Commissioning Group;
- Rotherham Hospital Complaint Manager to discuss information sharing protocols;
- Small community groups to discuss working with trend data;
- Care Quality Commission to discuss co-ordination of activities;
- A future meeting would be held with representatives from the RDASH.

**Information sharing and facilities: -**

- Parkwood's database facility allowed for detailed statistical reports and breakdowns to be produced;
- Information sharing across Healthwatch, where appropriate, although guidance was being sought from Healthwatch England on information sharing and consent protocols.

Discussion ensued on the information provided: -

- Ensuring there was a Rotherham focus for all of the work that was undertaken;
- Maximising resources;
- Engaging Elected Members into Healthwatch Rotherham.

Resolved: - (1) That the information shared be noted.

(2) That the Healthwatch Rotherham Manager be thanked for their presentation and their contribution to the discussion.

**CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING**  
**8th April, 2013**

Present:- Councillor R. S. Russell (in the Chair); Councillors Ali and Swift.

**L74. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH MARCH, 2013**

The minutes of the previous meeting of the Cabinet Member for Waste and Emergency Planning held on 18<sup>th</sup> March, 2013, were considered.

Resolved: - That the minutes of the previous meeting be agreed as an accurate record for signature by the Cabinet Member.

**L75. EMERGENCY PLANNING UPDATE AND HEALTH AND SAFETY ISSUES**

Consideration was given to the update provided by the Emergency and Safety Manager. The update included: -

(a) Business Continuity - work continues on developing BCMShared, draft recovery and restoration and severe weather plan ready for consultation within the team.

(b) Emergency Planning - staff involved in events have attended a Public Safety at Festivals and Mass Gatherings Course run by the Emergency Planning College at Riverside House. The course was very good and well attended. Further training and development is being planned on this subject. An initial meeting has taken place with the Emergency Planning College and the Cabinet Office to deliver a large Reservoir Exercise in South Yorkshire in October 2013.

(c) Health and Safety – established procedures for Town Hall reception staff in dealing with challenging members of the public; agreed a protocol for re-siting and removal of concrete litter bins/dog bins following problems encountered by Green Space Unit staff in moving and handling waste. Officers have attended an 'Engaging with Arboriculture Contractors' workshop facilitated by the Health and Safety Executive. Investigation of sub-contractors, working on Council properties in Parkgate, ensuring the use of safe practices in construction/repair work.

Resolved:- That the update be noted and the Emergency and Safety Manager be thanked for his contribution.

**L76. WASTE UPDATE**

Consideration was given to the update provided by the Waste Manager, Environment and Development Services. The update included:-

(a) Discussions continue with the neighbouring authorities concerning the waste treatment and disposal contract; the annual shutdown of the Sheffield ErF is planned for May 2013.

(b) positive discussions continue with trades union representatives in respect of the Waste Operations local agreement.

(c) the feasibility of a furniture recycling scheme is being examined.

(d) a publicity campaign, including leaflets and education packs, is being developed to encourage the safe disposal of small electrical goods in accordance with the Waste Electrical and Electronic Equipment Regulations.

(e) Yorkshire Horticulture remain as the named contractor for green waste; the Maltby Transfer Station is being upgraded; analysis is being undertaken to ascertain that there is minimal contamination in green waste deliveries.

Resolved:- That the update be noted and the Waste Manager be thanked for his contribution.

**CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING  
22nd April, 2013**

Present:- Councillor R. S. Russell (in the Chair); Councillors Ali and Swift.

**L77.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

**L78.       MINUTES OF THE PREVIOUS MEETING HELD ON 8TH APRIL, 2013**

The minutes of the previous meeting of the Cabinet Member for Waste and Emergency Planning held on 8<sup>th</sup> April, 2013, were considered.

Resolved:- That the minutes of the previous meeting be agreed as an accurate record for signature by the Cabinet Member.

**L79.       OPENING OF TENDERS**

Resolved:- That the action of the Cabinet Member in opening the following tenders on Monday, 8th April, 2013, be noted:-

- Provision of Fire Extinguishers

**L80.       EMERGENCY PLANNING UPDATE AND HEALTH AND SAFETY ISSUES**

Consideration of this matter was deferred until the next meeting.

**L81.       REVIEW OF HOUSEHOLD WASTE RECYCLING CENTRES (2013/14 BUDGET)**

Consideration was given to a report presented by the Waste Manager concerning the current provision of the Household Waste Recycling Centres in Rotherham and proposing stricter enforcement and realignment of existing policies to achieve the required budgetary savings for financial year 2013/14.

Discussion took place on the implications of the proposed changes to the existing policy, including the financial savings achievable.

Resolved:- (1) That the report be received and its contents noted.

(2) That further consideration be given to this matter at the meeting of the Cabinet Member and Advisers for Waste and Emergency Planning to be held on Monday, 17<sup>th</sup> June, 2013.

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**L82. WASTE UPDATE**

Consideration was given to the update provided by the Waste Manager, Environment and Development Services. The update included:-

- (a) waste recycling now taking place at the former Sterecycle site;
- (b) the publicity campaign, including leaflets and education packs, to encourage the safe disposal of small electrical goods in accordance with the Waste Electrical and Electronic Equipment Regulations.

Resolved:- That the update be noted and the Waste Manager be thanked for his contribution.

**CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING**  
**3rd June, 2013**

Present:- Councillor R. S. Russell (in the Chair); Councillors Ali and Swift.

**L1. MINUTES OF THE PREVIOUS MEETING HELD ON 22ND APRIL 2013**

The minutes of the previous meeting of the Cabinet Member and Advisers for Waste and Emergency Planning held on 22<sup>nd</sup> April, 2013, were considered.

Resolved:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

**L2. EMERGENCY PLANNING UPDATE AND HEALTH AND SAFETY ISSUES**

Consideration was given to the update provided by the Emergency and Safety Manager. The update included:-

(a) Business Continuity

- BCMShared version 1 has been taken off-line with a view to version 2 being launched on Monday, 3rd June, 2013. Work has centred on the successful migration of data to ensure the user experience is seamless.
- Debriefings have taken place after exercise Clash, including within the team and with participants (in the form of written comments being collated). Comments are being collated into a post-exercise report, together with amendments to the draft plan.

(b) Emergency Planning

- The Emergency Planning Team took part in a COMAH (Control of Major Accident Hazards) exercise at Cullina Logistics, Hellaby. The site has made significant safety improvements over the last few years. All aerosol products are kept in cages to prevent them becoming projectiles in the event of a fire.
- Staff and senior managers of both Sheffield City Council and this Council attended the annual Local Resilience Forum Gold Symposium. This year's topic was looking at the aftermath of an incident, including interesting presentations from Lucy Easthope on Mass Fatalities and solicitor/advocate Mark Scoggins on legal inquires. Many useful points were picked up and brought back for further discussion with colleagues, with a view to integrating or weaving through the Council's recovery arrangements.



- Staff have visited the Leicestershire Emergency Mortuary facilities for the Midlands area and also observed a major 'live' Emergency Mortuary exercise in Lincolnshire, as part of the work in developing the South Yorkshire plan.

(c) Health, Welfare and Safety

- A member of staff has taken early retirement and his post will not be replaced in order to meet savings targets
- Staff have undertaken inspections in schools which have arranged their own construction and maintenance work through the employment of contractors in the summer break. Whilst some minor issues were identified, they were rectified without significant problems.
- A noise survey was carried out on a waste management vehicle during the collection of glass bottles and the transfer into a side-loading refuse vehicle. This was conducted whilst waste management operatives were emptying household waste in the Broom Valley area. Noise surveys of this kind are often conducted in noisy working environments to ensure that employees are working in conditions that meet the required standards of health, safety, and welfare. This was a proactive measure to mitigate against possible future claims arising from the introduction of new equipment.
- Staff have carried out a Health and Safety inspection at Davis Court, Dinnington. This was a joint inspection with the unit manager to ensure this unit complies with the Council's health and safety policy. Some minor issues were identified; however these were attended to before leaving the site.
- Staff have undertaken an operational observation of a waste management crew on blue box collection duty in the Wickersley area. This followed concerns raised about the state of the road at Holly Mount, which is an unadopted highway. The surface was uneven along the length of the road, which may increase the risk of slips and trips, but the crew were observed taking care whilst carrying out their duties.

Resolved:- That the update be noted and the Emergency and Safety Manager be thanked for his contribution.

**L3. PETITION - SHAFTSBURY HOUSE, KENNETH STREET, ROTHERHAM - WASTE COLLECTION**

Consideration was given to a petition, containing 53 signatures, from residents of Shaftsbury House, Kenneth Street, Rotherham, expressing concern about the alteration of waste collection arrangements at these premises.

Resolved: - (1) That the petition be received and its contents noted.

(2) That it be noted that the petition is being considered by the Cabinet Member for Safe and Attractive Neighbourhoods, as a Housing Service issue.

**L4. WASTE UPDATE**

Consideration was given to the update provided by the Waste Manager, Environment and Development Services. The update included:-

(a) Waste Local Agreement – update of discussions with trades unions' representatives;

(b) Commercial Waste – rescheduling of rounds is being considered, as well as trials of recycling initiatives in schools;

(c) Interim Waste Treatment and Disposal Contract – update of contract negotiations;

(d) Household Waste Recycling Centres – update of current arrangements;

(e) Green Waste – monitoring arrangements in place to ensure that the clean green price is being obtained;

(f) Private Finance Initiative – update of current arrangements.

Resolved:- That the update be noted and the Waste Manager be thanked for his contribution.

**CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING  
17th June, 2013**

Present:- Councillor R. S. Russell (in the Chair) along with Councillor Ali.

An apology for absence was received from Councillor Swift.

**L5. MINUTES OF THE PREVIOUS MEETING HELD ON 3RD JUNE, 2013**

The minutes of the previous meeting of the Cabinet Member and Advisers for Waste and Emergency Planning, held on 3<sup>rd</sup> June, 2013, were considered.

Resolved:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

**L6. EMERGENCY PLANNING UPDATE AND HEALTH AND SAFETY ISSUES**

Consideration was given to the update provided by Sean Fiander, Principal Health and Safety Officer, which included: -

(a) Business Continuity

- The team had been almost entirely devoted to *BCMShared* developments in the last couple of weeks. Version 1 was taken 'off line' on 29th May and Version 2 came 'on line' on 10th June. The transition took considerably longer than expected due to some unforeseen IT issues outside the control of the Business Continuity team which took some while to resolve. Accordingly, extended hours of work were required to put the system into effect. Nevertheless, it is now up and running and initial results confirm the expected benefits to users in terms of appearance and usability.
- The team was represented at the Riverside Building Resilience Group meeting, which was developing measures to reinforce the resilience of the building.

Emergency Planning

- The team attended a Key Stage 2 careers event at New York Stadium. The Land Rover and Trailer were present and the team talked to 150 children about Emergency Planning throughout the day. The event also gave an opportunity to provide the children with Emergency Planning information and a leaflet that they could discuss with their parents/guardians.

- The EPIMS incident logging system that had been utilised for a number of years was going to be updated. Members of the Team have met with IT and work would commence on an improved system in August/September 2013. This would be at no cost to EPSS.
- The Team were heavily involved in planning and responding to the EDL/UAF demonstration in Sheffield.

#### Health and Safety

- The team had carried out a series of Fire Risk Assessments of a number of buildings providing sheltered housing accommodation. (Shaftesbury House, Wellfield Lodge, Dawson Croft and Heathfield Gardens). Such fire risk assessments were the legal responsibility of the Council to ensure that adequate procedures and fire prevention was in place.
- The Riverside House Building Operations Group meeting was attended, which was set up to look at operational and security issues that affected Riverside House. The Health and Safety team had provided advice to the group on issues relating to the health, safety and welfare of staff based in the building. This included changes to work station design and advice on procedures that were needed in emergency situations.
- The team conducted Fire Safety Training at My Place, and Woodseats Primary School. This was an initiative to continually promote fire safety within the Council.
- The team conducted a Health and Safety review at Clifton Park Museum.
- The team conducted an audit on the Waste Recycling Centres around the Borough. This was to ensure that these sites were following health and safety procedures to protect the public using these facilities.
- The team conducted a site inspection at Middleton Avenue, Dinnington. This site was one of several house extensions to provide improved foster care facilities within the Borough.

Resolved:- That the update be received and the contents noted.

#### **L7. 2013/14 BUDGET - REVIEW OF HOUSEHOLD WASTE RECYCLING CENTRES**

Further to Minute No. 81 of the meeting of the Cabinet Member and Advisers for Waste and Emergency Planning held on 22<sup>nd</sup> April, 2013, consideration was given to a report presented by the Waste Manager

concerning the current provision of the Household Waste Recycling Centres in Rotherham and proposing stricter enforcement and realignment of existing policies to achieve the required budgetary savings for financial year 2013/14.

Discussion took place on the implications of the proposed changes to the existing policy, including the financial savings achievable.

Resolved:- (1) That the report be received and its contents noted.

(2) That a stricter enforcement of existing Policy, as detailed in the report now submitted, be applied at household waste recycling centres to curtail the abuse of the discretionary visit system by vehicles otherwise prohibited.

(3) That the Vehicle Access Permit system, as detailed in the report now submitted, be amended to reduce the maximum number of visits to household waste recycling centres, allowed per annum, from twelve to six.

(4) That, with effect from 1<sup>st</sup> April, 2013, the Council shall no longer accept used car tyres at its household waste recycling centres.

#### **L8. WASTE UPDATE**

Consideration was given to the update provided by the Adrian Gabriel, Waste Manager, Environment and Development Services, which included:-

A further meeting was scheduled with Trades Unions on Monday, 24<sup>th</sup> June, 2013, regarding the Waste Local Agreement.

Meetings were scheduled with regards to the Interim Waste Treatment and Disposal Contract and discussions remained ongoing.

Resolved:- That the update be received and the contents noted.

#### **L9. DATE AND TIME OF NEXT MEETING**

Resolved:- That the next meeting of the Cabinet Member for Waste and Emergency Planning take place on Monday, 1<sup>st</sup> July, 2013 at 9.30 a.m.

**CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING  
1st July, 2013**

Present:- Councillor R. S. Russell (in the Chair); and Councillor Swift.

Apologies for absence were received from Councillor Ali.

**L10. MINUTES OF THE PREVIOUS MEETING HELD ON 17TH JUNE, 2013**

The minutes of the previous meeting of the Cabinet Member and Advisers for Waste and Emergency Planning held on 17<sup>th</sup> June, 2013, were considered.

Resolved:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

**L11. EMERGENCY PLANNING UPDATE AND HEALTH AND SAFETY ISSUES**

Consideration was given to the update provided by the Emergency and Safety Manager. The update included:-

(a) Business Continuity – workshops have taken place with Place Portfolio (Sheffield City Council) to help staff understand their business continuity duties after implementation of version 2 of BCMShared, which was launched on 10 June 2013;

(b) Emergency Planning – a member of staff attended a Home Office event about “a Marauding Terrorist Attack” (eg: the Mumbai example), which was held in Leeds; training has been received from the Environment Agency about the extended flood warning system;

(c) Health and Safety – fire evacuation training has taken place at schools and at customer service centres; various highway repair and construction sites and recycling sites have been examined and operations are satisfactory.

Resolved:- That the update be noted and the Emergency and Safety Manager be thanked for his contribution.

**L12. WASTE UPDATE**

Consideration was given to the update provided by the Waste Manager, Environment and Development Services. The update included:-

(a) reference to the continuing discussions with trades unions regional organisers concerning the service standards document;

(b) reference to the continuing discussions about the Interim Waste Treatment and Disposal Contract; various cost-saving measures were under consideration;

(c) the revised permit and "one-off" tip arrangements were being implemented in respect of the Household Waste Recycling Centres; the information leaflet explaining the reasons why vehicle tyres will no longer be accepted at these recycling centres will be provided for all Members of the Council.

Resolved:- That the update be noted and the Waste Manager be thanked for his contribution.

### **L13. REVIEW OF PROVISION OF LITTER BINS**

Further to Minute No. 72 of the meeting of the Cabinet Member and Advisers for Waste and Emergency Planning held on 18<sup>th</sup> March, 2013, consideration was given to a report presented by Shirley Hallam, Streetpride Area Manager, concerning the review undertaken of the condition and use of all concrete litter bins in the Borough area. A list of litter bins which require attention was appended to the submitted report. Members noted that, in respect of each litter bin included on the list, the review has identified the problem, the estimated cost to rectify the issue and whether it is considered to be a high, medium or low priority.

The report stated that the current financial year's budget for the maintenance and repair of litter bins would be capable of funding the necessary repairs to those litter bins placed in the high priority category and to many in the medium priority category.

Resolved:- (1) That the report be received and its contents noted.

(2) That the repairs, maintenance and, where necessary, replacement be approved in respect of those litter bins, now reported, which are included in the high priority category.

(3) That, after completion of the works to the litter bins included in the high priority category and in order to utilise the whole budget for the 2013/2014 financial year, repairs, maintenance and, where necessary, replacement be approved in respect of those litter bins, now reported, which are included in the medium priority category.

**DEPUTY LEADER**  
**15th April, 2013**

Present:- Councillor Akhtar (in the Chair).

Apologies for absence were received from Councillor Gosling and Sims.

**N88. MINUTES OF THE PREVIOUS MEETING HELD ON 11TH MARCH, 2013**

Consideration was given to the minutes of the previous meeting held on 11th March, 2013.

Resolved:- That the minutes of the meeting held on 11th March, 2013 be approved as a correct record.

**N89. DELIVERY OF COUNCILLORS' POST**

Consideration was given to the delivery of Councillors' post by car, which was previously proposed as a budget saving and never implemented. It was therefore, suggested that notice be given for delivery now to cease with effect from the Annual Council Meeting and Councillors be responsible for collecting their own mail from the Town Hall.

Resolved:- That notice be given as to the cessation of delivery of Councillors' post with effect from Friday, 17<sup>th</sup> May, 2013.

**N90. REDSTOR BACK-UP FOR SCHOOLS**

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which sought approval for the exemption from Contract Standing Orders, to allow Redstor to continue to provide the annual licences, support and maintenance for the Redstor back-up system for Rotherham's schools.

The Council had used Redstor for the provision of its school's online back-up system since 2009. The cost of the licence and support for 2013/14 was £41,318 and adequate budget was available to cover this (the cost is re-charged to schools).

Failure to renew the contract would put the continued use of the service at risk which could result in the loss of school's data.

Resolved:- That the contract for licencing, support and maintenance of the Redstor online back-up service be exempt from the provisions of Standing Order 47.6.3 (requirement to invite at least three written quotations for contracts with a value of between £20k and £50k) and the contract be awarded to Redstor.



**N91. CIVICA AUTHORITY PUBLIC PROTECTION SYSTEM - LICENCES AND SUPPORT 2013/14**

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which sought approval for the exemption from Contract Standing Orders, to allow Civica to continue to provide the annual support and maintenance for the Authority Public Protection System.

The system was used by Neighbourhoods and Adult Services, Environment and Development Services, Children and Young People Services and the Customer Services Contact Centre and the contract between the Council and Civica for the maintenance of the system has been in place for many years.

The cost of this for 2013/14 was £36,184 and adequate budget was available to cover this.

Failure to renew the contract would put the continued use of the software at risk resulting in several key services being unable to operate and both businesses and vulnerable customer groups being affected.

Resolved:- That the contract for licencing, support and maintenance of the Authority Public Protection System be exempt from the provisions of Standing Order 47.6.3 (requirement to invite at least three written quotations for contracts with a value of between £20k and £50k) and the contract be awarded to Civica.

**N92. WEBROSTER ELECTRONIC HOMECARE SCHEDULING AND ROSTERING SYSTEM - LICENCES AND SUPPORT 2013/14**

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which sought approval for the exemption from Contract Standing Orders, to allow Webroster to continue to provide the annual support and maintenance for the Electronic Homecare Scheduling and Rostering System .

The contract between the Council and Webroster for the provision of its Electronic Homecare Scheduling and Rostering System had been in place since 2011 and it was envisaged that this would continue until at least 2015.

The cost of the licence and support for 2013/14 was £9,800 and adequate budget was available to cover this.

Failure to renew the contract would put the continued use of the software at risk resulting in a key service being potentially unable to operate and vulnerable customers being placed at risk.

Resolved:- That the contract for support and maintenance of Webroster be exempt from the provisions of Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for contracts with a value of £5000 but less than £20,000) and the contract awarded to Webroster.

**N93. NORTHGATE OHMS HOUSING SYSTEM - LICENCES AND SUPPORT 2013/14**

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which sought approval for the exemption from Contract Standing Orders, to allow Northgate to continue to provide the annual support and maintenance for the OHMS Housing System.

The OHMS Housing system was in the process of being replaced by Civica Universal Housing, although this was not expected to be completed until May 2014. In the meantime there was a need to maintain an annual support and maintenance contract.

The cost of this for 2013/14 was £72,004 and adequate budget was available to cover this. Failure to renew the contract would put the continued use of the software at risk resulting in several key services potentially being unable to operate and the management of Housing stock and associated income would also be affected.

Resolved:- That the contract for licencing, support and maintenance of the Northgate OHMS Housing System be exempt from the provisions of Standing Order 48.1 (requirement to invite three to six tenders for contracts with a value of over £50k) and the contract be awarded to Northgate.

**N94. ROCC UNICLASS ENTERPRISE SERVICE PLANNING SYSTEM - LICENCES AND SUPPORT 2013/14**

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which sought approval for the exemption from Contract Standing Orders, to allow ROCC to continue to provide the annual support and maintenance for the Uniclass Enterprise Service Planning System.

The contract between the Council and ROCC for the provision of the system had been in place since 2008. The system was in the process of being replaced by Civica Universal Housing, although this was not expected to be completed until May 2014. In the meantime there was a need to maintain an annual support and maintenance contract.

The cost of this for 2013/14 was £42,302 and adequate budget was available to cover this. Failure to renew the contract would put the continued use of the software at risk resulting in several key services being unable to operate, it would also impact on the work of partner

organisations and the repair and maintenance of housing properties would be adversely affected.

Resolved:- That the contract for licencing, support and maintenance of the Uniclass Enterprise Service Planning System be exempt from the provisions of Standing Order 47.6.3 ( requirement to invite at least three written quotations for contracts with a value of between £20k and £50k) and the contract be awarded to ROCC.

**N95. AXIOS ASSYST - SERVICE MANAGEMENT SOFTWARE SUITE**

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which detailed how the Council uses Axios Assyst as its main service management tool allowing I.T. to efficiently manage I.T. incidents, problems and manage calls to the service desk. It was also used to manage customer requests for new equipment and software and to track I.T. costs.

The annual maintenance of the software was £29,856 and exemption from Standing Orders was sought on the basis that only the software supplier (Axios) was capable of supplying and supporting this software.

Resolved:- That the contract for the licence, support and maintenance of the Axios Assyst system be exempt from the provisions of Standing Order 47.6.3 (requirement to invite at least three written quotations for contracts with a value of £20,000 but less than £50,000) and the contract be awarded to Axios.

**N96. CERTERO - ASSETSTUDIO SOFTWARE SUITE**

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which detailed how the Council used Certero AssetStudio as its main I.T. asset tracking, software compliance and reporting tool.

The annual maintenance of the software was £11,700 and exemption from Standing Orders was sought on the basis that only the software supplier (Certero) were capable of supplying and supporting this software.

Resolved:- That the contract for the licence, support and maintenance of the AssetStudio system be exempt from the provisions of Standing Order 47.6.2 (requirement to invite at least two oral and written quotations for contracts with a value of £5,000 but less than £20,000) and the contract be awarded to Certero.

**N97. CABINET REPORTS AND MEMBERS' ISSUES**

(a) Simon Cooper, Human Resources Manager, reported on a number of issues including:-

- National Pay Award and the further meetings that would be taking place. A revised offer was expected on the 24<sup>th</sup> April, 2013 following rejection of the previous offer by the Trades Unions.
  - Investors in People reassessment which would commence week commencing 22<sup>nd</sup> April, 2013. It was hoped the outcome would be positive.
  - The integration of the HR/Payroll staff from Doncaster had gone smoothly and the restructure was complete. People were working well within the new system.
  - An update was provided on the current position with regards to bridging the funding gap.
- (b) Colin Earl, Director of Audit and Asset Management, gave an update on the current position with regards to Municipal Mutual Insurance and the initial levy figures.
- (c) Richard Copley, Corporate ICT Manager, gave an update on the current position with regards to the use of Ipads and on the WiFi access within the Town Hall.
- (d) Stuart Booth, Director of Finance, reported on a number of issues including:-
- Budget outturn and the expected positive position.
  - Account close down with delivery by the end of June.
  - Revised budget proposals for 2014/15.
  - Discretionary Rate Relief Policy to be submitted to the Cabinet on the 24<sup>th</sup> April, 2013 for approval.
  - Council Tax Collection levels and the exceptional performance.
  - Update to the procurement system for optical character recognition.
  - Training was to be rolled out shortly for collaborative planning to enable budget holders to manage their budgets effectively.

**(THE CHAIRMAN AUTHORISED URGENT CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO ENSURE CONTINUITY OF SERVICE)**

**N98. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act (as amended March, 2006 (information relates to finance and business affairs)).

