

CABINET

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

Date: Wednesday, 24 September 2014

Time: 10.30 a.m.

A G E N D A

1. To consider questions from Members of the Public.
2. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
3. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
4. Declarations of Interest.
5. Minutes of the previous meeting held on 3rd September 2014 (copy supplied separately)
6. Minutes of a meeting of the Members' Training and Development Panel held on 4th September, 2014 (herewith) (Pages 1 - 6)
 - Chief Executive to report.
7. Minutes of a meeting of the Rotherham Local Plan Steering Group held on 4th September, 2014 (herewith) (Pages 7 - 12)
 - Strategic Director of Environment and Development Services to report.
8. Transformation Challenge Award (report herewith) (Pages 13 - 47)
 - Strategic Director of Children and Young People's Services to report.
9. Review of Polling Places 2013/2014 (report herewith) (Pages 48 - 67)
 - Chief Executive to report.
10. Council Tax Reduction Scheme for 2015/16 (report herewith) (Pages 68 - 76)
 - Director of Finance to report.
11. Capital Programme Monitoring 2014/15 and Capital Programme Budget 2015/16 to 2016/17 (report herewith) (Pages 77 - 99)
 - Director of Finance to report.

12. RLSCB Child Sexual Exploitation Action Plan 2014/15 First Quarter Report (herewith) (Pages 100 - 115)
 - Strategic Director of Children and Young People's Services to report.
13. Rotherham Local Plan: Local Development Scheme (report herewith) (Pages 116 - 129)
 - Strategic Director of Environment and Development Services to report.
14. Rotherham Local Plan: Public Consultation (report herewith) (Pages 130 - 134)
 - Strategic Director of Environment and Development Services to report.
15. Revised Statement of Community Involvement (report herewith) (Pages 135 - 154)
 - Strategic Director of Environment and Development Services to report.
16. Review of Directly Managed Community Centres (report herewith) (Pages 155 - 162)
 - Strategic Director of Environment and Development Services to report.
17. Award of the Tender for the Provision of Road Markings (report herewith) (Pages 163 - 165)
 - Strategic Director of Environment and Development Services to report.
18. Green Waste Service - Summer Only Collection (report herewith) (Pages 166 - 168)
 - Strategic Director of Environment and Development Services to report.
19. Expectations and Aspirations : Co-production in Rotherham (report herewith) (Pages 169 - 203)
 - Strategic Director of Neighbourhoods and Adult Services to report.
20. Exclusion of the Press and Public.
Resolved:- That, under Section 100A(4) of the Local Government Act 1972 (as amended March 2006), 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 or business affairs of any particular person (including the Council)).
21. Approval of Tender for the Provision of Bituminous Macadam (advance notice given) (report herewith) (Pages 204 - 206)
 - Strategic Director of Environment and Development Services to report.

22. Wath District Office Site, Church Street, Wath (advance notice given) (report herewith) (Pages 207 - 215)
 - Strategic Director of Environment and Development Services to report.
23. Former Records Centre and Weighbridge, Station Road, Masbrough, Rotherham (advance notice given) (report herewith) (Pages 216 - 220)
 - Strategic Director of Environment and Development Services to report.
24. Forge Island Development - Next Steps (advance notice given) (report herewith) (Pages 221 - 230)
 - Strategic Director of Environment and Development Services to report.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	CABINET
2.	Date:	24TH SEPTEMBER, 2014
3.	Title:	MEMBERS' TRAINING AND DEVELOPMENT PANEL MINUTES
4.	Directorate:	RESOURCES

5. Summary

To consider Members' training matters.

6. Recommendations

To receive the minutes of the meetings of the Members' Training and Development Panel held on 4th September, 2014.

7. Proposals and Details

To ensure implementation of the Council's Training and Development Policy in accordance with the meeting's Terms of Reference.

8. Finance

The Panel has its own training budget.

9. Risks and Uncertainties

Without proper training and support being in place there is a risk that Members' capacity to make decisions is not soundly based.

10. Policy and Performance Agenda Implications

To consider best practice in relation to Member training and development.

The aim is for every Elected Member to be given suitable opportunities for development and training to help support all aspects of their role.

11. Background Papers and Consultation

A copy of the minutes of the meeting of the Members' Training and Development Panel held on 4th September, 2014, are attached.

Contact Name : Caroline Webb, Senior Scrutiny and Member Development Officer,
Resources Directorate – Tel. 01709 822765 caroline.webb@rotherham.gov.uk

**MEMBERS' TRAINING AND DEVELOPMENT PANEL
THURSDAY, 4TH SEPTEMBER, 2014**

Present:- Councillor Gosling (in the Chair); Councillors Atkin, Buckley, Sims, Smith and Whelbourn.

Apologies for Absence were received from Councillors Currie, Lakin and Sangster.

6. MINUTES OF THE PREVIOUS MEETING HELD ON 17TH MARCH, 2014

Agreed:- (1) That the minutes of the previous meeting held on 17th March, 2014, be approved as a correct record for signature by the Chairman.

(2) That, with reference to Minute No. 2 (Member Development Activity), the provision of various training for Elected Members be kept under review in the light of the Council's budget limitations.

7. TERMS OF REFERENCE

Consideration was given to a report presented by the Senior Adviser (Scrutiny and Member Development) concerning the terms of reference for the Members' Training and Development Panel.

It was agreed that a working group comprising Councillors Gosling (chair), Atkin, Buckley and Sims, together with one minority party member shall discuss this issue in detail and report to the next meeting of the Members' Training and Development Panel.

8. MEMBER DEVELOPMENT ACTIVITY

Consideration was given to a report presented by the Senior Adviser (Scrutiny and Member Development) containing an update on progress in respect of Member Development activity. The report summarised the training activity which had taken place during the early months of 2014, as well as the induction training for newly-elected Councillors, which had taken place during the Summer 2014/15. The programme of activity has been developed using issues arising from Member's personal development plans, national and local policy developments and also issues arising from the Corporate Plan.

Members discussed the programme of forthcoming training events for Councillors, to be held during 2014/15 and asked that all Members of the Council be reminded of the importance of attending these events.

Specific discussion took place on the personal safety guide for Councillors, recently re-issued to all Members of the Council. The Panel agreed that this guidance will be reviewed.

The usefulness of the regular bulletins on national legislative and policy developments, available to all Elected Members via the Council's

membership of the Local Government Information Unit, was acknowledged.

The Leadership Academy programme, including the expressions of interest made by some current Members, was appended to the report. The Panel discussed this programme in terms of the budget available for Members' training.

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

(2) That individual Members' involvement in the Leadership Academy programme, as detailed in the report now submitted, be approved.

9. MEMBER DEVELOPMENT - SUMMARY OF ACTIVITY 2013-14

Consideration was given to a report presented by the Senior Adviser (Scrutiny and Member Development) describing Member Development activity which had taken place during the 2013/2014 Municipal Year.

Included within the report were details of:-

- : the refreshed Member Development Strategy 2013 - 2016
- : Personal Development Plans for individual Councillors
- : development programme for Elected Members
- : evaluation of training;
- : ICT training
- : Planning and Licensing – specific training
- : Leadership and the Local Government Association Leadership Academy
- : Regional and sub-Regional working
- : seminars for all Members of the Council
- : Members' learning and development intranet pages
- : Induction training for newly-elected Councillors
- : the budget for Members' Training and Development

Members suggested that joint working and shared training with neighbouring local authorities should be considered and investigated.

It was noted that appropriate training should be available for Members who represent the Council on various outside bodies, including the joint authorities of South Yorkshire. The funding for such training, where provided, was often the responsibility of the relevant outside body.

The Panel agreed that the programme of Council seminars should also include, whenever appropriate, items of refresher training for Members on specific subject areas relating to the functions of the Council and its partner agencies.

Reference was made to the Member Development Charter and it was agreed that the review of the Charter be deferred until the working group (referred to at Minute No. 7 above) has reported on its tasks.

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

(2) That consideration of the following issues be deferred, pending receipt of the report of the working party referred to at Minutes Nos. 7 (above) and 10 (below):-

(a) undertaking a self-assessment of the Member Development function; and

(b) using the findings of the self-assessment to inform the future delivery of Members skills/knowledge requirements.

10. REVIEW OF MEMBERS ICT PROVISION

Consideration was given to a report, presented by the ICT Governance and Change Manager, providing an update for the Panel on the ways in which Elected Members may use ICT equipment and software to assist them in their duties and thereby help Members to support Rotherham's citizens.

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

(2) That a working group, comprising Councillors Atkin, Buckley, Sims, Smith and Whelbourn be established to review the issues listed below and report back to a future meeting of the Members' Training and Development Panel:-

(a) suggest any changes/improvements to ICT provision for Members, including training, that the Panel may wish to have implemented;

(b) review and suggest improvements to the e-casework system;

(c) investigate the use of hybrid computing devices by Members;

(d) review the ICT and budget implications of Members accessing meetings' agendas and reports by computer/mobile device, instead of the supply of printed papers;

(e) review the ICT and budget implications of the Council Minutes 'Orange Books' no longer being printed;

(f) investigate new and emerging options for mobile technology use for Members;

(g) examine the provision of ICT and training support for Members;

(h) examine the implications of replacing the 'blackberry' mobile devices with smartphones; and

(i) examine whether the Council's printed year book and diary should continue to be provided and whether an 'electronic' diary of meetings (via Microsoft Outlook or other ICT source) is viable.

11. DATE AND TIME OF NEXT MEETING

Agreed:- That the next meeting of the Members' Training and Development Panel be held on Thursday, 18th December, 2014 commencing at 2.00 p.m.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	CABINET
2.	Date:	24TH SEPTEMBER, 2014
3.	Title:	MINUTES OF A MEETING OF THE ROTHERHAM LOCAL PLAN MEMBERS' STEERING GROUP HELD ON 4TH SEPTEMBER, 2014
4.	Directorate:	ENVIRONMENT AND DEVELOPMENT SERVICES

5. Summary

In accordance with Minute No. B29 of the meeting of the Cabinet held on 4th September, 2014, minutes of the Rotherham Local Plan Members' Steering Group are submitted to the Cabinet.

A copy of the minutes of the Rotherham Local Plan Members' Steering Group held on 4th September, 2014 is therefore attached.

6. Recommendations:-

That progress to date and the emerging issues be noted, and the minutes be received.

7. Proposals and Details

The Council is required to review the Unitary Development Plan and to produce a Local Development Plan under the Planning and Compulsory Purchase Act 2004.

The policy change of the coalition Government should be noted re: the Localism Act 2011 and implications for the Local Plan.

8. Finance

The resource and funding implications as the Local Plan work progresses should be noted.

9. Risks and Uncertainties

- Failure to comply with the Regulations.
- Consultation and responses to consultation.
- Aspirations of the community.
- Changing Government policy and funding regimes.

10. Policy and Performance Agenda Implications

There are local, sub-region and regional implications. The Local Development Scheme will form the spatial dimension of the Council's Community Strategy.

11. Background Papers and Consultation

Minutes of and reports to the Rotherham Local Plan Members' Steering Group.

Attachments:-

- A copy of the minutes of the meeting held on 4th September, 2014.

**Contact Name : Karl Battersby, Strategic Director,
Environment and Development Services
ext 23815**

karl.battersby@rotherham.gov.uk

ROTHERHAM LOCAL PLAN STEERING GROUP
Thursday, 4th September, 2014

Present:- Councillor Smith (in the Chair); Councillors Atkin, Clark, Doyle, McNeely, Sims, Swift and Whelbourn.

together with:- Bronwen Knight, Andrew Duncan, Neil Rainsforth and Helen Sleigh (Planning Services)

Apologies for absence were received from Councillor Lakin.

1. MINUTES OF THE PREVIOUS MEETING HELD ON 5TH JUNE, 2014

Consideration was given to the minutes of the previous meeting of the Rotherham Local Plan Steering Group, held on 5th June, 2014.

Agreed:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

2. LOCAL DEVELOPMENT SCHEME

Consideration was given to a report, presented by the Planning Policy Manager, providing an update to the Local Development Scheme to reflect the anticipated adoption of the Core Strategy and the revised timetable for publication and submission of the Sites and Policies document to central Government. The report stated that the Rotherham Local Development Scheme (LDS) sets out an updated and revised project plan for the preparation of the Development Plan Documents that will comprise Rotherham's Local Plan. The LDS is intended to:

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

The LDS was last formally revised by the Cabinet on 24th April, /2013 (Minute No. C196 refers). This latest update anticipates the adoption of the Core Strategy by the Council on 10th September. 2014, as part of the development plan. It also reflects the revised timetable for further consultation, publication and submission of the Sites and Policies document, necessitated by the slight delay in adopting the Core Strategy.

The revised Local Development Scheme and timetable were appended to the report.

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

(2) That the revised Local Development Scheme be noted.

(3) That this Steering Group supports the recommendation to Cabinet to approve the revised Local Development Scheme.

3. REVISED STATEMENT OF COMMUNITY INVOLVEMENT

Further to Minute No. 37 of the meeting of the Rotherham Local Plan Steering Group held on 25th April, 2014, consideration was given to a report, presented by the Planning Policy Manager, providing an update on the preparation of Rotherham's draft revised Statement of Community Involvement.

The report stated that the Statement of Community Involvement (SCI) sets out how and when stakeholders can influence new planning policy documents covering Rotherham, how information will be communicated and the ways in which individuals and organisations can comment on planning applications. It is critical in encouraging engagement with the communities and stakeholders of Rotherham and a range of other statutory consultees.

The revised SCI is presented in three sections which explore the:-

- approach to community involvement
- influencing of the Local Plan
- ways of getting involved in planning applications

The draft revised SCI was attached to the submitted report and will be included in the consultation process at same time as sites and policies document.

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

(2) That the draft revised Statement of Community Involvement, as now submitted, be endorsed.

(3) That this Steering Group the recommendation to Cabinet to approve public consultation on the draft revised Statement of Community Involvement.

4. FINAL DRAFT SITES AND POLICIES DOCUMENT

Further to Minute No. 38 of the meeting of the Rotherham Local Plan Steering Group held on 25th April, 2014, consideration was given to a report presented by the Senior Planner, providing an update regarding the finalisation of Rotherham's final draft Sites and Policies Document and accompanying Policies Map prior to consultation commencing (subject to

Cabinet approval) on 13th October, 2014, for a period of six weeks until 24th November, 2014.

