

## COUNCIL MEETING

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

**Date:** Wednesday, 16th April, 2014

**Time:** 2.00 p.m.

## A G E N D A

1. To submit for approval the minutes of the Council Meeting held on 5th March - Pages 31A to 41A (Section A).
2. To consider any communication received by the Mayor or the Chief Executive and to pass a resolution or resolutions thereon.
3. To consider any questions from the Public.
4. To receive and consider reports, minutes and recommendations of the Standards Committee - Pages 24B to 27B (Section B).
5. To receive a report from the Leader and to consider reports, minutes and recommendations of the Cabinet - Pages 121C to 134C (Section C) including the following recommendations to Council:-

**Capital Programme Monitoring 2013/14 and Capital Programme Budget 2014/15 to 2016/17  
(Minute No. C208) (Pages 122C-123C)**

**Debt Management and Recovery Policy for Adult Social Care Debt  
(Minute No. C211) (Pages 124C-125C)**

6. To consider the following reports of meetings of Cabinet Members:-

Children, Young People and Families Services – Pages 50D to 58D  
(Section D)

Communities and Cohesion – Pages 27E to 38E (Section E)

Culture and Tourism – Pages 28F to 33F (Section F)

Regeneration and Development – Pages 46G to 54G (Section G)

Adult Social Care – Pages 45H to 49H (Section H)

Safe and Attractive Neighbourhoods – Pages 48J to 59J (Section J)

Health and Wellbeing – Pages 25K to 29K (Section K)

Waste and Emergency Planning– Pages 33L to 35L (Section L)

Deputy Leader – Pages 24N to 30N (Section N)

7. To receive and consider reports, minutes and recommendations of the Licensing Board - Pages 24Q to 25Q (Section Q).
8. To receive and consider reports, minutes and recommendations of the Health and Wellbeing Board - Pages 55S to 75S (Section S).
9. To receive and consider reports, minutes and recommendations of the Planning Board - Pages 45T to 59T (Section T).
10. To put questions, if any, to Cabinet Members and Chairmen (or their representatives) under Standing Order No. 7(1) and 7(3).
11. To put questions, if any, to the designated Members on the discharge of functions of the South Yorkshire Police and Crime Panel, South Yorkshire Fire and Rescue Authority, South Yorkshire Integrated Transport Authority and South Yorkshire Pensions Authority, in accordance with Standing Order No. 7(5).
12. Scrutiny Update - Councillor Whelbourn, Chairman of the Overview and Scrutiny Management Board, to report.
13. To determine any item which the Mayor is of the opinion should be considered as a matter of urgency

**J. COLLINS**

Director of Legal & Democratic Services

**8<sup>th</sup> April, 2014.**

**COUNCIL MEETING  
5th March, 2014**

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

**A79 COUNCIL MINUTES**

Resolved:- That the minutes of the meeting of the Council held on 29<sup>th</sup> January, 2014, be approved for signature by the Mayor.

Mover: Councillor Stone

Seconder: Councillor Akhtar

**A80 COMMUNICATIONS**

The Chief Executive submitted apologies for absence from Councillors Lelliott, Pitchley, Smith and Tweed.

**A81 QUESTIONS FROM MEMBERS OF THE PUBLIC**

A member of the public referred to replies to questions put forward at Council meetings being answered by letter they avoided the subject being recorded for future reference in the minutes.

With visual, recording and incomplete minutes not being implemented, was this deception or distortion?

The Leader reported that questions from the public were responded to, wherever possible, at the meeting at which they were asked.

The member of the public received a reply to his question at the previous Council meeting. However, as part of his enquiry related to licenses across the Borough, thorough research was required to provide a full and accurate response. Owing to the amount of detail that needed to be considered prior to finalising the response (an examination of the licensing conditions appertaining to all licensed premises in the Borough) giving a written reply rather than an oral response at the meeting, provided the questioner with a more comprehensive answer.

The Council was committed to encouraging participation from members of the public at meetings. The Council abided by all requirements with regard to enabling the public and press to make records of meetings and would look creatively at any new requirements that may arise from the Local Audit and Accountability Act 2014.

In a supplementary question the member of the public confirmed he had received an answer in writing, but that this did not directly answer the question he had originally asked.

The Mayor confirmed an answer to the question had been provided.

## **A82 CABINET MINUTES**

Resolved:- That the reports and minutes of the meetings of the Cabinet (Section C) (pages 91C to 120C) be adopted with a clerical correction to the amendment to Standing Orders in relation to Minute No. C195 (Recorded Votes at Budget Meetings) – Pages 115C to 116C, to now read “Immediately after any vote on any decision relating to the making of the calculation or the issuing of the precept is taken at a budget meeting there must be recorded in the minutes the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.”

Mover: Councillor Stone

Seconder: Councillor Akhtar

(The Mayor (Councillor J. Foden), Councillors Ahmed, Akhtar, Ali, Andrews, Astbury, Atkin, Barron, Beaumont, Beck, Buckley, Burton, Clark, Currie, Dalton, Dodson, Doyle, Ellis, Falvey, Godfrey, Gosling, Goult, J. Hamilton, N. Hamilton, Havenhand, Hoddinott, Hussain, Johnston, Kaye, Lakin, McNeely, Pickering, Read, Roche, Roddison, Rushforth, G. A. Russell, P. A. Russell, R. S. Russell, Sangster, Sharman, Sims, Steele, Stone, Swift, Wallis, Watson, Whelbourn, Whysall, Wootton and Wyatt recorded their vote in favour of Minute No. C191 (Proposed Revenue Budget and Council Tax for 2014/15) – Pages 109C to 112C).

Councillors Donaldson, Gilding, Jepson, Mannion, Middleton and Vines recorded their vote against Minute No. C191 (Proposed Revenue Budget and Council Tax for 2014/15) – Pages 109C to 112C).

## **A83 DELEGATED POWERS**

Resolved:- That the reports and minutes of the meetings of Cabinet Members as listed below be adopted:-

- Children, Young People and Families Services – Pages 42D to 49D (Section D)
- Communities and Cohesion – Pages 23E to 26E (Section E)
- Culture and Tourism – Pages 23F to 27F (Section F)
- Regeneration and Development – Pages 39G to 45G (Section G)
- Adult Social Care – Pages 30H to 44H (Section H)

- Safe and Attractive Neighbourhoods – Pages 44J to 47J (Section J)
- Health and Wellbeing – Pages 21K to 24K (Section K)
- Waste and Emergency Planning– Pages 29L to 32L (Section L)
- Deputy Leader – Pages 19N to 23N (Section N)

Mover:- Councillor Stone

Secunder:- Councillor Akhtar

#### **A84 AUDIT COMMITTEE**

Resolved:- That the reports and minutes of the meeting of the Audit Committee (Section P) (pages 17P to 21P) be adopted.

Mover:- Councillor Sangster

Secunder:- Councillor Kaye

#### **A85 LICENSING BOARD**

Resolved:- That the reports and the minutes of the meeting of the Licensing Board (Section Q) (Pages 21Q to 23Q) be adopted.

Mover:- Councillor Wootton

Secunder:- Councillor Barron

#### **A86 HEALTH AND WELLBEING BOARD**

Resolved:- That the reports and minutes of the meeting of the Health and Wellbeing Board (Section S) (Pages 41S to 54S) be adopted.

Mover:- Councillor Wyatt

Secunder:- Councillor Doyle

#### **A87 PLANNING BOARD**

Resolved:- That the reports and minutes of the meetings of the Planning Board (Section T) (pages 42T to 44T) be adopted.

Mover:- Councillor Pickering

Secunder:- Councillor Dodson

#### **A88 STAFFING COMMITTEE**

Resolved:- That the reports and minutes of the meetings of the Staffing Committee (Section V) (pages 1V to 2V) be adopted.

Mover:- Councillor Stone

Secunder:- Councillor Akhtar

#### **A89 QUESTIONS TO CABINET MEMBERS**

(1) Councillor Hoddinott indicated that in their rush to penalise tenants with the cruel bedroom tax, the Government had mistakenly charged

people who have been in their home prior to 1996. How many people in Rotherham have been affected by this and had anyone moved out of their home because of the Government's error?

Councillor Akhtar explained that in this Coalition Government's push to rush through this ill-conceived, cruel and unfair bedroom tax, it made a fundamental and sloppy error in drafting the legislation by mistakenly including people who have been in their home prior to 1996. So far it was known that 281 tenants have been affected in Rotherham by the error which resulted in an underpayment of £149,000 in Housing Benefit to them. The Council was in the process of rectifying the Government's error and ensuring each tenant received the benefit that they were entitled to. The Council was unaware of the numbers of people who may have moved home as a result of this Government error.

(2) Councillor Middleton asked would the proposed 'selective licensing scheme' for rented residential properties in certain areas of Rotherham be self-funding, how many properties would it cover and when was it proposed to put it into force?

Councillor McNeely explained that selective licensing schemes were required by Government guidance to be self-financing and a robust business case needed to demonstrate costs and benefits. The current consultation concerned a proposal for a scheme to include approximately 2,000 properties. The consultation exercise would conclude on the 24th March. In accordance with national guidelines, the results of the local consultation exercise would be considered along with the business case for selective licensing, before making a final decision about the type of scheme that would be appropriate.

If there was a clear case to proceed with some form of scheme, the Council would be required by national guidance to serve notice of its intentions, which would take several months. The earliest any scheme could be introduced would be around autumn of this year.

(3) Councillor Gilding asked if he could be supplied with income, expenditure and any surplus made from the Council's parking charges and fines.

Councillor R. S. Russell confirmed that the figures were from the Parking Services report which was presented to the Cabinet Member for Regeneration and Development Services and approved for last financial year (2012/13):-

Expenditure	£824,571
Income	
Penalty Charge Notices	£205,567
Off Street Pay & Display	£557,923
On Street Pay and Display	£283,211
Permits (staff, residents, private Wellgate permits)	£206,687
Bailiffs	£26,996
Miscellaneous	£384
Total Income	£1,280,768
Net Surplus	£456,917

It should be noted that the surplus was derived from car parking charges, not from Penalty Charge Notices; the cost of employing the team of Civil Enforcement Officers was off-set by the income from penalty charge notices.

Parking Charges in the town have not changed since April, 2010 (when off-street charges were slightly increased, but on-street charges were decreased) and prices would remain static for the financial year 2014/15.

(4) Councillor Middleton pointed out that RMBC had supported the Magna Trust financially over a number of years and asked why was the present proposed loan a secret, not only in amount, but even as to its actual existence?

The Deputy Leader confirmed that Magna was a key facility for the Borough both as a tourist attraction, education and training facility, conference, event space and local employer.

There was no secret loan. The request by Magna for a loan was included in the publically available Cabinet agenda. The matter was considered in the exempt part of the meeting as the report contained information relating to Magna's financial and business affairs. The report agreed that an £80,000 loan facility was to be made available to Magna, at a commercial rate of interest.

## **A90 QUESTIONS TO SPOKESPERSONS**

(1) From Councillor Gilding asked what was the current amount in the South Yorkshire Police cash reserves?

The Deputy Leader explained that the Police and Crime Panel was a scrutiny body, designed to support the effective exercise of the functions of the Police and Crime Commissioner. It had particular defined functions, including:-

- Contributing to the development of the Police and Crime Plan.
- Reviewing the Police and Crime Commissioner's proposed precept.
- Reviewing senior appointments of the Police and Crime Commissioner.
- Commenting upon the Police and Crime Commissioner's annual report.
- Investigating complaints about the Police and Crime Commissioner.

The Panel was different in nature to the former Police Authority as it performed an overarching, review role rather than functioning as an authority in its own right.

The Panel considered issues relating to the Police and Crime Commissioner's proposed budget at its meeting on 31st January, 2014. At that meeting the report of the Police and Crime Commissioner was considered and there was a lengthy questioning of the Commissioner.

However, the exact details of the current level of cash reserves was not information which the Panel had. The Commissioner had services of a Treasurer and that would be the most appropriate route for the query to be considered.

(2) Councillor Gilding asked was this Council reimbursed with the cost of Rotherham Council officers servicing the Police and Crime Panel?

The Deputy Leader confirmed that Rotherham Borough Council, as the host authority for South Yorkshire Police and Crime Panel, received a Home Office grant of £53,000 per annum, to fund the necessary work. If any further activities were required above this level of funding, the Panel would need to consider alternative ways of resourcing that work.

## **A91 SETTING THE COUNCIL TAX FOR 2014/15**

The Director of Finance submitted a report on the amount of Council Tax for Rotherham both for parished areas and unparished areas for the financial year 2014/15 and included both the Police and Crime Commissioner and Fire and Rescue Authority precepts.

Resolved:- (1) That a net Revenue Budget for the Council in 2014/15 of £208.885m, which after receipt of Central Government Grants and use of the Collection Fund leaves £80.438m to be funded be approved.

(2) That, in accordance with Section 34 of the Local Government Finance Act 1992 (as amended by the Localism Act 2011), £1,253.34 be calculated as its basic amount of Council Tax for the year (using the formula in section 34 of the Act) for an unparished area.

(3) That the following amounts be calculated for the year 2014/15 in accordance with Sections 31B to 36 of the Act as set out in Section 3 of Appendix A for the year 2014/15:-



- (a) £210,997,623 being the net aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) and 31A (3) of the Act taking into account all precepts issued to it by Parish Councils (Gross Council Expenditure (less income and Specific Grants other than the Business Rates Retention Scheme and other Settlement Funding Assessment grants (£208,885,000) plus Parish Precepts (£2,112,623)).
- (b) £126,942,842 being the aggregate of the amounts which the Council estimates will be payable for the year into its General Fund in respect of the Business Rates Retention Scheme and other Settlement Funding Assessment grants.
- (c) £1,504,038 being the amount which the Council estimates will be payable in the year from its Collection Fund to its General Fund in accordance with section 97(3) of the Local Government Finance Act 1988 (Council Tax Balance).
- (d) £82,550,743 being the amount by which the aggregate at 3a above exceeds the aggregate of 3b and 3c above , calculated by the Council in accordance with section 31A(4) of the Act as its Council Tax requirement for the year (Item R in the formula in section 31B of the Act).
- (e) £1,286.2577 being the amount at 3d above (Item R divided by Item T 1a above) calculated by the Council in accordance with section 31B of the Act as the relevant basic amount of its Council Tax for the year (including Parish Precepts).
- (f) £2,112,623 being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act as per section 1b above.
- (g) £1,253.3400 being the amount at 3e above less the result given by dividing the amount at 3f above by 1a above (item T in the formula in Section 31B (1) of the Act calculated by the Council in accordance with Section 34(2) of the Act, as the relevant basic amount of its Council Tax for the year for dwellings in those parts of its area to which no parish precept relates. (Band D Council Tax for Rotherham MBC services).
- (h) The following amounts be calculated by the Council as the relevant basic amounts of Council Tax for the year for dwellings in those parts of its area to which one or more special items relate, being the amounts given by adding the amount at 3g above to the amount of the special items in Appendix B Section 1, in accordance with Section 34(3) of the Act:-

Parished Areas	£
Anston	1,344.75
Aston-cum-Aughton	1,311.92
Bramley	1,301.21
Brampton Bierlow	1,301.53
Brinsworth	1,344.89
Catcliffe	1,354.61
Dalton	1,303.46
Dinnington St. John's	1,310.29
Firbeck	1,307.83
Gildingwells	1,253.34
Harthill with Woodall	1,320.83
Hellaby	1,288.92
Hooton Levitt	1,253.34
Hooton Roberts	1,253.34
Laughton-en-le-Morthen	1,301.13
Letwell	1,276.27
Maltby	1,295.38
Orgreave	1,289.69
Ravenfield	1,288.00
Thorpe Salvin	1,293.44
Thrybergh	1,314.14
Thurcroft	1,324.34
Todwick	1,319.51
Treeton	1,314.07
Ulley	1,349.76
Wales	1,328.04
Wentworth	1,268.34
Whiston	1,296.90
Wickersley	1,308.98
Woodsetts	1,350.17

(4) Notes that the major precepting Authorities (the South Yorkshire Police and Crime Commissioner and the Fire and Rescue Authority) have stated the following amounts respectively in Precepts issued to the Council, in accordance with Section 40 of the Act – South Yorkshire Police and Crime Commissioner a Band D Tax of £145.33 and South Yorkshire Fire and Rescue Authority a Band D Tax of £65.04:-

Tax Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
South Yorkshire Police & Crime Commissioner	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08

(5) That the Town and Parish Council Precepts for 2014/15 as detailed in

Section 1b of Appendix A total £2,112,623. The increase (+5.5%) in the Average Band D Council Tax for Town and Parish Councils results in an average Band D Council Tax figure of £1,286.26:-

<b>Parished Areas</b>	<b>Tax Base</b>	<b>Total Precept (£)</b>
Anston	2,743.50	250,794
Aston-cum-Aughton	4,067.41	238,267
Bramley	2,193.60	105,000
Brampton Bierlow	1,145.01	55,174
Brinsworth	2,210.39	202,356
Catcliffe	542.26	54,916
Dalton	2,316.11	116,078
Dinnington St. John's	2,187.10	124,564
Firbeck	131.80	7,182
Gildingwells	41.03	0
Harthill with Woodall	608.53	41,070
Hellaby	236.48	8,414
Hooton Levitt	53.40	0
Hooton Roberts	81.75	0
Laughton-en-le-Morthen	427.87	20,448
Letwell	65.68	1,506
Maltby	3,841.20	161,488
Orgreave	233.89	8,502
Ravenfield	996.58	34,538
Thorpe Salvin	196.02	7,860
Thrybergh	764.85	46,505
Thurcroft	1,744.37	123,850
Todwick	637.54	42,188
Treeton	815.10	49,500
Ulley	61.79	5,958
Wales	1,895.73	141,611
Wentworth	528.46	7,926
Whiston	1,428.58	62,230
Wickersley	2,491.45	138,626
Woodsetts	579.08	56,072
	<b>35,266.56</b>	<b>2,112,623</b>

(6) That the amounts set as presented in Section 3 of Appendix B for both unparished and parished areas as its Aggregate Council Tax Requirement (including South Yorkshire Police and Crime Commissioner and Fire and Rescue Authority Precepts) for the year 2014/15; and

Tax Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
<b>Aggregate Council Tax Requirement (Unparished Parts of the Council) (Appendix A5)</b>	975.81	1,138.44	1,301.07	1,463.71	1,788.98	2,114.25	2,439.52	2,927.42
Anston	1,036.75	1,209.54	1,382.32	1,555.12	1,900.70	2,246.29	2,591.87	3,110.24
Aston-cum-Aughton	1,014.86	1,184.00	1,353.14	1,522.29	1,860.58	2,198.87	2,537.15	3,044.58
Bramley	1,007.72	1,175.67	1,343.62	1,511.58	1,847.49	2,183.40	2,519.30	3,023.16
Brampton Bierlow	1,007.94	1,175.92	1,343.91	1,511.90	1,847.88	2,183.86	2,519.84	3,023.80
Brinsworth	1,036.84	1,209.65	1,382.45	1,555.26	1,900.87	2,246.49	2,592.10	3,110.52
Catcliffe	1,043.32	1,217.21	1,391.09	1,564.98	1,912.75	2,260.53	2,608.30	3,129.96
Dalton	1,009.22	1,177.42	1,345.62	1,513.83	1,850.24	2,186.65	2,523.05	3,027.66
Dinnington St. John's	1,013.78	1,182.73	1,351.69	1,520.66	1,858.59	2,196.51	2,534.44	3,041.32
Firbeck	1,012.14	1,180.82	1,349.51	1,518.20	1,855.58	2,192.96	2,530.34	3,036.40
Gildingwells	975.81	1,138.44	1,301.07	1,463.71	1,788.98	2,114.25	2,439.52	2,927.42
Harthill with Woodall	1,020.80	1,190.93	1,361.06	1,531.20	1,871.47	2,211.74	2,552.00	3,062.40
Hellaby	999.53	1,166.11	1,332.70	1,499.29	1,832.47	2,165.64	2,498.82	2,998.58
Hooton Levitt	975.81	1,138.44	1,301.07	1,463.71	1,788.98	2,114.25	2,439.52	2,927.42
Hooton Roberts	975.81	1,138.44	1,301.07	1,463.71	1,788.98	2,114.25	2,439.52	2,927.42
Laughton-en-le-Morthen	1,007.67	1,175.61	1,343.55	1,511.50	1,847.39	2,183.28	2,519.17	3,023.00
Letwell	991.10	1,156.27	1,321.45	1,486.64	1,817.01	2,147.37	2,477.74	2,973.28
Maltby	1,003.84	1,171.14	1,338.44	1,505.75	1,840.36	2,174.97	2,509.59	3,011.50
Orgreave	1,000.04	1,166.71	1,333.38	1,500.06	1,833.41	2,166.76	2,500.10	3,000.12
Ravenfield	998.92	1,165.40	1,331.88	1,498.37	1,831.34	2,164.31	2,497.29	2,996.74
Thorpe Salvin	1,002.54	1,169.63	1,336.71	1,503.81	1,837.99	2,172.17	2,506.35	3,007.62
Thrybergh	1,016.34	1,185.73	1,355.11	1,524.51	1,863.29	2,202.07	2,540.85	3,049.02
Thurcroft	1,023.14	1,193.66	1,364.18	1,534.71	1,875.76	2,216.81	2,557.85	3,069.42
Todwick	1,019.92	1,189.91	1,359.89	1,529.88	1,869.85	2,209.83	2,549.80	3,059.76
Treeton	1,016.30	1,185.67	1,355.05	1,524.44	1,863.21	2,201.97	2,540.74	3,048.88
Ulley	1,040.09	1,213.43	1,386.78	1,560.13	1,906.83	2,253.52	2,600.22	3,120.26
Wales	1,025.61	1,196.54	1,367.47	1,538.41	1,880.28	2,222.15	2,564.02	3,076.82
Wentworth	985.81	1,150.11	1,314.40	1,478.71	1,807.31	2,135.92	2,464.52	2,957.42
Whiston	1,004.85	1,172.32	1,339.79	1,507.27	1,842.22	2,177.17	2,512.12	3,014.54
Wickersley	1,012.90	1,181.72	1,350.53	1,519.35	1,856.98	2,194.62	2,532.25	3,038.70
Woodsetts	1,040.36	1,213.75	1,387.14	1,560.54	1,907.33	2,254.12	2,600.90	3,121.08

(7) That, in accordance with the principles determined by the Secretary of State and set out in the Referendums Relating to Council Tax Increases (Principles) (England) Report 2014/15, that Rotherham Metropolitan Borough Council's relevant basic amount of Council Tax for the year 2014/15 (as defined by Section 52ZX of the 1992 Local Government Act as amended by Section 41 of the Local Audit and Accountability Act 2014) is not excessive.

Mover: Councillor Stone

Seconder: Councillor Akhtar

(The Mayor (Councillor J. Foden), Councillors Ahmed, Akhtar, Ali, Andrews, Astbury, Atkin, Barron, Beaumont, Beck, Buckley, Burton, Clark, Currie, Dalton, Dodson, Doyle, Ellis, Falvey, Godfrey, Gosling, Goulty, J. Hamilton, N. Hamilton, Havenhand, Hoddinott, Husain, Johnston, Kaye, Lakin, McNeely, Pickering, Read, Roche, Roddison, Rushforth, G. A. Russell, P. A. Russell, R. S. Russell, Sangster, Sharman, Sims, Steele, Stone, Swift, Wallis, Watson, Whelbourn, Whysall, Wootton and Wyatt recorded their vote in favour of the proposal).

(Councillors Donaldson, Gilding, Jepson, Mannion, Middleton and Vines recorded their vote against the proposal).

**STANDARDS COMMITTEE  
13th March, 2014**

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

Apologies for absence were received from Messrs. Daines and P. Edler.

**B19 MINUTES OF THE PREVIOUS MEETING**

Resolved:- That the minutes of the previous meeting of the Standards Committee held on 12<sup>th</sup> December, 2013 be approved as a correct record.

**B20 UPDATE BY THE MONITORING OFFICER REGARDING HANDLING OF COMPLAINTS**

Consideration was given to the update presented by Jacqueline Collins, Monitoring Officer, which referred to the handling of complaints of breaches of the Code of Conduct and provided details on:-

- An update on progress following the twenty-eight complaints of breaches of the Code of Conduct that have been made at one Parish Council, the vast majority of which were being resolved by way of informal resolution. An update by the Monitoring Officer and the Independent Person was provided which outlined the ongoing involvement and the progress made to date.

It was noted that the Independent Person was to attend the next meeting of the Parish Council on Monday, 17<sup>th</sup> March, 2014 with a view to addressing the Parish Council and the public about informally resolving the previous issues. The Independent Person agreed to report his findings back to the Standards Committee in due course.

It was also noted that a letter had been received by both the Chair of the Standards Committee and the Leader of the Opposition regarding long standing issues of conduct at the Parish Council which, it was hoped, would be resolved as part of the ongoing involvement.

- A complaint was made that two members of the Planning Board had made comments in relation to a planning application that were not fair, reasonable or responsible. Following consideration by the Monitoring Officer and the Independent Person the comments made were not considered to constitute pre-determination or bias. The Independent Person recommended that the content of the complaint be brought to the attention of the relevant Members, which had now been done.

- A complaint regarding the manner of registration of a Member's interests (and those of the Members spouse) in a company, and the registration of the appointment of the Member's spouse to an office. The Monitoring Officer considered all aspects of the query against the requirements of the Register of Interests form and was satisfied that there had been no error in the disclosures by the Member.
- Complaints regarding the dating of the Register of Interests forms of two Members. Upon investigation by the Monitoring Officer the discrepancies were clarified.
- There was a complaint regarding disclosure of interests that was currently being considered, with further details being requested.

Resolved:- That the report, the steps taken and its contents be noted.

(Councillor Beck left the meeting and did not take part in the debate relating to the first item and returned to the meeting once this had been discussed)

**B21**

**RECRUITMENT OF INDEPENDENT MEMBERS, UPDATE FROM THE PARISH COUNCIL JOINT WORKING GROUP AND SUMMARY NOTES ON THE ROLE OF THE INDEPENDENT PERSON**

Consideration was given to a report presented by Jacqueline Collins, Monitoring Officer, which provided an update with regards to the recruitment of Independent Members, conclusions following the Parish Council Joint Working Group and the summary notes on the role of the Independent Person.

In terms of the recruitment process, action was taken following the request to re-advertise the vacancies and four applications had now been received. Consideration needed to be given to the selection process and any appointment would require approval by Council.

The Monitoring Officer also attended a meeting of the Parish Council Joint Working Group on 9<sup>th</sup> January, 2014, where discussion on a number of issues on the following issues took place:-

- Charging the Parish Councils for the cost of undertaking investigations or informal resolution of their matters.
- That Parish Council should be informed of the costs of investigation/informal resolution of their issues.
- Where matters did not reach the level to warrant formal investigation, those matters may be referred back to the Parish Council for consideration.

It was suggested that the Standards Committee should be fully aware of the potential costs it may seek to charge the Parish Councils and should

give consideration to potential costs and should this kind of approach to matters be taken forward, then a further report for consideration should be submitted by the Monitoring Officer.

The Committee also heard that David Roper-Newman, Independent Person, attended a course in October 2013 run by Hoey Ainscough Associates Ltd, a well-known, national trainer in the field of ethical standards of Elected Members. A note summarising their findings from the courses they conducted was provided which indicated that Rotherham was broadly in line with the national picture.

The Committee suggested that, in terms of the recruitment process, the Panel consist of three Elected Members, one Parish Council Member and an Independent Member.

