

Select Commission Briefing - 3.00 p.m. **(Committee Room 3)**

SELF REGULATION SELECT COMMISSION

**Venue: Town Hall, Moorgate
Street, Rotherham.**

Date: Thursday, 27th June, 2013

Time: 3.30 p.m.

A G E N D A

1. Apologies for Absence.
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. Communications.
5. Declarations of Interest.
6. Questions from Members of the Public and the Press.

For Decision:-

7. Minutes of the previous meeting held on 2nd May, 2013 (herewith) (Pages 1 - 5)
8. Representations on Panels/Working Groups (report herewith) (Pages 6 - 7)
9. Performance Clinics Framework and Guidance for the Self Regulation Select Commission (report herewith) (Pages 8 - 11)

For Monitoring:-

10. Invest to Save Update (report herewith) (Pages 12 - 15)

11. Revenue Account Outturn 2012/13 (report herewith) (Pages 16 - 29)
12. Work Programme (report herewith) (Pages 30 - 39)
13. Exclusion of the Press and Public.
The following item is 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).
14. Support for the Local Economy (report herewith) (Pages 40 - 52)
15. Date and Time of Next Meeting - Thursday, 25th July, 2013 at 3.30 p.m.

Members of the Self-Regulation Select Commission:-

Councillor Currie (Chairman)

Councillor Beck (Vice-Chairman)

**Councillors Ahmed Atkin, Beaumont, Ellis, Godfrey, J. Hamilton, Mannion, Sharman, Tweed,
Vines and Watson.**

SELF REGULATION SELECT COMMISSION
2nd May, 2013

Present:- Councillor Currie (in the Chair); Councillors Beaumont, Beck, Ellis, Godfrey, J. Hamilton, Mannion and Sharman.

Apologies for absence:- Apologies were received from Councillors Atkin, The Mayor (Councillor Pickering), Tweed and Watson.

72. DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

73. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

There were no questions from members of the public or the press.

74. MINUTES OF THE PREVIOUS MEETING HELD ON 28TH MARCH, 2013

Resolved:- That the minutes of the previous meeting of the Self Regulation Select Commission held on 28th March, 2013 be approved as a correct record for signature by the Chairman.

Further to Minute No. 67 (Corporate Plan Outcomes) it was acknowledged that this Select Commission could only recommend that the Corporate Plan outcomes be revised with suggested involvement from this Select Commission.

Reference was made to Minute No. 69 (Performance Clinics) and the deferral of the report until the next meeting of this Select Commission owing to sickness absence by the relevant officer.

75. REVENUE BUDGET MONITORING FOR THE PERIOD ENDING 28TH FEBRUARY 2013

Further to Minute No. 189 of the meeting of the Cabinet held on 10th April, 2013, consideration was given to a report presented by Stuart Booth, Director of Finance, which provided details of progress on the delivery of the Revenue Budget for 2012/13 based on performance for the first eleven months of the financial year. It was currently forecast that the Council would overspend against its Budget by £0.601m (+0.3%); an improvement of £0.677m on the January report which showed a forecast overspend of £1.278m (+0.6%). The main reasons for the forecast overspend related to:-

- The continuing service demand and cost pressures in looking after vulnerable children across the Borough.

- Additional, one-off property costs relating to the continued rationalisation of the Council's asset portfolio as part of the efficiency drive to reduce operational costs.

It was expected that this forecast overspend would further reduce in the final month of 2012/13 financial year following Cabinet's instruction, endorsed by Scrutiny, that future spend should be on essential items only. For the remainder of the financial year spend must only be in respect of ensuring that vulnerable children and adults were safeguarded, be contractually committed, where to not spend would be a false economy, or to ensure compliance with health and safety requirements.

Continued, concerted management action would also be required to ensure that the Council was able to deliver a balanced outturn and preserve its successful track record in managing both its in year financial performance and its overall financial resilience.

A discussion and question and answer session ensued and the following issues were raised and subsequently clarified:-

- Definition and determination of essential spend and the need for this to be consistent across the Authority, the statutory obligations and as to what it actually entailed.
- Overspend position for Children and Young People's Services and the Invest to Save Bid for out of authority foster placements to mitigate key pressures.
- Need for more clarity and narrative on the savings to ascertain whether the position was positive or negative year on year.
- Continuation of the Multi-Agency Support Panel in Children and Young People's Services in order to support a move towards a balanced budget.
- Timetable for early sight of monitoring reports by this Select Commission.
- Key pressures in Asset Management as a result of accommodation costs and property sales.
- Forecasted underspend on the Housing Revenue Account and the impact and significant risks arising from the social sector size criteria rules.
- Close monitoring of the financial management arrangements and the risk that this poses from the social sector size criteria rules.
- Potential overspend arising from the pressures of winter maintenance and the basing of this on an average winter.
- Parking income targets and the reasons for the overspend through the target not being achieved.
- The need for adequate and robust budget challenge.
- Non-contractual overtime and the impact of this with the reduction of staff.
- Credit to Waste Management in savings arising from contract renegotiations from changes to collection arrangements.

Resolved:- (1) That the recommendations made to Cabinet be noted.

(2) That the any comments made be forwarded onto the Cabinet for further deliberation.

(3) That a report be submitted to a future meeting on the progress and impact of the Invest to Save Bid for out of authority foster placements in Children and Young People's Services.

(4) That further information be provided on the reasons for the parking income target not being achieved, thus resulting in an overspend.

76. COMPLAINTS - 6 MONTH REPORT (APRIL 2012 - SEPTEMBER 2012)

Consideration was given to a report presented by Dave Roddis, Performance and Quality Manager, which presented information about complaints made between 1st April, 2012 and 30th September, 2012 under the Corporate Complaint's Procedure, the Adult Social Services and Children's Social Services Complaint Regulations.

The figures in the report included details of the number of customers and the number of complaints made with each Directorate area providing information and a breakdown summary.

In total over the last six months the number of complaints received by the Council was **335** (on target decrease - **724** received 2011-12) and overall **98%** of all complaints were responded to within the timescales promised, compared to **94%** (2011/12).

This progressive approach had continued, leading to a year on year improvement and all Directorate leads were targeted to achieve 100% performance.

The report set out in detail the headline results from April to September, 2012 along with lessons learning from complaints and each Directorates' performance.

A discussion and a question and answer session ensued and the following issues were raised and subsequently clarified:-

- Inclusion of Councillors' surgery reports and the capturing of data not logged through the proper channels, i.e. by telephone and face to face.
- Awareness raising with Elected Members.
- Appeals against school admissions were not included in the report and were subject to separate categorisation.
- Positive management of complaints.
- Changes to services driving the level of complaints received.

- Improvements arising through the creation of a centralised complaint function and staff training.
- Formalisation of a complaint and the important elements of a comment.
- External complaint investigation costs, which whilst increased were deemed as good practice across complex Children and Young People's Services cases.
- Submission of an end of year report to this Select Commission.

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

77. WORK PROGRAMME - UPDATE 2012/13 AND YEAR AHEAD 2013/14

Consideration was given to a report presented by Deborah Fellowes, Scrutiny Manager, which provided an update on the Scrutiny Work Programme for 2012/13 and sought views on the work programme for 2103/14 and whether the areas below remained a priority:-

- Scrutiny of commissioning arrangements.
- Corporate plan outcomes – review of priorities.
- HRA – impact of welfare reform.
- Public Equality Duty (update).
- Twelve months implementation of the revised laundry charges with a view to ascertaining whether they provide value for money.
- Private Finance Initiative – update.