Members noted:-

: the Core Strategy is to be presented for adoption at the Council meeting to be held on Wednesday, 10th September, 2014;

: the plans will be made available at local libraries;

: there will be public drop-in sessions and consultation events at various venues around the Borough area;

: a number of sites, around the Borough area, are available for future residential development (white land – which ought not to be developed prior to 2028)

: various evidence base studies, good practice guidance notes and background papers are being finalised to support the Sites and policies document;

: the Consultation and Community Engagement Action Plan was appended to the report.

Discussion took place on various sites around the Rotherham Borough area. Reference was made to the employment policy areas.

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

(2) That this Steering Group notes the progress made to finalise the Document and Policies Map.

(3) That this Steering Group supports the final draft Sites and Policies Document and Policies Map for submission to Cabinet for approval to undertake public consultation commencing on 13th October, 2014.

5. DCLG TECHNICAL CONSULTATION ON PLANNING - RESPONSE

Further to Minute No. 28 of the meeting of the Cabinet Member and Advisers for Planning, Highways and Street Scene Services, consideration was given to a report, presented by the Planning Manager, concerning the Department for Communities and Local Government's (DCLG) extensive consultation document covering numerous aspects of the planning system. The Steering Group noted that the consultation document recommends further deregulation within the planning system and some of the proposals are intended to make permanent a number of temporary arrangements which were introduced in May 2013. The six elements in the consultation are:-

: Speeding up Neighbourhood Planning.

- : Expansion of permitted development rights.
- : Improvements to the use of planning conditions.
- : Improved engagement with statutory consultees.
- : Raising the screening thresholds for environmental impact assessments.
- : Widening the range of consents within the Development Consent Orders which nationally significant infrastructure works are enabled.

The report contained the contents of the proposed response to the coalition Government's consultation documents.

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

(2) That the Council's response to the technical consultation on planning, as now submitted, to be submitted to the Government Department for Communities and Local Government by the due date of Friday, 26th September, 2014, be noted.

6. DATE AND TIME OF THE NEXT MEETING

Agreed:- That the next meeting of the Rotherham Local Plan Steering Group take place at the Town Hall, Rotherham on Friday, 24th October, 2014, commencing at 10.00 a.m.

ROTHERHAM METROPOLITAN BOROUGH COUNCIL
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1.	Meeting:	Cabinet
2.	Date:	24th September 2014
3.	Title:	Transformation Challenge Award
4.	Directorate:	All

5. Summary

In late April the Government announced the availability of £105m Transformation Challenge Award (TCA) grant and a further £200m capital receipts flexibility.

Cabinet approved on 18th June 2014 that an Expression of Interest should be submitted to secure £0.7m of grant funding from the TCA programme.

Our Expression of Interest presented in July 2014 was well received and Rotherham has been invited to present a Final bid proposal by 1 October 2014.

It is proposed that a Final bid proposal from Rotherham is submitted to fund the development of a Multi-Agency Safeguarding Hub (MASH) underpinned by the development of a Single view of a Child information dashboard

6. Recommendations

- i) **Cabinet are asked to sign up to the principle of Rotherham submitting a Transformation Challenge Award bid and for this to be developed further for submission on the 1st October 2014.**

7. Proposals and Details

It is recognised that **local authorities face challenges** in delivering high quality services from a combination of demographic pressures, increasing user expectations, and fiscal consolidation.

To meet these local authorities **need to re-engineer their business and redesign** their services to make them sustainable over the long term. Key to achieving this is the coming together of different authorities and parts of the public sector to share staff, other resources including IT, and core services; joining with major partners in their area; and making the most of their assets. These kinds of **radical changes can require upfront funding**. The Transformation Challenge Award is available to provide this kind of funding, targeted at the best proposals which are likely to make the biggest difference across the country.

Source: CLG guidance on Transformation Challenge Award

The Transformation Challenge Award is a challenge fund which makes £120 million grant (£15 million in 2014 to 2015 and £105 million in 2015 to 2016) and a £200 million facility to use the capital receipts from asset sales flexibly to support transformation. The 2014/15 is predominantly (if not exclusively) for district councils to share chief executives and / or management teams.

The Government press release relating to the scheme stated the funding:

“is to be made available ... to areas with ambitious plans for improving services that could include integrating health and social care; getting the unemployed back to work; or early intervention to get children ready for school. At the heart of all these plans will be a renewed drive to redesign public services in a way that works for users, as well as efforts to reduce long-term costs to the taxpayer by making public bodies both more efficient and more effective”.

The critical criteria to be met for the scheme are:

- Savings must exceed the amount of grant / capital receipt flexibility sought.
- The bid must have a positive impact on service users.
- As a minimum, bids must be in partnership with at least one other partner. This could be another local authority, public authority, the Voluntary and Community Sector or a private sector partner.
- **For capital flexibility only**. That the value of the asset sale is genuinely additional to those disposals that would have happened anyway.

Background:

RMBC and its partners have committed to the development of a Multi-Agency Safeguarding Hub (MASH).

The MASH will help to bring about positive outcomes for children and young people, their families and carers through a multi-agency approach to referral, decision making, assessment and the provision of services at the right time, in the right place and by the right person.

It will focus on safeguarding children and dealing with domestic abuse. The co-location will enable agencies working with children, young people, their families and carers to work collaboratively to offer a co-ordinated response to families. This will be carried out by agencies collectively assessing need and identifying services from the point of contact, through referral and decision making to the provision of services to safeguard children and support their families. The objective is to provide an improved 'journey' for the child or parent/carer with a greater emphasis on early intervention.

Single View of a Child

To underpin this work a "single view of a child" integrated data dashboard is proposed. The dashboard will provide an holistic view of performance across partners, underpinned by a single view of the child/family. This will provide the following benefits:

- Improve the accuracy of information shared.
- Enable partners to share information more effectively and timely.
- Provide one holistic view of the child created by the information held by partner agencies.
- Provide the most up to date information about the child and family.
- Enable visible identification of the child's and families journey and where they are in the process.
- Provide a tool for the collation of partner data and the ability to monitor and manage performance against this data

As part of the contract for the social care system with Northgate an infrastructure was purchased in 2013 which will be the basis for further developments around a single view of a child

It is envisaged however that this will be rolled out wider to include our Foundation Years Service and to support our Families for Change work (troubled families), it would be hoped that the IT development could then be shared (sold on) to other Local Authorities for use in their multi-agency teams.

Next steps:

The next steps and timescales providing the recommendation is approved by Cabinet are as follows:

- Formal signature from Partners – 29th September

- Expression of interest deadline - 01st October
- Winning bids announced – November

Partnership Commitment to this is critical and the project was discussed at the Children Young People and Families Partnership on the 21st May and partners gave their verbal commitment to supporting the bid.

The Final bid documentation is presented in a prescribed format in which our proposal is structured across five thematic cases (strategic, financial, economic, commercial and management). This presentation is based on the appraisal and evaluation methodology developed by HM Treasury (The Green Book) and includes a Cost Benefit Analysis. A draft of the Final Bid Proposal is appended to this report.

The final decision on which schemes will receive funding will be made by the Ministers based on an assessment of whether the bid meets the eligibility criteria, the value for money offered by the scheme, and whether it is viable and desirable.

8. Finance

There are no financial implications associated with the bid process, however if successful there could be a significant amount of investment in Rotherham to implement the MASH development which is underpinned by an IT solution for sharing information with partners.

It is anticipated that the project costs will total £1.2m to receive:

- £0.7m of external grant funding,
- £0.5m of additional funding through the sale of assets under the flexible use of capital receipts facility.

The aim of the flexible use of capital receipt policy is to allow local authorities flexibility to spend their capital receipts from new asset sales, which can normally be used for capital expenditure, on a one off revenue costs of service reform.

A large amount of these costs is related to the IT platform to support the single view of the child work. The project costs are still under review and the final figure may be reduced once project costs are confirmed with all service areas.

It is recognised that working in a more multi-agency way and intervening earlier where there are concerns about a child will reduce duplication and bureaucracy, increase productivity, result in a reduction in the number of inappropriate referrals and reduce the number of people accessing high cost services. These costs savings and fiscal benefits are anticipated to be close to £2.7m over ten years. This information will be presented in the Cost Benefit Analysis prepared for the bid. Thus the project will deliver on the objective that DCLG identifies for the transformation bid, by providing the evidence that savings much exceed the amount of grant / capital receipt flexibly sought.

9. Risks and Uncertainties

There is no risk associated with the bid process. Failure to bid leaves the Council with a missed opportunity to obtain potentially significant funding to support the selected transformation project. Project risks are in relation to Partner commitment, realisation of savings, ability to deliver IT solution, total costs exceeding grant investment, There may be ongoing revenue costs from 2016/17 not funded through the TCA, (for example £85k per year for ICT licences and maintenance), although these ought to be able to be offset by savings through reducing the costs of care and administration.

10. Policy and Performance Agenda Implications

The proposed project makes an important contribution to corporate priorities in relation to “protecting our most vulnerable people and families, enabling them to maximise their independence”.

11. Background Papers and Consultation

- Transformation Challenge Award documentation

12. Contact Names:

Colin Earl, Director of Audit & Asset Management, ext 22033,
Sue Wilson, Performance and Quality Manager, ext 22511

Transformation Challenge Award

2015-16 Final Bid Form B

B. Encouraging places that have ambitious plans to work in partnership across the public sector and with the voluntary and community sector or private sector to re-design services.

Disclaimer

There shall be no expectation of grant until authorities have been formally notified in writing by the department. All the applicant's costs and charges incurred as a result of making this application shall be for the applicant's account and cannot be claimed as part of the project.

The Data Protection Act: Freedom of Information Act 2000

The Department for Communities and Local Government undertakes to use its best endeavours to hold confidential any information provided in any application form submitted, subject to our contracting obligations under law, including the Freedom of Information Act 2000. If you consider that any of the information submitted in the application form should not be disclosed because of its sensitivity, then this should be stated with the reason for considering it sensitive. The department will then consult with you in considering any request received under the Freedom of Information Act 2000 before replying to such a request.

Applicants should be aware that the following conditions will also apply to all bid applications:

- We may use your information for the purposes of research and statistical analysis and may share anonymised information with other government departments, agencies or third parties for research and statistical analysis and reporting purposes.
- Our policies and procedures in relation to the application and evaluation of grants are subject to audit and review by both internal and external auditors. Your information may be subject to such audit and review.
- We propose to include light touch monitoring by the department utilising publicly available information. We would encourage applicants to regularly publicise progress on their websites and disseminate good practice.
- The department will publish summaries of all successful bids.

2015-16 Transformation Challenge Award (TCA) – Final Bid Form

Completed final bid forms should be approved and signed by the Section 151 officer of each local authority partner to the bid and authorised person for other partners. The form should be returned in electronic format to transformation@communities.gsi.gov.uk by no later than 5pm on 1 October 2014. Please also complete and send a complete [New Economy CBA Tool](#) with your application.

PART A: BID INFORMATION

DRAFT VERSION PREPARED 18/09/2014

Section A1: Bid information

Note: This bid is for the Transformation Challenge Award 2015-16 B.

Local authority name/Name of bidding organisation:	Rotherham Metropolitan Borough Council
Name of contact(s):	Colin Earl
Position in authority:	Director of Audit and Asset Management
Telephone number(s) of the contact(s):	01709822033
Email address of the contact(s):	Colin.earl@rotherham.gov.uk
Amount of grant bid for:	£700,000
Amount of capital flexibility bid for:	£522,876
Name of partner organisation(s):	Rotherham NHS Foundation Trust

	South Yorkshire Police
Short project title:	Multi-Agency Safeguarding Hub (MASH) in Rotherham
Short project summary <i>[max 150 words]</i> :	<p>To create a Multi-Agency Safeguarding Hub (MASH) that will act as the central resource for the whole of Rotherham receiving all safeguarding and child protection enquiries.</p> <p>The MASH will be staffed with professionals from a range of partner agencies including Social Care, police, and Health. These professionals will share information to ensure earlier identification of vulnerable children, and take a whole family approach to safeguarding children.</p> <p>The MASH will adopt a 'single view of the child approach' by gathering information from every agency and use this to decide the most appropriate intervention to respond to the child's and families identified needs.</p> <p>The MASH method will provide a 'single front door' that can draw on multi-agency experience, create swifter checks ensuring that services for children work more effectively together at the point of referral and decision making.</p> <p>The MASH will help simplify processes and communication between professionals and with families.</p>

Section A2: Eligibility criteria

Note: This bid is for the Transformation Challenge Award 2015-16 B.

Please tick to confirm that the bid meets all the following eligibility criteria:

1. Savings must exceed the amount of grant / capital receipt flexibility sought. ✓
2. The bid must have a positive impact on service users. ✓
3. As a minimum, bids must be in partnership with at least one other partner.
This could be another local authority, public authority, the Voluntary and Community Sector, or a private sector partner. ✓
4. For capital flexibility only. That the value of the asset sale is genuinely additional to those disposals that would have happened anyway – tick or specify not applicable. ✓
5. The proposal has been signed off by your Section 151 officer. ✓

PART B: BUSINESS CASE

Section B1: Strategic Case

This section should cover:

Objectives and rationale

- a. Objectives - what are you trying to address/improve
- b. The reason for transformation - why the existing approach needs to change and the impact of not transforming services
- c.

Proposed transformation

- d. The new service model you are proposing *[high level description is fine]*
- e. Any other options have you considered and why is this is the best option *[this only needs to be covered at a high level – you are not required to cost other options]*
- f. How this transformation fits with wider priorities for you and your partners

[Please complete in the box below – maximum 3 pages]

a. Objectives

The purpose of the MASH is to contribute to improved outcomes for safeguarding children, young people, their families and carers, and victims of domestic abuse through collaboration and close integration of services and processes.

Our primary objective is to improve decision making at the point of the initial referral and assessment through the sharing of partnership information to develop an efficient multi-agency approach that has strong positive outcomes for the service and the service users.

This will result in:

- Robust and timely decision making processes among professionals who will gain greater ability to step up and step down risks assessments and allocate resources accordingly,
- Eliminate duplication of process across public services,
- Faster, more co-ordinated and consistent responses to new safeguarding concerns about vulnerable children and adults such as Child Sexual Exploitation/Prevention,
- Greater ability to share information quickly and identify repeat incidents and potential vulnerability.