**N99. SUPPORT AND LICENCES FOR WISDOM EDRMS**

The Chair agreed that this report should be considered as a matter of urgency as the previous providers (2e2 Ltd) had recently gone into administration and the new support arrangements needed to be effected as soon as possible.

Consideration was given to a report presented by Colin Earl, Director of Audit and Asset Management which sought approval for exemption from normal contract standing orders. This was to allow Daisy Group to provide the licences, annual support and maintenance for the Wisdom Electronic Document Records Management System (EDRMS who have now purchased the Wisdom product. A support contract needed to be established with Daisy to ensure continued use and support of the product.

Resolved:- That the contract for licencing, support and maintenance of the Wisdom EDRMS to be exempt from the provisions of Standing Order 48.1 (requirement to invite three to six tenders for contracts with a value of over £50k) and the contract be awarded to Daisy Group.

**N100. DATE AND TIME OF THE NEXT MEETING**

Resolved:- That the next meeting take place on Monday, 10<sup>th</sup> June, 2013 at 9.30 a.m.

**DEPUTY LEADER**  
**10th June, 2013**

Present:- Councillor Akhtar (in the Chair) along with Councillor Sims.

An apology for absence was received from Councillor Gosling.

**N1. MINUTES OF THE PREVIOUS MEETING HELD ON 15TH APRIL, 2013**

Consideration was given to the minutes of the previous meeting held on 15<sup>th</sup> April, 2013.

Resolved:- That the minutes of the meeting held on 15<sup>th</sup> April, 2013 be approved as a correct record.

**N2. SMART PHONE/TABLET SALARY SACRIFICE SCHEME**

Consideration was given to a report presented by Phil Howe, Director of Human Resources, which provided information regarding the introduction of a Mobile Phone/Tablet salary sacrifice scheme.

Employees could save between 30 to 50% off the price of a smart phone or Tablet-type device when accompanied with 24 months line rental, dependant on their personal tax rate. There were restrictions placed on tablet-type devices that could be purchased under such schemes as HMRC provisions required that they must be more akin to mobile communication equipment rather than computing devices.

Mobile phone salary sacrifice schemes do not affect the level of pensionable pay for employees who were members of the Local Government Pension or Teacher Pension Schemes. This would make the scheme more attractive to employees and unlike some of the salary sacrifice schemes allowed 3,000 employees on teaching terms and conditions of employment to participate.

The Council would save money on employer National Insurance contributions on the amount of salary sacrificed, currently 10.4% or 13.8% depending whether the employee was in the pension scheme or not. If 100 employees, 1% of the workforce, joined the scheme National Insurance savings were expected to be around £5,000 per annum.

The introduction of a scheme would also increase the number of employees with devices which could be used under the Council's Bring Your Own Device (BOYD) policy.

Resolved:- (1) That the introduction of a salary sacrifice scheme for mobile phones and Tablet Devices be supported.

(2) That an appropriate interim provider be identified whilst a formal procurement exercise is undertaken on a national framework agreement.

### **N3. AUTHORISATION LIMITS**

Consideration was given to a report presented by Jacqueline Collins, Director of Legal and Democratic Services, which detailed how the Council's Standing Orders placed a limit of £500,000 on the total amount value of contracts that may be placed by officers.

For the financial year 2012/13 this limit was exceeded by the Director of Human Resources. This was due to the significant value of vehicles nominally purchased by the Council on behalf of employees, under the salary sacrifice scheme.

The Council's Standing Orders had been revised and approved at the Annual Council Meeting in order to provide assurance that orders were being placed in an authorised manner.

Resolved:- That the additional expenditure for the year 2012/13 and the position, which had been rectified by an amendment to the Council's Standing Orders at the Annual Council Meeting on the 17th May, 2013, be noted.

### **N4. ROTHERHAM GRID FOR LEARNING - MIGRATION FROM MICROSOFT LIVE@EDU TO MICROSOFT OFFICE 365**

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which sought approval to invoke Standing Order 35, which permitted exemption from normal Contract Standing Orders. This was to allow Oxford Computer Group, to undertake the upgrade of the Microsoft Live@edu school email service provision to the replacement Microsoft Office 365 service.

Microsoft have announced that they would discontinue the Live@edu service in July 2013 and replace it with their new 'Office 365 for Schools' service. This change would mean that Oxford Computer Group would be required to re-write their integration platform such that the integration between RGfL and Live@edu be removed and replaced with integration between RGfL and Office 365.

As Oxford Computer Group implemented, managed and maintained the existing Live@edu service for the Council they were the only supplier able to upgrade service. No other feasible alternatives existed and the cost for any other organisation to develop an interface would be substantially in excess of the price quoted and the development, testing and implementation processes would cause disruption to users during the transition period.

Resolved:- That the contract for the upgrading of the school's email system and associated re-integration with Rotherham Grid for Learning be exempt from the provisions of Standing Order 47.6.3 (requirement to invite at least three written quotations for contracts with a value of between £20k and £50k) and the contract be awarded to Oxford Computer Group.

#### **N5. RESOURCES PERFORMANCE REPORT 2012-13 - OUTTURN**

Consideration was given to a report presented by Sue Wilson, Performance and Quality Manager, which summarised the performance by the Resources Directorate against current measures and key service delivery issues across the areas of:-

- Commissioning, Policy and Performance.
- Financial Services.
- Human Resources and Payroll.
- Internal Audit and Asset Management.
- Legal and Democratic Services.

A summary of the key points was provided in relation to each of the areas.

It was also noted that the structure of the future reports would change given the transfer of some services into other Directorates and that in future the report will be simplified to include only areas of good performance and those areas where there is a cause for concern.

Resolved:- That the report be received and the performance noted.

#### **N6. CABINET REPORTS AND MEMBERS' ISSUES**

- (a) Phil Howe, Director of Human Resources, reported on a number of issues including:-
- The changes in reporting lines and structure for the former Resources Directorate.
  - The forthcoming regional meeting on the National Pay Award.
  - The visit to Islington to enquire on their methodology to introduce the Living Wage within the Council and associated contractors.
- (b) Jacqueline Collins, Director of Legal and Democratic Services, confirmed the release of the report on child sexual exploitation.
- (c) Richard Copley, Corporate ICT Manager, gave an update on the current position with regards to new technology and the product by Microsoft which would be subject to rigorous testing.



Concerns relating to the use of the Good for Good Reader app would be investigated.

- (d) Stuart Booth, Director of Finance, confirmed that the Revenue Outturn report for 2012/13 would be submitted to the Cabinet on the 19<sup>th</sup> June, 2013.

**N7. DATE AND TIME OF THE NEXT MEETING**

Resolved:- That the next meeting take place on Thursday, 11<sup>th</sup> July, 2013 at 9.30 a.m. and not Monday, 8<sup>th</sup> July, 2013 as originally advertised.

**AUDIT COMMITTEE**  
**24th April, 2013**

Present:- Councillor Sangster (in the Chair); Councillors Gilding and Kaye.

Also in attendance were Stuart Booth, Mark Bicknell, Colin Earl, Rashpal Khangura, Martin Kimber and Dave Richmond.

**P49.       DECLARATIONS OF INTEREST.**

There were no Declarations of Interest made at this meeting.

**P50.       MINUTES OF THE PREVIOUS MEETING HELD ON 20TH MARCH, 2013**

Consideration was given to the minutes of the previous meeting of the Audit Committee held on 20<sup>th</sup> March, 2013.

Resolved:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

**P51.       KPMG INTERIM AUDIT**

Consideration was given to the report presented by Stuart Booth, Director of Financial Services, Resources Directorate, which introduced the KPMG Interim External Audit Report for 2012/13.

The scope of the Audit Report included: -

- Review of the Council's overall Control Environment, including its financial management and governance arrangements and ICT controls;
- Evaluation and testing of controls over the Council's key financial systems;
- Review of the work of the Council's Internal Audit function;
- Review of the accounts production process
- Check on progress on critical accounting matters identified as specific risks in KPMG's External Audit plan including the Council's financial resilience in the fact of further reduction to Local Authority funding
- Identification of audit issues to be considered.

The letter from KPMG, attached at Appendix A of the report submitted, summarised audit progress following completion of their interim audit. The outcome was very positive overall and demonstrated the Council's continued commitment to ensuring that it had in place a strong and robust control environment for doing and managing its business in a proper and appropriate way that met professional standards.

KPMG had also reviewed the Council's approach to implementing changes to the Code of Practice on Local Authority Accounting, addressing the specific risks identified in their 2012/13 External Audit and complying with audit expectations in terms of working papers. KPMG had commented that things had gone smoothly overall in this regard.

KPMG would finalise their work on the Council's 2012/13 Financial Statements when they undertook their final accounts audit, the results of which would be submitted to the September meeting.

There were 2 minor IT issues raised in relation to leavers access to the General Ledger.

Resolved: - That the findings of KPMG's Interim Audit Letter be noted.

## **P52. INTERNAL AUDIT PLAN**

Consideration was given to the report presented by Mark Bicknell, Chief Auditor, which outlined the Council's Internal Audit Plan for 2013/14.

In line with the new UK Public Sector Internal Audit Standards, the Plan had been drafted following a risk-based approach, and was derived from a range of sources, including: -

- The Council's risk registers;
- Revenue and capital budgets;
- Cumulative audit knowledge and experience;
- Review of key plans, reports and press coverage;
- Priorities identified by the Council's Strategic Directors and Service Directors;
- Knowledge of existing management and control environments, including information system changes;
- Professional judgement on the risk of fraud or error.

The Plan covered five types of work: -

- Mandatory work;
- Must-do work;
- Follow-up work allowance (where areas of significant weaknesses had been identified in the previous audit);
- Emerging risks/responsive work allocation (in response to requests from managers for advice and investigation work);
- Risk related work.

An overview was provided that demonstrated the planned days that Internal Audit intended to spend on each category during 2013/14. A comparison with 2012/13 was also shared.

It was noted that there was an overall planned reduction in Internal Audit Activity which had been necessary in order to achieve savings in line with Council-wide budget reductions. However, due to a careful approach to risk-based planning, and robust performance management of resources, this could be achieved without compromising the Service's capacity to meet the Authority's statutory requirements and deliver the work required by the Council's external auditor, KPMG.

The submitted report outlined the activities that would take place during the planned days in 2013/14, along with risks and uncertainties.

Discussion ensued on the reduction in Internal Audit activity. Due to the detailed planning exercise that had been undertaken in drawing up the Plan, it was felt that issues had been picked up at that stage although it was emphasised that no planning could be made for the unexpected.

Rashpal Khangura, KPMG, reported that the level of resources in the Plan was no different to that of other organisations around the country.

Resolved: - That the Internal Audit Plan for 2013/14 be approved.

### **P53. AUDIT COMMITTEE ANNUAL REPORT 2012/13**

Consideration was given to the report presented by Colin Earl, Director of Internal Audit and Asset Management, regarding the Audit Committee's draft annual report. The report demonstrated that the Committee had successfully fulfilled its terms of reference and helped to improve the Council's governance and overall control environment.

It was a CIPFA requirement within the IPF document 'A Toolkit for Local Authority Audit Committees', and within the Audit Committee's own Terms of Reference, that an annual report be produced.

The draft annual report for 2012/13 was attached at appendix A. Specifically, the report noted: -

- The activities and outcomes of the Audit Committee, including: -
  - Internal audit;
  - External audit;
  - Risk management,
  - Internal control and Governance;
  - Statement of Accounts; and,
  - Specific issues.
- The co-operation with partner organisation's audit committees, including Health, Police, Fire and Probation Services;
- Comparison against best practice illustrated the Audit Committee's strengths. Best practice factors included: independence, number of Members, number of meetings, co-option, terms of reference, and, skills and training. On each category, the Audit Committee was performing at or above the expected level.

The Audit Committee's annual report for 2012/13 demonstrated that it was an effective organisation that successfully fulfilled its terms of reference and helped to improve the Council's governance arrangements and overall control environment.

Resolved:- (1) That the Annual Report for 2012/13, as now submitted, be approved.

(2) That the Chair present the report to the next appropriate meetings of the Cabinet and Council.

#### **P54. HOUSING RENTS**

Consideration was given to a report presented by the Director of Housing and Neighbourhood Services concerning the probable impact of the Government's Welfare Reform on this Council's Housing Revenue Account and, in particular, upon rent arrears.

Rotherham had traditionally achieved high collection rates and, in light of the significant changes planned to Housing Benefit Regulations and the introduction of Universal Credit, had sought to be proactive in working with tenants to help them avoid getting into significant arrears.

The report addressed questions asked by the Audit Committee as follows:-

##### **Were the level of rent arrears increasing?**

It was evident that rent arrears had risen but the level of rent increases in the last 2 years had to be taken into account. The debit and associated arrears had increased proportionately to the higher rent roll.

##### **What were the future projects taking into account the impact of the Welfare Reform?**

A profiling exercise had been undertaken to look at the effects of the changes in Housing Benefit Legislation relating to under occupation and the introduction of Universal Credit would have on rent arrears in the next 5 years. It had been based on an assumption that tenants coming off Housing Benefit would find budgeting more difficult than the current level of self-payers and that the Government's Universal Credit pilots had reported increased arrears with collection rates falling to 90% and bad debt rising to 10%. It was reasonable to speculate that arrears could increase by £5.1M in 2017/18.

##### **How was any risk of any increase in arrears being managed?**

Consideration had been given as to how to advise, inform and assist claimants to ensure they were prepared for the forthcoming changes. Several exercises had been undertaken to ensure that tenants were aware of the changes and where they could get help and support. A wide range of staff had been trained and Call Centre scripts changed.

Consideration was also being given to extending the Downsizing Policy, changes to the Lettings process, additional support for families experiencing debt problems and closer working with Children and Young Peoples Services.

The Income Service was also looking to increase staffing levels to enable the Service to deal with the increases in 2013/14 including provision for Tenancy Support.

**Was a Corporate Debt recovery plan followed? Did it need to be revised to reflect the Welfare Reforms?**

There was a close working relationship with colleagues in Council Tax and Sundry Debtors but, as the impact of the Welfare Forum progressed, a review of the current procedures would be required. Consideration would also be required to debt recovery and the Evictions Policy.

Resolved:- That the report be noted.

**AUDIT COMMITTEE**  
**12th June, 2013**

Present:- Councillor Sangster (in the Chair); Councillors Kaye, Sharman and Sims.

**P1. MINUTES OF THE PREVIOUS MEETING HELD ON 24TH APRIL, 2013**

Consideration was given to the minutes of the previous meeting of the Audit Committee held on 24<sup>th</sup> April, 2013.

Resolved:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

**P2. INTERNAL AUDIT 2012/13 ANNUAL REPORT**

Consideration was given to a report presented by Marc Bicknell, Chief Auditor, which provided information on the role of Internal Audit, the work undertaken by the Service during the 2012/13 financial year and the Chief Auditor's overall opinion on the Council's control environment. Based upon the work undertaken, the report's contents confirmed that the Council's control environment for 2012/13 was adequate and operated satisfactorily during the year.

The report also referred to the formal review of the effectiveness of Internal Audit, required to be completed in accordance with the Accounts and Audit Regulations 2011. Members noted that Internal Audit had maintained high standards and met its performance targets during the year.

Further information was provided on the responsive work undertaken by Internal Audit which addressed issues which arose during the year that had not been provided for in the original Audit Plan and the measures maintained to review and improve the performance of the service.

The Committee recognised the need to strengthen arrangements and deliver an effective internal audit service within the allocated budget provision, but expressed some concern about third party risk especially around contracts.

Resolved:- (1) That the report be received and its contents noted.

(2) That the Internal Audit Annual Report for 2012/13, including confirmation that the Council's control environment was adequate and operated satisfactorily during the year be noted.

(3) That the effectiveness of internal audit in place for 2012/13 be confirmed.

**P3. ANTI-FRAUD AND CORRUPTION ACTION PLAN UPDATE**

Consideration was given to a report presented by Colin Earl, Director of Audit and Asset Management, which provided an update on progress in implementing the Council's strategy and action plan for managing the risk of fraud. The review of progress showed (i) good practice was being maintained in a large majority of areas, and (ii) action was continuing to be taken to update the Council's plans where needed. Members noted that the Council had a good track record for implementing current best practice relating to anti-fraud and corruption.

The submitted report also provided information on the level of fraud within the Council itself. This continued to show, with the exception of benefits fraud, that there was a very low level of fraud identified in the Council, confirming the robustness of the Council's arrangements and the honesty and integrity of the overwhelming majority of staff employed by the Council.

Further information was provided on the current arrangements and progress and the positive actions which had been taken to maintain the Council's position and the actions which were to be undertaken during 2013/14.

The Committee welcomed the delivery of the action plan which was managing the risk of fraud and sought clarification on the fraud trends and the communication of case outcomes.

Resolved:- (1) That the report be received and its contents noted.

(2) That the Council's overall good arrangements for managing the risk of fraud be noted.

(3) That the the actions being taken to update relevant parts of the Council's arrangements for managing the risk of fraud be supported.

(4) That the results of anti-fraud work in 2012/13 be received.

**P4. DRAFT 2012/13 ANNUAL GOVERNANCE STATEMENT**

Consideration was given to a report presented by Colin Earl, Director of Audit and Asset Management, which contained the draft Annual Governance Statement for 2012/13 which outlined the Council's view of the application of good governance standards within Council.

The report stated that the approach to the completion of the draft Annual Governance Statement has once again included the certification of statements of assurance by the Council's Cabinet Members and senior management. The process had, however, been expanded and improved this year, involving Cabinet Members and senior management recording key issues considered during the year. This change was a positive one



and in line with current good practice and a recommendation of the Audit Committee. It enabled the Council to show many significant issues it had faced during the course of the year and showed that the issues have been addressed effectively and without any significant weakness in governance.

The Audit Committee noted that the overall position was positive, with very good progress being made on the significant issues raised in last year's Statement and no new issues have arisen this year. Recommended practice required the Leader of the Council and the Chief Executive to sign the statement, prior to its publication with the Statement of Accounts, in September 2013.

It was suggested that the sign off sheet by Cabinet Members be revised to include sufficient space for a comments section to be included.

Resolved:- (1) That the report be received and its contents noted.

(2) That the 2012/13 draft Annual Governance Statement, as now submitted, be approved insofar as the Audit Committee be concerned.

(3) That the requirement for the Leader of the Council and the Chief Executive to sign the Statement, prior to the publication of the Council's accounts, be noted.

**LICENSING BOARD**  
**17th April, 2013**

Present:- Councillor Wootton (in the Chair); Councillors Andrews, Barron, Beck, Buckley, Donaldson, Doyle, Falvey, Foden, Goulty, J. Hamilton, N. Hamilton, Havenhand, McNeely, Read, P. A. Russell and Sangster.

Apologies for absence were received from Councillors Dodson, Robinson and Swift.

**Q61.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

**Q62.       MINUTES OF THE PREVIOUS MEETING OF THE LICENSING BOARD HELD ON 20TH MARCH, 2013**

The minutes of the previous meeting of the Licensing Board held on Wednesday 20th March, 2013, were considered.

Resolved:- That the minutes of the previous meeting be approved as a correct record.

**Q63.       LICENSING SERVICE - PROPOSED FEE INCREASE, 2013/14**

Further to Minute No. 49 of the meeting of the Licensing Board held on 13<sup>th</sup> February, 2013, consideration was given to a report presented by the Licensing Manager outlining the proposed licensing fee increases to be effective from 1st April 2013 in relation to Hackney Carriage/Private Hire Vehicles and Private Hire Operators.

Resolved:- (1) That the report be received and its contents noted.

(2) That the following licensing fees in relation to Hackney Carriage/Private Hire Vehicles and Private Hire Operators be approved with effect from 1<sup>st</sup> April, 2013:-

Application Fee	£112.00
(vehicles under the age of 5 years, licensed for 1 full year)	

Application Fee	£56.00
(vehicles over the age of 5 years, licensed for 6 months)	

Private Hire Operators

1 to 3 vehicles	£142.00
4 to 20 vehicles	£190.00
21 to 40 vehicles	£449.00
Over 40 vehicles	£661.00

**Q64. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That the following items be considered in the absence of the press and the public as being exempt under the provisions of the Police Act 1997 and Paragraphs 3 and 7 of Part 1 of Schedule 12A to the Local Government Act 1972 (business affairs and the prevention of crime).

**Q65. APPLICATIONS FOR THE GRANT/RENEWAL/REVIEW OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES**

The Licensing Board considered a report presented by the Licensing Manager relating to applications for the grant and renewal of hackney carriage / private hire drivers' licences in respect of Messrs. J.H., M.B., A.H., A.U., M.A. and A.M.

Messrs. J.H., M.B., A.H., A.U., M.A. and A.M. all attended the meeting and were interviewed by the Board.

Resolved:- (1) That the application for the grant of a driver's licence in respect of Mr. A.U. be approved and he be granted a licence for three years.

(2) That the licence in respect of M.B. be renewed for twelve months and he be issued with a written warning as to his future conduct.

(3) That the applications in respect of Messrs. A.H., M.A. and A.M. be refused.

(4) That consideration of the licence in respect of J.H. be deferred until the meeting of the Licensing Board to be held on Wednesday, 12<sup>th</sup> June, 2013.

**LICENSING BOARD**  
**15th May, 2013**

Present:- Councillor Wootton (in the Chair); Councillors Andrews, Barron, Buckley, Dodson, Donaldson, Foden, Havenhand, Read, Robinson, Sangster and Swift.

Apologies for absence were received from Councillors Beck, Doyle, Gouly, J. Hamilton, N. Hamilton, McNeely and P. A. Russell.

**Q66.       DECLARATIONS OF INTEREST**

Councillors B. Dodson and C. Robinson declared their personal interests in relation to the application relating to Mr. C.S. (referred to at Minute No. 70 below - Applications for the Grant/Renewal/Review of Hackney Carriage/Private Hire Drivers' Licences), because the applicant is known to them. Both Councillors withdrew from the meeting whilst this application was being considered and took no part in the discussion nor voting on this matter.

**Q67.       MINUTES OF THE BOARD HELD ON 17TH APRIL, 2013**

The minutes of the previous meeting of the Licensing Board held on Wednesday 17th April, 2013, were considered.

Resolved:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

**Q68.       EXCLUSION OF THE PRESS AND THE PUBLIC**

Resolved:- That the following items be considered in the absence of the press and the public as being exempt under the provisions of the Police Act 1997 and Paragraphs 3 and 7 of Part 1 of Schedule 12A to the Local Government Act 1972 (business affairs and the prevention of crime).

**Q69.       DETERMINATION OF LICENSING ISSUES: - HOUSE TO HOUSE COLLECTIONS**

Consideration was given to the report submitted by the Licensing Manager concerning the following applications for the grant of a licence to carry out house-to-house collections: -

Organisation	Area	Date
Hall Green Community Centre	Whole of the Rotherham Borough	1st July, 2013 to 7th July, 2013
Mutual Support MS	Whole of the Rotherham Borough	6th May, 2013 until 5th May, 2014

Resolved: - That the two applications, as now submitted, be refused.

**Q70. APPLICATIONS FOR THE GRANT/RENEWAL/REVIEW OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES**

The Licensing Board considered a report presented by the Licensing Manager relating to applications for the grant and renewal of hackney carriage / private hire drivers' licences in respect of Messrs. K.F., M.Y., M.W., A.K., C.S. and A.W.

Messrs. K.F., M.Y., M.W., A.K., C.S. and A.W. all attended the meeting and were interviewed by the Board.

Resolved:- (1) That the applications for the grant of a driver's licence in respect of Messrs. K.F., M.Y. and M.W. be approved and they be granted licences for twelve months.

(2) That, further to Minute No. 45 of the meeting of the Licensing Board held on 9<sup>th</sup> January, 2013, the application for the renewal of a driver's licence in respect of Mr. C.S. be refused.

(3) That, with regard to the review of the driver's licence in respect of Mr. A.W., he be issued with a final written warning as to his future conduct.

(4) That consideration of the application for the grant of a driver's licence in respect of Mr. A.K. be deferred pending receipt of further information from the applicant.

(Councillors Dodson and Robinson both declared their personal interests in the case of Mr. C.S., because the applicant is known to them; both Councillors left the meeting whilst the application from Mr. C.S. was considered by the Licensing Board)

**LICENSING BOARD**  
**12th June, 2013**

Present:- Councillor Wootton (in the Chair); The Mayor (Councillor John Foden), Councillors Andrews, Barron, Beck, Buckley, Dalton, Dodson, Donaldson, Doyle, Goulty, J. Hamilton, N. Hamilton, Havenhand, Read, P. A. Russell and Swift.

Apologies for absence were received from Councillors McNeely and Sangster.

**Q1.       DECLARATIONS OF INTEREST**

Councillor Buckley declared a personal interest in respect of Mr. P.T. on the grounds that he knew this gentleman and left the room whilst this case was considered and discussed.

**Q2.       MINUTES OF THE LICENSING BOARD HELD ON 15TH MAY, 2013.**

The minutes of the previous meeting of the Licensing Board held on 15th May, 2013, were considered.