It was also suggested that in light on the ongoing support at one Parish Council, consideration of potential costs and how this information should be shared with Parish Councils should be placed on hold until the work and informal resolution had concluded.

Resolved:- (1) That the position with regard to recruiting two new independent members be noted and the appointment process of interview by Councillors Beck, Middleton and Tweed, Parish Councillor Swann and Mrs. J. Porter be approved.

(2) That the comments made at the Parish Council Joint Working Group be noted and the position placed on hold until the conclusion of the work of the Independent Person at one particular Parish Council.

(3) That the content of the summary notes on the Role of the Independent Person be noted.

## **B22 EXCLUSION OF THE PRESS AND PUBLIC**

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

## **B23 UPDATE BY THE MONITORING OFFICER**

Consideration was given to a report presented by Jacqueline Collins, Monitoring Officer, which provided an update and further information with regards to the handling of complaints of breaches of the Code of Conduct in three instances, which included:-

- A complaint that three Parish Councillors acted improperly in an appointment process.



This was investigated by the Monitoring Officer and a view sought from the Independent Person and the view formed that the allegation did not constitute a breach of the Code of Conduct.

- A complaint that as a Borough Councillor had, in 2011, accepted an informal caution from the Police regarding the content of an election leaflet, he should stand down.

This matter had previously been investigated and following consultation by the Monitoring Officer with the Independent Person found not to warrant any further action.

- An incident at a meeting of Electors at a Parish Council.

This matter remained ongoing and the Deputy Monitoring Officer was currently interviewing the Parish Councillor involved.

Once the outcome of the discussions was known consideration would be given to the convening of a Sub-Committee consisting of Parish Councillors Bates and Rowley and Councillor Sims.

Resolved:- That the steps taken be noted.

(Councillor Beck left the meeting prior to consideration of this item and did not participate in any debate regarding the content)

**B24****DATE AND TIME OF NEXT MEETING**

Resolved:- That the next meeting of the Standards Committee take place on Thursday, 12<sup>th</sup> June, 2013 at 2.00 p.m.

**THE CABINET  
19th March, 2014**

Present:- Councillor Stone (in the Chair); Councillors Akhtar, Doyle, Hussain, McNeely, Smith, Whelbourn and Wyatt.

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

Apologies for absence were received from Councillors Lakin, Rushforth and R. S. Russell.

**C204 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**C205 DECLARATIONS OF INTEREST**

Councillors Akhtar, Doyle and Hussain declared personal interests in Minute No. 216 (Selective Licensing) on the grounds that they or their families were rented property owners and left the room whilst the report was discussed.

Councillor Akhtar declared a disclosable pecuniary in Minute No. 224 (Magna Loan Request) on the grounds that he was a member of the Magna Board and left the room whilst the report was discussed.

**C206 ROTHERHAM LOCAL PLAN STEERING GROUP**

Councillor Smith, Cabinet Member for Regeneration and Development Services, introduced the minutes of the Rotherham Local Plan Steering Group held on 14<sup>th</sup> February, 2014.

Reference was made to the discussions on the Inspector's Main Modifications to the Core Strategy, the arguments on the lower housing target and the developments on brownfield rather than greenfield land.

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

(2) That the minutes of the Local Plan Steering Group held on 14<sup>th</sup> February, 2014 be received.

**C207 REVENUE BUDGET MONITORING FOR THE PERIOD ENDING 31ST JANUARY 2014**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance which provided details of progress on the delivery of the Revenue Budget for 2013/14 based on performance for the first ten months of the

financial year. It was currently forecast that the Council would overspend against its Budget by £1.183m (+0.5%). This represented an improvement in the forecast outturn of -£934k since the December monitoring report. The main reasons for the forecast overspend continued to be:-

- The continuing service demand and cost pressures for safeguarding vulnerable children across the Borough.
- Income pressures within Environment and Development and ICT Services.
- Continuing Health Care income pressures within Adult and Children's Services.
- 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.
- Some savings targets were currently pending delivery in full in 2013/14.

The moratorium on all except 'essential' spend had been in place since 16<sup>th</sup> October, 2013. The impact of this and the approval of 102 applications for Voluntary Early Retirement/Voluntary Severance (VER/VS) were now reflected in this monitoring report. 45 applications were also currently under consideration.

Cabinet Members noted the increases in agency, consultancy and non-contractual overtime costs, compared to the same period last year, which was as a result of meeting the demands of various reviews and restructures, the ongoing investigations and due to the need to maintain statutory staffing levels of in residential, home care, day care and social work posts.

Resolved:- That the current forecast outturn and significant financial challenge presented for the Council to deliver a balanced revenue budget for 2013/14 and the actions implemented to address the forecast overspend be noted.

**C208****CAPITAL PROGRAMME MONITORING 2013/14 AND CAPITAL PROGRAMME BUDGET 2014/15 TO 2016/17**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, which provided details of the current forecast outturn for the 2013/14 programme and enabled the Council to review the capital programme for the financial years 2014/15 to 2016/17.

The budget process that led to the original Capital Programme for 2013/14 to 2016/17 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 was important that the programme was kept under regular review and where necessary revisions were made. This programme was initially reviewed in July, 2013, following the finalisation of the 2012/13 outturn capital expenditure and financing and had now been the subject of further reviews, the result of which was reflected in the Directorate summary table as set out in the report along with the detailed analysis of the programme for each Directorate.

Cabinet Members noted the £41 million to be spent providing new school buildings and expansions, £40 million in highways, including the major improvements to the A57, £123 million on Council housing, which also included acquisitions for additional properties at Wath, Wickersley and Rawmarsh.

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

**(2) Recommended:- That the updated 2013/14 to 2016/17 Capital Programme be approved.**

**C209 NON DOMESTIC RATES - PROPOSED RETAIL RELIEF SCHEME FOR 2014/15 AND 2015/16**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance, which detailed how in the Autumn Statement on 5th December, 2013 the Chancellor announced several changes to the Business Rates system that would take effect from April, 2014.

One of these measures was the introduction for two years (2014/15 and 2015/16) of Retail Relief of up to £1,000 per annum for retail properties with a rateable value of £50,000 or less. The proposals required Councils to use their discretionary relief powers under the Localism Act to grant rates discounts. This report, therefore, sets out the Council's proposed Non-Domestic Rate Retail Relief Scheme for 2014/15 and 2015/16 and how it was proposed to implement the scheme.

Resolved:- (1) That the proposed Retail Relief Scheme set out in the report for the two financial years 2014/15 and 2015/16 be approved.

(2) That the application process, as described, be approved and be used, when appropriate, in respect of other Business Rates Reliefs.

**C210 UNIVERSAL INFANT FREE SCHOOL MEALS**

Further to Minute No. 179 of the meeting of the Cabinet held on 5<sup>th</sup> February, 2014, the Leader introduced a report by the Strategic Director of Children and Young People's Services which detailed how the Universal Infant Free School Meal scheme would provide free meals to all pupils in Year 2 and below.

From September 2014 all pupils in receipt of full time education up to Year 2 would be eligible to receive a free school meal under the Universal Infant Free School Meals Scheme. It was anticipated that an additional 2,900 meals would be supplied per day to Rotherham pupils.

The increase in meals supplied by individual kitchens would vary between 10 and 150 meals per day. Education Catering Services were assessing which schools required new/additional ovens (including extraction canopies), servery counters, dining furniture, etc.

The assessment of the kitchen and dining facilities and the forecast of additional meals at each school would be used to allocate the capital funding to ensure that schools could meet the food production, service and dining requirements. Schools with low additional meal requirements would not receive any investment. Head Teachers should be aware of the investment for their school by the end of March, 2014.

The Voluntary Aided and Academy schools would be advised on the investment necessary to meet the increased meal provision.

The increase in the number of meals supplied would also require an increase in the crockery, cutlery, cooking containers and utensils which was not funded through the capital allocation. Education Catering Services would work with the schools to ensure that these were financed through the Service Level Agreements and the charges levied for meals.

The finance for the meals supplied under this scheme was to be made direct to schools at the value of £2.30 per meal. Schools would be financed based on take up as recorded at the January, 2015 Schools' census.

Cabinet Members welcomed the offer of a report to a future meeting which would highlight the uptake and any impact of the increase of free school meals.

Resolved:- (1) That the announcements and the action being taken to provide meals for our eligible pupils be noted.

(2) That a further report be submitted to a future meeting of the Cabinet on the uptake and impact of free school meals.

## **C211 DEBT MANAGEMENT AND RECOVERY POLICY FOR ADULT SOCIAL CARE DEBT**

Further to Minute No. 74 of the meeting of the Cabinet Member for Adult Social Care held on 17th February, 2014, Councillor Doyle, Cabinet Member for Adult Social Care, introduced a report by the Strategic Director of Neighbourhood and Adult Services, which sought approval of the Debt Management and Recovery Policy for Adult Social Care Debt.

The Policy provided a high level policy for how debt would be pursued and ensured staff and customers were clear how a fair and firm approach was taken to recover the money owed to the Council for the provision of adult social care services.

**Recommended:- That the Debt Management and Recovery Policy for Adult Social Care Debt be adopted by Council.**

## **C212 CHILDREN'S CENTRE BUILDING PRINCIPLES FOR USE**

The Leader introduced a report by the Strategic Director of Children and Young People's Services, which detailed the proposals for future use of Children's Centre buildings which would be determined following the outcome of the current consultation being undertaken on the future of Children's Centre service delivery in Rotherham.

The principles underlying the process that would take place involved schools and other relevant stakeholders once the public consultation had ended and decisions have been reached about the changes to the delivery of Children's Centres.

The current services delivered by the twenty two Children's Centres would continue to be provided throughout the next year (2014/15). Any changes to Children's Centre delivery, including any day care provision in Children's Centres proposed to be closed, would only take effect from 1st April, 2015.

The forthcoming year would enable public consultation to take place, to include explaining the reasons for the proposed changes and to explore the nature of any changes that may be required. The proposals included closing a number of Children's Centres. However, any changes would ensure the Early Years and Child Care Service continued to deliver its statutory duties whilst achieving the revenue reductions required by the Government. The time would also enable the commissioning and restructuring of services to take place, in line with the changes agreed following consultation, to be implemented before the 1st April, 2015.

All Children's Centres delivered Early Years Services to the community and some also delivered childcare. The proposal was that the 'community delivery areas' and 'childcare areas' of the buildings were considered separately. It was important that the level of childcare available in Rotherham was maintained to enable the Local Authority to meet statutory requirements.

Proposals A and B, as set out in the report, outlined the principles of the process which would take place for the closure of any Children's Centres.

The options detailed took into account the fact that most of the current Children's Centre buildings were on school sites and in many cases integrated within the school. This could present safeguarding and

operation challenges if an external organisation were to take on responsibility for these areas of the building.

The implementation of any of the proposals in this document were dependent upon the outcome of the public consultation.

Cabinet Members asked if some analysis had been given so far to the concerns raised and it was noted that many of the concerns related to the child care elements of the service provided by the Children's Centres, but a full in-depth analysis would be undertaken once the consultation period had ended.

Resolved:- (1) That the implementation of the Children's Centre Building proposed principles following the outcome of the current Children's Centre public consultation be approved.

(2) That the proposals be put on the Children's Centres public consultation website for information.

### **C213 DIRECTOR OF PUBLIC HEALTH - ANNUAL REPORT**

The Leader introduced a report by the Director of Public Health which was the first Annual Report in Rotherham since the 2012 Health and Social Care Act placed the responsibility for Public Health with Councils.

The Director of Public Health now had a statutory responsibility to produce an annual report and the Council had a statutory duty to publish it.

The core purpose of the Annual Report was to provide an analysis, to help planners and policy makers to plan and monitor local programmes and services that impacted on health and set out to influence and inform policy across the Council particularly in the areas of air pollution and keeping people active.

Calculations of life expectancy used current death rates to calculate a figure in years that the average person in the community could expect to live today.

The intention of this report was to sit alongside the Health and Wellbeing Strategy which focussed on the wider determinants of Health to advise on the practical interventions the health system could make to reduce the risk of early death.

This report focussed on an analysis of the causes of death and disability in the Borough and the health inequalities that existed between Rotherham and the rest of England and included a clear set of recommendations that were aimed at different partners on the Health and Wellbeing Board.

The recommendations were as realistic and achievable as possible and their implementation would have a significant impact in reducing death and disability in Rotherham. Future reports would be submitted on progress against the recommendations.

Reference was made to the information contained within the Annual Report about the delivery of a significant reduction in the mortality and disability and the integration required to reduce risk, the obesity within Rotherham which was a significant contributor to high levels of disability and the growing evidence about air pollution on health.

Cabinet Members were surprised to learn about the evidence about particulate air pollution and the increased risk of heart disease and welcomed the co-ordinated approach to suicide prevention and self harm in Rotherham.

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

(2) That the report be referred to the Health and Wellbeing Board for them to consider the recommendations.

#### **C214 PUBLIC HEALTH COMMISSIONING PLAN**

The Leader introduced a report by the Director of Public Health which set out the local framework for the use of the Public Health Grant to support the Council's statutory functions of health improvement, health protection and healthcare public health advice to the Rotherham Clinical Commissioning Group.

The Public Health Grant to Local Authorities needed to be employed to make the most impact on the Public Health Outcomes Framework (PHOF) indicators and the Health and Wellbeing Strategy.

The report as submitted set out the framework for the future delivery of Public Health Services and was split into three areas which outlined the commissioned activities, statutory functions and future opportunities. Public Health needed to have a mix of proactive and reactive commissioned activities to make the most impact on Public Health in the short, medium and long term.

Cabinet Members welcomed the positive inclusion of domestic violence as a supported area and the drug and alcohol contracts for services with established problems along with the ongoing work on lifestyle which also included drug and alcohol issues.

The Director of Public Health also confirmed that Rotherham had been successful in a funding bid and had secured £850,000 for a dedicated drug and alcohol hub in the Borough.



Resolved:- (1) That the Public Health Commissioning Plan and its proposed impact on the public health priorities and areas for improvement be approved.

(2) That the prioritisation of Public Health Outcomes Framework priorities in the reallocation of resources to Council services to deliver improved health for Rotherham people be approved.

**(THE CHAIRMAN AUTHORISED CONSIDERATION OF THE FOLLOWING URGENT ITEMS IN ORDER TO PROCESS THE MATTERS AND REQUESTS REFERRED TO)**

**C215 NATIONAL TEAM AWARD FOR UNSUNG HEROES**

The Leader invited the Strategic Director of Children and Young People's Services to share the information that Rotherham Multi-Agency CSE Team had won the National Team Award for Unsung Heroes at the CSE National Working Group Awards under the criteria for the "Longest Journey under Challenging Conditions".

Resolved:- That the Team be congratulated on their achievement and a presentation by the Mayor be made at the next Council meeting on the 16<sup>th</sup> April, 2014.

**C216 INTERIM REPORT IN RESPECT OF SELECTIVE LICENSING CONSULTATION**

Owing to the withdrawal of three Members from the meeting, Cabinet was inquorate. For this item Cabinet considered the report on an informal basis.

Further to Minute No. 131 of the meeting of the Cabinet held on 27<sup>th</sup> November, 2013, Councillor McNeely, Cabinet Member for Safe and Attractive Neighbourhoods, introduced a report by the Strategic Director of Neighbourhoods and Adult Services, which highlighted the agreement to proceed with a public consultation exercise on a proposal to introduce selective licensing of private rented accommodation in Rotherham.

Public consultation concerning the proposals opened on 13th January, 2014 and was due to close on 24th March, 2014, after the statutory ten weeks. However, the report now submitted provided an update to advise Members on some of the key themes emerging from the consultation process to date.

The approach to consultation had been successful. It prompted the return of questionnaires, interest at the drop-in sessions that were held and a large influx of correspondence by letter, email and formal Freedom of Information requests.

Some local landlords and letting agents had strongly expressed their opposition to the scheme and an Action Group had been established. In addition, the National Landlord Association had also indicated its opposition.

The consultation to consider introducing a scheme started a debate, which had also been aired in the local press and on radio, and allowed for a constructive series of meetings with landlords and Action Group representatives to hear their views on improving private sector housing management.

An indication of the interest in the proposal was shown by the numbers of returned questionnaires to date being in excess of 1,600 (10%). Of these some 70% were showing support for the proposal. However, the final analysis needed to consider not only the number of returns (where the numbers were dominated by local residents/tenants), but also the qualitative commentary put forward. In particular, the Council needed to stay firmly focussed on the best way of achieving the objective of improving management and standards within the private rented sector.

Following the completion of the consultation an options report with recommendations would be submitted to Cabinet and would analyse the response to the consultation questionnaire, along with letters and emails registering viewpoints from residents, landlords and businesses.

Cabinet Members sought clarification on whether consideration had been given to already established schemes across the U.K. and the steps that could be taken to improve the standards of homes for people.

The Chief Executive informed Cabinet that he would exercise his delegated powers, following consultation with Councillors McNeely, Smith, Stone and Wyatt and the Chair of the Overview and Scrutiny Management Board, and take the necessary steps to publicise the information contained in the report and the views expressed by Elected Members.

A further report upon the actions taken by the Chief Executive under his delegated powers was to be received at the next Cabinet meeting.

(Councillors Akhtar, Doyle and Hussain declared personal interests on the grounds that they or their families were rented property owners and left the room whilst the report was discussed)

**C217 EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs).

**C218 RATIONALISATION OF THE PROPERTY PORTFOLIO: CLIFTON COURT, DONCASTER GATE, ROTHERHAM**

Councillor Smith, Cabinet Member for Regeneration and Development Services, introduced a report by the Strategic Director of Environment and Development Services, which sought approval for the disposal of the above-mentioned asset that had been declared surplus to the requirements of the Director of Health and Wellbeing.

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

Cabinet Members sought clarification as to any interested parties in this asset and the consultation process with Ward Members.

Resolved:- (1) That the Director of Audit and Asset Management be approved to dispose of the asset on the basis recommended in Option 2 of the report.

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

(3) That the Director of Legal and Democratic Services be authorised to complete the necessary documentation.

**C219 NEW DISCRETIONARY RATE RELIEF TOP UP APPLICATIONS**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance which set out details of four organisations currently in receipt of Section 43 Mandatory Relief, which had now applied for 20% Discretionary Relief top-up.

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

Resolved:- That 20% top up relief to the four organisations, in line with the policy agreed by Cabinet on the 24<sup>th</sup> April, 2013, be approved.

**C220 NEW DISCRETIONARY RATE RELIEF APPLICATIONS**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Finance which set out details of two applications for Section 47 Discretionary Rate Relief.

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

Resolved:- That 100% top up relief to both organisations, in line with the policy agreed by Cabinet on the 24<sup>th</sup> April, 2013, be approved until the 31<sup>st</sup> March, 2015.

**C221 REVIEW OF COUNCIL OFFICE ACCOMMODATION IN THE SOUTH OF THE BOROUGH**

Councillor Smith, Cabinet Member for Regeneration and Development Services, introduced a report by the Strategic Director of Environment and Development Services, which covered the proposals for the future provision of office accommodation in the south of the Borough, which involved consolidating various services' office base into the Aston Joint Service Centre, thereby helping to maximise its use and relinquishing a costly lease of other offices in Dinnington.

Approximately £280,000 would be required to adapt Aston Joint Service Centre to accommodate additional staffing, but the proposals would generate savings of £40,000 per year after allowing for the repayment of the capital funding.

The proposals did not reduce the delivery of front line services to the south of the Borough and discussions had taken place with Ward Members about various options and the proposals going forward.

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

Resolved:- (1) That the bid for £280,000 capital funding required to enable the expansion of capacity at Aston Joint Service Centre to facilitate the relocation of staff into it be approved.

(2) That the lease at Dinnington MacAlloy Offices be surrendered by 31<sup>st</sup> August, 2014.

**C222 FORMER COUNCIL OFFICES, NEW STREET, DINNINGTON**

Councillor Smith, Cabinet Member for Regeneration and Development Services, introduced a report by the Strategic Director of Environment and Development Services, which sought approval for the transfer of the above-mentioned asset by way of a lease under the Asset Transfer Policy, subject to confirmation of business case details. This asset had

been declared surplus to requirements by the Director of Audit and Asset Management.

Further information was provided on the proposals received for this property, the range of support activities that benefitted local communities that could be delivered from this building, supported by other local organisations with the Council retaining ownership of the asset for future use, the options appraisal that had been carried out and the resultant recommendation.

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

Resolved:- (1) That the asset transfer lease for this property be approved and the Director of Audit and Asset Management be authorised to grant a lease under the Asset Transfer Policy on the basis recommended in Option 3 of the report, subject to confirmation of the business case details.

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

(3) That the Director of Legal and Democratic Services be authorised to complete the necessary documentation.

**C223 COMMISSIONING EFFECTIVE WEIGHT MANAGEMENT SERVICES FOR ROTHERHAM**

Councillor Wyatt, Cabinet Member for Health and Wellbeing, introduced a joint report by the Director of Public Health and Strategic Director of Neighbourhoods and Adult Services, which outlined the proposals for future weight management commissioning given that obesity was one of the six key priorities of the Rotherham Health and Wellbeing Strategy and performance against this priority was delivered through the Rotherham Healthy Weight Framework. The Healthy Weight Framework brought together strategies to both prevent and treat obesity in the population and was a referral mechanism for the Health Check Programme. Levels of overweight/obesity were high in Rotherham and the complex nature of the causes and management of obesity meant there was a continued need to provide treatment services with different levels of intervention.

Resolved:- That the proposals for future commissioning, specifically the need to undertake a procurement exercise for weight management services to commence in 2014 be approved.

**C224 MAGNA TRUST LOAN REQUEST**

The Leader introduced a report by the Director of Finance which sought approval for the Council to continue to provide a one year loan facility to the Magna Trust of £250,000. This would replace the existing loan facility, which would be repaid before the new loan was taken out.

Resolved:- (1) That the short term Council loan facility to the Magna Trust of £250,000 on the terms specified in Section 8 of this report be approved.

(2) That the progress on the sale of an area of land at Magna and the further work to be undertaken to secure the amendment of the Magna Inter-Creditor Deed be noted.

(Councillor Akhtar declared a disclosable pecuniary interest in this item on the basis that he was a Director on the Magna Board and left the room whilst matters were discussed)

**C225 FORMATION OF A TRADING COMPANY FOR YORKSHIRE PURCHASING COMPANY**

Councillor Akhtar, Deputy Leader, introduced a report by the Director of Legal and Democratic Services, which highlighted how Rotherham was a founder member of the Yorkshire Purchasing Organisation and which now sought approval for the formation of a trading company, which would protect the current level of activity relating to schools/academies and allow the company to explore opportunities not currently available to a Joint Committee.

Details were provided on how the holding company would be established, how the current restrictions on the Joint Committee could be removed and the risks arising from legislative changes which could lead to difficulties for trade if it remained as a Joint Committee.

Resolved:- (1) That the preparation of Business Case by Yorkshire Purchasing Organisation Officers in support of the proposed exercise of the power to trade and the final Business Case as set out at Appendix 1 be approved.

(2) That the formation of the trading company limited by shares wholly owned by the Founder Members of Yorkshire Purchasing Organisation (to be known as Yorkshire Purchasing Organisation Procurement Holdings Limited) to act as a holding company for a range of special purpose vehicles in order to protect the business of the Yorkshire Purchasing Organisation joint committee be approved.

(3) That the Council become a shareholder of the company limited by shares under the name of Yorkshire Purchasing Organisation Procurement Holdings Limited which may trade accordance with Section

95 of the Local Government Act 2003 and the Local Government (Best Value Authorities) (Power to Trade) (England) Order 2009 and or Section 4 of the Localism Act 2011.

(4) That Councillor Terry Sharman be appointed as its Director on the company and Councillor Alan Atkin as an alternate Director for Elected Member Director.

(5) That the Chairman of the Board of the company be as set out in the Shareholder agreement.

(6) That the Council's Director of Finance be authorised to exercise the Council's powers of shareholder at general meetings in the company.

(7) That the governance and funding arrangements for the company as set out in this report be approved.

(8) That delegated authority to given to the Director of Legal and Democratic Services in consultation with the Council's Section 151 Officer to finalise the detailed arrangements for the formation of the company including relevant financial matters and, governance issues, such as matters to be reserved to the Council as shareholder and to delegate authority to the Director of Legal and Democratic Services or authorised representatives to enter into all necessary legal agreements or documentation and ancillary to the implementation of the above recommendations in accordance with the following documents substantially in the form set out in the:-

- The Memorandum and Articles of Association of the company.
- The Shareholder Agreement.
- The Management Services Agreement.

(9) That the Council be authorised to indemnify its nominated representative Directors on the Board of Yorkshire Purchasing Organisation Procurement Holdings Limited to the extent permitted by law under the Local Authorities (Indemnities for Members and Officers) Order 2004 and secures insurance cover in respect that this Indemnity.

(10) That the Council's external auditors be notified of its proposed participation of the company.

(11) That the Yorkshire Purchasing Organisation Joint Committee decision at its meeting of 31st January, 2014 where it resolved to recommend that Founder Member Councils agree to the formation of Yorkshire Purchasing Organisation Procurement Holdings Limited and confirmation of the decision be noted.

**CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND FAMILIES'  
SERVICES  
5th March, 2014**

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

Apologies for absence were received from Councillor Ahmed and Roche

**D99. DECLARATIONS OF INTEREST.**

Councillor C. Beaumont Declared a Personal Interest in relation to Minute No. 109 (Local Governor Appointments).

**D100. MINUTES OF THE PREVIOUS MEETING HELD ON 12TH FEBRUARY, 2014.**

The minutes of the previous meeting of the Cabinet Member for Children, Young People and Families' Services held on 12<sup>th</sup> February, 2014, were considered.

Resolved: - That the minutes of the previous meeting be agreed as an accurate record.

**D101. WELCOME TO THE NEW STRATEGIC LEAD, JOINT HEALTH, EDUCATION AND SOCIAL CARE.**

Councillor Paul Lakin welcomed Donald Rae, Strategic Lead, Joint Health, Education and Social Care to the meeting. Donald had recently taken up his post and joined Rotherham.

Donald outlined his role. He was working with the legislation around Special Educational Needs and Disability, which would shortly become Acts of Parliament. The intended Acts would herald major reform in the specific age-groups 0-3 and 16-25, with the intention of creating a seamless 0 – 25 system. Donald was reviewing Rotherham's Strategies to ensure they were appropriate for the intended Legislation and demands and needs in Rotherham and he would present a report to a future meeting of the Children, Young People and Families' Partnership outlining his findings.

Councillor Lakin welcomed Donald to Rotherham and looked forward to working with him in the future.

**D102. BUDGET MONITORING REPORT TO 31ST JANUARY, 2014.**

Consideration was given to the report presented by the Principal Finance Officer (Financial Services, Resources Directorate), which provided a financial forecast to 31st March, 2014, based on actual income and expenditure to 31<sup>st</sup> January, 2014.



Overall, the Directorate was projecting a £1.124million over-spend outturn position at the end of the 2013/2014 financial year. This overspend represented an increase of 2.4% on the total revenue budget allocation, and represented a reduction of £128,000 since the December budget monitoring report.

The forecast overspend was largely due to the continuing pressures in Safeguarding Children and Families' Services due to the needs-led nature of the budget relating to out-of-authority residential and fostering placements. In addition, Disability Services were also projecting a significant over-spend relating to over-time and agency costs and Direct Payments.

The report provided an update on the main areas of variance and outlined the main pressures and areas of under-spend and/or over-spend for each Service.

