

## **Deputy Leader**

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

**Date: Monday, 14 October 2013**

**Time: 9.30 a.m.**

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

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies for Absence.
4. Minutes of the Previous Meeting held on 9th September, 2013 (herewith). (Pages 1 - 5)
5. Food in Crisis Project (report herewith) (Pages 6 - 9)
6. Cabinet Reports and Members' Issues (Directors to report).
7. 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)
8. Procurement of Scanner Support and Maintenance from Civica (report herewith) (Pages 10 - 11)
9. Date and Time of the Next Meeting - 11th November, 2013 at 9.30 a.m.

**DEPUTY LEADER  
9th September, 2013**

Present:- Councillor Stone (in the Chair); Councillors Gosling and Sims.

**N15. MINUTES OF THE PREVIOUS MEETING HELD ON 11TH JULY, 2013**

Consideration was given to the minutes of the previous meeting held on 11<sup>th</sup> July, 2013.

With regards to Minute No. N11(a) it was noted that the 1% pay offer was for all staff, but did not apply to Chief Officers.

Resolved:- That the minutes of the meeting held on 11<sup>th</sup> July, 2013 be approved as a correct record.

**N16. WAIVER OF STANDING ORDER TO AWARD THE CONTRACT FOR LOCAL WELFARE PROVISION (CRISIS LOANS) TO LASER CREDIT UNION LTD**

Consideration was given to the report presented by Zafar Saleem, Community Engagement Manager, which detailed how the six months contract was let to LASER Credit Union Ltd to deliver the loan element of the crisis support 'Fund for Change' from the 1st April, 2013 as part of introducing "Local Welfare Provision" pending a wider market procurement process.

Whilst some knowledge of demand and operation had now been gained, it was apparent that it was not yet possible to project the demand over a full year or the detailed on-going administrative requirements. This in part was due to expected increased demand in the run up to Christmas and over the winter months.

In light of this, it was proposed to extend the current contract to 31st March, 2014 and seek quotes for the service beyond that, subject to a waiver of Standing Orders. It was also necessary to confirm that whilst the loan fund was managed by LASER and loans from the fund were made by them, that the loan fund was the property of the Council.

At the end of June 475 loans had been made by LASER with a total value of £65, 807, but this had further been updated to the issuing of 766 loans with a current value of £105,000.

Discussion ensued on the level of demand, current figures and risks associated with non-repayment of the loan and how best to mitigate this going forward.

Resolved:- (1) That the delivery of the local welfare provision (crisis loans) for the period 1st October, 2013 until 31st March, 2014 be exempted from Standing Orders in accordance with Standing Order 38 (Exemptions) and Standing Order 49 (Tender invitation and receipt of tenders) and the contract be awarded to LASER Credit Union Ltd in the sum of £24,050.

(2) That the "Fund for Change" loan fund remains the property of the Council.

(3) That a further report be submitted to the next meeting on the way forward to address non-repayment processes.

#### **N17. POST RECOGNITION STRATEGY - INVESTORS IN PEOPLE (IIP)**

Consideration was given to the report presented by Phil Howe, Director of Human Resources, which provided details of how the Council had successfully achieved re-accreditation of the IIP standard effective from June, 2013 and valid for a period of up to three years.

The Council met 185 of the 196 evidence requirements enabling retention of Gold status.

The external assessor's report provided information on areas of strength and developments to enable the Council not only continue to maintain the IIP standard and Gold status, but to further improve, develop and maintain organisational development.

Resolved:- (1) That the actions to address areas noted for development from the external assessor's report (Appendix A) which are to be included in the Corporate Workforce Strategy, Strategic HR service plan and passported into relevant Directorate service/team plans be noted and supported.

(2) That Strategic Directors ensure their directorate areas for development are addressed in service/team plans and performance managed. (Individual directorate reports will be provided to Directorate Management Teams (DMTs) during August, 2013 and colleagues from Human Resources will be available to attend as necessary).

