

## **CABINET**

**Venue: Town Hall, Moorgate  
Street, Rotherham. S60  
2TH**

**Date: Wednesday, 24 April 2013**

**Time: 10.30 a.m.**

## **A G E N D A**

1. To consider questions from Members of the Public.
2. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
3. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
4. Declarations of Interest.
5. Minutes of the previous meeting held on 10th April, 2013 (copy supplied separately)
6. Local Development Scheme (Pages 2 - 14)
  - Strategic Director of Environment and Development Services to report.
7. Local Plan: Public Consultation (Pages 15 - 19)
  - Strategic Director of Environment and Development Services to report.
8. Submission of Rotherham's Core Strategy (Pages 20 - 30)
  - Strategic Director of Environment and Development Services to report.
9. Customer Service Centres (Pages 31 - 39)
  - Strategic Director of Environment and Development Services to report.
10. Non Domestic Rate Discretionary Relief Policy (Pages 40 - 48)
  - Director of Finance to report.
11. Capital Programme Monitoring Report 2012/13 - 2015/16 (Pages 49 - 70)
  - Director of Finance to report.

12. Street Lighting Invest to Save Initiatives (report herewith)\* (Pages 71 - 73)
  - Strategic Director of Environment and Development Services to report.
13. Autistic Spectrum Disorder Scrutiny Review (report herewith) (Pages 74 - 92)
  - Chief Executive to report.
14. Grounds Maintenance Scrutiny Review (report herewith) (Pages 93 - 116)
  - Chief Executive to report.
15. Are you Ready (report herewith) (Pages 117 - 119)
  - Strategic Director of Children and Young People's Services to report.
16. 0-25 High Needs Funding Block 2013/14 (report herewith) (Pages 120 - 125)
  - Strategic Director of Children and Young People's Services to report.
17. Proposal to Make a Prescribed Alteration to the Age Range at Trinity Croft Junior and Infant School (report herewith). (Pages 126 - 128)
  - Strategic Director for Children and Young People's Services to report
18. Exclusion of the Press and Public.

The following items are likely to be considered in the absence of the press and public as being exempt under 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).
19. Commissioning Effective Tobacco Control for Rotherham (report herewith) (advance notice given) (Pages 129 - 139)
  - Director of Public Health to report.
20. Capital Programme - Capital Receipts Update (all Wards) (report herewith) (advance notice given) (Pages 140 - 149)
  - Strategic Director of Resources to report.
21. Rationalisation of Property Assets - Former NHS Health Clinic, Library, and area of Greenspace, Wheatley Road, Kimberworth Park, Rotherham (report herewith) (advance notice given) (Pages 150 - 155)
  - Strategic Director of Resources to report.
22. Rationalisation of the Property Portfolio: Former Maltby Craggs Nursery Site, Walters Road, Maltby (report herewith) (advance notice given) (Pages 156 - 161)
  - Strategic Director of Resources to report.

23. Rationalisation of the Property Portfolio: 118, Ferham Road, Masbrough (report herewith) (advance notice given) (Pages 162 - 166)
  - Strategic Director of Resources to report.
24. Rationalisation of the Property Portfolio: Kirk House, Browning Road, Herringthorpe (report herewith) (advance notice given) (Pages 167 - 172)
  - Strategic Director of Resources to report.

**In accordance with Section (7) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the Chairman of the Overview and Scrutiny Management Board has agreed that the item marked (\*) contains a key decision which needs to be acted upon as a matter of urgency and which cannot be reasonably deferred (see notice attached)**

## **Cabinet – 24<sup>th</sup> April, 2013**

Take notice, in accordance with Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, that the following key decision is to be considered at the meeting without having provided the required 28 days' notice:-

- **Street Lighting Invest to Save Initiatives**

This report is presented to allow the installation of more efficient lights to improve the Council's overall position either by delivering cashable savings or by mitigating against the increased energy charges through "avoided costs".

The Chair of the Overview and Scrutiny Management Board has been informed and is in agreement with the presentation of the report.

**Jacqueline Collins,**  
**Director of Legal and Democratic Services.**

**22<sup>nd</sup> April, 2013.**

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>24 April 2013</b>
<b>3.</b>	<b>Title:</b>	<b>Local Development Scheme</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment &amp; Development Services</b>

**5. Summary**

The report outlines an update to the Local Development Scheme to reflect the revised timetable for submission of the Core Strategy to government.

**6. Recommendations**

- 1. That Cabinet approve the revised and updated Local Development Scheme.**

## **7. Proposals and Details**

It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) that the local planning authority must prepare and maintain a local development scheme.

The Local Development Scheme (LDS) sets out an updated and revised project plan for the preparation of the Development Plan Documents (DPDs) that will comprise the Rotherham Local Plan. The LDS is intended to:

- set out the subject matter, geographic coverage, development plan status and inter-relationships of Local Plan documents and if any are to be prepared jointly with other local planning authorities
- establish and reflect priorities for the Local Plan to steer associated work programming and resource allocation
- give a timetable and set milestones for the preparation and review of documents

The LDS was last formally revised in May 2012 (Cabinet 23/5/12, minute C4). This latest update reflects the revised timetable for submission of the Core Strategy to government, taking account of the revocation of the Yorkshire and Humber Regional Spatial Strategy (Cabinet 5/12/12, minute C104).

At future examinations of the Council's DPDs, one of the legal compliance checks that the planning inspector will carry out is that the DPD has been produced in conformity with the LDS. It is therefore important to ensure a revised and up to date LDS is in place in time for submission of the Core Strategy programmed for later in 2013.

**The revised Local Development Scheme is attached at Appendix 1.**

## **8. Finance**

There are no direct financial implications arising from this report.

## **9. Risks and Uncertainties**

Endorsement by Members of the Local Development Scheme is sought to enable progress towards adoption of programmed DPDs.

- The Localism Act and National Planning Policy Framework (NPPF) express a strong presumption in favour of sustainable development. Our UDP policies only continue to have any weight where they are in accordance with the NPPF. It is important that Rotherham's Core Strategy is in place as soon as possible to provide an up-to-date planning policy framework for the Borough's future growth and development.
- A failure to achieve timely progress on the Local Plan could delay the spatial strategy required to guide future decision-making on planning applications.

- Having a Local Plan in place will provide a steer for any neighbourhood plans that may emerge under the provisions of the Localism Act.
- Failure to make progress with the Local Plan risks delayed provision of the new homes and employment opportunities that the Borough needs.

### **10. Policy and Performance Agenda Implications**

The implementation of the Local Plan will make a positive contribution to all of Rotherham's Regeneration priorities. When adopted, the Core Strategy and supporting documents will further the objectives of the Corporate Plan and support the delivery of the Rotherham Sustainable Community Strategy by:

- providing sufficient good quality homes
- ensuring well designed, decent affordable housing
- providing employment land to meet the needs of the modern economy and support sustainable communities through access to employment opportunities
- promoting the "town centre first" policy approach to help the regeneration and renaissance of Rotherham Town Centre

### **11. Background Papers and Consultation**

Appendix 1: Local Development Scheme revised April 2013

#### **Contact name:**

Andy Duncan, Planning Policy Manager  
01709 823830, [andy.duncan@rotherham.gov.uk](mailto:andy.duncan@rotherham.gov.uk)

**Appendix 1: Local Development Scheme revised April 2013**

**ROTHERHAM LOCAL PLAN**

**LOCAL DEVELOPMENT SCHEME**

**Revised April 2013**



## **CONTENTS**

- 1. Introduction**
  - Background
  - Purpose of the Local Development Scheme
- 2. Local Plan programme**
  - Timetable
  - DPD profiles
- 3. Monitoring and review**
  - Annual Monitoring Report

## **Maps**

Map 1: Rotherham DPD geographic coverage

Map 2: Barnsley, Doncaster and Rotherham Joint Waste Core Strategy DPD geographic coverage

## 1. Introduction

### *Background*

Rotherham's current development plan is the Unitary Development Plan (UDP), comprising a Written Statement, Proposals Map and Supplementary Planning Guidance. The UDP was adopted in June 1999. The majority of the policies within the UDP were subsequently “saved” under the terms of the Planning and Compulsory Purchase Act 2004 by a direction from the Secretary of State (17/9/07).

The regional strategy, the Yorkshire and Humber Plan (2008), was formally revoked by the Secretary of State on 22 February 2013. The regional strategy is therefore no longer part of the development plan for Rotherham.

The requirements for the Local Plan to replace the UDP are set out in the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) and the National Planning Policy Framework (NPPF). The Local Plan consists of a portfolio of Development Plan Documents (DPDs) together with documents concerned with the management of the plan making process.

Rotherham Local Plan documents produced to date include:

- the Local Development Scheme (and subsequent revisions)
- the Statement of Community Involvement
- Annual Monitoring Reports
- the Barnsley, Doncaster and Rotherham Joint Waste Core Strategy (DPD)

The Statement of Community Involvement was formally adopted by the Council on 14 June 2006. The Barnsley, Doncaster and Rotherham Joint Waste Core Strategy was formally adopted on 8 March 2012. As such, the timetable for the Joint Waste Core Strategy is no longer included in the LDS.

### *Purpose of the Local Development Scheme*

This document sets out an updated and revised project plan for the preparation of the DPDs that will comprise the Rotherham Local Plan. The LDS is intended to:

- set out the subject matter, geographic coverage, development plan status and inter-relationships of Local Plan documents and if any are to be prepared jointly with other local planning authorities
- establish and reflect priorities for the Local Plan to steer associated work programming and resource allocation
- give a timetable and set milestones for the preparation and review of documents

## **2. Local Plan programme**

### *Timetable*

The Rotherham Local Plan programme is focused on the following development plan documents (DPDs):

- Core Strategy DPD
- Sites & Policies DPD and Policies Map

The programme is illustrated in the timetable overleaf and expanded in the subsequent detailed profiles for each DPD included within this section.

An up-to-date timetable will be maintained on the Council's website under the Local Development Scheme page accessible via:

<http://www.rotherham.gov.uk/localplan>

Rotherham Local Plan Timetable - Revised April 2013

	2013												2014												2015											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Core Strategy DPD	FC				S		M		E			R		A																						
Sites and Policies DPD & Policies Map						C												PSV																		

**Production & Consultation**

P Preparation starts by consulting statutory bodies on the scope of Sustainability Appraisal  
C Consultation on options/continuous engagement

**Publication**

PSV Publication of proposed submission version  
FC Consultation on focused changes

**Examination**

S Submission to Secretary of State, examination period starts  
M Pre-examination meeting (if required)  
E Examination hearings  
R Inspector's report

**Adoption**

A Adoption

*DPD profiles*

<b>Core Strategy DPD</b>	
<b>Document details</b>	
Role and content	Sets out the vision, objectives and strategic policies for the future spatial development of the Borough, including targets for new housing and employment land
Status	DPD
Chain of conformity	To conform with national planning policy
Geographic coverage	Rotherham Metropolitan Borough
<b>Timetable and milestones</b>	
Commencement and pre-production	June 2005 – Feb 2006
Consultation with statutory bodies on the scope of the Sustainability Appraisal	Feb – June 2006
Public consultation on Issues and Options	May – June 2006
Public consultation on Preferred Options and Sustainability Appraisal	Feb – Mar 2007
Public consultation on Revised Options and Sustainability Appraisal	May – Aug 2009
Public consultation on Draft Core Strategy and Sustainability Appraisal	July – Sept 2011
Publication of Core Strategy for "soundness" representations and Sustainability Appraisal	July – Aug 2012
Public consultation on Core Strategy Focused Changes	Jan – Feb 2013
Submission of Core Strategy and Sustainability Appraisal	May 2013
Examination in Public	Sept 2013
Receipt of Inspector's report	Dec 2013
Adoption of the DPD	Feb 2014
<b>Arrangements for production</b>	
Lead responsibility	Planning Policy Team, Rotherham MBC
Management arrangements	Production stages guided by Member Steering Group recommending endorsement by Cabinet and approval by Full Council
Resources required	Produced internally with consultant input in relation to certain evidence base studies
Approach to involving the community and stakeholders	Outlined in the SCI with emphasis on front loading and fully reflecting the aims and programmes of community strategy and other principal stakeholders
<b>Post production</b>	
Monitoring and review mechanisms	Via the Annual Monitoring Report

<b>Sites &amp; Policies DPD and Policies Map</b>	
<b>Document details</b>	
Role and content	Identifies sites proposed for development to deliver the Core Strategy together with policies for the managed release of land
Status	DPD
Chain of conformity	To conform with national planning policy and the Core Strategy
Geographic coverage	Rotherham Metropolitan Borough
<b>Timetable and milestones</b>	
Commencement and pre-production	Jan 2007
Call for Sites	Jan 2007 – Nov 2008
Release of Sites as part of the evidence base to support public consultation on Core Strategy Revised Options and Sustainability Appraisal	May – Aug 2009
Public consultation on Issues and Options	July – Sept 2011
Consultation with statutory bodies on the scope of the Sustainability Appraisal	June – Sept 2012
Public consultation on Draft Sites & Policies DPD and Policies Map and Sustainability Appraisal	May – July 2013
Publication of Sites & Policies DPD and Policies Map for "soundness" representations and Sustainability Appraisal	June – July 2014
Submission of Sites & Policies DPD and Policies Map and Sustainability Appraisal	Oct 2014
Examination in Public	Feb 2015
Receipt of Inspector's report	May 2015
Adoption of the DPD	July 2015
<b>Arrangements for production</b>	
Lead responsibility	Planning Policy Team, Rotherham MBC
Management arrangements	Production stages guided by Member Steering Group recommending endorsement by Cabinet and approval by Full Council
Resources required	Produced internally with consultant input in relation to certain evidence base studies
Approach to involving the community and stakeholders	Outlined in the SCI with emphasis on front loading and fully reflecting the aims and programmes of community strategy and other principal stakeholders
<b>Post production</b>	
Monitoring and review mechanisms	Via the Annual Monitoring Report

### **3. Monitoring and review**

#### *Annual Monitoring Report*

Continuous monitoring and review are essential to the plan, monitor and manage process in the successful delivery of the spatial vision and objectives of the Local Plan. The Annual Monitoring Report (AMR) has an important dual role in tracking progress in the preparation of DPDs as well as monitoring outputs and trends, contributing to a broader evidence base against which policies and their implementation can be evaluated.

The AMR will be published at the end of each calendar year, reporting progress made in the preceding financial year. The AMR will:

- specify how the Council is performing within the timescales for DPD preparation set out in the LDS
- inform the rolling forward of the Local Plan programme in the LDS
- provide an update of the extent of the remaining parts of the UDP.

As well as assessing the Council's progress in implementing the Local Development Scheme the AMR will also:

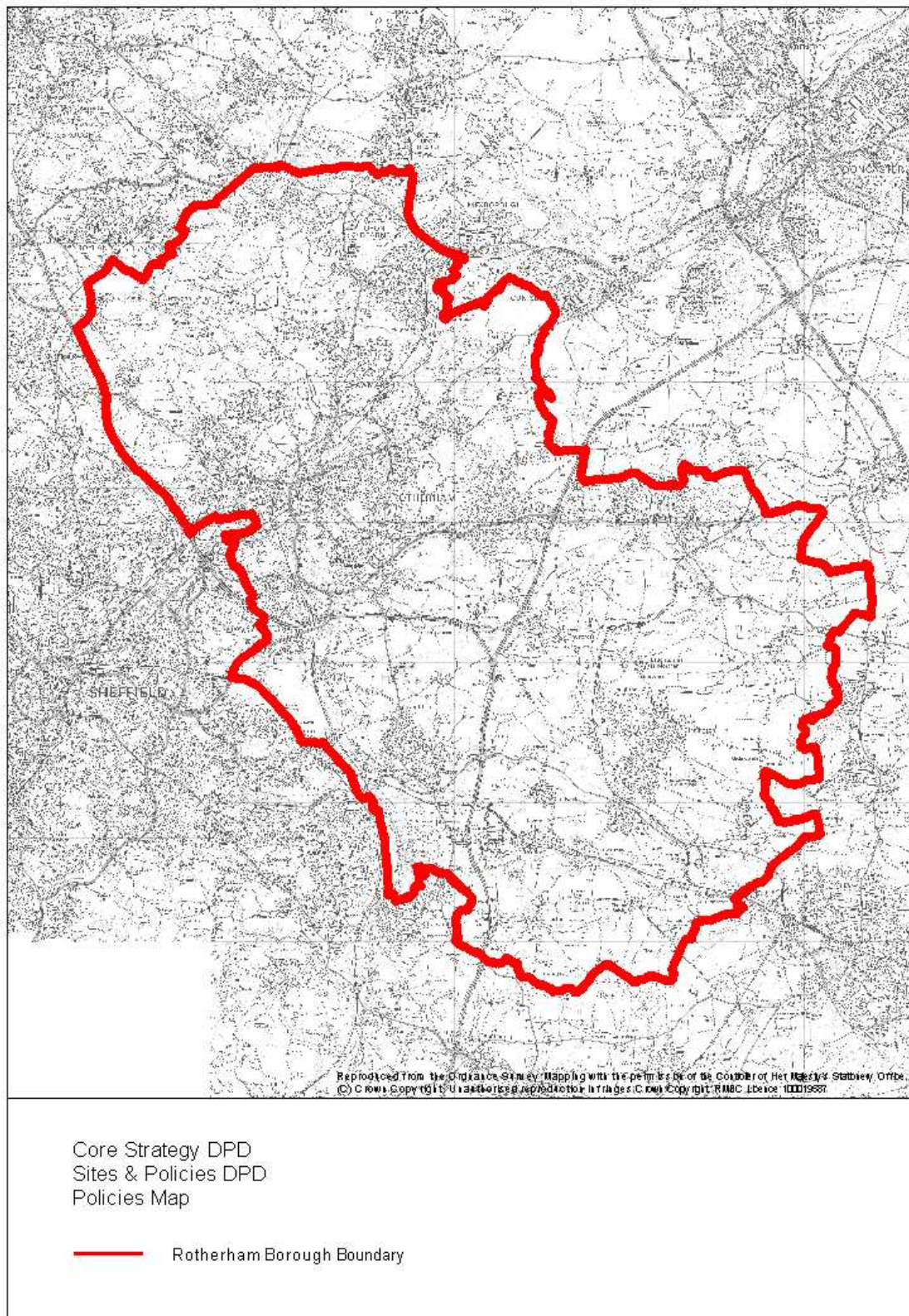
- provide details of how well policies are being achieved by tracking the impact of policies on relevant targets and whether policies need adjustment in the light of changes to national policy. In particular, the AMR will include trajectories of forecast future housing supply against strategic housing requirements.
- Provide an updated list of technical studies, reports and other relevant publications contributing to the evidence base supporting Local Plan preparation.
- Indicate the performance of infrastructure providers against the infrastructure delivery planning requirements set out in the Core Strategy.

Annual Monitoring Reports will be published on the Council's website under the Annual Monitoring Report page accessible via:

<http://www.rotherham.gov.uk/localplan>

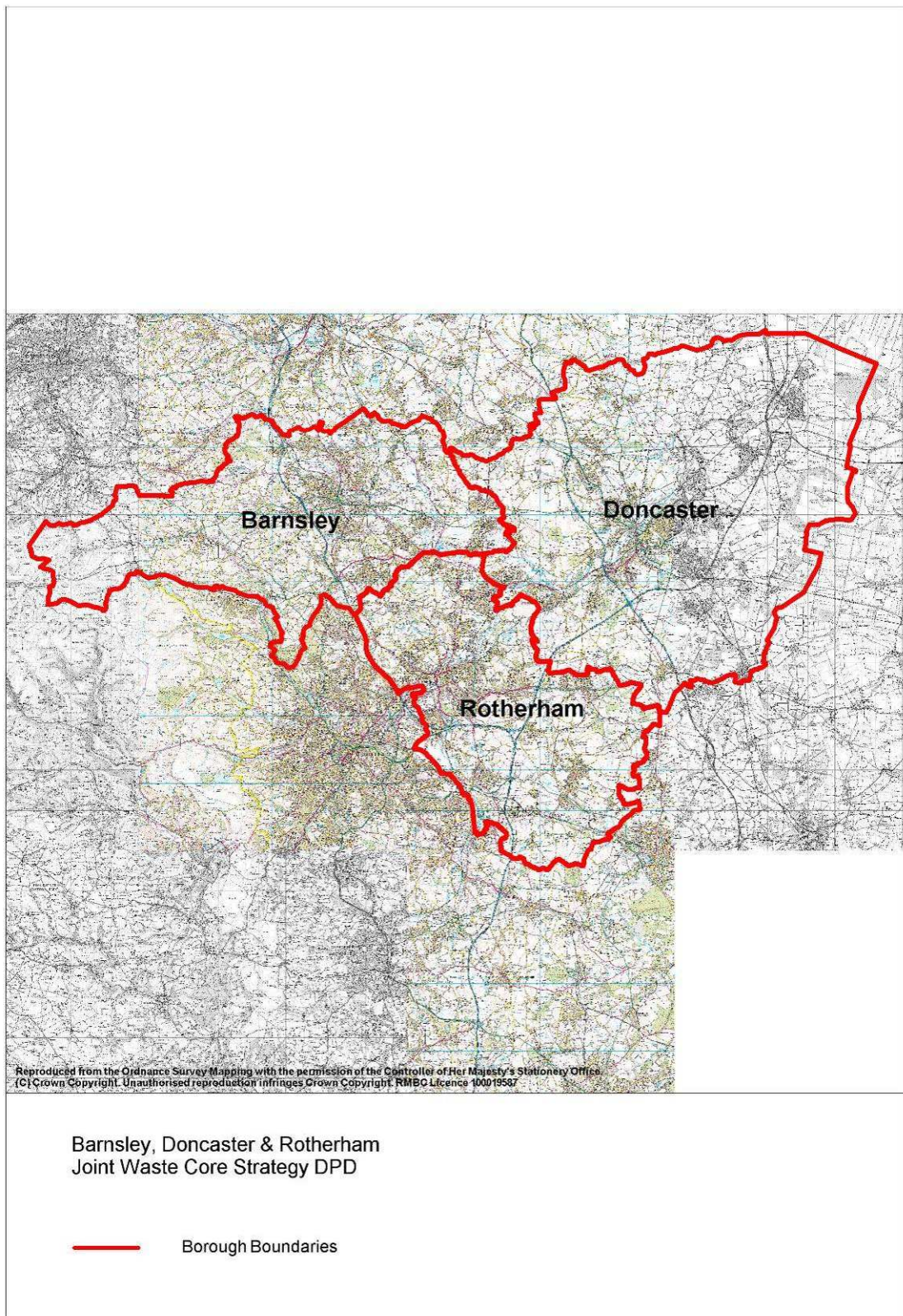


**Map 1: Rotherham DPD geographic coverage**





**Map 2: Barnsley, Doncaster and Rotherham Joint Waste Core Strategy DPD  
geographic coverage**



**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>24 April 2013</b>
<b>3.</b>	<b>Title:</b>	<b>Local Plan: Public Consultation</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment &amp; Development Services</b>

**5. Summary**

The report seeks Cabinet approval for public consultation on the Local Plan. The consultation planned for summer 2013 will cover the potential development sites around all the Borough's communities.

**6. Recommendations**

- 1. Cabinet approve the draft Sites and Policies document for public consultation.**
- 2. Cabinet endorse the approach set out in the Local Plan Consultation and Engagement Action Plan summary attached at Appendix 1.**

## **7. Proposals and Details**

### **Purpose**

The Council is preparing a Local Plan for Rotherham. This is a statutory requirement under the Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011).

Previous public consultation on the Local Plan has focused on the Core Strategy – setting out the broad strategy for the amount and distribution of the Borough's future growth. The consultation planned for summer 2013 will cover the detail by looking at potential development sites for housing, employment and retail around all the Borough's communities. The draft Sites and Policies document sets out this detail.

**The draft Sites and Policies document will be made available to Cabinet Members prior to the meeting.**

### **Consultation**

In carrying out the consultation, we will build on the successful features of previous Local Plan consultations:

- targeted public “drop in” events on potential development sites for communities in growth areas
- pre-publicity for the consultation and specific local events
- advance briefings for Ward Members, MPs and Parish Councillors
- liaison with the Area Assembly network
- close working with Libraries and Parish Councils
- early engagement with the local press as a further means of ensuring engagement with and involvement of local people

A summary of the Local Plan Consultation and Community Engagement Action Plan is attached at Appendix 1. This may be subject to minor change in the run up to consultation launch as detail is finalised.

### **Sites and Policies document**

The Local Plan Core Strategy sets out the **strategy** of how much growth we are proposing and where it should go. The **detail** will be covered in the Sites & Policies document by presenting to the public the potential sites for future development in local communities. This will enable local people to give their views on which sites they feel should be developed and which should not. All this information will be publicised and made available at public drop-in sessions throughout the Borough, in libraries and customer service centres and via our website.