The MASH method will enable more preventative actions to be taken, addressing

cases before they escalate. It will enable faster and more co-ordinated responses to safeguarding concerns and help to detect long standing patterns of abuse and neglect. It will provide improved journey for the child and parent/carer with a strong emphasis on early intervention.

The MASH will help simplify processes and communication between professionals and with families.

b. Reason(s) for transformation

The reasons for transformation are found in our drive for service improvements, our search for greater efficiencies across services and faster responses to safeguarding concerns. The development of the MASH will also address recommendations contained in the Rotherham Local Safeguarding Children Board Child Sexual Exploitation review carried out in late 2013 and fulfil the commitment to improve responses to domestic abuse, and the decision of the Rotherham Domestic Abuse Priority Group to manage domestic abuse services through the MASH.

In developing the Rotherham MASH we recognise the needs to reduce bureaucracy and duplication of processes:

- To allow a focus on the most relevant cases,
- To provide greater ability to target the most urgent cases before escalation,
- To address an increase in repeat referrals and cases ending in 'no further action',
- To reduce the number of inappropriate referrals and non-referrals,
- To increase the use of early help assessments such as the Common Assessment Framework,
- To reduce the number of people accessing high cost services unnecessarily.

MASH arrangements have already been tested by a number of other Local Authorities. Feedback from these projects indicates that the MASH model provides more robust decision making processes and enhanced communication mechanisms between professionals.

More reasons for transformation are to be found in projected demographic trends in Rotherham. The long term trend is that children and young people will become ethnically more diverse with evidence of growing disadvantage and social deprivation in these groups. Greater awareness of safeguarding children issues may translate in rising numbers of interventions and will call for enhanced processes and communication between professionals and with families.

The New Service Model

From August 2014, the Police and Social Services operational staff have been co-located to the Riverside House building to offer a single 'front door' to draw on multi-agency expertise. These will be joined by Health in October 2014. The new location regroups on the same floor our Early Help Assessment Team, Education Welfare, Integrated Youth Services and the Independent Domestic Violence Advocacy service and Child Sexual Exploitation Team.

Our priority is to introduce new procedures and protocols to reduce the number of children and families inappropriately accessing costly services. This work is placed under the leadership of the Children and Young People's Partnership Group.

The new governance structure will be built on strong partnership working and information sharing models. The new co-location arrangement will facilitate better use of information sharing in line with the data protection act and based on protocols already agreed between agencies that are committed to a common approach. The TCA funding will support the development of the ICT platform to provide timely and comprehensive information which will inform decision making and reduce information processing duplication. It will help reduce costs of intervention.

The MASH process will enable partner agencies to contribute to decision making following contact and referral and will ensure that families receive a relevant, timely and co-ordinated response.

Other options considered

Other options were considered as follows:

No change to compartmentalised culture – Teams are co-located but without a review of procedures and protocols and no integrated data process. Co-location on its own would not lead to improved communication channels and removal of errors and duplication. The status quo is unsustainable due to the year on year increase in referrals, resulting in inefficiencies in current system putting children at risk and exposing council to financial pressure.

Co-location with review of procedures and protocols but without implementation of the single view of the child solution - This would improve decision making and enhance the safeguarding activity of all partners by streamlining procedures to reduce the number of inappropriate referrals. Efficiency gains would be limited by the absence of robust integrated information sharing protocols. Tighter strategic fit would be obtained between agencies but efficiency gains would not be secured from the removal of duplication and data errors. This option does not realise the benefits of a fully co-located MASH team enabling information to be shared more easily and quickly across teams providing enabling a more reactive response to address vulnerability

Operational staff remains in partner buildings and communicate via non face to face methods such as phone, email and Skype. Information sharing is entirely reliant on integrated IT systems and on individual organisation taking ownership of the data cleansing process. Integration would be fully dependent on the quality of the IT protocols and the efficient use of technology. Redesign of process and case management protocols will not be organic and initiated at operational level. Again this option does not realise the benefits of a fully co-located MASH team enabling information to be shared more easily and quickly.

Wider Priorities for RMBC and partners

RMBC wants to oversee a transformation in public services so that service providers work collaboratively to deliver integrated services, empowering communities and

individuals to be part of the solution rather than part of the problem.

Public sector agencies in Rotherham face significant challenges to deliver more customer-focused services with smaller resources. This involves looking at new ways of delivering children's services and providing greater value for money.

The drive for multi-agency partnership workings where agencies work more closely together to assess and define need is underpinned by a raft of national reviews and their recommendations among them:

- Climbié Inquiry Report (2003)
- Laming review (2009)
- Working Together to Safeguard Children (2010, 2012)
- Munro Review into Child Protection (2011)

In particular, the Laming review (2009) identified key weaknesses in the way that a range of agencies and individuals, who are separately in contact with a child at risk, share pertinent information with one another. The review concluded that in the absence of a multi-disciplinary approach and strong partnership protocols between agencies no individual or team has a complete picture of a child's circumstances.

Rotherham has made real improvements in recent years to strengthen the quality of its assessment and care planning protocols as highlighted in the Jay report (2014). More needs to be done and this involves looking at new ways of delivering children's services with smaller resources. Rotherham will capitalise on the work already engaged with its partners to improve the quality and consistency of risk assessments through the MASH intervention.

Section B.2: Financial Case

This section should cover:

Financial impact

- a. Using the [New Economy CBA Tool](#) *[to be submitted with bid]* please provide the following information:
 - Net present budget impact
 - Payback period
 - Breakdown of cashable savings by each partner
 - What discussions have you had with partners to confirm these

Funding

- b. Any other sources of funding, setting out the extent to which these are confirmed and whether they are dependent on the Transformation Challenge Award

Risks and sustainability

- c. Any financial risks, for example the potential for costs to increase.
- d. The sustainability of savings in future years

Additionality:

- e. If you have agreed or are bidding for other funding, how will Transformation Challenge Award funding enable you to achieve additional benefits
- f. If bidding for capital receipt flexibility, how the asset sale is additional to what would have happened anyway

[Please complete in the box below – maximum 3 pages]

Risks and sustainability

Costs to increase because of:

A change in law leading to redefined priorities:

- Incidence of criminalisation of domestic violence on safeguarding interventions
 - Acts of psychological controls
 - Acts of violence
- Increase in the recording of domestic abuse incidents and prosecution
- Legal duty to combat domestic violence placed upon police and other agencies.
- Involvement of greater number of agencies (schools, general health practitioners...)

Changes in demography

- New migrant families
- Change in Ethnic Minority Groups – new demand to address patterns of behaviour and social norms
- Incidence of Welfare Reform on low income families
- Increase in social deprivation due to lower than planned local economic growth and growing inequalities leading to hardship, reduced social and family cohesion and risk of neglect.

These additional costs to be (partly) offset by savings.

The sustainability of savings in future years

Long-term sustainability will be secured through:

Better information sharing – elimination of duplication and more coherent approach to information sharing leading to greater efficiency

Well established community of practice – greater cohesion between agencies

Better process and protocols between agencies eliminating duplication and unnecessary referral measures to concentrate on early interventions and prevention to reduce costly corrective measures.

Additionality

Other funding sources – to confirm with Finance.

Capital Receipt Flexibility – Why is the asset sale additional?

If no external funding Rotherham would

- not invest in ICT development
- rely on co-location to improve cohesion between services
- take longer to review process and protocols with limited internal resources
- consider developing other method of communications between agencies.

Would result in loss of efficiencies and maintain layers of duplication for longer.

Section B.3: Economic Case

This section should cover:

Economic case impact

- Using the [New Economy CBA Tool](#) *[to be submitted with bid]* please provide the following information:
 - Net present public value
 - Summary of costs and benefits (fiscal, economic and wider social) over life of project
 - Key assumptions made and how they have been tested, including any assumptions on optimism bias

Sensitivity analysis

- Any sensitivity analysis you have carried out on key assumptions

Non-monetised costs and benefits

- Any non-monetised costs
- Any non-monetised benefits
- The anticipated benefits to local people

[Please complete in the box below – maximum 3 pages]

Net Present Value

Overall Financial Return on Investment - Every pound invested in the project, will return £1.67 in fiscal returns to be shared between all project partners.

The Net Budget Impact generated by the project can be summarised as follows:

Financial Case	Net Present Value (NPV)
Discounted Costs	£1,381,697
Discounted Benefits	£2,310,351
Net Budget Impact	(£928,654)
Overall Financial Return on Investment	1.67
Pay back	6 years

Summary of costs and cost savings

Before optimism bias corrections (please add 15% =£1,381,697 for final costs in CBA)

Costs	Grant Funding	Capital Spending	Total Project Costs
MASH hub co-location set up	-	£72,876	£72,876
Consultancy work for the design of new processes and protocols	£250,000	-	£250,000
ICT Development	£450,000	£450,000	£900,000
Total Project	£700,000	£522,876	£1,222,876

The ICT development costs could be itemised as follows:

- £900,000 for ICT development, of which:
 - £200,000 for staffing costs (secondment and project management)
 - £400,000 for data cleansing (secondment of service areas staff)
 - £ 30,000 for third party professional services
 - £100,000 for SQL licensing for virtual server farm (Infrastructure Software)
 - £150,000 for infrastructure (ICT hardware)
 - £ 20,000 for configuration of network appliances
- TCA funding will assist with the formation of an internal ICT project team to coordinate the creation of a Single View of a Child solution. The single view of a child will be developed in conjunction with other internally funded RMBC projects such as the Rotherham Customer Index (RCI), Better Care, and Care Act 2014 and involve person matching and the possibility of NHS number matching as a pre-requisite.
- The project proposal requests financial support for essential 3rd party professional services and consultancy. This will enable RMBC to draw on the specialist knowledge of its software application providers, to assist with the integration required from the various systems already supporting its services.
- The requested infrastructure contribution will assist with pulling in data from partner systems, as we don't currently have a mechanism by which the partners can supply this data to us. This contribution assumes a regular, scheduled, one-way pull of data in to the warehouse – i.e. that there is no requirement to write data back to the source systems.
- The requested capital spending approval will meet the costs of third party

software and licensing for the development of the IT platform architecture to meet the council's overarching strategic objectives in relation to information management.

The success of the MASH will be measured from a social care perspective will create greater efficiency and will result in service improvements and budgetary savings.

£390,912 cost savings over 10 years will offset part of the project costs and will be created by greater efficiencies and service improvements as follows:

- Improved timeliness of decision making contacts leading to a reduction in the number and intensity of safeguarding interventions
- Improved partnership understanding of the threshold for social care interventions, leading to a reduction of social care costs
- More children are safeguarded effectively first time, leading to a drop of re-referral rates
- Improved partnership working to safeguard children, leading to service improvements for all project partners
- Children's assessments are completed in-line with the needs of the child to deliver greater children and family quality of life and well-being.

Key Performance Indicators set for each of these categories will measure progress against each measure and inform the evaluation of the project.

Summary of benefits

An estimated £2.3m of overall gross fiscal benefits will be generated over 10 years; in addition £9m of social and economic benefits will be generated by the project. The benefits could be summarised as follows:

(All figures quoted below include -40% Optimism bias corrections)

Benefits	Fiscal Case	Economic Case	Public Value
Reduced Incidence of domestic violence	All figures to be reviewed before final proposal		
Reduced incidence of children taken into care			
Reduced truancy and exclusion from school (combined)			
Reduced A&E Attendance			
Reduced Incidence of crime			
Improved Well-being			
Total	£2.3m	£9m	£11.3m

Non-monetised costs and benefits

It has not been feasible to collect and analyse data to accurately evaluate all impacts of the MASH. Some of the benefits can't be monetised for the purpose of this bid proposal because it would be too costly and time consuming to collect the necessary financial information to measure the impact of the MASH in relation to:

- Measuring the benefit of generating a more dynamic response to new situations
- Preserving/enhancing the business reputation of RMBC and the project partners
- Involving more closely service users in the delivery of the safeguarding service
- Increased well-being of children and their family by helping reduce dependence on welfare services
- Better life chances for children who benefit from early safeguarding interventions

Sensitivity analysis

Project costs – 3 cases to be presented (low/medium/high optimism bias) to justify our project cost estimate. **Work In Progress.**

Cashability

The fiscal benefits will be reinvested in service improvements and in new safeguarding children initiatives. It is not anticipated at this point that any of the fiscal benefits generated by the project will be cashable. **Work In Progress.**

Anticipated return to local people

Outcomes for children and their families where a MASH has been implemented include:

- More robust decision making,
- Avoid duplication of services,
- An increase in the use of early help assessments such as CAF,
- A reduction in repeat referrals,
- Improved information sharing and knowledge management and enhanced engagement of health.

These system improvements will lead to the following benefits for local people:

- Faster, more co-ordinated and consistent responses to new

- safeguarding concerns about vulnerable children and adults.
- Greater ability to share information quickly and identify potential vulnerability
- More preventative action to be taken, dealing with cases before they escalate
- Faster more co-ordinated and consistent responses to safeguarding concerns.
- Better safeguarding of children and young people with low levels of concerns involved with multiple agencies
- An improved 'journey' for the child or parent/carer with a greater emphasis on early intervention
- Better informed services provided at the right time, in line with the corporate priority: 'Right Time, Right Place. Right Person.'
- Collaborative decision making based on a "single view of the child" enabling a tailored plan of action to be developed for the child
- Better information sharing across partners – enabling better safeguarding of the children and young people
- Greater awareness and ability to target the most urgent cases step up or down an assessment

Section B.4: Commercial Case

This section should cover:

- a. How the new service model will be delivered and why is this the best way of doing it
- b. If external providers are required, provide a brief procurement strategy, including any assessment of market capacity
- c. Any key contractual arrangements required to implement and deliver the new service model
- d. If any payment mechanism will be applied, and why
- e. Risk transfer - provide information on any risk to be transferred to external providers and why the provider is best placed to manage these risks

[Please complete in the box below – maximum 3 pages]

How will it work?