Resolved:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

**Q3.       EXCLUSION OF THE PRESS AND PUBLIC.**

Resolved:- That the following item be considered in the absence of the press and the public as being exempt under the provisions of the Police Act 1997 and Paragraphs 3 and 7 of Part 1 of Schedule 12A to the Local Government Act 1972 (business affairs and the prevention of crime).

**Q4.       HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES**

The Licensing Board considered a report submitted by the Director of Housing and Neighbourhood Services relating to the hackney carriage/private hire drivers' licences held by Messrs. S.A., P.T. and B.A.A.S.

Messrs. S.A. and P.T. attended the meeting and were interviewed by the Board.

Resolved:- (1) That, with regard to Mr. S.A., the suspension of his licence be lifted.

(2) That the licenses held by Mr. P.T. be revoked.

(3) That the case relating to Mr. B.A.A.S. be deferred pending further clarification and when reconsidered Mr. B.A.A.S. be urged to attend.

**Q5. HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCE - APPLICATIONS**

The Licensing Board considered a report submitted by the Director of Housing and Neighbourhood Services relating to the hackney carriage/private hire drivers' licences held by Messrs. M.K.S. and R.R.R.

Messrs. M.K.S. and R.R.R. attended the meeting and were interviewed by the Board.

Resolved:- (1) That Mr. M.K.S. be granted a licence for a period of twelve months and he be issued with a final written warning.

(2) That Mr. R.R.R. be granted a licence for a period of three years subject to the satisfactory completion of the Driving Standards Agency test and medical.

**(THE CHAIRMAN AUTHORISED CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO PROCESS THE MATTERS REFERRED TO AS A MATTER OF SOME URGENCY)****Q6. HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCE - APPLICATION**

Further to Minute No.Q70 of the Licensing Board held on 15<sup>th</sup> May, 2013 the Licensing Board considered a report submitted by the Director of Housing and Neighbourhood Services relating to the hackney carriage/private hire driver's licence held by Mr. A.K.

Mr. A.K. attended the meeting and was interviewed by the Board.

Resolved:- That Mr. A.K. be granted a licence for a period of three years subject to the satisfactory completion of the Driving Standards Agency test and medical.

**Q7. DATE AND TIME OF THE NEXT MEETING**

Resolved:- That the next meeting of the Licensing Board take place on Wednesday, 10<sup>th</sup> July, 2013 at 9.30 a.m.

**HEALTH AND WELLBEING BOARD**  
**10th April, 2013**

**Present:-****Members**

Councillor Ken Wyatt	Cabinet Member, Health and Wellbeing <b>(in the Chair)</b>
Tracy Clarke	RDaSH
Tom Cray	Strategic Director, Neighbourhoods and Adult Services
Councillor John Doyle	Cabinet Member, Adult Social Care
Chris Edwards	Chief Operating Officer, Rotherham Clinical Commissioning Group
Brian Hughes	Director of Performance and Accountability, National Commissioning Board
Martin Kimber	Chief Executive, Rotherham Borough Council
Councillor Paul Lakin	Cabinet Member, Children, Young People and Families
Shona McFarlane	Director of Health and Wellbeing
Dr. David Polkinghorn	Rotherham Clinical Commissioning Group
Clair Pyper	Interim Director of Safeguarding Children and Families
Dr. David Tooth	Rotherham Clinical Commissioning Group
Janet Wheatley	Voluntary Action Rotherham

**Also Present:-**

Colette Bailey	Integrated Youth Support Services, RMBC
Clare Davis	Parkwood Healthcare
Gavin Drogomirecki	Police and Crime Commissioner's Office
Tony Hewitt	Parkwood Healthcare
Dr. Nagpal Hoysal	Consultant in Public Health Medicine
Sue Wilson	Performance and Quality Manager, RMBC
Shaun Wright	Police and Crime Commissioner

**Officers:-**

Kate Green	Policy Officer, RMBC
Tracy Holmes	Communications and Marketing, RMBC
Dawn Mitchell	Democratic Services, RMBC

Apologies for absence were submitted from Karl Battersby, Gordon Laidlaw, Michael Morgan, Dr. John Radford and Joyce Thacker.

**S74. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**

Resolved:- (1) That the minutes be approved as a true record.

Arising from Minute No. S66 (Robert Francis Inquiry) it was noted that a Council Seminar was to be held on 18<sup>th</sup> April, 2013.

Arising from Minute No. 69 (Healthy Lifestyles, Prevention and Early Intervention), disappointment was expressed that details of the 2013/14 budget for Public Health and the Council was not included on the agenda.



It was noted that the Council had approved its 2013/14 budget and was a matter of public record.

Resolved:- (2) That the 2013/14 commissioning plans for Public Health and the Council be submitted to the next meeting of this Board.

(3) That the Director of Finance be invited to the meeting to present the information.

Arising from Minute No. S72 (Food for People in Crisis Partnership) it was noted that work was ongoing on this matter.

## **S75. COMMUNICATIONS**

Local Government Association Conference – Teenage Pregnancy  
London – 23<sup>rd</sup> April, 2013

Resolved:- That the conference be referred to the Health Select Commission for attendance.

The Chairman and Dr. Tooth had recently met with representatives from South Yorkshire's branch of the Department for Work and Pensions. A briefing note would be prepared for the Governance Board.

## **S76. LOCAL HEALTHWATCH**

The Chairman welcomed Tony Hewitt, Director of Parkwood Healthcare, and Claire Davis, Operations Manager, to the meeting. Tony and Claire gave the following report:-

- The company's head office was in Lancashire and had been involved in the healthcare market for the last 15 years
- Parkwood had won a number of Healthwatch contracts including Doncaster
- The contract had been signed and a social enterprise established in Rotherham to operate in the Borough
- Interviews had taken place and hoped to appoint a Healthwatch Manager very shortly. A Chairperson and a Board of Directors would be next
- An interviewing panel had been confirmed for the recruitment of the Chairperson. The advert would be explicit that the role was different to that of the Trust and LiNK
- Hoped to be located in the town centre
- Bespoke company database which would be developed and used to collate evidence and undertake research and able to produce a number reports
- In the interim, a Healthwatch service was still provided through the website, e-mail and telephone as well as ongoing work with the PALS Team and Advocacy provider to ensure a seamless transition

It was noted that there had been no TUPE issues as the staff had all secured other employment.

There was a position on the Health and Wellbeing Board for the Chair of Healthwatch once elected. It was suggested that Claire Davies act as representative until such an appointment had been made.

Resolved:- (1) That the report be noted.

(2) That Claire Davies, Operations Manager, represent Rotherham Healthwatch on the Health and Wellbeing Board until a Chairperson had been appointed.

## **S77. POLICE AND CRIME COMMISSIONER**

Shaun Wright, Police and Crime Commissioner for South Yorkshire, attended the meeting and gave a report on his work as Commissioner:-

- Community Safety required a partnership approach – seek to endeavour to align all agencies/services, pooling budgets and jointly commissioning services thereby maximising ever decreasing resources
- The Police and Crime Plan was a key document for the Commissioner and hopefully for partners to ensure alignment to the key areas
- Drug addiction, alcohol and mental health issues were all significant issues impacting on crime and community safety. Whilst substantial funding was being directed to drug interventions, unless the re-offending link to mental health issues and drug/alcohol abuse was addressed, no significant impact would be made
- 90% of prisoners had at least 1 mental health problem. 1/3 of all incidents responded to by the Police were linked to someone suffering with mental health problems. Mental Health Services were very stretched and had been underfunded for a significant time – need to work smarter with the resources available
- Keenness to align the Commissioner Office and South Yorkshire Police with the Board
- The Police were a significant recipient of the Commissioner's funding but he could commission any service he so wished. Keen to tackle reoffending rates
- A certain amount of the budget would be safeguarded for Prevention and Early Intervention as a baseline that could be built upon

- Hallam University had been commissioned to map out current funding and partnerships within South Yorkshire which directly contributed to Community Safety which would feed into the commissioning decisions and the update of the Police and Crime Plan

Discussion ensued with the following points raised:-

- Prevention and Early Intervention was a priority. Work was required to create governance for the budget setting and commissioning strategy for 2014/15
- The need to involve the Commissioner in the consultation on CCG plans

Shaun was thanked for his attendance.

## **S78. PRIORITY MEASURE - NEETS**

Collette Bailey, Integrated Youth support Services, gave the following presentation on the NEET Priority:-

What is the Issue?

- No real improvement in unemployment rate (NEET) for 16-18 year olds
- Vulnerable groups were 3 times more likely to be NEET than the wider cohort
- The NEET group were from poorer soci-economic backgrounds and had worse GCSE attainment

What is the current position?

- 1 in 8 of all 18-24 year olds were unemployed
- 719 young people academic age 16-18 were NEET 7.2%
- Much worse picture for vulnerable 16-19 year olds NEET
  - 13.% of people with learning difficulties
  - 29% of care leavers
  - 74% of teenage mothers
  - 50% of young offenders in the criminal justice systems

What are we trying to achieve?

- Improving percentage of young people overall and those on FSM achieving good GCSE including Maths and English
- Achieving zero NEET for all 16 year olds by 2013
- All young people in learning until their 18<sup>th</sup> birthday by 2015
- Improving percentage of young people achieving level 2 and level 3 qualifications at 19

Ongoing impact of being NEET

- Lack of work experience and employability skills meant that young people were not able to compete for available jobs

- Low or no qualifications made work harder to find
- Low income jobs unless upskilled
- Progression into adulthood and becoming parents living in poverty
- Low self-esteem and lack of hope resulted in poor mental health and wider health issues
- Poor/lower outcomes for children in terms of learning and achievement
- Inter-generational unemployment

What helped young people to stay in learning and work?

- Making the right realistic choices at 16 – careers guidance
- Sufficient suitable education and training provision for young people at aged 16 with clear 2 year pathways leading to a relevant qualification for the marketplace
- If you became NEET and had achieved a good range of GCSEs you were more likely to secure learning or work
- Target support towards vulnerable young people to encourage, enable or assist them to participate and remain in education or training
- Strong supportive families or role models with a good work/learning ethic

What do we need to do?

Create an outcome related intervention with a focus on prevention of NEET prevention/recovery was crucial

- Build the key basic numeracy and literacy skills needed to succeed in further education, training or the world of work
- Co-ordinated transitions at 16 for at risk students identified by the Risk of NEET Indicator (RONI)
- Early identification of post-16 students at risk of becoming NEET (drop out) and the co-ordination of support to ensure no break in learning
- Co-ordinated approach to young people who disengaged at the age of 17 after completing 1 year learning programmes
- Whole family approach in situations of high presenting needs – Families for Change/Family Common Assessment Framework

Challenges

- Lack of ownership of the NEET agenda that existed in the current setting from schools, colleges and learning providers
- Focusing on complex needs of individuals and families limited time available to spend with NEET churn
- Creating an outcome related intervention with a focus on prevention rather than recovery was essential – service pressures could limit this
- Poverty – lack of financial incentives to engage young people – limited access to work experience or part-time work whilst in learning – limits breadth of skills base and employability

- Alternative options to the basic academic route were fundamental in terms of giving those most at risk a clear pathway with achievable goals
- The recession – young people were unable to compete for fewer opportunities

What can the Health and Wellbeing Board do?

- Training for Integrated Youth Support Services staff on cross cutting themes
- We were all targeting with the same families - partnership could extend both reach and impact
- Support tracking of outcomes for young people
- Offer opportunities for work experience for vulnerable young people
- Offer employment opportunities/apprenticeships for vulnerable groups e.g. care leavers

Discussion ensued on the presentation with the following issues raised/clarified:-

- The presentation outlined the importance of getting the early offer right and making contact with families. If families could be identified early and work take place with them, hopefully, in the long term the cycle could be broken
- If funding was removed from Early Intervention it would result in more families coming into the Service
- The Council had done a massive piece of work of opportunities that could link young people into the work taking place around Deprived Communities
- Major employers should be urged to sign up offering work experience opportunities/employment opportunities/apprenticeships for vulnerable young people
- Current Human Resources Policies imposed barriers to those young people with no qualifications or experience. Unless they were changed to facilitate creation of those opportunities nothing would change
- Statistical analysis showed that the longer a person was out of employment there was less likelihood of being able to do so in later life
- There were more opportunities created for young people than for older people
- Had to get it right in schools. Young people had to leave school with some form of qualification
- The Council had committed to helping care leavers get used to the world of work that quite often their parents were not in a position to help them with

Resolved:- (1) That the Health and Wellbeing Board's commitment to the offer of opportunities for work experience for vulnerable young people and the offer of employment opportunities/apprenticeships for vulnerable

groups be noted and that Board members be requested to seek their respective organisations' endorsement.

(2) That consideration be given by partner agencies to the barriers imposed by current Human Resources Policies in relation to young people that had no qualifications or work experience.

#### **S79. HEALTH AND WELLBEING BOARD TERMS OF REFERENCE**

Kate Green, Policy Officer, reported that as from 1<sup>st</sup> April, 2013, the Board had become an official sub-committee of the Council taking on full statutory duties as set out in the Health and Social Care Act 2012.

To ensure Rotherham's Board was operating in line with the duties, the Terms of Reference which had been previously developed for the Shadow Board, had been updated.

Discussion ensued with the amendments suggested to No. 6 Governance and Reporting Structures.

Resolved:- (1) That the updated Terms of Reference, as amended, be approved.

(2) That the Council's Code of Conduct for Members and Co-opted Members be noted.

(3) That Board Members submit Declarations of Interest for inclusion on the website.

#### **S80. JOINT STRATEGIC NEEDS ASSESSMENT REFRESH**

Chrissy Wright, Strategic Commissioning Manager, reported that the Joint Strategic Needs Assessment (JSNA) was last reviewed and revised in 2011 and a further refresh now required. In accordance with Government Guidance, the refreshed document must now include a Directory of Assets which meant community assets, physical infrastructure and individuals.

The report set out the proposed structure of the refreshed document as follows:-

##### Section 1

- Overarching cross-cutting areas
  - Demographics
  - Health conditions
  - Lifestyle and population behaviours
  - Wider determinants of health
  - Communities of interest
  - National Policy drivers

- Life Stages (as set out in the Health and Wellbeing Strategy)
  - 0-3 starting well
  - 4-19 developing well
  - 20-64 living and working well
  - 65+ ageing and dying well
- Assets
  - Physical infrastructure e.g. buildings, green spaces
  - Social and community networks e.g. VCS
  - Individuals e.g. Neighbourhood Champions

#### Section 2

- Directory of Needs Analysis
  - Many analyses undertaken by statutory organisations but no repository for all the documents. It would be a resource which all agencies should be mandated to contribute to, a resource that could be accessed by all agencies, enabled an information and data gap analysis and reduced duplication. The Directory would be accessed from the Council home page

#### Section 3

- Frequency of JSNA
  - It would be constantly updated. It was proposed that 2013 would be the last full refresh, subject to future Government guidance, with a 6 monthly update submitted to the Board on any additions/variations to the data

Discussion ensued on the document with the following comments/issues raised:-

- A micro site to be set up where all the information could be collated
- "Final" refresh gave the impression that it was never to be refreshed when this was not the case. It would be continually updated
- A point in time e.g. September for agencies to base their forthcoming commissioning plans
- The voice of the child was fundamental to the document
- Need to get the media involved

Resolved:- (1) That the proposals set out in the report for the refresh of the Joint Strategic Needs Assessment be approved.

(2) That the document be amended to reflect the comments made with regard to the word "final".

(3) That further reports be submitted on a six monthly basis.

**S81. MAKING EVERY CONTACT COUNTS**

The Board was shown a video of how Making Every Contact Count worked in Salford.

The programme had been developed in 2009 by NHS Yorkshire and the Humber to give staff the skills to talk to individuals about their health and wellbeing. It had been adopted in other NHS regions.

Frontline staff were trained to raise healthy lifestyles issues opportunistically in a conversational manner. It involved giving information about the importance of behaviour change and simple advice and signposting to appropriate lifestyle services for support. It encouraged individuals to

- Stop smoking
- Eat healthily
- Maintain a healthy weight
- Drink alcohol within the recommended daily limits
- Undertake the recommended amount of physical activity
- Improve their mental health and wellbeing

However, the wider social determinants of health were core to the MECC approach as the intervention started from where the person was rather than dealing with a condition, illness or label. It could, therefore, also support individuals to access services such as housing or financial support which may be barriers to making a healthy lifestyle choice.

Discussion ensued with the following issues raised/clarified:-

- Where were the boundaries?
- Principle sound but fine tuning required
- Appropriateness/nature of the professional contact
- The initiative had been around for some time and a lot of time spent in Health mapping the principles – what was MECC trying to achieve?
- Should be part of practitioners every day job
- Going the extra mile and listening to what members of the public said in conversation
- Did not want to commit limited staffing resources if it involved mandatory training taking up valuable time

Resolved:- That Tom Cray, John Radford and Nagpal Hoysal discuss further taking on board the points made above and report to a future meeting



**S82. PERFORMANCE MANAGEMENT FRAMEWORK**

Further to Minute No. S69(4) of the meeting held on 27<sup>th</sup> February, 2013, Dr. Nagpal Hoysal presented proposed key measures and quarterly proxy measures for each of the Indicators within the 6 Priority areas.

Each Priority had a high level aspiration of what the Board wanted it to achieve. Under each Priority, Key Measures National or Local Indicators were set which were often only measured annually and would enable the Board to monitor progress or consider further action.

There were limitations on the availability of data for several Indicators, including some Key Measures that were also in the Public Health Outcomes Framework. Progress was expected in the next few months on how the information would be collected.

Discussion ensued on each of the Indicators. The following were raised/clarified:-

- There were no new Indicators – they would be picked up as part of Making Every Contact Count
- A number of the Indicators would be delivered by the Tobacco Control Alliance with regard to Priority 1 – Smoking
- Would the effectiveness of Community Alcohol Partnerships be diluted in introducing them throughout the Borough? The 11 Deprived Areas would be the primary focus
- Alcohol consumption profile of parents of looked after children as measured by audit of CAF required further consideration
- Further information had been received since the agenda was compiled for Priority 5 – Fuel Poverty
- Priority 6 – Dementia – it had now been ascertained that information would be available for a number of the Indicators, however, it was felt that the measure of the effectiveness of post-diagnosis care in sustaining independence and improving quality of life would be a challenge
- Need to ensure the Priority 6 Indicators aligned with the national Dementia Challenge

Resolved:- (1) That the reporting Framework and targets for 2013/14 onwards be supported.

(2) That, with regard to new Indicators, the Board's support and commitment for data collection for key areas such as Every Contact Counts or brief interventions be confirmed due to the real Service change/Service measurement that will be required to deliver the targets.

### **S83. WORKSTREAM PROGRESS - EXPECTATIONS AND ASPIRATIONS**

Sue Wilson, Performance and Quality Officer, gave the following powerpoint presentation on the Expectations and Aspirations workstream:-

#### Expectations and Aspirations

"All Rotherham people will have high aspirations for their health and wellbeing and expect good quality services in their community, tailored to their personal circumstances."

#### **Priority One – We will provide much clearer information about the standards people should expect and demand**

##### Progress

- Complaints baseline
- Service Standards baseline
- Our Pledge
- Young People's Pledge
- Staff Prompt card

##### Our Pledge

- We will always be helpful and timely; all people are important to us
- We will be patient and listen to you
- We will communicate with you clearly  
We will be clear about the service that you can expect and you should never feel afraid to share your views and opinions
- We will not pass you from pillar to post; we will try to simplify what we do
- We will treat you fairly and with respect

##### Young Person's Pledge

- We will talk to each other in a way that we both understand
- We will be patient, listen to each other and not interrupt
- We will respect each others views and feelings
- We will be polite about each others opinions – challenge the opinion not the person
- We will care about each other and be helpful with each others needs

##### Staff Prompt Card

- First impressions count  
Be positive and helpful; people should feel they are important to you
- Listen to people  
Be polite and patient and ensure you understand peoples' needs
- Communicate clearly

Stick to plain language and check that people understand the service they can expect

- Make things simple
- Do not pass people from pillar to post; try to simplify working practice
- Be respectful
- Be friendly and treat people fairly including colleagues

#### Action

- Further work around a “single standard” across all the organisations working around Health and Wellbeing
- To include information around what people can expect, demand and that it is okay to feedback or complain about the service

### **Priority Two – We will train all people who work towards reducing health inequalities to respond to the circumstances of individual people, families and the local community**

#### Action

- Customer Care training will be developed including specific training for staff in Deprived Neighbourhoods

### **Priority Three – We will ensure all our workforce routinely prompt, help and signpost people to key services and programmes**

#### Progress

- Audit of online directories and services across partners
- Information sharing event planned for 16<sup>th</sup> May for practitioners working in East Herringthorpe/Dalton and Thrybergh regarding Employment and Health

### **Priority Four – We will co-produce with Rotherham people the way services are delivered to communities facing challenging conditions**

#### Action

- Consultative work and co-production of services will be developed across agencies

#### Challenges

- Continued commitment and engagement from all organisations around the work of the workstream
- Role of Healthwatch alongside the workstream
- Common Set of Standards – was this acceptable and achievable
- Resources
  - Budget
  - Staff time
  - Attendance at training

Discussion ensued with the following issues highlighted/clarified:-

- Members of the public did not know what standard of service/response should be provided by agencies

- A commitment was required from agencies to provide a Common Set of Standards so communities would have the confidence to use the services and confidence to complain and hold agencies to account
- The working group had been established but there had been some issues with regard to attendance
- Plan on a Page developed identifying how the workstream was working with the 6 Strategic Leads of the Priority areas
- The role of Healthwatch aligned closely with the work of the workstream particularly in relation to customer standards and satisfaction levels
- Currently there was no budget associated with the work of the group and the modest costs associated with the work

Resolved:- (1) That the progress being made by the Expectations and Aspirations workstream be noted.

(2) That the issue of commitment to the Expectations and Aspirations workstream, the funding for the modest costs associated with the work and attendance at meetings of the multi-agency group, be raised and discussed at the Chief Executives Group.

**S84. DATE OF NEXT MEETING**

Resolved:- That a further meeting of the Health and Wellbeing Board be held on Wednesday, 8<sup>th</sup> May, 2013, commencing at 1.00 p.m. in the Rotherham Town Hall.

**HEALTH AND WELLBEING BOARD**  
**8th May, 2013**

**Present:-****Members**

Councillor Ken Wyatt	Cabinet Member, Health and Wellbeing <b>(in the Chair)</b>
Tom Cray	Strategic Director, Neighbourhoods and Adult Services
Councillor John Doyle	Cabinet Member, Adult Social Care
Chris Edwards	Chief Operating Officer, Rotherham Clinical Commissioning Group
Brian Hughes	Director of Performance and Accountability, National Commissioning Board
Councillor Paul Lakin	Cabinet Member, Children, Young People and Families
Shona McFarlane	Director of Health and Wellbeing
Michael Morgan	Rotherham Foundation Trust
Dr. John Radford	Director of Public Health
Dr. David Tooth	Rotherham Clinical Commissioning Group
Janet Wheatley	Voluntary Action Rotherham

**Also Present:-**

Stuart Booth	Director of Financial Services
Alison Iliff	Public Health Specialist
Ian Jerrams	RDaSH
Clair Pyper	Interim Director, Safeguarding Children and Families
Dr. Richard Turner	Rotherham Clinical Commissioning Group
Chrissy Wright	Commissioning Manager, RMBC

**Observers:-**

Penny Fairman, local pharmaceutical company  
Richard Hackett, Rotherham Local Pharmaceutical Committee  
Dr. Kamal, CCG representative for Yorkshire and Humber  
Natalie Yarrow  
Sharon Hellewell, Supporter

**Officers:-**

Kate Green	Policy Officer, RMBC
Gordon Laidlaw	Communications, NHS Rotherham
Dawn Mitchell	Democratic Services, RMBC

**S85. MINUTES OF PREVIOUS MEETING**

Resolved:- That the minutes be approved as a true record.

Arising from Minute No. S76 (Healthwatch), it was noted that the interviews for the position of Chair were to be held the following week.

Arising from Minute No. S80 (Joint Strategic Needs Assessment), Councillor Lakin questioned whether the refresh should look at Planning

and Licensing policies and procedures for fastfood outlets and the sale of alcohol.

John Radford reported that discussions were underway on this issue with a report to be submitted to a future meeting.

Arising from Minute No. S81 (Making Every Contact Count), it was reported that the steering group had met to work through the practicalities of what would be appropriate intervention/sign posting/advice given the different professionals that were involved. An action plan was being drawn up, which would be submitted to a future meeting, containing the outcomes and outputs that contributed to the health and wellbeing of the Borough.

## **S86. COMMUNICATIONS**

### **(1) Disabled Children's Charter**

A request had been received from The Children's Trust Tadworth that the Board sign the Disabled Children's Charter.

Claire Pyper, Interim Director, Safeguarding Children and Families, reported that the Authority already had a Charter for Disabled Children which had been agreed with the Parents and Carers Forum.

The Disabled Children's Charter was being developed nationally for Health and Wellbeing Boards to ensure that they had integrated services for disabled children within their Priorities. It recognised the additional support that parents and carers of disabled children/young people needed together with the universal services they were entitled to as well and the link into transitional services into Adult Services. It stressed the importance of good governance but also placed real emphasis on making sure Boards focussed on the Charter and within the Joint Strategic Needs Assessment so there was an awareness of the needs in the area.