These sites will be taken forward in the Sites and Policies document, which will be subject to further public consultation as it evolves and eventually submitted to

government. The Sites and Policies document will also contain development management policies to guide decisions on planning applications and will include designations to protect sensitive locations.

## **8. Finance**

There are no direct financial implications arising from this report. The cost of the consultation will be met from the existing Planning Policy team budget although any expansion of the consultation would result in significant pressure on the financial and staffing resource available. Corporate assistance with the consultation exercise has been sought for officers from relevant services to assist with the consultation.

## **9. Risks and Uncertainties**

Cabinet approval of the public consultation is sought to enable the further preparation and refinement of the Sites and Policies document.

- Supplementing media relations with more direct communication has been considered. Investment in channels such as direct mail is felt necessary to ensure adequate levels of communication and engagement. Previous criticisms have included a perceived lack of information about the consultation.
- The Localism Act and National Planning Policy Framework (NPPF) express a strong presumption in favour of sustainable development. Our Unitary Development Plan (UDP) policies only continue to have any weight where they are in accordance with the NPPF. It is important that Rotherham's Local Plan is in place as soon as possible to provide an up-to-date planning policy framework for the Borough's future growth and development.
- A failure to achieve timely progress on the Local Plan could delay adoption of the policies required to guide future decision-making on planning applications.
- Having a Local Plan in place will provide a steer for any neighbourhood plans that may emerge under the provisions of the Localism Act.
- Failure to make progress with the Local Plan risks delayed provision of the new homes and employment opportunities that the Borough needs.

## **10. Policy and Performance Agenda Implications**

The implementation of the Local Plan will make a positive contribution to all of Rotherham's Regeneration priorities. When adopted, the Core Strategy and supporting documents will further the objectives of the Corporate Plan and support the delivery of the Rotherham Sustainable Community Strategy by:

- providing sufficient good quality homes
- ensuring well designed, decent affordable housing

- providing employment land to meet the needs of the modern economy and support sustainable communities through access to employment opportunities
- promoting the “town centre first” policy approach to help the regeneration and renaissance of Rotherham Town Centre

## **11. Background Papers and Consultation**

Local Plan Publication Core Strategy (June 2012)

Local Plan Core Strategy Focused Changes (Jan 2013)

Local Plan Sites and Policies Issues and Options (June 2011)

### **Contact name:**

Andy Duncan, Planning Policy Manager

01709 823830, [andy.duncan@rotherham.gov.uk](mailto:andy.duncan@rotherham.gov.uk)

## Appendix 1: Local Plan Consultation and Community Engagement Action Plan Summary

Date (2013)	Activity	Comments
4 March	Area Assembly Chairs Meeting	
19, 20 & 22 March	Ward Member briefing sessions on potential development sites	Three sessions at the Town Hall.
16 April	Parish Network Event	
24 April	Cabinet	Local Plan consultation presented for approval.
End April	Press briefing	Press and publicity campaign begins.
April	Brief librarians	Principal librarians briefed.
May	Brief of local MPs	Briefing note circulated before consultation launch.
w/c 6 May	Place adverts in local press	Format of a "statutory notice" to also include confirmed dates and times of events
w/c 13 May	Notify consultees	Letter and/or email to all consultees on the Local Plan consultation database.  Letter to all residents living within 100 metres of a proposed development site.
20 May	Consultation launch	Press and radio interviews as required.  Consultation material in customer service centres and libraries.  Website goes live with event calendar and all consultation material.
June	Stakeholder Seminar	Date and format to be confirmed. By invitation.
June - July	<b>Public drop-in sessions</b> (focused on areas of growth/change)	Advertise all events through posters and flyers made available at publicly accessible venues. Consider placing additional adverts in local press.
June - July	<b>Policy themed workshops</b> (communities of interest and hard to reach groups)	Community Engagement Team / Area Assembly Team / Sustainable Communities Team. By invitation.
29 July	Consultation close	

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>24 April 2013</b>
<b>3.</b>	<b>Title:</b>	<b>Submission of Rotherham's Core Strategy</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment &amp; Development Services</b>

**5. Summary**

The report seeks Cabinet approval for the Submission of Rotherham's Core Strategy to Government.

**6. Recommendations**

- 1. That Cabinet note the contents of the report and the Schedule of Proposed Minor Amendments to the Core Strategy**
- 2. That Cabinet approve the Submission of Rotherham's Core Strategy to Government**

## **7. Proposals and Details**

As a statutory requirement the Council is preparing a Local Plan for Rotherham. The two key documents contained within the Local Plan are the Core Strategy, and the supporting Sites and Policies document.

The Publication Core Strategy was subject to consultation between June and August 2012. Members may recall that on 23 May 2012 Cabinet minute C3 (endorsed by Council meeting minute A17, 25 July 2012) approved submission of the Core Strategy to Government subject to there being no major changes as a result of the consultation on the Publication Core Strategy.

Following a consideration of the consultation responses further additional work to support submission has been undertaken, including consultation on a number of Focused Changes to the Core Strategy (endorsed by Cabinet at its meeting of 19 December 2012, minute C116). These were intended to improve the clarity and presentation of the document and do not alter the overall thrust of the Core Strategy or particular policies.

Following on from this the Council has identified a limited number of additional proposed changes to the Core strategy arising from a consideration of responses received, recent issues (announcement of the proposed HS2 route) and minor corrections (drafting errors). This schedule is attached at Appendix 1, and may be amended further prior to submission of the Core Strategy. These will be submitted alongside the Core Strategy for consideration by the appointed Inspector.

### ***Submission of the Core Strategy***

Following the conclusion of the Focused Changes consultation and revocation of the Regional Spatial Strategy, the Council is now in a position to proceed to submission of the Core Strategy, subject to the conclusion of the following key areas of work:

- Completion of transport modelling work – Transportation are liaising with consultants to complete the work April / May
- Completion of the Integrated Impact Assessment (including Sustainability Appraisal) (early April)
- Completion of the Bassingthorpe Farm Concept Framework (end of April)
- Negotiation to agree a Memorandum of Understanding with Sheffield City Council regarding Rotherham's housing target (March/April)
- Completion of key supporting documents, including Consultation Statement, Statement of Co-operation, and relevant background papers (early May)

It is proposed to submit the Core Strategy to Government for independent examination, subject to the conclusion of the above areas of work and the administrative requirements associated with submission.

Once submitted the Planning Inspectorate will appoint an inspector to undertake examination of the Core Strategy. Subject to a timetable to be established by the Planning Inspectorate, the examination hearings could take place in September 2013, with a view to the Council receiving the inspector's report before the end of the year, and being in a position to adopt the Core Strategy early in 2014. These timescales are indicative. The Government has previously announced that



examination of plans involving the review of Green Belt will be prioritised. The precise implications of this for the examination timetable are not yet known.

The selection of sites to deliver the Core Strategy will be made through the Sites and Policies document, which will also contain more detailed Development Management policies. This will be subject to further public consultation beginning in May; therefore there will be further opportunity for Members, stakeholders and residents to have their say on which sites should be developed and the policies to guide any new development.

### **Core Strategy headlines**

The Core Strategy sets out the Council's vision for the future development of the Borough between 2013 and 2028, and the strategic policies to guide investment and development decisions to achieve this vision.

### ***Vision and objectives***

The vision for the future of Rotherham Borough is:

Rotherham will be prosperous with a vibrant, diverse, innovative and enterprising economy. It will fulfil its role as a key partner in the delivery of the Sheffield City Region recognising the close economic, commercial and housing markets links with Sheffield and our other neighbouring authorities.

Rotherham will provide a high quality of life and aspire to minimise inequalities through the creation of strong, cohesive and sustainable communities. Rotherham will be successful in mitigating and adapting to future changes in climate. It will have a sense of place with the best in architecture, sustainable design and public spaces. Natural and historic assets will be conserved and enhanced. Rotherham will promote biodiversity and a high quality environment where neighbourhoods are safe, clean, green and well maintained, with good quality homes and accessible local facilities, making best use of existing infrastructure, services and facilities. A network of green infrastructure will link Rotherham's urban areas with the wider countryside, providing access to green spaces and acting as habitat links for wildlife.

The largest proportion of growth will be focused in the Rotherham Urban Area including major new development at Bassingthorpe Farm which is key to delivering growth in the heart of Rotherham. Regeneration of Rotherham town centre will enable it to fulfil its role as the borough's primary retail, leisure and service centre. Considerable development will take place on the edge of the urban area at Waverley, with the development of a new community and consolidation of the Advanced Manufacturing Park. Significant development will also take place in Principal Settlements for Growth: in the north around Wath, Brampton and West Melton, on the fringe of Rotherham Urban Area at Wickersley, Bramley and Ravenfield, and in the south-east at Dinnington, Anston and Laughton Common. New development will also take place in the borough's principal settlements and local service centres. Throughout Rotherham development will aim to create self contained communities which support a network of retail and service centres, where the need to travel is reduced and communities enjoy good access to green spaces and the wider open countryside.

The vision is underpinned by 17 objectives, addressing the key issues facing Rotherham over the next 15 years, covering subjects ranging from the provision of sufficient new homes to protection of the environment.

### **Strategy**

The regional strategy, the Yorkshire and Humber Plan (2008), was formally revoked by the Secretary of State on 22 February 2013. The regional strategy is therefore no longer part of the development plan for Rotherham.

As the regional strategy is now revoked, the major obstacle to determining a local housing target has been removed. The Council is therefore proposing a **lower** local housing target (the only Council within South Yorkshire to do so) of **850 new homes a year**. This is in line with an assessment of the latest evidence on future household growth and the capacity available on suitable sites. This will require 12,750 new homes to be built over the 15 year plan period from 2013 to 2028. Provision will also be made to accommodate the backlog of 1,600 homes against the annual target between 2008 (the base date of key population and household projections) and adoption of the Core Strategy in 2013. Not meeting this backlog risks rejection of the plan by the inspector.

The local housing target will enable us to meet our housing requirements whilst also ensuring that we can reduce the need for the release of Green Belt land. This level of proposed growth is also broadly comparable with the Borough's growth over the last 15 years.

Based on a review of employment land, it is considered appropriate to provide for around **235 hectares** of employment land for new economic development. The overall strategy will result in sensible growth across Rotherham which has regard to local characteristics. Most new development will be focused in the Rotherham Urban Area (including at Bassingthorpe Farm) and at Principal Settlements for Growth at:

- Wath, Brampton and West Melton,
- Dinnington, Anston and Laughton Common, and
- Bramley, Wickersley and Ravenfield.

Within this plan period it is anticipated that development at Bassingthorpe Farm will deliver 1,700 homes and 11 hectares of employment land.

The Core Strategy contains 33 policies grouped under seven themes designed to meet the main aims of the strategy, which are:

- **deliver new development in sustainable locations**
- **create mixed and attractive places to live**
- **support a dynamic economy,**
- **support movement and accessibility**
- **manage the natural and historic environment**
- **create safe and sustainable communities**
- **ensure that the necessary new infrastructure is delivered** and that decisions are taken with regard to the national **presumption in favour of sustainable development**.

As well as providing for new homes and employment, the Core Strategy's suite of policies covers a range of related subjects such as retail provision, heritage protection, flooding, biodiversity, greenspace and climate change.

## **8. Finance**

The costs associated with submission of the Core Strategy will be met from the existing Planning Policy team budget. The Council will also be required to meet the costs of the independent examination undertaken by the Planning Inspectorate. The precise cost will depend upon the length of the examination, but may be estimated to be around £60-80,000.

## **9. Risks and Uncertainties**

Endorsement by Members of the submission of the Core Strategy is sought to enable progress towards adoption.

- The Localism Act and National Planning Policy Framework (NPPF) express a strong presumption in favour of sustainable development. Our UDP policies only continue to have any weight where they are in accordance with the NPPF. It is important that Rotherham's Core Strategy is in place as soon as possible to provide an up-to-date planning policy framework for the Borough's future growth and development.
- A failure to achieve timely progress on the Local Plan could delay the spatial strategy required to guide future decision-making on planning applications.
- Having a Local Plan in place will provide a steer for any neighbourhood plans that may emerge under the provisions of the Localism Act.
- Failure to make progress with the Local Plan risks delayed provision of the new homes and employment opportunities that the Borough needs.

## **10. Policy and Performance Agenda Implications**

The implementation of the Local Plan will make a positive contribution to all of Rotherham's Regeneration priorities. When adopted, the Core Strategy and supporting documents will further the objectives of the Corporate Plan and support the delivery of the Rotherham Sustainable Community Strategy by:

- providing sufficient good quality homes
- ensuring well designed, decent affordable housing
- providing employment land to meet the needs of the modern economy and support sustainable communities through access to employment opportunities
- promoting the "town centre first" policy approach to help the regeneration and renaissance of Rotherham Town Centre and other town, district and local centres within the borough.

## **11. Background Papers and Consultation**

- Appendix 1: Schedule of Additional Proposed Changes
- Publication Core Strategy (July 2012):  
[http://www.rotherham.gov.uk/downloads/file/6665/publication\\_core\\_strategy\\_june\\_2012](http://www.rotherham.gov.uk/downloads/file/6665/publication_core_strategy_june_2012)
- Focused Changes to Publication Core Strategy (January 2013):  
[http://www.rotherham.gov.uk/downloads/file/7837/core\\_strategy\\_focused\\_changes\\_january\\_2013](http://www.rotherham.gov.uk/downloads/file/7837/core_strategy_focused_changes_january_2013)

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## Appendix 1: Schedule of Additional Proposed Changes

This Schedule sets out a number of proposed amendments to the Core Strategy in addition to those set out in the Core Strategy Focused Changes document.

The changes included here address erratum identified in the Focused Changes document, or issues which have come to light after publication of the Focused Changes document. These have not been subject to public consultation; however are considered to be minor in nature or relate to national infrastructure projects beyond the control of the Local Authority.

Each proposed amendment has been given a reference number and are listed in the same order as the text of the Publication Core Strategy. Amendments proposing new text are shown in **bold and underlined** and those proposing the deletion of text are shown ~~struck through~~. Where it is considered helpful the full text of any policy/ paragraph that is suggested for amendment is also specified. The Reason for Amendment section outlines why the amendment(s) are being suggested.

Text reference	Suggested amendment
Paragraph 1.0.1	<p>1.0.1 The Council is preparing a series of new planning documents to create a Local Plan for Rotherham. This Core Strategy has been prepared around a vision for the future development of the borough for the next 15 years, <b><u>from 2013 to 2028</u></b>.</p> <p><b>Reason for amendment</b> This change proposes an addition to the wording of paragraph 1.0.1 as suggested to be amended by focused change 5. It inserts reference to the plan period to clarify that the Core Strategy plan period is 2013 – 2028. This is response to concerns raised in representations to the Core Strategy Focused Changes.</p>
Policy CS6, criteria c(i)	<p>Development within the broad locations for growth identified in Policy CS1 Delivering Rotherham's Spatial Strategy will be supported after the first five years of the plan period. Development in these locations within the first five years of the plan period will only be supported where this is required to meet the supply of deliverable sites set out above <b><u>or it has been demonstrated that sites are deliverable and make a significant contribution to achieving the objectives of the Core Strategy</u></b>.</p> <p><b>Reason for amendment</b> This change proposes an addition to the wording of Policy CS6, criteria c(i) as suggested to be amended by focused change 5. This, in response to concerns raised in representation to the Core Strategy Focused Changes, seeks to provide additional clarity regarding the development of Broad Locations for Growth and when they may come forward.</p>

Text reference	Suggested amendment
	<p>The Council considers the Broad Locations for Growth as critical to the Core Strategy, however is also aware of the need to meet its requirements in terms of maintaining a five year supply of deliverable sites. Since Publication of the Core Strategy work has continued on the Bassingthorpe Farm Concept Framework, and taking account of this and the concerns raised, the Council is minded to support the proposed changes to Policy CS1. This recognises the significant contribution that Bassingthorpe Farm will make to meeting Rotherham's housing requirement over the Plan period, and the fact that it may well provide more sustainable development than other sites to be allocated for development within Rotherham. The proposed change will be included in the schedule of additional changes which the Council intends to submit alongside the Core Strategy.</p>
Policy CS17	<p><b><u>g. the provisional route of the High Speed Two rail line</u></b></p> <p><b>Reason for amendment</b> To take account of the recently announced preferred route for the High Speed 2 rail route.</p>
Insert new paragraphs after 5.5.32	<p><b><u>The High Speed 2 rail network is a major national infrastructure project. Phase 2 includes an eastern branch connecting Birmingham with Leeds via a new station in Sheffield at Meadowhall.</u></b></p> <p><b><u>The initial preferred route runs immediately to the west of Aston, Aughton and Swallownest, and Treeton before passing through Catcliffe and Waverley and to the west of Brinsworth. From Meadowhall the route passes to the west of Thorpe Hesley.</u></b></p> <p><b><u>The route will be subject to consultation prior to being finalised by the Government in 2014. Construction could begin within the Local Plan period, with the route potentially opening around 2032-33. Whilst it is acknowledged that the precise route has yet to be determined the Council will look to safeguard the broad route corridor wherever possible.</u></b></p> <p><b>Reason for amendment</b> To take account of the recently announced preferred route for the High Speed 2 rail route.</p>
Paragraph 5.6.126	<p>Insert the following after the second sentence:</p> <p><b><u>Map 14 shows the broad extent of mineral resources within the borough.</u></b></p>

Text reference	Suggested amendment
	<p><b>Reason for amendment</b>          Focused Change 129 relates to the inclusion of a map showing the broad extent of mineral reserves within the borough. It is also necessary to include a textual reference to this map within the supporting text.</p>
Table 2	<p>Replace the suggested wording of Focused Change 21 with the following:</p> <p>Re-number entries in column two 'Core Strategy Issues Addressed' to reflect insertion of new issue, and include reference to the new heritage issue against objective8</p> <p><b>Reason for amendment</b>          This corrects a drafting error in Focused Change 21 to show that the new issue inserted regarding heritage should be shown against objective 8 rather than 18.</p>
Policy CS1, Bassingthorpe Farm section, first paragraph	<p>Development will provide for around 2,400 new dwellings on site with around 1,700 new dwellings <b><u>expected</u></b> to be delivered in the Plan period (43% <b>12%</b> of Rotherham's housing requirement) with a mix of housing tenures, types and sizes. Around 11 hectares (5%) of Rotherham's employment requirement will be developed in this area.</p> <p><b>Reason for amendment</b>          To correct a drafting error in Focused Change 30, which did not clearly identify the insertion of the word 'expected'. This is to clarify that the expected number of dwellings to be delivered within the plan period is an estimate and that actual delivery will be dependant upon a number of factors including the housing market.</p> <p>The change above shows this alongside the proposed change in Focused Change 30 to reflect the revised percentage in line with the proposed amendments to housing figures in Policy CS1 to take account of undersupply to 2008 (focused change number 28).</p>
Policy CS3, criterion f	<p><b><u>Maximising the opportunities for new development to make a positive contribution to local character and distinctiveness and</u></b> <del>E</del> ensuring that sites create a coherent built form, <b><u>minimising the</u></b> impact on heritage assets and the open countryside <del>is minimised</del></p> <p><b>Reason for amendment</b>          To correct a drafting error in Focused Change 47 which failed to show the last two words 'is minimised' as being deleted. This is</p>

Text reference	Suggested amendment
	corrected above and is shown alongside the other proposed changes in Focused Change 47. The changes are made to better accord with paragraph 131 of the NPPF and Paragraph 5.2.63 of the Core Strategy.
Paragraph 5.2.63	<p><del>New Development will have an impact on the character of an the local area, and t</del> The NPPF requires planning policies to seek to <b><u>Local Plan policies to protect and enhance</u></b> the quality, character and amenity value of the countryside and urban areas. <del>In</del> <b><u>our natural, built and historic environment. This Policy recognises that new development will have an impact on the quality, character and amenity of the locality or local area and in</u></b> choosing locations for new development considerations needs to be given to which sites will have potentially positive effects on the character of the locality and which have the least negative impacts and what potential for the mitigation of negative impacts exists. New development sites should <b><u>promote local distinctiveness, integrate new development into the natural, built and historic environment</u></b>, be in locations that minimise the impact upon, and where possible improve <b><u>and make a positive contribution to local character and distinctiveness and to</u></b> the existing surrounding urban areas and countryside as well as the wider environment.</p> <p><b>Reason for amendment</b> To correct a minor drafting error in Focused Change 50 which in the second sentence should have deleted the 's' from considerations, to read "...consideration needs to be given to...". This is corrected above and overall the changes reflect the requirements of the NPPF in the selection of sites and the impact new development will have on the locality.</p>
Policy CS22	<p>a. Requiring development proposals to address gaps in provision and local deficiencies in accessible green space <b><u>where it is necessary to do so as a direct result of the new development</u></b></p> <p><b>Reason for amendment</b> This change proposes an addition to the wording of Policy CS22, criteria a as suggested to be amended by focused change 115. This, in response to an objection raised in representation to the Core Strategy Focused Changes, seeks to provide additional clarity that not all forms of development will be required to address these deficiencies.</p>
Insert new paragraph after 5.3.12 (Housing	Amend the Trajectory to reflect the effect of the allocation of sites in the Sites and Policies Document on the housing land supply in the early part of the plan; showing increased delivery



Text reference	Suggested amendment
Trajectory)	<p>in the first five years.</p> <p><b>Reason for amendment</b> To better reflect the result of implementation of the plan policies.</p>
Paragraph 5.3.6	<p>The particular sites which will be allocated in each area will be selected in light of the <del>C</del>criteria in Policy CS3 from among those identified as developable and deliverable by the SHLAA <u>or as any new evidence may indicate</u>. The Government's policy is to ensure that housing is developed in suitable locations contributing to the sustainable growth of communities. The NPPF states that plans should, where reasonable to do so, create patterns of development that facilitate the use public transport, cycling and walking and also to aim for a balance of land uses, in an area, to encourage people to minimise journey lengths...</p> <p><b>Reason for amendment</b> The above amendment includes the changes already proposed under focused change 62. To allow the consideration of any new sites that may come forward that have not yet been evaluated in the latest SHLAA.</p>

**ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET**

<b>1)</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2)</b>	<b>Date:</b>	<b>24 April 2013</b>
<b>3)</b>	<b>Title:</b>	<b>Customer Service Centres</b>
<b>4)</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

**5. Summary**

On 16 January 2013, Cabinet gave approval for council officers to consult with the public on a revised service delivery offer to be provided from Library and Customer Service Centres located in Swinton and Dinnington and from libraries located in Wath and Mowbray Gardens.

This report provides Cabinet with the findings from the public consultation which has been undertaken and proposes a revised service offer which ensures that efficient and cost effective services can continue to be delivered in person in areas of need across the borough.

**6. Recommendations****Cabinet is asked to:**

1. Note the results of the public consultation which has been undertaken.
2. Approve the proposed changes to the customer contact service delivery model which will be implemented across the borough.
3. Recommend that opening hours and the services delivered from Library and Customer Service Centres are reviewed after a year, to ensure that they continue to meet customer needs.

## **7. Proposals and Details**

### **7.1 Background**

Customers are currently able to access Council services in person from six Customer Service Centres located across the borough. The level of demand for access to face to face services varies across each of the centres and footfall is higher in those locations where a Customer Service Centre is located in a multi tenanted building, where customers are able to access other services such as a GP practice, community room or library as well as Council customer services.

Both Swinton and Dinnington Customer Service Centres are standalone buildings and in order to improve efficiency and reduce the cost of service delivery, it is proposed to relocate the Customer Service function into Swinton Library and into Dinnington Library, which is based at the Community Resource Centre.

In addition, it has become evident that the need for face to face services is greater in certain communities, particularly where customers need advice relating to welfare benefits and that access to services in person, in their community environment is desirable.

The current economic pressure faced by the Council and subsequent limited resources available means that the way services are delivered must be reviewed and revised to ensure that service delivery can be maintained within budget allocation. In order to support the need for face to face customer service delivery across Rotherham communities, the Council is proposing to reduce the level of specialist benefit and council tax support which is provided in person at Dinnington and Swinton Customer Service Centre to two days a week and to deliver additional specialist support from Wath and Mowbray Gardens libraries in person, for one day a week.

### **7.2 Public Consultation**

Public consultation on the proposed changes has been undertaken from 16 Jan – 5 April 2013 and 464 people have given us their views on the proposed changes.

Overall results from the consultation show that:

- 51% of people who completed the consultation were happy about being able to access Customer Services and Library Services from the same building. Satisfaction with the proposed change was significantly higher from people within Mowbray Gardens Library and Wath Library communities, than from within Swinton and Dinnington communities.
- 37% of people who completed the consultation were happy to pay using a cash payment machine. People have requested face to face support when making payments and they are keen to retain the social aspect of being able to talk to a person.
- 44% of people who completed the consultation at Dinnington and Swinton were happy to have merged staffing. Many people who completed the consultation feel that 'library' staff will not have time to manage both services effectively.