Issues of concern needed to be fed into the Self-Regulation Select Commission 2013/14 work programme, which would be submitted for consideration by the Overview and Scrutiny Management Board to prioritise the overall work programme across each of the Select Commissions. This would highlight any areas of joint working, thematic approaches or potential duplication.

The work programme was flexible and issues may be referred to the Overview and Scrutiny Management Board and Select Commissions by various sources.

Discussion ensued on the work programme and it was suggested that this also include some work on Councillors' Structures.

Reference was also made to reviewing previous scrutiny reviews completed in the last few years as part of Scrutiny aftercare, especially with the challenges now facing the Council and the changes to staffing structures and which would then be captured as part of the Scrutiny Annual Report, which would be presented to Council in July, 2013.

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

(2) That the areas identified in 2013/14 work programme remain valid with the inclusion of a review into Councillors' Structures.

(3) That any additional areas be identified and be fed into the wider scrutiny work programme to be considered by the Overview and Scrutiny Management Board.

78. DATE AND TIME OF NEXT MEETING

Resolved:- That the next scheduled meeting of the Self Regulation Select Commission take place on Thursday, 27th June, 2013 commencing at 3.30 p.m.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	SELF REGULATION SELECT COMMISSION
2.	Date:	27TH JUNE, 2013
3.	Title:	REPRESENTATIVES ON PANELS AND WORKING GROUPS
4.	Directorate:	CHIEF EXECUTIVE'S DIRECTORATE

5. Summary

Confirmation of memberships of the various Council sub-groups for the Municipal Year 2013/14 is required.

6. Recommendations

To nominate and confirm memberships on the Council Sub-Groups for the 2013/14 Municipal Year.

7. Proposals and Details

To consider membership of the following:-

A. Health, Welfare and Safety Panel

Meet on a quarterly basis on a Friday at 2.00 p.m. along with quarterly visits of inspection.

To nominate one Member and substitute – currently Councillor Sharman and substitute Councillor J. Hamilton.

(N.B. Member commitment required with substitute attending if nominated Member cannot)

B. Recycling Group

Meet every two months on a Tuesday at 10.00 a.m.

To nominate one Member – currently Councillor Ellis.

8. Finance

None significant.

9. Risks and Uncertainties

Memberships are required to ensure continuity of the Council's business.

10. Policy and Performance Agenda Implications

Memberships are required to ensure continuity and progression of the Council's business

11. Background Papers and Consultation

None.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Self Regulation Select Committee
2.	Date:	27 June 2013
3.	Title:	Performance Clinics Framework and Guidance for the Self Regulation Select Committee
4.	Directorate:	NAS

5. Summary

The council is committed to delivering its commitments to citizens. Against a backdrop of diminishing resources this is very challenging and requires us to rethink how we monitor and manage performance when expectations are not being met. This report was requested at the Self-Regulation Select Commission meeting on March 28 2013.

The council has successfully used performance clinics in the past but the way these clinics have been used and the frequency with which they are held has changed reflecting the reduced resources available.

In order to reflect this direction of travel and provide to refresh our approach this report suggests three types of clinic that could be used in different circumstances (Managerial, Ad hoc Challenge Events and Planned Challenge) are described in this report and can be triggered in a variety of circumstances in response to a specific issue, theme or cause for concern.

- Managerial Performance Clinic is internal and managed entirely by the service and P&Q
- Ad hoc Challenge events - recommended by Senior Leadership Team (SLT), Cabinet Members or the Select Committee, usually after managerial action has failed to achieve an improvement in outcomes
- Planned Challenge Events as part of the annual work programme of Scrutiny Service ‘

Resources used to set up and run performance clinics divert resources away from front line problem solving and delivery. Consequently it is important that ‘clinics’ are used appropriately and sparingly. Clinics should not be seen as the default response to poor performance.

6. Recommendations

Agree the approach set out in the report

Consider options for appointing an ‘independent chair’ at Member-led performance clinics

7. Proposals and Details

Performance Clinic Framework components and triggers

Changes in the way the council carries out its business, to reflect the reduced resources available mean that Performance and Quality staff are more front facing and actively participate in problem solving, rather than simply holding managers to account. Many performance clinics are conducted as problem solving events, rather than straightforward challenge events.

7.1 Managerial Performance Clinic (Officer)

Directorate Leadership Teams (DLT) have a fundamental role in managing performance and risk. In the event of DLT, the services themselves, or officers in the Performance and Quality team (P&Q) identifying a single issue with a specific area of work or key performance indicator, a decision will be made about what action is required. If the concern is such that a performance clinic is required then P&Q will organise and facilitate this process in line with performance management frameworks. This will include key performance measures, targets and clear accountability and risk management processes. The clinic will develop and agree an action plan and P&Q will then manage the plan to completion, working in conjunction with the service manager. Progress against the plan will be monitored and reported to the relevant DLT to provide assurances that the issue is under control.

NB: It is important to note that it is not always appropriate to hold a performance clinic as other interventions may be more appropriate and timely. Where the reason for the issue is understood, specific service improvement work can take place.

Trigger points:

- If performance is below target and is predicted to not meet the year end target.
- If performance is currently on target but due to a known event / issue, is predicted to not meet the year end target.

When a Performance Clinic has taken place and an action plan developed and agreed, it is the role of the P&Q Team in conjunction with the appropriate service to monitor and support and ensure that focus remains whilst the issue is being resolved.

Role of Scrutiny

At this stage the accountable Director will manage performance against the outcomes at this stage in the process.

7.2 Ad hoc Challenge Events with Member/Peer involvement

As part of the Corporate Performance Management Framework we would normally involve Cabinet Members to be involved in a Performance Clinic if performance against a Corporate Plan outcome is still presenting concerns.

Historically, a number of different approaches have been taken with Performance Clinics led by Cabinet Members. This has involved a number of Scrutiny Members and/or Cabinet Members acting as chair.

At the last Self Regulation Select Commission it was suggested that it would be useful to adopt a 'Peer' arrangement, and rather than the Cabinet Member holding the portfolio responsibility acting as chair, identifying an independent Cabinet Member instead.

The Commission expressed a view that if it was helpful then the chair could invite Members of Scrutiny to attend to provide a confirm and challenge approach.

This type of Performance Clinic would record formal minutes along with an action plan which will be monitored via the P&Q team and reported back to the relevant Cabinet Member and Self-Regulation Select Commission (as part of performance reporting).

Trigger points:

- Failure to address underperformance in relation to a priority outcome of the council.

Role of Scrutiny

Members could have a role in this type of challenge event as well as a scrutiny role of monitoring against agreed actions.

7.3 Planned Challenge Events (Scrutiny)

As part of the annual work programme of Scrutiny some issues are highlighted because of long standing concerns about performance. These types of issues could be addressed through a planned challenge event. This could take the form of a detailed report by the accountable lead officer that shows evidence of the work that is taking place to achieve the outcome and any related targets, both national and/or local. Alternatively, if a more rigorous examination is needed, the Commission can request a 'spotlight' review. On the basis of the evidence gathered, the Commission would make recommendations to Cabinet Members or senior manager to support service improvement. It is felt that this is where real value is added and where barriers to improvement are at a political level or are around policies and strategies.