It was proposed that work would take place on ensuring that Rotherham's current Charter linked with the national Charter.

It was noted that the Charter had not been considered by the Children, Young People and Families Partnership as yet.

Resolved:- (a) That the Disabled Children's Charter be submitted to the next meeting of the Children, Young People and Families Partnership.

(b) That, subject to the agreement of the Children, Young People and Families Partnership, the Board be minded to sign the Disabled Children's Charter.

### **(2) Teenage Pregnancy Conference**

Board members were provided with a report on the above conference attended by Councillor Dalton.

The report was also to be forwarded to the Health and Improving Lives Select Commissions for information.

## **S87. NHS ENGLAND**

Brian Hughes, National Commissioning Board, presented a report on NHS England (formerly the NHS Commissioning Board) which had become operative as from 1<sup>st</sup> April, 2013, illustrating:-

### Purpose

- Create the culture and conditions for health and care services and staff to deliver the highest standard of care
- Ensure that valuable public resources were used effectively to get the best outcomes for individuals, communities and society for now and for future generations

### Objectives

- Priority – improving patient satisfaction
- Priority – improving staff satisfaction
- Preventing people from dying prematurely
- Enhancing quality of life for people with long term conditions
- Helping people recover from episodes of ill health or following injury
- Ensuring people had a positive experience of care
- Treating and caring for people in a safe environment and protecting them from avoidable harm
- Promoting equality and reducing inequalities in health outcomes
- Enabling more people to know their NHS Constitution rights and pledges
- Becoming an excellent organisation
- Ensuring quality financial management

### Functions

- Oversight, facilitation, co-ordination and leadership
- Direct commissioning
- Supporting the commissioning system
- Emergency planning, resilience and response

### Organisation

- 1 national public body working to 1 operating model
- 1 national support centre, 4 regions and 37 Area Teams – South Yorkshire and Bassetlaw covered Rotherham
- Specialised commissioning was carried out by 10 of the 27 teams

Discussion ensued with the following issues raised:-

- Was there sufficient dental provision within Rotherham compared to other areas?
- Was the number of GP practices in Rotherham comparable with other areas?

Brian undertook to look into the 2 matters and report back to the Chairman.

Resolved:- That the report be noted.

## **S88. COMMISSIONING PLANS**

### **Council's Budget 2013/14**

In accordance with Minute No. S74, Stuart Booth, Director of Financial Services, gave the following powerpoint presentation:-

### **Meeting the Financial Challenge – An overview of the Council's Budget 2013/14 and beyond**

- The scale of financial challenges/risks facing local government was set to continue for at least until 2017 (possibly a decade)
- Increasing financial risk transferred to local councils through the Local Government Finance and Welfare Changes and restrictions on finances
- Sustainable medium/long term financial planning was now even more critical
- The lack of financial certainty e.g. the next Spending Review was only to be announced in late June, 2013, and the likelihood of further finance reform/restrictions made financial planning extremely difficult

### **What this meant for Rotherham**

- Never faced such financial challenges before...
  - 2010/11 £5m (emergency budget)
  - 2011/12 £30m
  - 2012/13 £20m
  - 2013/14 £20m
  - 2014/15 £20m+?
  - 2015/16 £??m
- Localisation could have significant, adverse impact on future Council resources

### **Approach Taken**

- Established a **clear set** of budget principles
- **Started early** in redesigning services and budget.....reduced head count in last 2 years by over 1,000 and had pushed back the financial 'cliff edge' into later years (2015/16?)
- **Strategic re-positioning** and re-integration of its partnerships e.g. RBT and 2010 Rotherham allowing further savings to be made



- Focus on reducing the 'back office' to a minimum level – over 15% reduction in last 2 years
- Concentrated on **reducing management** posts which had reduced by 26% at Director level and 43% from next tier - overall management reduction of 19%; while front line reduction has only been 8%.

### Rotherham's 2013/14 Budget Challenge

- **Initial Funding Gap in MTFS**           **£14.1m**
- Additional challenges (October):
  - o Specific grants rolled into Formula Grant at reduced levels (net)
    - +£2.9m
  - o Freezing Council Tax                   +£2.2m
  - o CTRS 8.5% max pass through to working age claimants
    - +£1.0m
- **Revised Funding Gap**                   **£20.2m**

### Meeting the Challenge

- By working together with a clear set of budget principles, we have managed to meet the budget challenge while protecting front line services and those most in need in the Borough, and minimising job losses .....
- Over 70% (c£14M) of savings proposals did not affect front line service delivery - key examples being:
  - Reviewing inflationary assumptions (£4M) and MTFS assumptions (£0.9m)
  - Further back office streamlining (£2.2M)
  - Rationalising customer access (£0.5M)
  - Realising benefits from improved cash flow management (£2.4M)
  - Maximising opportunities through joint working on Public Health/NHS (£0.8M)
  - Working with partner organisations to improve efficiency (£1M)
  - Maximise income from other sources (£0.8M)
- The remaining savings would come from:
  - Front Line Services:
  - Children and Young Peoples                   £1.776M
  - Neighbourhoods and Adult Social Care       £2.974M
  - EDS (excl Customer contact)               £1.000M
  - Staff savings to be agreed with TUs       £0.300M
  - Critical Friend Reviews of Front line services   £0.341M
- Further job losses expected to be contained at 50 to 60 FTEs
- Accepted the Council Tax Freeze Scheme – to protect low income families who were vulnerable in the Borough
- Designed Council Tax Reduction Scheme (CTRS) to protect vulnerable groups by retaining income disregards, allowances and premiums and by taking up the Government's Transitional Grant Support Scheme.
- Used reform of Council Tax discounts and exemptions to minimise cost of CTRS to working age claimants – likely cost £1.56 per week in a Band A property

- Maintaining Financial Resilience through:
  - Sustainable budgeting
  - Effective, medium term management of reserves to meet future significant risks – circa £7M General Reserve

**RMBC Revenue Expenditure 2013/14**

			Summary
Directorate	Gross Expenditure	Gross Income	Net Expenditure
CYPS	276,238,494	-230,824,494	45,414,000
EDS	80,133,120	-29,462,201	50,670,920
NAS	125,248,989	-50,291,989	74,957,000
Resources	156,392,212	-129,777,697	26,614,516
Central	35,417,273	-11,599,708	23,817,565
	673,430,087	-451,956,689	221,474,000

**RMBC Directorate's Net Revenue Budget 2013/14 £221.474m**

- Children and Young Peoples Services £45.4M
- Environment and Development Services £34.8M
- Neighbourhoods and Adult Services £75M
- Resources £24M
- Levies etc. £19.2M
- Other Services £23.1M

**RMBC Income 2013/14**

- Dedicated Schools Grant 27.7%
- Formula Grant 20.85%
- Council Tax Reduction Scheme Transitional Grant 0.07%
- Fees, Charges and other Grants 39.84% (includes Public Health grant £13.78M)
- Collection Fund Surplus 0.21%
- Council Tax 11.62%
- Council Tax Freeze Grant 0.14%

**Future Years – Financial Challenge**

- Significant reductions in resources were anticipated for 2014/15 nationally - a reduction of 8.6% was planned - in Rotherham 9.1%
- Next Spending Review to be announced ...by end June 2013
- Chancellors view.....austerity programme needed to be extended until (at least) 2018 – Autumn Statement
- Further restrictions on finances may come forward – e.g. more stringent Council Tax referenda principles for those **not accepting** Council Tax Freeze grant have been muted
- Further reform of Local Government Finance bringing about a further transfer of risk to Local Government Finances
- Impact of localisation of Business Rates – first year?
- Other likely Formula Funding changes e.g. Education, Social Care

- Impact on local economy of Welfare Reform changes e.g. Council Tax Reform Scheme, Bedroom Tax etc. including need to annually review Council Tax Reform Scheme; loss of Transitional Grant (£0.5m); introduction of Universal Credits
- Impact of Triennial Revaluation of LG Pension Fund – April 2014
- Pressure to prioritise local economic growth initiatives to stimulate the local economy

Discussion ensued on the presentation with the following issues raised/clarified:-

- The impact of the Bedroom Tax was not known as yet
- Evidence had shown that incoming Governments did not reverse the spending plans of the previous Government
- High Needs Block in CYPS (Special Educational Needs, Behavioural Support Services etc.) had been identified as under pressure in the region of £.5M. This could be further challenged when assessments of children had been carried out as part of the new academic year

Stuart was thanked for his presentation.

### **Public Health**

Dr. John Radford presented the 2013/14 Spending Plan and the Plan for Developing 2014/15 Commissioning Intentions as follows:-

#### 2013/14 Spending Plan

- Total Income £13,983,338
- Public Health Grant £13,790,300
- Other Income £193,038

#### Planned Spending

- Total £13,983,338
- Contracted Services £11,996,638
- Advice Functions £1,112,706
- In-House Services £322,420
- Running Costs £551,573

#### Breakdown of Planned Spending

- Drug and Alcohol advice 2%
- Drug and Alcohol Contracts 30%
- Health Improvement Contracts 23%
- Health Improvement advice 2%
- Health Improvement services 1%
- Health Protection Contracts 27%
- Health Protection advice 1%
- Other Contracts 5%
- Other 9%
  - Healthcare Public Health Contracts 1%
  - Healthcare Public Health Advice 2%

- Creative Media Services 1%
- Director of Public Health 1%
- Running Costs 4%

Running Costs - £551,573

- Pay 25%
- Non-pay 26%
- Central Charges/Overheads 49%

Discussion ensued on the presentation with the following issues raised/clarified:-

- The Department of Health Grant had to be separately accounted for by the Council
- Need to review how contracts were placed and the way Services were delivered for 2014/15
- In 2014/15 needed to balance drug and alcohol spend – currently the majority of spend was currently on Drug Treatment Services and whether that needed realigning more towards prevention services and the very small amount currently spent on Alcohol Services
- NHS Health Checks were very important and could make a significant impact on identifying people with existing conditions. Performance was very good but people were not systematically identified and offered a Health Check
- There had been quite a wide range of work going on over the Authority as a whole in connection with Roma/Slovakian health issues. Rotherham had lead on a Yorkshire and Humber-wide funded pilot programme for Roma health champions which had just finished. A report would be produced on what the benefits had been and what had not worked so well. At the moment there was no identified funding. It was included in the Joint Strategic Needs Assessment as a priority

John was thanked for his presentation.

### **RMBC Commissioning Priorities**

Chrissy Wright, Strategic Commissioning Manager, presented a report setting out the proposals for the 2013/14 Council commissioning priorities that met the identified priorities for the Council's Directorates, Children, Young People and Families Partnership and Adult Partnership and aligned to the Health and Wellbeing Strategy.

The focus of the commissioning priorities were as follows:-

Children and Young People Services – Starting Well and Developing Well  
Adult Services – Living and Working Well and Aging and Dying Well

For 2013/14 all commissioning activity and reviews not included in the priorities would be set out in Strategic Commissioning work plans. The plans would grow with new activities and change as work progressed.

Discussion ensued on the report with the following issue raised/clarified:-

- Work on the Dementia Strategy was underway but was a very complex area of work

Discussion ensued on the need to ensure alignment for commissioning, rationalise how and what was commissioned and how to create efficiencies in the system as well as learning from the successes there currently was in terms of commissioning. It was suggested that a steering group be established to ensure linkage of activity to achieve the different objectives.

Resolved:- (1) That representatives from the Health and Well Being Steering Group are asked identify a set of overarching principles to establish better alignment and coherence of commissioning activities.

(2) That Kate Green be congratulated on her efforts in organising the Heart Town Run in Clifton Park.

#### **S89. WORKSTREAM PROGRESS - DEPENDENCE TO INDEPENDENCE**

Shona McFarlane, Director of Health and Wellbeing gave the following powerpoint presentation:-

Dependence-Independence

- Rotherham people and families would increasingly identify their own needs and choose solutions which were best suited to their personal circumstances

What needs to change to achieve this?

- A significant shift towards self-care and self-management and use of Assistive Technology/Telehealth
- Commissioners to review and evaluate plans and approaches to ensure that independence was promoted
- A defined and agreed approach to risk taking, risk sharing. Needed to move away from defensive decisions which historically had focused on avoiding risk and towards defensible decisions. A critical shift in thinking
- Co-production, customers at the centre

#### Priority One

We will change the culture of staff from simply 'doing' things for people to encourage and prolong independence and self-care

##### Actions

- Personal health budgets workstream was on target
- Assistive Technology Strategy had been drafted
- Self-Care work group initiated

##### Progress

- We will embed a culture through the development of workforce development strategies shared by all relevant agencies that emphasises the promotion of independence and social inclusion – started
- Benchmark workforce development plans
- Identify tools available to support staff to achieve independence and supported risk-taking
- Empower people to remain in control of their lives by embedding approaches such as self-care, self-directed support and personal health budgets

#### Priority Two

We will seek out the community champions and support them with appropriate resources, to take action and organise activities

##### Progress

- Engage with key community groups to identify current activity
- Ageing Better bid to Lottery Fund

#### Priority Three

We will support and enable people to step up and step down through a range of statutory, voluntary and community services, appropriate to their needs

##### Progress

- We will check and challenge commissioning strategies to ensure they reflect this aspiration – programme in place
- Engagement with voluntary sector taking place

#### Priority Four

We will properly enable people to become independent and celebrate independence. A longer term goal but some areas have begun to work this object in already

##### Action

- Young People's Achievements, conference, apprenticeship celebration event
- Reshape News
- Making recovery (alcohol) more visible through events such as Recoverfest

#### Health and Wellbeing Board Actions

- Commissioners needed to ensure that all commissioning strategies reflect and enable this outcome consistently

- Commissioners needed to find ways to incentivise providers to promote/achieve independence with customers and providers
- Having a shared commitment to the risks and opportunities that the commitment provided – helping people to help themselves could mean saying ‘no’ to some
- Ensuring that the significant culture change was embedded

#### Challenges

- Achieving significant culture change at a time where Welfare Reforms may be driving dependence
- Partners having a consistent approach to customers and understanding when one part of the system said no
- Understanding the behaviours that underpinned and drove dependence
- Engaging effectively and honestly with citizens

Shona was thanked for her presentation.

### **S90.      LOCALLY DETERMINED PRIORITY MEASURE: SMOKING**

Alison Iliff, Public Health Specialist, gave the following powerpoint presentation:-

#### Why is tobacco a priority?

- Smoking rates were above the national average and had plateaued
- Young people’s smoking rates were higher than the national average
- Smoking in pregnancy rate were still very high
- Could have serious health consequences and impacts on the economy
- Tobacco was the only product that, when used as the manufacturer directs, killed 50% of its consumers

#### Health Consequences: Preventable Deaths in Rotherham 2011

- Smoking 488
- Obesity 171
- Alcohol 36
- Suicide 16
- Traffic 4
- Assault 5

#### Tobacco: Intervention Pyramid

- Social norms
- Restrict supply
- Health intervention
- Illness treatment

What do we need to do?

- Deliver and fund a comprehensive programme of tobacco control:-
  - Raise public awareness
  - De-normalise smoking – smoke-free homes, smoke-free play areas
  - Prevent access to cheap and illicit tobacco
  - Stop children and young people starting to smoke
  - Help smokers to stop and to engage with services

Challenges

- Changing behaviour amongst those that most need to change
- Believe that cheap and illicit tobacco was a ‘Robin Hood’ crime
- Electronic cigarettes – less known harms than smoking but long term safety unclear
- Acceptance that the current service provision needed radical change

Rotherham Tobacco Control Alliance wanted Board members to:-

- Recognise that smoking was not only a Public Health issue but should also be part of funded clinical treatment pathways
- Support collaborative commissioning across South Yorkshire

Discussion ensued with the following issues raised/clarified:-

- Nothing in Queen’s Speech about “plain” packaging for cigarettes – Legislation about “plain” packaging would boost the work of local authorities/Tobacco Alliance
- Electronic cigarettes – less known harms but long term safety was not known
- Smoke Free Charter – all organisations would sign up to 4/5 key points around smoking and tobacco control which were very achievable with regard to promoting support for stopping smoking, the risks of second hand smoke and a Smoke Free Champion in the workforce. Most of the Charters included a clause where staff visiting a client’s home, a requirement that the client would be asked to make the room to be visited smoke free for 30 minutes prior to the visit taking place

Alison was thanked for her presentation.

Resolved:- (1) That partners should contribute to the prevention of uptake in children and young people through the promotion of smoke-free spaces and smoke-free social norms.

(2) That a Rotherham Smokefree Charter be adopted and promoted.

(3) That minutes of the Tobacco Control Alliance be submitted to the Board in future.



**S91. DATE OF NEXT MEETING**

Agreed:- That further meetings of the Health and Wellbeing Board for 2013 be held on Wednesdays, commencing at 1.00 p.m. in the Rotherham Town Hall as follows:-

12<sup>th</sup> June  
10<sup>th</sup> July  
25<sup>th</sup> September  
23<sup>rd</sup> October  
27<sup>th</sup> November  
18<sup>th</sup> December  
22<sup>nd</sup> January, 2014 (9.30 a.m.)  
19<sup>th</sup> February  
26<sup>th</sup> March  
30<sup>th</sup> April

**HEALTH AND WELLBEING BOARD**  
**12th June, 2013**

**Present:-****Members**

Councillor Ken Wyatt	Cabinet Member, Health and Wellbeing <b>(in the Chair)</b>
Tom Cray	Strategic Director, Neighbourhoods and Adult Services
Councillor John Doyle	Cabinet Member, Adult Social Care
Chris Edwards	Chief Operating Officer, Rotherham Clinical Commissioning Group
Melanie Hall	Rotherham Healthwatch
Shona McFarlane	Director of Health and Wellbeing
Michael Morgan	Acting Chief Executive, Rotherham Foundation Trust
Dr. John Radford	Director of Public Health
Joyce Thacker	Strategic Director, Children and Young People's Service
Dr. David Tooth	Rotherham Clinical Commissioning Group
Janet Wheatley	Voluntary Action Rotherham

**Also Present:-**

Dominic Blaydon	Rotherham CCG
Dr. Stephen Burns	Rotherham Local Medical Committee
Clare Burton	Commissioning, Policy and Performance, RMBC
Sue Cassin	Rotherham CCG
Ian Jerrams	RDaSH
Zanib Rasool	RUFC Community Sports Trust
Alex Wilson	RUFC Community Sports Trust

**Officers:-**

Dawn Mitchell	Committee Services
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Apologies for absence were received from Karl Battersby, Chris Bain, Kate Green, Tracy Holmes, Brian Hughes, Martin Kimber, Councillor Paul Lakin, Dr. David Polkinghorn and Chrissy Wright

**S1. MELANIE HALL, HEALTHWATCH**

The Chairman welcomed Melanie to her first meeting of the Board representing Healthwatch until such a time as the Chairperson was appointed.

**S2. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**

Resolved:- That the minutes be approved as a true record.

Arising from Minute No. S86(1) (Disabled Children's Charter), it was noted that consultation was taking place with the Parents and Carers Forum regarding signing of the Charter.

**S3. COMMUNICATIONS**

(a) Delivery of Winterbourne View Concordat and Review Commitments  
Shona McFarlane, Director of Health and Wellbeing, reported that immediately after Winterbourne, a Joint Improvement Programme had been put into place. The Joint Disabilities Learning Service had responded to the questions around the number of customers it had in hospitals and other secure settings. A Winterbourne View Concordat stocktake was now in place, which required local services to complete a detailed self-assessment. It was also known that there would be an annual report, format unknown at the present time, which would cover other elements of the Concordat action plan. The stocktake was due to be completed by 5<sup>th</sup> July.

Presently, Rotherham was aware of 5 residents, 1 placed in a hospital setting funded through Continuing Health Care on a temporary basis and the remaining four were funded through special commissioning in a hospital setting. The latter 4 were settled in their current placement as it was appropriate to their needs. All annual reviews had been undertaken; families and advocates having been fully involved.

A report would be submitted to the Board in due course.

(b) Stroke Association

The Chairman reported receipt of correspondence from the Stroke Association which highlighted the effects of strokes on survivors and the issues they faced. Strokes were the biggest cause of long term disabilities for adults in the United Kingdom. The Association was asking that the needs of stroke survivors be considered when the Joint Strategic Needs Assessment was reviewed and strategies developed,.

Resolved:- (1) That the above be fed into the Joint Strategic Needs Assessment Team.

(c) Midwifery Council

The Chairman reported receipt of correspondence from the Midwifery Council on the future of the Maternity Liaison Committee. A meeting had been set up to discuss further.

(d) Translation Services

The issue of costs and sustainability of translation services had been raised at a recent meeting with the Local Medical Committee. It was an important issue not only in Primary Care but also all services accessed by citizens.

A discussion had taken place at a meeting of the Chief Executives with partner agencies asked to ascertain if there could be a co-ordinated approach with a pooling of resources. It was felt that it should go further than just a translation service, but provide/signposting citizens to where they could learn/enhance their English skills.

It was pointed out that the translation service was not only for verbal

language skills but also sign language.

Resolved:- (2) That the Rotherham Partnership consider this issue further including NHS England in any discussions.

**S4. ROTHERHAM ENVIRONMENT AND CLIMATE CHANGE STRATEGY AND ACTION PLAN REVIEW 2013**

The Board noted that the Council had approved its revised Environment and Climate Change Strategy and Action Plan and had signed up to the 'Climate Local' commitment to reduce CO<sup>2</sup> emissions and improving the environment.

Consideration was also given to information from the NHS's Sustainable Development Unit "Developing a Healthy and Sustainable Future".

There was a request that the Board asks providers to submit information on their own internal housekeeping in respect of their impact on the environment in accordance with the checklist.

Resolved:- That partner organisations complete the environmental impact checklist.

**S5. ROTHERHAM UNITED COMMUNITY DEVELOPMENT TRUST**

Alex Wilson, Health Officer, and Zanib Rasool, Community Manager, RUFC Community Sports Trust, gave the following presentation:-

Community Sports Trust – Aim

- To utilize the brand of Rotherham United Football Club and the power of sport to positively influence and enhance the diverse lifestyles of the people of Rotherham
- Through the work, bring different communities together to celebrate diversity and community cohesion through sports
- Work across Rotherham under 7 main themes:-
  - Health
  - Disability
  - Volunteering
  - Participation
  - Education
  - Heritage and Inclusion
- Deliver a wide range of activities e.g. homework and reading clubs, holiday programmes, twilight youth sessions, community cohesion events
- Older people exercise sessions

Health and Wellbeing Board Priorities/Work of the Trust

- Prevention and Early Intervention
- Previous Projects
- Dads Make a Difference – 7 areas, 72 dads/male carers

Mini Millers – 510 2-4 year olds over the last 3 years  
 Family Learning – 40 families from deprived areas  
 Mini Millers Group (support children age 2-11 and families)  
 Health for All – BBC Children in Need

Current Projects

Family Health Lifestyle Project – Thornhill School (South Asian mums)  
 Community Allotment – Eastwood and Clifton park

Possible Projects

Smoking cessation at NYS – 3 members of staff now trained to run sessions

– Long Term Conditions

Current Projects

Falls Prevention – 16 different care homes over the last 4 years and continuing working in care homes (Care Home Olympics)  
 Social Prescription – 14 home exercise sessions – 30 participants on Stadium days. Support for carers and getting them exercising  
 Mature Millers Association (constituted group that support over 50s)  
 Walking Football sessions  
 Walking Groups  
 Kashmiri and Yemeni Older Peoples Forum (exercise sessions)  
 Rotherham Ethnic Social Care Organisation (exercise sessions)  
 BME Young People and Carers Group (delivering sport to BME disabled children and siblings at Unity Centre)

– Expectations/Aspirations

Current Projects

Millers Youth Forum  
 Foundation learning – 48 young people  
 Futsal Scholarship – 15 young people  
 NCS – 355 year 11's over last 3 years  
 Volunteering – 147 over 16 year olds over last 3 years  
 BTEC Level 2 & 3 in Sport  
 Sport Apprenticeships – 64 young people over the last 3 y3ars  
 Job Shop in partnership with Job Centre Plus  
 Community Learning – first step learning courses  
 Working with disengaged young people

Possible Projects

Level 1 Sport 19-24 year olds  
 Level 1 Futsal 16-18 year olds

– Dependent to Independent

Current Projects

Walking Groups  
 Walking Football – 10 participants on weekly basis  
 ICT – 37 over 50 year olds  
 Mature Millers  
 Apprenticeships – 64 young people  
 Futsal Scholarships – 18  
 NCS

## Volunteering

- Healthy Lifestyle
  - Current Projects
  - Teenage Kicks – 10-18 year olds in 5 areas 2013-15 (BBC Children in Need)
  - Aiming High – 154 disabled young people
  - Healthy Hearts – 77 disabled adults
  - Marbles Mental Health Self-Help Group and Stonham Homes Wellgate Court
  - Possible Projects
  - Weight Management
  - Education Programmes – NCFE Accreditation, ASDAN, NOCN
- Poverty
  - Current Projects
  - Job club referral from Job Centre Plus
  - Employability skills funded by Community learning Shiloh
  - Future Projects
  - Social enterprise venture at the Stadium

Zanib reported that the Trust worked with the Integrated Youth Service and Area Assemblies. They had also started a partnership with REEMA at the Unity Centre and were offering classes for the Roma community.