- 77% of people who completed the consultation were unhappy that Dinnington and Swinton would only be able to access customer services for two days a week. People who have completed the consultation have suggested their preferred days for the service to be delivered, which do not reflect the original proposal. These views have been reflected in the proposed new service model.

The consultation has provided diverse customer views. Many are happy to be able to access additional services locally and see the proposed changes as good economic sense and good utilisation of resources. Others wish to keep the status quo.

Many people who have completed the consultation from Swinton and Dinnington feel that the Library Service and Customer Services should be kept separate, as they believe that service users are different and have different needs. In particular, Dinnington Library users are concerned about the perceived security risk of delivering both services from the same location.

Dinnington Town Council are concerned about losing an additional building from within the Town and would prefer that the customer service centre at New Street is retained for Council use. In addition, they are concerned about a reduction in service to two days.

It is clear from the consultation that some customers, in particular those over 65 years old, are very concerned about using technology to access services and that any move towards delivering services using new technology will need to be supported by staff members who the community know and trust.

Specific consultation results are shown in Table 1.

Table 1:

Results	Swinton	Dinnington	Mowbray Gardens	Wath
% of customers who are happy that customer services are relocated.	37%	30%	98%	98%
% of customers who are happy to use a cash payment machine	23%	24%	n/a	91%
% of customers who are happy to have staff members who can answer both Library and Customer Service queries	33%	30%	n/a	n/a
% of customers who are happy to access specialist support for two days a week	22%	24%	n/a	n/a

### **7.3 Customer Service Delivery Model**

To enable the Council to deliver increased levels of access in communities outside of the Customer Service Centres within current budget constraints, it is proposed that the 'in person' Customer Service delivery model is amended to the model detailed in Table 2.

This model recommends that customers are able to access specialist Council Services such as benefits advice or council tax advice from Swinton and Dinnington sites 'in person' for two days per week. Access to council tax or benefits advice outside these times can be obtained from public access free phones or by using the public access computers which are available in the library. This change will allow services to be offered from Wath and Mowbray Gardens for 1 day per week.

Access to services such as Housing, Blue Badge applications and fault reporting will be available as a drop in service for six days a week, during Library and Customer Service Centre opening hours.

To enable the Council to deliver services within budget and within space constraints, customers will need to make payments for council services using cash payment machines. To address public concerns, a member of staff will always be available to help customers pay using this technology and customers will therefore not lose the face to face contact that has been requested as part of the consultation.

In addition, to enable Customer Service facilities to be transferred to Dinnington and Swinton Libraries successfully, both Swinton and Dinnington Libraries will undergo limited refurbishment. This will ensure that space is utilised effectively and that the two services can be sensitively amalgamated, whilst also supporting the delivery of a modern, vibrant library service.

**Table 2: The proposed Customer Contact service delivery model**

Location	Riverside House	Rawmarsh Library and Customer Service Centre	Aston Library and Customer Service Centre	Maltby Customer and Leisure Centre	Swinton Library and Customer Service Centre	Dinnington Resource Centre	Community Libraries across the borough	Other places
Where can I make a payment	You can pay at our cashiers desks or by using one of our cash payment machines	You can use our cash payment machine	You can use our cash payment machine	You can use our cash payment machine	You can use our cash payment machine	You can use our cash payment machine	<p>You can use our cash payment machine at Wath library.</p> <p>Our other libraries do not have any payment facilities.</p>	<p>You can pay free of charge at any post office or pay point facility.</p> <p>You can also set up a direct debit to make regular payments or you can pay online.</p>

Location	Riverside House	Rawmarsh Library and Customer Service Centre	Aston Library and Customer Service Centre	Maltby Customer and Leisure Centre	Swinton Library and Customer Service Centre	Dinnington Resource Centre	Community Libraries across the borough	Other places
Where can I get help and advice on....  Council Tax  Benefits	<p>A drop in or appointment service is available Mon – Fri 8.30am – 5.30pm</p> <p>Public access free phones are available during opening hours.</p> <p>You can also use our kiosks and computers. Our helpful customer service and library staff will assist you to get online.</p>	<p>A drop in or appointment service is available during opening hours</p> <p>Public access free phones are available during opening hours.</p> <p>You can also use our kiosks and computers. Our helpful customer service and library staff will assist you to get online.</p>	<p>A drop in or appointment service is available during opening hours</p> <p>Public access free phones are available during opening hours.</p> <p>You can also use our kiosks and computers. Our helpful customer service and library staff will assist you to get online.</p>	<p>A drop in or appointment service is available Mon – Fri 9am – 5.30pm</p> <p>Public access free phones are available during opening hours.</p>	<p>A drop in service is available each Monday and Wednesday 9am – 12 noon &amp; 1pm – 5pm. Customer appointments are also available by request.</p> <p>Public access free phones are available during opening hours.</p> <p>You can also use our kiosks and computers. Our helpful customer service and library staff will assist you to get online.</p>	<p>A drop in service is available each Monday and Friday 9am – 12noon &amp; 1pm – 5pm. Customer appointments are also available by request.</p> <p>Public access free phones are available during opening hours.</p> <p>You can also use our kiosks &amp; computers. Our helpful customer service and library staff will assist you to get online.</p>	<p>A drop in service is available at Mowbray Gardens Library each Thursday and from Wath Library each Wednesday from 10am – 4pm</p> <p>You can use our kiosks &amp; computers. Our helpful library staff will assist you to get online.</p>	<p>You can telephone our specialist helplines.</p> <p>Council Tax: 01709 336006</p> <p>Benefits 01709 336006</p>

Where can I get help and advice on:	A drop in or appointment service is available Mon – Fri 8.30am – 5.30pm	A drop in or appointment service is available during Library and Customer Service Centre opening hours	A drop in or appointment service is available during Library and Customer Service Centre opening hours	A drop in or appointment service is available Mon – Fri 8.30am – 5.30pm	A drop in or appointment service is available during Library and Customer Service Centre opening hours	A drop in or appointment service is available during Library and Customer Service Centre opening hours	A drop in service is available at Mowbray Gardens Library each Thursday and from Wath Library from each Wednesday from 10am – 4pm	You can telephone our specialist helplines:
Housing								Housing: 01709 336008
Licensing								
Blue badges								
Parking								Other services: 01709 336000
Submitting planning applications	You can also use our kiosks and computers. Our helpful customer service and library staff will assist you to get online.	You can also use our kiosks and computers. Our helpful customer service and library staff will assist you to get online.	You can also use our kiosks and computers. Our helpful customer service and library staff will assist you to get online.	You can use our dedicated housing kiosks to bid online for council properties at Maltby CSC	You can also use our kiosks and computers. Our helpful customer service and library staff will assist you to get online.	You can also use our kiosks and computers. Our helpful customer service and library staff will assist you to get online.	You can also use our kiosks and computers. Our helpful library staff will assist you to get online.	



Where can I tell you about....	We would prefer you to tell us about these problems using our website or mobile app. You can find this at <a href="http://www.rotherham.gov.uk">www.rotherham.gov.uk</a>
Street or environmental issues	Alternatively you can telephone us on 01709 336003  Computers are available in our Libraries and Library & Customer Service Centres and our helpful library staff will assist you to get online
Problems with waste collection.	Free phones are available in our Library & Customer Service Centres
Where can I get help and support for adult social care	We have lots of information on our website. You can find this at <a href="http://www.connecttosupport.org/rotherham">www.connecttosupport.org/rotherham</a>  If you need further information or would like us to assess whether you are eligible for care services, please telephone us on 01709 822330
Where can I get help and support for children's social care	We have lots of information on our website at <a href="http://www.rotherham.gov.uk">www.rotherham.gov.uk</a>  If you need further information, please contact us on 01709 823987

## 8. Finance

Changes to the in person customer contact service delivery model will realise savings of approximately £160,000 in 2013 – 2014. Approximately £80,000 will be realised through merging staffing structures at Swinton, Dinnington, Rawmarsh and Aston Customer Service Centres and Libraries and approximately £80,000 will be realised by implementing cash payment machines in Customer Service Centres.

These changes will also allow the Council to deliver additional services at Wath and Mowbray Gardens at no additional costs.

Refurbishment of Swinton and Dinnington Libraries will be managed within existing budgets.

## 9. Risks and Uncertainties

The proposed changes to the service delivery model will require customers to use alternative ways to access services, such as public access computers, self service payment machines and public access telephones. Staff members will be on hand to support customers through this change, but customer satisfaction levels may be impacted in the short term.

Delays in implementing the new service model will impact on budgets for 2013-14.








## 10. Policy and Performance Agenda Implications

The proposed changes to service delivery support the Council's Customer Access Strategy and will deliver key efficiency and value for money improvements.

Increasing service provision within some of the Council's deprived communities supports the Corporate Plan and its policy and performance agendas.

The rationalisation of assets is essential to reduce budget pressures and to support the delivery of front line services in the most cost effective way possible.

## 11. Background Papers and Consultation

-  Customer Access Strategy 2011 – 2015
-  Cabinet report – Customer Service Centres 16 January 2013.
-  Public Consultation – customer service centres Jan – April 2013
-  Staff consultation – Customer and Cultural Services
-  Ward members
-  Dinnington Town Council
-  Parish Councils

### Contact Name(s):

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**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>24<sup>th</sup> April 2013</b>
<b>3.</b>	<b>Title:</b>	<b>Non Domestic Rate Discretionary Relief Policy</b>
<b>4.</b>	<b>Directorate:</b>	<b>Resources</b>

**5. Summary**

This report outlines the current provisions that give the Council the discretion to grant discretionary Non Domestic rate relief to ratepayers within the borough and sets out the criteria that will be used by the Council when considering future applications for relief.

**6. Recommendations**

**That Cabinet note the contents of this report and approve the attached Discretionary Relief Policy**

## **7. Background**

The Local Government Finance Act 1988 and associated regulations give Councils discretion to grant Discretionary Non Domestic Rate Relief to organisations that meet certain criteria. This includes the discretion to grant relief on the basis of hardship.

The Council has a duty to consider and decide the level of discretionary relief that should be granted to ratepayers who apply for relief.

Although allowing for discretion, the regulations do prohibit Councils from adopting a strict policy or rule for granting discretionary relief. The Government has provided a good practice guidance to advise Councils of the criteria to consider when considering applications for relief. Authorities are strongly advised to treat each case on its own merits. Councils can, however, agree on a general basis on which it will approach any application made.

### **Local Discounts under Localism Act 2011**

From April 2012, Section 69 of the Localism Act 2011 replaced the limited circumstances where the Council can grant discretionary rate relief. This extends the power to grant discounts beyond the discretionary rate provisions applied to registered charities, Community amateur Sports Clubs and other sporting and non-profit making organisations

Councils now have discretion to grant local discounts to reduce the Non Domestic rates of any local ratepayer - for example, to promote new business and local employment opportunities, provided it is satisfied that it is reasonable to do so having considered the interests of persons liable to pay the council tax it levies. Any local discounts granted under these new provisions will have to be fully funded by the authority.

It is recommended that each application received under these provisions is considered on a case by case basis by Cabinet based on a business case that sets out the economic and other benefits in comparison with the potential lost business rates income.

## **8. Finance**

The Local Government Finance Act 2012 has brought significant changes from April 2013 including changes to the financial arrangements in respect of sums collected for Non Domestic Rates.

The changes to Local Government Finance from 1 April 2013 mean that subject to some adjustments the Council will retain 49% of the business rates income that it collects.

Any subsequent award of rate relief will reduce the Council's business rates yield and therefore result in a corresponding reduction in the income that is retained by the Council and will therefore have a revenue budget implication.

The Government policy statement 'Business Rates Retention' published in November 2012 reiterated the loss of revenue arising from the award of rate relief under localisation arrangements.

- For hardship relief cases the reduction in rate yield will be shared 50:50 between central government and a council.
- For cases where rate relief is awarded under Section 69 of the Localism Act 2011 the full amount of the resulting reduction in rate yield is to be deducted from the Council share.

## **9. Risks and Uncertainties**

The award of rate relief will reduce the financial resources available to the Council. The proposed policy requires that the interests of Council Tax payers are taken into account in considering any award and therefore any awards will only be made where the economic benefits are considered to outweigh the potential cost, including financial cost.

## **10. Policy and Performance Agenda Implications**

None

## **11. Background Papers and Consultation**

Non Domestic Rate Discretionary Relief Policy

### **Contact Name:**

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# **Rotherham Metropolitan Borough Council**

## **Business Rates Discretionary Relief Policy**

### **1. General Provisions**

- 1.1. This policy sets out the Council's intentions for dealing with discretionary rate relief applications (including hardship relief requests) from Charities, Community Amateur Sports Clubs (CASCs), Non-Profit Making Organisations (NPMOs), rural businesses (village shops, post offices, foodstores, petrol filling stations, public houses and other small businesses) and other businesses situated within the borough of Rotherham.
- 1.2. Although allowing for discretion, the regulations do prohibit Councils from adopting a strict policy or rule for granting discretionary relief. The Government has however provided good practice guidance to advise Councils of the criteria to use when considering applications for relief. Authorities are strongly advised to treat each case on its own merits. Councils can, however, agree on a general basis on which it will approach any application made.
- 1.3. The policy has regard to the use to which business premises are put and, in particular, the contributions that businesses seeking rate relief make to their local communities. It also has regard to the financial cost to the council taxpayers of the borough. The policy will be applied consistently and in accordance with the Council's priorities.
- 1.4. The policy applies to any business ratepayer within the discretionary rate relief qualifying groups and criteria set out in legislation, guidance issued by the Department for Communities and Local Government (DCLG) and this document. Some of them will also receive mandatory rate relief.

### **2 Qualifying criteria for Charities, Non-Profit Making Organisations and Community Amateur Sports Clubs (CASCs)**

- 2.1 We will expect membership of any organisation applying for relief to be open to all sections of the community. This would not apply where legitimate

restrictions are required which relate, for example, to ability in a sport or the achievement of a standard or where the capacity of the facilities is limited. Organisations will not be given relief if they have membership subscription rates set at such a high level that they exclude the general community.

2.2 We will also take into account the following:

### Access to Facilities

Whether the organisation:

- is open to **all** sections of the community;
- actively encourages membership for particular groups in the community e.g. young people, women, persons with a disability, ethnic minorities, etc;
- makes the facilities available to non-members;
- provides services that enhance community spirit;
- organises community events; and
- makes information on itself available electronically.

### Provision of Facilities:

Whether:

- the organisation provides training or education to its members;
- the facilities will be provided by self-help or grant aid;
- the organisation runs a bar (where a bar is the main activity it would be expected that any bar profits would be used to offset expenses negating the reliance on public funds);
- the organisation provides facilities that indirectly relieve the Authority of the need to do so;
- the organisation promotes healthy living and fitness.

### Employment

Whether the organisation:

- employs staff or relies heavily on unpaid volunteers.

- employs Rotherham residents.
- offers work placements such as apprenticeships to the young people of Rotherham.

### Other Considerations

Whether:

- the organisation is affiliated to any local or national bodies.
- the membership is drawn from people mainly resident in the Rotherham area.
- the organisation requires financial assistance.

## **3 Discretionary Rate Relief Awards under the Localism Act**

- 3.1 Section 69 of the Localism Act 2011 amends the 1988 Act to allow local authorities the discretion to award rate relief to all types of businesses. The Guide to the Act gives details as follows:

*“The Localism Act gives councils more freedom to offer business rate discounts - to help attract firms, investment and jobs. Whilst councils would need to meet the cost of any discount from local resources, they may decide that the immediate cost of the discount is outweighed by the long-term benefit of attracting growth and jobs to their area.”*

- 3.2 The Localism Act allows the Council to award up to 100% rate relief in any one year for qualifying businesses. Rate relief awarded under this policy shall normally apply for the current financial year at a time but new applications may be made each financial year.
- 3.3 Applications under this section will only be considered after consideration of any other forms of rate relief to which the applicant may be eligible (excluding hardship rate relief).

## **4 Hardship Relief Awards**

- 4.1 The Council has a duty under section 49(1) of the Local Government Finance Act 1988 to consider remitting rates by awarding hardship relief where a



ratepayer would sustain hardship if a remission was not granted and it would be reasonable to make a remission after taking regard to the interests of council tax payers.

- 4.2 Government guidelines advise that the granting of a reduction or remission of rates should be the exception rather than the rule, so hardship relief will only be awarded in exceptional circumstances. The Council will, wherever possible, signpost ratepayers to any of the range of other options that are available to support businesses.
- 4.3 Hardship relief can be granted in respect of rates on occupied and unoccupied properties where the Council is satisfied that the ratepayer would sustain hardship if it did not do so, and it is in the best interests of council tax payers.
- 4.4 The considerations adopted in this guidance do not represent a blanket policy on hardship relief and all applications will be considered on their individual merits.
- 4.5 The Council will consider whether, and the degree to which:
- the hardship being suffered is as a direct result of unusual factors outside the control of the business;
  - granting relief would help a business through a particularly difficult short term period;
  - not granting relief would impact on employment in the borough if the business were to close;
  - the loss of the business would result in the removal of a particularly important service or amenity in the borough;
  - granting relief will have on the long term sustainability of the business (for which evidence must be provided);
  - granting relief would give the business an unfair trading advantage;
- 4.6 The Council will also seek to ensure that hardship is not being incurred:
- solely due to general economic or market forces;
  - the business is suffering hardship due to poor financial management;

- the proprietors or directors continue to take remuneration from the business;
- the business could be supported from reserves or elsewhere within its wider organisation;
- by excessive outgoings or drawings.

4.7 The test of 'hardship' is not necessarily confined strictly to financial hardship and all relevant factors affecting the ability of a business to meet its liability for rates will be taken into account by the Council.

4.8 Hardship rate relief could in some cases constitute state aid and consideration will be given to the implications this could have in coming to a decision.

4.9 Applications for hardship rate relief will only be considered after consideration of any other forms of rate relief to which the applicant may be eligible.

4.10 Relief will normally be granted for specific determined period depending on the circumstances of the application, but not beyond 12 months.

4.11 All awards shall terminate at the end of the financial year if the award has not ended at an earlier date. Where the hardship continues a further application may be made in the new financial year, however in considering repeated applications consideration should be given to the number and value of previous awards.

## **5 Application Process**

5.1 Business rate payments remain legally due and payable in accordance with the most recent bill until such time as any rate relief is awarded. The rate relief will usually be awarded by means of a reduction shown on the business rate bill issued to the ratepayer. Where this puts the account in credit for the year, a refund will be made at that time.

5.2 Written applications will be required for each case. The Council will ensure that application forms are made available to business ratepayers.

- 5.3 With the exception of hardship relief and discretionary relief awarded under section 69 of the Localism Act 2012, everyone receiving rate relief at the time will be sent a renewal application form before the start of each financial year. A completed application form must be returned to the Council if relief is to continue.
- 5.4 New ratepayers occupying a property part way through a financial year should apply at the time they move in. Wherever possible, applications for discretionary rate relief should be made within the financial year for which the relief is being sought. Accepting applications made after this time will be at the discretion of the Council. Applications have to be determined by law within six months of the end of the financial year for which relief is being sought.
- 5.5 All applicants are required to complete the Council's rate relief application form. Such information and evidence as the Council requires must be provided to support an application and in the event that the requested information and evidence is not provided the application may be refused.

## **6 Decision Making Process**

- 6.1 Decisions on granting or refusing an application for discretionary rate relief or hardship relief are subject to approval by Cabinet Members.
- 6.2 Each application received under these provisions will be considered on a case by case basis by Cabinet based on evidence and recommendations provided by the service.
- 6.3 Rating legislation provides no right of appeal against the decision of the Council not to grant relief.

**ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET**

<b>1</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2</b>	<b>Date:</b>	<b>24<sup>th</sup> April 2013</b>
<b>3</b>	<b>Title:</b>	<b>Capital Programme Monitoring 2012/13 to 2015/16</b>
<b>4</b>	<b>Directorate:</b>	<b>Resources</b>

**5 Summary**

The purpose of this report is to provide details of the current forecast outturn for the 2012/13 programme and enable the Council to review the capital programme for the financial years 2013/14 to 2015/16.

**6 Recommendations**

**CABINET IS ASKED TO:**

**NOTE THE CONTENTS OF THIS REPORT; AND**

**RECOMMEND THE APPROVAL OF THE UPDATED 2012/13 TO 2015/16 CAPITAL PROGRAMME BY FULL COUNCIL.**

## 7 Proposals and Details

### 7.1 Background - The Capital Programme 2012/13 to 2015/16

The budget process that led to the original Capital Programme for 2012/13 to 2015/16 ensured that the Council's capital investment plans were aligned with its strategic priorities and vision for Rotherham.

In order to maintain that strategic link, and make best use of the capital resources available to the Council, it is important that the programme is kept under regular review and where necessary revisions are made. This programme was initially reviewed in July 2012, following the finalisation of the 2011/12 outturn capital expenditure and financing, and again in October 2012. In addition the 2013/14 to 2015/16 programme was reviewed by Members in February 2013.

This review reflects the changes to the Council's capital investment programme since the last report, which are incorporated into the Directorate summary table presented below. A detailed analysis of the programme for each Directorate is attached at appendices 1 to 4.

	<b>2012/13 Revised Estimate</b>	<b>2012/13 Variance from Last Report</b>	<b>2013/14 Estimate</b>	<b>2013/14 Variance from Last Report</b>	<b>2014/15 Estimate</b>	<b>2014/15 Variance from Last Report</b>	<b>2015/16 Estimate</b>	<b>2015/16 Variance from Last Report</b>
<b>Directorate</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Children & Young People's Service	14.986	-6.200	15.178	+5.272	3.357	-0.096	3.007	+1.157
Environment & Development Services	19.234	+0.610	18.647	+1.693	6.962	0.000	0.650	0.000
Neighbourhoods & Adult Services	23.019	-2.407	35.553	+1.906	29.288	0.000	29.481	0.000
Resources	10.744	-0.035	1.260	0.000	1.273	0.000	0.000	0.000
<b>TOTAL</b>	<b>67.983</b>	<b>-8.032</b>	<b>70.638</b>	<b>+8.871</b>	<b>40.880</b>	<b>-0.096</b>	<b>33.138</b>	<b>+1.157</b>

### 7.2 Children and Young People's Services Capital Programme 2012/13 to 2015/16

The revised proposed spend for 2012/13 is £14.986m, with a further £21.542m of investment in the following years of the current programme.

A copy of the current full programme is attached to this report at Appendix 1. Commentary on the main aspects of the programme and the nature of the spend is given below.

## Primary Schools

Spend on Primary Schools is expected to be £4.451m in 2012/13, with a further £3.282m of planned spend in 2013/14 to 2015/16. The major investments to note in this area are:

- Work is underway on the **Maltby Lilly Hall** new school project (£1.954m in 2012/13) which will create six new classrooms together with associated facilities and external play areas. In addition re-roofing work is being carried out which also requires the removal of asbestos, which was discovered when the project commenced. As a result, commencement of the work was delayed and has since been further interrupted due to adverse weather resulting in a re-profiling of the scheme. Completion is still expected to be in September 2013.
- Work was completed in April 2012, providing **Wentworth C of E School** (£0.202m in 2012/13) with a two storey extension, including disabled toilets, an additional class room, store rooms and other resource facilities.
- Work was also completed, in October 2012, on the **Thornhill Primary School** (£0.785m in 2012/13) extension which created Special Educational Needs facilities and a dining room extension to accommodate increased pupil numbers.
- Additional classroom facilities are to be provided at **Kilnhurst St Thomas** (£0.017m in 2012/13) to meet additional pupil numbers. The majority of the project has slipped into 2013/14 following the liquidation of the original contractor and the consequent need to retender the project. An improved specification for the scheme and the need to retender have both added to the estimated cost of the project.
- The **Flanderwell Primary School** (£0.425m in 2012/13) development consists of a completed modular classroom and permanent accommodation and facilities consisting of a 5 classroom single storey building. This is necessary as the number of pupils in the catchment area exceeds places available. Completion in August 2013 is expected. The cost of the project has increased due to the modular classrooms having to be modified to make them fit for purpose.
- A new kitchen facility has been built at **Kilnhurst Primary** (£0.220m in 2012/13) with an improved specification to that originally planned leading to higher than anticipated cost.
- The installation of modular classrooms at **Catcliffe Primary** (£0.340m in 2012/13), **Treeton C of E** (£0.450m in 2012/13) and **Aston Hall Junior and Infants** (£0.056m in 2012/13) schools has been completed. This work was necessary to accommodate rising pupil numbers in the respective catchment areas. Again the cost of

the project has increased due to the modular classrooms having to be modified to make them fit for purpose.