A number of continuing budget management actions were being taken to avoid costs: -

- Prevention and Early Intervention Strategies, including an increased use of Special Guardianship Orders and efforts concentrating investments in Fostering and Adoption Services;
- Proactive management actions continued to concentrate on avoiding costs relating to placements for Looked After Children, the Fostering Framework and through block commissioning and negotiation of placements. These efforts had achieved savings of £701,000 to January, 2014;
- The Multi-Agency Support Panel was continuing to make efficient multi-agency management actions and decisions, and continuing to avoid costs wherever possible;
- The Invest to Save Programme in Fostering and Adoption Services was continuing to be effective and increase the number of in-house fostering placements and adopters;
- Agency costs had increased compared to the same period in the previous year primarily as a result of covering vacant posts within Safeguarding Children and Families' Service, and covering sickness absence and maternity leave to ensure that safe staffing ratios were maintained. Recruitment was underway in relation to vacant posts to save on agency costs;
- Non-contractual overtime for Children and Young People's Services had increased compared to the same period in the previous year as a result of the need for fully trained staff to maintain cover in residential homes. Agency staff could not cover these posts due to training requirements and service-users' need for consistency;
- Consultancy costs had decreased compared to the same period in the previous year;
- The actions of Neil Nerva, Continuing Care Consultant, had proved effective in drawing down additional funding streams.

Based on previous Budget Monitoring feedback from the Cabinet Member, the January 2014 report contained a breakdown of the different placement types that existed for the years 2011/12, 2012/13 and 2013/14 to January, 2014. The breakdown noted the number of out-of-authority placements that existed, an average placement cost, independent fostering agencies and in-house fostering placements.

Discussion followed and the budget allocation for Looked After Children was discussed. The budget had historically been insufficient for the level of need, and was always going to be a demands-led budget. The Cabinet Member expected all stakeholders to continue to work to bring the budget allocation for Looked After Children to a more achievable figure.

It was also agreed that future budget monitoring reports would include reference to the continuing Valuing Care Review.

Resolved: - That the latest financial projection against the budget for the year based on actual income and expenditure to the 31<sup>st</sup> January, 2014, be noted.

**D103. ANNUAL DETERMINATION - THE LOCAL AUTHORITY (POST COMPULSORY AWARDS) REGULATION 2000.**

The Strategic Director of Children and Young People's Services presented the report that had been submitted regarding the Local Authority's requirement to make an annual determination in respect of awarding financial awards to Higher and Further Education students, under the School Standards and Framework Act (1998).

The report outlined the legislative ability of local authorities to make financial awards to Higher and Further Education Students, alongside the Standard Spending Assessment of 1999-2000 which withdrew available funding. The report noted that the 16-19 Bursary Fund was administered by schools and colleges.

It was proposed that the Rotherham Local Authority determined not to take up the power in any circumstances or make provision to consider applications to make awards to new Higher and Further Education students.

Resolved: - That the Local Authority not take up the power as given in the aforementioned Legislations in any circumstances and not make provision for considering applications for awards to new Higher and Further Education students or 16-19 year olds who are still attending school.

**D104. PROPOSAL TO AMALGAMATE THORPE HESLEY INFANT AND JUNIOR SCHOOLS - PRE-STATUTORY CONSULTATION.**

Consideration was given to the report presented by the Principal School Admissions, Organisation and Special Educational Needs Assessment Service Officer (Schools and Lifelong Learning, Children and Young People's Services) that outlined a proposal to undertake Pre-Statutory Consultation on a proposal to amalgamate Thorpe Hesley Infant and Junior Schools.

The report outlined that the Governing Body had proposed that the Infant School should be discontinued and the age-range of the Junior School be changed from 7-11 to 3 – 11, so creating a 'through' primary school.

The proposed School would have 490 places from Reception to Year Six and 52 places in the Nursery (equating to 26 full-time equivalent places).

The report detailed the principal objectives, advantages and disadvantages of amalgamating Infant and Junior schools. Also noted was a proposed timetable for the amalgamation to follow due process. Should the proposal pass all stages successfully, it was intended that the 'through' primary school would open on 1<sup>st</sup> September, 2014.

It was noted that Thorpe Hesley Infant and Junior Schools were in separate buildings on the same site.

Resolved: - (1) That Pre-Statutory Consultation commence on the proposal to amalgamate Thorpe Hesley Infant and Junior Schools.

(2) That a further report be submitted to the Cabinet Member for Children, Young People and Families' Services at the closure of the Pre-Statutory Consultation.

**D105. PROPOSALS TO EXPAND CORTONWOOD INFANT SCHOOL - COMMENCE STATUTORY CONSULTATION.**

Further to Minute No. D32 (Brampton Cortonwood Infant - proposal to commence Pre-Statutory consultation on expansion) of the Cabinet Member for Children, Young People and Families' Services held on 24<sup>th</sup> July, 2013, a report was submitted outlining the outcomes of the consultation and requesting authorisation to continue on to Statutory Consultation on the proposal.

The Principal School Admissions, Organisation and Special Educational Needs Assessment Service Officer reported that the proposal was to increase the Published Admission Number in the Foundation Stage Two (Reception) class from September 2017 to 50 (an increase from 40).

This proposal was linked to the proposal to expand Brampton Ellis Junior School (Minute No. D33 of 24<sup>th</sup> July, 2013 refers) and the proposed amalgamation of Brampton Ellis Infant and Junior Schools (Minute No. D107 of 7<sup>th</sup> March, 2014 refers). The consultations would run together.

The report outlined how the expansion would be funded from the Department for Education's Basic Need funding stream that existed to ensure sufficient school places were available, and Section 106 Developer Education Contributions. For the first year of operation the School's budget would not be sufficient as the additional pupils would not be on roll at the time of the School Census, meaning that funding to cover 7/12ths of the additional staffing required would need to be secured from the Pupil Growth Contingency fund administered by the Rotherham Schools' Forum.

Resolved: - That Statutory Consultation on the proposal to expand Cortonwood Infant School commence.

(2) That a further report be submitted to the Cabinet Member for Children, Young People and Families' Services following the close of the Consultation.

**D106. PROPOSED EXPANSION OF BRAMPTON THE ELLIS JUNIOR SCHOOL - COMMENCE STATUTORY CONSULTATION.**

Further to Minute No. D33 (Brampton Ellis Junior School - proposal to commence Pre-Statutory Consultation on expansion) of the Cabinet Member for Children, Young People and Families' Services held on 24<sup>th</sup> July, 2013, a report was submitted outlining the outcomes of the consultation and requesting authorisation to continue on to Statutory Consultation on the proposal.

The Principal School Admissions, Organisation and Special Educational Needs Assessment Service Officer reported that the proposal was to increase the Published Admission Number in the Year Three Class from September 2014 to 80 (an increase from 70) in the first instance. It was proposed that the School would be expanded in phases to accommodate an eventual Published Admission Number of 90 children from September, 2020.

This proposal was linked to the proposal to expand Cortonwood Infant School (Minute No. D106 of 7<sup>th</sup> March, 2014 refers) and the proposed amalgamation of Brampton the Ellis Infant and Junior Schools (Minute No. D107 of 7<sup>th</sup> March, 2014 refers). The consultations would run together.

The report outlined how the expansion would be funded from the Department for Education's Basic Need funding stream that existed to ensure sufficient school places were available and Section 106 Developer Education Contributions. For the first year of operation the School's budget would not be sufficient as the additional pupils would not be on roll

at the time of the School Census, meaning that funding to cover 7/12ths of the additional staffing required would need to be secured from the Pupil Growth Contingency fund administered by the Rotherham Schools' Forum.

Resolved: - That Statutory Consultation on the proposal to expand Brampton the Ellis Junior School commence.

(2) That a further report be submitted to the Cabinet Member for Children, Young People and Families' Services following the close of the Consultation.

**D107. PROPOSAL TO AMALGAMATE BRAMPTON THE ELLIS JUNIOR AND INFANT SCHOOLS BY THE DISCONTINUANCE OF THE JUNIOR SCHOOL AND THE CHANGE OF AGE RANGE OF THE INFANT SCHOOL - STATUTORY CONSULTATION.**

Further to Minute No. D80 (Brampton The Ellis Infant and Junior School amalgamation - Pre-Statutory Consultation) of the Cabinet Member for Children, Young People and Families' Services held on 15<sup>th</sup> January, 2014, a report was submitted outlining the outcomes of the consultation.

This proposal was linked to the proposals to expand Cortonwood Infant School and Brampton the Ellis Junior School (Minute Nos. D105 and D106 refers). The consultations would run alongside one another.

The report outlined that the Governing Body had proposed that the Infant School should be discontinued and the age-range of the Junior School be changed from 7-11 to 3 – 11, so creating a 'through' primary school.

The proposed School would have 120 Infant places from Reception to Year Two and 280 Junior places (Years Three – Six), rising to 320 from 1<sup>st</sup> September, 2014, and eventually 360 from September, 2020. The School's Published Admission Number would be 40 for the Infant School and 80 for the Junior School (rising to 90).

The report detailed the principal objectives, advantages and disadvantages of amalgamating Infant and Junior schools. Also noted was a proposed timetable for the amalgamation to follow due process.

Resolved: - (1) That Statutory Consultation commence on the proposal to amalgamate Brampton the Ellis Infant and Junior Schools.

(2) That a further report be submitted to the Cabinet Member for Children, Young People and Families' Services at the closure of the Pre-Statutory Consultation.

**D108. HEADTEACHER RECRUITMENT TO AMALGAMATING SCHOOLS POLICY.**

This item was deferred for further information.

**D109. APPOINTMENT OF LOCAL AUTHORITY GOVERNORS.**

Pursuant to Minute No. C50 of January, 2000, consideration was given to nominations received to fill Local Authority vacancies on school governing bodies.

Resolved:- (1) That, with the effective date of appointment as shown, the following appointments and reappointments be made to school governing bodies, subject to satisfactory checks being undertaken:-

New Appointments: -

Anston Greenlands J&I	Mrs. S. Hollis	5/3/2014
Brinsworth Howarth Primary	Mr. G. Heeley	5/3/2014
Brinsworth Manor Junior	Mrs. P. Sharp	5/3/2014
Kilnhurst Primary	Mr. D. Sanderson	5/3/2014
Swinton Community School	Mr. A. Lee	5/3/2014
Swinton Community School	Mr. R. Harris	5/3/2014
Todwick Primary	Mr. J. Ibbotson	5/3/2014
Treeton Church of England Primary	Mr. T. Adair	5/3/2014

Re-appointments: -

Dinnington Community Primary	Councillor J. Havenhand	6/12/2013
Brinsworth Manor Infant	Mr. T. Marvin	12/1/2014
Hilltop and Kelford Federation	Mrs. C. Firth	24/1/2014
Laughton Junior and Infant	Mr. J. Horsfield	24/1/2014
Maltby Redwood Junior and Infant	Mrs. S. Shepherd	2/2/2014
Maltby Redwood Junior and Infant	Councillor C. Beaumont	6/3/2014
Newman	Mrs. P. Hill	4/4/2014

**D110. DEPARTMENT FOR EDUCATION CONSULTATION ON THE CONSTITUTION OF LOCAL AUTHORITY MAINTAINED SCHOOL GOVERNING BODIES.**

Consideration was given to the report presented by the Co-ordinator of Governor Services (School Effectiveness Service, Schools and Lifelong Learning, Children and Young People's Services) that outlined the Department for Education's Consultation relating to changes proposed to

maintained schools' governing bodies (including groups of federated maintained schools). The consultation opened on 13<sup>th</sup> January, 2014, and was due to end on 14<sup>th</sup> March, 2014.

Within schools, the profile of Governors was high and rising, in particular relating to increasing attainment levels. Governance now formed a key aspect of Ofsted inspections.

The proposed changes to the Regulations were: -

- All School Governing Bodies must reconstitute in accordance with the September, 2012 Regulations before September, 2014;
- New appointments to Governing Bodies could be selected on the basis that they had the skills required to contribute to the effective governance and success of the school;
- Following reconstitution of the Governing Body, any 'surplus' Governors should be removed based on the skills required rather than the current 'juniority' principle.

The proposed changes to the Statutory Guidance were: -

- Governing bodies should be no bigger than they needed to be to have all of the necessary skills to carry out their functions effectively;
- Governing bodies should undertake regular skills audits and use the process of filling vacancies (as well as a commitment to continuous professional development) to fill any skills gaps;
- Eligibility criteria for elected Governors was to remain unchanged. However, Governing Bodies were to have greater flexibility to identify specific skills or experiences that would be desirable in a new Governor. Relevant groups would still be able to vote for the candidate(s) of their choice.

The Co-ordinator of Governor Services explained the likely implications for Rotherham based on the proposals being consulted upon. These included the probable reduction in numbers of Local Authority Governor positions. Other factors included the number of academy schools which contributed to a lowering of Local Authority Governor positions. In Rotherham the process of appointing to Local Authority Governor positions followed two separate systems, the 2007 Constitution Regulations and the 2012 Constitution Regulations. These needed to be brought into line and unified. This would form the subject of a future report to the Cabinet Member.

It was noted that the Local Authority's response had been discussed with the Chair of the Improving Lives Select Commission.

Discussion ensued on the training available to Local Authority Governors in Rotherham. The Cabinet Member asked that consideration be given to providing training for prospective local authority governors in order that they could increase their knowledge and understanding of the role.

The Cabinet Member endorsed Rotherham's response to the consultation as it was in-line with the recommendations of the Improving Lives Select Commission's scrutiny review into School Governing Bodies and built on the Review's constructive conclusion.

Resolved: - (1) That the response, as discussed, to the content of the Department for Education's consultation on the constitution of Local Authority maintained governing bodies be approved and it be fed back to the Department for Education before the end of the consultation period.

(2) That a further report be submitted to the Cabinet Member to outline the implications on the procedure for appointing Local Authority Governors.

**D111. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Children, Young People and Families' Services take place on Wednesday 9<sup>th</sup> April, 2014, commencing at 9.00 a.m. in the Rotherham Town Hall.



**CABINET MEMBER FOR COMMUNITIES AND COHESION  
24th February, 2014**

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

Apologies for absence were received from Councillor Burton.

**E45.       DECLARATIONS OF INTEREST.**

No Declarations of Interest were made.

**E46.       MINUTES OF THE PREVIOUS MEETING HELD ON 27TH JANUARY, 2014.**

The minutes of the previous meeting of the Cabinet Member for Communities and Cohesion held on 27<sup>th</sup> January, 2014, were considered.

Resolved: - That the minutes of the previous meeting be agreed as an accurate record.

**E47.       INTEGRATED YOUTH SUPPORT SERVICE - IT REQUIREMENTS.**

Consideration was given to the report presented by the Operational Commissioner (Commissioning, Neighbourhood and Adult Services Directorate) that outlined the need to create a single information system that would meet the needs of the whole Integrated Youth Support Service (IYSS), which included Youth Offending, Connexions and Youth Services. The report detailed the existing information system arrangements in the Service.

The IYSS currently ran two information systems, CareWorks, used by the Youth Offending Service for care planning and contributing to local and national performance management, and Cognisoft, used by Connexions and Youth Services to record interventions, along with information management and national reporting requirements. The contract relating to Cognisoft was due to end on 31<sup>st</sup> March, 2014.

The original Exemption from Standing Orders (Minute No. E30 of 19<sup>th</sup> November, 2012, refers) had been granted in order that the market could develop and products that would incorporate all required information technology requirements of the IYSS. The Operational Commissioner reported that the market had not significantly developed during this period.

In order to fully complete the integration of the IYSS, it was crucial for one information system to be in place. The Cabinet Member was presented with three proposed options for the future operation of the Service.

The three options were fully costed and the benefits and risks of each approach were included. A bid had been made for capital funding associated with developing the information system.

**Option One:** - Undertake a full tendering exercise for an Integrated Youth Support information system commencing in April, 2015, for a period of five years;

**Option Two:** - Continue to contract with Cognisoft for a period of five years from April, 2015, with a module developed for Youth Offending information that provided an integrated system for IYSS;

**Option Three:** - Continue with the Cognisoft and Careworks systems for a period of five years from April 2015.

Option One, to undertake a full tendering exercise, was the recommended option, and if approved, would require the Exemption of Standing Order 38.2 (the requirement to invite between three and six written quotations for contracts between £50,000 - £500,000) to extend the contract with Cognisoft until 31<sup>st</sup> March, 2015, in order that the tendering exercise could take place.

Discussion ensued on the proposal and the following points were made: -

- Did the proposed options satisfy the Youth Justice Board's expectations? – Yes, all options had been drawn-up to satisfy the statutory information reporting and management requirements across the workforce.

The Cabinet Member expected that robust project management would be applied to the software development process to prevent rising costs.

Resolved: - (1) That Standing Order 48.2 (the requirement to invite between three and six written quotations for contracts between £50,000 - £500,000) be exempted in order that the existing contract with Cognisoft be extended for a further year from 1<sup>st</sup> April, 2014 – 31<sup>st</sup> March, 2015.

(2) That Option One be approved and a full tendering exercise be undertaken to achieve a single information system for Rotherham's Integrated Youth Support Service.

**E48. COMMUNITY LEADERSHIP FUND - FLEXIBILITY TO CARRY FORWARD UNDER-SPEND.**

The report of the Community Liaison Officer (Housing and Neighbourhood Services, Neighbourhood and Adult Services Directorate) was considered. The report outlined the current balance position of the Community Leadership Fund for the 2013-2014 financial year.

The budget for the current financial year was £63,000 plus a £21,000 carry-over from the previous financial year, resulting in a total budget of £84,000.

The report outlined that as of January, 2014, 135 projects had been supported across the Borough as a result of the Community Leadership Fund and an updated balance for each Elected Member was considered.

The details of the arrangements for carry forward or disposal of any funding not allocated at the end of the 2012-2013 financial year had been considered previously (Minute No. E41 (Members' Community Leadership Fund) 25th February, 2013 refers) and included: -

- That any underspends above £750 at year-end be removed (unless the monies had been approved during the 2012-13 financial year but not spent by year-end);
- Any underspends below £750 at year-end would be approved to be carried forward into the new financial year;
- That any underspend amounts lost from individual Elected Member allocations be recovered into a One Town One Community small grants panel that organisations could submit bids towards.

Discussion ensued on the options for any unspent monies within the Community Leadership Fund at the end of the 2013-2014 financial year.

Resolved: - (1) That any underspends above £1,000 at 2013-2014 year-end be removed unless a proposal for their use is submitted and approved before 31<sup>st</sup> March, 2014.

(2) Any individual Elected Member's Community Leadership Fund underspends below £1,000 at year-end be approved to be carried forward into the 2014-2015 financial year.

(3) That any underspend amounts lost from individual Elected Member allocations be recovered into a One Town One Community small grants panel that organisations could submit bids towards.

(4) That a message be circulated to all Elected Members informing them of these arrangements.

#### **E49. IYSS UPDATE.**

The Head of Rotherham's Integrated Youth Support Service (Schools and Lifelong Learning, Children and Young People's Service's Directorate) provided an update to the Cabinet Member for Communities and Cohesion on the progress of the IYSS.

The Service was seeking to achieve further budgetary efficiencies: -

- The Integrated Youth Support Service (IYSS) was required to make on-going budgetary savings in addition to savings made in the previous financial-year;
- Consultation with staff and stakeholder groups, including members of the public, was taking place;
- The current proposals made to achieve the savings total related to 22.5 full-time equivalent posts. 43% of the Service's total establishment was affected.

Discussion ensued on the budget saving process. The Cabinet Member had been approached with a question relating to the management structure of the Service and whether it was being reduced in-line with the wider staffing structure. The Head of Service referred to a previous re-structure of the IYSS where the Service had begun to operate at minimal levels in its management structure. The ratio of management level posts had taken into account thresholds for safeguarding and the high-threshold for IYSS interventions.

In addition, the following service development activities had been taking place: -

- Case management training – all face-to-face workers had undertaken three and a half days of intensive training around assessment, planning and recording and on the 'This is Me' assessment toolkit. The toolkit was used to capture the voice of the young person from the beginning of the process and resulted in a better outcome for them. The inclusion of voice was an Ofsted expectation. The training also supported workers to support all aspects of each case, which was the expectation of the IYSS structure.
- IYSS Quality Mark – Rotherham's IYSS was working towards a Quality Mark administrated by the National Youth Work Agency, alongside partner organisations Rush, YMCA and GROW, who were all members of the IYSS Project Group. The Service and Partners had all contributed to the initial self-assessment. Assessment visits would take place in March.
- IYSS Matrix Quality Mark – Rotherham's IYSS was working towards a Matrix Quality Mark on the provision of advice and guidance on employment and careers. This was currently being piloted in the Rother Valley West and South Area Assemblies.
- Work was continuing to create an improved information system that fully supported the integrated service.

- The IYSS Conference held on 10<sup>th</sup> February, 2014, had been very successful and all feedback had supported the event, despite the overall context of budget reductions. The Police and Crime Commissioner addressed the staff and stakeholders in attendance, including voluntary and community sector representatives, Swinton Lock, Rotherham MIND and Rotherham United Ltd.
- Apprenticeship opportunities in the IYSS were continuing and on-going support to the apprentices was being given to increase their long-term employability skills.

The Cabinet Member thanked the Head of Service for her update on the continuing work of the Service and asked that the Service continue to publicise the good work that was taking place.

Resolved: - That the information shared be noted.

**E50. SUPPORTING ROTHERHAM'S VOLUNTARY AND COMMUNITY SECTOR - SINGLE INFRASTRUCTURE GRANT.**

Consideration was given to the report presented by the Head of Voluntary Action Rotherham (VAR). The report outlined the administration and organisation of the Single Infrastructure Grant that existed between the Local Authority and the Voluntary, Community and Faith Sector in Rotherham (VCFS). VAR was the consortium of the Partners and supported the delivery of the Council's Corporate Plan Priorities and gave added-value to the Borough.

The agreement relating to the Single Infrastructure Grant was subject to regular quarterly monitoring and reporting and all partners had delivered against the agreed outcomes and outputs. Where partners were not able to progress some activity because of changes in their organisational structure, activity had been, where appropriate, incorporated within the delivery of the Rotherham based partners VAR and REMA, so that no detrimental effect would be felt by the VCFS in the Borough. Progress reports had been brought to previous Delegated Powers meetings and an impact report had been produced. The funding provided had enabled a number of key deliverables over the current three-year agreement including: -

- Services and support to over 500 groups and organisations annually within the Borough;
- Raised over £3million for Rotherham groups and organisations;
- Provided bespoke support to at least 300 people from migrant and emerging communities, and worked with over 300 individuals/ families from the Roma community including engaging members of the community as health champions;
- Dealt with over 5,700 volunteering enquiries and brokered over 3,800 volunteering opportunities;

- Enabled significant consortia and partnership approaches to new forms of service delivery and input into planning of services and achievement of Joint Quality Standards with other agencies;
- Ongoing support of Groups to make Big Lotto funding bids.

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

(2) That the integrated Rotherham Infrastructure generalist support to the Voluntary, Community and Faith sectors be continued in Rotherham and provided by the current Service Level Agreement with Voluntary Action Rotherham (VAR).

(3) That the Single Infrastructure Grant continue to be reported to the Cabinet Member for Communities and Cohesion on a six-monthly basis.

#### **E51. EXCLUSION OF THE PUBLIC AND THE PRESS.**

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

#### **E52. ADVICE SERVICES - TENDER UPDATE AND WAIVING OF STANDING ORDERS.**

Consideration was given to the report presented by the Operational Commissioner (Commissioning, Neighbourhood and Adult Services Directorate) that outlined a review that had taken place relating to Advice Services.

Following a recent review of Advice Services it was identified that efficiencies were required together with a need identified for a more outcomes driven service focussing on interventions for the individual to develop their financial resilience.

It was proposed that an Exemption from Standing Order 49 (Tender invitation and receipt of tenders) be granted and that the existing contract with the Citizens' Advice Bureau for the period 1<sup>st</sup> April, 2014 – 31<sup>st</sup> August, 2014, for a further tendering exercise to take place.

Resolved: - That Standing Order 49 (Tender invitation and receipt of tenders) be exempted and the existing contract with the Citizens' Advice Bureau be extended for the period 1<sup>st</sup> April, 2014 – 31<sup>st</sup> August, 2014, whilst a further tendering exercise is completed.

**E53. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Communities and Cohesion take place on Friday 21<sup>st</sup> March, 2014, to start at 2.30 p.m. in the Rotherham Town Hall.

**CABINET MEMBER FOR COMMUNITIES AND COHESION  
21st March, 2014**

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

Apologies for absence:- Apologies were received from Councillors Burton.

**E54.       DECLARATIONS OF INTEREST.**

No Declarations of Interest were made.

**E55.       MINUTES OF THE PREVIOUS MEETING HELD ON 24TH FEBRUARY, 2014.**

The minutes of the previous meeting of the Cabinet Member for Communities and Cohesion held on 24<sup>th</sup> February, 2014, were considered. The Cabinet Member received matters arising updates relating to the decisions made.

Resolved: - That the minutes of the previous meeting held on 24<sup>th</sup> February, 2014, be agreed as an accurate record.

**E56.       PREVENT UPDATE.**

Consideration was given to the update presented by the Community Engagement Manager (Housing and Neighbourhood Services, Neighbourhood and Adult Services Directorate) on behalf of the Prevent Local Lead, South Yorkshire Police, who had given her apologies.

The update covered: -

- Prevent Silver meetings were being chaired by Superintendent Paul McCurry;
- The Silver meetings were directing work that was taking place to highlight and engage vulnerable groups including work with Local Authority Partners and training and awareness raising sessions;
- Using local demographic information to help plan and commission activity;
- Project Shanaz was a thread of the Prevent work stream. This included the provision of a platform and voice for women in the areas relating to Prevent work. Rotherham was due to host a strategic meeting on project Shanaz for delegates from across the UK;
- The Rotherham policing district had formed a new Independent Advisory Group that would meet bi-monthly and be chaired by Chief Superintendent Harwin. Membership of the group consisted of community representatives. The remit of the group was to provide a transparent consultation process, to encourage dialogue



and a platform for developing areas of work, including the Policing Protests Matrix.

Discussion ensued and the following areas were raised: -

- The Cabinet Member would welcome sight of the evaluation that had taken place on the programmes in place for working with individuals who posed a risk under the Prevent agenda;
- Further information was required by the Cabinet Member in order for him to have a complete picture about the level of need in Rotherham relating to the Prevent agenda.

The Cabinet Member requested on-going updates from the Silver meeting and to be kept informed about the work of Prevent on a regular basis.

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

(2) That regular updates on the Prevent agenda be brought to the Cabinet Member for Community and Cohesion's meetings.

#### **E57. ROTHERHAM INTEGRATED YOUTH SUPPORT SERVICE - UPDATE.**

Consideration was given to the update provided by the Head of the Rotherham Integrated Youth Support Service (Schools and Lifelong Learning, Children and Young People's Services Directorate).

The Head of Service reported on the activities of the Service over the past month since the previous report: -

- **Re-alignment Processes** – The process was continuing to be on target to meet the required timescales and achieve the required savings. Expressions of interest for posts at risk were currently being submitted and interviews would start from 31<sup>st</sup> March, 2014. From 1<sup>st</sup> April, 2014, the Service would provide open access two nights per week in every local centre. Detached provision would remain at four nights per week in each local area;
- The Integrated Youth Support Service's consultation document was shared. It was noted that the number of full-time equivalent posts that would be lost was now 17.09, which was a reduction from 22. This was a result of successful applications for voluntary severance;
- The Service was facilitating interview technique courses for all staff members who expressed an interest;
- There would be some movement of staff members into different posts and areas, but every effort would be made to preserve relationships between young people and workers.
- **Quality Assurance** – The Service was developing a straightforward performance information dashboard. This document would be set within the Service's Specification and Quality Standards document.