Alex and Zanib were thanked for their presentation.

## S6. SCRUTINY REVIEW - AUTISTIC SPECTRUM DISORDER

Dr. John Radford reported that the Health Select Commission had commissioned a Review Group to carry out a Scrutiny Review into the Autistic Spectrum Disorder. The Review Group was independent of the Council's Cabinet and made recommendations to Cabinet for their approval.

It had been a thorough piece of work which had looked at instances and performance in relation to NICE Guidance, very good engagement with providers of services with regard to how they were co-ordinated as well with users of the services.

However, there was now an issue of Policy for the Board with regard to how it took the reviews forward and how they were incorporated into the business of the Local Authority and the CCG as commissioners. How should Scrutiny Review recommendations be taken forward across the health community, how was that process managed, where should Scrutiny Review fit in, what was the Board's role in Scrutiny Reviews and how should the Board respond?

Discussion ensued with the following issues raised:-

- The Terms of Reference stated that Scrutiny Reviews with a health and wellbeing impact should be referred to the Board – at least the Board should be made aware that the work was taking place
- If the Scrutiny Review and its recommendations were submitted to the Board what was the document's status?
- A Review could make recommendations but it was for each partner organisation's executive to consider
- A forward plan of Scrutiny Reviews should be submitted to enable partner organisations to timetable into their own work programme
- Partner organisations should be involved in any Review that applied to their organisation
- Partner organisations should be given the appropriate period of time to review and comment on recommendations prior to them being finalised
- The recommendations should be considered by partner organisations in parallel with the Board and parent Select Commission
- The Board had to consider if a Review's recommendations were consistent with the objectives of the Health and Wellbeing Strategy

It was noted that the Overview and Scrutiny Management Board was to consider the 2013/14 work programme for Select Commissions on 14<sup>th</sup> June, 2013.

Resolved:- (1) That the Select Commissions' work programme for 2013/14 be submitted to the Health and Wellbeing Board to ensure that any health and wellbeing implications were flagged up at an early stage.

(2) That the full Autistic Spectrum Disorder Scrutiny Review document be included on the next Board agenda.

## **S7. HEALTH AND WELLBEING STRATEGY WORKSTREAM**

Dominic Blaydon, Head of Urgent Care and Long Term Conditions, gave the following powerpoint presentation:-

Long Term Conditions Programme  
Programme incorporates 4 key workstreams

- Risk profiling
- Integrated neighbourhood teams
- Self-management
- Alternative levels of care

Areas for consideration moving forward

- Does risk management tool identify high intensity social care users?
- Explore development of personal health and social care budgets
- Patient and practitioner skills programme for health and social care
- Specialised psychological support services for people with long term conditions
- A local network to promote self-management
- Integrated person held record including self-management plan
- Effective use of alternative levels of care

4 Ways you can support the Programme

- Workforce development programmes on self-management
- Identification of high intensity health and social care users
- Development of a person held health and social care record
- Strong leadership to break down barriers on joint working

The Board also considered the latest workstream progress report giving an update on each of the 6 outcomes.

Discussion ensued on the presentation with the following issues raised/clarified:-

- Development of a personal health social care record for those with a long term condition enabling them to monitor their condition and track the progress of their care plan
- A pilot was underway with RFT looking at an electronic vehicle for a patient owned record which was centred around the self-management objective
- Use of the patient's unique NHS identification number
- Self-Management Strategy underpinned some of the work – useful to have a stakeholder group with champions. Could include Service users

Resolved:- (1) That the workstream progress report be noted.

(2) That the 4 proposals for Priority 5 Long Term Conditions be supported.

## **S8. ROTHERHAM LOCAL MEDICAL COMMITTEE**

Dr. Stephen Burns, Local Medical Committee, gave a resume of the work of the Committee in Rotherham as follows:-

- The Committee was constituted every 3 years. Every GP in Rotherham was eligible to stand and every GP in Rotherham had a



vote. Currently there were 10 members

- It was recognised by NHS England as representative of practitioners in the area
- Rotherham LMC was committed to the values of equity, fairness, openness and equal opportunities
- Its aims was to present and support GPs ensuring that they were valued and their skills were properly utilised and to facilitate the smooth running of general practice
- Wherever possible, the LMC worked co-operatively with local agencies and organisations to ensure patients received services and care in accordance with the profession's local and national priorities. Wherever necessary, the LMC defended the position of local GPs where the views of others conflicted with what it believed was in the best interests of patients and the profession
- LMC representatives met monthly with the CCG to discuss GP/CCG interface issues
- GPs and their teams provided 90% of the health care in Rotherham and saw approximately 7,000 people every working day in their practice

Discussion ensued on representation on the Board. It was pointed out that commissioners of services were represented but not providers.

Resolved:- That Dr. Burns receive Board agendas, on behalf of the Rotherham Local Medical Committee, for information and attend meetings as required.

## **S9. TOBACCO CONTROL ALLIANCE BRIEFING**

The Board considered a briefing paper on Tobacco Control emphasising the direction of travel on the locally determined priority.

There was a concentration of work on slowing down the take up of smoking in young people and specific action on smoking in pregnancy/smoking at time of delivery. The change in emphasis was particularly relevant given the prevalence of e-cigarettes and leading young people into smoking rather than stopping smoking.

It was noted that the minutes of the Tobacco Control Alliance would be submitted for information in the future.

Resolved:- (1) That the briefing paper be noted.

(2) That the Tobacco Control Alliance action plan be submitted to the

Board.

**S10. HEART TOWN**

The minutes of the meeting of the Heart Town held on 21<sup>st</sup> May, 2013, were noted.

**S11. DOMESTIC ABUSE INJURIES - LEGAL AID**

Councillor Doyle reported that it had been raised at a meeting of the Rotherham Domestic Abuse Forum that women presenting with domestic abuse injuries were being charged by Rotherham Foundation Trust for a letter stating that their injuries were consistent with abuse. The letter was required so that they could claim Legal Aid. The fee was causing hardship and could be a factor in victims not progressing action.

Dr. Tooth reported that if a victim presented at A&E their GP would be notified within 30 days of presentation at the hospital. The victim was entitled to a free copy of the letter from their GP.

Dr. Tooth stated that he would raise it with the Local Medical Committee suggesting that GPs provide the service.

**S12. WALK IN CENTRE**

Councillor Doyle asked, given the recent national concern regarding walk in centres and Monitor launching an investigation into the large numbers of closures and potential closures, whether it was appropriate for the Board to state its position with regard to the relocation rather than individual members responding to the consultation.

Discussion ensued. It was felt that within its Terms of Reference and Constitution, the Board had an overview and advisory role on the configuration and range of services provided and that they were consistent with the Health and Wellbeing Strategy. However, there was a risk that the Board could be overwhelmed with the future plans of partner organisations which would prevent the Board carrying out its main functions.

On balance, it was felt that the results of the consultation exercise should be submitted to enable the Board to state its position on the proposals.

Resolved:- That the results of the consultation be submitted to the September Board meeting.

**S13. DATE OF NEXT MEETING**

Resolved:- (1) That a further meeting of the Health and Wellbeing Board

be held on Wednesday, 10<sup>th</sup> July, 2013, commencing at 1.00 p.m. in the Rotherham Town Hall.

(2) That the September Board meeting be held on Wednesday, 11<sup>th</sup> September at 10.00 a.m.

**PLANNING BOARD**  
**4th April, 2013**

Present:- Councillor The Mayor (Councillor Pickering) (in the Chair); Councillors Astbury, Atkin, Godfrey, Kaye, License, Roddison, G. A. Russell, Sims, Smith, Tweed and Whysall.

Apologies for absence:- Apologies were received from Councillors Dodson, Middleton and Pitchley.

**T96.           DECLARATIONS OF INTEREST**

Councillor Smith declared a personal interest in application RB2013/0003 (erection of modular building, associated car parking and storage garage at Aston Hall Junior and Infants School) on the grounds that his granddaughter had secured a place for admission in September, 2013.

**T97.           MINUTES OF THE MEETING OF THE PLANNING REGULATORY BOARD HELD ON 14TH MARCH, 2013**

Resolved:- That the minutes of the meeting of the Planning Regulatory Board held on 14<sup>th</sup> March, 2013, be approved as a correct record for signature by the Chairman.

**T98.           DEFERMENTS/SITE VISITS**

There were no site visits or deferments recommended.

**T99.           DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

(2) That application RB2012/1727 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report and subject to a further condition about car park signage.

(3) That applications RB2012/1795, RB2013/0003, RB2013/0188, RB2013/0193 and RB2013/0196 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report

(4) That application RB2012/1775 be refused for the reasons set out in the report.

(5) That Listed Building Consent be granted for application RB2013/0145 for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report.

(6) That the Planning Board declare that it was minded to grant Listed Building Consent for application RB2013/0268 for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report and subject to there being no comments being received before the expiry of the publicity period (Tuesday, 9<sup>th</sup> April 2013).

**T100. COURTESY CONSULTATION REGARDING THE ERECTION OF 60.7M SINGLE WIND TURBINE AT LAND DAMSBROOK LANE CLOWNE FOR EMPIRICA INVESTMENTS LTD. (RB2013/0257)**

Consideration was given to a report of the Director of Planning and Regeneration regarding the erection of a 60.7m single wind turbine at land at Damsbrook Lane, Clowne for Empirica Investments Ltd.

Discussion ensued on the approach taken by local Councils to consult with their immediate neighbours on certain applications and it was suggested that this be considered as an agenda item at the next Sheffield City Region Heads of Planning meeting.

Resolved:- (1) That Bolsover District Council be thanked for giving the Council the opportunity to comment on the planning application.

(2) That Bolsover District Council be advised that this Council had no objections to the proposed development.

**T101. APPEAL DECISION - AGAINST REFUSAL OF PLANNING PERMISSION FOR RETENTION OF BUILDING AND MIXED USE OF BUILDING AND LAND FOR AGRICULTURAL PURPOSES AND DOG SPORTING ACTIVITIES, ANCILLARY CARAVAN AND CAR PARKING AREAS AND IMPROVED VEHICULAR ACCESS AT LAND ADJACENT HONEYSUCKLE COTTAGE, MORTHEN ROAD, THURCROFT (RB2013/0730)**

Consideration was given to a report of the Director of Planning and Regeneration providing details of a decision of an appeal against the refusal of planning permission for the retention of a building and mixed use of building and land for agricultural purposes and dog sporting activities, ancillary caravan and car parking areas and improved vehicular access at land adjacent Honeysuckle Cottage, Morthen Road, Thurcroft.

The Inspector having considered all matters relating to the above concluded that the issues raised by the appellant did not clearly outweigh the harm that he identified by reason of inappropriateness, the reduction in openness and the adverse effects that the proposal had on the character and appearance of the area and the visual amenity of the Green

Belt. Therefore, the Inspector concluded that very special circumstances necessary to justify the development did not exist.

It was noted that prosecution action had already been authorised and this was currently being pursued.

Resolved:- That the decision to dismiss the appeal be noted.

**T102. APPEAL DECISION - AGAINST REFUSAL OF PLANNING PERMISSION FOR THE ERECTION OF 2 NO. BUNGALOWS WITH INTEGRAL GARAGE AT LAND TO REAR 46 & 48 GOOSE LANE WICKERSLEY (RB2012/0281)**

Consideration was given to a report of the Director of Planning and Regeneration providing details of a decision of an appeal against the refusal of planning permission for the erection of 2 No. bungalows with integral garage at land to the rear of 46 and 48 Goose Lane Wickersley.

In considering all matters related to this appeal the Inspector considered that the development of the appeal site in isolation would prejudice the future development of land in the area. Although there would be no conflict with Policy HG4.4 and the SPG, and the scheme would make efficient use of its own relatively small site, it would prejudice the optimum use of land in the surrounding area to meet housing needs. This would be at odds with Paragraph 58 of the National Planning Policy Framework (the Framework), which required development to optimise the potential of the site to accommodate development. Consequently, in line with Paragraph 14 of the Framework, although the proposal accorded with the development plan, the adverse impacts of granting permission in this case would significantly and demonstrably outweigh the benefits.

Resolved:- That the decision to dismiss the appeal be noted.

**T103. APPEAL DECISION - AGAINST REFUSAL OF THE APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE REGARDING THE EXISTING USE OF A BUILDING AS A DWELLING AT THE STABLES, COMMON ROAD, THORPE SALVIN (R2012/0917)**

Consideration was given to a report of the Director of Planning and Regeneration providing details of a decision of an appeal against the refusal for a Lawful Development Certificate regarding the existing use of a building as a dwelling at The Stables, Common Road, Thorpe Salvin.

The Inspector dealing with the appeal was of the view that the appellant had failed to demonstrate that he had lived on site for four years. As such it was not necessary for him to consider whether, in law, the appellant's strategy for avoiding the detection of his use of the building amounted to deliberate deception. He left it open for the appellant to produce more evidence of continuous residential use and, in the event that such evidence was forthcoming and a further application for a Lawful

Development Certificate was made, the deception point was a matter which future decision makers would have to consider.

The applicant had since submitted a fresh Lawful Development Certificate and the Council was currently considering issuing an enforcement notice to cease the residential use on site.

Resolved:- That the decision to dismiss the appeal be noted.

#### **T104. UPDATES**

The following update information was provided:-

(a) Rotherham Local Plan

Bronwen Knight, Planning Manager, reported on the progress and next steps in relation to the Rotherham Local Plan and the plans for the next round of consultation with members of the public.

It was noted that seminars that had recently been held for all Members to raise awareness and gain members views on sites being proposed for future development and there was some discussion regarding notifications, timing, attendance and diary management, but it was established that formal notifications had been sent to all Members on 1<sup>st</sup> March followed by a reminder on 11<sup>th</sup> March, 2013.

Members were advised that Councillor Smith's e-mail, sent to all Members last week, confirmed that a catch up session could be arranged if Members were unable to attend the sessions or alternatively they were welcome to contact the Planning Policy Team for an individual briefing as necessary.

Once the Sites and Policies Document had been approved by the Cabinet for consultation further Member briefing sessions would be arranged prior to the start of the public consultation.

Planning Board Members were requested to "spread the word" about this important information to their colleagues so that all Members were made aware of the issues prior to the public consultation (programmed to start – subject to approval - late May/June).

(b) Revised Approach for Dealing with Applications

Bronwen Knight, Planning Manager, made reference to the development of a protocol for dealing with applications that overturned officer recommendations and subsequent representation at appeal.

Discussion ensued on the process for a Member to propose a motion to put forward an alternative to the recommended decision, which would have to be seconded and discussed prior to the vote.

It was suggested that more clarity in the form of a protocol be provided for Members to consider as part of their discussions and submitted to the next meeting, which could then be incorporated into a training session.



**PLANNING BOARD  
25th April, 2013**

Present:- The Mayor (Councillor Pickering) (in the Chair); Councillors Astbury, Atkin, Dodson, Godfrey, License, Middleton, Pitchley, Roddison, G. A. Russell, Sims, Smith and Whysall.

Apologies for absence:- Apologies were received from Councillor Tweed.

**T105.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest to report.

**T106.       MINUTES OF THE MEETING OF THE PLANNING REGULATORY BOARD HELD ON 4TH APRIL, 2013**

Resolved:- That the minutes of the meeting of the Planning Regulatory Board held on 4<sup>th</sup> April, 2013, be approved as a correct record for signature by the Chairman.

**T107.       DEFERMENTS/SITE VISITS**

There were no site visits or deferrals recommended.

**T108.       DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

(2) That application RB2013/0442 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report.

**T109.       PROPOSED TREE PRESERVATION ORDER NO. 1 2013 - 16 LYMINTON LANE, TREETON**

Consideration was given to a report which set out details of an enquiry from the tenant of the above property who wished to prune some of the existing trees.

The Council's Trees and Woodland Officer inspected the trees and when tested 2 trees (a Sycamore and a Lime) were found to meet all the criteria for inclusion within a new Tree Preservation Order. His report recommended the two trees concerned be protected as they were not subject to any regulations. The trees added to the character of Treeton Conservation Area being adjacent to its boundary with their upper parts visible from nearby highways and from a distance within the landscape.

A Tree Preservation Order was made on the trees and two letters of objection were received in respect of the confirmation from Mr. Whittaker and Miss Salem, the residents of adjacent properties. Unfortunately the provisional Order expired before it was reported to Members in January, 2013. Therefore, a new Order was made to ensure the provisional protection continued. Further comments have been received about the Order from one of the original objections.

The Council was content that both the original and the subsequent objections to the Order have been carefully considered and the Order had been made in accordance with Government guidelines. In this instance there appeared to be no reason not to confirm the Order as it stood. Therefore, it was recommended that the Order was confirmed without modification.

In accordance with the Council's right to speak procedure, Miss E. Salem (Objector) attended the meeting and spoke about the Proposed Tree Preservation Order.

Resolved:- That Tree Preservation Order No. 1 (2013) relating to a Sycamore (T1) and Lime (T2) trees at 16 Lyminton Lane, Treeton be confirmed.

**T110. COURTESY CONSULTATION IN RESPECT OF THE ERECTION OF ONE WIND TURBINE (79M HIGH TO BLADE TIP) AND ASSOCIATED WORKS AT LAND TO SOUTH OF MOOR LANE MICKLEBRING, ROTHERHAM FOR ONE WINDS RENEWABLES LIMITED (RB2013/0166)**

Consideration was given to a report of the Director of Planning and Regeneration regarding the erection of one wind turbine (79m high to blade tip) and associated works at land to south of Moor Lane Micklebring, Rotherham for One Winds Renewables Limited.

The site of application was an area of arable farm land immediately to the east of the M18 Motorway and just inside the Doncaster Borough Council's boundary. To the west of the motorway was further arable farm land within Rotherham.

Resolved:- (1) That Doncaster Metropolitan Borough Council be thanked for giving the Council the opportunity to comment on the planning application.

(2) That Doncaster Metropolitan Borough Council be advised that this Council had no objections to the proposed development, subject to adequate publicity and the relevant comments from the Transportation Unit and Environmental Health be included.

**T111. REVISED APPROACH FOR DEALING WITH APPLICATIONS WHERE MEMBERS OVERTURN OFFICER RECOMMENDATION AND DEALING WITH APPEALS**

Further to Minute No. T104(b) of the meeting of the Planning Board held on 4<sup>th</sup> April, 2013, consideration was given to the revised approach for dealing with applications where members overturned officer recommendations and in dealing with appeals presented by Bronwen Knight, Planning Manager.

Reference was made to the detail, as set out in the report, and the rationale for its content.

Discussion ensued on the approach and the need for Board Members to indicate their opposition to any application clearly stating their reasons, which would then be summarised by the relevant officer prior to taking a decision.

It was emphasised that each application had to be considered on its merits so the distribution of any summary information as a catch all would not be useful. It was suggested, however, that a training session be arranged for all Planning Board Members and Substitutes where examples of good and bad practice could be shared. It was also suggested that all Substitute Members receive an electronic notification about the agenda document and that they be invited to observe the process in meetings.

Resolved:- (1) That the revised approach be approved for dealing with decisions contrary to officer recommendation and any subsequent appeals. The guidance be used with immediate effect and drawn up into the "Planning Protocol for Members" which was due to be updated in the near future.

(2) That a training session be arranged specifically on this subject for Planning Board Members and Substitutes in due course.

(3) That once the membership has been agreed for the next municipal year all Substitute Members be invited to Planning Board meetings and they receive electronic notifications when agendas have been published.

**T112. UPDATES**

The following update information was provided:-

**(a) Local Plan Consultation Scheme**

Bronwen Knight, Planning Manager, gave an update on the report, which had submitted and approved by Cabinet on the 24<sup>th</sup> April, 2013, which outlined an update to the Local Development Scheme

to reflect the revised timetable for submission of the Core Strategy to Government.

Following on from three briefing sessions it was proposed that a further drop-in session be made available to Elected Members and Parish Councils on Thursday, 16<sup>th</sup> May, 2013 from 2.00 p.m. onwards.

The Cabinet Member urged Members of the Planning Board to spread the word to ensure that as many Members as possible could attend.

It was noted that this was the date of the Rawmarsh Ward By-Election, but anyone who was unable to attend one of the drop-in public sessions (details of which were circulated) could contact the Forward Planning Team for more information.

(b) Completed Developments Tour

Arrangements were now being made for a Completed Developments Tour to take place in June, 2013, looking specifically at the Wind Turbines at Ulley and the Waverley/Advanced Manufacturing Park. Any other suggested sites were welcome.

After some discussion it was proposed that the morning of Tuesday, 25<sup>th</sup> June, 2013, be allocated to the Completed Developments Tour and the appropriate arrangements now made.

(c) Tree Evaluation Method for Preservation Orders

Chris Heczko, Tree Services Manager, gave a short training session on the methods for evaluating Tree Preservation Orders.

**PLANNING BOARD**  
**16th May, 2013**

Present:- Councillor The Mayor (Councillor Pickering) (in the Chair); Councillors Astbury, Atkin, Dodson, Godfrey, Kaye, Pitchley, G. A. Russell, Sims, Smith and Whysall; together with Councillor Roche (attending as substitute for Councillor License).

Apologies for absence were received from Councillors License, Middleton and Tweed.

**T113.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest to report.

**T114.       MINUTES OF THE MEETING OF THE PLANNING REGULATORY BOARD HELD ON 25TH APRIL, 2013**

Resolved:- That the minutes of the meeting of the Planning Regulatory Board held on 25<sup>th</sup> April, 2013, be approved as a correct record for signature by the Chairman.

**T115.       DEFERMENTS/SITE VISITS**

That consideration of application RB2013/0401 be deferred, as requested by Councillor G. A. Russell, to allow Members to consider the concerns about the proposed height of this industrial building within a largely residential area, before coming to a decision and that consideration be given to a visit of inspection and that the Director of Planning, Regeneration and Culture, in consultation with the Chairman and Vice-Chairman of the Planning Board, approve the arrangements.

**T116.       VISIT OF INSPECTION - APPLICATION TO FELL AN ASH TREE WITHIN WICKERSLEY WOODS (RB2013/0371)**

Before the formal meeting of the Planning Board, Members of the Board made a visit of inspection to the site of the application to fell an Ash tree protected by RMBC Tree Preservation Order No. 3 1975 at land adjacent Larch House, First Lane, Wickersley (B2013/0371).

In accordance with the right to speak procedure, Mr. P. Thirlwall (objector, on behalf Wickersley Parish Council) and Mr. N. Cragg (Applicant) attended the meeting and spoke about this application.

Resolved:- That planning permission be granted for the reasons adopted by Members at the meeting and subject to the following condition:-

All tree works shall be carried out in accordance with B.S.3998: 2010 and no tree work shall commence until the applicant or his contractor has

given at least seven days' notice of the intended starting date to the Local Planning Authority.

Reason:- To ensure the tree works are carried out in a manner which will maintain the health and appearance of the trees in the interests of the visual amenities of the area and in accordance with UDP Policies ENV3 'Borough Landscape', ENV3.1 'Development and the Environment', ENV3.2 'Minimising the Impact of Development' and ENV3.4 'Trees, Woodlands and Hedgerows'.

#### **T117. DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

(2) That application RB2013/0346 be referred to the Secretary of State for Communities and Local Government to decide if he wishes to call-in the application for his determination, but should the Secretary of State not wish to call-in this application, permission shall be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report.

(3) That consideration of application RB2013/0401 be deferred, as requested by Councillor G. A. Russell, to allow Members to consider the concerns about the proposed height of this industrial building within a largely residential area and to make a visit of inspection and that the Director of Planning, Regeneration and Culture, in consultation with the Chairman and Vice-Chairman of the Planning Board, approve the arrangements.

#### **T118. PLANNING INSPECTORATE APPEAL DECISION - NORTH ANSTON (RB2012/0518)**

Consideration was given to a report by the Director of Planning, Regeneration and Culture concerning the Inspector's decision on the appeal against the refusal of planning permission for the retention of the extension to dwelling curtilage and retention of building comprising ground floor garages and store and first floor ancillary living accommodation for use by guests/dependent relatives at 29 Sanctuary Field, North Anston (RB2012/0518).

The Inspector dealing with this appeal noted that the main issue was the effect of the proposal on the provision of Urban Greenspace in the locality. The Inspector noted that the appeal site is immediately adjacent to No. 29 Hillcrest and within a wider area allocated as Urban Greenspace in the Rotherham Unitary Development Plan (UDP). She noted that before the development took place the site was steeply sloping, densely vegetated with undergrowth, shrubs and some trees, not easily or

obviously accessible by the public from adjoining land, without footpaths, unmaintained, and different in character to the open land beyond. Nevertheless, the Inspector considered that it would have provided a natural area in an undeveloped state, contributing to ecology in the area and supporting habitats for wildlife, with a different, but complimentary function to the informal recreation offered by the park.