Details of planned challenge events and corresponding actions and outcomes should be published as part of the performance reporting mechanism.

Trigger points:

- If a Scrutiny Select Commission becomes concerned about the performance against a Corporate Plan outcome (for example if performance has been 'red' for two quarters and does not show signs of improvement) and agrees that further work be undertaken.
- Long term issues persist after a member-led performance clinic has been held.

Role of Scrutiny

To identify areas of concern and commission a more in depth report to confirm the work that the service is undertaking to achieve the desired outcome.

Scrutiny members will determine the scope of review and areas to be examined, calling upon support from P&Q and Scrutiny support as required. Recommendations emerging from this process will be considered by Cabinet.

8. Finance

As a result of service reductions the Council's ability to deliver all the corporate plan objectives is a high risk. The potential for under performance as a result of budget reductions highlights the importance of integrating performance, risk and financial reporting.

9. Risks and Uncertainties

We proactively manage risks to prevent negative impacts on performance against delivery of services and any associated key performance indicators.

10. Policy and Performance Agenda Implications

All Council services are responsible for key areas of service delivery and therefore have a significant role in the delivery of key national and local performance indicators. These services also support all Council Directorates enabling them to deliver against Corporate Plan outcomes.

Service improvement is a key role for Performance & Quality in addition to managing and monitoring performance with DLT's.

11. Background Papers and Consultation

Self-Regulation Select Commission 28 March 2013: Minute 69

Contact Name:

Sue Wilson

Performance and Quality Manager

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1. MEETING:	Self-Regulation Select Commission
2. DATE:	27 June 2013
3. TITLE:	Invest To Save Update
4. DIRECTORATE:	Safeguarding, Children and Young People's Services All Wards

5. SUMMARY

At its meeting of 2 May, 2013, the Self-Regulation Select Commission requested that a report be submitted to a future meeting on the progress and impact of the Invest to Save Bid to reduce use of independent foster agency placements. This report details actions taken, number of foster carers recruited and savings. The report was submitted to the Corporate Parenting Panel, Chaired by Cllr Lakin on May 21, 2013.

6. RECOMMENDATIONS

That Self-Regulation Select Commission:

- a. **Receives the report and notes the actions taken through the invest to save bid to recruit foster carers and prospective adopters;**
- b. **Notes that the invest to save programme will continue to be monitored by officers on a monthly basis and by the Corporate Parenting Panel to ensure that targets are achieved and more fostering and adoptive placements are available locally**

7. PROPOSAL AND DETAIL

7.1 The Invest to Save Proposal was agreed in August 2011 and is a three year investment. This invest to save is focused on increasing the number of fostering and adoptive placements. The first year target of a net increase of 12 fostering households was achieved and the second year target of 18 was exceeded by 2. The final year target is a net increase of 23 fostering households. These are minimum targets.

In terms of adoption the first year target of approving 17 was exceeded by one, whilst in the second year they missed the target of 21 approvals by 2 due to checks and references being delayed. However these two will be approved in April / May. The adoption service within the third year needs to approve 21 adopters.

The approval activity needs to be balanced against the focus on ensuring retention of foster carers (see table below). Year two has seen consistent recruitment activity with foster carers and a significant improvement in activity from the previous year.

Approvals by Month	Approval category	by	Deregistration / registration by month	Reasons
April - 3	1 Families Together 1 Task 4-10 years 1 Respite 5-11 years		April 2	2 Family and Friend carers who secured SGO
May - 1	1 Task 0-5 years		May 1	Gained employment / level of dissatisfaction
June - 2	1 Task 0-2 years 1 Task 4-10 year		June 1	Family illness
July - 3	1 Families together / task 1 Family and Friend Carer 1 Task 2-6 years		July 1	Moving from area
Aug - 3	1 Task 0-1 year 1 Task 0-5 years 1 Task 12-18 years		Aug - 0	
Sept - 3	1 Task 0-5 years 1 Task 0-11 years 1 Families together / long term		Sept - 3	2 x Family and Friends carers – child reached 18 1 Emigrating
Oct - 5	1 Task 0-2 1 Task 5-11 1 Task 5-10 1 Long Term 9-18 1 Task 10-18		Oct - 3	1 carers secured SGO 1 ill health 1 change of career
Nov - 0			Nov - 0	
Dec - 0			Dec - 0	
Jan - 3	1 Task 5-11 1 Task 0 -2 1 Family and Friends Carers		Jan - 1	Family and Friends carer secured SGO

Feb - 5	1 Task 0-4 1 Task 2-5 1 Task 5-10 1 Task 5-11 1 Task 0-2	Feb - 1	1 Family and Friends – change of personal circumstances
March - 6	3 Task 5-10 2 Task 0-5 1 Task 0-2	March - 1	1 dissatisfaction
Total Approved	34	Total Lost	14

7.2 The bi monthly information sessions and press / radio are proving to be successful in respect of fostering as each session is generating appropriate enquiries. This approach is not as successful in respect of attracting prospective adoptive parents. The marketing officer is part of the Yorkshire and Humberside Consortium recruitment group which allows the service to learn from others and adapt our own recruitment strategies. The marketing activity during 2012/13 has been evaluated and plans for 2013/14 drawn up. As a result of the evaluation and a piece of research undertaken to explore what motivates individuals to adopt, the plan during 2013/14 will be to run separate and discrete marketing activity for adoption and fostering.

7.3 Additional work -extensions to existing foster carers homes

An element of the recruitment and retention strategy was to see whether increased capacity within existing foster carer households or improved quality of life for looked after children could be achieved by building extensions on existing foster carers homes.

24 foster carers plus two family and friends households (total 26) were identified for this investment as a benefit to the looked after children and the service.

- 5 have been completed
- 3 have been cancelled (foster carers circumstances changing or building work not feasible)
- 4 currently have builders on site
- 4 currently waiting planning
- 3 currently out to tender
- 7 surveying stage / further investigations

It is anticipated that all will be completed within 2013/14. The spend in 2011/ 12 was £91,260 and in 2012/13 was £170,170. Therefore the total amount borrowed to date is £261,430.

8. FINANCE

8.1 The invest to save programme continues to be monitored on a monthly basis to ensure that targets are achieved and more fostering and adoptive placements are available locally. Details of this are provided to each meeting of the Corporate Parenting Panel.

- 8.2** The financial position as detailed below reflects the staged approach of the invest to save with more foster carers being recruited during years two and three. Therefore the savings will become more apparent during this financial year.

Period	Original Cumulative Cost £	Original Cumulative Saving £	Net Saving Cumulative £	Forecast Cumulative Cost £	Forecast Cumulative Saving £	Net Cumulative Saving £
July – Sept 11	46,919	5,084	-41,835	33,401	0	-33,401
Oct – Dec 11	153,369	17,793	-135,576	139,082	5,084	-133,998
Jan – Mar 12	272,110	119,129	-152,981	244,432	120,710	-123,723
April – Jun 12	396,156	264,638	-131,518	347,269	143,587	-203,683
July – Sept 12	519,415	443,700	-75,715	454,744	242,594	-212,150
Oct – Dec 12	638,236	654,028	15,792	558,326	370,262	-188,064
Jan – Mar 13	761,095	903,438	142,343	671,610	745,196	73,586
Apr – Jun 13	878,641	1,191,930	313,289	784,854	930,184	145,330
July – Sept 13	997,025	1,526,343	529,318	900,598	1,294,267	393,669
Oct – Dec 13	1,124,321	1,908,827	784,506	1,020,928	1,687,728	666,800
Jan – Mar 14	1,263,555	2,339,381	1,075,826	1,149,172	2,156,259	1,007,087

9. RISK AND UNCERTAINTIES

The risk is continued over reliance on Independent Fostering and Adoption Agencies if the targets are not achieved and lack of placement choice for those children and young people who become Looked After

10. POLICY AND PERFORMANCE AGENDA IMPLICATIONS

Performance measures have been identified for the service and these will be monitored on an ongoing basis.