The dashboard aimed to provide an 'at a glance' description of the Service's activities. Work was continuing to capture the voice of young people in the dashboard, as well as the total number worked with, the Service's reach and the outcomes for young people.

- **Integrated Youth Support Service Quality Mark** – Before the second re-alignment process commenced, the Service had commissioned work to be assessed for a Quality Mark. A decision was taken to continue with this during the current economic climate as the Service expected to continue to deliver a quality service despite the reductions. The Quality Mark included undertaking a detailed self-assessment, and a visit from an inspector over three-days to test the evidence delivered through the self-assessment. The bid had been made in conjunction with the Voluntary and Community Service Partners GROW, Rotherham United and Refuge. If the process was successful, the Partners would also be able to use the Integrated Youth Support Service's Quality Mark.
- The Service was undertaking the National Citizenship Service Scheme in partnership with Rotherham United. A total of 105 places would be available for Rotherham's young people.

The Cabinet Member thanked the Head of Service for her update and placed on record his recognition of the continuing positive work of the Service.

Resolved: - That the information shared be noted.

**E58. ROTHERHAM IYSS - YOUTH OFFENDING SERVICE - QUARTERLY PERFORMANCE REPORT.**

Consideration was given to the report presented by the Head of the Youth Offending Service (Integrated Youth Support Service, Schools and Lifelong Learning, Children and Young People's Services Directorate). The report gave a quarterly update on the Service's direction of travel and, where necessary, outlined the details of actions to maintain and/or improve performance across the Service.

The performance indicators that were used within the Youth Offending Service were outlined (YOS1 to YOS9), along with any 'related measure', such as a National Indicator, the 'target', 'performance', 'definition/comments' and the current RAG status.

Exception reporting was used for the 9 performance indicators when performance was rated as amber or red. Exception reporting had been used in this Quarter's report for YOS1 (First Time Entrants) and, although not currently judged to be amber or red, YOS7 (Quality of Cases).

This was the first Quarter since the inception of the YOS1 target in 2007/2008 that Rotherham had experienced an increase in the rate of first

time entrants compared to the previous period. Rotherham's performance had outpaced national and regional trends but the gap was beginning to narrow. Rotherham's performance was now more aligned to national trends but better than regional average. This area had been judged to be amber based on local judgement, but remained on-line to meet the national target.

Cases were continuing to be subject to management audit (YOS7). There were examples of very good case management but some cases were not updated soon enough. Some assessments remained descriptive rather than analytical. This would be addressed in future training provision.

Information about the 12 new referrals (between October, 2013 – December, 2013) to the Service of under-18s who were misusing substances was also considered.

Other factors for the Youth Offending Service: -

- Service reductions due to Central Government funding reductions and the likely impact on staffing;
- The role of 'continual provision' within the Integrated Youth Support Service where young people would work with the same worker as far as possible;
- The contribution of the Youth Justice Grant for 2014-2015 had been announced as the same amount as the previous year's funding;
- The timetable for full joint inspections would be announced on 25<sup>th</sup> April, 2014;
- The Annual Youth Justice Plan would be submitted to a future meeting of the Youth Offending Service Management Board;
- The Police and Crime Commissioner had opened the Integrated Youth Support Services Conference held on 8<sup>th</sup> February, 2014, and he had promoted the 'See Something, Say Something' campaign;
- The Youth Justice and Restorative Justice Workshop was successful and over 40 delegates had signed-up;
- The Youth Justice Board had asked Rotherham's Youth Offending Service to take on additional responsibilities around the use of unsupervised unpaid work as a restorative measure for young people who had committed a crime. Historically Rotherham had not used these placements for 16 and 17 year olds. Magistrates did have the option of this measure. Further information from the Youth Justice Board regarding specification and available funding was awaited.

Resolved: - That the information shared be noted.

**E59. INFRASTRUCTURE AND CORPORATE INITIATIVES FUND (ICIB).**

The Community Engagement Manager (Housing and Neighbourhood Services, Neighbourhood and Adult Services Directorate) provided an update on ICIB.

He reported that a report would be submitted to the next meeting seeking approval for the funding advice, advocacy, and information services from the local voluntary sector for the 2014/15 financial year. This would be those projects out of scope of the ongoing commissioning exercise for generalist advice due to be completed by September, 2014.

Discussion ensued and the following area was raised: -

- The Cabinet Member requested an update on the discussions that took place following the last meeting on the Single Infrastructure Grant, finance, and a delivery output framework.

Resolved: - That an update meeting on the briefing meeting around the Single Infrastructure Grant be arranged.

**E60. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Communities and Cohesion take place on Monday 28<sup>th</sup> April, 2014, to start at 12.00 noon in the Rotherham Town Hall.

**CABINET MEMBER FOR CULTURE AND TOURISM  
18th March, 2014**

Present:- Councillor Rushforth (in the Chair).

Apologies for absence were received from Councillors Andrews and Dalton.

**F48.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest to report.

**F49.       EXCLUSION OF THE PRESS AND THE PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs).

**F50.       CLIFTON PARK WATERPLAY - REPAIR PROCUREMENT - PHASE 2**

Further to Minute No. F5 of the meeting of the Cabinet Member for Culture and Tourism held on 4th June, 2013, consideration was given to the report presented by Andy Lee, Urban Green Spaces Manager, which sought an exemption from Standing Order 48.1 (requirement to invite between three and six tenders for a contract with an estimated value of £50,000 or more) to allow an order to be placed with Ustigate Ltd to undertake essential repairs to the water play facility in Clifton Park following their completion of Phase One of the works

Consequently, approval was given to suspend Standing Orders to allow Ustigate Ltd to be appointed to inspect the design and installation of the visible plant and controls, and to recommended remedial works. Two phases of works were suggested and a decision was taken in June 2013 to proceed with the first of these only and to review detailed proposals for phase two afterwards.

The first phase of works had now been completed successfully and would allow operation of the main jets and high jets in 2014. A proposal for the second phase had now been submitted which would enable other components of the water play, including the paddling area and rill, to operate again. Agreement was now sought to appoint the same specialist contractor directly without attempting to seek competitive quotes for this highly specialist area with an immediate start and to ensure its completion ready for the summer period.

Resolved:- That the exemption of the contract for repairs to the Water Play facility at Clifton Park from Standing Order 48.1 (requirement to invite between three and six tenders for a contract with an estimated value of £50,000 or more) and award the contract to Ustigate Waterplay Ltd. be approved.

(The Mayor agreed to exempt this item from call-in to allow the Council to ensure the highly specialist work to the Clifton Park Waterplay was completed on schedule)

**CABINET MEMBER FOR CULTURE AND TOURISM  
25th March, 2014**

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

An apology for absence was received from Councillor Dalton.

**F51.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

**F52.       MINUTES OF THE PREVIOUS MEETING HELD ON 18TH FEBRUARY, 2014**

The minutes of the previous meeting of the Cabinet Member and Advisers for Culture and Tourism held on 18<sup>th</sup> February, 2014, were considered.

Resolved:- That the minutes of the previous meeting be approved as a correct record.

**F53.       TOUR DE FRANCE - COMMUNICATIONS PLAN**

Members welcomed Rachael Ellis and Tom Sweetman (Communications and Marketing), who gave a presentation about the communications plan for the Grand Départ of the Tour de France cycle race in Yorkshire during July 2014.

The presentation and subsequent discussion highlighted the following issues:-

- the context of the Tour de France – the number of spectators along the route and the world-wide television audience;
- the three stages in the United Kingdom on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> July 2014 (Leeds-Harrogate; York-Sheffield and Cambridge-London);
- promotional films were viewed, including ‘Made in Yorkshire’;
- regularity and reliability of public transport links, enabling people to move between Rotherham and the Tour route in the Sheffield area; whether additional buses and trains will be provided;
- the economic benefits to Yorkshire from the staging of this event;
- Yorkshire Festival 2014 – 100 days of arts and culture, which will be launched on Thursday 27<sup>th</sup> March 2014 and last until Sunday 6<sup>th</sup> July 2014; free admission to events;

- Cycle Yorkshire, The Legacy (launched in November 2013);
- Rotherham's proposed participation in the fringe festival events and in Cycle Yorkshire events;
- promotion of events; use of the Tour de France name (but not the logo); shared access to web site images of the Tour de France;
- ways of increasing participation in cycling; ensuring that the Rotherham Borough area is marketed as a place for people to visit by bicycle;
- ways of increasing visitor numbers to Rotherham, both during the Tour de France Grand Départ in July 2014 and afterwards;
- Bikeability cycle training projects in Rotherham schools; ensuring publicity for other cycling opportunities and projects in the Rotherham Borough area;
- promotion of the health benefits of cycling; availability of cycles for hire at the Rotherham railway station; proposed cycle centre at the Rother Valley Country Park (and the provision of cycles for hire at the Country Park);
- public cycle rides, with leaders (sponsored by the 'Sky' company) which will take place from June 2014 and onwards into 2015;
- St. Thomas CE Primary School, Kilnhurst has won a regional film-making award, using a history theme, about cycling – the award was presented by the Sustrans organisation;
- 'Popped Art' events during June 2014;
- Gallery Town exhibition of art and paintings, with a cycling theme, which is planned to take place in Rotherham;
- the Bike-It project and the Dr. Bike cycle maintenance scheme;
- ensuring that Rotherham has a strong presence on the Tour de France web site, in order to attract visitors to the Borough area.

Resolved:- That the details of the communications plan be noted.

**F54. CUSTOMER AND CULTURAL SERVICES - FEES AND CHARGES 2014-2015**

Consideration was given to a report, presented by the Customer and Cultural Services Manager, concerning the annual review of fees and charges for services within Customer and Cultural Services. The report



contained the revised fees and charges proposed for the 2014/2015 financial year.

Members noted that several core services still remained essentially free of charge, such as the public library service, the archives and local studies and museum services. Where charges were levied, there was often also a concessionary rate.

It was proposed that the revised fees and charges would take effect from 1st May, 2014. However, the proposed fees in relation to the Civic Theatre would be in place for the period from 1<sup>st</sup> September, 2014 until 31<sup>st</sup> August, 2015, in part to reflect the seasonal nature of the programmed schedule of shows, events and performances.

Other changes to the fees and charges structure included:-

- Blue Badge (disabled persons' parking) – charges brought into line with those of other local authorities;
- Heritage services – new minimum charges for school sessions;
- Heritage activity sessions/Reminiscence/talks and tours – minimum charges;
- Charges for marriage ceremonies at the Clifton Park Museum;
- Gallery room hire charges brought into line with other services within the Directorate;
- Theatres – the booking fee for debit card transactions will no longer be levied;
- Civic Theatre night retainer.

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

(2) That, subject to resolution (3) below, the revised fees and charges for Customer and Cultural Services, as set out in the report and appendices submitted, be approved and implemented with effect from 1<sup>st</sup> May, 2014.

(3) That, further to resolution (2) above, the proposed revised fees in relation to the Civic Theatre, as now submitted, shall be levied during the period from 1<sup>st</sup> September, 2014 until 31<sup>st</sup> August, 2015.

#### **F55. YOUR ACCOUNT - PROVISION OF ADDITIONAL SERVICES**

Consideration was given to a report, presented by the Customer and Cultural Services Manager, relating to 'Your Account', an online portal which allows citizens to access personal information about the accounts they hold with the Council.

Members were informed that the Library Service wishes to develop its online service offer by providing personal library account information within the Council's existing, secure citizen's account portal, 'Your Account'.

The service will be developed by the existing ICT system suppliers, Gandlake (providing the citizen's account) and Capita (providing the library management system). This is a development to the existing ICT systems of the Council and the work cannot be completed by other suppliers. An exemption to standing orders is therefore required, enabling procurement to proceed from the companies referred to in the report.

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

(2) That the inclusion of personal library account information in the 'Your Account' citizens' account portal, provided by this Council, as detailed in the report now submitted, be supported.

(3) That, further to resolution (2) above, the development costs of the 'Your Account' portal shall be exempt from the provisions of Standing Order 47.6.3 (requirement to invite three written quotations for contracts valued between £20,000 and £50,000), enabling the service to be developed by Gandlake and by Capita.

(nb: subsequent to this meeting and in view of the need to incur expenditure during the current financial year, The Mayor gave the necessary authorisation to exempt this decision from the Council's call-in procedure)

**F56. DATE AND TIME OF THE NEXT MEETING**

Resolved:- That the next meeting of the Cabinet Member and Advisers for Culture and Tourism take place on Tuesday 22<sup>nd</sup> April, 2014, to start at 10.00 a.m. in the Rotherham Town Hall.

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT**  
**25th February, 2014**

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

**G94. RERF - MARKETS GROWTH PLAN AND OPTIONS ASSESSMENT**

Consideration was given to a report presented by the Economic Development Manager concerning a proposal that £19,000 of revenue funding is allocated from the Rotherham Economic Regeneration Fund (RERF) towards work on a growth plan and physical options assessment for the Rotherham Markets complex. Members noted that approval was also being sought for the work to be awarded directly to the Retail Group, with exemption from the usual tendering procedures set out in the Council's standing orders. This latter proposal is due to the tight timescales for both spending the money and requiring the outcomes of the work.

The report listed the objectives of the proposal, which are to identify:-

- i) the future strategy and growth plan for Rotherham Markets, the right markets offer for the town and its customers;
- ii) the rationale for investing in improvements to the markets, and the optimum additional physical requirements both short and long term; and
- iii) actions to improve performance and to effectively utilise the development opportunities available.

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

(2) That £19,000 of revenue funding be allocated from the Rotherham Economic Regeneration Fund (RERF) towards work on a growth plan and options assessment for Rotherham Markets, as detailed in the report now submitted.

(3) That, further to (2) above, exemption be granted from the requirements of Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for contracts with an estimated value of £5,000 or more, but less than £20,000) enabling the work on a growth plan and options assessment to be undertaken by the Retail Group, so that the work may be completed by 31<sup>st</sup> March 2014.

**G95. 'GET UP TO SPEED WITH ENGINEERING' EVENT**

Consideration was given to a report presented by the Sector Growth Manager (Rotherham Investment and Development Office) concerning the 'Get up to speed with Engineering' event, held annually for the past three years and provided free for young people and other stakeholders, enabling them to engage with businesses and learn about the world of work in engineering and manufacturing.

The report sought approval for the suspension of standing orders with regard to the procurement of event-related costs, to allow the Rotherham Investment and Development Office to provide a marquee, workshops, networking opportunities and support to small and medium enterprises and companies at this event.

Members noted that revenue funding for this proposal was available from the South Yorkshire Sector Growth Enhancement Programme, administered by Sheffield City Council. The event was also supported by the European Regional Development Fund.

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

(2) That exemption be granted from the requirements of Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for contracts with an estimated value of £5,000 or more, but less than £20,000) in respect of the expenditure needed to provide additional venue space for small and medium enterprise businesses at the 'Get up to speed with Engineering' event.

(3) That approval be granted for the necessary expenditure to be incurred with immediate effect.

**G96. ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE - HIGHWAYS SEMINAR ON 6TH AND 7TH MARCH 2014 - NEWCASTLE**

Resolved:- That two Elected Members be authorised to attend the above seminar.

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT**  
**3rd March, 2014**

Present:- Councillor Smith (in the Chair); Councillor Godfrey; together with Councillors Dodson and Pickering.

Apologies for absence were received from Councillor Clark.

**G97. MINUTES OF THE MEETINGS HELD ON 3RD FEBRUARY AND 14TH FEBRUARY, 2014**

Resolved:- That the minutes of the meetings of the Cabinet Member and Advisers for Regeneration and Development, held on (i) 3rd February, 2014 and (ii) 14th February, 2014, be approved as correct records for signature by the Chairman.

**G98. PROPOSED RESPONSE TO THE HIGHWAYS AGENCY CONSULTATION ON MAXIMUM MANDATORY SPEED LIMIT - M1 JUNCTIONS 28 TO 35A**

Consideration was given to a report, presented by the Transportation and Traffic Manager, containing this Council's proposed response to the Highways Agency's consultation on a maximum mandatory speed limit for the M1 motorway between junction 28 (Mansfield) junction 35a (Chapelton, Sheffield).

The report stated that the Highways Agency, on behalf of the Department for Transport, is currently progressing proposals for the implementation of the Smart Motorways Project (previously known as the Managed Motorways Project), which if implemented, will see the hard shoulder of the M1 Motorway between Junctions 28 and 31, and Junctions 32 and 35a converted to a live running lane for all traffic.

An environmental assessment had been carried out indicating that the scheme, which has all-lane running at all times could have a significant adverse effect on local air quality at sensitive receptors and in Air Quality Management Areas, particularly in the Sheffield and Rotherham areas, when operating at the national speed limit and the predicted levels of traffic growth.

In order to mitigate the adverse impacts on air quality which arise from operation at the national speed limit, the Highways Agency is proposing to implement a maximum mandatory 60mph speed limit on the section of the M1 Motorway between Junctions 28 and 35a.

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

(2) That this Council's response to the Highways Agency's consultation on a maximum mandatory speed limit for the M1 motorway between junction 28 (Mansfield) junction 35a (Chapelton), as now submitted, be approved.

(After the meeting, His Worship The Mayor agreed to exempt this decision from the call-in process, because of the nearness of the deadline for submission of responses to this consultation)

**G99. TEMPLEBOROUGH TO KIMBERWORTH CYCLE ROUTE**

Further to Minute No. G79 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 7th January, 2013, consideration was given to a report, presented by the Transportation and Traffic Manager, concerning the proposed construction of a new off-road cycle path between Centurion Street and the Rotherham to Sheffield canal towpath, to allow a new, direct cycle route to be signed between Templeborough and Kimberworth.

The report stated that the scheme involves the introduction of a three metres wide, bound, waterproof surface constructed of tarmac or similar material between Centurion Street in Templeborough and the canal towpath. This section of the route is in a poor condition with no hard surface and is almost impassable during wetter months. Part of this route falls within Sheffield and the proposals have been agreed with landowners. The improvements would allow a longer cycle route to be signed from Sheffield Road in Templeborough, along Bessemer Way and Centurion Street to the canal towpath and along Steel Street and Psalters Lane towards Kimberworth. The route was outlined on the submitted drawing number 126/17/TT274. The scheme will provide a new cross-town cycle route to the south east of the Rotherham town centre, improving sustainable access between the residential areas of Kimberworth/Holmes and employment in Templeborough. The route will also provide direct access to the canal towpath and employment in the Lower Don Valley. The works are estimated to cost £50,000 and will be funded from the Local Sustainable Transport Fund.

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

(2) That detailed design work and construction be undertaken to provide a new cycle path from Centurion Street, Templeborough to the Rotherham to Sheffield canal towpath, as shown on drawing number 126/17/TT274 submitted, incorporating a three metres wide, waterproof surface constructed of tarmac or similar material.

(3) That appropriate cycle signage be provided for a new cycle route between Templeborough and Kimberworth, as described in the report now submitted.

**G100. AMENDING FEES AND CHARGES FOR THE PROVISION OF HIGHWAY SERVICES**

Further to Minute No. G119 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 5<sup>th</sup> April, 2013, consideration was given to a report, presented by the Principal Engineer, Streetpride, containing proposed amendments to the current fees and charges made for a range of highway services provided by the Council. The fees and charges were for the provision of a licence and a temporary traffic regulation order to allow for the:-

- (i) placement of a builder's skip and container on the highway;
- (ii) installation and maintenance of apparatus and the making of an excavation in the highway;
- (iii) construction of permanent and temporary vehicle access crossings in the highway;
- (iv) installation of scaffolding and hoarding in the highway; and
- (v) the regulation of traffic during planned and unplanned (emergency) activities on or near the highway.

Members were informed that properly licensed highway services help fulfil the aims of the Local Transport Plan (LTP3) and the Traffic Management Act 2004, in terms of helping to keep the highway safe and reducing disruption. A review has been carried out to benchmark the appropriate cost of providing highway and street works licences and the cost of arranging a temporary traffic regulation order, against eleven other local authorities including the three other South Yorkshire district councils.

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

(2) That, with effect from 1st April, 2014:-

- (a) the fee for a licence to enable skip companies to place a skip on the highway for two weeks shall be increased from £17.50 to £20.00;
- (b) the current charge of £450.00 for processing and implementing a Street Works License under Section 50 of The New Roads and Street Works Act 1991 shall be increased to £500.00;
- (c) the fee for a highways licence for a trial hole shall be increased from £300.00 to £400.00;
- (d) the fee for a licence to construct a permanent vehicle access crossing at a residential premise, which involves dropping kerbs, shall be increased from £50.00 to £60.00;

(e) the fee for a temporary vehicle access crossing at a development site, for construction vehicles, shall be increased from £100.00 to £120.00;

(f) the fee for permission to install scaffolding and hoarding in the highway shall be increased from £150.00 to £170.00 for two weeks, plus £50.00 per additional four weeks;

(g) the fee for a temporary traffic regulation order, for a planned activity, shall be increased from £800.00 to £900.00, which includes a fee for the required advertisements in the press; and

(h) the fee for an emergency temporary traffic regulation order shall be increased from £625.00 to £700.00.

#### **G101. ADOPTION OF SUPPLEMENTARY PLANNING GUIDANCE**

Further to Minute No. 70(a) of the meeting of the Planning Board held on 13th December, 2012, consideration was given to a report, presented by the Planning Manager stating that separate guidance documents have been prepared to assist in dealing with planning applications. The guidance documents are:-

: Householder Design Guide (for residential properties); and

: Development in the Green Belt.

It was noted that both of these documents have been referred to in officer reports for approximately twelve months and the intention is to adopt them formally as the Council's supplementary planning guidance. The documents will eventually form part of the Rotherham Local Development Plan.

Both documents were appended to the submitted report. Reference was made to the feedback received as part of public consultation process.

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

(2) That the two supplementary guidance documents: (i) Householder Design Guide (for residential properties); and (ii) Development in the Green Belt be adopted by the Council as Interim Planning Documents, to ultimately be adopted as Supplementary Planning Documents as part of the Local Plan.

#### **G102. LAND REGISTRY, WIDER POWERS AND LOCAL LAND CHARGES**

Consideration was given to a report, presented by the Principal Planning Officer, concerning the consultation by the Land Registry, entitled "Land Registry, Wider Powers and Local Land Charges", affecting the Local Land Charges service.



The report stated that the Land Registry is proposing to take over the Local Land Charges Register and provide search information (a statutory duty of the local authority), whilst leaving local authorities with responsibility for completing enquiries of the local authority (via form CON29), effectively splitting the interdependent service currently provided by Local Land Charges. Such a proposal would reduce the income to local authorities from the operation of these services.

This Council's proposed response to the consultation was appended to the submitted report.

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

(2) That this Council's proposed response to the Land Registry consultation, as now submitted, be approved.

(After the meeting, His Worship The Mayor agreed to exempt this decision from the call-in process, because of the nearness of the deadline for submission of responses to this consultation)

**G103. ENVIRONMENT AND DEVELOPMENT SERVICES REVENUE BUDGET MONITORING REPORT TO 31ST JANUARY 2014**

Consideration was given to a report submitted by the Finance Manager concerning the budget monitoring of the Environment and Development Services Directorate Revenue Accounts for the period to 31st January, 2014, including the forecast out-turn of overspending of £449,000 to the end of the 2013/14 financial year. The submitted report included information on the variances reported by each Division of Service.

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

(2) That the latest financial projection against budget for the 2013/14 financial year, for the Environment and Development Services Directorate, based on actual income and expenditure to 31st January, 2014, be noted.

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

**G104. EXCLUSION OF THE PRESS AND PUBLIC**

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

**G105. OBJECTIVE ONLINE SOFTWARE SUPPORT AND MAINTENANCE (LOCAL PLAN CONSULTATION PORTAL)**

Further to Minute No. G105 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 4th March, 2013, consideration was given to a report, presented by the Planning Policy Manager, concerning the need to purchase support and maintenance for the Objective Online software used by the Council to prepare, publish and consult on all stages of the Local Plan. Members noted that the costs could be contained within existing revenue budgets and the report included a detailed business case of this proposal.

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

(2) That the contract for the support and maintenance of the Objective Online software shall be exempt from the provisions of standing order 47.6.2 (requirement to invite at least two oral or written quotations for contracts with a value of between £5,000 and £20,000) and the contract be awarded to Objective Corporation UK Ltd., in accordance with the details contained in the report now submitted.

**G106. FASTSUITE - CIVICA PRODUCTS FOR PLANNING, BUILDING CONTROL AND LAND CHARGES**

Further to Minute No. G122 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 5<sup>th</sup> April, 2013, consideration was given to a report, presented by the Planning Manager, proposing an exemption from Standing Order number 47.6.2 (relating to contracts valued at more than £5,000 but less than £20,000) to allow the appointment of the Civica company to continue to provide the back office functionality (FastPlanning, FastControl, FastCharges) for the Development Management, Building Control and Local Land Charges services. The report stated that this software is used by all three of these Council services and the user licence is renewed annually.

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

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

**CABINET MEMBER FOR REGENERATION AND DEVELOPMENT**  
**31st March, 2014**

Present:- Councillor Akhtar (Deputy Leader - in the Chair, in the absence of the Cabinet Member).

Apologies for absence were received from Councillors Clark, Godfrey, Pickering and Smith.

**G107. EXCLUSION OF THE PRESS AND PUBLIC**

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

**G108. CLOSED CIRCUIT TELEVISION SYSTEMS - TRANSMISSION CONTROL EQUIPMENT**

Consideration was given to a report, presented by the Team Manager (Transportation and Highways Projects), concerning a proposed new contract to provide improved communications and lower rental charges to some of the Borough's Closed Circuit Television (CCTV) cameras. Authorisation was also being sought for an exemption from standing order 48 (requirement to invite three written tenders for a contract with an estimated value of over £50,000).

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

(2) That exemption from the provisions of standing order 48 (requirement to invite three tenders for a contract with an estimated value of more than £50,000) be approved and that a new contract be entered into with Virgin Media, for a period of five years, as detailed in the report now submitted, to ensure a robust CCTV service is provided.

(nb: subsequent to this meeting and in view of the need to incur expenditure during the 2013/2014 financial year, The Mayor gave the necessary authorisation to exempt this decision from the Council's call-in procedure)

**CABINET MEMBER FOR ADULT SOCIAL CARE  
17th March, 2014**

Present:- Councillor Doyle (in the Chair); Councillors Gosling and P. A. Russell.

**H81.       DECLARATIONS OF INTEREST.**

There were no Declarations of Interest made at the meeting.

**H82.       MINUTES OF THE PREVIOUS MEETING**

Consideration was given to the minutes of the meeting held on 17<sup>th</sup> February, 2014.

Resolved:- That the minutes of the meeting held on 17<sup>th</sup> February, 2014, be approved as a correct record.

**H83.       ROTHERHAM LEARNING DISABILITY PARTNERSHIP BOARD**

The notes of a meeting of the Rotherham Learning Disability Partnership Board held on 17<sup>th</sup> January, 2014, were submitted for information

**H84.       COMMUNITY AND HOME CARE ACTIVITY AND QUALITY QUARTER  
3 - 2013**

Consideration was given to a report presented by Jacqui Clark, Operational Commissioner, which provided information on Community and Home Care Service activity and quality for the period 1<sup>st</sup> October to 31st December, 2013.

The report provided information on activity levels and quality monitoring outcomes for 2013/14 for services delivered by the Community and Home Care Services Framework.

Further information was provided on the framework activity, monitoring of quality, including concerns, defaults and embargos and an overview of concerns.