The Inspector noted that although the boundary of the Urban Greenspace around the appeal site has already been eroded, and its original extent reduced, this did not persuade her that a further loss would be acceptable. The Inspector noted under the terms of UDP Policy ENV5.1 such a loss may be acceptable if alternative provision of equivalent community benefit and accessibility, or enhancement to local Urban Greenspace is made. The appellant had previously offered monies to provide enhancement of the Urban Greenspace to the north of the site, which was negotiated with the Council. These previously agreed enhancement works would provide fencing, a footpath, landscaping and tree works, making the area more accessible for informal recreation and effectively providing an extension to Greenlands Park. The Inspector stated that she understood that the appellant agreed to pay some £64,500 to the Council via a planning obligation, which would have been completed alongside the purchase of the land from the Council.

The Inspector concluded that, in the absence of any alternative provision or enhancement, the loss of Urban Greenspace was unacceptable. The Inspector went on to state that, overall on this issue the proposal would have a harmful effect on the provision of Urban Greenspace in the locality, contrary to UDP Policies ENV5.1 and ENV5.2. It would be at odds with paragraph 118 of the Framework which seeks to conserve and enhance biodiversity, and indicates that if significant harm resulting from a development cannot be avoided, mitigated or as a last resort, compensated for, then planning permission should be refused.

Members asked to be kept informed of any future progress with this issue.

Resolved:- That the report be received and the Inspector's decision to dismiss the appeal be noted.

## **T119. UPDATES**

(1) Statutory Instrument 2013 No. 1101 - the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013

Members were informed that the coalition Government [has announced details of the new permitted development rights](#) with the publication of secondary legislation amending the Town and Country Planning Act 1990 General Permitted Development Order. The permitted development rights will become effective on Thursday, 30<sup>th</sup> May, 2013 and will last for a temporary period of three years. Discussion took place on the implications of these new rights for the planning system in Rotherham, especially the

size of residential house extensions, potential development within the green belt and on agricultural land, the rights of the public to make representations, time limits for the completion of permitted development and possible future planning enforcement issues.

It was agreed that appropriate training be arranged for Members of the Planning Regulatory Board about the new permitted development rights.

(2) Visits of Inspection - arrangements

It was agreed that all Members of the Council receive the notification of applications for planning permission which are to be considered by the Planning Regulatory Board, enabling them to notify officers of requests for site inspections relating to any application.

(3) Local Plan – Public Consultation

Members were reminded of the forthcoming public consultation process in respect of the Local Plan and of the various drop-in sessions taking place throughout the Rotherham Borough area during May, June and July, 2013.



**PLANNING BOARD**  
**6th June, 2013**

Present:- Councillor Pickering (in the Chair); Councillors Astbury, Atkin, Dodson, Kaye, Middleton, Pitchley, Roche, G. A. Russell, Sims and Whysall.

Apologies for absence:- Apologies were received from Councillors Godfrey, License and Tweed.

**T1.           DECLARATIONS OF INTEREST**

There were no Declarations of Interest to report.

**T2.           MINUTES OF THE MEETING OF THE PLANNING REGULATORY BOARD HELD ON 16TH MAY, 2013**

Resolved:- That the minutes of the meeting of the Planning Regulatory Board held on 16<sup>th</sup> May, 2013, be approved as a correct record for signature by the Chairman.

**T3.           DEFERMENTS/SITE VISITS**

There were no sites visits or deferments recommended.

**T4.           VISIT OF INSPECTION - 18A KILNHURST ROAD, RAWMARSH**

Before the formal meeting of the Planning Board, Members of the Board made a visit of inspection to the site of the application for the erection of a first floor extension at 18a Kilnhurst Road, Rawmarsh.

In accordance with the right to speak procedure, Mr. M. Clough (Objector) attended the meeting and spoke about this application.

Resolved:- That planning permission be granted for the reasons adopted by Members at the meeting and subject to the following conditions:-

1.       The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.

Reason - In order to comply with the requirements of the Town and Country Planning Act 1990.

2.       The materials to be used in the construction of the external surfaces of the development hereby permitted shall be in accordance with the details provided in the submitted application form/shown on drawing no north, east, south, west elevations RB2013/0401. The development shall thereafter be carried out in accordance with these details.

Reason - In order to ensure a satisfactory appearance in the interests of visual amenity and in accordance with UDP Policy ENV3.1 'Development and the Environment'.

3. The premises shall be used for ancillary storage purposes only and for no other purpose.

Reason - In the interests of the amenities of the occupiers of neighbouring residential properties.

## **T5. DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure the following people attended the meeting and spoke about the applications below:-

- Erection of 2 No. detached dwellinghouses with associated garages at Grange Farm, Lindrick Road, Woodsetts (RB2013/0336)

Mr. J. Jenkinson (Applicant)

Mr. N. Butler (Supporter)

- Erection of 369 No. dwellinghouses and associated garages including formation of new access points, public open space and landscaping works with variation of Condition 13 (highway works) imposed by RB2011/1244 and land off Laughton Road/Sawn Moor Avenue, Thurcroft for Barratt David Wilson Homes Yorkshire West (RB2013/0484)

Mr. J. Hobson (on behalf of the Applicant)

(2) That applications RB2013/0336 and RB2013/0373 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report.

(3) That application RB2013/0484 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report with revisions to Conditions 1, 10, 13 and 14 with an informative to now read:-

Condition 1 - The permission hereby granted shall relate to the area shown outlined in red on the approved site plan and the development shall only take place in accordance with the submitted details and specifications as shown on the approved plans (as set out below) except as shall be otherwise agreed in writing by the Local Planning Authority - (Drawing numbers 6148/02, TS02, 6148/01, P10:4314:02 Rev 0,

P10:4314:06 Rev 0, P10:4314:07, P10:4314:08 Rev 0, P10:4314:09 Rev 0, P10:4314:06 Rev 0, P10:4314:11 Rev 0, P10:4314:12 Rev 0, P10:4314:13 Rev 0, P10:4314:14 Rev 0, P10:4314:15 Rev 0, P10:4314:16 Rev 0, P10:4314:17 Rev 0, P10:4314:18 Rev 0, P10:4314:19 Rev 0, P10:4314:20 Rev 0, P10:4314:21 Rev 0, P10:4314:22 Rev 0, P10:4314:23 Rev 0, P10:4314:24 Rev 0, P10:4314:25 Rev 0, P10:4314:26 Rev 0, P10:4314:27 Rev 0, P10:4314:28 Rev 0, P10:4314:29 Rev 0, P10:4314:30 Rev 0, P10:4314:31 Rev 0, P10:4314:32 Rev 0, P10:4314:33 Rev 0, P10:4314:34 Rev 0, P10:4314:35 Rev 0, P10:4314:36 Rev 0, P10:4314:37 Rev 0, P10:4314:40 Rev 0, P10:4314:41 Rev 0, P10:4314:44 Rev 0, P10:4314:45 Rev 0)(received 22 August 2011), Drawing numbers P10:4314:52 Rev 0, P10:4314:53 Rev 0, P10:4314:54 Rev 0, P10:4314:50 Rev 0, P10:4314:51 Rev 0)(received 17 October 2011), (Drawing numbers E10/5279/12, E10/5279/13, E10/5279/04, E10/5279/05, E10/5279/10, E10/5279/07, E10/5279/08, E10/5279/09)(received 7 November 2011), (Drawing numbers P10:4314:03 Rev B, P10:4314:55 Rev 0, P10:4314:56 Rev 0, P10:4314:57 Rev 0, P10:4314:58 Rev 0, P10:4314:59 Rev 0, P10:4314:60 Rev 0, P10:4314:61 Rev 0, P10:4314:62 Rev 0, P10:4314:63 Rev 0, P10:4314:64 Rev 0, P10:4314:65 Rev 0, P10:4314:66 Rev 0, P10:4314:67 Rev 0, P10:4314:68 Rev 0, P10:4314:69 Rev 0, P10:4314:70 Rev 0, P10:4314:74 Rev 0, P10:4314:75 Rev 0, P10:4314:76 Rev 0, P10:4314:100 Rev C) (received 1 June 2012), (Drawing numbers P10:4314:61 Rev A, P10:4314:72 Rev A, P10:4314:73 Rev A) (received 18 June 2012) and (Drawing numbers P10:4314:01 Rev J, P10:4314:77, P10:4314:78) (received 03 July 2012).

Condition 10 - No further development shall take place on site until details of the temporary method for disposal of surface water from the development have been submitted to and approved by the Local Planning Authority (including details of how connection will be made to the 450mm diameter culverted watercourse) and subsequently carried out. This temporary solution shall serve a maximum of 120 dwellings on the site. The maximum permissible discharge into the existing 450mm diameter culverted watercourse must not exceed 32 litres/second (including both the existing land drainage discharge and the proposed maximum 120 number dwellings).

Reason - To ensure that the development can be properly drained in accordance with UDP Policies ENV3.2 'Minimising the Impact of Development' and ENV3.7 'Control of Pollution.'

Condition 13 - Within one month of the date of this permission hereby granted, full engineering details of the site access arrangements, the proposed speed reducing scheme in Laughton Road, the shared footway / cycleway on the Laughton Road site frontage, street lighting improvements and the creation of a gateway scheme in Laughton Road shall be submitted to the Local Planning Authority and approved in writing. The approved details shall be implemented within one month of the

completion of the new surface water sewer in Laughton Road or prior to the occupation of the 120th dwelling on the site, whichever is the sooner.

Condition 14 - No development shall take place until full engineering details of the improvements (shared surface, road widening, footway provision and turning facility) in Sawn Moor Road have been submitted to and approved in writing by the Local Planning Authority, and the approved details shall be implemented prior to the occupation of the 120th dwelling on site.

#### INFORMATIVE:-

A minimum of two weeks notice must be given to any future changes or proposals regarding land drainage systems. Your attention is also drawn to the requirements of the Land Drainage Act where the Council has the right to assess each application within the permitted time limits. The existing temporary works consent terminates on the 1<sup>st</sup> January 2014. You will be required to make a full application for all future discharges or works affecting the watercourse whether they shall be temporary or permanent under the Land Drainage Act. A CCTV survey be carried out after the termination of the temporary discharge into the culverted watercourse to confirm the condition of the culvert has not deteriorated because of the pumping works.

#### T6. SCHOOL PLACES PLANNING

Consideration was given to the report presented by Dean Fenton and Robert Holsey, Children and Young People's Services, which provided information relating to the increasing pupil numbers across the borough which was creating a shortage of school places which were available in certain areas.

This had resulted in an increase to the numbers for some schools in order to meet demand.

The report, therefore, gave an outline of the recent and future projects being undertaken to increase place availability and how the resultant costs were being financed.

A discussion and a question and answer session ensued and the following issues were raised and clarified:-

- Use of Section 106 monies.
- Pinpointing schools under crisis with numbers.
- Conflict with traffic where some schools were being expanded.
- Expansion on smaller school sites and the impact on recreational areas.
- Expansions into second floor levels.
- Future planning expansions and the increase in places for academies and schools in trust.

- Ensuring that schools were big enough to accommodate all the local areas.
- Movement of children to other areas when local schools were full.
- SEN provision expansions.

Resolved:- That the report be received and the information noted.

**T7. UPDATES**

(a) Completed Developments Tour

Arrangements had now being made for a Completed Developments Tour to take place on Tuesday, 25th June, 2013, looking specifically at the Wind Turbines at Ulley, the Waverley/Advanced Manufacturing Park and a couple of sites in Canklow.

**PLANNING BOARD**  
**27th June, 2013**

Present:- Councillor Pickering (in the Chair); Councillors Astbury, Kaye, License, Middleton, Pitchley, G. A. Russell, Sims, Smith, Tweed and Whysall; with Councillor Beaumont (as substitute for Councillor Godfrey).

Apologies for absence were received from Councillors Atkin, Dodson and Godfrey.

**T8.           DECLARATIONS OF INTEREST**

Councillor L. Pitchley declared her personal interest in application RB2013/0362 (Substitution of house types to include changes from 11 No. detached properties to 2 No. detached and 14 No. semi-detached properties, which includes the addition of 5 extra dwellings to those previously approved under RB2011/1521 at land at former Orgreave Open Cast Site, High Field Spring, Catcliffe for Taylor Wimpey Yorkshire) on the grounds that her husband is currently working on a different site owned by the applicant Company.

**T9.           MINUTES OF THE MEETING OF THE PLANNING REGULATORY BOARD HELD ON 6TH JUNE, 2013**

Resolved:- That the minutes of the meeting of the Planning Regulatory Board held on 6<sup>th</sup> June, 2013, be approved as a correct record for signature by the Chairman.

**T10.          DEFERMENTS/SITE VISITS**

There were no site visits or deferments recommended.

**T11.          DEVELOPMENT PROPOSALS**

Consideration was given to the development proposals report presented by the Planning Manager.

In accordance with the right to speak procedure, the following persons attended the meeting and spoke about the applications shown below:-

- Demolition of existing building and erection of a two-storey building consisting of 8 No. apartments with associated parking area at 117 Flanderwell Lane, Sunnyside for L. Singh (RB2013/0039)

Mr. L. Singh (Applicant)

- Erection of 65 No. dwellinghouses with associated open space, means of access and landscaping at former Brampton Centre, Brampton Road, Wath upon Dearne for KCS Development (RB2013/0098)

Mr R. Morton (on behalf of Applicant)

Resolved:- (1) That, on the development proposals now considered the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

(2) That application RB2013/0039 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report.

(3) That application RB2013/0362 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report and to the following additional condition:-

The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.

Reason : In order to comply with the requirements of the Town and Country Planning Act 1990.

(4) That application RB2013/0098 be granted for the reasons adopted by Members at the meeting subject to (i) the signing of a Section 106 agreement with the developer for the purposes of securing:-

- (a) a contribution of £50,000 towards the provision of additional school places within the school catchment area;
- (b) a contribution of £65,000 towards the provision of affordable housing within Brampton Bierlow;
- (c) a contribution of £20,000 towards open space improvements at either the Packman Way recreation ground or the recreation area adjacent to the application site off Brampton Road; and
- (d) a contribution of £12,000 towards the upgrading of two bus stops on Brampton Road;

and subject to the relevant conditions listed in the report and to the following additional condition:-

Prior to the commencement of any development, including any site remediation works, a detailed Arboricultural Impact Assessment and Method Statement shall be submitted to the Local Planning Authority for consideration and approval in accordance with Sections 5.4 to 5.5 and 6.1 to 6.3 respectively of BS 5837:2012 Trees in Relation to Design, Demolition and Construction – Recommendations. The development shall then be implemented in accordance with the approved details.

Reason : In the interest of providing protection to existing trees on site during construction of the proposed development.

(Councillor L. Pitchley declared her personal interest in application RB2013/0362 on the grounds that her husband is currently working on another site owned by the applicant Company)

**T12. SECTION 106 - AFFORDABLE HOUSING POLICY - PROPOSED REVIEW**

Consideration was given to a report presented by the Planning Manager concerning the proposed review of the Council's Affordable Housing Policy. Members discussed the implications of this Policy and the issues to be considered during the review. The consideration of this matter as part of the Local Plan review was also noted.

Resolved:- That the Planning Manager submit a further report on the review of the Affordable Housing Policy to a future meeting of the Planning Regulatory Board.

**T13. UPDATES**

The Planning Regulatory Board discussed the following issues:-

(1) Woodlathes Village, Sunnyside – progress towards the adoption, by the Borough Council (instead of Yorkshire Water plc), of the balancing pond within this residential area.

(2) Completed developments – information about the following sites which the Planning Board Members had visited on Monday, 24<sup>th</sup> June, 2013:-

(a) the advanced manufacturing and technology park at Catcliffe/Waverley; it was noted that the Royal Mail had requested additional postal addresses proposed to be 'Waverley, Rotherham';

(b) Windfarm site at Ulley;

(c) residential development at Atlas Street and Bawtry Road, Brinsworth (site of the former Atlas public house);

(d) KFC restaurant and take-away food outlet adjacent Centenary Way and Canklow Road, Canklow and near to the Canklow Woods Primary School – a development originally refused by the Local Planning Authority, but later granted on appeal;

(e) residential development on the site of the ex-servicemen's club at Canklow Road, Canklow – a development originally refused by the Planning Regulatory Board, but later granted on appeal;



(f) the Tesco mini-outlet constructed on the site of the former Belvedere public house, Moorgate, Rotherham (erection of signs);

(g) the new affordable housing scheme at Canklow.

(3) Members were reminded to inform the Director of Planning, Regeneration and Culture of completed developments they wished to visit in the future.

(4) The coalition Government has recently removed the requirement for Local Planning Authorities to state the reasons for granting planning permission on the decision notices.



## **The impact of “Overview and Scrutiny”, across the borough**

**Annual report 2012-13**

**Forward plan 2013-14**

[www.rotherham.gov.uk](http://www.rotherham.gov.uk)

**“Overview and scrutiny: improving lives and improving places”**

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# Introduction



Message from Councillor Glyn Whelbourn  
Chair of Overview & Scrutiny Management Board

Vice Chair: Councillor Brian Steele

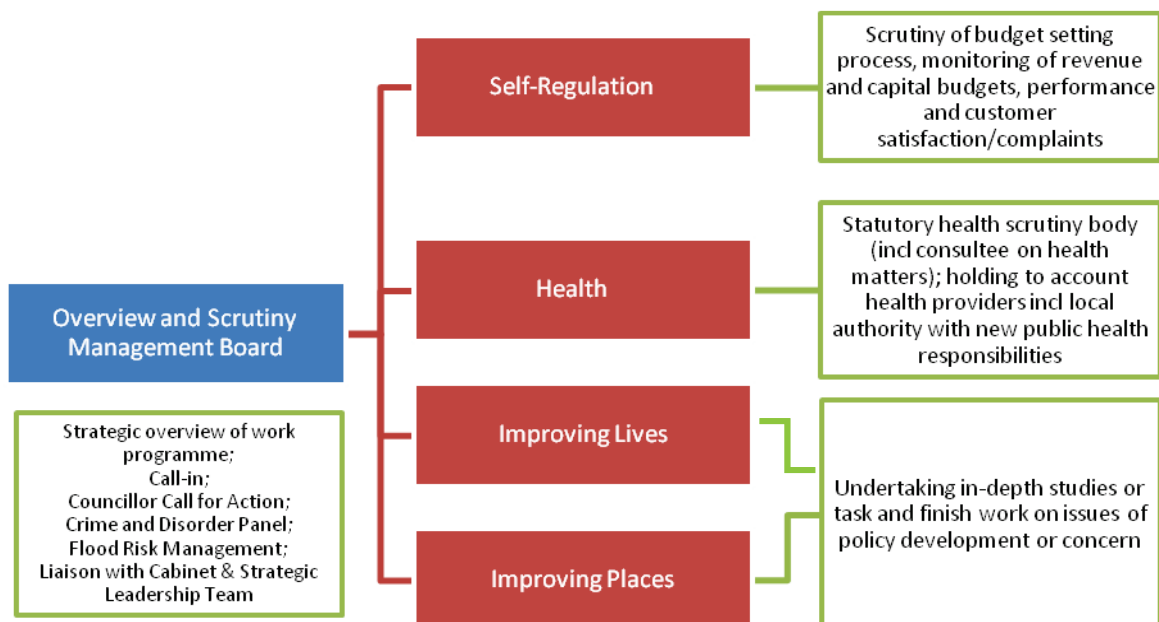
Welcome to the 2012-13 Annual report of Overview and Scrutiny here in Rotherham. The report presents a summary of the work undertaken by our Scrutiny Service during the last municipal year.

Scrutiny is an essential part of ensuring that Local Government remains effective and accountable. In Rotherham we have 63 elected councillors committed to improving the wellbeing of people across the borough. The Cabinet (known as the 'executive') is made up of ten elected councillors whilst the other 53 are known as the non-executive (or backbench) members.

The Council's Overview and Scrutiny function plays a vital role within the Council by reviewing issues of local concern, examining existing policies and practices and making recommendations to Cabinet and external bodies on matters which affect the borough and its residents. The overarching aims are:

- Holding the Cabinet's decisions and performance to account in a public arena to ensure that the Council's priorities and targets are being met.
- Reviewing issues that are important to the people of Rotherham.
- Examining the work of bodies operating outside the Council, for example local health services.
- Contributing to policy development and helping to shape corporate plans and policies.

Prior to May 2011 the scrutiny structure in Rotherham consisted of the Performance & Scrutiny Overview Committee (PSOC) supported by five Scrutiny Panels: Adult Services and Health; Children and Young People; Democratic Renewal; Regeneration; and Sustainable Communities. The new scrutiny structure, shown in the diagram below, has replaced the previous committees with the Overview and Scrutiny Management Board and four Select Commissions (in the red boxes).



## Introduction

The unprecedented financial pressure on Local Authorities continues to play a huge part in the work of Scrutiny. The Self Regulation Select Commission has again carried out its key annual task of ensuring effective scrutiny of the setting of the Council's budget. Work on this is reported in more detail in the report from Self Regulation later on. The implications of the financial position are felt by all of the Select Commissions in carrying out their work. This year the Scrutiny function in its entirety committed within its work programme to ensure that any recommendations developed did not result in any additional requests for resources from the Council, and where possible looked to achieve better efficiency from existing resources. For example within the Health Select Commission's review of Council Residential Homes recommendations as to how to make cost efficiencies without compromising on service quality, constituted the main theme of the review.

The aim for this year's annual report is to not only look at what has been delivered this year and plans for the forthcoming year, but to glance further back over recent years to gain an insight into the impact that Scrutiny has had. One such success, and in keeping with the theme of reducing unnecessary costs to the Council, is the outcome from a review of the use of consultants and agency staff. The recommendation to only allow this when it is absolutely necessary, and for such decisions to be reported and justified, has resulted in the Council cutting spend on agency staff from **£2.5m to £1.5m since 2010**.

For this reason, the annual report will look at outcomes from past reviews (under the previous structure), what has been achieved during 2012-13 and what their priorities are for 2013-14.

There have been occasions over the last 12 months, where key services have found themselves under the negative spotlight of the local media. Where this has happened Scrutiny has aimed to play its part in ensuring that such services are held to account and that Members are satisfied that maximum effort is being made to improve the situation. Examples include the open session held by Management Board to explore the outcomes from the Serious Case Review of Child S and the Health Select Commission's scrutiny of Rotherham General Hospital in light of their financial and management difficulties. Although both were difficult and sensitive at times, the process was received by most as rigorous yet positive and helpful.

I am proud to report that a scrutiny review from 2011-12 has influenced a major policy of the Council: looking at regeneration issues and good practice in the borough, its recommendations led to the current policy focus on the 11 most deprived areas of Rotherham. More details can be found later in the report

Finally Scrutiny has once again supported "11 Million Takeover Day". The idea behind the day is to give children and young people the chance to be involved in decision-making and the Youth Cabinet took over an Overview and Scrutiny Management Board meeting, deciding to focus on transport issues. As a result they are working closely with SYPTTE on a driver training DVD around customer service relating to young people.

## Getting Involved in Scrutiny

The Select Commissions have continued to welcome members of the public to their meetings as observers, witnesses and co-opted members. It is always the hope of the Overview and Scrutiny Service that residents will want to participate in this valuable and interesting work and it looks forward to further input from residents to the Council's work in 2013 and beyond.

We would like to extend thanks to the co-optees that have served on the Commissions in 2012-13:-

### Health

Victoria Farnsworth, Speakup  
Robert Parkin, Speakup  
Peter Scholey, Individual  
Russell Wells, National Autistic Society

### Improving Lives

Joan Blanch-Nicholson, Home Start  
Ann Clough, ROPES  
Jayne Fitzgerald, Rotherham Parent Carers Forum  
Joanna Jones, GROW  
Kate Muscroft, Parent Governor Representative  
Mark Smith, Children and Young People's Voluntary Sector Consortium

### Improving Places

Jack Carr, Environmental Protection UK  
Derek Corkell, RotherFed  
Clive Hartley, RotherFed  
Terry Roche, RotherFed  
Brian Walker, Individual

### How to get involved

Scrutiny meetings are held in public and have a dedicated slot at each meeting for members of the public to ask questions or raise issues of concern or interest. We are also happy to receive suggestions for future issues or topics for review. Panel meetings are generally held in the Town Hall, The Crofts, Moorgate Street, S60 2TH.

If you want to make a suggestion, submit evidence or have any queries about Scrutiny, please contact us using the [Scrutiny online form](#). Visit [our website](#) for up to date information about the work of Overview and Scrutiny.

Alternatively, you can write, telephone or email:-  
Deborah Fellowes, Scrutiny Manager, Rotherham MBC, Rotherham Town Hall, The Crofts,  
Moorgate Street, Rotherham, S60 2TH.

Tel: 01709 822769 or email: [deborah.fellowes@rotherham.gov.uk](mailto:deborah.fellowes@rotherham.gov.uk)

## Achievements over the years

### Positive outcomes following previous reviews

The reviews in this section span work carried out under both present and previous scrutiny structures. Continuity has been maintained by ensuring that the work of the former Scrutiny Panels has been progressed by the appropriate Select Commission, overseen by the OSMB.

#### **Scrutiny Structures** (Performance and Scrutiny Overview Committee)

As part of its 2010/11 work programme, PSOC set up a review group to examine the role and function of scrutiny in Rotherham. The review group agreed to examine whether the overview and scrutiny function of the Council was fit for purpose in light of the changing local government landscape.