The key components of the project are:

- Co-location in our new Council office building in Riverside House will offer a single 'front door' to draw on multi-agency expertise. Our multi-disciplinary team composed of the Police, Health and Social Care Services will gain greater ability to share information quickly and identify vulnerability. The new location will regroup on the same floor our Early Help Assessment Team

alongside Education Welfare, Integrated Youth Services and the Independent Domestic Violence Advocacy service and the Child Sexual Exploitation Team,

- New governance to support single tasking protocols for the whole team and a streamlined centralised function. The Rotherham Local Safeguarding Board will review its procedures and protocols to reduce the number of children inappropriately accessing costly services,
- Information governance – the partnership already has a joint confidentiality agreement and information sharing protocols, these will be enhanced to reflect the new arrangements,
- Information sharing – develop the Single View of a Child solution to provide timely and comprehensive information which will inform decision making and reduce costs of intervention through the removal of duplication,
- Strong partnership working between agencies who are already committed to such an approach as part of the Rotherham Safeguarding Children Board, the Local Strategic Partnership Chief Officer Group and Children and Young People and Families Partnership.

In relation to the Rotherham Single View of a Child work stream the key components of the work are:

- RMBC currently records and processes data relating to its customers within disparate Service orientated applications, with limited automated sharing of data or system integration capabilities.
- This restricts RMBC's ability to understand its customers in a holistic manner, to confirm service entitlement, to visualise current service utilisation and to accurately predict future needs.
- An opportunity exists to leverage technology to create an application (Rotherham Single View) that links together data from these disparate systems to allow the identification and reporting of distinct customers at an Authority level.

Most of the work required for the completion of the project will be delivered in-house to the exception of the following project components:

- External consultancy costs to help with the rewriting of safeguarding children protocols and processes advising on best practices from authorities which have already implemented a MASH,
- The required ICT infrastructure and associated software necessary to the implantation of the Single View of a Child solution will be purchased via the

Authorities procurement process, and will involve the creation of a tender via the Procurement Department.

- In particular the service of specialist networking contractors will be tendered for the installation of firewall appliances to secure data feed to an externally facing and staging webserver devices.

Procurement Strategy for providers (IT specialists and consultants)

Public sector organisations must act in compliance with the government agreements and the European Procurement Directives and Regulations. The preferred procurement method for this project is the restricted procedure under which a selection is made of those who respond to the advertisement and only they are invited to submit a tender for the contract. This will allow Rotherham to avoid having to examine a large number of tenders and takes into account the specialist aspects of the work to be conducted.

[Richard C and Sue W to confirm that this is our preferred procurement option and that we don't have pre-competed arrangements with specialist providers (for example for firewall technology and other technical aspects)]

The procurement process will follow EU regulations to ensure all suppliers and contractors are treated on equal terms. The criteria will cover:

- Specification stage – how requirements must be specified, avoiding brand names and other references and using performance specifications rather than technical specifications
- Selection stage - the rejection and selection of candidates in particular in relation to economic and financial standings and their technical capacity and ability to deliver the project.
- Award stage – To adhere to UK Government policy guidance to determine which is the most economically advantageous tender (MEAT) instead of lowest price criterion.

Key contractual arrangements including payment mechanisms and risk transfer

As a general principal, our approach is to relate the payment to the delivery of service outputs and the performance of the contractors. The following procurement guiding principles will be strictly adhere to:

- Payment on the delivery of agreed outputs to ensure that payments do not commence until the contracted services come on stream,
- Fixed price/costs to provide an incentive to deliver services to time, specification and cost,
- Technological obsolescence – that various upgrades can be included in the initial price to ensure that the technology underpinning the Single View of a Child solution is kept up-to-date
- Risk Transfer – the private sector will be invited to take responsibility on the components of the project where it has full control and ownership. Opportunities to reserve shared responsibilities on specific aspects of the design and construction of the IT solution will be considered.

[Section to check with Richard C and Procurement Team]

Section B.5: Management Case

This section should cover:

Governance

- a. The governance arrangements and project management arrangements, necessary to deliver this proposal

Implementation

- b. How you will implement this new service model/project. Please include a high level project plan covering:
 - the duration of the project and key milestones dates
 - the key dependencies (for example with partners or suppliers)
 - proposed checks / review points to monitor progress
- c. Any plans for evaluating the project

Risk Assessment

- d. The risks to the success of the proposal have been identified
- e. How identified risks have been adequately addressed through contingency/mitigation plans
- f. Why the proposed timetable is realistic

[Please complete in the box below – maximum 3 pages]

Governance Arrangements

The MASH project will be overseen by the Chief Executive Operational Group (CEOG) which comprises of senior representatives from the key partner agencies and will act as the steering group for the project, providing direction and guidance, reviewing progress and providing the steer to address unresolved and escalated issues.

The RMBC Director of Safeguarding for Children and Families will act as Project Sponsor and will provide updates at a strategic level and report into the Chief Executives Officer Group (CEOG).

The project will be initiated in two work-streams each requiring a tailored governance structure. The Project Manager will oversee each of these work-streams, monitoring and managing activities to coordinate resources and maintain overall coherence. The project manager will assess and review risks and address concerns to ensure the project objectives are met within strict timescale and budget targets. The project manager will

report to the Project Sponsor who will chair project meetings on a monthly basis. The Project Steering Group will receive monthly reports highlighting key operational issues and an update of the risks register.

MASH Operational Process – Project Management Arrangements

The MASH Operational Development Team, which includes service area experts from all the partner agencies, will be responsible for the development of new processes, protocols and procedures. The team will seek approval and sign off of the final MASH operational model from the leaders of the key operational partners (CYPS, Health and Police) and from managers of partner organisations for smaller changes to service specific processes. The group will also act as the Project Team in respect of implementing the process, identifying and addressing risks and issues, monitoring progress. Where an issue cannot be resolved this will be escalated for resolution to the Project Sponsor and Project Board.

Single View of a Child - Project Management Arrangements

The ICT Leadership Team will undertake overall responsibility for the project and sign off the design and costs of the Single View of the Child Project. The ICT Leadership Team is composed of the Head of ICT, Operations and Development Manager and the Governance and Change Manager. The project manager will work with the specialist teams to develop the ICT technical design solutions under the supervision of the Operations and Development Manager.

The project manager will work closely with specialist teams to ensure that the project remains within budget, is cost effective and meets Public Service Network Compliance. Weekly technical installation review process will be conducted with a board of senior staff and technical experts to ensure that all technical installation have been audited prior to completion.

Implementation

The project has two distinct work-streams which will be run in parallel commencing on the 12th January 2015. Both will be led by a dedicated Project Manager.

MASH Operational Process - Implementation

The development and implementation of the Operational MASH is expected to take 9 months. The key steps of the implementation plan are mapping of services, service improvement review, consultation, dry runs testing, sign off by the leads of key partner agencies, training of the workforce and project evaluation.

An Operational Development Team will be created consisting of representatives from all MASH partner agencies. This team will meet fortnightly and their remit will be to inform and develop the mash model, processes and policy in relation to the Rotherham MASH. Together, partner representatives will:

- Inform and develop the requirements of the MASH including in particular: process flow, structure, role and governance, information sharing protocols, policies and procedures, business support and baseline data
- Feedback decisions made into the organisation they are representing and gain

agreement for any proposals through their governance structure.

- Remove obstacles in the development of the MASH
- Highlight Risks and Issues to the development and implementation of the MASH
- Make timely decisions and take action so as not to hold up the project.

The mapping of current processes will be undertaken with each of the partner organisations to understand how the process is carried out now, how and where the processes and resources interlink, the policies and procedures that support the process, and who is responsible for what. On completion of this initial stage, workshops with key partners will be organised to inform how the MASH will operate and integrate with new process flow, roles and responsibilities, governance structure and information sharing protocols. The revised process will be tested in the form of dry runs utilising case studies to identify any issues for resolution. In addition a baseline of current data available will be taken and agreed KPI's developed to monitor the success of the project. This is an iterative process that will be conducted through the life of the project and will be informed by the project's evaluation arrangements.

Prior to the start of implementation the revised process including supporting policies, procedures and KPI's will be signed off by the leads from the key partner agencies.

Training and Development Plans will be designed to deliver a robust programme of training and awareness to be undertaken with key partners within the MASH and with voluntary organisations that are involved in the Children Safeguarding work.

Go live is scheduled for the 1st September 2015. Prior to this a final test run will be conducted involving all partners within the MASH and any final adjustments made. The key partner leads will be informed of the outcome and their final approval to go ahead will be obtained.

Reviews will be undertaken following implementation and again after 3 months to analyse how effective the process is and ensure it is supporting the achievement of the project's outcomes; required changes will be undertaken to resolve any issues identified.

The following high level project plan has been developed for the delivery of the project which shows the key milestones for delivery and the expected delivery date.

MASH Operational Process – Key Milestones

Date	Milestone
23 Jan 15	Service specialists identified and Operational Development Team formed and advised and workshop dates set.
30 Jun 15	New MASH Process created and supporting processes re-vised. Written Policies and Procedures Written KPI's and Evaluation and continuous improvement processes agreed
07 Jul 15	MASH Process and supporting documents approved by CEOG
01 Sep 15	Go live

A detailed project implementation timetable is provided in Appendix D

Single View of a Child - Implementation

The project will leverage technology to create an application that links together data from disparate systems to allow the identification of distinct clients at an authority level. The key steps of the implementation plan are: co-production and agreement of data sharing protocols between parties,

Project concept - To support the creation of the MASH Rotherham MBC will create a 'data warehouse' which will bring together key information from a number of systems (NHS, RMBC, Voluntary Sector and Police) which hold data about children. This data will be presented to practitioners via a web browser and will allow the subject matter experts, for the first time, to have a single view of the child. This will improve decision making and enhance the safeguarding activity of all partners.

A key part of the Single View solution will be the co-production and agreement of data sharing protocols between all parties, including mechanism to ensure that citizens provide consent for their data to be shared. Discussions with colleagues in Health are well advanced and the recent adoption of the shared Information Governance Toolkit will be a great help. Negotiations with colleagues in South Yorkshire Police are less well developed and these will continue while the Single View platform is being created.

Detail of the design of the single view solution and of the activities to be engaged in preparing the data is provided in Appendix A.

Implementation Plan - The Single View of a Child Solution is expected to take up to 12 months to complete and will require the creation of a dedicated ICT Project team, consisting of 3 members of staff, who will coordinate and implement the ICT elements of the project, in conjunction with members of staff from the Performance and Quality section, who will lead on the overall project.

The ICT solution will consist of the creation of a resilient virtual server farm, consisting of a data matching server and SQL database servers, of which there will be a live, test and training environment. The ICT department have in depth experience in this type of infrastructure and will be able to call upon existing staffing resources to complete this initial work, which will allow for the data cleansing of the existing datasets, from a number of internal and external application servers holding child data.

The required ICT infrastructure and associated software, will be purchased via the Authorities procurement process, and will involve the creation of a tender via the Procurement Department.

The initial data cleansing exercise will be undertaken once the data matching server is operational, and will allow for the production of exception reports, which will be provided to the relevant departments, this will also enable departmental staff to undertake various business process reengineering tasks, so that future data entry is of a higher quality and leading to the reduction in the creation of future exception reports, and therefore reducing the administrative duties of social care staff. This exercise will need the input from various 3rd party suppliers, as amendments will be required to existing application databases, and also the amendment of application views for the improvement of social care data, and citizen detailed data entry.

The next stage will require the services of a specialist networking contractor to install newly purchased external firewall appliances, to secure the parameter of the authority's network, and allow for a secure data feed to an externally facing webserver, which will hold the single view of a child search facility. An additional externally facing firewall will also be required, for a secure connection to an externally facing staging server, where 3rd party organisations such as South Yorkshire Police, and the NHS will be able to feed data too, this data can then be cross matched against the cleansed RMBC data, to produce an overall dataset to be viewed via the webserver.

The dataset will be held in the RMBC data warehouse, and the data supplied to the search facility, will only be a single way feed, and no data manipulation will be undertaken in the data warehouse. In the interest of reducing complexity and cost any data cleansing or updating of source systems will be carried out manually by acting upon the exception reports. An example of search screens is provided in Appendix B.

Finally the high-level platform design is shown in Appendix C.

Single View of a Child – Key Milestones

Date	Milestone
23/01/2015	Creation of ICT Project Team
Xx/xx/xx	Design approved by ICT Leadership Team Firewall penetrating testing validation User testing
Xx/xx/xx	Initial System Live use

A detailed project implementation timetable is provided in Appendix D

Key dependencies (partners/suppliers)

The following key dependencies have been identified in relation to the Single View of a Child work stream:

No.	Owner	Dependency	Comments
1	Project Manager	Representation by all partner agencies at development workshops	Potentially resulting in key tasks within the process not being identified and the process not working
2	Project Manager	Joint agreement and buy-in of the MASH process by lead partners	Potentially resulting in the project being stopped.
3	ICT	Compliance of security to external web server and web pages	Non-compliance will affect the Public Services Network accreditation
4	ICT	Ability to obtain correct data sets from internal applications and accuracy of the cleansed data	Resulting in data presented being incomplete and inaccurate

Proposed checks / review points to monitor progress

Detailed in the project implementation plans.

Project Evaluation arrangements

The following project evaluation arrangements will be considered:

- Focus groups comprising representatives from each of the partner agencies to review effectiveness of new protocols and procedures, identify problems and further improvements required,
- Focus groups held with users of the IT system to identify improvements to the content, look and feel and determine further developments to enhance the information and alignment with new procedures and protocols.
- Regular monitoring of the Single View of a Child solution to measure and evaluate use of the system
- Monitoring of Key Performance Indicators
- Project Evaluation report (including CBA updates)

Risk Assessment and mitigation plans

The major project risks were considered in the risk register in Appendix E. The risk register reviews the major risks to undermine the success of the project, their implication and likelihood and suggest mitigation actions. The risk register will be regularly maintained and updated through the life cycle of the project and will be part of the monthly highlight report to the Project Sponsor and to the Steering Group (CEOG).

Proposed timescale deliverable?

The co-location of the multi-disciplinary team in 2014 will enable a prompt start of the project in 2015 ensuring that management structures and frontline teams are fully prepared to work together and share the same safeguarding children priorities. It will enable the IT teams to refine the project implementation plan and map out the necessary tender process to select the best technology as soon as funding is confirmed. The IT teams have a strong track record of delivering similar projects against strict timetable and on budget.