Discussion ensued with the following raised/clarified:-

- Work was being undertaken on the reasons for 216 leavers from Independent Home Care
- The 34 investigated concerns had included missed calls, equipment moving and handling, medication issues, delay/failure to report an incident, records, quality of care, staffing issues and management
- Analysis was being undertaken of the "15" minute calls

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

(2) That the report be included on the agenda for the next meeting of the Contracting for Care Forum.

#### **H85. RESIDENTIAL AND NURSING CARE QUALITY AND ACTIVITY**

Consideration was given to a report presented by Jacqui Clark, Operational Commissioner, which provided an update on the annual report on residential care activity for the period 1<sup>st</sup> October to 31st December, 2013.

The report provided information on occupancy levels and quality monitoring outcomes for 2013/14 for services delivered by independent and in-house residential and nursing care homes.

Discussion ensued with the following issues raised/clarified:-

- Vacancy levels were adequate to meet surges in demand over the Winter period
- Relatively high occupancy rates in Dual Registered Care Homes providing Dementia care
- Positive outcomes by providing lengthier rehabilitation sessions was evidenced by the percentage of people discharged from intermediate care to residential care remaining low at 2%
- 36 of the 130 new concerns had been substantiated and included inadequate care records, delay in reporting issues, environment/equipment, finance, medication, quality of care and staffing
- Request to have a pharmacy technician in the 2 Local Authority residential homes as a pilot to ascertain information regarding medication waste

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

(2) That the report be included on the agenda for the next meeting of the Contracting for Care Forum.

#### **H86. ADULT SERVICES REVENUE BUDGET MONITORING 2013/14**

Consideration was given to a report presented by Mark Scarrott, Finance Manager (Neighbourhoods and Adult Services), which provided a financial forecast for the Adult Services Department within the Neighbourhoods and Adult Services Directorate to the end of March, 2014, based on actual income and expenditure to the end of January, 2014.

It was reported that the forecast for the financial year 2013/14 was an overspend of £538,000 against an approved net revenue budget of £72.803M. The figures contained within the report included the recently approved funding for Winter pressures together with funding towards achieving Public Health outcomes. Compensatory forecast underspends

within the remaining NAS Directorate was reducing the overall forecast overspend further to £124,000. The main budget pressures related to the delayed implementation of a number of budget saving targets including Continuing Health Care funding and the review of In-house Residential Care.

Management actions continued to be developed by budget managers to bring the forecast overspend in line with the approved cash limited budget.

The latest year end forecast showed a number of underlying budget pressures which were being offset by a number of forecast underspends:-

#### Adults General

- A slight underspend based on estimated charges including savings on training budgets and additional funding for HIV

#### Older People

- A forecast overspend on In-House Residential Care due to delays on implementation of budget savings target and recurrent budget pressure on Residential Care income
- Recurrent budget pressures in Direct Payments, however, client numbers had reduced since April together with a reduction in the average cost of packages
- Underspend on In House Transport
- Forecast underspend on Enabling Care and Sitting Service, Community Mental Health, Carers' Services, and planned delays on the recruitment to vacant posts within Assessment and Care Management and Community Support plus additional income from Health
- Overspend on independent sector Home Care which had experienced an increase in demand since April
- Overspend on independent residential and nursing care due to delays in achieving the savings target for additional Continuing Health Care income, however, additional income from property charges was reducing the overall overspend
- Forecast savings on in-house day care due to vacant posts and moratorium on non-pay budgets
- Overall underspend on Rothercare due to slippage in Service Review including options for replacement of alarms together with additional income plus Winter pressures funding for Telecare equipment
- Minor underspends in other non-pay budgets due to moratorium on non-essential spend

#### Learning Disabilities

- Slight underspend on independent sector Residential Care budgets due to review of high cost placements. Work was ongoing with regard to Continuing Health Care applications and an internal review of all high cost placements

- Forecast overspend on Day Care due to a delay on the implementation of Day Care Review including increase in fees and charges plus recurrent budget pressure on transport
- Pressures on residential and nursing care contracts with SYHA resulting in forecast overspend. However, Service reconfiguration to Supporting Living in February and March would reduce the pressure in 2014/15
- Overspend in independent sector Home Care due to increase in demand over and above the budget savings target
- High cost placements in independent Day Care resulting in a forecast overspend. Pressures reduced due to additional Continuing Health Care funding and 1 client moving out of the area
- High cost Community Support placements resulting in forecast overspend
- Delay in developing Supported Living Schemes plus additional funding from Health resulting in a forecast underspend
- Efficiency savings on Service Level Agreements for Advice and Information and Client Support Services
- Lower than expected increase in demand for Direct Payments
- Additional staffing costs and essential repairs within In-House Residential Care offset by planned delays in recruiting to vacant posts within Assessment and Care Management

#### Mental Health

- Projected underspend on Residential Care budget. Additional placements in respect of substance misuse was being funded by a contribution from Public Health
- Underspend in Community Support budget due to delays in clients moving from residential care
- Underspend on Direct Payments - additional income recovery was offsetting the initial budget pressure
- Pressures on employee budgets due to lower than expected staff turnover, additional overtime and agency cover offset by additional funding for substance and Alcohol Social Work posts

#### Physical and Sensory Disabilities

- Continued pressure on Independent Sector Domiciliary Care due to an increase in demand for service
- Forecast overspend due to further increase in demand for Direct Payments
- Underspend on Community Support as clients moved to Direct Payments
- Forecast underspend on Residential and Nursing Care due to planned delays in developing alternatives to respite provision
- Reduction in contract with independent sector Day Care provider
- Underspend on equipment and minor adaptations budgets
- Forecast efficiency savings on contracts with Voluntary Sector providers and higher than forecast staff turnover

#### Safeguarding

- Underspend due to higher than expected staff turnover and additional funding for Domestic Violence support

#### Supporting People

- Efficiency savings on subsidy contracts identified against budget

Total expenditure on Agency staff for Adult Services to the end of January, 2014, was £281,903 (no off contract) compared with actual expenditure of £307,394 (no off contract) for the same period last year. The main areas of spend were within Assessment and Care Management Teams, Residential Care and Safeguarding to cover front line vacancies and sickness. There had been no expenditure on consultancy to date.

There had been £327,227 spent up to the end of January, 2014, on non-contractual overtime for Adult Services compared with expenditure of £329,783 for the same period last year.

Careful scrutiny of expenditure and income and close budget monitoring remained essential to ensure equity of Service provision for adults across the Borough within existing budgets particularly where the demand and spend was difficult to predict in a volatile social care market. A potential risk was the future number and cost of transitional placements from Children's Services into Learning Disability Services together with any future reductions in Continuing Health Care funding.

Regional benchmarking within the Yorkshire and Humberside region for the final quarter of 2012/13, showed that Rotherham remained below average on spend per head in respect of Continuing Health Care.

Discussion ensued with the following issues raised/clarified:-

- Anticipated increase in spend on Direct Payments
- The additional funding in Safeguarding would enable mainstreaming of the funding for the Independent Domestic Violence Advocates in accordance with the Scrutiny Review recommendation
- Notice had been received that the Commissioning Support Unit was to provide training on a regional basis for Nurses. This was contrary to the Joint Protocol previously agreed (Minute No. H78 of 17<sup>th</sup> February, 2014, refers)
- The CCG had employed the services of Emergency Consultants who reviewed what happened in an emergency department. In line with their recommendations a "perfect week" was being held commencing 17<sup>th</sup> March

Resolved:- That the latest financial projection against budget for 2013/14 be noted.



**CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS**  
**3rd March, 2014**

Present:- Councillor McNeely (in the Chair); Councillors Astbury and Goulty (Policy Advisors).

**J68. AREA ASSEMBLY CHAIRS**

The following report was submitted:-

**AREA ASSEMBLY CHAIRS**  
**20<sup>th</sup> January, 2014**

Present:- Councillor McNeely (in the Chair); Councillors Atkin, Beaumont, Currie, Dodson, Read, Falvey, N. Hamilton, Havenhand, Johnston, Swift, Sims and Whelbourn.

Apologies were received from Councillor J. Hamilton.

**19. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 11<sup>th</sup> November, 2013, were noted.

**20. LEGAL ADVICE FOR FAMILIES**

Sharon Lockwood, Solicitor from Howells Solicitors, was welcomed to the meeting. Sharon provided details to Area Assembly Chairs relating to the 'Free Advice for Families' programme that Howells were currently running.

The scheme provided free legal advice for parents in South Yorkshire until 2015. The scheme was running despite the legal aid cut backs that had come into effect from April 2013.

Howells had accessed the funding from a successful bid they had submitted to the Department for Work and Pensions to undertake a two year pilot. The parameters of the bid covered the provision of financial advice, family law, housing, debts, benefits and employment advice to families with children.

Those eligible included: -

- Separated and separating parents;
- Threshold earning level of up to £45,000 (single income, not combined income);
- Covered a free appointment and three hours of work;
- Mediation;
- Counselling – for couples or individuals;
- Engagement.

Discussion ensued on the scheme as presented: -

- This is a useful resource and should be promoted widely.
- In some Area Assemblies the information leaflets were being widely distributed;
- Why was the scheme not available for couples without children and parents who were remaining together but still requiring help?
  - The focus of the tender had to be specific about which groups would be eligible.

- Sustainability of the scheme following the end of the pilot;
- Costs of family law processes: -
  - People were increasingly representing themselves in Court and taking 'background' advice from legal professionals on the paperwork and processes;
  - Some areas of family law still had access to free legal funding, including domestic violence and cases where children's social care were involved.
- Potential for future support at the end of the funding and taking the funding over a longer period.

Resolved: - That the information shared be noted.

## 21. AREA ASSEMBLY UPDATE

Andrea Peers, Area Partnership Manager, provided an update in relation to the Wentworth Valley Area: -

- Community First Celebration before Christmas, 2013. All current projects had been showcased together. The event had been well attended, upbeat and there had been cross pollination of ideas;
- Community members had helped to arrange the event, they had accessed mentoring and funding had been accessed from the Community Leadership Fund.
- An awareness raising session on countering CSE was planned for community groups on signs to look out for and what to do. Following the event a report would be brought back to Area Assembly Chairs about how well the event worked.

Andrea Peers, Area Partnership Manager, provided an update in relation to the Rother Valley South Area: -

- Disused allotments – letters had been sent to plot holders regarding rights and responsibilities.
- An 'Uprising Event' was planned for 21<sup>st</sup> February, 2014 for young people. It would be hosted and run by JADE and aimed to give an authentic nightclub experience for under 18s. Funding had been accessed from JAG money and a bid to CAP. It was hoped that 600 people would attend. Partners including sexual health, Know The Score and the Community Alcohol Partnership would be in attendance and have information available.

Christine Staniforth, Area Partnership Manager, provided an update in relation to the Wentworth North Area Assembly Area. The funeral of Harry Toole had been really well attended. The condolences of all were passed on to his family, his death was a sad loss to the area.

LED Christmas tree lights had been purchased from Swinton and Wath Members' Community Leadership Fund contributions.

Affordable Warmth Sessions provided by the National Energy Action organisation had been run for staff and partner training in the areas of Wentworth, Harley and Brampton. Council houses were classed as relatively energy efficient, so efforts were being concentrated in areas where housing stock was less well insulated. Further sessions in February would be provided. Feedback about the training session was shared from an Elected Member who had been in attendance. Christine agreed to pass this back to the NEA, who had been the external training providers.

Christine Staniforth, Area Partnership Manager, provided an update in relation to the Wentworth South Area Assembly Area. A Christmas event had been run on 23<sup>rd</sup> December, 2013, in Dalton Parish Hall. Twenty-two people had attended.

The Christmas Fayre was for disadvantaged community work. A 'Summer Wonderland' event was planned for February.

Shaun Mirfield, Area Partnership Manager, provided an update in relation to the Rotherham North Area Assembly Area.

- Presentations that would be provided for the Area Assembly included the HS2 presentation and the Integrated Youth Support Services.
- Potential relocation of the SNT base;
- Consultation events relating to 'Supporting the Landlord Licensing' in the central areas;
- A meet and greet with new Officers, Members and partners had been arranged;

Councillor N. Hamilton wished to record his thanks to Sargent Billy Bell, who had moved to the Maltby Area, for his service.

Discussion ensued on the premise requirements for the area's SNT. A further meeting would take place with all Partners to resolve the issues.

Resolved: - That the information shared be noted.

## 22. COMMUNITY FIRST EVALUATION

Consideration was given to the report presented by Shaun Mirfield, Area Partnership Manager (Housing and Neighbourhood Services, Neighbourhood and Adult Services Directorate) that outlined an evaluation of the impact of the Community First Neighbourhood Match Fund in Rotherham to 31st December, 2013.

Nationally, there were three aspects to the Community First Neighbourhood Match Fund: -

- The Neighbourhood Match Fund - £30 million - a small grants programme for some of the most deprived areas in England, administered by the Community Development Foundation (CDF);
- National Endowment Match Challenge - £50 million;
- Community Organisers.

The Cabinet Officer for Civil Society viewed the Community First Neighbourhood Match Fund as: -

1. A means of enabling small social action projects, encouraging individuals/groups to bring change to some of the most deprived communities in the country;
2. A tool to support new and existing projects;
3. Part of a broader power shift, putting local residents in the driving seat, building their capacity and confidence to develop community led solutions.

Evaluation had been undertaken in Rotherham based on the three Cabinet Office objectives.

There was confidence that the Community First Neighbourhood Match Fund was meeting the first objective in Rotherham.

- £712,000 would be delivered into voluntary-community sector projects in some of the Borough's most deprived neighbourhoods. To date, £396,964 had been awarded by the 11 Ward based Community First Panels to 255 projects;

- The submitted report included examples of best practice in relation to the first objective, and included which of the Ipsos Mori categories each project supported.

In relation to the second and third objectives, the picture was more mixed. Funding had largely been awarded to existing projects. Panels had, however, increased their knowledge of and links to the work of existing projects in their Wards. Feedback from Panels' voluntary-community sector members had highlighted how they had welcomed the opportunity to work with Councillors and senior officers. Local residents had been involved in setting local priorities, approving projects for funding and projects representing community-led solutions to local issues. This represented a positive experience and confirmed that groups/organisations who, with support, could take on a greater role in future work.

Discussion ensued on the regrettable situation that had led to 2 of Rotherham's Deprived Neighbourhood's not being eligible to participate in Community First under the criteria supplied by the Cabinet Officer for Civil Society.

The next steps towards the end of the funding stream were discussed. It was noted that there was a £21,000 remaining allocation to be made from Year Three's funding allocation. Year Four's funding would need to be allocated over the nine-month period between April – December, 2014.

Discussion ensued on the information presented: -

- Increasing the range of voluntary and community sector organisations that submitted funding bids;
- Future infrastructure sustainability;
- Case studies in the report would be very useful way to illustrate the benefit;
- Information sharing between partners, including project management and analysis;
- A smaller number of small groups were coming forward with funding bids;
- A further message should be sent out emphasising the deadlines for when the money needed to be spent by.

Resolved: - That the information shared be noted.

## **23. BUDGET CONSULTATION**

Consideration was given to the presentation Asim Munir, Community Engagement Officer (Housing and Neighbourhoods, Neighbourhood and Adult Services Directorate) gave that outlined the, 'Money Matters / Council Priorities Consultation (2014/2016) that had taken place towards the end of 2013.

The consultation process had taken place between 28<sup>th</sup> October, 2013 – 29<sup>th</sup> November, 2013.

The presentation included: -

- Methodology – how and where the consultation programme had been conducted;
- The questions asked as part of the 'Money Matters Consultation (2014-2016);
- How the 'on-line forum' had been used for the first time;
- The headline messages received by the on-line forum and the suggestion scheme, the employee budget savings initiative and the consultation event.

The headline messages gained so far: -

- Political and Governance issues;
- Human Resource issues;
- Making efficiencies;
- What could the community do more to help;
- Community responses mirrored what employees said;
- Needs-led focussing on those in the greatest need;
- Promotion on self-help;
- Earliest stage of intervention – but not create a dependency either;
- Minimum cost of universal services;
- Multi-use of assets and greater partnering with the Voluntary and Community Sector;
- Silo working;
- Empowering communities to help themselves;
- Promoting and valuing volunteering;
- Promoting neighbourhood pride, supporting community groups with information and resources;
- Providing tools, equipment and training;
- Stop or reduce – statutory or value and priority driven;
- Outsourcing and encouraging parish councils and the Voluntary and Community Sector;
- Strong support for delivery by private sector, VCs and parish – open and competitive tendering;
- Funding in kind;
- Turn off street lighting;
- Direct payments.

The way forward –

- Media campaign and feeding back to the press;
- On-line forum feedback.

Discussion ensued and the following issues were raised: -

- Thought to be given to extending on-line forum style of consultation for future consultations;
- Support for the increased use of social media as a way of engaging and moving forward;
- Ensuring that those not using social media or the internet were not left out of opportunities for representation;
- With social media and on-line forums, it could be expected that an instant response was received to consultation responses.

The Community Engagement Officer reported that a Fair Trade Dinner had been arranged for 10<sup>th</sup> April, 2014. The meal would cost £20 a ticket for a five course meal. Tickets would be on sale shortly.

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

(2) That the item of further utilising social media and on-line forums within Area Assemblies be brought to a future meeting for consideration

#### **24. TENANTS CONFERENCE 2014**

Christine Staniforth spoke about the forthcoming Tenants' Conference on the 27<sup>th</sup> March, 2014.

Tenants had been invited through the tenant involvement letters, meaning that advertising the event brought no additional costs.

Workshops to be provided at the conference included – digital inclusion, demonstrations on how to access council services on-line, volunteering and welfare reform information.

Information relating to the Streetpride Champion re-launch, and the welfare seminar was also requested to be considered.

Resolved: - That the information shared be noted.

## **25. CSE AWARENESS RAISING**

The previously mentioned CSE awareness/training event being hosted by Wentworth Valley was noted. It was agreed that the lessons learned would be passed on to a future meeting of the Area Assembly Chairs.

Resolved: - That the information shared be noted.

## **26. AREA ASSEMBLY AND AREA ASSEMBLY CO-ORDINATING GROUP MEETINGS**

Consideration was given to the submitted document presented by Paul Walsh, Housing and Communities Manager (Housing and Neighbourhoods, Neighbourhood and Adult Services Directorate) outlining the Area Assembly and Area Assembly Co-ordinating Groups proposed Terms of Reference and Article 12 of the Council's Constitution (Minute No. 16 of the Area Assembly Chairs Meeting held on 11<sup>th</sup> November, 2013, refers).

Discussion was undertaken on the information in the documents. Feedback from the Area Assembly Chairs was positive, and a small number of factual matters were highlighted.

Required changes: -

- Change the date of the Annual Council Meeting shown at Section 7.4 to 6th June, 2014 (not 24<sup>th</sup> May, 2014);
- In Section 7.2.(9) remove reference to four-years of office and replace with 'a full term of office';
- Section 7.3 to make reference to 'co-optees'.

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

(2) That, subject to the above amendments being made, the Terms of Reference for Area Assembly and Area Assembly Co-ordinating Group Meetings, and Article of this Council's Constitution, be approved.

(3) That the revised document be presented to Full Council for adoption.

## **27. AREA PARTNERSHIP TEAM STAFFING UPDATE**

It was noted that Kay Bacon had retired shortly before Christmas. All of her colleagues had wished her well. A recruitment process was underway for this post.

Elaine Hedge was also due to leave the Council.

One Councillor wished to record their belief that silo-working was leading Area Assembly staff to have to spend large amounts of their time chasing information.

Resolved: - That the information shared be noted.

**28. DATE AND TIME OF NEXT MEETING -**

Resolved: - That the next meeting take place on Monday 10<sup>th</sup> March, to start at 2.00 p.m. in the Rotherham Town Hall.

**J69. KEY CHOICES PROPERTY MANAGEMENT**

Consideration was given to a report presented by the Director of Housing and Neighbourhood Services, regarding the future of the Key Choices Property Management (KCPM) Service which had been established since 2006.

The KCPM Gold Service currently managed 80 properties, owned by 66 different landlords, and the KCPM Bronze and Silver Service which had an additional 10 landlords in its portfolio. Its core business was to manage private rented properties and to increase the access to such properties for those who approached KCPM. However, in the current economic climate it was not appropriate that the Council provided a subsidised housing management service for private landlords and, despite repeated attempts to make it self-financing through increasing the portfolio, the total number of managed properties had not increased.

As demand for private rented homes increased, the Service needed to be redesigned so that the Team were able to offer a housing option and resettlement service to help more vulnerable people in housing need. It was proposed that the Property Management Service be removed from KCPM, reduce the size of the Team and develop a more central role within the Council's private rented sector agenda with more emphasis on engagement to improve standards, increasing access and tenancy sustainment.

Further information was provided on the reasons for the review of the service, the alternative approach and the need to continue with a short term tenancy intensive intervention service to support vulnerable people.

Discussion ensued on the opportunities to access private rented accommodation and increase confidence in landlords, the quality of private rented accommodation, the need for some kind of tenancy support for vulnerable customers and the need to share information with landlords with regard to the services and costs of alternative letting agents.

Resolved:- (1) That the Key Choices Property Management Service be disestablished but retain and enhance the critical support functions as set out in the report submitted.

(2) That support be provided to existing Key Choices Property Management Service landlords to identify and transfer to a suitable letting agency of their choice and, if appropriate, to offer ongoing support to current tenants.

(3) That the transfer of the housing management service for private landlords be reviewed in twelve months' time.

**J70. HOUSING REVENUE ACCOUNT BUDGET MONITORING REPORT 2013/14**

Consideration was given to a report presented by the Finance Manager, Neighbourhood and Adult Services, relating to the Housing Revenue Account which would require a reduction in the planned transfer from working balances (HRA reserves) of £0.532M, which was £2.067M less than the approved budget.

Appendix A of the report provided the Budget Operating Statement for 2013/14 which showed the various income and expenditure budget lines which made up the net cost of delivering the Service. The latest forecast net cost of Service was £-7.880M, together with Revenue contribution to Capital costs and interest received, would result in an overall deficit of £0.532M to be transferred from Working Balances.

**Expenditure**

Based upon expenditure and commitments to date, total expenditure was forecast to outturn at £72.049M compared to a budget provision of £73.091M, a decrease in spend of £1.042M. The main variations were:-

**Contributions to Housing Repairs**

- Repairs and Maintenance – Currently forecast to underspend £452,000 against a budget at £17.966M. The Empty Homes budget was difficult to forecast given it being a responsive service. At the end of December there had been 216 more completions than budgeted, the main reason being the impact of the Welfare Reform as more tenants requested a transfer to smaller properties. Within the Housing Repairs budgets there was an overall forecast overspend on Empty Homes due to increase in minor voids offset by a forecast underspend on overheads within revenue schemes plus shares savings now agreed with both contractors

**Supervision and Management**

- Forecast to outturn at £19.675M, overall underspend of £390k. The main reason for the variation was higher than expected staff turnover including delays in implementing the review of structures across a number of teams. This was reduced by an additional contribution to the Furnished Homes reserve due to additional income as more clients used the Scheme



## Income

- Total forecast income collectable was £79.929M, an increase of £1.025M above the approved budget of £78.904M
- Dwelling rental income was projected to over-recover by £205k. However, non-dwelling rents was forecast to under-recover against budget by £24k due to a review of other properties resulting in less income due to the HRA
- Income from charges for services and facilities were forecasting an outturn of £4.315M, an over-recovery of £713k mainly as a result of additional income on Furnished Homes due to increase in the number of clients, additional fee income from Right to Buy sales plus one off income from prior year charges for District Heating. However, there was a forecast under-recovery of income from clients using Sheltered Neighbourhood Centres services as tenants opted out of the laundry charge
- Other fees and charges were forecasting an over-recovery of income of £131k related to additional unbudgeted income in respect of the sale of tenants contents insurance, recovery of Court costs, income from second hand furniture and income from utility companies for the use of solar panels

Discussion ensued on the costs associated with the laundry service, the need to encourage tenants to take up the competitive home insurance on offer, the projected void targets, the rolling programme of tenancy checks and some concerns expressed by leaseholders.

Resolved:- That the latest financial projection against budget for 2013/14 be noted.

**J71. NEIGHBOURHOODS GENERAL FUND REVENUE BUDGET MONITORING 2013/14**

Consideration was given to a report presented by the Finance Manager, Neighbourhoods and Adult Services, in relation to the budget monitoring and financial forecast for the Neighbourhoods General Fund within the Neighbourhoods and Adult Services Directorate to 31st March, 2014, based on actual income and expenditure for the period ending January, 2014.

The latest forecast showed an overall underspend of £252,000 against an approved net revenue budget of £2.463M as follows:-

Strategic Housing and Investment Service (+£11k)

- Lower than expected staff turnover against budget

Housing Options (-£90k)

- Projected underspend including a projected underspend on the Dispersed Units Trading Account and within the Private Sector Adaptations Service as a result of increased fee income

- Projected overspend on the Key Choices Property Management Service as a result of lower than anticipated income

#### Housing and Communities (-£69k)

- Projected underspends within Area Assemblies and Supplies and Services as a result of the Council-wide moratorium on non-essential spend
- Partially reduced by a small overspend on Anti-Social Behaviour due to lower than expected staff turnover
- Small underspend within Community Safety Unit as a result of a recent vacancy
- Underspend also within Community Leadership Fund

#### Central (-£7k)

- Small underspend due to savings on Supplies and Services

#### Business Regulation (balanced)

- Business Regulation was projecting a balanced budget
- Pressures on staffing costs within Health and Safety, Food and Drugs and Animal Health budgets were being offset by savings within Trading Standards due to continued vacant posts
- Projected overspend within Licensing due to increased IT costs for Licensing Management software and projected income for new licences not being as high as originally anticipated
- Bereavement Services projecting an underspend as a result of lower than forecast costs relating to repairs and maintenance

#### Safer Neighbourhoods (-97k)

- Savings within Community Protection through vacancy management, further savings achieved as a result of the moratorium on non-essential spend and additional grant funding
- Partly reduced by a small remaining pressure on income due to reduced Environmental Protection Act applications
- Statutory health and safety work on landfill sites resulting in a forecast overspend

Consultancy spend to date was £46,808 in respect of data analysis relating to Green Deal Energy Efficient projects which is grant funded. There had been no spend on Agency within Neighbourhoods' General Fund budgets.

Resolved:- That the report be received and the latest financial projection against budget for 2013/14 noted.

## **J72. HOUSING INVESTMENT PROGRAMME 2013/14**

Consideration was given to a report presented by the Business and Commercial Programme Manager, which represented the indicative outturn position for the 2013/14 Capital Programme.

As at the end of Period 10 (January, 2014), total spend on the HIP was £15,631,246M compared to a budget provision of £17,878,163M, an underspend of £2,246,917 (-12.5% variance).

The report submitted provided details of savings and slippage on the individual schemes of work with the overall programme and highlighted the fact that the resources not drawn down in 2013/14 would be carried forward into next year.

Further information was provided on:-

- Total Capital Works to Properties.
- Fair Access to All.
- Regeneration/Neighbourhood Renewal – Private and Public Sector.
- Other Public Sector.

Savings and slippages identified were primarily across schemes funded through the Major Repairs Allowance and would be carried forward into future years.

Discussion ensued on the complexity of the new integrated Housing Management System, deregulation of Council-owned garage sites and on disabled adaptations.

Resolved:- (1) That the spend and forecast position to the end of Period 10 (January, 2014) be noted.

(2) That the total slippage of £1,263,067 be approved.

(3) That the use of £362,853 of Capital receipts to fund reduction of Private Sector Adaptations backlog be approved.

**CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS  
URGENT BUSINESS POWERS  
12th March, 2014**

Present:- Councillor McNeely (in the Chair); Councillors Astbury and Goult (Policy Advisors).