#### **N18. WORKFORCE STRATEGY REVIEW 2012-13**

Consideration was given to a report presented by Phil Howe, Director of Human Resources, which provided an overview of the impact of Human Resources policies, procedures and activities on the Council workforce during 2012-13.

The budget challenges facing the Council (and the need to achieve reductions in workforce costs) have required organisational redesign, changes to working practices and changes to Human Resources (HR)

policies. Successful management of workforce costs (£6.7 million reduction in 2012/13) had kept the number of compulsory redundancies to a minimum and reduced the impact of budget cuts on the delivery of front line services.

During the last year the Council iIP Gold status was reassessed and employees were asked to participate in the Employee Opinion Survey. Despite major changes across the Council over the last few years the number of grievances lodged by employees continued to be well below benchmarks whilst employee engagement and involvement remains positive and similar to the high levels of the previous survey.

A continued focus on key workforce activity had helped to maintain an engaged workforce, whilst successfully achieving organisational change. The report summarised the workforce activity in the last year, by the themes of the Workforce Strategy including:-

- Ensuring we have a modern and thriving Council.
- Developing leadership capacity through change.
- Developing our employees' skills for the future.
- Managing talent and attracting new talent as appropriate.
- Ensuring we have a fairly rewarded workforce.

Reference was also made to the promotion of the salary sacrifice schemes, which had generated savings for both employees and the Council.

Resolved:- That the continued high level of employee engagement/ involvement, key Human Resources activity and the £6.7 million reduction in workforce costs be noted.

## **N19. GOV DELIVERY COMMUNICATION SYSTEM**

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which sought approval to purchase the Gov Delivery system, which was a cloud based communication system that would enable the Council to provide co-ordinated email, SMS, social media and RSS feeds.

As well as being able to disseminate proactive updates and alerts to customers about the Council in a very effective and economical way, it would also enable the distribution of marketing information to increase take up of services.

The system would allow the Council to collaborate with and share subscribers with other local authorities and government agencies, such as the Met Office and the Highways Agency. This collaboration helped to increase citizen take up rates and proactively encouraged digital registration and take up of services. As such, it would help the Council's strategy towards achieving channel shift, where users interact with the

Council through electronic interfaces.

The system would also enable the Council to consolidate currently fragmented email and mobile telephony contacts which were in place across the Council into the Gov Delivery system, allowing the Council to combine various databases of resident information which were currently in existence.

Resolved:- That the contract for the purchase of the Gov Delivery Communication System be exempt from the provisions of Standing Order 47.6.3 (requirement to invite at least 3 written quotations for contracts with a value of between £20k and £50k) and the contract be awarded to Gov Delivery.

## **N20. RESOURCES PERFORMANCE REPORT FOR 2013/14 QUARTER 1**

Consideration was given to a report presented by Anne Hawke, Performance and Improvement Officer, which summarised the quarterly performance for the period ending 30<sup>th</sup> June (Quarter 1) by the Resources Directorate against current measures and key service delivery issues across the areas of:-

- Procurement.
- Commissioning.
- Performance and Quality.
- Communications and Marketing.
- Policy and Partnerships.
- Financial Services.
- Human Resources.
- Internal Audit and Asset Management.
- Legal and Democratic Services.

A summary of the key points, including highlights and achievements and issues/risks was provided in relation to each of the areas.

Reference was also made to the secondary school lifestyle survey which was currently being analysed and would be presented at the relevant meetings shortly.

Discussion ensued on the promotion of the new Intranet and the need to make the Council's website more user friendly.

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

## **N21. CABINET REPORTS AND MEMBERS' ISSUES**

There were no issues to report other than to confirm that budget discussions would commence shortly to look at meeting the budget shortfalls and expected savings.

**N22. DATE AND TIME OF THE NEXT MEETING**

Resolved:- That the next meeting take place on Monday, 14<sup>th</sup> October, 2013 at 9.30 a.m.