### Secondary Schools

Spend on Secondary Schools is expected to be £4.372m in 2012/13 with a further £7.888m in the subsequent years. The major investments to note in this area are:

- Funding will be made available under the **Support to Schools** heading (£0.200m in 2012/13) to pay for essential capital works at PFI schools, which fall outside of the original long term contract.
- **Maltby Academy** (£3.832m in 2012/13) – a development contractor has been appointed to the project and commenced on site in September 2012 with the aim of delivering extensive refurbishment of existing buildings plus a new sports hall and teaching block. Work on the project has been delayed due to the weather and the discovery of asbestos, consequently some of the work has slipped into 2013/14. The Council continues to have an interest in the buildings until finalisation of the proposed long term lease of the assets to the Academy and is providing professional and technical support for the project.
- Funding has been set aside to enable essential remedial works at **Swinton Community School** (£0.155m in 2012/13) to be completed. This element of the programme has been scaled back as it became necessary to re-prioritise funding in order to deliver schemes demanding more urgent investment.

### Other Projects

The other major investments to note are:

- Using Government funding minor enhancement works are carried out at schools. The **Capitalised Minor Enhancements** programme in 2012/13 is now forecast to be £3.781m, an increase of £0.550m due to unforeseen urgent works having to be undertaken in the current year – those works include:
  - the underpinning of foundations at Badsley Moor Lane Infants
  - essential structural repairs at Broom Valley Primary School
  - adaptations driven by the Disability Discrimination Act at a number of schools.

A further £6.300m is due to be spent on similar schemes in the subsequent three years of this programme.

- **Devolved Formula Capital Grant** is paid annually to schools for them to use on small capital projects. In 2012/13 £1.085m is due to be spent with a further £3.186m to be allocated in the subsequent

years. Any underspend in the 2012/13 allocation will be carried forward and made available in future years.

- **Orchard Centre Conversion** (£1.090m in 2012/13) – the major refurbishment of the Orchard Children's Centre has been completed allowing the provision of long term therapeutic residential care and overnight respite care. This will facilitate a reduction in the need for "Out of Authority" provision.
- Investment under the **Property Adaptations** heading (£0.168m in 2012/13) is being used to improve the homes of foster carers, allowing greater capacity for fostering placement and improving the child's quality of life. Delays to the processes undertaken prior to building work commencing have caused much of the programme to slip into 2013/14.

### **Environment and Development Services (EDS) Capital Programme 2012/13 to 2015/16**

The revised proposed spend for 2012/13 is £19.234m with a further £26.259m of investment in subsequent years. A copy of the full programme is attached to this report at Appendix 2. Commentary on the main aspects of the EDS programme and the changes to planned spend are shown below:

#### **Culture and Leisure**

The overall programme spend in 2012/13 is expected to be £1.355m including on-going work on the **Civic Theatre** (£0.572m in 2012/13), which will renovate the building fabric and mechanical and electrical services, allowing continued use for up to the next ten years.

In addition:

- Work on the **Clifton Park Restoration Project** (£0.038m in 2012/13) has been completed within budget.
- The **Wath Library Refurbishment** project (£0.017m in 2012/13) is currently being reviewed as the building is in a worse condition than originally anticipated. Issues with asbestos have been encountered and re-wiring of the building may be necessary. Any further work to be carried out on this project will take place in 2013/14.
- Works have been carried out at **Firsby Reservoir** (£0.183m in 2012/13) in order to deal with subsidence in the dam structure, ensuring its safety. The extent of the works was greater than originally anticipated leading to an increase in project costs. To facilitate some of this work other planned reservoir projects have been reviewed.



- Agreement has been reached in principle to build an extension to **Brinsworth Library** on the Parish Council site. It is anticipated that work will commence in 2013/14 although discussions are still taking place with other funders.
- The **Library and Information Service** review was concluded in November with a new service redesign model being proposed. Following this, a review of the current buildings configuration is being undertaken to ensure alignment with the proposed service redesign. It is anticipated that any works required will now commence in 2013/14.
- The purchase of a **14th Century Finger Ring** (£0.002 in 2012/13), which has been declared Treasure and is on offer through the British Museum, has been added to the programme. The purchase will be part funded by a grant from the Victoria and Albert Museum.
- New changing facilities are being provided at **Barkers Park** (£0.055m in 2012/13) in accordance with recommendations of the Playing Pitch Strategy. The associated site works will include renewal of existing drainage and is due to be completed in 2013/14.

## Highways

The Council's highways continue to be a priority for investment with £16.038m expected to be spent in 2012/13, this being supplemented by the announcement in the Autumn Statement of an additional £0.828m of funding, to be received over the next two years. The programme reflects that 2014/15 is the final year for the current round of Government funding, consequently schemes for 2015/16 will be brought forward once notification of the new allocation is received. Current plans are for £23.506m to be invested over the next two years.

The main areas of investment to be made in 2012/13 are:

- The **A57 Improvement Scheme** (£6.300m in 2012/13) has been reprofiled in line with contractors variations which will see the scheme completed over a 65 week rather than a 72 week period. In addition some aspects of the project are to be delivered in 2013/14 through the LTP Integrated Transport Block or Highways Maintenance programme, making delivery more focused and effective, and have therefore been amalgamated into those headings.
- The **LTP Integrated Transport Block** (£2.125m in 2012/13). This will deliver projects including Howard Street traffic management scheme, Oldgate Lane, Thrybergh junction bus access improvements and Main Street/Don Street junction footbridge and signalisation improvements.
- The **Highways Maintenance** programme (£3.448m in 2012/13) will deliver schemes such as carriageway works to Dale Road,

Rawmarsh; and Salisbury Road, Maltby as well as resurfacing work to Mansfield Road, Aston; and East Bawtry Road, Broom.

- New grant funding has allowed the Council to proceed with the **Local Sustainable Transport Fund Main Bid** project (£1.146m in 2012/13) which will see a number of investments including; improvements to the intelligent transport system in the Dearne Valley corridor which will introduce traffic systems and signals that respond to traffic conditions, electronic variable message signs and car park capacity signs; accessibility and bus improvements to the A633 in Rotherham; and canal towpath improvements between Rotherham and Sheffield.
- Anticipated spend on **Other Highways Projects** (£2.369m in 2012/13) has been reprofiled. These projects include works to signalise the junction of Oldgate Lane and TATA steel access which will now be completed in 2013/14, asbestos removal at the Parkway Bridge and new culverts at Netherthorpe and Hawk Hill Lane, Thurcroft. Other adjustments have also been made to the programme in order to utilise funding in the most effective manner.

#### **Other investments**

The Council has in 2012/13 continued to invest in the Borough's infrastructure, in particular:

- **Rotherham Townscapes Heritage Initiative** (£0.117m in 2012/13) continues to deliver improvements to the town centre, investing in the renovation of shop frontages, structural works and roof replacements. Work on these improvements will continue into 2013/14 including completion of the High Street/Church Street public realm works. Spend on the project had been deferred pending a decision from the Heritage Lottery Fund that they would extend grant payment beyond the original agreed period. Confirmation of the decision to grant the Council an extension was received at the end of March and the project can now be completed.
- A successful bid for additional Environment Agency funds for the **Chantry Bridge** project (£0.112m in 2012/13) meant that works could be carried out to install a new highway drainage system around the interchange entrance.
- A new project has been introduced which will see the renovation of several buildings, including **Millfold House** (£0.170m in 2012/13), as part of the regeneration of the town centre.
- **Town Centre Business Vitality Scheme** (£0.052m in 2012/13). These schemes have slipped into 2013/14 as some applications were not able to be supported as they were either outside the designated support zone or because they duplicated existing retail outlets.

**Neighbourhoods and Adults Services Capital Programme 2012/13 to 2015/16**

The forecast spend for 2012/13 is £23.019m, with a further £94.322m planned in the remainder of the programme. A copy of the full revised programme is attached to this report at Appendix 3.

**Adult Services**

The Service is now expecting to spend £0.105m in 2012/13, the main projects being:

- Relocation of the Council's mental health day service from **Clifton Court to 68 Wellgate**, (£0.056m in 2012/13) allowing the drop-in service to be delivered in a central town centre location.
- Minor renovations/equipment installation at **Lord Hardy Court, Davies Court, Quarry Hill and Netherfield Court** (£0.035m in 2012/13).
- A new project **Mental Health Remind and Reassure Telecare Equipment** (£0.002m in 2012/13) which will see the introduction of a system to enable monitoring for assurance and medication calls.

Delivery of the capital element of the **Transformation Project** (£0.064m in 2012/13), which will see improvements in how the Council shares relevant social care data across other Yorkshire and Humber Councils, has slipped and completion is now expected in 2013/14.

In addition the following projects have been introduced into the programme for 2013/14:

- The **Assistive Technology** scheme (£0.400m in 2013/14) will enable people requiring care support services to live independently within their own home through the purchase of telecare equipment. This equipment includes fall detectors and monitoring alarms.
- **REWS (Rotherham Equipment and Wheelchair Service) Equipment** (0.190m in 2013/14) – the purchase of equipment after Occupational Therapist assessment to support people within their own homes. Equipment will include a range of specialist bath and shower aids and mattresses which will be managed by Rotherham Foundation Hospital Trust.

**Neighbourhoods Services**

For 2012/13 the Service is expected to spend £22.914m with a further £93.668m to be invested during the remaining period of the programme. A copy of the full programme is attached to this report at Appendix 3 and the most notable items are detailed below.

**Improving Council Housing & Housing Services** - The programme for 2012/13 has reduced by £1.444m to £18.559m due mainly to slippage on the **Strategic Acquisitions** scheme, where difficulties negotiating with developers has resulted in a longer than anticipated purchase phase, and the **Non-traditional Investment** project, which has been affected by the adverse weather and the discovery of asbestos, which impacted on the nature of the works and lengthened the tendering process.

Notable investments in this area are:

- **Refurbishment Works** (£10.884m in 2012/13) will be carried out to improve the quality of the housing stock both internally and externally across the borough.
- **Environmental Works** (£0.500m in 2012/13) - schemes including the securing of access routes to assist in making tenants feel more secure on leaving and returning home, improvements to parking, fencing and footpaths and the introduction of purpose built communal bin stores.
- The **Decent Homes Void Programme** (£1.588m in 2012/13) is ongoing. At least 125 major voids have been completed and re-let in 2012/13, with a further 16 being still being renovated.
- **New Housing Management IT System** (£0.455m in 2012/13). The project will see the installation of a new IT system to replace a number of legacy housing systems, which will enable the consolidation of all housing related information and allow on-line citizen self-service.
- **Non-traditional Investment** (£0.820m in 2012/13). The programme has already delivered the renovation of 83 properties in Whiston and Aston. The project will continue with the renovation of a further 55 properties in the Aston/Swallownest area and a number of properties in East Dene, where a property survey is identifying any final investment requirements.
- **Strategic Acquisitions** (£0.435m in 2012/13). This project will increase the Council's housing stock by purchasing rather than building properties. The Council will look to acquire properties where it considers it would re-invigorate stalled projects; provide a specialist housing need; or where there is a clear housing need in the local area.
- In addition to these projects others have been amalgamated to streamline the process, making delivery more focused and effective. They are:
  - **Replacement of Central Heating and Replacement of Boilers**
  - **Asbestos Testing and Asbestos Removal.**

**Fair Access To All: Disabled Adaptations** (£3.109m in 2012/13) – Part of the programme for 2012/13 has slipped into 2013/14 but work is on-going to ensure these demand-led works are completed within the statutory timescales.

**Neighbourhood Regeneration & Renewal** (£1.108m in 2012/13) has seen several projects slip, most notably:

- **Bellows Road Service Centre Clearance** (£0.030m in 2012/13) where the developer of the shopping centre needs to pre let the new retail units to demonstrate commercial viability before construction can start on site. There have been a number of issues which has resulted in a delay of a number of months.
- **Occupation Road Clearance Project**, where the opportunity to develop new affordable housing on this site in Harley has been stalled due to issues around widening access.
- The **Self Build** and **Custom Build** schemes, which have been delayed pending a thorough review of both projects. Under the Self Build scheme Council land, with infrastructure, is provided and the buyer funds building of a home to an agreed design. The Custom Build scheme allows access to short term finance to support group house building projects.

**Neighbourhoods Improvements Non-HIP Programme** (£0.138m in 2012/13) – the majority of the spend in this area will be on the **Landfill Sites** (£0.110m) where issues with legal negotiations, contractual obligations and surveys led to the project slipping into 2012/13 and 2013/14. Work is continuing to resolve all issues which will then allow the Council to improve the gas/leachate systems and restore the land.

#### **Resources Capital Programme 2012/13 to 2015/16**

Overall the 2012/13 programme is expected to spend £10.744m with a further £2.533m to be invested in the following years. A copy of the full programme is attached to this report at Appendix 4, the main aspects being:

#### **Asset Management (£2.798m in 2012/13)**

- The **Town Centre Design Work** project (£0.075m in 2012/13) is on course to be completed within budget allowing resources to be diverted to other projects within the programme.
- Residual works, including final fit-out, and improvements to the exterior of **Riverside House** (£1.157m in 2012/13) are on-going and are expected to be completed this financial year
- Work has continued on the **Ancillary Services Building** (£0.830m in 2012/13). The scheme will provide storage for the museum, corporate records and historical archives, a corporate print room,

offices for Electoral Services and general storage areas as well as housing the York and Lancaster Regimental Museum.

### Other Investment Projects (£7.946m in 2012/13)

- The Council continues to invest in its **ICT infrastructure** (£2.846m in 2012/13) as part of its ICT Strategy. The Strategy is focussed on ensuring the Council is able to support effectively the services it delivers and promote new, innovative, ways of working that will result in greater efficiencies and effectiveness.
- Development facilities for the **Community Stadium** and redevelopment of the **High Street** have been completed.

## 7.3 Funding of the Programme

The table shown below outlines the funding strategy associated with the schemes profiled above and detailed in the Appendices 1 to 4.

Funding	2012/13 Revised Estimate	2012/13 Variance from Last Report	2013/14 Estimate	2013/14 Variance from Last Report	2014/15 Estimate	2014/15 Variance from Last Report	2015/16 Estimate	2015/16 Variance from Last Report
	£m	£m	£m	£m	£m	£m	£m	£m
Grants & Contributions	32.082	-3.660	29.028	+5.576	10.598	-0.096	3.936	+1.157
Supported Borrowing	0.213	+0.003	0.188	0.000	0.000	0.000	0.000	0.000
Unsupported Borrowing	14.280	-2.696	10.289	+1.721	1.851	0.000	0.700	0.000
Usable Capital Receipts	1.249	-0.641	1.747	+0.335	0.782	0.000	0.332	0.000
Major Repairs Allowance (HRA)	18.858	-1.145	20.615	+1.135	20.164	0.000	21.664	0.000
Revenue Contributions	1.301	+0.107	8.771	+0.104	7.485	0.000	6.506	0.000
<b>Total</b>	<b>67.983</b>	<b>-8.032</b>	<b>70.638</b>	<b>+8.871</b>	<b>40.880</b>	<b>-0.096</b>	<b>33.138</b>	<b>+1.157</b>

#### 7.4 Amount of Capital Expenditure on a Ward Basis

The table shown below shows the expenditure associated with the schemes profiled above, and detailed in the Appendices 1 to 4, on a Ward basis.

Ward	2012/13 Revised Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
	£m	£m	£m	£m
Anston & Woodsetts	0.299	0.069	0.036	0.036
Boston Castle	10.398	2.285	0.534	0.034
Brinsworth & Catcliffe	0.786	0.615	0.035	0.035
Dinnington	0.482	0.094	0.036	0.036
Hellaby	2.223	2.161	0.052	0.052
Holderness	3.639	3.811	0.031	0.031
Hoover	0.289	0.073	0.014	0.014
Keppel	0.131	0.110	0.056	0.056
Maltby	3.909	7.040	0.020	0.020
Rawmarsh	1.245	0.713	0.051	0.051
Rother Vale	0.564	0.045	0.023	0.023
Rotherham East	0.270	0.117	0.060	0.060
Rotherham West	2.065	0.119	0.042	0.042
Silverwood	0.742	0.123	0.035	0.035
Sitwell	0.653	0.067	0.034	0.034
Swinton	0.658	0.296	0.293	0.043
Valley	2.296	1.729	1.569	0.058
Wales	3.521	3.856	0.047	0.027
Wath	0.409	0.379	0.124	0.056
Wickersley	0.539	1.181	0.034	0.034
Wingfield	0.161	0.128	0.050	0.030
All Wards	32.704	45.627	37.704	32.331
<b>Total</b>	<b>67.983</b>	<b>70.638</b>	<b>40.880</b>	<b>33.138</b>

#### 8. Financial Implications

These are contained within the body of this report. Any revenue implications from the revised programme have been fully reflected in the Council's latest 2012/13 outturn revenue forecast and its updated Medium Term Financial Strategy.

#### 9. Risks & Uncertainties

The Capital Programme is funded through a number of sources: borrowing (both supported and unsupported), capital grants & contributions, revenue contributions and capital receipts. Any uncertainty over the funding of the Programme rests on confirmation that grants/contributions and capital receipts continue to be available in coming years. Where funding sources are volatile in nature the risks will be managed by continually keeping the programme under review.

**10. Policy and Performance Agenda Implications**

The preparation of the Medium Term Financial Strategy incorporating a profiled capital programme and the associated revenue consequences, together with regular monitoring, highlights the Council's commitment to sound financial management.

**11. Background Papers and Consultation**

- Capital Programme Monitoring 2012/13 and Capital Programme Budget 2013/14 to 2014/15 Report.
- Capital Programme Budget 2013/14 to 2015/16 Report
- Project / Scheme monitoring reports
- Monitoring returns and budget setting details from Directorates.

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CAPITAL INVESTMENT BY PROJECT								
	2012/13	2012/13	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s
<b>PRIMARY</b>								
HERRINGTHORPE PRIMARY	1	0						
MALTBY LILLY HALL	1,954	-2,046	1,955	1,483				
WENTWORTH C OF E EXTENSION	202	-26						
BLACKBURN KITCHEN - FLOORING	1	0						
THORNHILL PRIMARY EXTENSION	785	-46						
KILNHURST ST THOMAS EXTRA CLASSROOM	17	-103	213	213				
FLANDERWELL PRIMARY EXTENSION	425	325	1,114	216				
SITWELL INFANTS NEW CLASSROOM	0	-150						
KILNHURST PRIMARY KITCHEN	220	140						
CATCLIFFE PRIMARY - MODULAR UNITS	340	240						
TREETON C OF E - MODULAR UNITS	450	250						
ASTON HALL TEMPORARY CLASSROOM	56	9						
<b>SECONDARY</b>								
SUPPORT TO SCHOOLS	200	100	150	50	150	50	150	150
ACCESS INITIATIVE	185	0	188	0				
MALTBY ACADEMY	3,832	-2,668	7,000	2,477				
REDBARN HOUSE ADAPTATIONS	0	-28						
SWINTON COMMUNITY SCHOOL IMPROVEMENTS	155	-1,395	0	-150	250	250		
<b>CITY LEARNING CENTRES</b>								
CLC RAWMARSH	39	-28	28	28				
<b>CAPITALISED MINOR ENHANCEMENTS</b>	3,781	550	2,200	-317	2,100	-350	2000	1,000
<b>MAINTENANCE SCHEMES</b>								
RAWMARSH ASHWOOD KITCHEN	0	-4						
SITWELL EXTRACTION	0	-6						
<b>OTHER SCHEMES</b>								
DFCG	1,085	-737	1,572	719	807	-46	807	7
ORCHARD CENTRE CONVERSION	1,090	-86						
PROPERTY ADAPTATIONS	168	-491	758	553	50	0	50	0
<b>CYPS CAPITAL PROGRAMME</b>	<b>14,986</b>	<b>-6,200</b>	<b>15,178</b>	<b>5,272</b>	<b>3,357</b>	<b>-96</b>	<b>3,007</b>	<b>1,157</b>

SOURCES OF FUNDING	2012/13	2012/13	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)	185	0	188	0				
GRANTS AND CONTRIBUTIONS	14,633	-5,699	14,232	4,719	3,307	-96	2957	1157
REVENUE CONTRIBUTION								
USABLE CAPITAL RECEIPTS								
PRUDENTIAL BORROWING	168	-501	758	553	50	0	50	0
EARMARKED RESERVES								
MAJOR REPAIRS ALLOWANCE								
<b>CYPS CAPITAL PROGRAMME</b>	<b>14,986</b>	<b>-6,200</b>	<b>15,178</b>	<b>5,272</b>	<b>3,357</b>	<b>-96</b>	<b>3,007</b>	<b>1,157</b>

CYPS CAPITAL INVESTMENT BY WARD 2012/13 - 2015/16

CYPS CAPITAL INVESTMENT BY WARD				
	2012/13	2013/14	2014/15	2015/16
	£'000s	£'000s	£'000s	£'000s
ANSTON & WOODSETTS	215	69	36	36
BOSTON CASTLE	187	66	34	34
BRINSWORTH & CATCLIFFE	555	68	35	35
DINNINGTON	306	69	36	36
HELLABY	2,213	2,055	52	52
HOLDERNESS	176	61	31	31
HOOPER	289	28	14	14
KEPPEL	131	110	56	56
MALTBY	3,839	7,040	20	20
RAWMARSH	551	128	51	51
ROTHER VALE	521	45	23	23
ROTHERHAM EAST	265	117	60	60
ROTHERHAM WEST	2,026	82	42	42
SILVERWOOD	407	68	35	35
SITWELL	639	67	34	34
SWINTON	606	296	293	43
VALLEY	616	112	58	58
WALES	350	53	27	27
WATH	334	109	56	56
WICKERSLEY	539	1,181	34	34
WINGFIELD	53	58	30	30
ALL WARDS	168	3,296	2,300	2,200
<b>CYPS CAPITAL PROGRAMME</b>	<b>14,986</b>	<b>15,178</b>	<b>3,357</b>	<b>3,007</b>

**EDS CULTURE AND LEISURE CAPITAL PROGRAMME 2012/13 - 2015/16**  
**FINANCIAL SUMMARY STATEMENT**

CAPITAL INVESTMENT BY PROJECT							
	2012/13	2012/13	2013/14	2013/14	2014/15	2014/15	2015/16
	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s
MALTBY JOINT SERVICE CENTRE CAR PARK	20	0					
WHITE CITY LAUGHTON COMMON	2	0					
CLIFTON PARK-URBAN RESTORATION	38	-176	0	-226			
BOSTON PARK	139	0					
WHARF ROAD, KILNHURST	4	0					
ULLEY RESERVOIR REHABILITATION	15	-76					
DUN STREET PLAY AREA	47	0					
ALBANY ROAD PLAY AREA	6	6	39	39			
WATH LIBRARY REFURBISHMENT	17	-146	147	147			
RESERVOIRS	72	-4					
FIRSBY RESERVOIR	183	183					
CATCLIFFE GLASS CONE	0	-47	47	47			
THRYBERGH COUNTRY PARK - SHOWERS REFURBISHMENT	133	0					
BRINSWORTH LIBRARY	0	-499	499	0			
STRATEGIC REVIEW OF LIBRARIES	0	-159	159	0			
KIMBERWORTH LIBRARY BOOK DISPLAY	36	36					
CIVIC THEATRE RENOVATION	572	36					
14TH CENTURY FINGER RING	2	2					
BARKERS PARK CHANGING FACILITIES	55	55	293	293			
MUSEUM RENOVATIONS	14	14					
<b>CULTURE AND LEISURE CAPITAL PROGRAMME</b>	<b>1,355</b>	<b>-775</b>	<b>1,184</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>

SOURCES OF FUNDING							
	2012/13	2012/13	2013/14	2013/14	2014/15	2014/15	2015/16
	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)							
GRANTS AND CONTRIBUTIONS	180	62	108	-118			
REVENUE CONTRIBUTION	71	57	104	104			
USABLE CAPITAL RECEIPTS	93	-77	77	77			
PRUDENTIAL BORROWING	1,011	-817	895	237			
EARMARKED RESERVES							
MAJOR REPAIRS ALLOWANCE							
OVERPROGRAMMING C/FWD							
<b>CULTURE AND LEISURE CAPITAL PROGRAMME</b>	<b>1,355</b>	<b>-775</b>	<b>1,184</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EDS HIGHWAYS CAPITAL PROGRAMME 2012/13 to 2015/16**  
**FINANCIAL SUMMARY STATEMENT**

CAPITAL INVESTMENT							
	2012/13	2012/13	2013/14	2013/14	2014/15	2014/15	2015/16
	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s
A57 IMPROVEMENTS	6,300	950	7,500	-550			
LTP INTEGRATED TRANSPORT BLOCK	2,125	269	1,934	400	1,836	0	
LTP HIGHWAY MAINTENANCE	3,448	0	2,978	500	2,000	0	
LSTF MAIN BID	1,146	1,146	1,282	0	1,511	0	
REPLACEMENT/UPGRADE STREET LIGHT	650	0	650	0	650	0	650
OTHER HIGHWAYS PROJECTS	2,369	-439	1,550	100	965	0	
<b>EDS HIGHWAYS CAPITAL PROGRAMME</b>	<b>16,038</b>	<b>1,926</b>	<b>15,894</b>	<b>450</b>	<b>6,962</b>	<b>0</b>	<b>650</b>