**J73. EXCLUSION OF THE PRESS AND PUBLIC**

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

**J74. TENDER - UPGRADING INSULATION WORKS - RAWMARSH AND THORPE SALVIN**

The Director of Housing and Neighbourhoods reported on the tender process undertaken for the upgrading works to the external envelope of 95 existing Wimpey No Fine properties in Rawmarsh Manor Farm Estate and 1 Swedish Timber property in Thorpe Salvin (Minute No. 6 of Cabinet Member for Safe and Attractive Neighbourhoods 28<sup>th</sup> May, 2012, refers).

The tender had been offered to the market and 6 contractors invited to tender in line with Standing Orders. 3 tenders were returned and evaluated.

The nature of the work was such that the energy efficiency of the dwellings were improved. Each tonne of carbon saving could attract ECO funding and the contractor would work with the Council and an energy supplier to achieve a level of funding. Any ECO funding would be returned to the Housing Revenue Account as a budget saving.

The contract would continue for 20 weeks and, therefore, span both 2013/14 and 2014/15 financial years.

Resolved:- (1) That the tender submitted by Hall Construction Group, dated 20<sup>th</sup> December, 2013, in the sum of £1,015,874.57 (total scheme costs including contingency, survey and fees £1,151,234.57) be approved.

(2) That, in partnership with Hall Construction Group, ECO funding for carbon savings as a result of the works be pursued with any funding secured returned to the Housing Revenue Account as a budget saving.

(The approval of the Mayor was subsequently sought to exempt this item from the Council's call-in procedure due to the need to commence work before the end of the 2013/14 financial year.)

**CABINET MEMBER FOR HEALTH AND WELLBEING  
10th March, 2014**

Present:- Councillor Wyatt (in the Chair).

Councillors Dalton and Steele were also in attendance.

Apologies for absence were received from Councillors Buckley and Tweed.

**K66.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**K67.       MINUTES OF PREVIOUS MEETING**

Consideration was given to the minutes of the meeting held on 27th January, 2014.

Resolved:- That the minutes of the meeting held on 27th January, 2014, be approved as a correct record.

**K68.       HEALTH AND WELLBEING BOARD**

The minutes of meetings of the Health and Wellbeing Board held on 22nd January and 11th February, 2014 were noted.

**K69.       SUICIDE PREVENTION AND SELF HARM WORKING GROUP**

The notes of a meeting of the above Working Group held on 5th December, 2013, were submitted for information.

It was noted that the conference to be held on 3<sup>rd</sup> April, 2014, was now fully subscribed.

There was to be a meeting of the Bereavement Forum on 27<sup>th</sup> March, 2014.

**K70.       OBESITY STRATEGY GROUP**

The notes of a meeting of the above Strategy Group held on 5th February, 2014, were submitted for information.

**K71.       ROTHERHAM TOBACCO CONTROL ALLIANCE**

The notes of a meeting of the above Working Group held on 16th January, 2014, were submitted for information.

It was noted that the Council had agreed to sign the Local Government Tobacco Control Declaration.

## **K72. HEALTHWATCH ROTHERHAM - UPDATE**

Melanie Hall, Manager, and Naveen Judah, Chair, attended the meeting to give an update on the work of Healthwatch Rotherham highlighting the following:-

### Looked After Children – Barriers to Health Care

- A Sheffield University student was conducting a specific research project on behalf of Healthwatch and holding interviews with care leavers on when they had accessed health care, why they had not etc. to gain an understanding of the issues. The work would be completed by 17<sup>th</sup> September
- The analysis would inform the CCG and their commissioning
- It would be disseminated to the Health and Wellbeing Board and the CCG

### Special Education Needs and Disability

- Working with the Council on the review that was being undertaken - requested to undertake a 6 months project on the engagement with the local population
- Awaiting confirmation as to what consultation was required

### CAHMS

- Recent meeting with 6 members of the public who had contact with the Service
- Agreed that the 6 Service users would facilitate a meeting with other users to capture their views and experiences

### Trend Analysis

- 6 monthly analysis of the data collected from the public
- 10 organisations had been sent questions to answer with a 30 day deadline

### Continuing Health Care

- Remains on the escalation policy
- Information awaited on how information was provided to the public on CHC
- Presentation to the Health Select Commission on 13<sup>th</sup> March
- South and West Yorkshire were gathering views regarding the Commissioning Support Unit

### Learning Disability and Mental Health Discharge Route

- Ascertained that there were instances of delayed discharges due to funding arrangements not being agreed
- Mental Health Act – specific duty

- Local Authority and the CCG to report to the Quality Surveillance Group

#### Transgender

- Issues with regard to “old” case notes not being transferred to “new” case notes following transgender surgery – implications for allergies etc.
- Reported to the Quality Surveillance Group and was now with NHS England

It was noted that representatives had been invited to present to a meeting of the LGA on 18<sup>th</sup> March on the impact of Healthwatch.

Resolved:- (1) That the update be noted.

(2) That an update be submitted every 3 months.

(3) That the update be submitted to the Health and Wellbeing Board on 26<sup>th</sup> March, 2014.

#### **K73. HEART TOWN ANNUAL REPORT 2013**

Alison Iliff, Public Health Specialist, presented the Rotherham Heart Town Annual Report 2013 which highlighted the work that had taken place during the year including:-

Cardiovascular Health in Rotherham  
 Defibrillator Campaign  
 BHF Heartstart  
 BHF Health Care and Innovations  
 BHF Health at Work  
 BHF Olympic Legacy Project  
 National No Smoking Day  
 Health Bus  
 BHF Publications and Exhibits  
 Fundraising and Volunteering

Resolved:- That the report be referred to the Health and Wellbeing Board.

#### **K74. 'WORKING TOGETHER FOR A HEALTHIER ROTHERHAM' CONFERENCE**

The Chairman outlined the draft format for the above conference which was to be held at the New York Stadium on 16<sup>th</sup> July, 2014.

**K75. "MEETING THE DEMENTIA CHALLENGE" - 13TH MARCH, 2014.**

Resolved:- That attendance at the conference entitled "Meeting the Dementia Challenge: Delivering Improvement in Dementia Care and Research" on 13<sup>th</sup> March, 2014, be not attended.

**K76. LONELINESS SUMMIT - 8TH APRIL, 2014**

Resolved:- That the Chairman be authorised to attend the Loneliness Summit to be held in Leeds on 8<sup>th</sup> April, 2014.

**K77. EXCLUSION OF THE PRESS AND PUBLIC.**

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

**K78. BETTER CARE FUND FEEDBACK**

The Chairman reported receipt on the draft feedback from NHS England (South Yorkshire and Bassetlaw) on Rotherham's submission to the Better Care Fund.

The bid had been subject to an initial peer review and would now be submitted for national consideration. Formal feedback would be expected later in March.

Resolved:- That the report be noted.

**K79. HEALTHWATCH ROTHERHAM CONTRACT NOVATION**

Clare Burton, Commissioning Officer, presented a report outlining a proposal to commence the novation process for Rotherham's local Healthwatch Service to be provided by Healthwatch Rotherham directly enabling them to operate as a social enterprise.

The contract had been awarded to Parkwood Healthcare Ltd. on 1<sup>st</sup> April, 2013, with the intention that it would be novated to Healthwatch Rotherham at the earliest opportunity as set out in the original Department of Health Guidance for Healthwatch nationally to become social enterprises.

Discussion ensued with regard to the contract and possible financial implications for the Authority.



Resolved:- That the intention to novate the contract commence to enable Healthwatch Rotherham to operate as a social enterprise as a totally independent organisation by September, 2014.

**K80. DATE AND TIME OF THE NEXT MEETING**

Resolved:- That the next meeting of the Cabinet Member take place on Monday, 14<sup>th</sup> April, 2014 at 11.30 a.m. at the Town Hall.

**CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING  
3rd March, 2014**

Present:- Councillor R. S. Russell (in the Chair); Councillors Ali and Swift.

**L45. MINUTES OF THE PREVIOUS MEETING HELD ON 3RD FEBRUARY 2014**

Resolved:- That the minutes of the previous meeting of the Cabinet Member and Advisers for Waste and Emergency Planning held on 3rd February, 2014, be approved as a correct record for signature by the Chairman.

**L46. EMERGENCY PLANNING UPDATE AND HEALTH AND SAFETY ISSUES**

Consideration was given to the update provided by the Emergency and Safety Manager and the Principal Health and Safety Officer. The update included:-

(a) Business Continuity

: Regular presentations provided for Sheffield City Council colleagues on Recovery and Restoration awareness.

: Meetings with Zurich Insurance about Sheffield City Council building resilience strategy.

: This Council's seasonal flu vaccination programme debrief has commenced; feedback being collated to be shared with the Rotherham multi-agency vaccination group and to formulate action plan for 2014/15 delivery plan (working with both Rotherham and Sheffield Public Health on this matter).

: This Council's Pandemic Flu plan disseminated (after ratification at SESMT).

(b) Emergency Planning

: Took part and facilitated Exercise Rutland on Tuesday 4 February 2014. South Yorkshire-wide LRF exercise with over 150 in attendance throughout the day. The exercise was well received and the lessons learned from it will be incorporated into future planning arrangements.

: Use of a specialist Police Chemical, Biological, Radioactive and Nuclear (CBRN) Silver Commander to train the Forward Liaison Officers. The training was well received and gave the FLOs an idea of what to expect in an incident of this nature.

: Reviewing this Council's approach to Public Safety in Events.

(c) Health, Welfare and Safety

: Participation in an Emergency Planning exercise and supported participants in a simulated exercise involving a dam breaching.

: Carried out an unplanned inspection of Streetpride road workers undertaking re-surfacing works in Bramley. During the inspection all staff on site were adhering to good health and safety practices and the correct personal protective equipment was being worn by everyone.

: Delivered a Lone-Working workshop for managers of lone workers. This workshop assisted managers to update either existing risk assessments, or to develop new ones and to assess the control measures in place to ensure the safety of lone workers.

: Health and safety and road safety refresher training for drivers of heavy and large vehicles.

: Carried out an Asbestos Refurbishment Survey at a Primary School.

: Carried out a health and safety inspection of the stadium at Herringthorpe Playing Fields. The building and track are generally in a good state of repair and maintained to a reasonable standard.

Resolved:- That the update be noted and the Emergency and Safety Manager and the Principal Health and Safety Officer be thanked for their contribution.

**L47. GREEN WASTE COLLECTION - RURAL PROPERTIES**

Consideration was given to a report presented by the Waste Manager, outlining proposals to re-schedule the current commercial waste collection fleet. This proposal will facilitate the introduction of the remaining rural properties onto a garden waste collection service, on an alternate week basis. As part of this process, the rural properties will be provided with green bins for garden waste and some of the properties will also receive a black bin to replace the current sack collections.

The report described the rationale for this proposal, included details of the financing and stated that residents would be informed of the timescale for these changes. The revised waste collection arrangements will begin during the week commencing Monday 31<sup>st</sup> March 2014.

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

(2) That the remaining rural properties within the Rotherham Borough area be placed on a garden waste collection service, on an alternate week basis, so as to be in line with the rest of the Borough area and to encourage the recycling of waste materials.

**L48. WASTE UPDATE**

Consideration was given to the update provided by the Waste Manager, Environment and Development Services and the BDR Waste Manager. The update included:-

(a) the finalisation of working arrangements for Interim Waste Treatment and Disposal for 2014/15;

(b) the continuing discussions with partner organisations concerning the opening hours of Household Waste Recycling Centres, in accordance with the decision of Cabinet.

(c) cross-boundary waste disposal issues being discussed with Barnsley Borough Council (including re-tendering of green waste collection contract for Barnsley);

(d) details of the tendering period for the renewal of the 'dry recyclable' contract;

(e) programme of demonstration of refuse collection vehicles, to support new fleet provision;

(f) consideration of waste analysis to inform the performance of the BDR sub-Regional waste plant.

Resolved:- That the update be noted and the Waste Manager and the BDR Waste Manager be thanked for their contributions.

**DEPUTY LEADER  
17th March, 2014**

Present:- Councillor Akhtar (in the Chair).

Apologies for absence:- Apologies were received from Councillors Gosling and Sims.

**N53. MINUTES OF THE PREVIOUS MEETING**

Consideration was given to the minutes of the previous meeting held on 17<sup>th</sup> February, 2014.

Resolved:- That the minutes of the meeting held on 17<sup>th</sup> February, 2014 be approved as a correct record.

**N54. RENEWAL OF AQUA SQL SYSTEM MAINTENANCE AND SUPPORT - APPLICATION FOR EXEMPTION FROM STANDING ORDERS**

Consideration was given to a report presented by Stuart Booth, Director of Finance, which sought approval to invoke Standing Order 38, which permitted exemption from normal Contract Standing Orders as the contractor concerned was the only supplier able to provide quotes, due to the fact that they were the only system supplier that could provide annual support and maintenance for their system.

The AQUA SQL system held course and learner details for adults enrolled on Skills Funding Agency (SFA) funded projects including Community Learning, the Adult Skills Budget and ESF Co-Financed projects.

The Council held a perpetual licence and renewed the annual support and maintenance of that licence on an annual basis.

Resolved:- That the contract for the annual support and maintenance of the AQUA SQL System be exempted from the provisions of Standing Order 47.6.2, the requirement to invite at least two oral or written quotations for contracts with a value of £5,000 but less than £20,000.

**N55. RENEWAL OF INSURANCE CONTRACTS 2014/15**

Consideration was given to a report presented by Andrew Shaw, Insurance and Risk Manager, which provided information on the outcome of the Insurance Contract renewals for the insurance year commencing 28<sup>th</sup> February, 2014.

In accordance with OJEU Tendering Procedures, the provision of insurances to the Authority was subject to tendering procedures in 2012/13 and, as a consequence, Long Term Agreements with the respective insurers were agreed which took effect from 28th February, 2013.

Consequently, on the basis of this analysis, cover for Cross-Class (Major Liability) Risks, Personal Accident, Travel and School Journey Risks and Fidelity Guarantee Risks was awarded to Risk Management Partners (RMP), whilst cover for Property and Contract Works Risks was awarded to Zurich Municipal Insurance (ZMI), to take effect from 28 February 2013.

In accordance with the terms of the contracts, declaration forms must be completed and submitted to insurers at the end of each insurance year, so that performance over the preceding year can be analysed and adjustments made to premiums as appropriate.

Following recent meetings with both RMP and ZMI, at which they presented their renewal terms for the coming year, it was revealed that the Authority had realised an overall saving on premiums of £95,394.

Predictably, a large proportion of this (£68,455) was on property and partly down to the reduction in the size of the property portfolio. However, ZMI also stressed that the Authority's excellent claims experience and the fact that the Council suffered only one loss during 2013/14 (the Museum break-in) also contributed. Similarly, the reduction in the Terrorism premium (£11,400) was largely down to the reduction in the portfolio and staff numbers.

A pleasing saving of £15,410 was also achieved on claims handling charges. Whilst part of this was down to a slight decline in claims numbers, it was also a consequence of the Governance Section handling more property-related liability and motor claims 'in-house' rather than routinely referring to appointed claims handlers, Gallagher Bassett. This was a policy that the Council would be aiming to continue in the future.

Resolved:- (1) That the savings achieved for 2014/15 across various insurance policies and claims handling charges be noted.

(2) That the key role that the Council's Risk Management strategy had played in driving down the numbers and costs of claims leading to savings in insurance premiums be noted.

**N56. BASELINE PERSONNEL SECURITY STANDARD FOR PUBLIC SERVICE NETWORK USE**

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which outlined the new security checking arrangements required for users of the Public Services Network (PSN) to ensure compliance.

The Public Services Network provided for:-

- A faster and more secure network.
- Access to a range of critical services such as Blue Badge, Revenues and Benefits, Registrars and Elections.
- Secure data-sharing between all UK public sector organisations.
- Access to the 'G-Cloud'- this is a secure market place and hosting environment provided by Central Government. It enables any part of the UK public sector to procure hundreds of different cloud based services.

The Council achieved Public Services Network compliance in 2013 despite having yet to fully adopt BPSS checking as current processes were considered robust enough at that time. However, with the recent tightening of compliance criteria for the 2014 audit, the Council was being asked to improve the rigour with which it security checked employees and ensure adherence to all the requirements outlined in the BPSS to achieve re-accreditation.

Due to the large numbers of employees this would involve and the expense and time required to undertake BPSS level of checking, the Cabinet Office have allowed Councils to undertake the process on a three staged basis, over three years.

As the report suggested for Stage One, it was identified that this would involve 400 current employees, 200 for Stage Two and for Stage Three the remainder of the computer using workforce making a grand total of 4,500 employees who needed security checking to BPSS level.

This figure did not include schools because at present time the schools network was suitably segregated for them not to be included, although this could change in the future.

If the Council were to fully BPSS check all employees this would cost over £100k. It was, therefore, proposed that the recommended approach, was to only check employees who were new starters or who have worked for the Council for less than three years. The majority of the Council's workforce have been in employment for over three and were, therefore, deemed to be 'known and trusted' employees, but there would be a commitment to checking all new employees and those who have been with the Council for less than three years to the BPSS level within the recommended timescales.

Therefore, in order to be able to address the timescales outlined by the Cabinet Office and also to keep the resource requirements (both financial and physical) to a minimum it was recommended that employment history checks be undertaken with verification of criminal records as described above.

It was noted that with effect from the 1<sup>st</sup> April, 2014 recruitment processes would be amended to ensure all new employees to the Council have the relevant level of checks required for Public Service Network compliance.

Working with ICT, HR would update the HR and Payroll system to indicate which posts required the BPSS level of checking to ensure managers were clear which posts were affected. All relevant recruitment documentation and training materials would also be updated to reflect the new requirements.

Subject to confirmation it was proposed the cost of this check be charged to the recruiting manager.

Resolved:- (1) That a funding method for the required disclosure checks (both for retrospective and future checks) be approved.

(2) That the proposed approach i.e. focus on new starters and employees with less than three year service be approved.

#### **N57. CABINET REPORTS AND MEMBERS' ISSUES**

Phil Howe, Director of Human Resources, reported on:-

- The potential for industrial action by schools on the 26<sup>th</sup> March, 2014 over national terms and conditions and pensions
- National Pay Award and the significant increase being sought by Trades Unions above the 1% budgeted
- A report was being prepared for consideration by the Staffing Committee on the proposals for the Council to pay the Living Wage rate and the impact
- An invitation had been received for attendance at the Self Regulation Select Commission on Thursday, 27<sup>th</sup> March, 2014, to share information on agenda spend.

Richard Copley, Corporate ICT Manager, reported on:-

- Approaches to changes to Members' ICT and an information sharing session on this subject scheduled for Tuesday, 25<sup>th</sup> March, 2014 at 5.00 p.m.
- Progress regarding Digital Region closedown and the proposals going forward to provide superfast broadband to 95% of the U.K.'s population by Central Government

Jacqueline Collins, Director of Legal and Democratic Services, reported on:-

- A report was to be submitted to the next meeting of the Cabinet on the creation of a company to replace the Yorkshire Purchasing Organisation



- Dates had not yet been finalised regarding the hearing of the Judicial Review appeal relating to the distribution of EU funding
- The proposed changes going through Parliament on the grounds on which a Judicial Review could be brought
- The letter that was to be distributed to all Members of the Council regarding Purdah, which would commence on 14<sup>th</sup> April, 2014

Stuart Booth, Director of Finance, reported on:-

- The various financial reports that were being submitted to Cabinet on the 19<sup>th</sup> March, 2014
- The challenges facing the Council in taking forward the 2015/16 budget

Resolved:- That the information be noted.

**N58. PROCUREMENT OF ANNUAL SOFTWARE SUPPORT AND MAINTENANCE FROM NORTHGATE - NDR SOFTWARE**

Consideration was given to a report presented by Stuart Booth, Director of Finance, which provided details on how to enable the Council to ensure ongoing use and reliability of the Northgate Revenues and Benefits System functionality from 1st April 2014 to 31st March 2015, there was a need to have a Support and Maintenance agreement with the software supplier.

Maintaining the reliability of Northgate was essential in maintaining an excellent customer service in the administration of benefits, ensuring efficient billing of Council Tax and Non Domestic Rates and ensuring that income collection was maximised.

Exemption from Standing Orders for procuring this software support and maintenance was sought as the provision of the document management and workflow software support could only be supplied by Northgate.

Resolved:- That the contract for the purchase of annual Support and Maintenance for the Northgate Revenues and Benefits System be exempt from the provisions of Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for contracts with a value of £5k but less than £20k) and the purchase be made from Northgate.

**N59. TRAINING OF ADULT SOCIAL CARE WORKFORCE**

Consideration was given to a report presented by Nigel Mitchell, Learning and Development Manager, which sought approval for exemption from normal Contract Standing Orders, so that three existing training providers may continue to be contracted to repeat their specialist 'branded' training

courses in support of a capable and skilled adult social care workforce across Rotherham.

Further information was provided on the broad range of training and development activities for the entire adult social care workforce across Rotherham including courses, qualifications, distance learning, e-learning and coaching. The majority of the training needs identified for the workforce would now be met going forward through the Council's new Dynamic Purchasing System for Learning and Development that had been let by the Corporate Procurement Team. There was, however, a very small number of existing specialist sole training provider courses planned to continue. As such, a request was made for the following four courses, from three existing providers, to be exempt from the provisions of Standing Orders: 45 Pre-tender quotations and enquiries, 47 Contracts valued at less than £50,000, and 48 Contracts valued at £50,000 or more.

Whilst there were other training providers in the marketplace that could deliver training similar course content in the areas covered above – carers, exercise and movement, dementia – these were specialised courses required as part of existing training pathways that were only available from the providers detailed with some courses being trademarked products.

Clarification was sought on who were the recipients of the training, costs associated with this provision and whether value for money was demonstrated.

Resolved:- That the contracting of training courses for Dementia Care Mapping, Cornerstones of Dementia Care, Carer Information and Support Programme, and The OTAGO Exercise Programme Leader be exempt from Standing Orders: 45 Pre-tender quotations and enquiries, 47 Contracts valued at less than £50,000, and 48 Contracts valued at £50,000 or more.

**(THE CHAIRMAN AUTHORISED CONSIDERATION OF THE FOLLOWING URGENT ITEM IN ORDER TO PROCESS THE CONTRACT REFERRED TO WITHOUT DELAY)**

**N60. RENEWAL OF CIPFA ASSETMANAGER.NET LICENCE AND SYSTEM MAINTENANCE AND SUPPORT AGREEMENT - APPLICATION FOR EXEMPTION FROM STANDING ORDERS**

Consideration was given to the report presented by Stuart Booth, Director of Finance, which sought approval to invoke Standing Order 38, which permitted exemption from normal Contract Standing Orders. This was to allow CIPFA Business Ltd. to provide a three year licence plus annual support and maintenance for the CIPFA Assetmanager.NET system.

CIPFA's Assetmanager.NET system was used by eighty-five local authorities including Wakefield District Council and Hull City Council and enabled the production of reports for financial and asset management purposes.

The contractor concerned was the only supplier able to provide quotes, due to the long lead in time that would be required to move to an alternative supplier, which would take the Council beyond the statutory deadline for the closure of accounts and due to the fact that only the system supplier could provide annual support and maintenance for their system.

Resolved:- That the licence and contract for the annual support and maintenance of the CIPFA Assetmanager.NET be exempt from the provisions of Standing Order 47.6.3, the requirement to invite at least three written quotations for contracts with a value of £20,000 but less than £50,000.

**N61. DATE AND TIME OF THE NEXT MEETING**

Resolved:- That the next meeting take place on Monday, 14<sup>th</sup> April, 2014 at 8.30 a.m.

**LICENSING BOARD  
12th March, 2014**

Present:- Councillor Wootton (in the Chair); The Mayor (Councillor Foden); Councillors Andrews, Barron, Beck, Dalton, Dodson, Goult, J. Hamilton, N. Hamilton, McNeely, Sangster and Swift.

Apologies for absence were received from Councillors Buckley, Doyle, Falvey, Havenhand and P. A. Russell.

**Q62. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

**Q63. MINUTES OF THE PREVIOUS MEETING HELD ON 12TH FEBRUARY 2014**

The minutes of the previous meeting of the Licensing Board held on Wednesday 12th February, 2014, were considered.

Resolved:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

**Q64. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the Police Act 1997 and Paragraphs 3 and 7 of Part I of Schedule 12A to the Local Government Act 1972 (business affairs and prevention of crime).

**Q65. DETERMINATION OF LICENSING ISSUES - HOUSE TO HOUSE COLLECTIONS**

Consideration was given to a report, presented by the Licensing Manager, concerning the following four applications for the grant of promoters' permits to carry out house-to-house collections:-

Organisation	Area	Date
Kids Out UK	Whole of the Rotherham Borough	1st March, 2014 to 28th February, 2015
Woodlands Cancer Care	Whole of the Rotherham Borough	1st March, 2014 to 28th February, 2015
Margaret Green Animal Rescue	Whole of the Rotherham Borough	1st March, 2014 to 28th February, 2015
Children's Hearts	Whole of the Rotherham Borough	1st March, 2014 to 28th February, 2015

Resolved:- That the above applications, as now submitted, be refused, because in the view of the Licensing Board there is no direct benefit to the residents of the Rotherham Borough area.

**Q66. APPLICATIONS FOR THE GRANT/RENEWAL/REVIEW OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES**

The Licensing Board considered a report presented by the Licensing Manager relating to applications for the grant and review of hackney carriage / private hire drivers' licences in respect of Messrs. M.M., A.B., M.H.A., M.O.T., W.H., K.A.K. and S.H.

Messrs. M.M., A.B., M.H.A., M.O.T., W.H., K.A.K. and S.H. all attended the meeting and were interviewed by the Board.

Resolved:- (1) That the applications for the grant of a driver's licence in respect of Messrs. M.M., A.B., M.H.A. and K.A.K. be approved and they be granted licences for twelve months.

(2) That the application for the grant of a driver's licence in respect of Mr. M.O.T. be approved and he be granted a licence for three years.

(3) That, further to Minute No. 12 of the meeting of the Licensing Board held on 17th August, 2011, the application for the grant of a driver's licence in respect of Mr. W.H. be approved and he be granted a licence for twelve months.

(4) That, further to Minute No. Q54 of the meeting of the Licensing Board held on 8th January, 2014, the hackney carriage / private hire driver's licence in respect of Mr. S.H. be revoked.

**HEALTH AND WELLBEING BOARD**  
**19th February, 2014**

**Present:-**

Councillor Ken Wyatt	Cabinet Member, Health and Wellbeing ( <b>in the Chair</b> )
Robin Carlisle	Rotherham CCG (representing Chris Edwards)
Bob Chapman	South Yorkshire Police (representing Jason Harwin)
Tom Cray	Strategic Director, Neighbourhoods and Adult Services
Councillor John Doyle	Cabinet Member, Adult Social Care
Naveen Judah	Healthwatch Rotherham
Dr. Julie Kitlowski	Chair, Rotherham CCG
Councillor Paul Lakin	Cabinet Member, Children, Young People and Families
Dr. David Polkinghorn	GP Executive Member, Rotherham CCG
Dr. John Radford	Director of Public Health

**Also in Attendance:-**

Kate Green	Policy Officer, RMBC
David Hicks	Rotherham Foundation Trust (representing Louise Barnett)
Brian Hughes	NHS England
Ian Jerrams	RDaSH (representing Chris Bain)
Dr. Jason Page	GP Executive Member, CCG
Clair Pyper	Director of Safeguarding (representing Joyce Thacker)
Chrissy Wright	Strategic Commissioning Manager, RMBC

**Presentation by:-**

Rebecca Atchinson	Public Health, RMBC
Anne Charlesworth	Public Health, RMBC
Chris Siddall	Sports Development, RMBC
Sue Wilson	Children, Young People and Families, RMBC

Apologies for absence were received from Chris Bain, Louise Barnett, Karl Battersby, Chris Edwards, Jason Harwin, Tracy Holmes, Martin Kimber and Joyce Thacker.