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Deputy Leader</b>
<b>2.</b>	<b>Date:</b>	<b>14<sup>th</sup> October, 2013</b>
<b>3.</b>	<b>Title:</b>	<b>Food in Crisis Project</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

**5. Summary:**

There are a number of existing organisations in Rotherham providing support for people in crisis for food; these are mainly faith based organisations, most of these are reliant on good will and donations and are now struggling to meet the increasing demand for food. Some of these organisations have been providing this support over a number of years but have over the last 12 months seen a rapid increase in people accessing their food in crisis support services.

This report focuses on a proposal to work with some of these organisations and others who have formed a Community Food Member (CFM) partnership. The report outlines a proposal (in partnership with FareShare Yorkshire) for the development of a 'Rotherham Centre' for the centralised distribution of food to CFM organisations. This will enable a more regular and sustainable approach to the provision of food for people in food poverty. It is anticipated that through the collection and sharing of information, that a greater understanding of why people find themselves in food crisis can be gained to avoid recurrent crisis situations.

The proposal is that RMBC awards the contract to FareShare Yorkshire (FSY) to supply food to organisations working with people in crisis in Rotherham through the development of a hub and spoke model. FSY are a charity, affiliated to the national FareShare organisation. FSY currently operate across Yorkshire and have contracts with major supermarkets and food retailers for the redistribution of their surplus food. Given that FSY have this arrangement, and have access to regular amounts of surplus food from a number of major food retailers, they are the obvious choice to deliver this service. Currently, there are no other known organisations that can deliver the same level of service operating in the area, therefore the proposal is that this service is not tendered and the contract is awarded to FareShare Yorkshire from 1<sup>st</sup> October 2013 until 31<sup>st</sup> October, 2014.

**5. Recommendations**

**The Deputy Leader is recommended to:**

- 6.1 exempt the Food in Crisis Service from Standing order 47 (contracts valued at less than 50,000 should be commissioned) in line with standing order 38 (exemptions).**

## 7. Proposals and Details

### 7.1 Background

As with many parts of the country, there has been a growing awareness of food poverty as an issue facing an increasing number of individuals and families living in Rotherham. From research, the main cause of crisis among people seeking food relates to benefit issues such as delays or changes.

We have around 10 organisations dealing with people in crisis that have expressed an interest to form a Community Food Member (CFM) partnership. The organisations in the CFM partnership range from some faith based organisations that are part of an existing Food in Crisis partnership as well as some emerging organisations that deal directly with people in crisis. Demand for food is increasing and it is estimated that organisations in the Food In Crisis Partnership have been distributing around 600 food parcels and preparing around 2,200 cooked meals each month. Demand is proving unsustainable, in that the organisations can not keep a regular supply of the right food at the right time, thereby providing inconsistency across the piece, it has also proved difficult in the past based on current information collected on why the person has got to a crisis situation and what support is in place to move them into a more resilient situation.

Clients seeking food, range from those with short term financial difficulties to those with longer term issues, such as mental health problems or drug and alcohol dependency. In the majority of cases, the causes of a crisis relate to delays or changes to welfare benefits and debt.

### 7.2 Purpose of the Food in Crisis Project

RMBC and partners are committed to ensuring people in crisis receive timely, holistic support to address their immediate needs and trying to prevent problems from reoccurring. The *fund for change*, RMBC's local welfare provision scheme, provides interest free loans (via Laser Credit) or grants to those needing urgent financial assistance.

To respond to the growing issue of food poverty in Rotherham, work has been undertaken to identify a reliable source for existing and additional food for CFM organisations at no or limited cost to those organisations.

There are a number of elements relating to people in 'food crisis' that RMBC would want to address:-

- A regular supply of food (of the type required) for CFM organisations that does not create unsustainable demand or unintentionally provide support to those not in real crisis.
- A better understanding of the underlying issues facing people in food related poverty based on appropriate data/info collection and sharing.
- Appropriate support to people in crisis to minimise/prevent 'repeats' and to increase resilience
- Where possible, earlier identification of those most at risk and the provision of appropriate prevention and early intervention services (including supporting better financial capability and budgeting skills)



- Promoting healthy eating and cooking and growing of food within local communities.