SOURCES OF FUNDING							
	2012/13	2012/13	2013/14	2013/14	2014/15	2014/15	2015/16
	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)							
GRANTS AND CONTRIBUTIONS	13,938	1,876	12,266	450	6,312	0	
REVENUE CONTRIBUTION	50	50					
USABLE CAPITAL RECEIPTS							
PRUDENTIAL BORROWING	2,050	0	3,628	0	650	0	650
EARMARKED RESERVES							
MAJOR REPAIRS ALLOWANCE							
OVERPROGRAMMING C/FWD							
<b>EDS HIGHWAYS CAPITAL PROGRAMME</b>	<b>16,038</b>	<b>1,926</b>	<b>15,894</b>	<b>450</b>	<b>6,962</b>	<b>0</b>	<b>650</b>

**EDS ECONOMIC REGENERATION CAPITAL PROGRAMME 2012/13 - 2015/16**  
**FINANCIAL SUMMARY STATEMENT**

CAPITAL INVESTMENT	2012/13	2012/13 Variance to Previous Report	2013/14	2013/14 Variance to Previous Report	2014/15	2014/15 Variance to Previous Report	2015/16
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>MASTERPLAN</b>							
BROOKFIELD PARK LANDSCAPING - MANVERS	52	24	0	-24			
ROTHERHAM TOWNSCAPE HERITAGE INITIATIVES	117	-785	1,492	967			
ROTHERHAM CENTRAL STATION ENVIRONMENT	108	0					
<b>FLOOD ALLEVIATION</b>							
CHANCERY BRIDGE FLOOD DEFENCE	112	51					
WHISTON BROOK	6	0					
PITHOUSE WEST CULVERT WORKS	290	0					
DRAINAGE WORKS DON STREET	627	0					
<b>MAGNA &amp; DINNINGTON BUSINESS INCUBATION CENTRES</b>							
MAGNA BUSINESS INCUBATION	77	0					
<b>ECONOMIC REGENERATION</b>							
CRINOLINE HOUSE DEMOLITION	175	40					
MILLFOLD HOUSE	170	170					
<b>EDS ECONOMIC REGENERATION CAPITAL PROGRAMME</b>	<b>1,734</b>	<b>-500</b>	<b>1,492</b>	<b>943</b>	<b>0</b>	<b>0</b>	<b>0</b>

SOURCES OF FUNDING	2012/13	2012/13 Variance to Previous Report	2013/14	2013/14 Variance to Previous Report	2014/15	2014/15 Variance to Previous Report	2015/16
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>SUPPORTED CAPITAL EXPENDITURE (REVENUE)</b>							
GRANTS AND CONTRIBUTIONS	925	91	600	525			
REVENUE CONTRIBUTION							
USABLE CAPITAL RECEIPTS							
PRUDENTIAL BORROWING	809	-591	892	418			
EARMARKED RESERVES							
MAJOR REPAIRS ALLOWANCE							
OVERPROGRAMMING C/FWD							
<b>EDS ECONOMIC REGENERATION CAPITAL PROGRAMME</b>	<b>1,734</b>	<b>-500</b>	<b>1,492</b>	<b>943</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EDS - OTHER CAPITAL PROGRAMMES 2012/13 - 2015/16**  
**FINANCIAL SUMMARY STATEMENT**

CAPITAL INVESTMENT	2012/13	2012/13 Variance to Previous Report	2013/14	2013/14 Variance to Previous Report	2014/15	2014/15 Variance to Previous Report	2015/16
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>MINOR STRATEGIC</b>							
ASSET INFORMATION DEVELOPMENT	11	0					
MASON AVENUE, ASTON	3	0					
MONKSBRIDGE ROAD CULVERT RENEWAL	5	0					
ACQUISITION OF LAND AT CHESTERFIELD ROAD	36	36					
<b>ROTHERHAM ECONOMIC REGENERATION FUND</b>							
TOWN CENTRE BUSINESS VITALITY SCHEME-PRIVATE PROPERTIES	44	-32	35	0			
TOWN CENTRE BUSINESS VITALITY SCHEME-RMBC PROPERTIES	8	-45	42	0			
<b>EDS - OTHER CAPITAL PROGRAMMES</b>	<b>107</b>	<b>-41</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

SOURCES OF FUNDING	2012/13	2012/13 Variance to Previous Report	2013/14	2013/14 Variance to Previous Report	2014/15	2014/15 Variance to Previous Report	2015/16
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>SUPPORTED CAPITAL EXPENDITURE (REVENUE)</b>							
GRANTS AND CONTRIBUTIONS							
REVENUE CONTRIBUTION							
USABLE CAPITAL RECEIPTS	41	36					
PRUDENTIAL BORROWING	66	-77	77	0			
EARMARKED RESERVES							
MAJOR REPAIRS ALLOWANCE							
OVERPROGRAMMING C/FWD							
<b>EDS - OTHER CAPITAL PROGRAMMES</b>	<b>107</b>	<b>-41</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SUMMARY EDS CAPITAL PROGRAMME 2012/13 - 2015/16**

	2012/13	2012/13 Variance to Previous Report	2013/14	2013/14 Variance to Previous Report	2014/15	2014/15 Variance to Previous Report	2015/16
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
TOTAL EDS INVESTMENT	19,234	610	18,647	1,693	6,962	0	650

SOURCES OF FUNDING	2012/13	2012/13 Variance to Previous Report	2013/14	2013/14 Variance to Previous Report	2014/15	2014/15 Variance to Previous Report	2015/16
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)							
GRANTS AND CONTRIBUTIONS	15,043	2,029	12,974	857	6,312	0	
REVENUE CONTRIBUTION	121	107	104	104			
USABLE CAPITAL RECEIPTS	134	-41	77	77			
PRUDENTIAL BORROWING	3,936	-1,485	5,492	655	650	0	650
EARMARKED RESERVES							
MAJOR REPAIRS ALLOWANCE							
EDS CAPITAL PROGRAMME	19,234	610	18,647	1,693	6,962	0	650

**EDS CAPITAL INVESTMENT BY WARD 2012/13 - 2015/16**

EDS CAPITAL INVESTMENT BY WARD	2012/13	2013/14	2014/15	2015/16
	£'000s	£'000s	£'000s	£'000s
ANSTON & WOODSETTS	84	0	0	0
BOSTON CASTLE	2,453	1,769	50	0
BRINSWORTH & CATCLIFFE	231	547	0	0
DINNINGTON	7	0	0	0
HELLABY	0	0	0	0
HOLDERNESS	3,443	3,750	0	0
HOOBER	0	0	0	0
KEPPEL	0	0	0	0
MALTBY	20	0	0	0
RAWMARSH	0	0	0	0
ROTHER VALE	43	0	0	0
ROTHERHAM EAST	0	0	0	0
ROTHERHAM WEST	0	0	0	0
SILVERWOOD	316	0	0	0
SITWELL	14	0	0	0
SWINTON	51	0	0	0
VALLEY	1,680	1,617	1,511	0
WALES	3,150	3,750	0	0
WATH	69	147	0	0
WICKERSLEY	0	0	0	0
WINGFIELD	0	0	0	0
ALL WARDS	7,673	7,067	5,401	650
EDS CAPITAL PROGRAMME	19,234	18,647	6,962	650

**NEIGHBOURHOODS & ADULT SERVICES CAPITAL PROGRAMME 2012/13 - 2015/16**  
**FINANCIAL SUMMARY STATEMENT**

CAPITAL INVESTMENT BY PROJECT								
	2012/13	2012/13 Variance to Previous Report	2013/14	2013/14 Variance to Previous Report	2014/15	2014/15 Variance to Previous Report	2015/16	2015/16 Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>ADULT SERVICES</b>								
TRANSFORMATION IN ADULT SOCIAL CARE CAPITAL GRANT	0	-64	64	0				
68 WELLGATE - MENTAL HEALTH PREMISES	56	22						
WEBROSTER LICENCES	10	0						
LORD HARDY COURT REHABILITATION EQUIPMENT AND CAPITAL WORKS	9	1						
CARE HOME THERAPY ROOM RENOVATIONS	2	-13						
DAVIES COURT RENOVATIONS	5	3						
QUARRY HILL RENOVATIONS	15	9						
NETHERFIELD COURT CCTV	6	1						
MH REMIND AND REASSURE TELECARE EQUIPMENT	2	2						
ASSISTIVE TECHNOLOGY			400	0				
REWS EQUIPMENT			190	0				
<b>IMPROVING COUNCIL HOUSING &amp; HOUSING SERVICES</b>								
REFURBISHMENT	10,884	-30	13,863	0	13,969	0	16,243	0
REPLACEMENT WINDOWS	183	-107	547	107	440	0		
ENVIRONMENTAL WORKS	500	0	1,491	0	1,500	0	1,500	0
DECENT HOMES VOID PROGRAMME	1,588	0	1,813	0	1,767	0	1,765	0
REPLACEMENT OF CENTRAL HEATING	920	420	2,990	0	2,920	0	2,920	0
ELECTRICAL BOARD & BOND	140	0	200	0	200	0	200	0
REPLACEMENT OF BOILERS	0	-420						
REPLACEMENT OF COMMUNAL DOORS (HIGH SECURITY)	112	-188	938	188	300	0		
COMMUNITY CENTRE IMPROVEMENTS (5 YR PROGRAMME)	250	0						
COMMUNAL AERIAL REPLACEMENT (DIGITAL UPGRADE)	0	-10		0		0		
ASBESTOS TESTING	370	100	370	0	370	0	370	0
ASBESTOS REMOVAL	0	-100		0		0		
LIFT REPLACEMENTS	100	0	75	0				
FLAT DOOR REPLACEMENT	506	-16	516	16	500	0		
DISTRICT HEATING CONVERSIONS	300	0	200	0	350	0	350	0
COMMUNAL HALLWAYS INVESTMENT	0	-100						
ONE-OFF PROPERTIES	150	-150						
BOUNDARY WALL TREATMENTS			200	0	200	0	200	0
GENERAL STRUCTURES	400	250	650	0	650	0	650	0
EPC IMPROVEMENTS	446	36						
EXTERNAL INSULATION			475	0	475	0	475	0
NEW IT SYSTEMS	455	-95	345	125		0		
NON-TRADITIONAL INVESTMENT	820	-469	1,869	469	1,400	0	1,400	0
STRATEGIC ACQUISITIONS	435	-565	2,565	399		0		
<b>FAIR ACCESS TO ALL</b>								
DISABLED FACILITIES GRANT (PRIVATE SECTOR)	1,596	-24	1,569	258	1,311	0	1,311	0
DISABLED ADAPTATIONS (PUBLIC SECTOR)	1,513	-137	1,917	137	1,878	0	1,897	0
<b>NEIGHBOURHOOD REGENERATION &amp; RENEWAL</b>								
MALTBY TRANSFORMATIONAL CHANGE	50	0						
DINNINGTON TRANSFORMATIONAL CHANGE	160	-80	25	0				
CANKLOW PHASE 1 & 2	560	0	450	0	450	0		
BELLOWS ROAD SERVICE CENTRE CLEARANCE	30	-277	585	0				
SHIP INN DEMOLITION	1	1						
OCCUPATION ROAD CLEARANCE PROJECT	0	-45	45	0				
GARAGE SITE INVESTMENT	207	-93	593	93	500	0	200	0
SELF BUILD PLOTS - TREETON	0	-80	80	0				
CUSTOM BUILD - PILOT PROJECT	0	-65	65	0				
SITE DEVELOPMENT	100	0						
<b>NEIGHBOURHOODS IMPROVEMENTS NON-HIP PROGRAMME</b>								
AIR QUALITY GRANT	8	0	9	0				
AIR QUALITY EQUIPMENT/SOFTWARE	20	-10	10	0				
LANDFILL SITES	110	-114	444	114	108	0		
<b>NEIGHBOURHOODS &amp; ADULT SERVICES CAPITAL PROGRAMME</b>	<b>23,019</b>	<b>-2,407</b>	<b>35,553</b>	<b>1,906</b>	<b>29,288</b>	<b>0</b>	<b>29,481</b>	<b>0</b>

SOURCES OF FUNDING	2012/13	2012/13 Variance to Previous Report	2013/14	2013/14 Variance to Previous Report	2014/15	2014/15 Variance to Previous Report	2015/16	2015/16 Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)	28	3						
GRANTS AND CONTRIBUTIONS	1,470	14	1,822	0	979	0	979	0
REVENUE CONTRIBUTION	950	0	8,437	0	7,255	0	6,506	0
USABLE CAPITAL RECEIPTS	1,115	-600	1,670	258	782	0	332	0
PRUDENTIAL BORROWING	598	-679	3,009	513	108	0		
EARMARKED RESERVES								
MAJOR REPAIRS ALLOWANCE	18,858	-1,145	20,615	1,135	20,164	0	21,664	0
<b>NEIGHBOURHOODS &amp; ADULT SERVICES CAPITAL PROGRAMME</b>	<b>23,019</b>	<b>-2,407</b>	<b>35,553</b>	<b>1,906</b>	<b>29,288</b>	<b>0</b>	<b>29,481</b>	<b>0</b>

**NEIGHBOURHOODS & ADULT SERVICES CAPITAL INVESTMENT BY  
WARD 2012/13 - 2015/16**

NEIGHBOURHOODS & ADULT SERVICES CAPITAL INVESTMENT BY WARD				
	2012/13 £'000s	2013/14 £'000s	2014/15 £'000s	2015/16 £'000s
ANSTON & WOODSETTS	0	0	0	0
BOSTON CASTLE	596	450	450	0
BRINSWORTH & CATCLIFFE	0	0	0	0
DINNINGTON	169	25	0	0
HELLABY	10	106	0	0
HOLDERNESS	20	0	0	0
HOOBER	0	45	0	0
KEPPEL	0	0	0	0
MALTBY	50	0	0	0
RAWMARSH	46	585	0	0
ROTHER VALE	0	0	0	0
ROTHERHAM EAST	5	0	0	0
ROTHERHAM WEST	39	37	0	0
SILVERWOOD	19	55	0	0
SITWELL	0	0	0	0
SWINTON	1	0	0	0
VALLEY	0	0	0	0
WALES	21	53	20	0
WATH	6	123	68	0
WICKERSLEY	0	0	0	0
WINGFIELD	20	70	20	0
ALL WARDS	22,017	34,004	28,730	29,481
<b>NEIGHBOURHOODS &amp; ADULT SERVICES CAPITAL PROGRAMME</b>	<b>23,019</b>	<b>35,553</b>	<b>29,288</b>	<b>29,481</b>



**RESOURCES CAPITAL PROGRAMME 2012/13 - 2015/16**  
**FINANCIAL SUMMARY STATEMENT**

CAPITAL INVESTMENT BY PROJECT								
	2012/13	2012/13	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s
<b>ASSET MANAGEMENT</b>								
RAWMARSH CSC	648	0						
TOWN CENTRE DESIGN WORK	75	-35						
RIVERSIDE HOUSE	1,157	0						
ACCESS IMPROVEMENT PROGRAMME	0	-2						
DONCASTER GATE	0	-7						
ANCILLARY SERVICES BUILDING	830	0						
DEMOLITION OF ROTHERHAM INTERNATIONAL CENTRE	88	0						
<b>ICT</b>								
ICT STRATEGY	201	-108						
ICT STRATEGY (2)	1,945	119	560	0	573	0		
ICT REFRESH	700	0	700	0	700	0		
DEFINE WEB STRATEGY	0	-2						
<b>OTHER PROJECTS</b>								
COMMUNITY STADIUM LOAN FACILITY	5,000	0						
HIGH STREET REDEVELOPMENT FACILITY	100	0						
<b>RESOURCES CAPITAL PROGRAMME</b>	<b>10,744</b>	<b>-35</b>	<b>1,260</b>	<b>0</b>	<b>1,273</b>	<b>0</b>	<b>0</b>	<b>0</b>

SOURCES OF FUNDING	2012/13	2012/13	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s	£'000s	Variance to Previous Report £'000s
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<b>SUPPORTED CAPITAL EXPENDITURE (REVENUE)</b>								
GRANTS AND CONTRIBUTIONS	936	-4						
REVENUE CONTRIBUTION	230	0	230	0	230	0		
USABLE CAPITAL RECEIPTS								
PRUDENTIAL BORROWING	9,578	-31	1,030	0	1,043	0		
EARMARKED RESERVES								
MAJOR REPAIRS ALLOWANCE								
<b>RESOURCES CAPITAL PROGRAMME</b>	<b>10,744</b>	<b>-35</b>	<b>1,260</b>	<b>0</b>	<b>1,273</b>	<b>0</b>	<b>0</b>	<b>0</b>

**RESOURCES CAPITAL INVESTMENT BY WARD 2012/13 - 2015/16**

RESOURCES CAPITAL INVESTMENT BY WARD				
	2012/13	2013/14	2014/15	2015/16
	£'000s	£'000s	£'000s	£'000s
ANSTON & WOODSETTS	0	0	0	0
BOSTON CASTLE	7,162	0	0	0
BRINSWORTH & CATCLIFFE	0	0	0	0
DINNINGTON	0	0	0	0
HELLABY	0	0	0	0
HOLDERNESS	0	0	0	0
HOOBER	0	0	0	0
KEPPEL	0	0	0	0
MALTBY	0	0	0	0
RAWMARSH	648	0	0	0
ROTHER VALE	0	0	0	0
ROTHERHAM EAST	0	0	0	0
ROTHERHAM WEST	0	0	0	0
SILVERWOOD	0	0	0	0
SITWELL	0	0	0	0
SWINTON	0	0	0	0
VALLEY	0	0	0	0
WALLES	0	0	0	0
WATH	0	0	0	0
WICKERSLEY	0	0	0	0
WINGFIELD	88	0	0	0
ALL WARDS	2,846	1,260	1,273	0
<b>RESOURCES CAPITAL PROGRAMME</b>	<b>10,744</b>	<b>1,260</b>	<b>1,273</b>	<b>0</b>

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO Cabinet</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>24<sup>th</sup> April, 2013</b>
<b>3.</b>	<b>Title:</b>	<b>Street Lighting Invest to Save Initiatives</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Environment and Development Services</b>

## **5. Summary**

### **5.1**

The report seeks approval from Cabinet for a proposed 'invest to save' initiative in street lighting. The report was presented and the proposals supported by SLT at a meeting on 11<sup>th</sup> March 2013.

Under the Council's constitution (app 9, scheme of delegation, page 9), all key decisions are to be made by Cabinet.

The definition of a key decision, in the constitution, is:

(b) any decisions that will result in income, expenditure or savings with a gross effect of £500,000 or greater (whether or not the item has been included in the relevant approved budget and including the provision by the Council of cash flow funding to third parties)

## **6. Recommendations**

- 6.1 It is recommended that Cabinet approve the proposed Street Lighting 'invest to save' initiatives outlined in this report.**

## 7. Proposals and Details

As part of the Council's Street Lighting strategy, new technology and products are monitored and advantage taken, whenever possible, to improve the quality of light provided whilst minimising the associated environmental impact.

As the use of LED technology is becoming more prevalent, there is an opportunity to utilise this technology to reduce the energy used in street lighting whilst providing quality lighting that may prove relatively maintenance free in the long term. Manufacturers are claiming that LED units should have a life span of around 20 - 25 years.

Initially two areas of investment are proposed;

- Street Lighting on main routes and conflict areas such as roundabouts, traffic controlled junctions other major road junctions – the replacement of approximately 800 no. 250watt high pressure sodium units to be installed over a 4 month period. Potential energy savings are 650,000 Kwh / annum, with the added benefit of the reduction in maintenance required to access and rectify any inoperative units.
- Street Lighting on other arterial routes – the replacement of approximately 5,500 no. 150w high pressure sodium units to be installed over a 3 year period. Potential energy savings are 1,900,000 Kwh/annum, with the added benefit of the reduction in maintenance required to access and rectify any inoperative units.

## 8. Finance

The financial implications associated with this project are illustrated below are based on current energy prices:

	2013/14	2014/15	2015/16	2016/17
<b>Capital Financing Cost</b>				
<u>250w SON Units</u>	£400,000			
<u>150w SON Units</u>	£825,000	£825,000	£825,000	
<b>Total</b>	<b>£1,225,000</b>	<b>£825,000</b>	<b>£825,000</b>	
<b>Revenue costs - Borrowing Repayments</b>				
<u>250w SON Units</u>		£29,000	£28,500	£28,000
<u>150w SON Units</u>		£60,000	£119,000	£177,000
<b>Total</b>		<b>£89,000</b>	<b>£147,500</b>	<b>£205,000</b>
<b>Revenue Maintenance Savings</b>				
<u>250w SON Units</u>	£15,000	£20,000	£20,000	£20,000
<u>150w SON Units</u>	£12,000	£46,000	£68,000	£80,000
<b>Energy Savings</b>				

<u>250w SON Units</u>	£41,000	£65,000	£65,000	65000
<u>150w SON Units</u>	£29,000	£108,000	£161,000	190000
<b>Net Revenue savings</b>				
<u>250w SON Units</u>	£56,000	£56,000	£56,500	£57,000
<u>150w SON Units</u>	£41,000	£94,000	£110,000	£93,000
<b>TOTAL REVENUE SAVINGS</b>	<b>£97,000</b>	<b>£150,000</b>	<b>£166,500</b>	<b>£150,000</b>

## 9. Risks and Uncertainties

The wholesale cost of buying electricity fluctuates significantly over the year and is difficult to predict future year's price changes. The effect of increases or decreases in energy costs have not been included in the financial modelling, however, the installation of more efficient lights will help improve the Council's overall position either by delivering cashable savings or by mitigating against the increased energy charges through 'avoided costs'.

As technology is moving forward at such a pace, more energy efficient units may become available in future years.

Manufacturers may not be able to meet demand for units in the quantities required, especially as other authorities are looking to install LED technology.

## 10. Policy and Performance Agenda Implications

The proposals would support corporate policies:

### Helping to create safe and healthy communities

- Providing safer and well maintained roads

### Improving the environment

- Reducing CO2 emissions and lower levels of air pollution
- Promoting sustainable development

## 11. Background Papers and Consultation

Rotherham MBC Budget Proposals 2013-14.

Contact Name: Colin Knight, Highway Network Manager  
Ext 22828 [colin.knight@rotherham.gov.uk](mailto:colin.knight@rotherham.gov.uk)

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1. Meeting:</b>	<b>Cabinet</b>
<b>2. Date:</b>	<b>24<sup>th</sup> April 2013</b>
<b>3. Title:</b>	<b>Scrutiny Review of Autistic Spectrum Disorder</b>
<b>4. Directorate:</b>	<b>Resources</b>

**5. Summary**

This report sets out the findings and recommendations of the scrutiny review of Autistic Spectrum Disorder in Rotherham. The draft review report is attached as Appendix 1 for consideration by Board Members.

**6. Recommendations****That Cabinet:**

- **Receives the report;**
- **Feeds its response back to OSMB within two months.**
- **That the review be considered by the Health and Wellbeing Board.**

## 7. Proposals and Details

This 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 10 years.

The overall aim of the review was to achieve a better understanding of patterns of ASD 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.

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 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 are as follows:

- Early intervention and prevention work is key for children with ASD
- Mental health needs of children and adults with ASD 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 ASD, parental voice and influence is absolutely crucial
- All of the recommendations formed as part of this review are about more effective use of existing resources, achieving better value for money and becoming better organised in delivery of support. It is the view of the review group that there should not be a need for additional resources to implement the recommendations

## **8. Finance**

It was the opinion of the Review Group that the recommendations being forwarded can be implemented without any additional resources being required.

## **9. Risks and Uncertainties**

The review group found that there is a lot of provision to support for children ASD, however, resources are not being used effectively in all cases. There is also some confusion about how and where to access these services. This has created a level of uncertainty around this agenda and it is the intention of the review groups via its recommendations to address this.