##### *What has resulted*

- A stronger working relationship with Cabinet and Strategic Leadership Team has developed. Quarterly meetings with the Scrutiny Chairs have resulted in more regular consideration of issues of mutual concern and more streamlined work programming.
- Further development of Scrutiny skills, for example questioning skills, and more effective prioritisation of work within the annual programme.
- New structures have enabled the effective management of the self regulation agenda for councils, and their enhanced Health Scrutiny powers.
- A more cost effective and streamlined structure – with less Scrutiny Panels and more focused scoping and implementation of the annual programme of reviews.

#### **Private Landlords** (Sustainable Communities Scrutiny Panel)

This review was initiated by Members after they had raised concerns about problems with private sector rented housing in some wards. There were also concerns at the changes to housing policy and the impact this may have on the private rented sector.

##### *What has resulted*

- Introduction of the Selective Licensing Scheme, which aims to help control the behaviour of private landlords and raise/sustain standards in the private rented sector.
- Enforcement staff have undertaken an intensive training programme to improve their skills and efforts directed toward the “Deprived Neighbourhoods” initiative. Following a risk based assessment process, additional Houses of Multiple Occupation have been identified.
- Support is given to local agencies such as RoBond to ensure that vulnerable tenants have access to affordable bond guarantees, assistance and advice. Initiatives include a paper bond guarantee scheme, Tenancy Support and The Rent in Advance Scheme.

#### **Regeneration Funding and Neighbourhood Renewal** (OSMB)

This review was commissioned following the publication of the latest indices of multiple deprivation, which showed a deterioration in a number of areas in Rotherham.

##### *What has resulted*

- Area Assembly teams are working closely with Elected Members, Strategic Directors and partner agencies to target and use resources effectively in the Borough’s 11 most disadvantaged communities and in the Community First Areas. Each community has an action plan to address local issues and each Community First Area has an agreed Community Plan.
- Reflecting the Council’s corporate priority of “making sure no community is left behind” each departmental service plan is required to specifically address inequalities and identify support for the most deprived areas.
- The pooling of resources for the Family Recovery Programme, has resulted in joint working arrangements and co-location of teams between RDaSH and RMBC.

## Achievements over the years

### Positive outcomes following previous reviews

#### **Corporate Parenting** (Looked After Children Sub-Panel)

The review coincided with the Notice to Improve being issued to Children and Young People's Services, so came at a critical time to ensure that the services for looked after children were 'good enough' and governance arrangements were robust.

##### *What has resulted*

- The Corporate Parenting Board is now well established with key Members and officers attending from across the different agencies working with looked after children. It monitors performance, including inspections, and has an overview of spend and savings across the service.
- Regular sessions on Corporate Parenting are built into the member Development Programme to remind them of their responsibilities; most recently 11 Elected Members attended a training session. In addition, there are regular celebration events to which Members are invited.
- The board regularly receives voice and influence reports for the Looked After Children Council (LACC) and the lead Member and Director of Children and Young People's Services meet with LACC members. LACC members have attended the board to discuss issues, share the work they have done and raise any matters they would like the board to look at.
- Although not a formal governing body, the board provides oversight and support as a critical friend to the Virtual Head Teacher about the attainment and attendance of looked after children in schools both within and out of Rotherham on a termly basis.

#### **Personal, Social, Health and Economic education (PSHEe)** (Children and Young People's SP)

Members of the Youth Cabinet identified PSHEe provision and teaching in schools as an area to explore as the topics and themes it encompasses are central to young people's wellbeing.

##### *What has resulted*

- All secondary schools in Rotherham provide PSHEe, which was not made statutory, utilising a range of methods such as form time, within humanities teaching, suspended timetable, subject specific PSHE lessons, and shared PSHEe, Citizenship and Religious Education teaching.
- At PSHEe leads meetings the LA PSHE Lead works with specialists to develop train the trainer resources on a variety of subject areas enabling PSHEe teachers to share learning and developments with their colleagues back in school to keep up to date, resulting in students receiving quality and current education e.g. Sex and Relationships Education (SRE) and substance misuse education.
- Students enjoy having external speakers and quality control is in place for visitors to ensure their input enhances the curriculum and that consistent messages are delivered. The "Visitors Policy, Working in Partnership" guides staff and external speakers to plan the input and decide on aims, as well as providing model evaluation forms to help external speakers to refine their inputs to meet the students' needs.

#### **Winter Weather** (Regeneration and Sustainable Communities Scrutiny Panels joint review)

Following the severe winter weather in late 2010 the Emergency Planning Shared Service co-ordinated a review of the Council's emergency response arrangements. Actions based on the recommendations of the scrutiny review were taken into account during this review and in the production of the Corporate Severe Winter Weather Plan.

##### *What has resulted*

- Contacts within the Parish Councils and Area Assemblies form part of the important communication network for issuing weather warnings and keeping the public informed.



## Achievements over the years

### Positive outcomes following previous reviews

- Well received emergency planning training for Members on their roles has been delivered through an external training company accredited to the Emergency Planning College of the Cabinet Office.
- EDS, NAS and Health work jointly prior to the onset of winter each year to identify vulnerable locations that would be a priority for snow clearance.
- As part of continuing work to develop community resilience 25 snow wardens have been appointed, trained and equipped with appropriate resources to dovetail with the work of the Network Management Team.

#### **Diabetes** (Adult Services and Health Scrutiny Panel)

Over 12,000 people in Rotherham have diabetes and its prevention, early identification and treatment is an important public health issue for the borough.

##### *What has resulted*

- The Health and Wellbeing Board oversees delivery of the Health and Wellbeing Strategy, which prioritises promoting healthier lifestyles as one of its key outcomes. Tackling obesity by prevention and early intervention is one of the key measures.
- Rotherham has one of the highest uptakes of healthchecks in Yorkshire and Humber with 56% of eligible people aged 40-75 (and who do not have an existing condition) having checks since the programme commenced. Work to promote healthchecks with higher risk groups and communities is continuing, such as through the mosques for the South Asian community.
- The Rotherham Diabetes Clinical Network has a Diabetes Service Champion, a person with diabetes, who contributed to updating diabetes guidelines for GPs to provide the best quality care and participated in the governance arrangements for South Yorkshire & Bassetlaw diabetes service.

#### **School Closures Due to Extreme Weather** (Children and Young People's Scrutiny Panel)

A short scrutiny review was undertaken of procedures for school closures in adverse weather following the bad winter weather in 2009-10 to consider if there were ways to minimise future disruption.

##### *What has resulted*

- Guidance on exceptional school closures was updated and emphasises remaining open whenever practical, which has seen schools make use of more flexible opening hours, such as later opening or earlier closure in bad weather rather than full closure.
- The schools emergency plan has been strengthened by the inclusion of a specific section on snow affecting the school site. Schools have focussed on site safety and keep larger stocks of salt and grit on school sites to improve safe access.
- Better communication is maintained in bad weather or an emergency through wider use of new technology by schools and improvements to the Council website - on 21st January 2013, a day with significant snowfall, 35,163 people had searched for 'school closures' before 9.30a.m.

#### **Local Development Framework** (Improving Places Select Commission)

This review focused on the consultation processes that had been adopted as part of the LDF process and aimed to learn lessons to feed into improving them for future consultation exercises. The LDF (now named the Local Plan) has since undergone a further consultation exercise which incorporated many of the recommendations.

## Achievements over the years

### Positive outcomes following previous reviews

#### *What has resulted*

- Training for new Members now includes the Local Plan and current issues to enhance their awareness.
- A presentation to the Parish Council Liaison meeting and a briefing on sites prior to the start of consultation to clerk and chair of Parishes.
- Events held well in advance of the consultation, firstly to allow Members to input to the process, and then to brief them on the information going out to the public. Parish Council and Area Assembly staff were also in attendance.
- Promotion this time included a letter to each property within 100m of a proposed site in addition to contacting all people on the database (who have previously commented / been involved) and usual press releases, information in libraries / customer service centres / parish halls etc.
- Promotional Material included clear localised maps with the wording of leaflets checked by press office staff prior to production. Multiple maps and diagrams were provided at consultation events so they were easily accessible and aided discussion.

#### **Health Inequalities** (Health Select Commission)

This review took place as part of a Centre for Public Scrutiny project and focused on health inequalities for severely obese people (with a Body Mass Index of over 50).

#### *What has resulted*

- Awareness raising briefings are now available for professionals working with this group of patients
- Regular information sharing now takes place as part of the protected learning time for General Practitioners
- A lead officer for obesity issues now pulls together all work on taking this review forward.

#### [Information about our reviews](#)

# Overview and Scrutiny Management Board

Chair: Councillor Glyn Whelbourn

Vice Chair: Councillor Brian Steele



OSMB's remit is as follows:

- Call Ins
- Councillor Call for Action
- Designated Crime and Disorder Committee
- Equalities and Diversity
- Co-ordinate and prioritise annual work programmes
- Assign overview and scrutiny work as appropriate to the various Select Commissions
- Make recommendations to Cabinet, partner agencies and where appropriate direct to Council

## OSMB - our work this year

### Equality

Context - Following a report to OSMB in October 2012 it was agreed to hold a spotlight review on Directorate progress on mainstreaming equality and compliance with the Public Sector Equality Duty.

What happened – OSMB dedicated one of its meetings to this spotlight review. The Cabinet Member for Community Cohesion presented an overview of the agenda and each directorate presented the main issues and achievements for their areas.

Outcomes – The main concern for Members was that the Council's performance in this area did not deteriorate as a result of the budget challenges being faced. OSMB resolved to monitor this and receive future reports. Members also resolved to ensure that performance against the equalities agenda featured much more as part of its regular work programme and reviews.

### Serious Case Review

Context - The purpose of a Serious Case Review is to learn lessons when agencies have not worked effectively together, in order to improve services for children and young people in the future. All Serious Case Reviews (SCRs) produce recommendations and a resulting action plan to improve services and it is the Local Safeguarding Children's Board (LSCB) responsibility to ensure that the recommendations are implemented.

What happened – OSMB dedicated one of its meetings to consider the findings of the Serious Case Review in detail, to hear evidence from the LSCB Chair and Business Manager about how the action plan was being implemented and to reassure themselves that everything possible was being done to ensure the situation did not occur again. This was held in public session and resulted in significant press and public attention.

Outcomes – OSMB were reassured about the rigour with which the Serious Case Review was conducted, they had very detailed questions and concerns addressed and it was agreed that closer working between Scrutiny and the LSCB needed to take place in the future.

### 11 Million Takeover Day

Context - OSMB invited the Youth Cabinet to take over a meeting in February 2013. The Youth Cabinet identified that they wished to discuss transport issues and invited Cabinet Members and officers, and a wide range of other agencies including South Yorkshire Police, South Yorkshire Passenger Transport Executive, First Bus Group and Stagecoach.

What happened - The meeting focused broadly on safety on buses and at interchanges; and access to affordable, integrated travel. As one of the main principles of 11 Million Takeover Day is to extend

**Membership (2012-13)**

Cllr Currie	Cllr Dalton	Cllr Falvey	Cllr Gilding
Cllr J Hamilton	Cllr License	Cllr A Russell	Cllr Whysall

**OSMB - our work this year**

young people's influence on decision making, each of the participating agencies has been asked to consider the recommendations emerging from the discussions and to give a response on the areas within their control. It is the intention of OSMB to convene a meeting in six months to assess progress.

Outcomes - Young people from Rotherham Youth Cabinet were invited to attend a Regional Transport Summit held at Sheffield Town Hall. Discussions included attitudes of bus drivers towards young people and subsidised cost of transport during the summer holidays. A list of action points following the meeting are being considered

- Young people have been asked to help produce a DVD to train new Bus Drivers at the SYPTE Drivers Academy, around customer service relating to young people. They have also been invited to First Depot to have a look round and discuss their issues with the staff and drivers.
- Police representatives have attended Youth Cabinet meetings to try to address the issues raised at 11 Million Takeover Day. Youth Cabinet members have been invited to go out with Police Officers to look at how the town centre and interchange is patrolled in order to seek their views.
- Young people have met with SYPTE staff to talk about issues of safety at Rotherham Interchange, visiting the CCTV room and discussing how security and safety are addressed.

**Fuel Poverty**

Context - The issue of fuel poverty was identified in the work programme for Scrutiny in 2011/12. The forthcoming Green Deal and its potential impact was identified as a key challenge and as such it was kept in the work programme for 2012/13.

What happened – The spotlight review was held during a scheduled meeting of OSMB in September 2012 and invited key officers as well as partners from the Utility Companies. The review itself departed from usual format in that the aim was to develop a positive “offer” for working with the Utility Companies around this agenda. In this respect it was successful and a number of the recommendations are already being implemented.

Outcomes – The influence of the review can be felt in three main areas of current Council activity. The Warmer Homes Strategy will be strongly influenced by evidence and intelligence about what works, and will be delivered as a priority within the Health and Well Being Strategy. A Green Deal working group (with input from Elected Members) is overseeing the Council's approach, including the development of a partnering arrangement with Green Deal providers and Utility companies. Finally staff are being made aware of key initiatives such as the Green Deal and the Winter Warmth campaign to ensure local people benefit from them.

**OSMB - our work programme in 2013-14**

- Community Safety
- Deprived Communities
- Update of Scrutiny Functions
- Welfare Reform

*For further information contact:*

Deborah Fellowes, Scrutiny Manager Tel: 01709 822769 or  
email [deborah.fellowes@rotherham.gov.uk](mailto:deborah.fellowes@rotherham.gov.uk)

[Scrutiny in Rotherham](#)

# Health Select Commission

Chair: Councillor Brian Steele

Vice Chair: Councillor Judy Dalton



The remit is to carry out overview and scrutiny issues as directed by the OSMB in relation to:

- To be the Council's designated scrutiny body for any health issue relating to health, wellbeing and the public health agenda
- To consider commissioning and governance arrangements in relation to health and wellbeing in Rotherham
- To make recommendations for improving public health in Rotherham and reducing health inequalities
- To work with the Health and wellbeing Board in ensuring effective transfer of health responsibilities to the Council

## HSC - our work this year

### Autistic Spectrum Disorder

Context - The Health Select Commission looked at this area as a result of a request by the Cabinet Member for Children and Young People. The main concern was the apparent high levels of diagnosis of Autistic Spectrum Disorder in Rotherham. The purpose of the review was to investigate the steady increases in these levels over the previous ten year period.

What happened - An in depth review was conducted by the Vice Chair of the Health Select Commission and aimed to be as inclusive as possible. A key focus of the review was the input from parents and carers of people with ASD and on the practical implementation of support services via visits to a school and an early years setting. The review served to focus on four key areas; diagnosis rates and the reasons for this, services required at diagnosis stage and after, age 16 plus support and transition and finally the budget implications of this.

Outcomes - The findings of the review have provided a strong focus for the work being taken forward around ASD currently. As a direct result, two main providers (the Child Development Centre and Child and Adolescent Mental Health Services) are now working more closely together to deal with, amongst other things, transition between services. Also work around Education, Health and Care Plans will be piloted with children with a diagnosis of ASD.

### Residential Homes

Context - This review was identified in the work programme for 2012/13 and was prioritised by both Scrutiny Members and the Cabinet Member for Adult Social Care. In light of the budget pressures being faced by the Council and the need to identify further budget cuts it was felt that an independent view on the future of the homes was required.

What happened - It was intended that the Scrutiny review would add value to budget work underway and allow a wider range of discussion to take place about the future of the homes. The overall aim of the review was to achieve an understanding of value for money, outcomes and quality of service provision and in particular, the potential impact of budget cuts on this. The review made recommendations to the Executive to be considered alongside the process of setting and reviewing the budget for 2013/14. The review was carried out over a number of meetings, however, the key focus was a session held within one of the residential homes, including as wide a range of staff as

**Membership (2012-13)**

Cllr Barron

Cllr Beaumont

Cllr Beck

Cllr Goulty

Cllr Hoddinott

Cllr Kaye

Cllr Middleton

Cllr Roche

Cllr Wootton

**HSC - our work this year**

possible. This enabled a valuable insight for members of the review group into the quality of provision as well as costs.

Outcomes - Although this review is still progressing through the Executive, early indications are that it is being positively received and the main anticipated outcome would be for an appropriate balance to be found between cost reductions and quality of service, that will allow the homes to continue to provide the valuable services they currently do.

**Rotherham Hospital**

Context - As a result of local difficulties being experienced managerially and financially within Rotherham Hospital, and national concerns following the Staffordshire situation, members wanted to meet with management of Rotherham Foundation Trust to gain an understanding of how the challenges were being met.

What happened - HSC held two meetings with the Chair, Acting Chief Executive and other senior managers. One was held at the hospital and included a ward tour. HSC members effectively challenged the actions being taken by the Trust.

Outcomes - Members were reassured around key issues such as nursing care and quality, support for vulnerable patients, financial management and proposed redundancies.

**HSC - our work programme in 2013-14**

- Access to GPs
- Continence
- Excess Medication
- Mental Health Services
- School Nursing
- Sexual Health Services

*For further information contact:*

Janet Spurling 01709 254421 or

email [janet.spurling@rotherham.gov.uk](mailto:janet.spurling@rotherham.gov.uk)

[Health Select Commission](#)

# Improving Lives Select Commission

Chair: Councillor Ann Russell

Vice Chair: Councillor Neil License



The remit is to carry out overview and scrutiny issues as directed by the OSMB in relation to:

- the Every Child Matters agenda (note Health Overview and Scrutiny Select Commission responsibilities)
- the 'Think Family' and early intervention/prevention agendas
- other cross-cutting services provided specifically for children and young people
- employment and skills development.
- non-health related adult social care

## ILSC - our work this year

### School Governors

**Context** - The role of the local authority in supporting governing bodies to undertake their leadership and challenge role in schools and achieve the best outcomes for pupils is changing. Against this backdrop, ILSC agreed to undertake to look at the impact of these changes and how well the Local Authority was positioned to respond.

**What happened** - The review resulted in 16 recommendations which focused on induction and training, the role of Local Authority Governors and strengthening levels of support and challenge. Because of the inclusive review process, the recommendations were welcomed by chairs and vice-chairs who saw them as sensible and timely and very much in the spirit of longer-term development of the governing bodies. It helped that the Members involved were active governors who had an understanding and knowledge of the challenges faced by governing bodies, linked with understanding of the role of the local authority, resulting in some practical recommendations.

**Outcomes** – The review raised the profile of governing bodies and the challenges faced and also raised their profile amongst politicians. Changes introduced as a result of the review include the introduction of governor champions to share good practice at governing bodies. The role of local authority governors has been clarified with further guidance on both the role and responsibilities, including agreement to undertake development opportunities. A range of learning opportunities will be introduced including e-learning, structured sessions delivered with Learners First and also local authority support.

### Anti-Bullying support in Schools

**Context** - Following a request made by the Youth Cabinet, the Improving Lives Select Commission agreed to examine peer mentoring schemes in schools as a way to tackle bullying. After some initial scoping, including a visit to a Safe Havens project, the evidence gathering for the review took place in a single 'spotlight session'. The review interviewed officers, representatives from a mental health charity and Safe Haven, plus students and senior teaching staff from three Rotherham schools. In addition, questionnaires were circulated to students with almost one hundred responses received.

**What happened** - The review had some broad aims:

- Establish if peer mentoring schemes make a difference to tackling anti-bullying in Rotherham schools (from a school and young person's perspective).
- Understand how such schemes work in practice in Rotherham (prevalence and effectiveness) and the role of different agencies.
- Establish if there are any barriers which prevent schools adopting a peer mentoring scheme.
- Explore if there are low-cost/no-cost solutions to help make peer mentoring schemes sustainable in the longer term.

**Membership (2012-13)**

Cllr Ahmed	Cllr Burton	Cllr Kaye	Cllr Robinson
Cllr Ali	Cllr Clark	Cllr Lelliott	Cllr Roche
Cllr Astbury	Cllr Dodson	Cllr Pitchley	Cllr Roddison
Cllr Buckley	Cllr Donaldson	Cllr Read	Cllr Sharman

**ILSC - our work this year**

Outcomes - Whilst the report has yet to be considered by Cabinet, the review group were pleased with the body of work which involves students to tackle bullying. Where these schemes exist, it is clear a 'whole-school approach' is taken and bullying is addressed seriously and effectively. It was heartening to see young people taking the lead and speaking so passionately about their involvement and its benefits. To ensure greater consistency amongst other schools, the review will be making recommendations to promote good practice amongst senior leaders and governors.

**Domestic Abuse**

Context - In April 2013 a broader definition of domestic abuse to include 16-17 year olds and coercive control was published in the national *A Call to End Violence Against Women and Girls Action Plan*. This change together with Member concerns about the potential impact of Welfare Reform on domestic abuse prompted a review to consider how partner agencies are working together in Rotherham to support people who have experienced domestic abuse.

What happened - Several sessions were held during which a range of partners from both statutory and voluntary and community sectors participated to provide information. Current structures and processes, information sharing between partners, assessing and reducing risk, and work at both strategic and operational level were topics explored in depth during the review.

Outcomes - A number of recommendations will be made by the review group for consideration by Cabinet once the review is completed. These will focus on ensuring that agencies in Rotherham work together effectively and efficiently to tackle domestic abuse and are able to respond to future challenges.

**ILSC - our work programme in 2013-14**

- Annual Safeguarding Report
- Child Poverty – impact on the family
- Families for Change
- Improving Outcomes for Looked After Children
- Narrowing the Gap - improving educational outcomes
- Child Sexual Exploitation - update on progress

*For further information contact:*

Caroline Webb, Senior Scrutiny Adviser Tel: 01709 822765 or email [caroline.webb@rotherham.gov.uk](mailto:caroline.webb@rotherham.gov.uk)

[Improving Lives Select Commission](#)



# Improving Places Select Commission

Chair: Councillor Jenny Whysall

Vice-chair: Councillor Jacquie Falvey



The remit is to carry out overview and scrutiny issues as directed by the OSMB related to:

- Community cohesion and social inclusion
- Tourism, culture and leisure
- Housing and Neighbourhood strategies
- Economic development and regeneration strategies
- Environment and sustainable strategies

## IPSC - our work this year

### Grounds Maintenance

Context - A report on “the effects of budget savings on the Grounds Maintenance and Street Cleansing schedules” was presented to the Improving Places Select Commission in July 2012. As a result the Commission agreed to conduct a review of these service areas with a view to identifying potential improvements to the delivery of these services, within the existing budget limitations.

What happened - Initial discussions at the Select Commission resulted in officers completing an initial review. This was then shared with members of the review group, with the aim of adding value to the suggestions being put forward. This took place over a number of meetings and resulted in the review group making a number of detailed recommendations over and above those of the officers. The findings of the review have been positively taken forward by officers, even prior to its finalisation and as a result good progress is being made.

Outcomes - Issues being moved forward already include:

- the development of winter schedules of work deploying green waste collection operatives
- urban gardening
- proactive marketing of grounds maintenance to schools
- improvements in customer feedback and monitoring
- establishment of a volunteer bureau to support these services
- an exercise to identify over used and under used bins
- refinements to the Cabinet portfolios covering this area.

### Section 106 Agreements

Context - Elected Members had expressed concern regarding lack of information about how this source of funding is utilised by the Council, particularly with regard to addressing the shortage of school places (which was considered by Improving Lives).

What happened - A full report was presented to the Commission and although a full review was not deemed necessary it was given thorough consideration within the meeting. Information required by Members was considered in detail and recommendations made about how and when this should be presented in the future. Further reports will be received on a regular basis, with a particular focus on school and green spaces.

**Membership (2012-13)**

Cllr Andrews	Cllr Foden	Cllr Jepson	Cllr Swift
Cllr Astbury	Cllr Gilding	Cllr Johnston	Cllr Wallis
Cllr Atkin	Cllr Gosling	Cllr Read	Cllr Wright
Cllr Dodson	Cllr N Hamilton	Cllr P Russell	
Cllr Ellis	Cllr Havenhand	Cllr Sims	

**IPSC – our work this year**

Outcomes - A steering group to oversee the co-ordination of information on this area of work, with attendance from the Chair of Improving Places has been established. The first progress report is being prepared currently.

**Potholes**

Context - Members requested this work because of the high levels of public complaints and concerns it causes. They received a detailed report from Streetpride early in the year, with a follow up report on the Multi-Hog machine later on.

What happened? - Discussion took place within an IPSC meeting on resources and how the programme of works is devised and prioritised. The second report and discussion focused on the use of a new piece of machinery call the Multi-Hog. Members noted that this provided a potentially much more effective and long lasting method of mending potholes.

Outcomes - Members were able to access information and will maintain an interest in monitoring this to ensure they have an influence on it and as a result are better able to manage public concerns. They were able to input at an early stage to the Multi-Hog pilot and to access information about how and where it is in operation.