**S74. DR. DAVID POLKINGHORN**

The Chairman reported that this would be David's last meeting.

The Board's appreciation was placed on record for his contributions to the work of the Board and wished him well for the future.

**S75. MINUTES OF PREVIOUS MEETINGS**

Resolved:- That the minutes of the meetings held on 22<sup>nd</sup> January and 11<sup>th</sup> February, 2014, be approved as a correct record.

Arising from Minute No. S64 (Flu Vaccination Programme), Dr. John Radford reported that NHS England were pushing back from the national rollout of a flu vaccination programme for delivery to 6-19 year olds; it was for local determination as to whether it was taken forward.

It was felt that the way forward should be discussed at a South Yorkshire level.

Arising from Minute No. 68 (Rotherham CCG Plan 2014/15), Robin Carlisle reported that it had been submitted to NHS England and would be included on the CCG website. It would also be circulated to all stakeholders shortly. Brian Hughes reported that a meeting had taken place with the CCG as part of NHS England's assurance process and would be communicating initial feedback.

Arising from Minute No. S70 (Joint Protocol between Health and Wellbeing and Children's Safeguarding Boards), it was noted that the Protocol had been signed by all the relevant signatories.

## **S76. COMMUNICATIONS**

### **(1) Conference**

It was noted that a conference, led by the CCG with support from the Council, was to be held on 16<sup>th</sup> July at the New York Stadium entitled "Working Together for a Healthier Rotherham. A request would be made for speakers from partners.

### **(2) Better Care Fund**

Brian Hughes reported that the final guidance template had been issued which he would circulate after the meeting. He would then give initial feedback followed by NHS England, along with a local authority peer, assessing each bid and giving written feedback by 28<sup>th</sup> February allowing further work to take place between then and the 4<sup>th</sup> April.

## **S77. REVIEW OF GOVERNANCE ARRANGEMENTS**

Kate Green, Policy Officer, reported that the Board had been in operation as a statutory board since April, 2013, and had matured well, developing strong working relationships between partners. However, the health and wellbeing landscape had changed considerably and Boards were increasingly being directed by Government to provide leadership and direction on a number of key policy agendas. As a result, to enable Rotherham's Board remain fit for purpose and able to deliver what was required, it was felt that a review of the governance arrangements was required.

Board members had undertaken an anonymous self-assessment looking at governance and operation of the Board in September, 2013. A number of comments had been made which had been incorporated into the following proposals:-

- Better Care Fund  
It had been agreed that an Executive Group be established which would report directly to and provide a support mechanism for the Board. It would hold the strategic overview of the health and wellbeing agenda, delivery of the Health and Wellbeing Strategy workstreams and the Better Care Fund plan.

Appropriate membership of the Executive Group was to be agreed.

- Format of Meetings  
It was proposed that the meetings remain monthly for the time being due to the volume of work. However, it was proposed that the format changed so that every other meeting was for core members only (commissioners) to cover key business items i.e. commissioning plans, financial information and any major Service reconfigurations, the Better Care Fund Plan and performance management.

The alternate meeting would be reflective and in 2 parts, the first for any necessary core business and the second part with provider and VCS involvement.

It was felt that this would allow more focussed agendas addressing the strategic priorities of the Board.

- Board Membership  
It was proposed that the membership be as follows:-

Core Members:

Cabinet Member for Health and Wellbeing (Chair)  
Cabinet Member for Adult Social Care  
Cabinet Member for Children, Young People and Families Services  
Director of Public Health  
Chief Executive, RMBC  
Strategic Director, Neighbourhoods and Adult Services  
Strategic Director, Children's and Young Peoples Services  
Chief Officer, CCG  
Chair of Clinical Commissioning Group  
NHS England representative  
Chair of Healthwatch Rotherham  
Chief Superintendent, South Yorkshire Police

Provider/VCS (for reflective meetings):

Chief Executive, RDaSH  
Chief Executive, Rotherham Foundation Trust  
Chief Executive, Voluntary Action Rotherham

- Stronger engagement with the public



Consideration was given to the above proposals. The following issues were raised:-

- What about providers of Primary Care?
- Insufficient representation of Health providers – 3 GP commissioners on the core membership to correspond with the 3 Councillors
- The position of Vice-Chair should not be from the Local Authority – it was noted that this was not possible as the Board was a formal committee of the Council and would involve amending the Council's Constitution.
- Felt to be a retrograde step to not have a representative from the Foundation Trust on the core membership
- Quality of decision making was very much enhanced if providers were there
- Possible loss of additionality – the split of provider/commissioner was not straight forward. The VCS provided both functions
- A number of partners carried out public engagement activities which needed capturing
- The Executive Group had been established to produce the BCF submission and to support its delivery. However, if its remit was broadened to include the strategic overview of the Health and Wellbeing agenda, what was the purpose of the Board?

Resolved:- (1) That 1 additional CCG representative be included on the core membership of the Board.

(2) That Janet Wheatley lead on a review of the public engagement activities carried out by organisations and report to next meeting.

(3) That future agendas include “questions from members of the public”.

(4) That the Terms of Reference, membership and organisational diagram for the Executive Group be submitted to the next meeting.

## **S78. LIFESTYLE SURVEY 2013 RESULTS**

Sue Wilson, Performance and Quality Manager, gave the following powerpoint presentation:-

#### Lifestyle Survey

- The Lifestyle Survey had been ongoing since 2006 capturing the views of young people in Y7 and Y10 in the following topics:- Food and Drink, Health, Activities and Fitness, Being in School, Out of School, Young Carers, Bullying and Safety, Smoking, Drinking and Alcohol, Sexual Health and Local Neighbourhood
- The Survey was a joint initiative between Local Authority and Health to capture the views of young people
- Not compulsory for a school or pupils to participate
- Findings from each year's survey shared with Health, Police, Local Authority Teams, Members and the Public

#### Increased Participation in 2013

- This year was the first year all 16 schools had participated (50% increase) – 2012 – 8 schools participated
- 3,474 pupils participated in 2013 (142% increase from 2012) – 1,434 pupils participated in 2012. This increase was due to a concentrated effort on returns, communications with schools
- Regular updates to schools highlighting the benefits of the survey and supporting schools with clear information on where support could be obtained to support pupils with specific issues

#### Positive Improvements since 2012

- More pupils felt they were a healthy weight up to 74% from 70%
- More pupils taking regular exercise up to 81% from 79%
- Increase in the number of pupils having 5 portions of fruit and vegetables up to 43% from 42%
- More pupils regularly drinking water up to 67% from 65%
- More pupils having their breakfast at home up to 79% from 67%
- Fruit most popular choice for a break time snack
- More pupils said their home was smoke-free up to 66% from 64%
- Higher % of pupils said they had never tried a cigarette up to 80% compared to 75%

#### Improvement Actions

- Obesity Strategy Group – supported in past 4 years – 1,721 children access tiered weight management services
- Joint working DC Leisure and RIO (Rotherham Institute for Obesity) supporting young people. Healthy Schools Service promoting support that was available for young people
- The MoreLife programme was a free 12 weeks weight management course to help children maintain a healthy weight. The Programme took place at Rotherham, Maltby and Aston Leisure Complexes
- 98% of schools accredited in Healthy Schools Programme
- Smoking was a priority measure in the Health and Wellbeing Strategy. Activity to reduce smoking among young people was included in the performance framework including requiring schools to have a smoke-free policy

#### Areas for Attention

- More Young Carers identified
- Safety issues similar to 2012 – Town Centre and Public Transport where pupils felt least safe
- Bullying rates remained similar to 2012, however, less pupils reporting this
- Local shops were identified as 1 of the places where pupils were purchasing alcohol and parents supplying their children with cigarettes and alcohol
- Pupils felt good about themselves had reduced

#### Progress and Action

- % of Pupils identifying themselves as young carers
  - Barnardos were working in partnership with statutory parents to promote Working Together to Support Young Carers
  - Rotherham UK Youth Parliament members were developing a Young Carers Card
  - Carers Charter had specific actions for young carers
  - Improve the offer of information and support to young carers
  - Awareness raising in schools and in other young people settings of support for young carers and the Youth Carers Services
- Personal Safety
  - Youth Cabinet led the Overview and Scrutiny Management Board meeting and requested that all key partners meet to address the issues of feeling safe in the Town Centre and feeling safe using public transport
- % number of Pupils reported that they had been bullied
  - School were appointing Anti-Bullying Ambassadors
  - 14 secondary schools had signed up to the National Bullying Charter and all schools had an Anti-Bullying Strategy and toolkit
  - Schools could achieve a grading within the Charter from bronze to gold
- Number of pupils involving Smoking, Drinking and Drugs
  - Know the Score was a commissioned service to support young people with alcohol and drug issues
  - Community Alcohol Partnerships had been developed in 2 project areas – Dinnington and East Herringthorpe/Dalton/Thrybergh
  - Smoke free class resources provided to all primary and secondary schools
  - Work underway to ensure all schools had a Smoke Free Policy
- Where pupils were obtaining Cigarettes from
  - Health partners were promoting to parents the health risks giving their children cigarettes and alcohol when they were under age
  - Trading Standards implementing Responsible Retailer Awards
  - Reward responsible operators and share their good practice with others
  - Support for retails to reach the standard which would permit them to use the responsible retailer log

- Where pupils were obtaining Alcohol from
  - Health partners were promoting to parents the health risks of giving their children cigarettes and alcohol when they were under age
  - Rotherham Responsible Retailer Award aims to provide incentive for the operators of licensed premises to improve their standards of operation to the level of a commonly agreed national benchmark
- Feelings
  - Targeted Mental Health in Schools conference held 15<sup>th</sup> November, 2013
  - Self-harm pathway being developed for frontline workers who had contact with young people (9-25) who were self-harming
  - Bereavement pathway in development which would ensure support for children and young people who were bereaved/affected by suicide
  - Letter sent out via schools in June, 2013, to all parents highlighting support for young people who may be in emotional distress
  - Support services for young people who may be in emotional distress advertised on Public Health Channel during Summer/Autumn months in 2013
  - Youth Cabinet – Children’s Commissioner’s Day would take place on 27<sup>th</sup> February, 2014, sharing their work around self-harm

#### Areas where Young People were being Supported

- Youth Cabinet was taking forward issues raised in the Lifestyle Survey – would be included on the agenda for the Children’s Commissioner’s Day
- Youth Cabinet was working on a number of the areas for attention identified in the Survey and were working with the Youth Service to put forward their ideas of how they could be addressed
- Members had supported young people in various projects from their Community Leadership Fund

#### Next Steps

- 15 out of 16 schools had signed up to participate in the 2014 Survey
- Consultation ongoing reviewing the questions with health partners, Safer Neighbourhood Teams, Schools
- Youth Cabinet reviewing the themes of questions in 2014 and plans in place for it to be more involved in the findings and how to make improvements for the 2015 Survey
- Communication in local media – ongoing campaign to support the positive outcomes from the action plan. Communications Team would work jointly with Service Quality, Police, Health, Voluntary Sector and other key stakeholders to produce information for the press on the activities ongoing which supported the outcomes from the Survey
- Plans in place to monitor activities to support young people specifically around the issues raised in the Survey

The information from the Survey fed into many of the Council's Services and also fit with the Joint Strategic Needs Assessment.

It was noted that the results would be presented to the Improving Lives Select Commission and the Safeguarding Board in March.

Sue was thanked for the presentation.

#### **S79. ROTHERHAM ACTIVE PARTNERSHIP**

Rebecca Atchinson, Public Health, and Chris Siddall, Sports Development, gave the following powerpoint presentation:-

Why is physical activity important?

- Being physically active contributed towards
  - Positive mental health and wellbeing
  - Improved quality of life
  - Reduced the risk of arthritis, cancer, diabetes, heart disease, respiratory illnesses and more
  - Improved the recovery from strokes, falls, osteoporosis
  - Was the 5<sup>th</sup> leading global burden of disease in western Europe
  - Was 1 of the top modifiable risk factors
- It was not just preventing/reducing obesity

What is physical activity?

- Everyday activities
  - Active travel, walking and cycling, active at work, housework, gardening and DIY
- Active recreation
  - Recreational walking and cycling, swimming, exercise and fitness classes, dancing, active play, outdoor pursuits and adventurous activity
- Sports
  - Organised team sports, structured competitive activity, PE and School Sports, individual sports
- Move more, more often

Activity levels in Rotherham

- Improving trend from Active People Survey 6
- Over half Rotherham adults did not do physical activity
- Rotherham was the 127/150 least active local authority
- 33.57% inactive adults

The costs of physical inactivity

- Inactive people compared to active people annually had 38% more days in hospital and 6% more visits to their GP
- Rotherham's inactivity rates had been estimated to cost over £22M per year

- National comparisons of lifestyle issues estimated annual costs
 

Physical inactivity	£8.2B
Alcohol misuse	£17B
Drugs	£15.4B
Smoking	£13.74B
Obesity	£15.8B
Sexual health	£12.05B
- If every local authority was able to reduce inactivity by 1% a year over 5 years local tax payers would save £44 per household

#### Rotherham's vision

- “Rotherham will be a place where people feel good, are healthy and active and enjoy life to the full”

#### Links to the Health and Wellbeing Strategy

- Rotherham Active Partnership's new approach followed the life course targeting those least active
- Strong linkages to themes

#### Further Developments

- Website
  - To promote physical activity opportunities across the Borough
  - To provide people with long term conditions advice on safe sessions
- Passport of physical activity
  - Given to all patients leaving service with a physical activity element
  - Clear advice on what they should consider and avoid
  - Linked to the website

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

- Linkages to the Health and Wellbeing Strategy that would support funding bids
- Challenge to put physical activity on a par with other therapeutic interventions offered by the NHS
- Social prescribing was 1 of the most successful interventions coming through. Some elderly people could undertake various chair-based activities
- The review of the Partnership could discuss opportunities for funding and how services could be delivered across Rotherham and whether duplication could be reduced to maximise impact
- A successful funding bid had been submitted around the disadvantaged community of Canklow, Dalton, Thrybergh and East Dene; a bid was still pending for Maltby and Dinnington. There would be close work using the community development approach, working

with partners in the area and the 11 Disadvantaged Team Leaders to gain an understanding why the inactivity levels were as high as they were in those areas and what services and intervention was required to try and encourage those that were not active

- Attempted to identify where all the Partnership's services fitted together in order to recognise and use people's skills effectively

Rachel and Chris were thanked for their presentation.

Resolved:- That the Board receive 6 monthly reports from the Rotherham Active Partnership.

#### **S80. RECOVERY FROM OPIATE DEPENDENCE**

Anne Charlesworth, Head of Alcohol and Drug Strategy, presented a report on the performance assurance processes/data and some of the actions that had been put into place to address the shortfall in performance paying particular emphasis to opiate exits.

The report had been considered by the Safer Rotherham Partnership/DAAT Board on 8<sup>th</sup> January where it was agreed that the report be forwarded to the Health and Wellbeing Board to engage wider support for the improvement of the outcome.

Evidence suggested that people generally were not able to sustain positive outcomes from addiction without having gained or maintained recovery capital in other domains i.e. positive relationships, a sense of wellbeing, meaningful activity, education, training, employment, adequate housing etc. There was a need to acknowledge that drug treatment providers could not deliver the 'recovery' agenda alone but needed involvement from partner agencies to support progress in a number of domains for individuals. Research showed that where an individual had limited capital in a number of domains, overcoming severe drug or alcohol dependence or abstinence without progress in other recovery domains was rarely sustained.

Rotherham was not unlike the national picture in that it had an ageing drug treatment population (over 40s) many of which had been in treatment for some considerable time which made them harder to help and 'recover' leaving a significant challenge for local areas.

It was recognised that drug users relapsed and treatment systems needed to be designed to deal with the outcome. Re-presentations to treatment were significant in terms of successful exits and Rotherham performed very well with current performance at 13.3%. This equated to 6 users whom had previously exited successfully and then returned back to drug treatment within 6 months. This would indicate that, despite successful exits being low, locally individuals were better prepared and stayed drug free for longer.

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

- Rotherham had a large number of young people who experienced neglect, sometimes physical injuries, as a result of their parents' mental health and substance abuse/domestic abuse
- Elsewhere in the country the number of opiate users into treatment had dropped off - until the last 6 months Rotherham had seen a significant drop but still had above the average of new users coming into treatment – 370 within Primary Care, 200 within the criminal justice system and 300+ still long term prescribed for opiate dependency
- The new targets would mean there would be pressure to get the individuals currently stable on methadone off the medication
- There were children in Rotherham from the 11 plus age range who had experienced a range of drugs including opiates
- The Government's change of Policy would only work if sufficient levels of service and support were put into place
- Currently GPs provided drug treatment but if a practice had a small number of patients, the increased frequency of reviewing and support may be hard for a practice to sustain and be at the expense of other patients

Resolved:- (1) That the Board's support to build support for recovery initiatives which were seeking to improve the outcome be noted.

(2) That the Board notes that the outcome could not be delivered by the existing systems alone as opiate users in treatment were part of the wider picture of social disadvantage in the Borough and the current opportunities for employment and housing were having some impact on the ability of the services to promote recovery as a positive option.

(3) That a recognition that any perceived 'quick fix' type solutions to the Indicator were likely to have significant negative risks on both the individuals and the crime rate.

## **S81. JOINT STRATEGIC NEEDS ASSESSMENT CONSULTATION**

Further to Minute No. 61 Chrissy Wright, Strategic Commissioning Manager, presented the revised version of the JSNA taking account of the representations received.

The 6 weeks consultation with stakeholders had run between 30<sup>th</sup> December, 2013 and 9<sup>th</sup> February, 2014. Details of the draft JSNA website had been circulated to a range of stakeholders, both statutory and VCS agencies, as well as a well attended VCS consultation session held on 27<sup>th</sup> January.



The consultation had been generally positive. Comments and suggestions made were constructive and would help to develop the JSNA.

A new requirement was to include a register of community assets which would be developed in 2014 with progress reported in JSNA updates.

It was noted that the document had now been "signed off". However, in future "sign off" would be in line with commissioning priorities and planning.

Resolved:- (1) That the current version of the Rotherham Joint Strategic Needs Assessment, updated following consultation, be approved.

(2) That quarterly reports of any significant changes or otherwise by exception be submitted to the Board.

**S82. DATE OF NEXT MEETING**

Resolved:- That a further meeting of the Health and Wellbeing Board be held on Wednesday, 26<sup>th</sup> February, 2014, commencing at 9.30 a.m. in the Rotherham Town Hall.

**HEALTH AND WELLBEING BOARD**  
**26th March, 2014**

**Present:-**

Councillor Ken Wyatt	Cabinet Member, Health and Wellbeing <b>(in the Chair)</b>
Tom Cray	Strategic Director, Neighbourhoods and Adult Services
Councillor John Doyle	Cabinet Member, Adult Social Care
Chris Edwards	Chief Officer, Rotherham CCG
Naveen Judah	Healthwatch Rotherham
Dr. Julie Kitlowski	Rotherham CCG
Councillor Paul Lakin	Cabinet Member, Children, Young People and Families
Dr. David Polkinghorn	GP Executive Member, Rotherham CCG
Dr. John Radford	Director of Public Health
Joyce Thacker	Strategic Director,

**Also in Attendance:-**

Kate McDaid	National Energy Action
Kate Green	Policy Officer, RMBC
David Hicks	Rotherham Foundation Trust (representing Louise Barnett)
Brian Hughes	NHS England
Shafiq Hussain	VAR (representing Janet Wheatley)
Catherine Homer	Public Health
Ian Jerrams	RDaSH (representing Chris Bain)
Chrissy Wright	Strategic Commissioning Officer, RMBC

Apologies for absence were received from Chris Bain, Louise Barnett, Karl Battersby, Tracy Holmes, Martin Kimber, Gordon Laidlaw and Janet Wheatley.

**S83. QUESTIONS FROM MEMBERS OF THE PRESS AND PUBLIC**

A member of the public asked, given the impending launch of consultation on the Care Bill, if there were to be any events for stakeholder consultation?

Tom Cray, Strategic Director, Neighbourhoods and Adult Services, reported that there had been stakeholder meetings during the past 12 months the feedback from which had been that there should be separate events to allow focussed discussions. Accordingly, a series of events would be organised the first of which would be before the Summer.

**S84. MINUTES OF PREVIOUS MEETING**

Resolved:- That the minutes of the meeting held on 19<sup>th</sup> February, 2014, be approved as a correct record.

Arising from Minute No. S75 (Flu Vaccination Programme), Brian Hughes reported that it was an issue still be discussed across the region.

**S85. COMMUNICATIONS****(a) Rotherham Foundation Trust**

The Board's congratulations were recorded to Louise Barnett who had been formally appointed as the Chief Executive.

**(b) Peer Review**

The Chairman reported that the LGA had an offer for Health and Wellbeing Board's to have a peer challenge, which involved a group of peers from other areas coming into the Council and reviewing the work of the Board over a 4 day period.

It was noted that other Health and Wellbeing Boards in the area had taken up the offer.

It was felt that the detail of the review was required as well as any resource implications.

Resolved:- (1) That contact be made with the Local Government Association with regard to taking up the offer of a Peer Review.

**(c) Rotherham Heart Town Annual Report 2013**

The Board noted the Rotherham Heart Town Annual Report 2013 which highlighted the work that had taken place during the year.

**(d) Motor Neurone Disease**

The Chairman reported receipt of correspondence from the Motor Neurone Disease Association requesting sign up to the MND Charter "achieving quality of life, dignity and respect for people with MND and their carers".

Resolved:- (2) That the Charter be circulated to all members of the Board.

**S86. NATIONAL ENERGY ACTION FUEL POVERTY**

Catherine Homer, Public Health Specialist, and Kath McDaid, National Energy Action, gave the following powerpoint presentation:-

**Winter Warmth – Preparation for Winter  
Project Aims**

- HWB members understand that strategic objectives are being delivered at community level via formal process mechanisms
- Delivering the Fuel Poverty Priority
- Community Involvement Officers and other key front line professionals understanding and knowledge of the causes and solutions to cold, damp homes is improved, resulting in signposting and one-to-one support
- Key strategic players aware of fuel poverty agenda and linkages to the Health and Wellbeing Strategy

#### What happened?

- Facilitate meeting including HWB Elected Members and Council Officers – focus localities of Brampton Bierlow, Wentworth and Harley
- Fuel Poverty briefing for Councillors and interested parties
- Discrete training
- 2 workshops
- Community events
- Feedback to Health and Wellbeing Board

#### What people said

- “impression that people buying own homes are wealthy but not the case as people tell me that they are struggling”
- “large areas of the Ward are made up of picturesque countryside however rural fuel poverty is a blight on many resident’s lives”
- “we can’t stop now – we have to keep it rolling, this project has been worthwhile because Fuel Poverty is a taboo subject, it is not recognised in general and now people are talking about it”
- “recognition needed that these areas are not classed as deprived but have high levels of fuel poverty – different problems associated with both properties and residents”
- “dealing with fuel poverty must rank highly in the prevention and early intervention aspects of our joint activities recognising the effects on all age ranges, young families and the elderly”

#### Unintended Outcomes

- Many of the services and officers engaged in the project have formed networks aside from their own areas of speciality
- Elected and Parish Councillors have together discussed sustaining the momentum within their local areas
- Stronger effective links with the Fitzwilliam Wentworth estate
- Developed a network who are “Green Deal ready”
- Synergy with existing pots of funding and projects

#### Recommendations for the Health and Wellbeing Board

- Recognition that fuel poverty is not just linked to general poverty in terms of low income but is more complex and has issuing consequences in terms of ill health and common mental disorders
- To recognise that perceived ‘affluence’ does not preclude people living in cold homes
- Use Ward Councillors and Parish Councillors to emphasise the very negative effects of fuel poverty and recognise the value of this local intelligence in utilising existing networks
- Continue to recognise and uphold the status of fuel poverty as a priority area for action
- Capitalise on the interest shown by health partners for fuel poverty by utilising intelligence networks
- Energy policy is in a statue of hiatus currently with many low income, fuel poor households having no access to grants or support; Health

and Wellbeing Board to consider future investment to 'plug' such gaps in provision

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

- Rotherham was 1 of the very few Health and Wellbeing Boards to have Fuel Poverty within their Health and Wellbeing Strategy
- Rotherham was a long way ahead of other authorities with their work on Fuel Poverty
- The current 8 projects were writing their reports for submission to the Department of Energy and Climate Change
- The Citizens Advice Bureau was running an energy project through some general practices where the practice managers had expressed an interest. The CCG would be happy to work with the project and attempt to get more practices to participate
- Fuel poverty did not just apply to the elderly
- Fitted in with Making Every Contact Count and ensuring all front line staff/volunteers were aware
- The next performance monitoring report would be an opportunity to reflect on the recommendations and consider how to keep the momentum on the initiative

Catherine and Kath were thanked for their presentation.

Resolved:- (1) That the presentation be noted.

(2) That the Parish Council Liaison Officer be contacted with a view to giving a presentation to the Parish Council Network meeting.

#### **S87. BETTER CARE FUND**

Tom Cray, Strategic Director, Neighbourhoods and Adult Services, and Chris Edwards, Chief Officer, Rotherham CCG, gave a verbal update on the position with regard to the above.

- The plan had been submitted in accordance with the 14<sup>th</sup> February deadline which had met the criteria at that time and would act as a catalyst for change that both the Local Authority and CCG were comfortable with
- Feedback from NHS England and the Peer Review had been received in March in relation to the national conditions, performance measures and ambition. The plan had also been the subject of an all Members Seminar and the Health Select Commission
- The plan had a number of "green" with the majority being "amber" which meant that NHS England felt there was the capacity to develop

the plan further in order to satisfy all the conditions by the 4<sup>th</sup> April deadline

- The Task Group and Officer Group had continued to ensure that the final submission was solid and robust and an ambitious plan
- As a result of the feedback it was felt that it needed to be more explicit in terms of the whole system change that the plan was seeking to achieve. Accordingly, adjustments had been made so as to emphasise how the change at one end of the system would flow through to the other end concentrating on the citizen experience through an integrated approach
- Work was still continuing on the plan with adjustments made to the funding profile and a risk assessment being carried out to ensure there were no unintended consequences anywhere in the system
- All the projects contained within the plan were in synch and fitted with the commissioning plans of both the Council and CCG
- It has been quite a difficult process because of the timescales involved and the national messages been different from the Department of Health and Department of Communities and Local Government
- The Task Group had committed to continuing to meet to ensure that the plan was delivering and take action should any unanticipated issue emerge
- There would be a chance to review the plan in 12 months
- Given the short timescale the CCG had taken the decision to include the minimum of services to establish the principles of the Fund but were committed to having further discussions as to the appropriateness of including more services

Brian Hughes stated that the feedback from NHS England recognised that the plan was a catalyst for change and there was a level of transformation. The plan now needed to show how it had moved from the February submission to the April submission as to how that transformation and citizen empowerment would happen.

Resolved:- (1) That the Task Group be authorised to submit the Better Care Fund submission to NHS England.

(2) That a copy of the submission be submitted to the April Board meeting.

**S88. HEALTHWATCH ROTHERHAM PROGRESS UPDATE**

Chrissy Wright, Operational Commissioner, presented a report setting out the development of Healthwatch Rotherham and the progress achieved to date.