## **10. Contact**

Deborah Fellowes  
Scrutiny Manager

Ext 22769

[Deborah.fellowes@rotherham.gov.uk](mailto:Deborah.fellowes@rotherham.gov.uk)

# **Scrutiny review: Autistic Spectrum Disorder**

Review of the Health Select Commission

*September – November 2012*



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## **Executive Summary**

### **The aim of the review:**

The review group was made up of the following members:

- Cllr Judith Dalton (Chair)
- Cllr Barry Kaye
- Cllr Lyndsay Pitchley
- Jayne Fitzgerald (Parents and Carers Forum)
- Cllr Christine Beaumont
- Cllr Peter Wootton
- Cllr David Roche
- Russell Wells (National Autistic Society/Parent)

### **Summary of findings and recommendations**

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 are as follows:

- Early intervention and prevention work is key for children with ASD
- Mental health needs of children and adults with ASD 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 ASD, parental voice and influence is absolutely crucial
- All of the recommendations formed as part of this review are about more effective use of existing resources, achieving better value for money and becoming better organised in delivery of support. It is the view of the review group that there should not be a need for additional resources to implement the recommendations

Each of the meetings resulted in a set of key findings and draft recommendations. These are detailed in the relevant sections of this report. Because of the nature of the review, many of these findings were discussed again in other meetings, further exploring and refining the recommendations as the review progressed. For this reason a final section of the report looks at how these were brought together and details a final set of 10 recommendations. These are listed below:

1. That the Autism Communication Team (ACT) continue to co-ordinate the monitoring and intelligence of ASD rates of diagnosis in Rotherham, and partner agencies be requested to share information to facilitate this being done accurately. ACT should also ensure that partner agencies have access to this compiled information.
2. That CDC and CAMHS bring forward proposals to streamline their assessment processes and reduce waiting lists. In particular transition referrals at age 5 should be the subject of a clearly documented care plan that is shared with all partners and the family.
3. That the SEN reform project group be asked to implement a pilot project for the development of Education, Health and Care plans for children with a diagnosis of ASD with a view to ensuring that in the future all children with a diagnosis will have a multi agency care plan with a lead worker allocated.
4. That proposals are brought forward to develop more wrap around family support to assist with the transition between different services (particularly post 5) and at different life stages. This service should recognise the vital role that parents and carers need to play in working with and influencing service providers, and should be developed in line with the commitments in the Parent and Child Charter
5. That the hierarchy of support within a mainstream setting with ACT and Educational Psychology concentrating on children with more complex needs, be formalised and further developed, including exploring the potential role of special schools to support mainstream schools with support for children with less complex needs.
6. That the Joint Strategic Needs Assessment (JSNA) includes a detailed and thorough assessment of the needs of children and adults with autism, including the identification of any gap in services.
7. In line with the JSNA, that commissioners consider the commissioning of Rotherham based services for young people (16+) with ASD over the next 5 years, building on the good practice that already exists. This would result in a reduction of out of authority placements.
8. That a local care pathway for the management of ASD in adults should be developed in line with appropriate NICE guidelines.
9. That RMBC identifies a senior leader for the autism agenda, who is able to challenge provision and raise the status of the condition. The work should then be channelled through the Autism Strategy Group.
10. That commissioners should look at how a pathway of care can be resourced effectively and the CCG specifically whether a single diagnostic route would be more appropriate.

**1. Why members wanted to undertake this review?**

This 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 10 years.

The overall aim of the review was to achieve a better understanding of patterns of ASD 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.

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 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

**2. Terms of reference**

The work of the review group was split into four separate meetings, one for each of the objectives of the review. At the original scoping meeting, it was decided to focus the investigations around the following issues:

- How is referral and diagnosis achieved?
- Why is there a need for the two different diagnostic routes?
- Are the rates of diagnosis higher than the national average? If so, can partners explain this?
- What is the cost to the authority of providing services?
- What support services are provided? Are there any gaps?
- Is this issue reflected in the Joint Strategic Needs Assessment?
- Transition periods – aligning adults and CYPS.

It was also agreed to arrange visits to Aughton Early Years provision and Winterhill School. Finally, it was agreed from the outset that of paramount importance to the review was to receive evidence of differing experiences of parents and carers of the different services available.

The review has been provided with technical support by Steve Mulligan, Principal Education Psychologist, CYPS and was provided with specialist Health advice from John Radford, Head of Public Health. Other witnesses that contributed to the review were:

<b>Organisation (s)</b>	<b>Name</b>
Rotherham College of Arts and Technology	Adrian Hutchinson Sue Horner
Rotherham Schools: Swinton  Aston Hall Winterhill Milton Special School Aughton Early Years	David Pridding, Claire Thompson Donna Humphries Carol Crookes Brenda Hughes Carole Johnson
RMBC – Children and Young People's Services	Helen Barre Gill Capaldi Fiona Featherstone Lianne Morewood Jackie Parkin Brian Wood
Robert Ogden School	Dr Khursh Khan, John Green, Kenny Bryce
National Autistic Society	Collette Hampton Paul Truin Lisa Myers
RDASH	Dr Alison Davies Ian Jerams Karen Etheridge Barbara Murray
Rotherham Foundation Trust	Dr Eisawl Nagmeldin Helen Firmin Johanna Wilman Susan Dent
Parents and Carers	Rachel Allonby Cllr Ken Wyatt Pat Woodcock Theresa Somerfield Joanne Michael Deborah Wray Amanda Moreman
RMBC – Neighbourhoods and Adults Services	John Williams
Clinical Commissioning Group	Gail Palmer

### 3. Evidence

In carrying out this review, a vast amount of evidence was gathered. The majority of this was presented verbally by the many witnesses that attended at various points. There was also some written evidence provided by witnesses about the valuable work that their organisations carry out on behalf of children, young people and their families that are affected by Autistic Spectrum Disorder. All of this evidence was presented with enthusiasm and a strong commitment to the welfare of the people they provide services for. Parents, in particular shared with the group some difficult and emotional experiences, but always with impressive clarity. The group would like to thank all of these witnesses for sharing such valuable evidence and making the review so productive and informative.

It is, however, the task of the review group to be able to evaluate all of this evidence in a balanced manner and draw out key issues and recommendations. For this reason not all of the evidence received during the review is presented in this report. A list of all written evidence can be found at appendix A of this report and all of these documents, along with the notes of all of the meetings held, can be made available as background documents to this review.

### 4. Background

Rotherham Council and its partners have made a vast difference to the children and young people who experience ASD. A number of officers over the years have carefully planned the strategic and operational response to support children and young people who experience Autism Spectrum Disorder.

In the seven decades since autism was categorised, the results of research and clinical work have led to the broadening range of the autistic spectrum from the profound austerity of severe autism, to the subtle communication difficulties found in aspects of Asperger's Syndrome.

Children and young people with ASD have impairments in social interaction, verbal and non-verbal communication and imagination, this is often labelled 'the triad of impairment'. These traits are often accompanied by a narrow range of interests, activities and behaviour patterns which are often pursued rigidly sometimes to a point of obsession.

Often described as the invisible disability, autism is a complex lifelong developmental impairment; the range of autistic conditions is diverse and remains largely misunderstood. There has been some excellent work in Rotherham on the inclusion of children with ASD in their local mainstream school.

The Autism Strategy Group meets on a termly basis and receives information on previously commissioned work from each of the four major subgroups. It defines its work in four broad areas of activity:

- Services and Provision around ASD
- Continued Professional Development.
- Diagnosis and Assessment Procedures.
- Involvement and Parents/Childs Voice and Influence.

The purpose of this work is to raise the attainment and improve life long experiences of children and young people with ASD. In order to do this effectively

we must listen to the children and families and ensure their voice has influence on policy.

Recent work has highlighted a number of issues (June 2012):

- The number of children and young people with a diagnosis of ASD is approximately 1:60 in the 0-19 age range. This is well above the regional and national range (1246 as at June 2012). This is a key area for further discussion.
- The families in Rotherham told us the following:
  - a. We need to do more to support families and children at home. This should include the development of an agreed entitlement for children and families following a diagnosis.
  - b. Our schools are not always well enough informed re ASD. We should pursue the Autism Friendly Schools Award, increase the practical and physical support to establish ASD friendly rooms and enable teaching staff in our schools. This would be an opportunity to use the expertise and resources in the SEN Special School Sector.
  - c. We need to develop trust and confidence at times of transition:
    - Entry to School/Early Years Settings
    - Foundation – Year 1
    - Year 6 – Year 7
    - Year 11 – Year 13
    - Year 14 - College
- Schools need additional support to develop teaching skills and learning objectives. 'Across the Board' practices in schools should be adapted regarding display, storage issues and the use of software to produce a range of communication symbols.
- All strategic developments relating to services for ASD children and families should be in greater partnership.
- The Autism Strategy Group has a clear remit and established terms of reference within the DfE response to the Green Paper.
- The policy of children's services and adult services relating to ASD should be closer aligned.

During the year the Strategy Group have focused on the following activities:

- Development of closer links with National Autistic Society – Local/National activity.
- Significant impact by Head Teacher of Milton to Kilnhurst & Swinton Resources.
- Discussions have taken place re a Joint Venture: Milton – Swinton – Dearne Valley College : re Post-16 provision.
- Identification of pressure point re Young Persons Learning Agency and Freeman College – requests for specialist placement.
- Discussions with The Robert Ogden School re Person Centred Reviews/Review processes.
- Commentary on the NICE guidelines re Autism.
- Multi agency launch of "Think Autism" and drop-in sessions for parents.

- Published the “Need to Know” Campaign – Autism/Mental Health.
- Autism Communication Team has been involved in the DSG Value for Money review.
- Members Scrutiny review re-launched.
- Adult Services have prepared a paper on Adults with Autism that has been discussed with Children’s Services.
- Continuation of the Chat & Chill Youth Club.
- Use of Aiming High to enhance short break facilities for Children and Young People who experience ASD.
- Greater understanding of ASD with children and young people who are looked after by the Local Authority.
- Project work around Pathological Demand Avoidance continues.

## **5. Autistic Spectrum Disorder**

### **5.1 Higher rates of diagnosis in Rotherham.**

The review group noted that diagnosis rates for ASD in Rotherham were consistent with those contained within the National Institute for Health and Clinical Excellence (NICE) guidelines. The lower rates in other areas were therefore indicative of under diagnosis rather than Rotherham’s being too high. It was also noted that partners in Rotherham have made significant progress in raising awareness and successfully identifying ASD as a condition. This good work should be recognised by the review.

Despite this, it was agreed that further work was required to continue to monitor the data. The Autism Communications Team within RMBC should work with other authorities to continue to access to up to date information on diagnosis rates and comparisons.

The review group received evidence from the two partners responsible for the main diagnosis routes for ASD. These are the Child Development Centre (CDC) run by Rotherham Foundation Trust (RFT) and Child and Adolescent Mental Health Services (CAMHS) run by Rotherham, Doncaster and South Humber NHS Foundation Trust (RDASH).

Witnesses who had experience of early diagnosis (approximate age 2) indicated their support for this assessment process via Health Visitors, and the continuance of it. It became evident that early intervention had proved to be the most successful and that children and young people who were not diagnosed until they were much older experienced greater problems. It was felt that professional development around raising awareness of ASD for health visitors and other Early Years professionals, was crucial for this early intervention to continue.

Witnesses also spoke positively about the Early Bird Training that was hosted by the National Autistic Society (NAS).

The group discussed that the main difference between the two diagnostic routes were that CDC worked with under fives and CAMHS with over fives. Issues that arose as a result of the discussions around the diagnostic routes were as follows:



- Concerns about the communication between the two routes, delivered via two different NHS Trusts, particularly regarding transition between the two services around the age of 5.
- The limited voice and influence of parents over the diagnosis process. Parents who were witnesses expressed concern over the levels of support they received both at the time of diagnosis and afterwards. This was agreed as a gap in service.

**Draft recommendations:**

- The Autism Communication Team (ACT) should continue to co-ordinate the monitoring and intelligence of ASD rates of diagnosis in Rotherham and partner agencies be requested to share information to facilitate this being done accurately. ACT to provide the lead on this and ensure that partner agencies have access to this information once compiled.
- CDC and CAMHS should work together to bring forward proposals to streamline their processes more effectively, to share information and improve transition.
- All transition referrals at age 5 should be clearly documented in a written care plan that is shared with all partners and the family
- Partners should recognise the gap in support to parents and families in their home and aim to improve services in this areas, working with the third sector.

**5.2 Services required at diagnostic stage and afterwards.**

This meeting focused on the types of services that are provided to children and their families in the period of time immediately following a diagnosis of Autistic Spectrum Disorder.

Members of the review group heard from a range of service providers about their provision. The provision varies considerably depending upon the complexity of need of the individual child and there are a number of intervention criteria built into accessing these services. The vast majority of children on the spectrum are supported within mainstream schools, with appropriate additional support. This includes many children with a statement of special educational needs. The funding for low incidence/high needs is being reviewed as part of the new school funding reforms. The review group were also concerned that although provision is made for the assessments to have health and social care input, this element of the process on occasions lacked detail and consistency. It was noted that the forthcoming legislative changes to the SEN process will strengthen this requirement and an Education, Health and Care Plan may be required for each child. The group would like to ensure that this happens for children with a diagnosis of ASD and requests that the project group addresses this as part of the implementation of the new legislation.

The meeting looked further at the two different diagnostic routes, focusing on parents' perspectives and experiences of how the two routes worked for them. Further evidence was found that parents who had experienced an early diagnosis and intervention under the age of 5, had experienced better outcomes for their child. There was also a strong pattern emerging of parents with two or more children receiving a diagnosis, where they were able to pick up the second and subsequent children much quicker. This seemed to be largely due to the greater experience of the parent as they were the ones identifying the problem. In terms of

the different diagnostic routes it was concluded that both routes involve some delays, with both CDC and CAMHS having issues with waiting lists that they are currently trying to deal with. Also, many of the differences in experiences of the children and families relate to the stage in their life at which the intervention occurs, it being generally accepted that earlier intervention was much more effective. It was also noted that the CAMHS service was more of a crisis intervention service, with a certain stigma attached to it associated with mental health issues. It was discussed to what extent CAMHS could become take on a more preventative role. A more personalised support service for children and young people was felt to be preferable, with clear intervention criteria, understood by all agencies, and clear multi agency pathways.

Parents presented some compelling accounts and evidence of children experiencing difficulties in later years, particularly where they had not received an early diagnosis. Many of these were also presenting to the CAMHS service with additional mental health problems which parents claimed were exacerbated due to the lack of support for their condition.

There was very positive feed back from parents who had initially experienced the Early Bird courses run by National Autistic Society. There had been, however, an issue with the waiting lists for these courses with some parents expressing concern that there had been a long delay in accessing this vital support after their children had received a diagnosis. Subsequently Rotherham's multi agency partnership have delivered a number of tailor-made courses to Rotherham parents addressing family issues and offering support.

Some parents also expressed concern about the lack of understanding and support for their child within the mainstream school environment. Again the issue of lack of support for parents in their home and family environment was raised and it was concluded that this was a gap in provision. Parents had found good support from organisations such as National Autistic Society and Parent and Carers Forum. It was noted that the third sector had been in a good position to assist with this area of support.

Despite these concerns the review group noted that facilities such as the Autism Communication Team and the Educational Psychology Team within CYPS were extremely valuable and had made good progress in assisting schools to support children with ASD within a mainstream setting. It was therefore concluded that mainstream schools need to continue to be assisted to support children with ASD and that ACT and Educational Psychology use their resources to work with children with more complex needs, creating a hierarchy of support. The role of special schools should also be explored in helping to support this hierarchy.

### **Draft recommendations:**

- All children with a diagnosis of ASD should receive a care plan with a lead worker allocated to them. This worker could range from the SEN worker to a consultant paediatrician, depending on the complexity of need of the child concerned.
- The possibility of implementing a pilot project for the development of Education, Health and Care plans for children with a diagnosis of ASD should be explored
- Proposal should be brought forward to develop more wrap around family

support to assist with the transition between different services (particularly post 5) and at different life stages

- As part of their closer working, CDC and CAMHS should bring forward proposals to reduce their waiting lists.
- The hierarchy of support within a mainstream setting with ACT and Educational Psychology concentrating on children with more complex needs, should be formalised and further developed, including exploring the potential role of special schools to assist mainstream schools with support for children with less complex needs.

### **5.3 Services for 16+ and transition to adults.**

This meeting was intended to focus on a particular point of transition for young people with a diagnosis of ASD – into adulthood and the world of work and independent living.

The meeting heard about the Section 139a process, which assesses the young person's learning difficulties from around year 11 of school (for special schools this is usually years 12 and 13). The process for this was explained to the review group, who concluded very quickly that the way in which the young person and their parents/carers are engaged in this process is crucial.

Where needs are complex, this process may result in the pulling together of a package of support that also includes health and social care needs. Currently the funding for this comes entirely through the education route, via CYPs. It was noted that young adults should be considered for eligibility for continuing health care. The national framework for CHC focuses on physical illness and it can therefore at times be difficult for professionals accurately to determine eligibility, and this at times may result in people not receiving the health care they need. It was also noted that there is a gap in adult mental health services for young adults with ASD.

Further evidence was received from parent's accounts of their experiences with their young adults. Mental health support was mentioned frequently and this was supported by the service providers. It concluded that there do not appear to be any commissioning of services specifically for adults with ASD. Mental Health Services tend to focus on more obvious and treatable mental health conditions. Disorders that are less treatable and border between social/educational/behavioural issues are facing a gap in support provision.

Although the good practice of Robert Ogden School and Freeman College in Sheffield were noted in particular, there were concerns expressed that partners and commissioners in Rotherham should focus on the creation of high quality local provision.,

Rotherham College of Arts and Technology (RCAT) presented information about their Inclusive Learning Team and other support for people with a diagnosis of ASD. It was felt that this model was a good one and could be further improved with wider partner involvement.

The issue that the review group was the most concerned with was that post 16 provision should focus on health and social care needs, in addition to education and training. A balance between the need to develop independence with the need to

maintain the support from the family and local community needs to be achieved with this provision and this is a dialogue that should take place with both service providers and the families.

**Draft recommendations:**

- The Joint Strategic Needs Assessment (JSNA) should include a detailed and thorough assessment of the needs of children and adults with autism, including the identification of any gap in services.
- A local care pathway for the management of ASD in adults should be developed in line with appropriate NICE guidelines.
- In line with the JSNA, commissioners should consider the commissioning of Rotherham based services for young people (16+) with ASD over the next 5 years, building on the good practice that already exists.

#### **5.4 Resourcing implications.**

The final meeting was designed to pull together all of the key strands of the review and to address some of the resourcing implications. For this reason representatives from the key commissioners were invited to be present.

Several key messages came out of the meeting; these are as follows:

- Early intervention and prevention work is key for children with ASD
- Mental health needs of children and adults with ASD can arise because of the lack of support
- Lack of clarity about who provides the lead support – 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
- Despite this, it is clear that 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 ASD, parental voice and influence is absolutely crucial at each stage of the process
- All of the recommendations formed as part of this review are about more effective use of existing resources, achieving better value for money and becoming better organised in delivery of support. It is the view of the review group that there should not be a need for additional resources to implement the recommendations

The resourcing implications of these issues and the specific recommendations within the body of this report were discussed and the recommendations included in this section reflect those discussions.

**Draft recommendations:**

- Proposals should be brought forward to build capacity locally, with the aim of keeping funding within Rotherham and reducing out of authority placements.
- RMBC should identify a senior leader for the autism agenda, who is able to challenge provision and raise the status of the condition. The work should then be channelled through the Autism Strategy Group.

- Commissioners should look at how a pathway of care can be resourced effectively and the CCG specifically whether a single diagnostic route would be more appropriate.
- Support should continue for the Parent and Child Charter which is a key element in helping families to be heard.

## **5.5 Summing up and final recommendations**

When the review group considered all of the draft recommendations from the report, it was noted that there were a number of re-occurring themes and that some recommendations were explored further, later in the review process, resulting in additional recommendations being developed around the same theme. As a result they were grouped together and a final “shortlist” of recommendations was compiled. These are the final recommendations being forwarded by the review group for consideration by Cabinet and other partners and are as follows:

1. That the Autism Communication Team (ACT) continue to co-ordinate the monitoring and intelligence of ASD rates of diagnosis in Rotherham, and partner agencies be requested to share information to facilitate this being done accurately. ACT should also ensure that partner agencies have access to this compiled information.
2. That CDC and CAMHS bring forward proposals to streamline their assessment processes and reduce waiting lists. In particular transition referrals at age 5 should be the subject of a clearly documented care plan that is shared with all partners and the family.
3. That the SEN reform project group be asked to implement a pilot project for the development of Education, Health and Care plans for children with a diagnosis of ASD with a view to ensuring that in the future all children with a diagnosis will have a multi agency care plan with a lead worker allocated.
4. That proposals are brought forward to develop more wrap around family support to assist with the transition between different services (particularly post 5) and at different life stages. This service should recognise the vital role that parents and carers need to play in working with and influencing service providers, and should be developed in line with the commitments in the Parent and Child Charter
5. That the hierarchy of support within a mainstream setting with ACT and Educational Psychology concentrating on children with more complex needs, be formalised and further developed, including exploring the potential role of special schools to support mainstream schools with support for children with less complex needs.
6. That the Joint Strategic Needs Assessment (JSNA) includes a detailed and thorough assessment of the needs of children and adults with autism, including the identification of any gap in services.
7. In line with the JSNA, that commissioners consider the commissioning of Rotherham based services for young people (16+) with ASD over the next 5 years, building on the good practice that already exists. This would result in a reduction of out of authority placements.
8. That a local care pathway for the management of ASD in adults should be developed in line with appropriate NICE guidelines.

9. That RMBC identifies a senior leader for the autism agenda, who is able to challenge provision and raise the status of the condition. The work should then be channelled through the Autism Strategy Group.
10. That commissioners should look at how a pathway of care can be resourced effectively and the CCG specifically whether a single diagnostic route would be more appropriate.

## **5.6 Future monitoring**

It is recommended that this report is considered by the Health and Wellbeing Board following submission to RMBC's Cabinet. Cabinet's response and action plan for the recommendations that are accepted should be reported to the Health Select Commission on a six monthly basis for monitoring purposes.

## **6. Background Papers**

Report to the Health Select Commission 12<sup>th</sup> July 2012 - Autism Spectrum Conditions – Update

Notes of Meeting 1: The reasons for the higher diagnosis rates, held on 9<sup>th</sup> October 2012

Notes of Meeting 2: Services required at diagnosis stage and after, held on 16<sup>th</sup> October 2012

Notes of Meeting 3: 16+ and transition Adults Services, held on 6<sup>th</sup> November 2012

Notes of Meeting 4: Financial implications and summing up, held on 27<sup>th</sup> November 2012

Notes of visits to Winterhill School and Aughton Early Years.

Written evidence to the review – listed in appendix A.

## **7. Thanks**

Thanks go to all of the witnesses who gave their time and support to the review process. The review group would like in particular to thank the parents who shared sensitive information openly and regularly attended the meetings.

Specific expertise and input from Steve Mulligan and Dr. John Radford was invaluable.

Finally, many of the witnesses and review group members passed on their thanks to Cllr Judy Dalton for her skilful and open chairing of the proceedings.

For further information about this report, please contact

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Appendix A – List of Written Evidence Received

1. National Autistic Society – Autism in 2012 report – 50<sup>th</sup> Anniversary
2. Rotherham Charter for Parent and Child voice
3. National Autistic Society – Autism awareness for GPs
4. RDASH services
5. Liverpool Aspergers team
6. National Autistic Society survey
7. RMBC breaks for children with a range of disabilities
8. Chris Easton presentation
9. Kate Sturdy's presentation (SEN)
10. Parents written submissions (confidential)
11. Child Development Centre referral and diagnosis statistics

**ROTHERHAM BOROUGH COUNCIL - REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	Cabinet
<b>2.</b>	<b>Date:</b>	24 <sup>th</sup> April 2013
<b>3.</b>	<b>Title:</b>	Grounds Maintenance Review
<b>4.</b>	<b>Directorate:</b>	Resources

**5. Summary**

The report includes the final report of the sub group established to implement a scrutiny review of the Grounds Maintenance and Street Cleansing services, following discussion at the Commission's meeting in July 2012. The full report is attached as an appendix.

**6. Recommendations**

**That Cabinet:**

- **Receives the report;**
- **Feeds back their response to OSMB within two months.**



## **7. Proposals and details**

A full report was presented to the Improving Places Select Commission on the 25<sup>th</sup> July 2012, regarding the Grounds Maintenance and Street Cleansing services. Following some very detailed discussion it was agreed that a review of the services was required. It was noted that officers were already committed to conducting a review in October/November of 2012, however, Members felt very strongly that they needed to be involved in the review as they were responsible for making the budget decisions. A joint Member/officer review was therefore agreed.

The agreed objectives of the review were:

- To analyse the impact of budget cuts to the service
- To ensure that risk and impact assessments have been fully considered and are in place for the future
- To develop practical suggestions for improvement of the service within budget
- To consider invest to save options

An initial officer review was completed and was the focus of the early discussions held by the review group. This focused on Grounds Maintenance and looked at the areas of grass cutting, weed killing, shrub/flower beds and hedges and rural verges, considering each of the agreed objectives as listed above.

Members of the review group went on to explore this paper in more detail and a key issue that arose was the integrated nature of the Grounds Maintenance Service and Street Cleansing services. For this reason, the review included issues and suggestions relating to both service areas.

Cabinet Members with relevant portfolios and other ward councillors were also consulted as part of the process. The resulting recommendations were specifically relating to each of these services, as well as some more overarching and general recommendations. There were three main themes emerging from these findings:

### **1. Flexibility of resources**

This includes a set of recommendations around the need to be more flexible in the use of staffing resources and also around schedules and resource distribution.