Appendix A – Single View of a Child Design and Activities

The Single View of a Child solution has been designed to be as simple as possible:

- Step 1: Data is extracted from source systems as CSV files and stored in a central database (the 'data warehouse').
- Step 2: Matching rules are applied to the data to allow us to understand where a child in one system matches with a child in another.
- Step 3: Exception reports are presented back to the system owners the purpose of these is twofold:

- To allow for the data to be cleansed ready for the next extract
- To allow for business processes to be reviewed to understand how dirty data found its way in the system to begin with. Is it possible, for example that we can apply validation to certain fields at the time of data entry to improve data quality?
- Step 4: Present the matched data, in a secure way, to practitioners in NHS, RMBC, Voluntary Sector and Police.
- Step 5 (out of scope of this submission): Apply data analytics and predictive modelling tools to the new data warehouse to better understand our clients and to make better use of our resources.

Steps 1 through 4 are iterative and ongoing with each new extract improving the quality of the data. Step 5 is currently out of the scope of this project and is included to illustrate the future uses which our cleansed data might be put to. These activities are described in the table below.

Activity Layers	
Extract	System extracts from Line of Business systems, kept simple (reports to xml, csv etc..) to keep development and support costs low and ensure future flexibility.
Match	Rule based matching process to automatically match as many records as possible, with exception and manual matching stages where the match certainty is too low.
Store	Storage of matched records in an efficient structure, including key attributes and data items, to enable data view and reporting/analysis.
Cleanse	Using a data steward model (linked to the identified information asset owners), cleanse the source systems to remove duplicates, correct bad data and harmonise the systems to support future matching runs.
Report	Output predefined and bespoke reports based on identified business requirements. This will include exception, safeguarding, fraud detection and data update reports.
View	Present a view of the matched data to both internal and external stakeholders (ensuring PSN and IL standard are adhered to), secured based on their entitlement to view the data.
Analyse	Advanced analysis and reporting of the data using professional reporting tools. This may incorporate GIS based reports, trend analysis, predictive analytics etc..

Appendix B – Single View of a Child Search Screens

An example of how the search screens may appear, in their simplest form, can be seen below, but this will need additional input from the various parties involved.

Rotherham Single View of a Child

Results for child: Billy Smith Child ID RSV1234567890

Child Details

Service Provision

Child

Address Details

Family Name	Smith	Address Line 1	3 The Croft
First Name	Billy	Address Line 2	Croftside
Date of Birth	10/07/2007	Address Line 3	Croftingshire
Age(Approx)	7	Address Line 4	
		Postcode	CR01 3FT

Parent Carer Details

Family Name	Smith
Given Name	Susan

Rotherham Single View of a Child

Results for child: Billy Smith Child ID RSV1234567890

Child Details

Service Provision

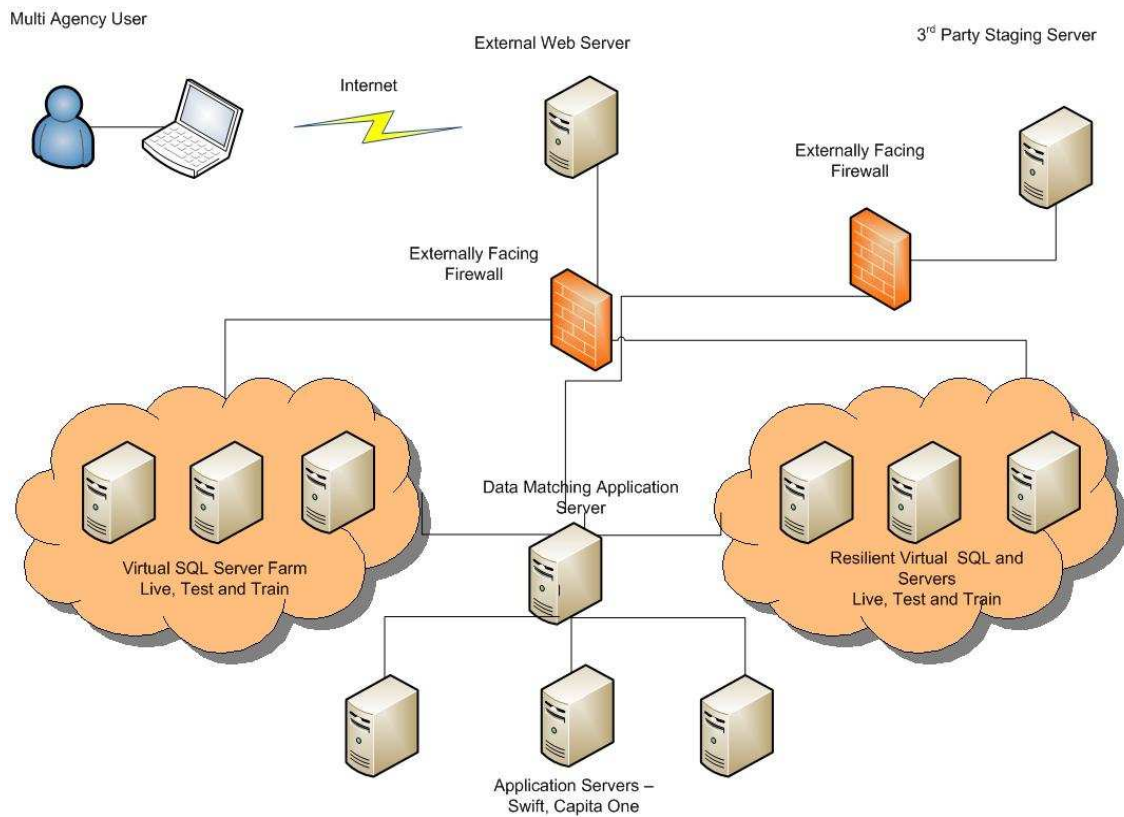
Service Provision Name/ID	Start Date	End Date	Organisation	Provider Contact
Education Services	01/09/2010		Croft Primary	SENCO, 01709 123456
Education Services	23/11/2010	25/02/2010	Education Welfare	EWO, 01709 234567
Health Care	01/09/2010		School Nurse	SN, 01709 345678
Health Care	17/02/2013	10/03/2014	Specialist Service	Therapist, 01709 456789
67896787878	10/06/2012	28/08/2012	Social Care	Key Worker, 01709 567890

Indicators	Start Date	End Date	Contact Details
CAF			
Strengthening Families			

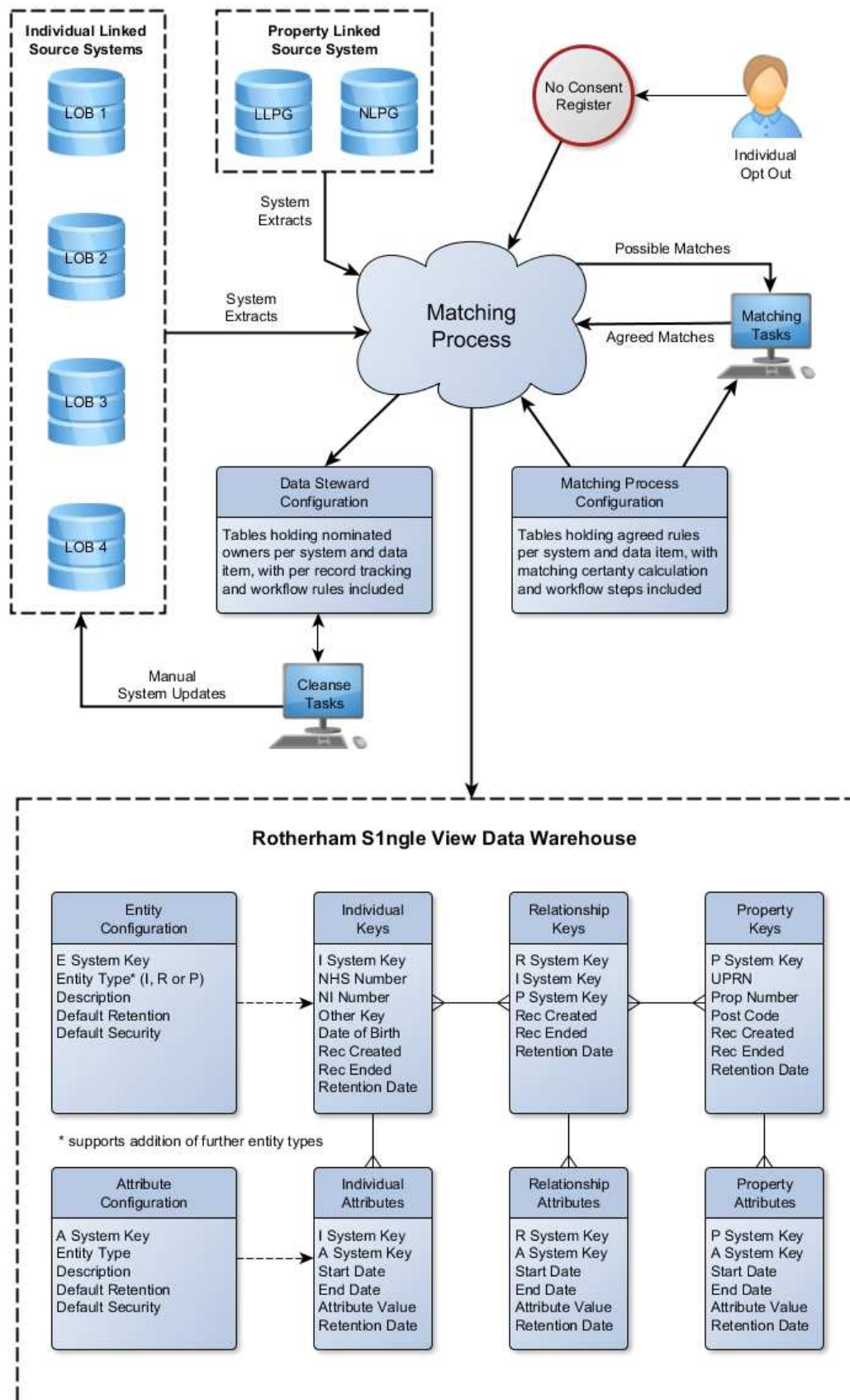
Access to the Single View search facility will be tightly controlled and 2 factor authentication technologies will be employed. Access logs will be maintained to track which practitioners have searched against records.

Appendix C – Single View of a Child High Level Platform Design and Work Flow

A high-level platform design is shown below –



The diagram below is a schematic representation of the workflow involved in the day-to-day operation of the Single View platform.



Appendix D – MASH Project Detailed Implementation Timetable

Activity Number	Task	Duration Days	Completion / Delivery Date
MASH Operational Process Development			
1	Creation of the Operational Development Team	10	23/01/15
2	Evaluation and design of As-Is processes including Sign Off by Operation Team	20	13/02/15
3	Development of NEW MASH Operational Process	20	20/03/15
4	Dry Run of the NEW MASH Process and final adjustments	2	24/03/15
5	Identification of KPI's to monitor success	5	31/03/15
6	Development of KPI's and reports	30	12/05/15
7	Design and documentation of To-Be Service Processes incorporating revised MASH Operational Process	15	02/06/15
8	Development of key supporting policies and documented procedures including *Information sharing protocols *Operating principles *Roles and Responsibilities / Structure	20	30/06/15
9	**Sign Off of New MASH Process and KPI's by Lead Partners (CEOG)***	5	07/07/15
10	Development of Training and Communications Plan	10	14/07/15
11	Sign Off of Training and Communications Plan by Partners	5	21/07/15
12	Deliver Training	25	25/08/15
13	Pre-Go Live Test Run	2	27/08/15
14	Go Live	1	01/09/15
15	Post Implementation Review	2	03/09/15
16	3 Month Review	10	18/12/15
IT Project Single View of a Child			
1	Creation of ICT Project Team	10 Days	23/01/15
2	Appointment of Networking Contractor	5 Days	
3	Evaluation of Design	5 Days	
4	Confirmation of Design	5 Days	
5	Preparation of bill of materials for tender	3 Days	
6	Tender Process	20 Days	
7	Goods Ordered	20 Days	
8	Goods Received and Asset Tagged	5 Days	

9	Kit Configuration and Installation	30 Days	
10	Firewall Installation	10 Days	
11	Firewall Penetration Testing	5 Days	
12	Engagement with 3rd Party Suppliers	10 Days	
13	Creation of Exception Reports	On going	
14	Amendment of Application Views	20 Days	
15	Design of Web Search Tools	30 Days	
16	Testing	20 Days	
17	Design Amendments	10 Days	
18	User Testing	20 Days	
19	Initial System Live Use	Ongoing	

Appendix E – MASH Risks Register

Risk	Implication	Significance	Likelihood	Risk Score	Mitigation Actions
Weak project partners' commitment	Reduce scope and delay implementation of objectives	High	Low - Police and Health partners fully committed	Low	Project steered by Chief Exec Officers Group and overseen by CYPP
New governance & process not in place	Intended fiscal and non-monetised benefits not delivered	High	Low - Robust partnership working arrangements and co-location agreement	Low	Robust project management and multi-agency planning in place
Ability to deliver IT platform within timescale and budget	Failure to deliver Single View Child tool	High	Medium – experienced in-house development team & external assistance	Medium	Robust project management approach and detailed project initiation document
Ability to achieve expected savings	Failure to deliver savings to improve the quality of safeguarding children service	High	Medium - Baseline and targets clearly defined and agreed with partners	Medium	Robust Business Improvement and Project Management Process KPI agreed and monitored
Roll over to more	Effective information	Medium	Medium – Well defined	Medium	Robust multi-agency working

partners is delayed or postponed	sharing to meet early intervention objectives		IT design and clear project scope, strong information sharing governance		arrangements and cost benefit analysis developed to evidence benefits in terms of fiscal and social impact.	

PART C: APPROVAL

Note: This bid is for the Transformation Challenge Award 2015-16 B.

Approval: Bid approved and signed off by Section 151 officer (or authorised person in other public sector partners) for each partner to the bid.

Name	Click here to enter text.
Organisation	Click here to enter text.
Date Approved	Click here to enter text.

Name	Click here to enter text.
Organisation	Click here to enter text.
Date Approved	Click here to enter text.

Name	Click here to enter text.
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Date Approved	Click here to enter text.

Name	Click here to enter text.
Organisation	Click here to enter text.
Date Approved	Click here to enter text.

[for additional partners, please add more boxes as required]

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	The Cabinet
2.	Date:	24 September 2014
3.	Title:	Review of Polling Places 2013-14 All wards affected
4.	Directorate:	Resources

5. Summary

The report describes the review of parliamentary polling districts and polling places and the final proposals for future polling arrangements.