The following points were highlighted:-

- Healthwatch Rotherham launched on 2<sup>nd</sup> October, 2013
- Website, Twitter and Facebook account developed and a newsletter regularly circulated
- All staff, Chair and Board Directors appointed with each Director having responsibility to 1 of the 6 Health and Wellbeing Strategy priorities
- The majority of the first half of the year had been spent establishing the service and awareness raising
- Continued to pass on concerns raised by members of the public to commissioners and, where appropriate, to CQC, Ofsted, South Yorkshire and Bassetlaw Quality Survey Group, Scrutiny, RCCG, NHS England, TRFT and Healthwatch England

The report also set out community engagement and project work planned for the forthcoming 6 months.

Parkwood Healthcare had been awarded the Healthwatch Rotherham contract with the intention that once established, the contract would novate to Healthwatch Rotherham to enable it to operate as an independent social enterprise. The Cabinet Member for Health and Wellbeing had approved the intention to novate the contract at his meeting on 10<sup>th</sup> March, 2014.

Naveen Judah, Chair of Healthwatch Rotherham, reported that Healthwatch Rotherham was being mentioned by Healthwatch England for its good practice and had people from other areas visiting to learn from them. However, it was becoming a victim of its own success. As the work spread about its Advocacy Service, the number of people wanting to use the Service was increasing. Attempts were made to screen the enquiries as to those that could be pointed in the right direction to help themselves and those that the Service would help but the situation would be monitored.

Resolved:- (1) That the progress achieved by Healthwatch Rotherham be noted.

(2) That the decision to novate the contract to Healthwatch Rotherham by September, 2014, be noted.

**S89. PROMOTING HEALTH CHECKS**

Dr. John Radford, Director of Public Health, reported that local authorities were now responsible for the commissioning of NHS Health Checks which was a national risk assessment and prevention programme. Everyone attending a NHS Health Check would have their risk of developing heart disease, stroke, diabetes and kidney disease assessed through a combination of their personal details, family history of illness, smoking, alcohol consumption, physical activity, body mass index, blood pressure and cholesterol. They would then be provided with individual tailored advice that would motivate them and support and necessary lifestyle changes to help them manage their risk. Where additional testing and follow-up was needed, they should be referred to Primary Care services.

People aged 65-74 would be informed about the signs and symptoms of Dementia and informed about memory Clinics if so required.

Over the last 10 years, Health Checks had had success in reducing cardiovascular deaths as cardiovascular disease was largely preventable. They were extremely important and needed to be promoted.

The objective was to initially screen 18% of the eligible 20% of the population.

Discussion ensued with the following points raised/clarified:-

- 1 of the interventions was the prescribing of Statins which would have impacts for the population as a whole and as well as the GP practice
- The challenge was to deliver in the most deprived and hardest to reach communities and work with the Mental Health sector
- The new NICE Guidance, currently subject to consultation, proposed significant changes to Health Checks – cardiovascular risk for the over 50s was over 10%; the new Guidelines indicated that anyone who had a cardiovascular risk over 10% should be on Statins - implications for a huge section of the population
- The Guidance also contained advice on diet and exercise
- A number of cardiovascular deaths could have been prevented
- There was an ageing population but was it a healthy population? Was it the prolonging of an unhealthy ageing population
- Statins were not a surrogacy for a lifestyle

Resolved:- That the report be noted and a further report submitted in 6 months.



**S90. MENTAL HEALTH AND LEARNING DISABILITY SERVICES - FUNDAMENTAL REVIEW**

Chris Edwards, Chief Officer, presented a report for information setting out the purpose, scope and timescale of the Clinical Commissioning Group's fundamental review of commissioned services for Mental Health and Learning Disability.

The review would focus on whether the CCG's overall investments in Mental Health and Learning Disability Services was proportionate to the health needs of Rotherham patients, how to ensure parity of esteem, how to strengthen clinical leadership of the efficiency and quality assurance agencies, how to improve the reporting of outcome and activity measures and the implications of Mental Health payment by results.

It would include a market analysis, whether the CCG should be using a greater plurality of providers (including voluntary sector providers, a greater variety of Mental Health Foundation Trust providers, GP providers) and more facilitation of self-help such as computerise Cognitive Behaviour Therapy.

All reports would be completed by the end of May.

From the perspective of the Police Service, it was an area that was growing. Ian Jerrams stated that the Mental Health Triage initiative in Rotherham of having a Mental Health Nurse working alongside the Police in Rotherham had already shown good results.

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

(2) That the CCG ensure that South Yorkshire Police was involved in the review.

(3) That a report be submitted on the Mental Health Triage pilot being operated by South Yorkshire Police.

(4) That, should the review recommend any major Service change, they be reported to the Health Select Commission.

**S91. 2014/15 MEETING DATES AND TIMES**

Resolved:- That meetings be held in 2014/15 in the Rotherham Town Hall as follows:-

Wednesday,	4 <sup>th</sup> June, 2014	9.00 a.m.
	2 <sup>nd</sup> July	9.00 a.m.
	27 <sup>th</sup> August	9.00 a.m.

17 <sup>th</sup> September	9.00 a.m.
1 <sup>st</sup> October	9.00 a.m.
12 <sup>th</sup> November	1.00 p.m.
3 <sup>rd</sup> December	9.00 a.m.
21 <sup>st</sup> January, 2015	11.00 a.m.
18 <sup>th</sup> February	11.00 a.m.
11 <sup>th</sup> March	9.00 a.m.
22 <sup>nd</sup> April	9.00 a.m.

**S92. DATE OF NEXT MEETING**

Resolved:- That a further meeting of the Health and Wellbeing Board be held on Wednesday, 23<sup>rd</sup> April, 2014, commencing at 1.00 p.m. in the Rotherham Town Hall.

**PLANNING BOARD  
20th February, 2014**

Present:- Councillor Pickering (in the Chair); Councillors Astbury, Atkin, Dodson, Godfrey, Kaye, Middleton, Pitchley, Roddison, G. A. Russell, Tweed and Whysall.

Apologies for absence were received from Councillors License, Sims and Smith.

**T78. DECLARATIONS OF INTEREST**

There were no Declarations of Interest to report.

**T79. MINUTES OF THE MEETING OF THE PLANNING REGULATORY BOARD HELD ON 30TH JANUARY 2014**

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board, held on Thursday 30<sup>th</sup> January, 2014, be approved as a correct record for signature by the Chairman, with the inclusion of Councillor Atkin in the list of Members who had given their apologies for that meeting.

**T80. DEFERMENTS/SITE VISITS**

There were no site visits or deferrals recommended.

**T81. DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, the following person attended the meeting and spoke about the application below:-

- Application to fell 1 No. walnut tree and prune 1 No. walnut tree protected by RMBC Tree Preservation Order No. 4 1978 at land adjacent 9 Gleneagles Road, Dinnington for Mr. P. Hodson (RB2013/1420)

Mr. P. Hodson (Applicant)

(2) That application RB2013/0915 be granted for the reasons adopted by Members at the meeting and subject to the signing of a legal agreement made under Section 106 of the Town and Country Planning Act 1990, for the purposes of securing a commuted sum of £6,000 in relation to the upgrading of a bus stop to a bus shelter.

(3) That application RB2013/1331 be granted for the reasons adopted by Members at the meeting and subject to:-

(i) amended condition 30, as follows:-

30.

The development hereby approved shall not be brought into use until a scheme for providing multi-species fish passage over Ickles Weir (SK 41775 91872 to SK 41815 91865), has been submitted and approved in writing by the Local Planning Authority. The scheme shall comprise the following:-

- : A detailed study of the heritage implications of any fish pass option, prepared in consultation with South Yorkshire Archaeology Service; the results of which shall inform the nature of the final design;
- : Details of how the weir will be made passable to a range of fish species over a range of flows using a design that has received written approval from the Environment Agency;
- : Details of timescales for the completion of the works.

The works to provide multi-species fish passage shall proceed in accordance with the design detail and timescales as submitted and agreed.

(ii) the inclusion of the following two additional conditions:-

36.

Prior to the commencement of development, details of the proposed fencing including security fencing on the Shenker Railhead site shall be submitted to and approved in writing by the Local Planning Authority. The approved fencing shall be erected in accordance with the details prior to the first use of the site.

Reason

In the interest of the security of the use of the Shenker Rail Head Site.

37.

Prior to the commencement of development, a method statement relating to the methods of demolition, excavations and construction of buildings on the Shenker Railhead Site shall be submitted to and approved in writing by the Local Planning Authority. This method statement should detail methods of carrying out any works on the site which are within ten metres of the railway boundary and shall include details of any impacts on the operation of the railway, machinery to be used and details of any scaffolding or other ancillary operations. The development shall be carried out in accordance with the approved details.

Reason

To ensure the safe and secure use of the site and prevent any unexpected impact upon the adjacent rail line.

(iii) the inclusion of the additional informative number 05:-

The applicant is advised that a restrictive covenant may be in place on part of the land forming a part of this planning application and contact should be made with Network Rail Property Services Team to discuss this matter.

and

(iv) the signing of a legal agreement made under Section 106 of the Town and Country Planning Act 1990, for the purposes of securing:-

- A contribution of £45,000 to be used for the construction of the Fixed Link Road at Junction 34 of the M1.
- A contribution of £2,306 towards the A1 Bus Service.
- A contribution of £10,000 (annual payment of £2,000, with the first payment being made upon commencement of development) towards increased habitat management at Centenary Riverside.
- A contribution of £6,000 (annual payment of £1,200 for each of the first five years following construction of the plant) towards the provision of annual baseline Phase 1 habitat surveys of the Centenary Riverside.
- A contribution of £10,000 towards additional planting on the Centenary Riverside boundary.

(4) That the development the subject of application RB2013/1331 be included on the list of future completed development visits of inspection by the Planning Board.

(5) That in respect of application RB2013/1420 the request to fell 1 No. walnut tree be refused as there is a lack of evidence provided to justify the loss of an important amenity tree T5, the felling of which would be contrary to Policy ENV3.3 'Tree Preservation Orders', but that the request to prune 1 No. walnut tree T4 be granted for the reasons adopted by Members at the meeting and subject to the relevant condition listed in the report.

(6) That application RB2013/1477 be granted for the reasons adopted by Members at the meeting and subject to (i) the relevant conditions listed in the report and with the inclusion of an additional condition requesting that the development be carried out in accordance with a submitted Flood Risk Assessment, as follows:-

04

The development permitted by this planning permission shall be carried out in accordance with the approved Flood Risk Assessment (FRA) September 2013 by Mouchel and the following mitigation measures detailed within the FRA:-

“Limiting the surface water run-off generated by the development so that it will not exceed the greenfield run-off from the undeveloped site and not increase the risk of flooding off-site”.

The surface water drainage should mimic the existing arrangement and use Sustainable Drainage techniques.

The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing/phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed, in writing, by the Local Planning Authority.

Reason

To prevent flooding by ensuring the satisfactory storage of/disposal of surface water from the site.

and (ii) the inclusion of two additional informatives, as follows:-

A) Ordinary watercourse consent

From 6 April 2012, Section 23 of the Land Drainage Act 1991 (LDA 1991) has been amended by the Flood and Water Management Act (FWMA) 2010. This means that the regulatory powers on Ordinary Watercourses have been transferred from the Environment Agency to the Lead Local Flood Authority (LLFA). Therefore, all applications for consent for the erection of any culvert and/or any alteration likely to affect the flow in an Ordinary Watercourse must be made to the LLFA, or to the local Internal Drainage Board (IDB) where they exist.

(B) Waste onsite

The proposals include the use of excavated waste onsite. For information on permitting requirements, the applicant is advised to contact the Environment Management team on 03708 506 506 or refer to guidance on website <http://www.environment-agency.gov.uk/subjects/waste> .

(7) That application RB2013/1566 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report and be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report and the Council shall enter into a deed of variation to secure:-

: a commuted sum of £470,000 for off-site affordable housing in accordance with the details of the agreed deed of variation; and

: 9 No. intermediate units available for shared equity.

(8) That application RB2014/0057 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report.

**T82. COURTESY CONSULTATION IN RESPECT OF THE ERECTION OF ONE WIND TURBINE (79M HIGH) AND ASSOCIATED WORKS WITH INSTALLATION OF TRANSFORMER/SUBSTATION ENCLOSURE, FORMATION OF CRANE HARDSTANDING AREA AND CREATION OF NEW ACCESS ON APPROX 0.51 HA OF LAND AT FORDOLES FARM HOUSE, MARSH HILL, MICKLEBRING FOR FORDOLES RENEWABLES LTD. (RB2013/1675)**

Consideration was given to a report of the Director of Planning and Regeneration Service concerning the application for planning permission for the erection of one wind turbine (79 metres high) and associated works with the installation of a transformer/substation enclosure, formation of crane hardstanding area and creation of new access on approximately 0.51 hectares of land at Fordoles Farm House, Marsh Hill, Micklebring for Fordoles Renewables Ltd. Members noted that Doncaster Metropolitan Borough Council had invited this Council to comment on the application.

Resolved:- (1) That Doncaster Metropolitan Borough Council be thanked for giving this Council the opportunity to comment on this planning application.

(2) That Doncaster Metropolitan Borough Council be advised:-

(a) of this Council's concerns about the limited publicity provided in respect of this application;

(b) of the extent of objection, amongst local residents in the area near to the application site, because of the impact of the proposed development upon the local environment in this part of Hellaby and Maltby; and

(c) that, whilst this Council has no objections to the proposed development, subject to the relevant comments from the Transportation Unit, Environmental Health and Public Rights of Way Officers being taken into consideration as part of the determination of the application, a full assessment of the cumulative impact of the proposed turbine and of the one proposed off Hellaby Lane should also be taken into account in the determination of the application.

**T83. APPEAL DECISION - AGAINST REFUSAL OF PLANNING PERMISSION FOR THE ERECTION OF 34 NO. DWELLINGS AT LAND AT PARK ROAD, WATH-UPON-DEARNE, ROTHERHAM FOR GLEESON HOMES LTD. (RB2013/0241)**

Consideration was given to a report of the Director of Planning and Transportation Service providing details of a decision of an appeal against the refusal of planning permission for the erection of 34 No. dwellings at land at Park Road, Wath-upon-Dearne for Gleeson Homes Ltd.

The main issue for the Inspector dealing with this appeal was whether the proposed development would provide acceptable living conditions for future occupiers, with particular reference to internal living spaces.

In coming to a decision the Inspector noted that the South Yorkshire Residential Design Guide had been adopted by the Council as best practice guidance and was intended to form a Supplementary Planning Document within the Local Development Framework when the Core Strategy was adopted.

The Inspector further acknowledged how the space standards were derived and that the document was used across South Yorkshire to help improve the quality of development and the minimum space standards of the Design Guide were below those in the Government's Housing Standards Review (HSR) and those used by the Greater London Authority.

The Inspector stated that although more generous floorspace requirements were being considered nationally, the proposed standards in the HSR were not adopted as Government policy. Moreover, the Inspector noted that the Design Guide was best practice guidance and not yet development plan policy, and indicated that the proposed scheme was not far from meeting these local standards.

The Inspector further noted that in practical terms she was not persuaded that even the maximum shortfall of some 6.4 square metres of floor space, when considered in the context of the entire overall floor space of a three bedroom dwelling, was particularly great. In addition the Inspector indicated that the other house types were very close to meeting the standards.

The Inspector also gave some consideration to the rationale behind the house sizes. In particular, the fact that Gleeson Homes Ltd. focus on low cost dwellings for people on low incomes and aims to build a range of affordable homes which attracted a high proportion of first time buyers. Furthermore, the appellant at the hearing indicated that increased internal space standards would increase the build costs and land take, in turn this would reduce the number of people who could afford the houses and adversely affect the viability of the development.



The Inspector stated, "...whilst the internal space would not be exceptionally spacious, in my view the proposed houses would function adequately and would provide an acceptable quality of life for future residents. I am satisfied that houses of the types proposed would provide enough space to accommodate furniture, whilst allowing circulation space..."

Furthermore, the Inspector stated: "That the proposed house types have been found acceptable on other schemes both within the Borough and nearby adds to this view, as do my own observations of the show homes at the Croda site for house types 309 and 301.

The Inspector concluded that the proposed development would provide acceptable living conditions for future occupiers, with particular reference to internal living space. As such, whilst there would be some limited conflict with the standards set out in the Design Guide, the proposal would not be contrary to Policy ENV3.1 of the Rotherham Unitary Development Plan which requires development to make a positive contribution to the environment by achieving an appropriate standard of design. Nor would the proposal undermine one of the core planning principles of the Framework to secure a good standard of amenity for all existing and future occupants of land and buildings.

The Inspector also noted that: "Whilst local residents are not against the residential development of the site, they object to the proposal on highway safety grounds. They consider Park Road to be busy and are concerned about increased congestion and pressure for on street car parking, particularly since the driveways of the proposed houses would reduce the space currently available for on street parking. They also question whether cars could enter and leave the proposed driveways between the parked cars on Park Road, and the effect of the proposal on the safety of children using the street."

The Inspector confirmed that there were no parking restrictions on Park Road or nearby streets, while parking took place on both sides of Park Road. The Inspector stated that she did not consider it likely that even at such times the roads would be so heavily parking that the appeal proposal would cause any significant harm to highway safety, given each house would be provided with the required number of parking spaces to meet the Council's standards. Therefore, the impact of the proposed scheme on the currently situation would be limited and would not add to the pressure for on street parking to an extent where highway safety would be compromised. The Inspector considered this would be so even though the proposed driveways would result in the loss of some existing on street car parking spaces along the site frontage.

For the reasons detailed in the Inspectors' decision she concluded that the appeal should be allowed subject to conditions.

Resolved:- That the decision to allow the appeal be noted.

**T84. UPDATES**

There were no issues to report.

**PLANNING BOARD  
13th March, 2014**

Present:- Councillor Dodson (in the Chair); Councillors Atkin, Kaye, License, Middleton, Pitchley, Roddison, G. A. Russell, Sims, Smith, Tweed and Whysall.

Apologies for absence were received from Councillors Astbury, Godfrey and Pickering.

**T85.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

**T86.       MINUTES OF THE MEETING OF THE PLANNING REGULATORY BOARD HELD ON 20TH FEBRUARY, 2014**

Resolved:- That the minutes of the meeting of the Planning Regulatory Board held on Thursday 20<sup>th</sup> February, 2014, be approved as a correct record for signature by the Chairman.

**T87.       DEFERMENTS/SITE VISITS**

There were no site visits nor deferments recommended.

**T88.       DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, the following people attended the meeting and spoke about the application below:-

- Details of conversion of existing barn to residential dwelling without compliance with Condition 01 reserved by RB1992/1280 at 4 Dovecote Lane, Ravenfield for Mr. T. Lynskey (RB2014/0151)

Mr. Mullane (Objector)  
Mrs. Mullane (Objector)

(2) That application RB2013/0988 be granted for the reasons adopted by Members at the meeting and subject to the signing of an agreement in accordance with the provisions of Section 106 of the Town and Country Planning Act 1990 to provide a contribution of £15,000 in the form of a commuted sum towards the future provision of affordable housing in the Rawmarsh and Kilnhurst electoral wards and to the relevant conditions as listed in the report and to the following additional condition:-

15

Concurrent with the construction of the proposed access road, a vehicular footway crossing shall be provided at the rear of Nos. 154 and 156 Kilnhurst Road.

Reason : In the interests of highway safety.

(3) That applications RB2014/0014 and RB2014/0120 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report.

(4) That the Planning Board declares that it is not in favour of application RB2014/0151 on the grounds that the increased occupancy of the dwellinghouse will result in more vehicular traffic using Dovecote Lane, to the detriment of road safety along this narrow lane, as well as there being insufficient parking space adjacent to the property, but the Director of Planning, Regeneration and Culture, in consultation with the Chairman and Vice-Chairman of the Planning Board, be authorised to determine the reasons for refusal of this application.

#### **T89. UPDATES**

Members noted that the Department for Communities and Local Government has issued the revised National Planning Policy Guidance (to be entitled national planning practice guidance) which will be referred to in future planning documents and will be a material consideration in determining future applications for planning permission.

**PLANNING BOARD**  
**3rd April, 2014**

Present:- Councillor Pickering (in the Chair); Councillors Astbury, Atkin, Dodson, Godfrey, Kaye, License, Middleton, Roddison, Smith, Tweed and Whysall.

Apologies for absence were received from Councillors N. Hamilton, Pitchley, G. A. Russell and Sims.

**T90.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

**T91.       MINUTES OF THE MEETING OF THE PLANNING REGULATORY BOARD HELD ON 13TH MARCH, 2014**

Resolved:- That the minutes of the meeting of the Planning Regulatory Board held on 13<sup>th</sup> March, 2014, be approved as a correct record for signature by the Chairman.

**T92.       DEFERMENTS/SITE VISITS**

There were no site visits or deferments recommended.

**T93.       DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, the following persons attended the meeting and spoke about the applications below:-

- Erection of 2 No. wind turbines and associated cabinets at Land at Norwood Lock, Mansfield Road, Wales for Navarda Wind Turbines Ltd. (RB2013/0425)

Mr. J. White (Applicant)

- Outline application for the demolition of existing dwelling and erection of 9 No. dwellinghouses and formation of access road at The Croft, Worksop Road, South Anston for Mr. H. Beresford (RB2013/1015)

Mr. J. Beresford (Applicant)  
Councillor C. Jepson (Objector)

- Demolition of an existing unlisted wall within Aston Conservation Area and erection of 1 No. two storey dwelling with rooms in the roofspace and front boundary wall at Blue Bell Hotel, Worksop Road. Aston for DECS. (RB2013/1369)

Mr. J. Coe (Objector)  
Mrs. K. Coe (Objector)  
Ms. O. Egan (Objector)

- Erection of 1 No. dwellinghouse at land at 94 School Road, Wales for Mrs. L. Reilly. (RB2014/0023)

Mrs. L. Reilly (Applicant)

- Change of use of ground floor to retail & hot food takeaway (use class 1 No. unit A1 & 2 No. units A5) and upper floors to residential (use class C3) with single storey extension and formation of new means of access (amendment to RB2013/1166) at Eastwood Hotel, Doncaster Road, Eastwood for Mr. B. Singh. (RB2014/0279)

Mr. C. S. Hothi (on behalf of the Applicant)

(2) That application RB2013/0425 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report and subject to an amendment to Condition number 3, which shall now read:-

3. This permission shall be valid for 25 years and at the end of that period, or within six months of the cessation of electricity generation by the turbines, or within six months following a permanent cessation of construction works prior to the turbines coming into operational use, whichever is the sooner, the turbines, foundations, and all associated structures approved shall be dismantled and removed from the site. The developer shall notify the Local Planning Authority in writing no later than five working days following cessation of power production. The site shall subsequently be restored in accordance with a scheme, the details of which shall be submitted and approved in writing by the Local Planning Authority no later than three months following the cessation of power production, or 6 months prior to the end of the 25 year period, whichever is the sooner.

(3) That application RB2013/1015 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report and subject to the following two additional conditions:-

15. No tree or hedge shall be cut down, uprooted or destroyed nor shall any tree or hedge be pruned other than in accordance with the approved plans and particulars, without the written approval of the Local Planning Authority. Any pruning works approved shall be carried out in accordance with British Standard 3998 (Tree Work). If any tree or hedge is removed,

uprooted or destroyed or dies, another tree or hedge shall be planted in the immediate area and that tree or hedge shall be of such size and species, and shall be planted at such time, as may be specified in writing by the Local Planning Authority.

Reason:- In the interests of the visual amenities of the area and in accordance with UDP Policies ENV3 'Borough Landscape', ENV3.1 'Development and the Environment', ENV3.2 'Minimising the Impact of Development' and ENV3.4 'Trees, Woodlands and Hedgerows'.

16. No work or storage on the site shall commence until all the trees/shrubs to be retained have been protected by the erection of a strong durable 2 metre high barrier fence in accordance with BS 5837: Trees in Relation to Design, Demolition and Construction and positioned in accordance with details to be submitted to and approved by the Local Planning Authority. The protective fencing shall be properly maintained and shall not be removed without the written approval of the Local Planning Authority until the development is completed. There shall be no alterations in ground levels, fires, use of plant, storage, mixing or stockpiling of materials within the fenced areas.

Reason:- To ensure the trees/shrubs are protected during the construction of the development in the interests of amenity and in accordance with UDP Policies ENV3 'Borough Landscape', ENV3.1 'Development and the Environment', ENV3.2 'Minimising the Impact of Development' and ENV3.4 'Trees, Woodlands and Hedgerows'.

(4) That application RB2013/1369 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report and subject to an amendment to Condition number 3 which shall now read:-

3. Notwithstanding the submitted details the dwelling hereby approved shall be constructed with a natural clay pantile roof. No development shall take place until details of brickwork and clay pantiles and all other materials (including any required for the construction of the front boundary wall) have been submitted or samples of the materials have been left on site, and the details/samples have been approved in writing by the Local Planning Authority. The development shall thereafter be carried out in accordance with the approved details/samples.

(5) That applications RB2013/1519 and RB2014/0110 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report and to the following additional condition:-

No work or storage on the site shall commence until all the trees/shrubs to be retained have been protected by the erection of a strong durable 2 metre high barrier fence in accordance with BS 5837: Trees in Relation to Design, Demolition and Construction and positioned in accordance with details to be submitted to and approved by the Local Planning Authority.

The protective fencing shall be properly maintained and shall not be removed without the written approval of the Local Planning Authority until the development is completed. There shall be no alterations in ground levels, fires, use of plant, storage, mixing or stockpiling of materials within the fenced areas.

Reason:- To ensure the trees/shrubs are protected during the construction of the development in the interests of amenity and in accordance with UDP Policies ENV3 'Borough Landscape', ENV3.1 'Development and the Environment', ENV3.2 'Minimising the Impact of Development' and ENV3.4 'Trees, Woodlands and Hedgerows'.

(6) That applications RB2014/0023 and RB2014/0279 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the report.

**T94. COURTESY CONSULTATION FOR USE OF LAND FOR STAFF, CONTRACTOR AND COACH PARKING ACCOMMODATION INCLUDING ANCILLARY USES AND PROVISIONS OF A SECURITY CABIN AND BARRIERS TO THE COACH PARK SITE AT ALSING ROAD, SHEFFIELD FOR MSC PROPERTY INTERMEDIATE HOLDINGS LIMITED (RB2014/0271)**

Consideration was given to a report of the Director of Planning and Regeneration Service concerning the application for planning permission for use of land for staff, contractor and coach parking accommodation including ancillary uses and provisions of a security cabin and barriers to the coach park site at Alsing Road, Sheffield for MSC Property Intermediate Holdings Limited. Members noted that Sheffield City Council had invited this Council to comment on the application.

Resolved:- (1) That Sheffield City Council be thanked for giving this Council the opportunity to comment on this planning application.

(2) That Sheffield City Council be advised that this Council had no objections to the application.

**T95. UPDATES**

The Planning Board noted the following information:-

(1) Partial demolition of rear single storey extension, conversion of bungalow into two storey dwelling house, including two storey front and rear extensions, single storey side extension and alterations to both single storey sides including new pitched roofs at 55 Moorlands, Wickersley for Mr. Tanveer (RB2013/1155)

The above application for planning permission had previously been refused by the Planning Board (Minute No. T57(8) of the meeting held on 21<sup>st</sup> November, 2013, refers). After the subsequent appeal hearing, the



Inspector had granted permission for this development, although the applicant's request for costs to be awarded against the Council had been denied.

(2) The Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2014

Members noted the details of the above Order, which would come into effect on 6th April, 2014, especially the permitted changes of use affecting Use Classes A1 and A2 and the amended rules relating to the use of agricultural buildings.