### **2. Local feed back and support**

A key finding was the need to improve communications both with the public and elected members. The recommendations make some practical suggestions about how this can be achieved.

### 3. Information sharing

The recommendations in this section look at clarifying roles and responsibilities of the cabinet portfolios and also how different services can share information and intelligence to ensure resources are targeted effectively.

## 8. Finance

The recommendations in this report relate to use of existing resources more effectively.

## 9. Risks and Uncertainties

The main risks identified with this area of work are the reputational risks associated with the increasing levels of dissatisfaction with the general public. There are also risks associated with the physical impact of the declining frequency of service delivery.

## 10. Policy and Performance Agenda Implications

This review supports the Corporate Plan priority “Improving the environment”

## 11. Background Papers and Consultation

Details can be found in the main report appended to this paper.

This report was considered by the Improving Places Select Commission on 27<sup>th</sup> March 2013 and by OSMB on the 5<sup>th</sup> April 2013.

## 12 Contact

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## **Scrutiny review: Grounds Maintenance and Street Cleansing**

Review of the Improving Places Select  
Commission

*November – December 2012*

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## **Executive Summary**

### **The aim of the review:**

The review group was made up of the following members:

- Cllr Chris Read (Chair)
- Cllr John Swift
- Cllr Jenny Andrews
- Cllr Alan Atkin
- Cllr Sue Ellis
- Cllr Clive Jepson

### **Summary of findings and recommendations**

The agreed objectives of the review were:

- To analyse the impact of budget cuts to the service
- To ensure that risk and impact assessments have been fully considered and are in place for the future
- To develop practical suggestions for improvement of the service within budget
- To consider invest to save options

An initial officer review was completed and was the focus of the early discussions held by the review group. This focused on Grounds Maintenance and looked at the areas of grass cutting, weed killing, shrub/flower beds and hedges and rural verges, considering each of the agreed objectives as listed above.

Members of the review group went to on to explore this paper in more detail and a key issue that arose was the integrated nature of the Grounds Maintenance Service and Street Cleansing services. For this reason, the review included issues and suggestions relating to both service areas.

Cabinet Members with relevant portfolios and other ward councillors were also consulted as part of the process. The resulting recommendations were specifically relating to each of these services, as well as some more overarching and general recommendations. There were three main themes emerging from these findings:

1. Flexibility of resources
2. Local feed back and support
3. Information sharing

The recommendations have therefore been grouped under these headings.

## **1. Flexibility of resources**

- a. That the options put forward as part of the initial officer review (appended to this report) that have not been explored further as part of this review be supported in principle and subject to further detailed consideration for ways of improving services and reducing costs.
- b. That the proposed review of schedules and the removal of the schedule in one pilot area be completed, the pilot evaluated and rolled out as appropriate. The staff involved in the pilot should be consulted as part of the evaluation.
- c. That the areas detailed in section 5.1, and summarised below are subject to further detailed consideration and proposed actions reported back:
  - Use of spare capacity of green waste collection operatives on a Grounds Maintenance winter schedule
  - Urban gardening as an alternative to shrubs
  - Employment of member of staff to identify sites for alternative use/disposal
  - Waiver of legal fees for disposal of sites
  - Promotion of Streetpride's grounds maintenance service to schools
  - Opportunities for grass retardant spraying
  - Dealing with over grown rural junctions
  - Consortium for purchase of equipment
- d. That the Council considers the adoption of a Town/Village centre standard for Grounds Maintenance and Street Cleansing that focuses resources in these areas using the Parish Network where appropriate.
- e. That, subject to a positive full evaluation of the pilot, the Council purchasing further Billy Goat machines as and when resources allow.
- f. That the response times for racist and homophobic graffiti is changed from 4 hours to 24 hours, to allow greater flexibility of resources and ensure this target can be met.
- g. That a study is completed to identify the most effective use of diminishing staff resources

## **2. Local feedback and support**

- a. That customer contact is improved by the following and that this information is used to inform the Town/Village Centre standard:

- Recording contacts with geographical information to gather intelligence on trends and patterns.
  - Weekly lists of big works and schemes
  - Monitoring of standards and reporting back to customers who complain
- b. That ways to involve the community and generate civic pride are explored including:
- The development of an accredited volunteer scheme.
  - Making the right tools for the job available for members of the community who wish to assist with neighbourhood tidying
  - Consideration of how the Streetpride Champions initiative could be re-invigorated or replaced.
  - Councillors and staff to become eyes and ears in the community

### **3. Information Sharing**

- a. That an exercise to assess over used and under used bins is completed with a view to moving existing bins in line with its findings and that the following methods are used to maintain this over time:
- Staff on the ground to monitor usage
  - Engagement with Planning on bins at application stages and ward members when removing bins
  - Monitoring of shopping areas
- b. That Cabinet consider any ways in which the Cabinet portfolios covering this area could be clarified and simplified.
- c. That all pilots and initiatives generated as a result of this review are evaluated fully and progress is reported back to the relevant Cabinet Member.

**1. Why members wanted to undertake this review?**

A full report was presented to the Improving Places Select Commission on the 25<sup>th</sup> July 2012. Following some very detailed discussion it was agreed that a review of the service was required. It was noted that officers were already committed to conducting a review in October/November of 2012, however, Members felt very strongly that they needed to be involved in the review as they were responsible for making the budget decisions. A joint Member/officer review was therefore agreed.

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

- Improving the environment

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

- To analyse the impact of budget cuts to the service
- To ensure that risk and impact assessments have been fully considered and are in place for the future
- To develop practical suggestions for improvement of the service within budget
- To consider invest to save options

**2. Terms of reference**

The work of the review group was conducted over three separate meetings during November and December 2012. The first meeting considered the initial officer review completed on Grounds Maintenance. The subsequent meetings considered further detailed evidenced submitted by Streetpride and heard from Cabinet Members for Safe and Attractive Neighbourhoods and Waste and Emergency Planning. Views from other ward members were also sought to supplement this evidence.

The review has been provided with technical support by Steve Hallsworth, Streetpride. Other witnesses that contributed to the review were:

- David Burton, Director of Streetpride
- Richard Jackson, Streetpride
- Councillor Rose McNeely, Cabinet Member, Safe and Attractive Neighbourhoods
- Councillor Richard Russell, Cabinet Member, Waste and Emergency Planning
- Councillor Maggie Godfrey
- Councillor Emma Hoddinott

**3. Evidence**

The majority of the evidence gathered as part of this review was from the Grounds Maintenance and Street Cleansing Service and was received in both written and



verbal form. An initial officer review on the Grounds Maintenance Service was carried out prior as a starting point for the review. This is attached as Appendix A. A range of supplementary documents and evidence was then requested which is listed in Appendix B and can be made available as background documents to this review.

#### **4. Background**

The grounds maintenance and street cleansing functions are now part of the Leisure and Community Services Team within Streetpride. The Grounds Maintenance service was brought back in-house and integrated with the Street Cleansing service in January 2010 after almost two decades of being contracted through outside providers.

The Grounds Maintenance and Street Cleansing integrated service is divided into two delivery teams.

- Eastern Team: working from Barbers Avenue Depot, Kiveton Park Depot and Hellaby Depot.
- Western Team: working from Oaks Lane Depot and Ulley Country Park.

Staff numbers in Grounds Maintenance have reduced from 43 in 2011/12 to 25 currently and will further reduce to 20 in 2013/14. Staff numbers in Street Cleansing have reduced from 54 to 41.

Their work includes general grass maintenance, shrub and rose bed maintenance, hedge maintenance, fine turf, horticultural services including seasonal bedding displays, scheduled litter picking and emptying of litter and dog waste bins.

There is also a Miscellaneous Cleansing Team Based at Hellaby Depot that provides the following services: mechanical sweeping, graffiti removal, fly tip removal, weed killing, leaf removal, and response to other cleansing issues (e.g. road traffic accidents). There is also a specific cleansing team based and dedicated to Rotherham town centre.

Leisure and Community Services has been affected by the Council's need to find savings as part of the Government's austerity measures and as such the Council's Cabinet approved total budget savings of £2,472,000 over the period 2011/12 to 2013/14. The total savings relating directly to the delivery of grounds maintenance and street cleansing services is £1,683,500. This equates to approximately 30% of the total budget.

The reduction in the grounds maintenance budget has resulted in a change to the grass cutting schedules. Up to 2010/11 general grass cutting took place across the borough on a two weekly cycle, in 2011/12 this was reduced to 3-weekly and at the start of this year's cutting season the budget could only accommodate a three weekly cycle from 2<sup>nd</sup> April, reducing to a five weekly cycle from the beginning of July. This means that the grass will grow to a greater height between cuts and the cuttings that remain after work has taken place will be greater and more visible.

The savings required from the street cleansing budget have resulted in a reduction in the scheduled litter picking and in the frequency that litter and dog waste bins are emptied. Areas previously scheduled for work 2 or 3 times per week have

been reduced to once 1 per week, with the exception of parks which remain the same; areas previously scheduled for work once every 3 weeks are now done monthly, and areas previously scheduled for work every 9 weeks are now done every 10 weeks.

The treatment of weeds has been reduced from twice yearly, to only once a year.

In August one of the three mechanical sweepers was withdrawn and a new schedule for the two remaining sweepers drawn up.

The changes to the grounds maintenance and street cleansing services, including reduced frequency of operations for grass cutting and litter picking and the emptying of dog waste and litter bins, have resulted in an increase in the level of dissatisfaction of customers .

## **5. Grounds Maintenance and Street Cleansing**

### **5.1 Grounds Maintenance.**

The review group welcomed the work provided by Streetpride Officers and noted the suggestions being made. They used this paper for their initial deliberations but noted that they would require further work on them before they could agree to them. It was also noted that the proposals should be subject to consultation with stakeholders (e.g.wild flower planting)

The review group expressed concern about the changes to grass cutting schedules in particular changes to the frequency of grass cutting. It was noted that the driving force behind this was the budget cuts that were implemented in the previous year, however it was felt that a stronger evidence base or rationale was required for the changes . Members were concerned about the lack of flexibility in the schedules and that this has been an unintended secondary effect of the budgets cuts.

Members of the review group discussed the proposals from the initial officer review in detail, with the officers concerned. This resulted in the following findings:

- Use of spare capacity of green waste collection operatives (from the 41 fte staff) during winter by the development of a winter schedule of works to deal with the back log in Grounds Maintenance.
- Urban gardening should be considered as an alternative option to planting shrubs. This could be explored in partnership with Rotherham in Root, run by Groundwork. The starting point for taking this work forward would be the identification of suitable sites. The review group understood during discussions that work to identify sites was already being taken forward by officers, including those sites not yet subject to reduced schedules and options for disposal or alternative use.
- When disposal of land is being considered the Council could look at waiving legal fees – with appropriate safeguards and a simple procedure, for example the sale only benefits one property. Ward members should be made aware of any of these changes. Priority should be given to community

organisations, schools, community centres etc.. Schools could be proactively targeted with this, looking at the whole site.

- The review group members supported the idea of appointing a person to carry out this work as it could be a good example of spend to save.
- In noting that Streetpride were in the process of trialling grass retardant spraying, consideration should be given as to how this might be rolled out if successful. Timescales and the process for evaluation are required.
- Schools who have purchased their grounds maintenance service from elsewhere due to costs may be prepared to consider coming back to Streetpride as a result of receiving an inferior service elsewhere. Streetpride should consider targeting these schools to see if any would prefer to buy the services of Streetpride grounds maintenance due to the higher quality.
- Overgrown junctions in rural areas not being effectively monitored and this could lead to a road safety issue. This should be addressed.
- Explore the possibility for a consortium for purchase of equipment. It was recognised that this might be a longer term objective, however it was felt that there may be potential to save money via this route.

## 5.2 Street Cleansing.

The review group considered a number of issues regarding this area of work. This included the use of bins, the issue of targeting services in certain areas of the Borough, and customer response times. The main point about the effect of budget cuts on timetables was re-iterated and again greater flexibility was recommended.

The group felt that an exercise was required to identify over and under used bins. This was required to ensure that bins are located in the right place. There were also a number of recommendations made about how to monitor and gather intelligence on this both for the exercise and on an ongoing basis. This included:

- Use of staff on the ground to monitor and use local knowledge and intelligence
- Engagement with planning – more up front dialogue and consideration on location and size of bins with applications
- Monitor shopping areas, using enforcement officers knowledge where appropriate.

It was noted that costs involved in carrying out this piece of work do not necessarily result in savings down the line (i.e not a spend to save initiative) however it was felt that the reputational gains and reductions in complaints received about this issue would make it worthwhile. For this reason it is suggested that it is done gradually over time with small savings on the budget. The review group members also recognised the sensitive nature of this piece of work, particularly associated with removal of bins, however this is being recommended where they are being under used.

Members of the review group have become aware of plans for the removal of concrete bins, during the completion of this review, and have expressed concern about the lack of consultation with Ward members. As many as 250 of these bins are under consideration for removal. The review group would strongly recommend that consultation should take place and a range of options be considered.

The review group considered the previous policy focus on strategic gateways into the Borough and concluded that this was no longer current. Cabinet members even appeared to be unclear about the status of this policy. They also considered the impact on street cleansing issues of the Council's policy to focus on the 11 most deprived areas of Rotherham. The conclusion was drawn that the most visible parts of the Borough to the residents are the village and town centres, regardless of their level of deprivation. They are therefore recommending to the Council the introduction of a village/town standard (not including Rotherham Town Centre). It is further recommended that the dedicated operatives (lengthsmen) resources are focused on these centres. It was noted that this recommendation is not just about physical appearance but also contributes to the economic resilience of areas. This is of increased importance as the Local Authority will now retain a proportion of local business rates.

The review group considered the way in which the Billy Goat machine had been piloted in Rotherham and noted that so far this seemed to have been a success. They recommended therefore that as and when small amounts of budget become available and subject to the pilot being deemed as successful when it is fully evaluated, more of these machines are purchased.

Finally, in this area, the group considered the response times for graffiti. They were concerned that different response times for example, 4 hours for racist or homophobic graffiti may be unrealistic and create a lack of flexibility around the deployment of resources. For this reason the group considered that a more realistic response time might be 24 hours and recommend that the potential savings associated with this be calculated. It was also felt that this would impact positively on customer expectations as it is more realistic.

### **5.3 Customer contact.**

The group felt very strongly that communications with the public over the delivery of these services needed to improve. They noted that information was not readily available about complaints on a geographic basis and observed a lack of clarity about how customer feed back is logged. Suggested ways of improving this were:

- Customer contacts should be recorded with geographical information so that trends and patterns can be mapped and therefore resources deployed appropriately. This could be used over time following the adoption of a Village/Town Standard, to refine it. This information should be reported to Ward members on a monthly basis.
- Producing weekly lists – what is planned and where for the week ahead. This should include big works and schemes (road closures due to litter picking and grass cutting). The group recommended learning from Planning who do this currently and whether it could be adapted for Grounds Maintenance and Street Cleansing.
- Monitoring of standards required and adjusting them as appropriate, being clear with people what they can expect, and communicating this back to people who submit reports. This is becoming a growing problem and therefore of increasing importance.

#### **5.4 The role of the community.**

In recognition of the increasing pressure on resources and the impact of cuts made already, the review group gave consideration to the ways in which greater value for money could be achieved with the involvement of the wider community. They could see the benefit to be derived from the use of volunteers within Streetpride and recommended that this should be an accredited scheme. It was felt, however, that such volunteers should be distinguishable from regular members of staff. In light of this they expressed concern that the existing volunteer scheme gave volunteers the same uniform and shift pattern as regular employees.

They also supported measures to increase the level of civic pride within the community and their ability to help themselves around grounds maintenance and litter picking. Making the right tools available to encourage neighbourhood tidying could be one way to achieve this.

The group felt that there is an indication that the Streetpride Champions initiative has run its course. It is suggested therefore that officers consider this for the future, looking at, for example, how many people attend the meetings.

It was also considered that as well as the wider community, Councillors and all staff could have a role to play being the “eyes and ears” on the ground therefore the Council could encourage a corporate approach to reporting issues.

#### **5.5 Cabinet Member portfolios**

As part of the review process, the four Cabinet Members with a relevant portfolio were consulted. The cabinet members for Safe and Attractive Neighbourhoods and for Waste and Emergency Planning attended one of the review group meetings. The Cabinet Members for Regeneration and Development and for Culture and Tourism were unable to take part in this meeting.

It was observed by the review group that the services cut across potentially four portfolios and that this was creating confusion as to who the lead Cabinet member for this area was both for members of public and also amongst members themselves. One of the recommendations of the group to create a more flexible management of resources and schedules at a local level, would be easier to manage with one line of accountability for both Grounds Maintenance and Street Cleansing. It is therefore suggested that a clarification and simplification of the Cabinet Member roles for this area could be considered. This links into section 5.6 below and difficulty with interrogating the budget lines for these services.

#### **5.6 Further reviews and evaluation**

During the review, the group discussed early ideas with Streetpride officers. It is understood that initial investigations have been instigated as result of the review and that work on the following will be reported back early 2013:

- Review of sites (see section 5.1)

- Review of schedules looking at altering frequency in areas of high volume and a pilot in one area where the schedule is removed and on the ground intelligence to flex resources is used instead, with a view to rolling this out if deemed successful.
- Review of bins (see section 5.2)

It was noted that pilots could be used to test out ideas for service improvement that lead to cost savings and have been already, for example, Billy Goats. The group wish to stress the importance of these pilots being properly evaluated before any longer term decisions can be made based on them. They also found that detailed impact assessments should be required for any future budget cuts and that they need to allow for unintended impacts. The group were unable to make any detailed conclusions about the budget situation for these two services, as there was a lack of information available to do this. This recommendation should apply to all services and not just the ones in scope of this review.

## **6. Summary of recommendations.**

### **Flexibility of resources**

1. That the options put forward as part of the initial officer review (appended to this report) that have not been explored further as part of this review be supported in principle and subject to further detailed consideration for ways of improving services and reducing costs.
2. That the proposed review of schedules and the removal of the schedule in one pilot area be completed, the pilot evaluated and rolled out as appropriate. The staff involved in the pilot should be consulted as part of the evaluation.
3. That the areas detailed in section 5.1, and summarised below are subject to further detailed consideration and proposed actions reported back
  - Use of spare capacity of green waste collection operatives on a Grounds Maintenance winter schedule
  - Urban gardening as an alternative to shrubs
  - Employment of member of staff to identify sites for alternative use/disposal
  - Waiver of legal fees for disposal of sites
  - Promotion of Streetpride's grounds maintenance service to schools
  - Opportunities for grass retardant spraying
  - Dealing with over grown rural junctions
  - Consortium for purchase of equipment

4. That the Council considers the adoption of a Town/Village centre standard for Grounds Maintenance and Street Cleansing that focuses resources in these areas using the Parish Network where appropriate.
5. That, subject to a positive full evaluation of the pilot, the Council purchasing further Billy Goat machines as and when resources allow.
6. That the response times for racist and homophobic graffiti is changed from 4 hours to 24 hours, to allow greater flexibility of resources and ensure this target can be met.
7. That a study is completed to identify the most effective use of diminishing staff resources

#### **Local feedback and support**

8. That customer contact is improved by the following and that this information is used to inform the Town/Village Centre standard:
  - Recording contacts with geographical information to gather intelligence on trends and patterns.
  - Weekly lists of big works and schemes
  - Monitoring of standards and reporting back to customers who complain
9. That ways to involve the community and generate civic pride are explored including:
  - The development of an accredited volunteer scheme.
  - Making the right tools for the job available for members of the community who wish to assist with neighbourhood tidying
  - Consideration of how the Streetpride Champions initiative could be re-invigorated or replaced.
  - Councillors and staff to become eyes and ears in the community

#### **Information Sharing**

10. That an exercise to assess over used and under used bins is completed with a view to moving existing bins in line with its findings and that the following methods are used to maintain this over time:
  - Staff on the ground to monitor usage
  - Engagement with Planning on bins at application stages and ward members when removing bins
  - Monitoring of shopping areas
11. That Cabinet consider any ways in which the Cabinet portfolios covering this area could be clarified and simplified.

12. That all pilots and initiatives generated as a result of this review are evaluated fully and progress is reported back to the relevant Cabinet Member.

**7. Future monitoring.**

The recommendations contained within this report, that are subsequently agreed by the Cabinet, should be monitored on a six monthly basis and reported to the Improving Places Select Commission

**8. Background Papers**

Report to Improving Places Select Commission - Leisure and Community Services: affects of budget savings on grounds maintenance and street cleansing schedules. Dated 25<sup>th</sup> July 2013.

**9. Thanks**

Thanks for their support and assistance with this review go to David Burton, Steve Hallsworth and Richard Jackson from Streetpride, to the Cabinet Members, Councillors McNeely and Richard Russell, and also to Councillors Godfrey and Hoddinott for their ideas and suggestions.

For further information about this report, please contact

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**Appendix A**  
**Streetpride: Leisure & Community Services**  
**Review of Grounds Maintenance and Weed Killing Operations October / November 2012**

**1. Background information**

**1a. Customer contacts pre and post budget saving implementation.**

Month	No contacts 2012	3 year average 2009, 2010, 2011
April	106	100
May	141	97
June	215	128
July	193	143
Aug	238	113
Sept	159	92
Total	1052	727

**45 % Increase in contacts in 2012 compared to 3 year average (2009-2011)**

**1b. Customer contacts for 2012 by type**

Month	Grass Maintenance	Hedge Maintenance	Horticultural Features	Pesticides	Sports Maintenance	Other	Total
April	92	4	7	0	0	0	103
May	119	8	6	0	0	0	133
June	128	36	22	2	2	17	207
July	96	52	25	0	1	14	188
Aug	144	44	32	0	1	11	232
Sept	86	43	18	0	1	3	151
	665	187	110	2	5	45	1,014
3 Year	337	126	116	3	2	29	613

Average							
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## **2. Key Issues**

**2a. Grass cutting:** What's changed? 2010/11 cut every 2 wks; 2011/12 cut every 3 wks; 2012/13 cut every 3 wks (Apr-Jul) then every 5 wks (Aug – Oct); (2013/14 **cut every 5 wks**) *except in parks and recreation grounds which is still every 2 weeks*

<b>Impact</b>	<ul style="list-style-type: none"> <li>• Grass grows longer between cuts</li> <li>• Significantly more grass clippings after each cut</li> <li>• Cut is less effective (e.g. sections can appear uncut / spring back up after mowers have moved on) and certain areas need a double cut which slows operations and affects ability to deliver the schedule.</li> <li>• Increased breakdown of smaller machinery due to inability to cope with longer grass.</li> <li>• Reduced capacity to deal with pressures created by extreme weather conditions</li> <li>• Reduction in skills base affects flexibility of the whole team to carry out scheduled work during sickness / leave.</li> <li>• Increase in shredded cans, bottles, litter as more difficult to remove prior to cutting</li> <li>• Significant increase in complaints from residents and Ward Members</li> <li>• Increase in accumulation of litter due to longer grass</li> <li>• Deterioration of the general environment</li> <li>• Increase in manager / supervisor time responding to contacts and related impact on service management tasks.</li> </ul>
<b>Risks</b>	<ul style="list-style-type: none"> <li>• Increased risk of slips due to long grass falling onto paths and increased clippings being blown onto paths and more difficult to see surface hazards, possibly leading to increase in insurance claims</li> <li>• Increased risk of fire during dry weather</li> <li>• Service's ability to attract new clients</li> <li>• Council and service reputation</li> </ul>
<b>Actions already taken</b>	<ul style="list-style-type: none"> <li>• Teams rescheduled and working arrangements adjusted to ensure as efficient deployment as possible</li> </ul>
<b>Suggestions for improvement of the service within budget</b>	<ul style="list-style-type: none"> <li>• Selective reduction in the areas that are 'fully maintained' in order to release some capacity (e.g. Parks and Highway verges)</li> <li>• Reduce the impact of leave and sickness by adapting process for seasonal recruitment</li> <li>• Revert to a standardised 37 hour week (impact of this needs to be investigated)</li> </ul>

	<ul style="list-style-type: none"> <li>• Split shift pattern and 7 day working pattern - both require supervision and management by permanent staff. Equipment costs mostly remain the same but staffing costs increase to an unaffordable level.</li> <li>• Broaden skills of remaining full time staff in order to cover leave / sickness etc</li> <li>• Burn in certain football pitch lines with chemical on a selected site to trial whether it would be cost effective at the end of the season for the following season</li> <li>• Change to flail head mowers from rotary mowers on pedestrian machines to help cut long grass on the five week grass cutting cycle</li> <li>• Continue to develop structured approach to the use of volunteers</li> <li>• Explore opportunities to introduce 'cut and remove' by third party (e.g. farmer for hay crop)</li> </ul>
<b>Invest to save options</b>	<ul style="list-style-type: none"> <li>• Purchase specialised grounds maintenance equipment at the end of the current contract (2015). This proposal would require a maintenance contract and the level of investment would be high in the first year.</li> </ul>