6. Recommendations

- **That the proposals for future polling arrangements outlined in the report be approved.**
-

7. Proposals and Details

The Electoral Administration Act 2006 requires that a full review of polling arrangements be completed every four years. The most recent review was completed in December 2011 but The Electoral Registration and Administration Act 2013 introduced a change to the timing of the reviews to better align them with parliamentary elections.

The Act required that the next compulsory review must be started and completed between 1 October 2013 and 31 January 2015 (inclusive).

Each existing/proposed venue has been evaluated against issues of accessibility, voter convenience, fairness and availability for polling (including at short notice). The polling place review has taken account of the effect of council budget considerations on the future availability of some RMBC owned community centres and warden/neighbourhood centres.

7.1 The Returning Officer's proposals were reported to the Overview and Scrutiny Management Board on 18 July 2014.

It was agreed at that meeting that Electoral Services would review proposals at Hooton Roberts, East Herringthorpe and Rotherham West in response to issues raised by Members.

The Board resolved that subject to any alterations being made as a consequence, the Returning Officer's proposals be approved¹.

7.2 Following the start of the school year in September, in discussions with the new manager of the Arnold Childrens' Centre about the proposal to relocate polling to the centre, new information came to light which required a second site inspection and a review of the proposal.

Appendix 1 sets out details of all the issues referred to at 7.1 and 7.2 above and the investigations and outcomes.

Appendix 2 sets out the Terms of reference for the review and explains the process and criteria.

Appendix 3 sets out the final outcome of the review in the Returning Officer's Proposed Polling Scheme and details the full scheme of polling arrangements effective from December 2014.

8. Finance

Additional costs are not significant and will be met from the existing election budget.

¹ Overview and Scrutiny Board – 18/07/14 – Minute No. 14 (2)

9. Risks and Uncertainties

Inadequate provision of polling places and polling stations could have a detrimental affect on voter turnout and could be the source of an election challenge.

There must be a sufficient number of suitable polling stations to allow the Returning Officer to allocate a reasonable number of voters to each. The Electoral Commission's report on queues in some areas at the 2010 elections concluded that in part the problems were as a result of a reduction in polling stations so that too many voters were allocated to each.

The combination of polls increases the risk of queues where provision is inadequate and combined polls have become more common in recent years. The next set of elections following this review will be combined UK Parliamentary General, Borough Council and Parish Council elections which will take place on 7 May 2015. This will be the first time ever that all three have been undertaken on the same date and risks of queues are therefore greater.

The polling place review has highlighted an emerging risk to the adequate provision of polling venues. The current financial climate is forcing the council to continually review its property assets and council premises currently used or potentially suitable for polling may become unavailable. There are few suitable privately owned buildings and private premises always carry the risk that use for polling is not guaranteed and may be refused, sometimes at short notice. There may be a change of ownership or policy or an alternative booking may be preferred.

It is likely that more schools will be required as polling places in the future if sufficient provision is to be assured. However, schools are notified of scheduled election dates well in advance which allows them to set one of their statutory in-service training days for the same day instead of requesting an additional school closure.

10. Policy and Performance Agenda Implications

Provision of reasonably convenient polling arrangements is a statutory requirement and contributes to delivery of the council's objectives of fairness, equality and community cohesion. Such provision is an essential element of the free and fair elections required under Protocol 1, Article 3 of the Human Rights Act.

11. Background Papers and Consultation

- Electoral Administration Act 2006
- The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006
- The Electoral Registration and Administration Act 2013
- Minutes of Overview and Scrutiny Management Board 18/07/14

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Report of Review of Polling Places 2013-14

Appendix 1

Additional Investigations re: Report to Cabinet 24 September 2014 (7.1 and 7.2)

7.1 Issues from Overview & Scrutiny Board

Hooton Roberts:

A question was asked about the feasibility of moving the polling station from Thrybergh Parish Hall to Ravenfield Parish Hall which led to a subsequent question about whether a mobile unit could be used.

Investigations and Outcome:

Hooton Roberts is a small village with 171 electors of whom 82 are registered postal voters. It is on the main X78 bus route which runs frequently between Doncaster and Rotherham passing through Hooton Roberts on the way to Thrybergh every 10 minutes. The polling station at Thrybergh parish hall is nearer (3km) than Ravenfield Parish Hall (4km) with better transport links. Buses between Hooton Roberts and Ravenfield are infrequent (one every 2 hours).

The question of a mobile unit was investigated but there is no suitable location in the village where a unit could be deployed and have access to the necessary utilities (water, toilet facilities and electricity for lighting and heating) Polling staff are on duty for over 15 hours on polling day so access to such utilities is essential. Mobile units tend not to be suitable for voters with limited mobility and hirers are unwilling and often unable to supply units for a single day and where this is possible, the units are extremely expensive (around 4-5 times higher than the average hire charge for polling stations). Costs would be prohibitive for the 89 voters who are not registered to vote by post.

Electoral Services Officers visited Hooton Roberts to investigate whether there may be any building in the village which might offer suitable polling facilities. Only two possibilities were identified - St John the Baptist Church and the Earl of Strafford Public House.

The church has no disabled access and would require voters to access the entrance via a grass pathway through the churchyard. The pathway would be problematic for voters with limited mobility and there is limited exterior lighting. There does not appear to be a suitable room available for hire within the church.

The Earl of Strafford, has level access at the main entrance but the inside is open plan with no separate room – any area used for polling would be within the pub/bar areas and it would not be possible to ensure the secrecy of the ballot.

Although not ideal, the Returning Officer believes that Thrybergh Parish Hall continues to be the most practicable location available for the 89 electors who are not registered as postal voters.

The Returning Officer's proposals for this area, therefore, remain unchanged.

East Herringthorpe:

A question was asked about the suitability of the working environment for polling staff in the polling station at High Greave Junior School (Sports Hall). It was also mentioned that this polling station serves a large number of voters and a suggestion was made that an additional polling station be provided at High Greave Place Community Centre.

Investigations and Outcome:

Electoral Services Officers visited the Junior School to examine the working environment. The polling station is located in the Sports Hall to minimise disruption to the school. Using the hall allows the school to remain open on polling day without compromising the security of the children as separate access can be maintained. The foyer to the hall provides adequate toilet and refreshment facilities and is available to staff throughout the day. The windows in the hall itself are high but the room has adequate lighting and no complaints have ever been received from polling staff about working conditions at this venue. Polling Station Inspectors are required to complete an assessment for each polling station every polling day. The reports for this station have been reviewed and reveal no concerns about its suitability for staff or for voters.

Electoral Services Officers visited High Greave Place Community Room to assess its suitability should an additional polling station be required. The Centre is at the top of a cul-de-sac with a slight incline and with 6 steps or a sloped path. Kitchen facilities are available and there is a room which would be of sufficient size for a small polling station.

The number of electors allocated would have to be kept to the minimum because there is no car parking except on-street which could cause disruption to the residents in the neighbouring bungalows.

The polling place review highlighted an emerging risk to the future availability of council owned premises such as community centres.

The polling station at the Junior School is easily able to accommodate the number of voters allocated to it which is well within the Electoral Commission's guidance as to the number of voters per polling station and there is very little risk that this polling station will not continue to be available for polling. No complaints have been received from voters in the area as to the convenience of their polling station and there seems to be no requirement or justification for an additional polling station.

The Returning Officer's proposals for this area, therefore, remain unchanged.

Rotherham West:

A question was asked about electors in the MH polling district having to travel to St John's Church and a suggestion made that they be allocated to the polling station at St Bede's RC School instead.

A further question was asked as to whether the allocation of four polling stations in a relatively small geographical area in the Rotherham West Ward is disproportionate.

Investigations and Outcome:

Electoral Services Officers investigated the possibility of allocating electors in the MH polling district to St Bede's RC School instead of St John's Church.

The church is currently used because the location is more accessible for the majority of the electors either on foot or by public transport.

Allocating these electors to St Bede's RC School would result in some of those travelling on foot having to cross the busy A629 road. Those electors in the north of the polling district without transport would have to catch two buses to get to the polling station.

The polling station at St John's Church is easily able to accommodate the electors allocated and the future availability of the venue seems secure. No complaints have been received from voters in the area as to the convenience of their polling station and the Returning Officer believes that St John's Church continues to be the most practicable location available to electors in the MH polling district.

On the question of the four polling stations in an area of the Rotherham West Ward, the table below is a comparison with other wards containing mostly urban areas and with similar levels of population and housing density.

Ward	Electorate	No of Polling stations
Boston Castle	9572	10
Rawmarsh	9700	9
Silverwood	9600	10
Rotherham East	9193	9
Rotherham West	9600	9
Valley	9437	10

The table indicates similar levels of polling provision across similar wards.

However, to gain a clearer picture of the situation, Electoral Services Officers visited the area and noted that the allocation of polling stations takes into account availability of buildings and factors such as transport links and accessibility on foot.

The provision of polling places in the area meets the criteria outlined in the terms of reference for this review at Appendix 2 and "seeks to ensure that all electors have such reasonable facilities for voting as are practicable in all the circumstances"

Given that future elections are more likely to be combined and that in 2015 there will be combined polls for the UK Parliamentary General Elections, Borough Council and Parish Council elections, and the increased potential for queues and congestion at polling stations the Returning Officer believes it would be unwise to reduce provision at this time.

The Returning Officer's proposals for this area, therefore, remain unchanged.

7.2 Review of the proposal to relocate to Arnold Children's Centre – Rotherham East Ward

At the start of the school year in September, a new manager took up her post at the Arnold Children's Centre. She had not been involved in previous discussions about the proposal to move polling from Badsley Moor Primary School to the Children's Centre and raised concerns about a potential road safety risk.

Investigations and Outcome:

During a follow-up site visit, Electoral Services Officers were shown examples of traffic congestion and poorly parked cars.

It appears that there are ongoing issues with parking and congestion when parents deliver / collect children at the school and the centre. The manager reported previous incidents of near-misses and was concerned that any increase in the number of vehicles around the centre due to a relocation of the polling station would increase the risk of an accident.

In addition to the road-safety issue, congested traffic could impede voter access to the polling station.

Having taken the new information into account, the Returning Officer's proposal to relocate polling from Badsley Moor Primary School to the Arnold Children's Centre is withdrawn.

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10 September 2014

Report of Review of Polling Places 2013-14**Appendix 2****Review of Polling Districts, Places and Stations 2013-14****Terms of Reference****Context**

The Electoral Administration Act 2006 introduced a duty to for all polling districts and polling places to be reviewed every four years. The Council's first review under these provisions was concluded by 1 December 2007 and a subsequent review took place in 2011.

The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews. The next compulsory review must be started and completed between 1 October 2013 and 31 January 2015 (inclusive). Subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013. Though these five yearly reviews are now compulsory, Rotherham being a metropolitan authority has a cycle of elections such that all polling districts, places and stations are necessarily kept constantly under review.

Process

The Council is required to publish notice of the holding of the polling places review which must conclude by 31 January 2015. The notice must be published at the Council's relevant office, at least one other conspicuous place in the area and on the Council's website. The Council is required to consult the Returning Officer and the Returning Officer is required to make representations as to the location of polling stations within polling places. Within thirty calendar days of their receipt, the Council is required to publish the Returning Officer's representations.

In reviewing polling places, the Council is required to actively seek representations from such persons as it thinks have particular expertise in relation to:

- a) access to premises; or
- b) facilities for persons who have different forms of disability.

Such persons must be given the opportunity to make representations and to comment on the representations made by the Returning Officer. Other key stakeholders will be offered an opportunity to make representations.

In addition any elector may make representations on the designation of polling places to the Council. Any representations made should ideally include proposals for specified alternative polling places and reasons for the suggestion.

On completion of the review the council must give reasons for its decisions in the review and publish;

- i) all correspondence sent to the Returning Officer
- ii) all correspondence sent to any person whom the council thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability,
- iii) all representations made by any person in connection with the review,
- iv) the minutes of any meeting held by the Council to consider any revision to the designation of polling places,
- v) details of the designation of polling districts or polling places within its area, and
- vi) details of the places where the results of the review have been published.

Persons or groups making submissions need to be aware that, upon completion of the review, all correspondence/representations received must by law, also be published.

Duties of the Council and the Returning Officer

It is the duty of the Council to divide its electoral areas (i.e. constituencies and wards) into polling districts seeking to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances. This is achieved at a ward level with the additional requirement that every parish must be in a separate polling district. Each parish is likely to contain more than one polling district especially if the parish area extends across borough ward boundaries. As a general rule of thumb polling districts will be determined by the availability of suitable venues for polling places.

It is the duty of the Returning Officer to provide a polling station within the designated polling place. It is permissible for the Returning Officer to provide more than one polling station in a designated polling place.

The duties of the Council and the Returning Officer are therefore inextricably linked. In undertaking a review it is practical to consider the suitability of the available polling places first, i.e. to identify what premises are available, and then to designate the polling district boundaries and allocate electors to what is actually available.

Factors for Consideration

1. A sufficient number of polling places

Polling places must be designated such that there are sufficient suitable premises to allow the Returning Officer to allocate a reasonable number of voters to each. Inadequate provision of polling places and polling stations could have a detrimental effect on voter turnout. It could lead to queues such as those seen in some areas in the parliamentary elections in 2010 and could be the source of legal challenge to an election. Voter allocations should be within the limits set in any guidance issued by the Electoral Commission.

2. Availability of suitable venues

There are important factors to consider when considering suitable venues and not least of these is the absolute requirement that the premises must be available for each scheduled election and any other election called at short notice, e.g. parliamentary general elections and local or parliamentary by-elections.

Electoral law therefore gives the Returning Officer an important resource:

The returning officer may use, free of charge, for the purpose of taking the poll or counting the votes--

- (a.) a room in a school maintained or assisted by a local education authority or a school in respect of which grants are made out of moneys provided by Parliament to the person or body of persons responsible for the management of the school;
- (b.) a room the expense of maintaining which is payable out of any rate.

3. Use of schools

Schools are notified of scheduled election dates well in advance which allows them to set one of their statutory in-service training days for the same day instead of requesting an additional school closure. In the case of unscheduled by-elections, the Returning Officer has to work within statutory timescales but will do his best to avoid disruption, setting polling day during school holidays if possible. Depending on the layout of the school, some are able to remain open on polling day if the head-teacher is satisfied that he/she can ensure the security of the children whilst allowing unimpeded access for voters to the area containing the polling station.