11. BACKGROUND AND CONSULTATION

This was brought at the request of Self-Regulation Select Commission

Contact: Gillian Ackerley, Service Manager, Family Placements and Residential, Children and Young People's Services gillain.ackerley@rotherham.gov.uk (01709) 823444

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Self Regulation Select Commission
2.	Date:	27th June 2013
3.	Title:	Revenue Account Outturn 2012/13
4.	Directorate:	Resources

5. Summary

- In 2012/13 the Council **budgeted** to spend **£213.290m** on its **General Fund Revenue Account**. **Actual spending for the year was £212.402m**, a **saving** against budget of **£0.888m (or -0.42%)**. Of this, £0.705m is accounted for by surpluses on trading accounts, leaving a **net underspend of £0.183m**.

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

- In addition, the **Delegated Schools' Budget was £183.574m**. Actual spend against this was **£182.958m**, an **underspend of £0.616m** for the year. This has been added to Schools' Reserves which at 31st March 2013 stood at £8.227m.
- The Housing Revenue Account (HRA) in 2012/13 was **budgeted** to make a contribution to the HRA General Reserve of **£1.838m**. Actual contribution to this Reserve was **£6.801m** - a £4.963m additional contribution.
- This is a very positive outturn, especially given the challenges faced in-year which necessitated the implementation of a moratorium on all but essential spend from October. It is the result of the hard work of both elected Members and staff in managing reducing levels of funding at a time of increasing service need, and also the generally good and responsible financial management on the part of budget holders.
- Reflecting the above out-turn position, and assuming the recommendations in this report are approved, the Council's Revenue Reserves as at 31 March 2013 were: **General Fund Reserves** available and uncommitted to support the Budget **£9.316m** and Earmarked Reserves £51.345m of which £41.663m is ringfenced for HRA, Schools and to meet future PFI contractual obligations. Reserves at the end of 2012/13 are in line with planned levels.

6. Recommendations

That Self Regulation Select Commission is asked to note the following recommendations to Cabinet:-

That Cabinet :-

- 1. Note the Council's General Fund, Schools' and the Housing Revenue Account (HRA) Revenue Outturn Position Statements for 2012/13.**
- 2. Note the level of the Council's Revenue Reserves as at 31 March 2013.**
- 3. Approve the carrying forward of underspends on Trading Services (£704,895) and requests for carrying forward of specific items (£158,709) in accordance with the Council's approved policy; and**

7. Proposals and Details

7.1 Revenue Outturn 2012/13

Rotherham's Net Revenue Budget (excluding Delegated Schools' Budget £183.574m) for the 2012/13 financial year was £213.290m. Actual spending was £212.402m, resulting in an underspend of £0.888m (or 0.42%). In addition to this, the Delegated Schools' Budget was underspent by £0.616m.

The Revenue Outturn position is analysed by Directorate at **Appendix 1** with the principal reasons for the variations set out in **Appendix 2**. More detailed Directorate Outturn reports have been presented to individual Cabinet Members for their portfolio areas of responsibility.

In spite of significant pressures and commitments, the Council has managed to achieve, through taking a proactive series of management actions and careful financial management, a positive financial out-turn. Excluding the position on schools, there is a net underspend of £0.888m (0.42%) on the Council's Net Revenue Budget. This reflects the Council's continued prudent and sustainable approach to financial management.

During 2012/13 the Council has continued the process of reconfiguring and rationalising its services in order to meet the financial challenges it is facing. As part of the process the Council offered the option of a voluntary severance scheme during the financial year. By the 31st March 2013, 328 employees had left or had been given approval to leave the Council under the terms of its Voluntary Severance arrangements (that is Voluntary Early Retirement, Voluntary Redundancy, Phased Retirement and Redeployment).

7.2 Schools' Budgets

Schools' budgets totalled £183.574m last year. Spending against these budgets came to £182.958m, an underspend of £0.616m (0.34%) which was transferred into Schools' Balances. Schools' Balances (including declared savings of £0.252m) stood at £8.227m as at 31st March 2013. The Department for Education (DfE) makes it clear, that schools are autonomous and self-managing and as such, within set guidelines the use of balances is under their control.

7.3 Housing Revenue Account (HRA)

The outturn position for the HRA showed a surplus for the year of £6.801m, which increased the HRA General Reserve to £15.129m as at 31st March 2013. The Service was budgeted to increase reserves in 2012/13 by £1.838m. This expected level of contribution was exceeded by £4.963m. The principal reasons for the above budget increase in the General Reserve are summarised in **Appendix 2**.

The HRA's 30 year Business Plan (under the Government's Self Financing Regime) has been updated to reflect the Outturn position and contribute towards providing additional future investment in the Council's housing stock.

HRA balances (including Major Repairs and Furnished Homes) stood at £19.845m at 31st March 2013.

7.4 Carry Forward of Balances into 2013/14

The following treatment of year end balances is proposed:

- **Trading services**
The Council's existing practice of carrying forward 100% of surpluses and deficits will continue and these will be taken into account in future year's business plans.
- **One-off or specific project budgets**
In cases where there are exceptional items of expenditure e.g. earmarked funding for special projects or developments, an application and supporting case has to be made to SLT to recommend to Cabinet the carry forward of 100% of any unspent balance at the end of the financial year if the project remains to be completed.

The outturn position for 2012/13 now reported reflects the position before the approval of the carry forward of trading services and specific balances. **Appendix 3** shows the position under each of these categories and the supporting case for their application to carry forward specific project budgets.

SLT has considered the requests for carry forward and recommends to Cabinet that all requests are approved. These total £0.864m composed of: £0.705m in respect of traded services and £0.159m relating to one-off or exceptional items.

7.5 Reserves

Reserves to Support the General Fund Revenue Budget:

General Fund Reserves are held in order to protect the Council against unforeseen costs and contingencies and to mitigate financial risks. In order to ensure that a prudent level of balances is held the value of balances is risk assessed annually as part of the budget setting process. Reflecting the outturn position and after assuming that the carry forward requests are approved, **£9.316m of the General Fund Reserve is available to support future years' budgets**. This figure is equivalent to about 4% of the Council's Net Revenue Budget which is in line with the Council's Financial Plan and is deemed to be at a prudent level. The increase from the estimated figure reported within the 2013/14 Budget Setting report is due to the Council delivering an Outturn within the Cash Limited Budget for 2012/13.