**2b. Weed killing:** What's changed? 2010/11 – 2 treatments per year; 2011/12 – 1 treatment per year; 2012/13 – 1 treatment per year; (2013/14 – 1 treatment *per year*)

<b>Impact</b>	<ul style="list-style-type: none"> <li>• Areas sprayed early in schedule experience regrowth.</li> <li>• Increase in build up of detritus on highway</li> <li>• Increased weed growth</li> <li>• Contribution to the deterioration of highway</li> <li>• Damage and trip hazards in block paving, steps, etc</li> <li>• Deterioration of the general environment</li> <li>• Significant increase in customer contacts</li> <li>• Removal of one large mechanical sweeper (3 sweepers down to 2, Aug. 2012) means reduced frequency leading to increased detritus which in turn leads to increased weed growth</li> </ul>
<b>Risks</b>	<ul style="list-style-type: none"> <li>• Problem will increase year on year - the less we sweep detritus the more weed will grow the following year.</li> <li>• Not removing the dead weeds adds to the detritus issue.</li> <li>• Slipping hazard on some footways</li> <li>• Access issues on some narrow footpaths</li> <li>• Loss of customers / income</li> <li>• Council and service reputation</li> </ul>
<b>Actions already taken</b>	<ul style="list-style-type: none"> <li>• Some weekend working to support catch up due to wet weather (can't spray when wet)</li> <li>• Invest in Billy Goat sweepers to deal with cigarette butts and hard to reach litter (e.g. under benches) and remove detritus from footways. £1800 each - one purchased, if successful further 2 may be purchased.</li> </ul>
<b>Suggestions for improvement of the service within budget</b>	<ul style="list-style-type: none"> <li>• Explore efficiencies created by integrating operation with grounds maintenance schedules</li> <li>• Store weed kill in a dedicated container at Hellaby to save time on current travel to store at Kiveton Park.</li> </ul>
<b>Invest to save</b>	<ul style="list-style-type: none"> <li>• Further investment in Billy Goat sweepers x2</li> </ul>

<b>options</b>	<ul style="list-style-type: none"> <li>Invest in weed spraying attachment for large mechanical sweepers to reduce weeds in channels</li> </ul>
<b>2c. Shrub/Flower Beds &amp; Hedges:</b> What's changed? Reduced resource means this schedule is too large to be completed in any one year.	
<b>Impact</b>	<ul style="list-style-type: none"> <li>Over 300,000m2 of shrub beds (pruning, weeding and hoeing) only 60% of these receive 1 visit per year. Priority is given to health and safety, schools, parks and high volume contacts</li> <li>Increased growth</li> <li>Deterioration of the general environment</li> <li>Significant increase in customer contacts</li> <li>Potential deterioration of sight lines and increase in road safety issues</li> </ul>
<b>Risks</b>	<ul style="list-style-type: none"> <li>Problem will increase year on year - the less we visit the more the beds will overgrow</li> <li>Health and safety issues regarding pedestrian movements</li> <li>Increase in anti social behaviour.</li> <li>Litter, weeds and detritus in shrub beds causing increase in reports of vermin.</li> <li>Deterioration of gateways and impact on businesses and visitors</li> </ul>
<b>Actions already taken</b>	<ul style="list-style-type: none"> <li>The teams have been reorganised to ensure as efficient deployment as possible.</li> <li>End of year removal of certain shrub beds and replace with grass seed. Established list for potential removal should further funding become available.</li> <li>Shrub bed areas prioritised for action based on customer contacts and individual street scene issues.</li> </ul>
<b>Suggestions for improvement of the service within budget</b>	<ul style="list-style-type: none"> <li>Establish a long term programme of works to remove shrub beds that are overgrown and can't be maintained on a regular basis.</li> <li>Review flower beds in parks with view to reducing number / size</li> <li>Flexible working in Waste Management Service may release some resources to accelerate the programme of shrub removal / reduction.</li> </ul>
<b>Invest to save options</b>	<ul style="list-style-type: none"> <li>Mechanical removal of shrub beds to achieve an expedient efficient method of operation at a rate of approximately £10 per m2 and replacement with soil and seed to allow for easier maintenance. An evaluation of the condition of the shrub beds needed to establish which areas can be removed and which remain because they are beneficial to the neighbourhood and therefore need increased maintenance</li> </ul>

**2d. Rural Verges:** What's changed? 300 miles of verges previously cut on two occasions during the summer growing season (April to October), now cut over a 32 week period (May to June and October to March).

<b>Impact</b>	<ul style="list-style-type: none"> <li>• Change in operations means some areas are now cut out of grass growing season. This year increased growth due to wet summer caused problems for areas cut early in the year. Many areas now require further attention.</li> <li>• Removal of litter from the rural verges increasingly difficult as increase in height of grass makes removal prior to cutting very difficult.</li> </ul>
<b>Risks</b>	<ul style="list-style-type: none"> <li>• Problem will increase year on year - the less we visit the more the grass will overgrow</li> <li>• Health and safety issues for path and road users</li> <li>• Council and service reputation</li> </ul>
<b>Actions already taken</b>	<ul style="list-style-type: none"> <li>• Teams have been reorganised to provide staff to carry out this activity as efficiently as possible.</li> <li>• Evaluation of operation to establish if alternative method could be employed. Traffic Management experts being consulted.</li> </ul>
<b>Suggestions for improvement of the service within budget</b>	<ul style="list-style-type: none"> <li>• Explore reinstatement of part or whole of summer cutting schedule</li> <li>• Equipment is leased for 32 week to deliver the rural cuts.</li> </ul>
<b>Invest to save options</b>	<ul style="list-style-type: none"> <li>• Wild flower planting to reduce maintenance costs.</li> </ul>

**Appendix B – List of Evidence**

- Grounds Maintenance and Street Cleansing Operations (2012/13)
- Leisure and Community Services (LCS), Street Cleansing and Grounds Maintenance Structure @ 1<sup>st</sup> November 2012.
- Impact of Budget Savings on the Grounds Maintenance Services
- Impact of Budget Savings on the Street Cleansing Service
- Impact of Budget Savings on Green Space Services (Grounds Maintenance services only)
- Work already undertaken
- Budget information
- Table of frequencies
- Customer contacts and enquiries by ward

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET</b>
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1.	<b>Meeting:</b>	<b>Cabinet</b>
2.	<b>Date:</b>	<b>24<sup>th</sup> April, 2012</b>
3.	<b>Title:</b>	<b>Are You Ready</b>
4.	<b>Directorate:</b>	<b>Children and Young People's Services</b>

**5. Summary:**

Rotherham Ready is a programme which has been integral to RMBC Children and Young People's Services since 2005.

Rotherham Ready has now reached the stage where a draft Business Transfer Agreement (BTA) between RMBC and the social enterprise 'Are You Ready' has been produced via NESTA and received by Rotherham Metropolitan Borough Council Human Resources & Legal Team who are currently considering the document. Subject to the acceptance of the terms of the agreement by both parties 'Are You Ready' will commence trading independently of the local authority with effect from the 1<sup>st</sup> May 2013.

**6. Recommendations:**

**That Cabinet approve the Business Transfer Agreement to enable 'Are You Ready' to trade independently from the 1<sup>st</sup> May, 2013.**



## **7. Proposals and Details:**

The programme has trained hundreds of teachers in Rotherham to develop enterprise through the curriculum, and has since been rolled out successfully in Hull and other regions; it has really put Rotherham on the map in terms of enterprise education.

Rotherham Ready has continued to receive enquiries, about their enterprise programmes, from many other regions.

In 2011 RMBC/Rotherham Ready submitted a bid to NESTA to look at how we could scale the work of Rotherham Ready in other areas through the development of a social enterprise, and strengthen provision in Rotherham through co producing a community based approach to enterprise known as Ready Hubs.

The bid was successful and Rotherham Ready has been working closely with NESTA and RMBC to look at how Rotherham Ready (now known as Are You Ready) could be successfully scaled up into an independent national organisation. NESTA aim use the learning from the Rotherham model in order to promote successful 'spin outs' to other local authorities.

The main points covered by the Business Transfer Agreement is the transference of the business and activities of the undertaking from the council to Are You Ready and includes the following points,

- Assets, Contracts, Data Protection, Employee Liability, Excluded Assets, Personnel Files and Transferring Employees.

Are You Ready warrants that for a minimum of five years, it will continue to position Rotherham schools at the forefront of Are You Ready's enterprise education developments and use the 4-19 provision as a model of best practice, continue to use Rotherham schools and provision to host high profile events and to attract visitors from outside the region who are interested in the work of Are You Ready.

## **8. Finance:**

Without becoming a social enterprise operating independently of the local authority AYR would not be able to access these opportunities which, should they be successful in their application, will be of great value to them.

- NESTA has an Impact Investment Fund, this is a fund of £14 million, which independent organisations can bid for over £150k for up to four years in order to scale and grow companies. (this is very appropriate and timely for AYR).
- The second opportunity is through the Investment Contract Readiness Fund – this is provided as 'social investment/support' of up to £1 million to

assist companies to secure large corporate contracts. This programme is specifically designed for social ventures seeking to raise investment. This is a fund of £10 million which has come directly from the Cabinet Office and is looking to support approximately 130 awards.

Applications for these funds need to come directly from independent companies, and will need to be submitted by Are You Ready as soon as possible in order to give them the best possible chance of securing the funds, before they are promoted more widely in the public domain.

It was agreed by Cabinet on 22<sup>nd</sup> February, 2012 that £70k of residual grant funding be paid to Are You Ready to cover salary costs.

A bid for further funding to cover development costs has been successful in securing a further £39.5k from NESTA ('an independent charity with a mission to help people and organisations bring great ideas to life').

**9. Risks and Uncertainties:**

There is a possibility that this is a TUPE situation in respect of the 2 employees currently seconded to 'Are You Ready', from the Council. Discussions are ongoing with the 2 effected employees as to the most appropriate way for them to transfer to the new social enterprise.

**10. Policy and Performance Agenda Implications:**

N/A

**11. Background Papers and Consultation:**

Previous to the consultation with RMBC Human Resources and Legal Team the broader terms of the agreement have been discussed and agreed in principle through consultation with Martin Kimber, Joyce Thacker, Dorothy Smith, Karen Borthwick and Jackie Frost, RMBC.

- Rotherham Ready 'Are You Ready' report to Cabinet on 22<sup>nd</sup> February, 2012. (*two secondments*)

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<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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1.	<b>Meeting:</b>	<b>Cabinet</b>
2.	<b>Date:</b>	<b>24<sup>th</sup> April, 2013</b>
3.	<b>Title:</b>	<b>0-25 High Needs Funding Block 2013/14</b>
4.	<b>Programme Area:</b>	<b>Children, Young People and Families Services</b>

## 5. Summary:

5.1 The Department for Education's (DfE's) policy document '*School Funding Reform: Next steps to a fairer system*' (June 2012) announced that 2013-14 will see the first steps towards reforming the education funding system. The aim of these reforms is to create an education funding system that:

- Will be responsive to student needs;
- Funds all education institutions on an equivalent basis; and
- Brings together education funding for pre-16 and post-16 High Needs provision.

5.2 Chapter 3 of the School Funding Reform document sets out the plans for reforming High Needs (HNs) funding for students aged 0-25 in early years, schools, further education and the independent and private sectors – referred to as the 'place-plus' approach – it is the Government's intention that these new arrangements support the Special Education Needs (SEN) reforms outlined in the '*Support and Aspiration*.' Green Paper.

5.3 Consequently, the existing funding streams that support HN students will be brought together under a single HN Block within the Dedicated Schools Grant (DSG).

5.4 From April 2013, Local Authorities (LAs) will inherit the funding (c£19.2m) responsibility from the Education Funding Agency (EFA) to support learners with HN aged 0-25 years old. A condition by DfE on LAs in implementing these new arrangements is that they must treat those placed in mainstream and independent provision on a fair and equivalent basis.

5.5 Despite the measures below, there is an estimated c£500k 2013-14 financial year pressure on the HN block. The consequence of not addressing this will be a deficit into 2014-15, which will have implications on the affordability and sustainability of provision and services.

## 6. Recommendations:

- i) To note likely funding pressures on the LA in 2013-14.
- ii) To note progress and next steps to reduce these pressures in 2013-14 and the preparations for 2014-15.

## **7. Proposals and Details:**

7.1 Current HNs funding decisions only apply to 2013/14 – the current estimated pressure of c£500k on the HNs Block is the indicative budget as of April 2013 based upon known commitments to date.

7.2 Based upon unit cost per student, Rotherham has the second lowest HNs allocation amongst statistical neighbours, whereas the unit cost per student allocated to the Schools Block is the highest. This represents a significant challenge to Rotherham to meet the needs of all its HNs students, especially as a key principle for 2013/14 is to maintain stability of provision and service to enable a comprehensive review of HNs funding arrangements from 2014/15 (review will report in autumn 2013).

7.3 HNs provision and services in Rotherham include:

- Special schools
- Alternative Provision (AP)/Pupil Referral Units (PRUs)
- Post 16 HNs provision in FE settings
- Centrally managed high needs provision, including Early Years (EYs) ASD Support, Visual Impairment (VI) Service and Hearing Impairment (HI) Service, Autism Communication Service, Portage Service, Learning Support Service (part funded) and Disability Team.
- Mainstream Attached Specialist Resource Units
- Education in Hospital provision
- Out of authority (OOA) placements
- Mainstream Exceptional Needs funding.

7.4 The LA has managed to significantly reduce the pressure on the HNs Funding Block for 2013/14 by:

- Funding 'planned' places rather than 'actual' places so as to manage any volatility resulting from increased costs of actual assessed need, in-year starters/leavers, etc.
- Funding per place that equates to current Moderate Learning Difficulties (MLD) and Severe Learning Difficulties (SLD) unit costs of c£14k and c£20k, respectively (which has a significant impact on PRUs).
- Identifying and agreeing provision/services where the nominal 1.5% transitional funding cut can apply.
- Offsetting additional post-16 HNs funding from the EFA within the HNs Block.
- Identifying immediate savings to the HNs Block – e.g. a current HI and VI Services shortfall on 2012/13 budget will be met within 2013/14 Service budget; HNs funding to the Disability Team for MIND services will cease from July 2013 with Revenue funding of £60k for 2013/14 only; and ceasing centrally held funding to fund tutors and Teaching Assistants for named children with Statements.

7.5 Work has commenced to put in place the following actions to reduce future pressures on the HNs funding block within budget:

- A HNs Steering Group has been established with external partners and will proceed immediately with a review of HNs funding arrangements of provision and services for 2014/15 – the Group will make its recommendations in autumn 2013.
- The Commissioning Unit will begin developing a commissioning framework setting out Rotherham's local offer, future banding costs of HNs to support decision-making processes, appeals process, contracting, etc.
- PRU and Finance colleagues preparing financial models for the future delivery of Alternative Provision based upon School Funding Reforms. In addition, Finance will work with PRU Heads to support them in preparing any deficit budget plans.
- CYPS and Transport colleagues working to agree a clear policy and rational on assessing learner need and level of service, including where/who funds SEN transport and Educated Other Than At School (EOTAS). Policy and approach must relate to revenue statutory transport provision and take account of the Equalities Act and current safeguarding concerns.

## **8. Finance:**

8.1 See attached Funding Schedule (Appendix 1) for 2013/14 highlighting a HNs budget of £19.263m and a estimated pressure of c£500k , which does not include the additional risks and uncertainties set out below.

## **9. Risks and Uncertainties:**

- a) If the pressures on the HNs budget are not resolved in the current financial year there would be a need to request that Schools Forum agree to allocate funding in year from either of the other funding blocks (EYs and Schools Blocks). If this is not possible any resulting deficit position will be carried forward to the 2014/15 financial year, thus reducing the funding available for next year.
- b) Increased pressures on the HNs Block as a result of student numbers, increased levels of need and adjustments in anticipated income.
- c) There will be pressures on individual provision and services as a result of the 1.5% cut and/or the per place funding calculation. As a result, HNs funding will be allocated on the understanding that individual providers and services manage their pressures accordingly and if necessary put in place deficit plans – which will impact on affordability and sustainability of provision and services in 2014/15.
- d) PRU expenditure for 2012/13 is c£2.3m, whereas current indicative affordable position from the HNs Block for 2013/14 is £1.748m based upon:
  - 120 fte places @ £8k per place (as per DfE funding reform guidance), plus Element 3 top up funding per student (based upon either £2k per student for a part time placement £6k per student for an average PRU placement or £12k for a full time placement for more complex needs – this banding is comparable with the banding used for Rotherham's Special Schools); and
  - Developing an affordable rationale that can be applied across all HNs provision and services 0-25 – in other words, the unit costs for young people leaving PRUs into post-16 learning would have to be sustained, especially for those young people with a S139a and/or attending independent specialist provision, specialist

provision in FE and non-standard provision, as these providers would legitimately be able to challenge the LA to match the additional support needs provided pre-16 to enable these young people to continue their full-time learning post-16. Obviously, the higher the unit cost contribution from the HN's Block (rather than Traded), the greater the financial demand from the post-16 sector, which will impact on the availability of funding pre-16. Currently the MLD/SLD unit cost rationale appears achievable to meet the demand from the post-16 sector.

- e) Pupil Referral Units are required to become academies from 1.4.18. Any residual deficit balance will need to be funded from the Local Authority Revenue Budget.

#### **10. Policy and Performance Agenda Implications:**

- a) Legislative requirements of the Children and Families Bill currently going through Parliament, which is due for enactment September 2014.
- b) Implications of the new funding reforms on Rotherham's maintained Special Schools, especially post-16 in terms of the curriculum offer and the new 'lagged' funding methodology based upon student numbers and learning hours.
- c) Future funding arrangements and delivery model of Alternative Provision/PRUs in Rotherham based upon the place plus funding model.
- d) The relationship between the LA and Schools Forum in managing the three funding blocks (Early Years, Schools and High Needs Block).
- e) These reforms support 'providing quality education; ensuring young people have opportunities to improve skills, learn and get a job', as set out in the Corporate Plan. They will also support improved outcomes for all Rotherham's children and young people and the performance agenda with regard to Ofsted judgements for schools and FE providers. Finally, the approach to implementing these reforms will reflect the way Rotherham does business in particular, talking and listening to all our customers and treating everyone fairly and with respect and reducing bureaucracy and getting better value for money.

#### **11. Background Papers and Consultation:**

- *Background Paper on Implementing the High Needs Reforms (April 2013)*
- *Children & Families Bill (Feb 2013)*
- *'School Funding Reform: Next steps to a fairer system' (June 2012)*
- *Support and Aspiration.' Green Paper*
- *Statutory Instruments 2991/2012 – The School and Early Years Finance Regulation*

#### **Contact Name:**

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2013/14 TOTAL SCHOOLS BUDGET - FUNDING ALLOCATION		BLOCK
		High Needs
<b>Dedicated Schools Grant (DSG) Allocation before adjustments</b>		<b>19,263,000</b>
<b>Correction to block in respect of SEN transport</b>		-101,000
Adjustment for Non Maintained Special Schools		-70,000
<b>FINAL DSG FUNDING ALLOCATION BEFORE RECOUPMENT</b>		<b>19,092,000</b>
<b>Education Funding Agency Grant ( EFA) (Financial Year)</b>		712,000
<b>ESTIMATED CARRY FORWARD FROM 2012/13</b>		
<b>TOTAL ESTIMATED FUNDING AVAILABLE FOR 2013/14</b>		<b>19,804,000</b>
<b>INDIVIDUAL SCHOOLS BUDGETS</b>		
<b>Special Schools</b>		<b>9,970,849</b>
<b>Primary Schools</b>		
Nursery Funding		
Primary School Top Up for Pupils with SEN		402,631
Primary School Units		598,688
<b>Secondary Schools</b>		
Secondary School Top Up for Pupils with SEN		141,791
Secondary School Units		286,950
Academy Top up for pupils with SEN		23,317
<b>SPECIALIST RESOURCE PROVISION</b>		
Rotherham Enhanced Action for Dyslexia provision (READ)		80,000
Broom Centre		80,000
<b>ALTERNATIVE PROVISION</b>		
The Bridge		355,200
St Mary's		355,200
Riverside		355,200
Rowan Centre		213,120
ARC		334,600
Home Tuition		72,890
CAMHS		62,055
Education Other than at School		129,733
Education Other than at School - Transport		19,700
Hospital Tuition Service		29,550
<b>COMPLEX NEEDS SUPPORT SERVICES</b>		
Hearing Impaired Service (includes Bramley & Wickersley Specialist Resource)		615,619
Visual Impaired Service		412,715
The Autism Communication Service		167,450
The Learning Support Service		322,095
Early Years ASD Support		91,605
Disability Team		48,686
Portage Service		200,940

<b>Statemented Placements - OOA Independent/Non maintained Schools</b>	<b>1,907,141</b>
<b>Independent/Non Maintained Special Schools (NMSS) placed for Education only reasons</b>	<b>1,349,800</b>
<b>Post 16-24 SEN Provision ( Colleges and Independent Service Providers)</b>	<b>919,990</b>
<b>Rotherham children attending other LA maintained special and mainstream schools</b>	<b>223,979</b>
<b>School Organisation and Assessment Team</b>	<b>32,505</b>
<b>TOTAL ALLOCATED INCLUDING ACADEMIES</b>	<b>19,804,000</b>
<b>DIFFERENCE (-over-allocated/+under allocated)</b>	<b>0</b>
<i>Forecast expenditure for the year</i>	<b>20,278,629</b>
<i>Forecast outturn position ( - under-spend /+ over-spend)</i>	<b>-474,630</b>



<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	Cabinet
<b>2.</b>	<b>Date:</b>	24 <sup>th</sup> April, 2013
<b>3.</b>	<b>Title:</b>	Proposal to make a prescribed alteration to the age range at Trinity Croft Junior and Infant School
<b>4.</b>	<b>Programme Area:</b>	Children and Young People's Services

## 5. Summary

Trinity Croft Junior and Infant School is currently a 4-11 age range school. The Governing Body at the school have proposed to change the use of the existing Foundation Unit from an FS2 class to an FS1 / FS2 combined Foundation unit.

Where the age range of a school is to be changed this is classed as a prescribed alteration under the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007.

Following the pre statutory consultation period on the proposals, this report seeks approval to progress to the statutory consultation phase.

## 6. Recommendations

**It is recommended that statutory consultation on the proposal is begun and that a further report be brought to Members with details of the outcome of the consultation.**

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## 7. Proposals and Details

It is proposed to make a prescribed alteration to Trinity Croft Junior and Infant School from 1<sup>st</sup> September 2014. There will be a change in the age range of the school from its existing age range of 4-11 years to 3-11 years.

The school will have 112 places (FS2-Y6 = 16 x 7) with a foundation stage 1 that can accommodate up to 16 pupils on a part-time basis (8 pupils in the morning and 8 in the afternoon). The admission number of 16 to the school (FS2 onwards) will remain unchanged.

The advantages of the Foundation Stage include:

Children who currently access their Foundation 1 provision elsewhere and move to Trinity Croft for their Foundation 2 provision will be able to access the whole of their Foundation education in one place (**subject to admissions criteria for FS2**). The needs of children and parents are met, value is given to the Foundation Stage in the context of the whole school and optimum utilisation of resources and equipment is achieved.

‘Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child’s experiences between birth and age five has a major impact on their future life chances. A secure safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up. Early Education promotes teaching and learning to ensure children’s ‘school readiness’ and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life’. (Statutory Framework for the Early Years Foundation Stage – DfE).

## 8. Finance

The cost of accommodating the additional FS1 pupils will be met from within existing school resources.

## 9. Risks and Uncertainties

The proposal may cause some movement from existing pre statutory age provisions in the local area, but the increased demand for places for 2 year olds that will need to be accommodated will mean that places freed up will be reallocated by this demand.

## 10. Policy and Performance Agenda Implications

The major theme supported by the introduction of the Foundation Stage is “everyone has access to skill, knowledge and information needed to enable them to play a full part in society”.

## 11. Background Papers and Consultation

Consultation timeline:

Report to Cabinet Member and Advisors	16 <sup>th</sup> January 2013
Consultation with Parents	) January – March 2013
Consultation with Staff	
Consultation with School Governors	
Consultation with affected schools / providers	

Pre statutory consultation meetings have been held with:

Staff and representatives  
Parents / Carers of pupils attending the school  
Governing Body at the School

Other consulted parties for comment / feedback:

Borough Councillors of the affected Ward  
Parish Council  
Constituency MP  
All local schools in the area  
All local Early Years providers in the area including private providers  
Diocese via the school

Report to Cabinet	24 <sup>th</sup> April 2013
Publication of Statutory Notices	3 <sup>rd</sup> May 2013
6 week period for representations and objections closes	14 <sup>th</sup> June 2013
Cabinet decision	17 <sup>th</sup> July 2013
Implementation Date	1 <sup>st</sup> September 2014

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