4. Use of other council owned buildings

In Rotherham, the current economic climate has resulted in closure or an uncertain future for some premises such as youth centres and community centres for which the Returning Officer has the right of use. The impact of this upon the number of polling places available will be one of the factors taken into account during the review.

5. Use of private premises

The Returning Officer's right to use schools and certain other premises is unlikely to provide a sufficient number of stations and so other premises, such as church halls, are used where practicable. The Returning Officer has less control over these and hire charges can be prohibitive. Private premises always carry the risk that use for polling may be refused, sometimes at short notice. There may be a change of ownership or policy or an alternative booking may be preferred.

Criteria and Scope for the review

Taking account of factors outlined above, the review process should

- seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances
- seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled, and
- have regard to the accessibility needs of disabled persons

Rotherham's cycle of elections means that polling places are kept under continual review and the number of polling places and the level of voter allocations are well within the Electoral Commission guidelines. The existing polling places and stations fit the criteria, no serious issues have been reported and no voter has been prevented from voting by being in a queue at the close of poll.

- Consultation with building owners or managers will be necessary to confirm the continued availability and suitability of polling places.
- Consultation with Planning Officers on future development will be required to ensure voter allocations will continue to meet guidelines.
- Following each election, comments from voters and reports from polling station inspectors and other stakeholders are reviewed and followed up where practicable. The elections in 2012 provided information and proposals which will be considered as part of this review as will any feedback from the elections scheduled to take place 2014.
- The statutory notice of the review will invite representations from the public and known stakeholders will be directly contacted and invited to make representations including alternative proposals.
- The review team will actively seek representations from persons with expertise in relation to access to premises or facilities with persons who have different forms of disability.

Known stakeholders for consultation

- Electors
- All elected members of the council
- MPs for the 3 constituencies in RMBC area
- Candidates and agents (locally based) standing at the most recent parliamentary & borough elections
- Political parties
- Parish councils

Timescale

The timescale for the review is 16 months and there is a statutory requirement that it be concluded by 31 January 2015. However we aim to conclude the review by the publication of the revised register on 1 December 2014. It is the Electoral Registration Officer's duty to make alterations to the registers of electors to reflect any changes in polling districts. If this is not done in time to be incorporated in the revised register published on 1 December it will have implications for the supply of registers to organisations and political parties and the planning of the parliamentary, borough and parish elections to be held in May 2015.

Timetable

Event	By (date)
Publication of notice of review.	11 Nov 2013
Relevant documents on website and available for inspection	11 Nov 2013
Invite representations & comments	11 Nov 2013
Deadline for representations & comments	21 Feb 2014
Publish RO representations and proposals and invite comments on the proposals	21 Mar 2014
Publication of review result (subject to council approval)	1 Dec 2014
Revised register of electors published	1 Dec 2014

*Mags Evers/Michelle Mellor
Electoral Services
11 November 2013*

Constituency	Ward	Polling District Letters	Name	Polling Place	RO Proposals
RETURNING OFFICER PROPOSALS FOR FUTURE POLLING ARRANGEMENTS					
Rother Valley	Anston & Woodsetts	AA	Greenlands	Anston Greenlands J & I School, Edinburgh Drive	Suitable for purpose - no change to existing arrangements.
		AB	Whitegate	Anston Park Junior School, Park Avenue	Suitable for purpose - no change to existing arrangements.
		AC	Anston Brook	Anston Parish Hall, 15A Ryton Road	Suitable for purpose - no change to existing arrangements.
		AD	South Anston	Anston Hillcrest Primary School, Hawthorne Avenue	Suitable for purpose - no change to existing arrangements.
		AE	Turnerwood	Harthill Village Hall, Winney Hill	Returning Officer proposes to merge this polling district with AD polling district (same parish ward) electors would vote at Anston Hillcrest Primary School in future. 23 polling station voters in this area, only 7 voted in 2010, 4 in 2011 & 2012 and nil in the parish by-election in Nov 2011. Figures suggest keeping this as a separate provision is not justifiable.
		AF	Woodsetts	Woodsetts Village Hall, Gildingwells Road	Suitable for purpose - no change to existing arrangements.
Rotherham	Boston Castle	BA	St Anns	Myplace Rotherham, St Ann's Road	Suitable for purpose - no change to existing arrangements.
		BB	Feoffees	Talbot Lane Methodist Church, Moorgate Street, Rotherham S60 2EY	Polling place changed for May 2014 elections due to the closure of The Maltings Y & CC. Polling district divided into two polling districts. Polling places are Talbot Lane Methodist Church and The Hub 103 Canklow Road.
		BC	Park	United Methodist Church, Lister Street, Rotherham	Suitable for purpose - no change to existing arrangements.
		BD	Clifton	Beeversleigh Community Centre, Clifton Lane	Suitable for purpose - no change to existing arrangements.
		BE	Broom Valley	Broom Valley Club Room, Guest Place, Rotherham S60 2SE	Polling place changed for May 2014 elections due to St Barnabas Centre being unavailable as a polling station. Two venues considered as alternative polling accommodation. Broom Valley Club Room and Broom Valley Community School. Broom Valley Club Room is the most suitable and has better facilities and access but may not be available in the future because of continued review of council assets. The proposal, therefore, is if Broom Valley Club Room remains available this will be the preferred location but if it is not Broom Valley Community School will be used. This polling district will be kept under annual review.
		BF	Oakwood	Oakwood Technology College, Moorgate Road	Suitable for purpose - no change to existing arrangements.
		BG	Canklow	Canklow Woods Primary School, Wood Lane	Suitable for purpose - no change to existing arrangements.
		BH	Parkfield	Garden Building, Clifton Park, Clifton Lane	Suitable for purpose - no change to existing arrangements.

		BI	Alma	The Hub, 103 Canklow Road, Rotherham S60 2JF	New polling district created due to the closure of The Maltings Y & CC and original polling district divided into two. Polling places are Talbot Lane Methodist Church and The Hub 103 Canklow Road.
Rotherham	Brinsworth & Catcliffe	CA	Phoenix	Rotherham West Community Centre, Brinsford Road	Suitable for purpose - no change to existing arrangements.
		CB	Manor	Brinsworth Community Hall, Brinsworth Lane	Suitable for purpose - no change to existing arrangements.
		CC	Howarth	Brinsworth Howarth Primary School, Whitehill Lane	Suitable for purpose - no change to existing arrangements.
		CD	Howlett	Brinsworth Whitehill Primary School, Howlett Drive	Suitable for purpose - no change to existing arrangements.
		CE	Bonet Lane	St Andrews Church, Bonet Lane	Suitable for purpose - no change to existing arrangements.
		CF	Catcliffe	Catcliffe Memorial Hall, Old School Lane	Suitable for purpose - no change to existing arrangements.
		CG	Waverley North	AMRC Design Prototyping & Testing Centre, Wallis Way, Catcliffe	New housing development in this area required polling provision to be considered. There are issues relating to the development crossing the electoral boundaries which have to be taken into account. Currently there are no community buildings on the development but this may change as the development progresses. This area will have to be kept under continual review. Two polling stations were situated at the AMRC Design & Prototyping Testing Centre on Wallis Way, Catcliffe at the elections in May 2014. The building has good access, easily viewed from the road and most suitable option at this time.
Rother Valley	Dinnington	DA	Laughton-en-le-Morthen	Laughton Village Hall, Firbeck Avenue	Suitable for purpose - no change to existing arrangements.
		DB	Laughton Common	Monksbridge Community Centre, Monksbridge Road	Suitable for purpose - no change to existing arrangements.
		DC	Monksbridge	Monksbridge Community Centre, Monksbridge Road	Suitable for purpose - no change to existing arrangements.
		DD	Lordens	Dinnington Resource Centre, Laughton Road	Suitable for purpose - no change to existing arrangements.
		DE	St Leonards	Dinnington St.Joseph`s Catholic Primary School, Lidgett Lane	Suitable for purpose - no change to existing arrangements.
		DF	Gildingwells	Woodsetts Village Hall, Gildingwells Road	Suitable for purpose - no change to existing arrangements.
		DG	Letwell	Letwell Village Hall, Barker Hades Road, Letwell	Suitable for purpose - no change to existing arrangements.
		DH	Firbeck	Firbeck Village Hall, New Road	Suitable for purpose - no change to existing arrangements.
Rother Valley	Hellaby	EA	Wickersley	The Church Barn, Church Lane	Suitable for purpose - no change to existing arrangements.
		EB	Flash Lane	Bramley, Bill Chafer, Young People's Centre, Flash Lane	Suitable for purpose - no change to existing arrangements.
		EC	Hellaby	Centenary Hall, Bateman Road	Suitable for purpose - no change to existing arrangements.
		ED	Addison Road	Addison Day Centre, Addison Road	Suitable for purpose - no change to existing arrangements.

Rother Valley	Holderness	FA	Rose Garth	Aston-cum-Aughton Parish Hall, Rosegarth Avenue	Suitable for purpose - no change to existing arrangements.
		FB	Aston Park	Aston Hall J & I School, Church Lane	Suitable for purpose - no change to existing arrangements.
		FC	Lodge Lane	Aston Lodge Primary School, Lodge Lane	Suitable for purpose - no change to existing arrangements.
		FD	Swallownest	Swallownest Community Centre, Rotherham Road	Suitable for purpose - no change to existing arrangements.
		FE	Aughton	Aughton Primary School, Turnshaw Avenue	Representation from school requesting the Returning Officer to find an alternative venue for polling. Consulted LEA and RMBC building manager and consideration given to Aughton Early Years Centre. RO recommendation is to use the Aughton Early Years Centre which is fully DDA compliant and has a car park. The centre would remain open on polling day and should not cause any disruption to the centre.
Wentworth & Dearne	Hoover	GA	Brampton Bierlow	Brampton Bierlow Parish Hall, Knollbeck Lane	Suitable for purpose - no change to existing arrangements.
		GB	Hoover	Wentworth Mechanics Institute, Main Street	Suitable for purpose - no change to existing arrangements.
		GC	Oaklea	West Melton Primary School, Stokewell Road, West Melton, Rotherham S63 6NF	Polling place changed in May 2014 from Oaklea Retreat to West Melton Primary School on Stokewell Road because of continued concern due to the council's review of council assets giving rise to the need for alternative reliable polling venues.. The school offered two alternatives as rooms for polling, the polling station in May 2014 will initially be in the foundation stage classroom which has level access and suitable facilities. If the access from the car park to the community room is improved in the future then the community room could be used.
		GD	West Melton	Christchurch Hall, Christchurch Road	Suitable for purpose - no change to existing arrangements.
		GE	Wentworth	Wentworth Mechanics Institute, Main Street	Suitable for purpose - no change to existing arrangements.
		GF	Harley	Harley Church, Harley Road, Harley	Suitable for purpose - no change to existing arrangements.
		GG	Barley Hole	Trinity Community Centre, Sough Hall Avenue	Suitable for purpose - no change to existing arrangements.
		GH	Nether Haugh	Greasbrough Public Hall, Coach Road	There is a continued concern due to the council's review of council assets giving rise to the need for alternative reliable polling venues. The community buildings public consultation completes on the 10th July and to date there have been no representations to keep Greasbrough Public Hall open. Proposal is for the electors in this polling district to use Wentworth Mechanics Institute as a polling place.
		GI	Upper Haugh	Manor Farm Community Centre, Harding Avenue	Suitable for purpose - no change to existing arrangements.
Rotherham	Keppel	HA	Thorpe Hesley	Trinity Community Centre, Sough Hall Avenue	Suitable for purpose - no change to existing arrangements.

		HB	Scholes	Scholes Cricket Pavilion, Scholes Village	Suitable for purpose - no change to existing arrangements.
		HC	Roughwood	Roughwood Primary School, Roughwood Road	Suitable for purpose - no change to existing arrangements.
		HD	Redscope	Chislett Centre, Kimberworth Park Road	There is a program of improvements to the centre during 2014 but polling not affected in May 2014. Suitable for purpose - no change to existing arrangements.
		HE	Toll Bar	St Bede`s Catholic Primary School, Wortley Road	Suitable for purpose - no change to existing arrangements.
		HF	Keppel	Thorpe Hesley and Scholes OAP & Community Centre, Brook Hill	Suitable for purpose - no change to existing arrangements.
Rother Valley	Maltby	IA	Braithwell Road West	Maltby Linx Youth & Comm. Centre, Lilly Hall Road	Suitable for purpose - no change to existing arrangements.
		IB	St Bartholomew's	The Grange Warden Centre, St. Bartholomew's Close	Suitable for purpose - no change to existing arrangements.
		IC	Braithwell Road East	Maltby Manor Primary School, (Community Room), Davy Drive	Suitable for purpose - no change to existing arrangements.
		ID	Maltby Market	Maltby Service Centre, Braithwell Road	Suitable for purpose - no change to existing arrangements.
		IE	Maltby Wood	Edward Dunn Memorial Hall, Tickhill Road	Suitable for purpose - no change to existing arrangements.
		IF	Queens	Maltby St Mary's Catholic Primary School, Muglet Lane	Suitable for purpose - no change to existing arrangements.
		IG	Maltby Craggs	Ascension Close Warden Centre, Ascension Close	Suitable for purpose - no change to existing arrangements.
		IH	Hooton Levitt	The Grange Warden Centre, St. Bartholomew's Close	Suitable for purpose - no change to existing arrangements.
		II	Highfield Park	Charles Foster Community Centre, Woodland Gardens	Suitable for purpose - no change to existing arrangements.
Wentworth & Dearne	Rawmarsh	JA	Haugh Green	Manor Farm Community Centre, Harding Avenue	Suitable for purpose - no change to existing arrangements.
		JB	Monkwood	Monkwood Primary School, Monkwood Road	Suitable for purpose - no change to existing arrangements.
		JC	Rosehill	Salvation Army Hall, Quarry Street	Suitable for purpose - no change to existing arrangements.
		JD	Rockcliffe	Rawmarsh Methodist Church, High Street	Suitable for purpose - no change to existing arrangements.
		JE	Ashwood	Rawmarsh Ashwood J & I School, (Foundation Unit), Holm Flatt Street	Suitable for purpose - no change to existing arrangements.
		JF	Green Lane	Rawmarsh St.Josephs Catholic Primary School, Green Lane	Suitable for purpose - no change to existing arrangements.
		JG	Ryecroft	Rawmarsh Ryecroft Infants School, South Street	Suitable for purpose - no change to existing arrangements.
		JH	Marshall Close	Marshall Close Community Centre, Marshall Close	Suitable for purpose - no change to existing arrangements.
Rother Valley	Rother Vale	KA	Treeton	Treeton Youth & Community Centre, Church Lane	Suitable for purpose - no change to existing arrangements.
		KB	Orgreave	Mobile Library Unit, Rotherwood Avenue	Suitable for purpose - no change to existing arrangements.
		KC	Wetherby	Swallownest Community Centre, Rotherham Road	Suitable for purpose - no change to existing arrangements.