Earmarked Reserves

At the end of the 2012/13 financial year the Council's earmarked reserves stood at **£51.345m** comprising:

- Schools' Balances of £8.227m;
- HRA Reserves of £19.845m;
- PFI Reserve (£13.591m) to meet future contractual obligations over the life of the Schools and Leisure schemes;
- Commutation Adjustment Reserve (£8.394m) to meet future debt repayment costs;
- Culture and Leisure Insurance Reserve (£0.355m) and;
- Other Earmarked Reserves (£0.933m).

Cabinet is asked to note the level of the Council's Revenue Reserves as at 31 March 2013.

8. Finance

In total, the Council **budgeted to spend £396.864m on its General Fund Revenue Account in 2012/13**, (excluding Schools' Budgets the total was £213.290m). **The actual spend was £395.360m**; an underspend of £1.504m or 0.38% less than budget. This is made up of the following:

	£m	%
General Fund (excl. Schools Delegated Budgets)	0.888	0.42
Schools Delegated Budgets	0.616	0.34
	-----	-----
	1.504	0.38
	-----	-----

The summarised effect of this outturn position on the Council's Reserves has been set out above in the Reserves section of this report.

Cabinet is asked to support the following proposed treatment of the non-schools unspent 2012/13 General Fund balance:

General Fund (Non-Schools) Outturn Balance	
- transferred to General Fund Reserves	£0.888m

Less:

Carry forward of Traded Services	£0.705m
Carry forward requests for specific projects/purposes	<u>£0.159m</u>

<u>Balance available to support budget</u>	<u>£0.024m</u>
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9. Risks and Uncertainties

Decisions about the level of resources (including reserves) that are deployed to deliver the Council's priorities involve risk and uncertainty. However, the impact of unforeseen circumstances and adverse variances against budget can be minimised by continuing improvements in financial management, including the more effective management of financial risks.

10. Policy and Performance Agenda Implications

Approval with regard to the carry forward requests for Traded Services and for specific projects/purposes should be given as soon as possible so as to give certainty to the final level of approved budget for the current (2013/14) financial year.

11. Background Papers and Consultation

Cabinet Reports:

- Proposed Revenue Budget and Council Tax for 2012/13, 22nd February, 2012
- Revenue and Capital Budget Monitoring reports to SLT and Cabinet.

Other Documents

- Statement of Accounts 2011/12 and draft Statement of Accounts 2012/13

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APPENDIX 1 – 2012/13 Outturn Summary by Directorate

<u>Directorate</u>	<u>Budget</u>	<u>Outturn</u>	<u>Surplus (-)/ Deficit (+)</u>	<u>Trading</u>	<u>Non- Trading</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
C&YPS	35,176,211	35,600,634	+424,423	-468,616	+893,039
EDS	35,877,844	36,062,876	+185,032		+185,032
Adult Social Services	72,024,293	71,498,149	-526,144		-526,144
Neighbourhoods	<u>2,457,786</u>	<u>2,120,031</u>	<u>-337,755</u>	<u>-62,074</u>	<u>-275,681</u>
NAS	74,482,079	73,618,180	-863,899	-62,074	-801,825
Resources (Including Land Bank)	21,571,350	21,642,297	+70,947	-174,205	+245,152
Central and Other Services	46,182,516	45,477,898	-704,618		-704,618
TOTAL (Excl Schools)	213,290,000	212,401,885	-888,115	-704,895	-183,220
Schools' Budgets	183,573,755	182,957,392	-616,363		-616,363
TOTAL	396,863,755	395,359,277	-1,504,478	-704,895	-799,583

APPENDIX 2 - EXPLANATION OF MAJOR BUDGET VARIATIONS IN 2012/13

Children & Young People's Services

The Children and Young People's service (excluding schools) spent **+£424k above budget** in 2012/13. After allowing for the carry forward of the trading surplus on the Schools Catering Service (-£422k) & the Schools Music Service (-£46k), the **overspend compared with budget was £893k**. The key reasons for the variations to budget are:

Special Education Provision was +£74k overspent. This was due to an overspend of +£147k as a result of more Complex Needs placements (17 at the end of 2012/13 compared with 13 at the end of 2011/12, an increase of 4) which is partially offset by additional income generation in Education Psychology of (-£25k) & staff savings (-£48k).

Delegated services were underspent by -£428k. This includes the School Catering trading surplus (-£422k) and the School Music Service trading surplus (-£46k), which will be carried forward into 2013/14. There was also an overspend at Rockingham Professional Development Centre (+£40k) due to under recovery of income.

Children Looked After services were +£1,566m overspent. The number of Looked After Children has increased by 9 to 392 over the last 12 months. The overspend is mainly due to out of authority residential placements (+£1.607m) and independent fostering placements (+£259k). These overspends are partially offset by underspends on in-house Residential care services (-£228k) & transport for Looked after Children (-£72k).

Other CYPS Services underspent by -£788k to help mitigate the overall service pressure. These underspends are mainly due to staffing savings (-£160k), reduced leaving care costs (-£87k) and the flexible allocation of grant underspends (-£541k).

Impact of Management Actions

Considerable, concerted proactive management actions to contain, and where possible, reduce the financial pressures faced by the Directorate have continued throughout 2012/13. In total these actions have helped the service avoid £2.49m of costs that would otherwise have been incurred including; a reduction in placement costs (£460k) through renegotiating contracts with external providers, a reduction in the use of agency staff (£1.309m) due to successful recruitment of social workers, continued operation of the multi-agency support panel where management actions and decision making has avoided costs of £703k and reduced overtime costs (£18k) in 2012/13.

Environment and Development Services

The overall service out-turn position was **+£0.185m above budget**. The main variations against budget were:

The Directorate's Business Unit underspent by -£57k due to effective management of vacancies, the moratorium on non-essential spend and a controlled Training programme.

Regeneration, Planning and Cultural Services underpent by -£78k. There are some key pressures within the service area. Markets have reported a pressure +£47k due to fewer traders renting stalls and the need to undertake more repairs. Development Control have under recovered against an income budget reporting a pressure of +£103k. Economic Strategy have reported pressure of +£94k, in the main due to the suspension of the European Social Fund, which funded staff time and can now no longer be recovered causing an income shortfall. Other pressures across the service amount to +£64k.

These pressures are being mitigated by some savings which are mainly due to the council wide moratorium on spend. Culture and Heritage Services was -£68k underspent mainly due to staff vacancies. Library services have underspent by -£210k and further savings across Regeneration, Planning and Cultural Services amount to a -£108k underspend.

Network Management was + £662k overspent. The main pressure being the winter maintenance budget (which provides for a below average winter) was overspent by +£536k, mainly due to a prolonged periods of severe weather throughout the winter months. Parking Services under-recovered its income budget by +£142k but has made savings of -£15k to help mitigate this. Other Network Management pressures totalling +£58k, are being mitigated by savings of -£59k from Streetworks and Enforcements additional income recovery. This additional income is unlikely to be recurrent.

Waste Management is -£74k underspent due to some savings from renegotiation of contracts and from changes to collection arrangements for Green Waste over the winter period. These continue to more than offset some income pressures on waste collection, but may be subject to change, as contractual arrangements remain under review.

Leisure and Community Services is -£103k underspent due to savings from the imposed moratorium, a freeze on sports revenue grants and third party funding, not recruiting to vacant posts and increased in income at country parks.

The Corporate Transport Unit and associated services are -£132k underspent mainly due to reduced costs of bus passes from SYPT, a reduction of Post 16 charges from colleges, some additional income from driver training courses, and the impact of the imposed moratorium.