### **7.3 A Rotherham Centre managed by FareShare Yorkshire**

FareShare Yorkshire is a national charity, who currently redistributes surplus 'fit for purpose' food to organisations working with disadvantaged communities. They have a regional base in Barnsley from where they currently supply groups across Yorkshire, including some organisations in Rotherham. FSY supply both non ambient food (chilled / frozen food requiring refrigeration / freezers) and ambient food i.e. tins, dry and packaged food items that do not require refrigeration and can be stored in cupboards.

The proposal is that FSY will utilise premises in Rotherham, which they would use as a distribution centre to store and stockpile food supplies, especially those of high demand. This would enable FSY to provide surplus food to around fifteen (depending on demand this could fluctuate) CFM organisations, providing a regular supply of food to those organisations. This new Rotherham distribution centre would initially operate for one day a week and function as a centralised base from which CFMs could come to collect / or have deliver of a range of ambient food items suited to individual needs. FSY would manage the arrangements with individual CFM organisations, maintaining regular communication around food orders and deliveries. The Rotherham storage and distribution centre would enable the storage of food items that could be provided on demand but also enable the stockpiling of high demand items. It is proposed that until a premises is secured as an interim arrangement (Phase 1) FareShare Yorkshire would directly deliver to up to 7 (determined as those in greatest need) registered CFM organisations. Once the centre has been secured and operational (Phase 2) would commence which would provide a supply of food for up to 15 or more organisations.

The model could evolve as appropriate, for example by providing other goods from the centre or enabling other goods/donations to be stored. The use and development of volunteers will be explored along with any potential training opportunities e.g. warehouse training and there is the potential to explore mutually beneficial partnerships e.g. by working with RCAT.

### **7.3 Contractual Arrangements with FareShare Yorkshire**

It is believed that FareShare Yorkshire are the only organisation that have the experience and the appropriate suppliers and can currently provide on a regular basis this level of food supplies to this number of organisations. FareShare Yorkshire are currently working in the Yorkshire area and have arrangements with 10 other organisations in Rotherham, some for non ambient food supplies so they are the ideal organisation to deliver this proposed project and manage the Rotherham Centre.

Given the lack of providers in the market delivering similar services, any competitive tendering process would be an inappropriate use of resources (people and time), especially given the value of the contract. This food in crisis provision cannot be addressed under any other existing RMBC contract arrangement. Therefore, an exemption from the Council's standing orders for the requirement to undertake a tendering process is required.

In line with usual commissioning practice, there will be a contract between RMBC and FareShare Yorkshire which will include the service requirements. The usual contract review meetings will be held to monitor performance and determine the success of the project.

## **8. Finance**

FareShare Yorkshire aim to deliver 100kg of food to each CFM per week until the centre has been established.

Phase one: up to £7,500 p.a. pro rata for the period of time it takes to secure and open a centre in Rotherham, to include coordination of the food supplies, collection of monitoring information and delivery to an agreed number of organisations. These costs will reduce once the centre has been established, given the direct delivery of food will no longer be required. It is estimated that Phase two of the project will bring in around 1500kg of food weekly.

Phase two: approx £25,000 per annum to include the project management, leadership, coordination of a food centre to be open 1 day per week, sourcing food for up to 16 organisations.

Unknowns at this stage: any potential cost of premises and utilities.

Allocated resource: local welfare provision (fund for change) year 1 allocation.

## **9. Risks and Uncertainties**

Not undertaking a competitive tendering process could result in some challenge from existing service providers about the decision to award the contract. This risk is felt to be low.

This food in crisis service relies on the contracts that FareShare Yorkshire have with the major supermarkets. This enables the regular supply of cost effective surplus food to be provide to CFM organisations, who in turn distribute food parcels to individuals in food crisis.

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

The provision of food in crisis relates to the community strategy priority around supporting those who are vulnerable in our community.

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

None

**Contact Name:**  
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**Planning Regeneration and Cultural services**  
**Environmental and Developmental Services**

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