**IPSC - our work programme in 2013-14**

- Community Assets/Community Right to Buy
- Council House Gardens
- Council Housing Finance
- Council Housing Rents and supplementary charges for community rooms and laundry charges
- Customer Service Centres and Libraries
- Local Plan - Sites and Allocations Policy
- Local Procurement Policies/Support to Business
- Town Centres

*For further information contact:*

Deborah Fellowes, Scrutiny Manager Tel: 01709 822769 or  
email [deborah.fellowes@rotherham.gov.uk](mailto:deborah.fellowes@rotherham.gov.uk)

[Improving Places Select Commission](#)

# Self Regulation Select Commission

Chair: Councillor Simon Currie

Vice Chair: Councillor Jane Hamilton



The remit is to carry out overview and scrutiny issues as directed by the OSMB related to:

- the Council's self assessment processes as part of the self-regulation framework
- issues and actions emerging from external assessments (peer review, inspection etc)
- monitoring and holding to account the performance of service delivery within RMBC and its partners etc with particular reference to the Corporate Plan and Sustainable Community Strategy
- scrutinising and monitoring whether efficiency savings are achieved or exceeded
- co-ordinating the carrying out of value for money reviews
- scrutinising the annual budget setting process
- monitoring the Council budget and MTFs

## SRSC - our work this year

### District Heating

**Context** - The Commission received a report to its January meeting outlining proposals for Housing Rent Increase 2012/13, which included charges for heating in those areas covered by district heating. The report outlined that the scheme did not secure full recovery of its costs and despite action to address this, it had not proved possible due to significant increases in fuel charges and other factors.

**What happened** - With pressure on all household budgets, it is important that residents receive reliable, competitive and value for money heating. However, the basis for charges did not reflect actual costs. The review sets out some practical steps to remedy this, ensuring that charges are fair and affordable to tenants. It also explores how we communicate changes, service improvements or disruptions with our tenants.

In order for DH to be efficient and effective, the Members concluded that management continuity and oversight needed to be improved and set out how this can be achieved in relation to financial management, DH stock condition and future investment plans into existing schemes or in new technologies.

**Outcomes** - As a result of the scrutiny review, officers now have a much closer working relationship across the Directorates. This has meant that a number of review recommendations have been resolved ahead of plan and has led also to significant improvements in income recovery.

Separately, the new approach has enabled acceleration of Renewable Heat Incentive (RHI) claims, working alongside the bio-mass fuel providers. Officers are hopeful of a successful outcome before the end of 2013.

A major recommendation was to undertake a stock condition survey of all 18 schemes. This began in earnest in June 2013, using an in-house team with specialist contractors brought in as necessary. This arrangement has the added benefit of an immediate start, whilst further improving retained knowledge in relation to district heating schemes.

**Membership (2012-13)**

Cllr Atkin	Cllr Ellis	Cllr Pickering	Cllr Tweed
Cllr Beaumont	Cllr Godfrey	Cllr Sharman	Cllr Watson
Cllr Beck	Cllr Mannion		

**SRSC - our work this year****Budget Scrutiny**

Context - The scale of service reductions over the period of the Comprehensive Spending Review (and into the next one) makes the Cabinet's task to allocate resources very difficult. The Scrutiny Review of the Budget Setting Process took place during 2011/2012 with its recommendations being considered by Cabinet in autumn 2012. As a result of the review, proposals were made to change the way that scrutiny of the budget in future years is undertaken.

What happened - The review made 21 recommendations which all were agreed by the Cabinet. These focussed on:

- Clarity about the impact of sustained cuts on performance and how services will be delivered into the future to meet Council priorities.
- How service changes and reductions are communicated to the wider public.
- Ensuring that opportunities for partnership working or alternative delivery are fully explored
- The impact of service changes on vulnerable groups, and how these are mitigated.
- The changing legislative and policy agendas (e.g. Welfare Reform) and the impact these may have on the Council's ability to deliver its priorities.

Outcomes - The 2014/15 budget process is about to commence. The review largely focused on process rather than tangible improvements to services. Nevertheless, the recommendations from the review have been incorporated into the refreshed approach to budget setting. Furthermore, both OSMB and Self-Regulation Select Commission will be involved in the scrutiny of the budget setting process at regular intervals providing structure and rigour to the scrutiny process.

**SRSC - our work programme in 2013-14**

- Budget Monitoring
- Budget Setting Process
- Commissioning
- Customer Satisfaction
- Performance Monitoring - corporate plan outcomes

*For further information contact:*

Caroline Webb, Senior Scrutiny Adviser Tel: 01709 822765 or email [caroline.webb@rotherham.gov.uk](mailto:caroline.webb@rotherham.gov.uk)

[Self Regulation Select Commission](#)

# Select Commissions 2013-14

## Overview and Scrutiny Management Board

Chair: Cllr Glyn Whelbourn

Vice Chair: Cllr Brian Steele

Meets on Fridays at 9.00am on a monthly basis

Cllrs Beck, Currie, Dalton, Falvey, Gilding, Read, A Russell, Sims

Management Board is supported by Deborah Fellowes - Tel: 01709 822769



The Board is supported by:

### Self Regulation

Chair: Cllr Simon Currie

Vice-Chair:  
Cllr Dominic Beck

Meets (generally) at 3.30pm on  
Thursdays at 6 weekly intervals

Cllr Ahmed	Cllr Godfrey	Cllr Tweed
Cllr Atkin	Cllr J Hamilton	Cllr Vines
Cllr Beaumont	Cllr Mannion	Cllr Watson
Cllr Ellis	Cllr Sharman	

The commission is supported by:  
Caroline Webb - Tel: 01709 822765



### Improving Lives

Chair: Cllr Ann Russell

Vice-Chair:  
Cllr Chris Read

Meets (generally) at 1.30pm on  
Wednesdays at 6 weekly intervals

Cllr Ali	Cllr Dodson	Cllr License
Cllr Astbury	Cllr Donaldson	Cllr Pitchley
Cllr Buckley	Cllr J Hamilton	Cllr Robinson
Cllr Burton	Cllr Kaye	Cllr Roddison
Cllr Clark	Cllr Lelliott	Cllr Sharman

The commission is supported by:  
Caroline Webb - Tel: 01709 822765



### Improving Places

Chair: Cllr Jacquie Falvey

Vice-Chair:  
Cllr Kath Sims

Meets (generally) at 1.30pm on  
Wednesdays at 6 weekly intervals

Cllr Andrews	Cllr Godfrey	Cllr Roche
Cllr Astbury	Cllr Gosling	Cllr P Russell
Cllr Atkin	Cllr N Hamilton	Cllr Swift
Cllr Dodson	Cllr Jepson	Cllr Vines
Cllr Ellis	Cllr Johnston	Cllr Wallis
Cllr Foden	Cllr Pickering	Cllr Whysall
Cllr Gilding	Cllr Read	

The commission is supported by:  
Deborah Fellowes - Tel: 01709 822769



### Health

Chair: Cllr Brian Steele

Vice-Chair:  
Cllr Judy Dalton

Meets (generally) at 9.30am on  
Thursdays at 6 weekly intervals

Cllr Barron	Cllr Middleton
Cllr Beaumont	Cllr Roche
Cllr Goulty	Cllr Sims
Cllr Havenhand	Cllr Watson
Cllr Hoddinott	Cllr Wootton
Cllr Kaye	

The commission is supported by:  
Janet Spurling - Tel: 01709 255421



If you or someone you know needs help to understand or read this document, please contact us:

Tel: 01709 822776  
Minicom: 01709 823536

or by email to: [scrutiny.works@rotherham.gov.uk](mailto:scrutiny.works@rotherham.gov.uk)

<b>Slovak</b>	<b>Slovensky</b>
Ak vy alebo niekto koho poznáte potrebuje pomoc pri pochopení alebo čítaní tohto dokumentu, prosím kontaktujte nás na vyššie uvedenom čísle alebo nám pošlite e-mail.	
<b>Kurdish Sorani</b>	کوردی سۆرانی
ئەگەر تۆ یان کەسێک کە تۆ دەناسی پێویستی بەیارمەتی هەمبەست یۆ ئەوەی ئەم بەلگەنامە بە تێبەگات یان بێخوێنتەوه، تەکنیە پەڕیوەندیمان پێوه بکە ئەسەر ئەو ژمارەبەهی سەرەوه دا یان بەو نێمەیلە.	
<b>Arabic</b>	عربی
إذا كنت أنت أو أي شخص تعرفه بحاجة إلى مساعدة لفهم أو قراءة هذه الوثيقة، الرجاء الاتصال على الرقم أعلاه، أو مراسلتنا عبر البريد الإلكتروني	
<b>Urdu</b>	اُردو
اگر آپ یا آپ کے جاننے والے کسی شخص کو اس دستاویز کو سمجھنے یا پڑھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی مندرجہ بالا نمبر پر ہم سے رابطہ کریں یا ہمیں ای میل کریں.	
<b>Farsi</b>	فارسی
اگر جناب عالی یا شخص دیگری که شما او را می شناسید برای خواندن یا فهمیدن این مدارک نیاز به کمک دارد لطفاً با ما بوسیله شماره بالا یا ایمیل تماس حاصل فرمایید.	

**ROTHERHAM BOROUGH COUNCIL – REPORT TO COUNCIL**

<b>1.</b>	<b>Meeting:</b>	<b>Council Meeting</b>
<b>2.</b>	<b>Date:</b>	<b>24<sup>th</sup> July, 2013</b>
<b>3.</b>	<b>Title:</b>	<b>Audit Committee Annual Report 2012/13</b>
<b>4.</b>	<b>Directorate:</b>	<b>Resources</b>

**5. Summary**

This report refers to and contains, at Appendix A, a draft Audit Committee Annual Report 2012/13. The Annual Report shows the Audit Committee has successfully fulfilled its terms of reference and has helped to improve the Council's governance arrangements and its overall control environment.

**6. Recommendations**

**The Audit Committee is asked to receive the attached annual report for the year 2012/13.**

## **7. Proposals and Details**

The Audit Committee's Terms of Reference and best practice as contained in the CIPFA, IPF document "A Toolkit for Local Authority Audit Committees" require the Audit Committee to complete an annual report.

A copy of a draft Annual Report 2012/13 is attached at **Appendix A**. It shows key information relating to the Committee, its achievements during the year and priority areas for 2013/14.

The Audit Committee has previously been commended by the external auditor and the Annual Report shows that it has successfully fulfilled its terms of reference and has improved the Council's governance arrangements and its control environment.

It is proposed that the report is agreed by the Audit Committee and that the Annual Report is presented to the next appropriate Cabinet and Council meetings.

## **8. Finance**

There are no direct financial implications.

## **9. Risks and Uncertainties**

The preparation of an Annual Report is in line with best practice.

## **10. Policy and Performance Agenda Implications**

Good Governance is wholly related to the achievement of the Council's objectives.

## **11. Background Papers and Consultation**

A Toolkit for Local Authority Audit Committees, CIPFA, IPF, 2006.

### **Contact Names:**

*Colin Earl, Director of Audit and Asset Management, x22033*

*Marc Bicknell, Chief Auditor, x23297.*

**Appendix A:            Audit Committee Annual Report 2012/13.**



# **AUDIT COMMITTEE**

## **ANNUAL REPORT 2012/13**

**Councillor Alex Sangster, Chair**  
**Councillor Barry Kaye, Vice-Chair**

## **FOREWORD BY THE CHAIR OF THE AUDIT COMMITTEE**

I am pleased to present the Audit Committee's 2012/13 Annual Report. The report shows the contribution the Audit Committee has made to the achievement of good governance and sound internal control within the Council.

The Audit Committee oversees the management of risks within the Council and the operation and effectiveness of the Council's internal control arrangements. It fulfils this role by considering and approving reports from officers responsible for financial management and governance within the Council and from the Council's external auditors. Where relevant, the Committee also makes recommendations for action to address any deficiencies identified by or reported to the Audit Committee.

This year we have considered various emerging risks and priorities, including further developments in respect of anti-fraud and corruption initiatives, where the Council continues to comply with best practice. Members were apprised of a review of Council Tax Single Persons' Discount entitlement that resulted in additional bills being raised of over £700k. The Committee also received reports on risks associated with other major challenges facing the Council such as the Welfare Reforms and the transfer of Public Health services to the Council.

We have continued to work with colleagues across Rotherham, including audit committee members from the Health, Police, Fire and Probation Services. This is enabling us to look at cross-cutting areas of development and risk, including the implications of major change programmes in the NHS and the Police Service, and the Localism Act. I have attended regional events with Health Audit Committee Chairs, where we have made presentations on our response to current challenges from an audit committee perspective. These have impressed health colleagues and enhanced the reputation of the work of the Council and its Audit Committee.

It is generally accepted that the period of economic austerity and constraints on public expenditure will continue for the foreseeable future. Rotherham Council has had to achieve savings of over £50m in three years. As an Audit Committee we want to help the Council to manage the risks associated with the substantial changes brought about by this level of reduction. This will continue to be a key priority for us in 2013/14. We will also want to ensure the Council maintains the high standards of financial management and control it has achieved.



Finally, I would like to thank my colleague Members sitting on the Audit Committee during the year for the work they have done to help the Committee to fulfil its terms of reference effectively. I thank all officers and Members who have responded positively to the Audit Committee over the year, when questions have been asked and information requested.

***Councillor Alex Sangster***  
***Chair, Audit Committee 2012/13***

# **AUDIT COMMITTEE: ANNUAL REPORT 2012/13**

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## INTRODUCTION

This Annual report is produced in accordance with latest best practice\*<sup>1</sup> and shows that the Council is committed to working as an exemplar organisation, operating the highest standards of governance. The report shows how the Audit Committee has successfully fulfilled its terms of reference and has helped the Council to improve its governance and control environments.

## SOME KEY INFORMATION

### Audit Committee Membership

The Audit Committee has five Members:

Councillor Alex Sangster	-	Chair
Councillor Barry Kaye	-	Vice-Chair
Councillor Neil License		
Councillor Kath Sims		
Councillor John Gilding		

There is strong officer support to the Audit Committee, through the regular attendance of the Director of Audit and Asset Management, the Director of Finance and the Director of Legal and Democratic Services. Other officers attend as and when appropriate, including the Chief Executive.

### Key features of the Audit Committee and its operation

Comparison against best practice illustrates the Audit Committee's strengths:

Best Practice	Expectation	Met?	Comment
Independence	Independent from the executive and scrutiny	√	The Committee reports to the Council
Number of Members	3-5	√	The Committee has 5 Members
Number of meetings	Aligned to business needs	√	The frequency of meetings enables all business to be considered in a timely manner
Co-option	To be considered relative to skills	√	The Committee has a sufficient mix of skills and experience to fulfil its responsibilities effectively.
Terms of Reference	Accord with suggested best practice	√	The Committee has adopted the model Terms of Reference
Skills and training	Members have sufficient skills for the job	√	Training is provided to increase Members' skills, through the Members' PDR process.

<sup>1</sup> Best practice as contained in the CIPFA, IPF document "A Toolkit for Local Authority Audit Committees"

## **Meetings**

There have been nine monthly meetings between April 2012 and March 2013 (no meetings were held in June and August 2012 and January 2013).

## **COMMITTEE ACTIVITY 2012/13**

### **Terms of Reference**

The Audit Committee's terms of reference cover six main areas and are set out at **Appendix 1** to this Annual Report. The Committee's work and outcomes in each of its areas of responsibility are summarised in the following sub-sections.

#### *Internal Audit*

The Audit Committee:

- Approved the Internal Audit Strategy and Internal Audit Plan.
- Considered periodic progress reports produced by the Chief Auditor, highlighting internal audit work completed, internal audit performance against key indicators, management's response to recommendations and any significant issues arising during the period.
- Considered the Internal Audit Annual Report and opinion of the Chief Auditor on the Council's control environment.
- Ensured internal and external audit plans were complementary and provided optimum use of the total audit resource.
- Received and considered information on the performance of the Internal Audit team.

We continue to provide support to the Internal Audit service to ensure management is responsive to recommendations made.

#### *External Audit*

The Audit Committee:

- Considered the external auditor's Audit Plan.
- Considered progress against the Plan as presented by the external auditor.
- Received and considered all external audit and inspection reports issued in the year and considered management's response to them, ensuring robust and thorough responses.
- Reviewed the Council's progress on all external audit and inspection recommendations on a regular basis and asked managers to explain progress, thereby holding them to account.

We continue to provide support to external audit to ensure management is responsive to recommendations made.

### *Risk Management*

The Audit Committee:

- Received and considered reports on the corporate risk register.
- Enquired about specific risks and the application of risk management arrangements within directorates.

### *Internal Control and Governance*

The Audit Committee:

- Agreed the Council's Annual Governance Statement and action plans to improve identified weaknesses.
- Approved the production of the Council's Annual Fraud Report.
- Received a report on the outcome of the Council's work on the Audit Commission's National Fraud Initiative.
- Considered national developments including the Government's 'Fighting Fraud Locally' Strategy.

The Annual Governance Statement (AGS) is a key document which summarises the Council's governance arrangements and the effectiveness of the arrangements during the year. The Audit Committee received a draft AGS prior to its inclusion in the Council's Statement of Accounts. This was intended to ensure the Audit Committee could more thoroughly review the robustness of the process for producing the AGS and the content of it. The Audit Committee was satisfied that:

- There was a comprehensive assurance framework in place to safeguard the Council's resources.
- The framework was reliable and applied during the course of the year, including financial reporting, internal and external audit and the Audit Committee's own arrangements.

### *Statement of Accounts*

The Audit Committee:

- Agreed the Council's accounting policies.
- Agreed the annual statutory statement of accounts.
- Received and considered the external auditor's report on the accounts, and ensured that the Council responded to the auditor's comments.

The Audit Committee received regular reports from the Chief Accountant on the Council's Treasury Management arrangements in the context of the economic downturn and also received the Prudential Indicators and Treasury Management and Investment Strategy 2013/14 to 2015/16.

*Specific Issues*

The Audit Committee also considered the following specific issues which arose in the period:

- Received a report on the Transfer of Public Health Services to the Council (in line with the Government's Health & Social Care Act 2011) to come into effect from April 2013 and how the associated transitional risks will be managed.
- Received a report on the Review of Council Tax Single Persons' Discounts that identified additional Council Tax income of over £700K through cancellation of entitlement following data matching exercises.
- Received a report on the Localism Act 2011 identifying the way in which its specific provisions had been implemented and the associated risks embedded within the Council's Risk Register.
- Considered a report on the reforms to the Housing Revenue Account system that presents the Council with significant challenges and opportunities through self-management of housing income and debt. This report set out the steps being taken to manage and mitigate the risks associated with this change.
- Received a presentation on the Welfare Reform Act 2012 setting out the national context of achieving savings of £18 billion by 2015 and how this would affect the local economy in Rotherham, both financially and socially. The presentation also highlighted the specific challenges and risks that would be faced by the Council in implementing these central government measures.

A full list of the reports considered by the Audit Committee can be found in **Appendix 2**.

**OTHER ACTIVITIES**

We have had three meetings during the year with colleagues across Rotherham, including audit committee members from the Health, Police, Fire and Probation Services.

By looking collectively at governance related issues, we are able to identify cross-cutting areas of development and risk that could affect all of the services. This year we have considered, amongst other things, the implications of major change programmes in the NHS and the Police Service, and the Localism Act.

We have also attended two regional events with Health Audit Committee Chairs, where we have made presentations on our response to current challenges from an audit committee perspective.

## **OUTCOMES**

The Audit Committee aims to focus on adding value through its activity. By concentrating on outcomes the Committee can identify the benefits of its work. In particular this year the Audit Committee:

- Oversaw work on the 2011/12 Statement of Accounts which received a clean opinion from the external auditor.
- Oversaw further development of the Council's Anti-Fraud and Corruption arrangements and the production of the Council's Annual Fraud Report.
- Continued to meet with colleagues and reviewed Rotherham wide governance issues through the '*Rotherham Audit Committee*'.
- Ensured there was appropriate focus on the risks associated with substantial budget reductions.
- Encouraged and presided over a strengthening control environment, through receiving reports on the Corporate Risk Register and responses to external audit recommendations.

In addition, individual Members and the Audit Committee collectively continued to develop and learn about our roles, and deliver these roles effectively.

## **PLANS FOR 2013/14**

We want to continue to develop and build on our current status. For 2013/14 we will:

- Continue to review all governance arrangements to ensure the Council adopts the very latest best practice.
- Continue to support the work of Internal and External Audit and ensure appropriate responses are given to their recommendations.
- Ensure we maintain and further improve our standards in relation to the production of statement of accounts.
- Continue to help the Council to manage the risk of fraud and corruption.
- Continue to work with colleagues in other statutory services to collectively identify and manage cross-cutting risks arising from major developments.

During 2012/13 we have continued the progress we have made in previous years, and going forward we look to continue to be a champion of good governance at both a local and sub-regional level.

***Councillors Alex Sangster (Chair) and Barry Kaye (Vice-Chair)***  
***Rotherham MBC Audit Committee***  
***April 2013***



**AUDIT COMMITTEE****Statement of Purpose**

To provide independent assurance of the adequacy of the audit and risk management frameworks and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment and to oversee the financial reporting process.

**Terms of Reference****Internal Audit**

- To approve, but not direct, the Internal Audit Plan and ensure that this gives an adequate level of assurance over the Council's main risks.
- To consider summaries of specific internal audit reports as requested and seek assurance that action has been taken where necessary.
- To consider reports from the Chief Auditor on agreed recommendations not implemented by management within a reasonable timescale.
- To consider reports dealing with the management and performance of the internal audit service.
- To consider the Annual Audit Report and the opinion of the Chief Auditor on the Council's control environment.
- To ensure that there are effective relationships between internal and external audit, inspection agencies and other relevant bodies.
- To commission work from internal audit.

**External Audit**

- To consider and comment upon the external audit plan.
- To comment on the scope and depth of external audit work and to ensure it gives value for money.
- To consider specific reports as agreed with the external auditor.
- To consider the adequacy of management response to external audit advice, recommendations and action plans.
- To consider issues arising from the external auditor's annual audit letter.
- To commission work from external audit.
- To provide feedback to the external auditor upon external audit performance.

### Risk Management

- Consider the effectiveness of the Council's risk management arrangements and control environment.
- Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- Review the robustness of risk registers.

### Internal Control Arrangements and Corporate Governance

- Be satisfied that the Council's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it.
- Review the procedures followed in compiling the Annual Governance Statement and supporting documentation to determine the robustness of the evidence and assurances upon which the statement is based.
- Consider and monitor action plans for addressing any significant internal control weaknesses disclosed.
- To consider the Council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice.
- To maintain an overview of Financial Regulations and Contract Standing Orders.
- To review and consider the adequacy of the Council's Anti-Fraud and Corruption arrangements and to monitor their effectiveness and compliance with them, throughout the Council.

### Accounts

- To consider the external auditor's report on the audit of the Statement of Accounts.
- To approve the Statement of Accounts.
- To ensure that appropriate accounting policies have been followed.

### General

- To review any issue referred to it by the Council, a Council body, the Chief Executive, a Strategic Director, the Section 151 Officer or the Monitoring Officer.
- To submit for consideration by the full council an annual report on the work of the Committee at the end of each year.
- To liaise with the Audit Committees of partner organisations and other South Yorkshire authorities over the mutual exchange of views, good practice and approaches to issues of common concern.

## AUDIT COMMITTEE ACTIVITY – 2012/13

Function / Issue	Apr 2012	May 2012	July 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2013	Feb 2013	Mar 2013
<b>Internal Audit</b>									
Internal Audit Strategy and Audit Plan 2012/13	√								
Internal Audit Annual Report 2011/12			√						
Internal Audit Plan Progress Report					√			√	
Annual Fraud Report			√						
Anti Fraud and Corruption Action Plan					√				
National Fraud Initiative		√					√		
“Fighting Fraud Locally” Strategy	√								
<b>External Audit</b>									
External Audit Plan								√	
Audit and Inspection Recommendations Update Report				√					√
Interim External Audit Report	√								
Grants Audit Report								√	
Annual Audit Letter						√			
KPMG Fees Letter						√			

## AUDIT COMMITTEE ACTIVITY – 2012/13

Function / Issue	Apr 2012	May 2012	July 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2013	Feb 2013	Mar 2013
<b>Risk Management</b>									
Corporate Risk Register					√			√	
Annual Review – Insurance and Risk Management Performance							√		
<b>Governance</b>									
Annual Governance Statement		√							
<b>Accountancy and Treasury Services</b>									
Unaudited 2011/12 Statement of Accounts			√						
Audited 2011/12 Statement of Accounts and External Auditors' Report (ISA 260)				√					
Annual Treasury Management Report				√					
Mid-Year Treasury Management Report						√			
Prudential Indicators and Treasury Management and Investment Strategy 2013/14 to 2015/16								√	
Arrangements for Closure of Accounts 2012/13									√

## AUDIT COMMITTEE ACTIVITY – 2012/13

Function / Issue	Apr 2012	May 2012	July 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2013	Feb 2013	Mar 2013
<b>Audit Committee Working Arrangements</b>									
Audit Committee Work Programme		√							
Audit Committee Self-Assessment									√
Audit Committee Annual Report	√								
<b>Review of Key Developments Facing the Council</b>									
Transfer of Public Health Services to the Council		√							
Review of Council Tax Single Persons' Discounts					√				
Localism Act Update						√			
Risk Management of the Housing Revenue Account 30 Year Plan						√			
Welfare Reform – Impact on Rotherham							√		