Transportation Services are overspent by +£39k due to additional revenue material costs associated with a Local Transport Plan (LTP) scheme.

Other Directorate wide savings amounted to -£72k.

Neighbourhoods and Adult Services

Adult Services

The Adult Services outturn **delivered an underspend of -£0.526m against budget.** The key variations within each service area can be summarised as follows:

The key variations within each service area can be summarised as follows:

Adults General budgets were underspent by -£27k mainly due to the moratorium on supplies and services and managed savings on training budgets.

Older People's Services were -£761k underspent. Additional Winter Pressures funding received in last quarter (-£378k). Vacancies due to service reviews (-£687k). Impact of the moratorium on non essential spend within Day Care and assistive Technology (-£211k). Slippage on developing services for Dementia clients (-£220k) and carers breaks (-£192k). An underspend on independent residential and nursing care (-£221k) due to 32 less clients receiving service than budgeted together with a reduction in the average cost per client due to more self funders. These underspends were reduced by pressures on Direct Payments (+£998k) due to additional demand (104 additional clients received direct payments) and budget pressure in house residential care income (+£115k) plus an overall overspend on domiciliary care due to increase in demand during final quarter (+£35k).

Learning Disability services were overspent by +£753k. Due to an overspend on independent sector residential care budgets as a result of an increase in the number of clients including the average cost of care packages plus loss of income from health (+£676k). Recurrent pressures on Day Care transport including under-recovery of income from charges and new high cost placements, pending final outcome of review (+£201k). Increase in demand for Direct Payments over and above budget (+£95k). Supported living schemes underspent due to additional CHC income and the decommissioning of one scheme (-£224k). Minor overspend on supplies and services budgets (+£5k).

Mental Health Services were -£58k underspent. Pressures on Direct Payments (+£101k) were offset by savings on Community Support Services (-£155k) as clients moved to a direct payment. **Minor underspends** on supplies and services (-£4k).

Physical and Sensory Disabilities were -£271k underspent. Slippage in developing specialist alternatives to residential care provision (-£584k) used to mitigate pressures within direct payments. An underspend on the equipment and minor adaptations budgets, additional winter pressures funding, vacancies and savings on supplies and services (-£183k). These underspends have been reduced by an increase in demand for Direct Payments (+38 clients) resulting in an overspend (+£496k).

Adults Safeguarding were underspent by -£20k mainly due to slippage on filling vacant posts plus additional fee income from court of protection.

Supporting People were underspent by -£142k due to additional savings relating to a reduction in actual activity on a number of subsidy contracts.

Neighbourhoods

The net outturn for Neighbourhood services shows an **underspend of -£0.338m before the carryforward of traded services balances and -£0.276m after taking traded service balances into account.** The key variations can be summarised as follows:

Environmental Health underspent by -£34k as a result of vacant posts, the impact of the Council wide moratorium on non-essential expenditure, and some one-off grant funding that was used to partially fund expenditure within the Community Protection Team.

Public Health services (Food Safety, Health and Safety, Animal Health, Trading Standards, Licensing and Bereavement Services) **underspent by -£77k** mainly due to slippage in implementing the restructure within this service.

Housing and Communities underspent by -£53k. This included an underspend as a result of Members Allocations not being fully spent in the year within Community Leadership Fund. A request for Cabinet to support carry-forward of £21,248 was submitted on 25th February to Cabinet Member for Community Development, Equality and Young Persons Issues (Ref minute number 41). Further savings were made due to tight vacancy management and tight controls on supplies and services within Area Assemblies.

Housing Strategy and Investment services underspent by -£41k mainly due to lower utility costs within the Lighting of Staircases budget.

Housing Options underspent by -£80k. Within this the Dispersed Units Trading Account generated a surplus of £62k and this report includes a proposal to carry forward the trading surplus. Additional income was also generated from fees within the Adaptations Service.

Central Neighbourhood services underspent by -£53k due to savings made on supplies and services budgets.

Resources

The overall service outturn position **was +£71k before the carryforward of traded services surpluses and +£0.245m above budget when these are taken into account.** The main variations against budget were:

Commissioning, Policy & Performance, HR and Legal Services budgets were underspent by -£112k. This includes delivery of the £500k budgeted Shared Services target for 2012/13, principally from the HR & payroll shared service with Doncaster MBC.

Of the -£112k underspend, £88k is being requested for carry-forward, £79k in respect of the Rotherham Partnership and £9k in respect of underspends on the International Events and Town Twinning budgets. (See Appendix 3).

Financial Services was underspent against budget (-£194k). This includes a net surplus (-£174k) on schools traded services which will be carried forward into 2013/14. (See Appendix 3). The balance (-£20k) is due to savings through the moratorium on non-essential spend.

Revenues and Benefits Service was overspent by £37k due to awards for discretionary rate relief being greater than the level budgeted.

Asset Management was underspent by £325k. This includes an overspend on the Council's Land & Property Bank (+£444k) due to the need to keep secure properties which have been vacated until they are sold or demolished. This overspend was partially mitigated through underspends elsewhere in Asset Management (-£119k). This includes an underspend on the Emergency Planning Joint Service with Sheffield City Council (-£50k) which is being requested as a carry-forward to pay for crucial work on reservoir risk assessments and temporary mortuary / excess death provision, which could not be completed within a reasonable timescale without the

retention of this funding (See Appendix 3) and through additional income generation (-£69k).

Internal Audit and Governance was slightly overspent (£15k) due to the service not achieving its staffing vacancy factor.

Central and Other Services

Overall these services **contributed a net saving to the 2012/13 Outturn of £0.704m**. Key pressures and savings within this were:

- Partial delivery of the budgeted staff savings target (+£1.209m)
- Slippage on the delivery of the budgeted 2012/13 Commissioning Savings Target (+£932k).
- Slippage in delivering the budgeted 2012/13 Customer Service savings target (£87k).
- Provision made for legal claims in respect of property searches (+£273k)
- Write off of uncollectable Sundry Account debts (+£70k)

The above pressures were mitigated through: additional one-off Housing Benefit income (-£495k), the Council's Contingency budget (-£251); and delivery of Accounting Opportunities (-£2.529m).

The Council's Outturn position also reflects inclusion of a provision for the Municipal Mutual Insurance (MMI) liability at the upper end (28%) of the Administrators estimate of the Council's liability. This has been funded via the Council's Insurance fund, additional one-off Housing Benefit income (£460k) and partial use of a pensions overpayment refund (£51k).

Housing Revenue Account (HRA)

The Housing Revenue Account **budgeted** to make a contribution to reserves of **£1.838m**. Actual contribution to reserves was **£6.801m; £4.963m above budget**.

The principal reasons for the £4.963m additional contribution to the HRA General Reserve were:

- Underspend on expenditure on minor voids (-£796k)
- Slippage on planned works and capitalisation of expenditure on garage sites (-£763k)
- Under utilisation of bad weather contingency and contractual risks budgets (-£220k)
- Review of Service Level Agreements, including procurement and support costs (-£1.197m)
- Review of staffing structures, including vacancies, and moratorium on non essential spend (-£883k)
- Savings on final Housing Subsidy payment after final audit (-£157k)
- Additional income from charges for services and facilities (-£760k)
- Additional rent income (-£187k).

APPENDIX 3 - CARRY FORWARD OF 2012/13 REVENUE BUDGET UNDERSPENDS

Carry Forward of Traded Balances (£704,895)

In accordance with the 9th April 2008 Cabinet decision to carry forward 100% of traded services surplus and deficits and be included in future years' business plans, the following trading service balances will be carried forward in to 2013/14 financial year.

C&YPS

- £422,408 Schools Catering Service (Trading surplus). The service has prepared a report for Cabinet to consider the proposed use of this trading surplus.
- £46,208 Schools Music Service. The Authority has secured £1.4m in funding in respect of the Rotherham Music Hub from the Arts Council of England over a 3 year period with the funding reducing over that 3 year period. It is requested that the surplus funds of £46k from operations in 2012/13, be carried forward into 2013/14 to partially offset the fall in government funding in future years.

NAS

- £62,074 This is the trading surplus on the Dispersed and Furnished Units service which provides emergency overnight accommodation. Income from the weekly charge from occupied units is used to contribute to replace fixtures, furniture and furnishings within the temporary units for the homeless and is ring-fenced to the service area. Due to the nature of what the properties are used for it is difficult to estimate the occupancy, thus the income levels that may be generated throughout the year are reinvested into the upkeep of the properties and to cover operational costs, any reserve that is generated at year end is used the following year to maintain property standards and to supplement any short fall in income due to under occupancy of the units in year. This service sits alongside the furnished accommodation scheme operated in the HRA to help support the establishment of vulnerable tenancies.

Financial Services

- £107,647 This surplus relates to the Schools' Staff Sickness Insurance Scheme which provides financial compensation to schools which need to employ additional staff to cover their own staff's absence.
- £66,558 This surplus is for Schools' Finance Traded Service which provides financial management and professional support and advice to Head Teachers and Governing Bodies in managing their financial resources

Carry Forward of specific project budgets

As previously indicated, the existing policy requires that in the case of exceptional items of expenditure, an application and supporting case be made to SLT to recommend to Cabinet the carry forward of 100% of any unspent balance at the end of the financial year.

These requests are set out below by Directorate:

Neighbourhoods

- £21,248 Community Leadership Fund - the Members Community Leadership Fund had an under spend of £21k at the year end. It was agreed on 25th February at Cabinet Member meeting for Community Development and Equality and Young Persons Issues to request to Cabinet a carry forward of any unspent balance for use in 2013/14. (See Minute Ref 41)

Resources

Carry forwards are requested for the following, mainly grant and/or jointly funded activities:

- £79,289 Funding for the Rotherham Partnership is provided by organisations like the South Yorkshire Police, the Chamber of Commerce, NHS Rotherham, Rotherham Hospitals, Voluntary Action Rotherham and Thomas Rotherham and Dearne Valley Colleges.
- £49,743 Emergency Planning Joint Service with Sheffield City Council. This represents the 2012/13 underspend on this jointly funded service which at the meeting of the Joint Committee on 6 December, the Elected Members (supported by the lead directors of both councils) agreed to request the carry-forward of any surplus to support the joint service in 2013/14. The proportionate share of the underspend is: Sheffield £33,825 and Rotherham £15,918. The funding has been provisionally earmarked to pay for crucial work on reservoir risk assessments and temporary mortuary / excess death provision, which could not be completed within a reasonable timescale without the retention of this funding.
- £8,429 International Events (£2,245) and Town Twinning (£6,184) – to fund commitments for events in 2013/14.

TOTAL

- **£863,604** **Of this, £704,895 relates to trading accounts and £158,709 to specific balances.**

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Self-Regulation Select Commission
2.	Date:	27 June 2013
3.	Title:	Scrutiny Work Programme 2013/14
4.	Directorate:	Resources

5. Summary

The report updates members of Management Board and all of the Select Commissions on the outcomes from the “development session” on the work programme, held during OSMB on the 24th May 2013, and the proposals for allocation of that work programme to each of the Select Commissions.

6. Recommendation

That Members endorse the work programme and consider the following:

- **OSMB maintain oversight of the emerging Scrutiny arrangements for the City Region Economy and conduct any work as deemed necessary**
- **Additional items for both Health Select Commission and Improving Places**
- **How Self Regulation and/or Improving Places should deal with the Local Procurement agenda**
- **Reallocation of the Housing Finance agenda from Self Regulation to Improving Places**

7. Proposals and Details

The work programme for 2012/13 was agreed early in the municipal year which gave Scrutiny a much earlier start to its work. This has been reflected in the volume of work that has been covered during the year, despite the staffing changes and reductions that have taken place.

The aim is to take the same approach this year and with this in mind Management Board agreed a headline work programme in a dedicated work planning session held at its meeting on the 24th May 2013. Attached at appendix A is the work programme that was agreed during these discussions.

It was agreed that each Commission should aim to have 1 full review and 1 spotlight review during the year, but that other items of interest and priority could be managed as part of the scheduled meetings with well scoped and planned reports by individual officers. On this basis the appendix identifies not only the work area but whether it will be a full review, spotlight review or report to a scheduled meeting.

Whilst information contained within the draft work programme reflects the discussions that were held on the 24th May, there are a number of items that will require further clarification between the Select Commissions and OSMB. These are as follows:

- Whilst the importance of the City Region Economy, in terms of key policy agendas, was recognised, it was noted that there will be new Scrutiny structures on a sub regional basis being devised for this. It was therefore agreed that this was the most sensible way to support scrutiny of the City Region and that OSMB keep a watching brief on this as it emerges.
- Some key suggestions from members of the Health Select Commission were not considered on the 24th May due to an omission, these are School Nursing and Sexual Health Services. The Health Select Commission may well therefore wish to discuss its work programme further in light of this.
- Similarly, additional suggestions for Improving Places have also been received since the 24th May which include Town Centres and Council house gardens. An ongoing work commitment to Pot holes and Section 106 agreements were also omitted. Improving Places Select Commission may also wish to discuss its work programme further in light of this.
- The allocation of Local Procurement to the Self Regulation Select Commission was based on the assumption that it could be looked at as part of their Commissioning Review. The scoping of this may result in it becoming more of a focus on the economic regeneration implications of this and therefore more appropriately allocated to Improving Places
- Council Housing Finance was allocated to Self Regulation on the 24th May, however, there is somewhat of an imbalance between Self Regulation and Improving Places in terms of work load so Members may wish to consider re-allocating this to the Improving Places Select Commission.

By way of assisting Members with these discussions, the terms of reference for all of the Select Commissions are attached as appendix B.

It is intended that this report be considered by all Select Commissions and Management Board at the following meetings:

Improving Lives – 12th June
Health – 13th June
OSMB – 14th June
Improving Places – 19th June
Self Regulation – 27th June
OSMB – 28th June

It is intended therefore that upon completion of the June round of meetings, these discussions will have been completed and that the work programme can be finalised. This would ensure that it could begin in July 2013, in advance of the Summer recess, the same as the previous year.

8. Finance

No direct financial implications.

9. Risks and Uncertainties

The development of a clear work programme maximises the potential for Scrutiny to have an impact and mitigates against the risk of using resources with little impact or outcome. It does, however, need to maintain flexibility to allow for uncertainties to be accommodated within the planning process. The work programme should begin by July 2013 to ensure the best chances of it being completed in time.

10. Policy and Performance Agenda Implications

The Scrutiny work programme aims to add value to corporate priorities by addressing key policy and performance priorities. These are taken into consideration when defining the work programme on an annual basis.

11. Background Papers and Consultation

Contact Name:

Deborah Fellowes, Scrutiny Manager ext 22769

Appendix A**Work Programme 2013/14 – as agreed 24th May 2013****Overview and Scrutiny Management Board:**

Subject	Source	Work category	Lead responsibility	Scope
Community Safety	Statutory requirement	Reports	OSMB	Priority setting Anti Social Behaviour Bill
Flooding	“ “	Single item	OSMB	As required to fulfil statutory requirements – includes Utilities
Welfare Reform	Scrutiny	Cross cutting theme	OSMB/Steering Group	Maintain overview and refer issues to Steering Group as required
Update review of Scrutiny function – Member structures	Scrutiny	Spotlight Review	OSMB	Looking at terms of reference and reviewing how effective the new structure is in implementation
City Region economy – jobs and business	Scrutiny and Cabinet/SLT	Progress report	OSMB	To be addressed at City Region level
Deprived Communities	Cabinet/SLT	Full Review	OSMB – to be done by Vice Chairs	Review of impact of policy and look specifically jobs and employment issues. To include issue referred from Welfare Reform Steering Group.

Health Select Commission:

Subject	Source	Work category	Scope
Excess Medication	Scrutiny	Spotlight Review	Aim to find ways to reduce wastage and save resources
Continence Services	Scrutiny	Spotlight Review	Aim to find ways for more preventive approaches and save resources
How to improve health in Rotherham	Cabinet/SLT	Progress Reports	This is a wide area – work with Health and Wellbeing Board on Health and Wellbeing strategy monitoring
Access to GPs	Scrutiny	Full Review	To follow on from issues raised in Urgent Care review
Continuing Health care for Children and Young People	Officer	Report	Follow on from Adults review

Self Regulation Select Commission:

Subject	Source	Work category	Scope
Private Finance Initiative update	Scrutiny	Report	
Local procurement policies	Officer	Report	This could be a separate piece of work around economic benefits or part of Commissioning review
Commissioning	Scrutiny	Review	Brought forward from 2012/13
Budget setting process	Cabinet/SLT and Scrutiny	Review	Members input into the process. Self Regulation to consider including impact on equalities.
Budget monitoring	Scrutiny	Progress Reports	Regular monitoring reports.
Performance monitoring/review of Corporate Plan outcomes	Scrutiny	Progress Reports plus potential report on refresh of Corporate Plan	Regular monitoring reports.
Post RBT savings	Scrutiny	Progress report as part of revenue report	Have savings been made as originally projected.
Impact of budget cuts on equalities	Scrutiny	Report	To be considered as part of budget review
Council Housing rents and supplementary charges for community rooms and laundry charges	Scrutiny	Report	With Improving Places
Council Housing finance – impact of Welfare Reform	Scrutiny	Spotlight Review	Report on officer review currently taking place

Improving Places Select Commission:

Subject	Source	Work category	Scope
Local Plan - Sites and Allocations Policy	Scrutiny	Progress reports	Consideration of progress via consultation and development of policy. In collaboration with Local Plan Steering Group
Community assets/Community Right to Buy	Scrutiny	Potential report – later on in programme	Consideration of progress if required
Housing repairs	Scrutiny	Progress reports	Quarterly reports required on repairs and voids.
Council Housing rents and supplementary charges for community rooms and laundry charges	Scrutiny	Report	With Self Regulation
Customer Service Centre and Libraries	Scrutiny	Full Review	Impact of new opening hours and changes to services.

Improving Lives Select Commission:

Subject	Source	Work category	Scope
School places update	Scrutiny	Progress Report	Progress on issues raised – also links to Section 106 reports to Improving Places and Local Plan Steering Group work.
Child Sexual Exploitation	Scrutiny	Progress report	Picking up outstanding issues from 2012/13
Update on Families for Change	Scrutiny	Progress Report	
Support for improving outcomes at Key Stage 2;	Scrutiny	Progress Report	Follow on from performance clinic work – also focus on impact of Learners First and pupil premium
Outcomes and impact of the Lifestyle Survey – six-month progress review;	Scrutiny	Report	
Outcomes for Looked After Children (based on the 10 questions to ask...)	Scrutiny	Report	
Poverty – children and older people	Officer – census information	Full Review	To be completed but needs to be focused.
Review of IYSS	Scrutiny		To review one year following start – defer to 2014/15
Safeguarding	Cabinet/SLT	Spotlight Review	Initiate with Annual Report then look at alcohol and drug misuse, transition to adults services.

Appendix B – terms of reference: specific functions of Select Commissions

SELF-REGULATION

The Self Regulation Select Commission is tasked with carrying out in-depth overview and scrutiny reviews as directed by the OSMB, including

- scrutinising the Council's self-assessment processes as part of the self-regulation framework;
- scrutinising issues and actions emerging from external assessments (peer review, inspection etc);
- monitoring and holding to account the performance of service delivery within the Council and its partners etc with particular reference to the Corporate Plan and Community Strategy;
- scrutinising and monitoring whether efficiency savings are achieved or exceeded;
- co-ordinating the carrying out of value for money reviews;
- scrutinising the annual budget setting process; and
- monitoring the Council's budget and medium term financial strategy.

HEALTH

The Health Select Commission is tasked with carrying out in-depth overview and scrutiny reviews as directed by the OSMB, including

- performing the role of the Council's designated scrutiny body for any issue relating to health and the public health agenda;
- scrutinising the health services commissioned for the people of Rotherham (under the powers of health scrutiny as outlined in the Health and Social Care Act 2001);
- scrutinising partnerships and commissioning arrangements in relation to health and well-being and their governance arrangements;
- scrutinising measures for achieving health improvements and the promotion of wellbeing for Rotherham's adults and children;
- scrutinising measures designed to address health inequalities;
- scrutinising public health arrangements;
- scrutinising food standards and environmental health ; and
- scrutinising issues referred to the select commission by the Local Involvement Network (or any successor body).

The Health Select Commission will also act as a consultee in respect of those matters of “substantial variation” on which NHS bodies must consult with the Council in relation to its health scrutiny function.

The Health Select Commission will lead on the overview and scrutiny of any regional and specialist health service health matters affecting residents of two or more local authorities within Yorkshire and the Humber, and will conduct such overview and scrutiny reviews in accordance with the Protocol for the Yorkshire and the Humber Council’s Joint Health Scrutiny Select Commission.

IMPROVING LIVES

The Improving Lives Select Commission is tasked with carrying out in-depth overview and scrutiny reviews as directed by the OSMB including

- scrutinising the Every Child Matters agenda (note Health Select Commission responsibilities);
- scrutinising the “Think Family” and early intervention/ prevention agendas;
- scrutinising other cross-cutting services provided specifically for children and young people;
- scrutinising employment and skills development; and
- scrutinising non-health related adult social care.

IMPROVING PLACES

The Improving Places Select Commission is tasked with carrying out in-depth overview and scrutiny reviews as directed by the OSMB, including

- scrutinising community cohesion and social inclusion and the Council’s specific initiatives to promote them;
- scrutinising tourism, culture and leisure services and strategies;
- scrutinising borough wide housing and neighbourhood strategies;
- scrutinising economic development and regeneration strategies; and
- scrutinising the environment and sustainable development.

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