		KD	Fence	Aston Fence J & I School, Sheffield Road	Suitable for purpose - no change to existing arrangements.
		KE	Ulley	Ulley Village Hall, Main Street	Suitable for purpose - no change to existing arrangements.
		KF	Thurcroft	Gordon Bennett Memorial Hall, Green Arbour Road	Suitable for purpose - no change to existing arrangements.
		KG	Waverley South	AMRC Design Prototyping & Testing Centre, Wallis Way	New housing development in this area required polling provision to be considered. There are issues relating to the development crossing the electoral boundaries which have to be taken into account. Currently there are no community buildings on the development but this may change as the development progresses. This area will have to be kept under continual review. Two polling stations were situated at the AMRC Design & Prototyping Testing Centre on Wallis Way, Catcliffe at the elections in May 2014. The building has good access, easily viewed from the road and most suitable option at this time.
Rotherham	Rotherham East	LA	Milton	Eastwood Village Community Centre, Erskine Road	Suitable for purpose - no change to existing arrangements.
		LB	St Stephens	The Unity Centre, St Leonards Road	Suitable for purpose - no change to existing arrangements.
		LC	St James	St James Vestry, (St. Francis Room), Cambridge Street	Suitable for purpose - no change to existing arrangements.
		LD	Badsley Moor	Badsley Moor Infants School, Badsley Moor Lane	No change to existing arrangements -a proposal to relocate to Arnold Children's Centre is withdrawn following further investigation and potential traffic congestion and road safety issues. See Report to Cabinet dated 24 September 2014 and Appendix 1 to the Report.
		LE	Far Lane	Badsley Moor Infants School, Badsley Moor Lane	See notes for LD
		LF	Mowbray Gardens	Mowbray Gardens Community Centre, Mowbray Gardens	Suitable for purpose - no change to existing arrangements.
		LG	Eastwood View	Springwell Gardens Community Centre, Eastwood View	Returning Officer has agreed to use the large hall as a polling station instead of the small meeting room on the ground floor for all future elections.
		LH	Eastwood	The Place Young People's Centre, (next to Coleridge Primary School), Coleridge Road	Suitable for purpose - no change to existing arrangements.
		LI	Bakersfield	Bakersfield Warden Centre, Longfellow Drive	Suitable for purpose - no change to existing arrangements.
Rotherham	Rotherham West	MA	Blackburn	Blackburn Primary School, Baring Road	Suitable for purpose - no change to existing arrangements.
		MB	Kimberworth	Meadow View Primary School, (Community Room), Meadowhall Road	A voter commented to polling staff on the distance electors had to walk to the polling station and suggested Kimberworth Library as an alternative. Kimberworth Library is situated on a main road and has no car park and is not within the electoral boundary. The school is still considered to be the most suitable polling place and there are no plans for change.
		MC	Kelford	Kelford School, Oakdale Road	Suitable for purpose - no change to existing arrangements.

		MD	Holmes	Ferham Primary School, Ferham Road	Suitable for purpose - no change to existing arrangements.
		ME	Henley Grove	Henley Community Centre, Oates Close	Suitable for purpose - no change to existing arrangements.
		MF	Thornhill	Thornhill Primary School, Clough Bank	Suitable for purpose - no change to existing arrangements.
		MG	Millmoor	Masbrough & Thornhill Community Centre, College Road	Suitable for purpose - no change to existing arrangements.
		MH	Warren Hill	St John's Church, St John's Green	Suitable for purpose - no change to existing arrangements.
		MI	Bradgate	Kimberworth Community Primary School, (Children's Centre), Kimberworth Road	Suitable for purpose - no change to existing arrangements.
Wentworth & Dearne	Silverwood	NA	Sandhill	Rawmarsh Sandhill Primary School, Kilnhurst Road	Suitable for purpose - no change to existing arrangements.
		NB	Kilnhurst	Kilnhurst Comm. Resource Centre, Victoria Street	Suitable for purpose - no change to existing arrangements.
		NC	Roundwood	Rawmarsh St.Josephs Catholic Primary School, Green Lane	Suitable for purpose - no change to existing arrangements.
		ND	Fullerton	Thrybergh Parish Hall, Park Lane	Suitable for purpose - no change to existing arrangements.
		NE	Reresby	Staple Green Community Centre, Staple Green	Suitable for purpose - no change to existing arrangements.
		NF	Jenkin Wood	Sunnyside Community Centre, Flanderwell Lane	Suitable for purpose - no change to existing arrangements.
		NG	Belvedere	Bramley Parish Hall, Cross Street	Suitable for purpose - no change to existing arrangements.
		NH	Ravenfield	Ravenfield Parish Hall, Birchwood Drive	Suitable for purpose - no change to existing arrangements.
		NI	Hooton Roberts	Thrybergh Parish Hall, Park Lane	Suitable for purpose - no change to existing arrangements.
Rother Valley	Sitwell	OA	Stag	Herringthorpe United Reformed Church, Wickersley Road	Suitable for purpose - no change to existing arrangements.
		OB	St Cuthberts	St Cuthberts Church Hall, Bent Lathes Avenue	Suitable for purpose - no change to existing arrangements.
		OC	Broom	Broom Methodist Church, Broom Lane	Suitable for purpose - no change to existing arrangements.
		OD	Sitwell	Newman Additional Resource, (Next to Newman School), East Bawtry Road	There is a program of improvements to the school during 2014 but there is no expectation that this did not affect polling in May 2014. Polling place considered the most suitable for purpose, no plans for change
		OE	Hungerhill	Whiston J & I School, Saville Road	Suitable for purpose - no change to existing arrangements.
		OF	Worry Goose	Whiston Worry Goose J & I School, Hall Close Avenue	Suitable for purpose - no change to existing arrangements.
		OG	Whiston Brook	Whiston Parish Hall, Well Lane	Suitable for purpose - no change to existing arrangements.
Wentworth & Dearne	Swinton	PA	Valley Road	Swinton Fitzwilliam Primary School, Broadway	Suitable for purpose - no change to existing arrangements.
		PB	Bow Broom	Swinton Queen Primary School, Queen Street	Suitable for purpose - no change to existing arrangements.

		PC	Harrop	Swinton Civic Hall, Station Street	Suitable for purpose - no change to existing arrangements.
		PD	Highthorn	St Thomas Primary School, Meadow View Road	<i>Email received from Cllr J Doyle - part of the Swinton ward lies in Kilnhurst along Wharf Road. These residents currently vote at St. Thomas School which is a long distance away and is a disincentive to vote. In addition they have to walk past a polling station at Kilnhurst Resource Centre. Could a box be provided within the Resource Centre for these Swinton Ward residents?</i> Kilnhurst Community Resource Centre is situated in the Silverwood ward which would mean an additional polling district and polling station would have to be created. There would be additional costs involved with the provision of an additional polling station. Cost seen as excessive when no concerns raised by voters and the number of electors involved (176 polling station voters).
		PE	Brookfield	Brookfield Children's Centre, Lime Grove	Suitable for purpose - no change to existing arrangements.
		PF	Piccadilly	Piccadilly Methodist Church, Wentworth Road	Suitable for purpose - no change to existing arrangements.
Rotherham	Valley	QA	Whinney Hill	Thrybergh Parish Hall, Park Lane	<i>Email received from Thrybergh Parish Council - the council wishes to record some comment this being the desirability of an additional polling station in the Warreners Drive area of Thrybergh. This is because there is a sizeable elderly population in this area who often still prefer to vote in person rather than by post. Parish council unable to suggest any suitable venue and no concerns raised by voters themselves. There would be additional costs involved with the provision of an additional polling station. Cost seen as excessive when no concerns raised by voters and the number of electors involved (195 polling station voters).</i>
		QB	Woodlaithes	Sunnyside Community Centre, Flanderwell Lane	Suitable for purpose - no change to existing arrangements.
		QC	Foljambe	The Willows Children's Centre, Foljambe Drive, Dalton, Rotherham S65 4HQ	Polling place changed for May 2014 elections from Dalton Foljambe Primary School to the Willows Children's Centre after a request received from the school. The primary school and Thrybergh School & Sports College entered into a partnership in 2011 and since then the two schools have tried to co-ordinate their INSET days on the same day but because the primary school has to use one of the INSET days for polling day this has proved difficult especially in 2012 where there were three elections. The centre has it's own entrance and is accessible for electors with disabilities.

		QD	Brecks	Dalton Listerdale J & I School, Beech Avenue	Representation received from school in May 2012 asking if the children's centre could be used as a polling station instead of the school. Proposal considered but the children's centre is at the rear of the school and would be less convenient for voters, therefore not suitable. Current polling station situated in the main hall in the school. Polling place considered the most suitable for purpose, no plans for change
		QE	Dalton Parva	Trinity Croft C of E J & I School, (Parish Room), Dalton Lane	Suitable for purpose - no change to existing arrangements.
		QF	Dalton Brook	Dalton Parish Hall, Doncaster Road, Dalton	Suitable for purpose - no change to existing arrangements.
		QG	East Herringthorpe	High Greave Junior School, (Sports Hall), High Greave Road	Suitable for purpose - no change to existing arrangements.
		QH	St Bernard's	St Bernard's Catholic High School, Herringthorpe Valley Road	Suitable for purpose - no change to existing arrangements.
		QI	Chaucer	Herringthorpe Young People's Centre, Chaucer Road	Suitable for purpose - no change to existing arrangements.
		QJ	Shenstone	Durham Place Reading Room, Durham Place	Suitable for purpose - no change to existing arrangements.
Rother Valley	Wales	RA	Harthill-with-Woodall	Harthill Village Hall, Winney Hill	Suitable for purpose - no change to existing arrangements.
		RB	Thorpe Salvin	Harthill Village Hall, Winney Hill	Suitable for purpose - no change to existing arrangements.
		RC	Todwick	Todwick Village Hall, Kiveton Lane	Suitable for purpose - no change to existing arrangements.
		RD	Wales	Wales Primary School, School Road, Wales	Suitable for purpose - no change to existing arrangements.
		RE	Kiveton Park	Kiveton Park Youth & Comm. Centre, Station Road	Suitable for purpose - no change to existing arrangements.
		RF	Walesmoor	Kiveton Park & Wales Village Hall, Walesmoor Avenue	Suitable for purpose - no change to existing arrangements.
		RG	Peregrine Way	Peregrine Way Community Centre, Peregrine Way	Suitable for purpose - no change to existing arrangements.
		RH	Viking Way	Viking Way Community Centre, Viking Way	Suitable for purpose - no change to existing arrangements.
Wentworth & Dearne	Wath	SA	Montgomery	Trinity Methodist Church, Chapel Street	Suitable for purpose - no change to existing arrangements.
		SB	Sandygate	Fir Close Meeting Centre, Fir Close	There is a continued concern due to the council's review of council assets giving rise to the need for alternative reliable polling venues. The Returning Officer proposes to use Oaks Day Centre, Oak Road from May 2015 onwards. The building is DDA compliant and has a car park. Polling station will be situated in the dining hall. Polling station in current polling place situated in the main hall.

		SC	Sandymount	Wath Victoria J & I School, Sandymount Road	Site visit following suggestion to use the Army Cadet Centre at bottom of the road. The Army Cadet Centre is unsuitable as a polling station, there is no car park, the path leading to the centre is unsuitable and there are 3 steps leading up to the entrance (no ramp was visible on initial inspection). This school is still considered the most suitable, no plans to change.
		SD	Racecourse	Saint Pius X Catholic High School, (Sports Hall), Wath Wood Road	Suitable for purpose - no change to existing arrangements.
		SE	Rookery	Swinton Fitzwilliam Primary School, Broadway	Suitable for purpose - no change to existing arrangements.
		SF	Newhill	Wath Central Primary School, Fitzwilliam Street	Suitable for purpose - no change to existing arrangements.
		SG	Manvers	Wath upon Dearne RUFC Clubhouse, Moor Road	Suitable for purpose - no change to existing arrangements.
Wentworth & Dearne	Wickersley	TA	Flanderwell	Silver Birch Children`s Centre, Flanderwell Primary School, Greenfield Court	Suitable for purpose - no change to existing arrangements.
		TB	Sunnyside	Sunnyside Community Centre, Flanderwell Lane	Suitable for purpose - no change to existing arrangements.
		TC	Bramley	Bramley Parish Hall, Cross Street	Suitable for purpose - no change to existing arrangements.
		TD	Northfield	Blessed Trinity Catholic Church, Northfield Lane	Suitable for purpose - no change to existing arrangements.
		TE	Bramley Grange	Bramley Grange Primary School, (Foundation Unit), Howard Road	Suitable for purpose - no change to existing arrangements.
Rotherham	Wingfield	UA	Greasbrough	Greasbrough Public Hall, Coach Road	There is a continued concern due to the council's review of council assets giving rise to the need for alternative reliable polling venues. The community buildings public consultation completes on the 10th July and to date there have been no representations to keep Greasbrough Public Hall open. Proposal is to use the Early Years Base at Greasbrough Primary School on Munsbrough Rise as a polling place. Greasbrough Library was considered but the size of the meeting room wasn't adequate for two stations.
		UB	Rockingham	Rockingham Professional Development Centre, Roughwood Road	Suitable for purpose - no change to existing arrangements.
		UC	Wingfield	Wingfield Young Peoples Centre, Wingfield Road	Suitable for purpose - no change to existing arrangements.
		UD	Kimberworth Park	St John's Church, St John's Green	Suitable for purpose - no change to existing arrangements.

ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET
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1.	Meeting:	CABINET
2.	Date:	24 th September 2014
3.	Title:	Council Tax Reduction Scheme for 2015/16
4.	Directorate:	Resources

5. Summary

This report provides details of the operation of Rotherham's Council Tax Reduction Scheme (CTRS) for the last 16 months since April 2013 and outlines the policy options available to the Council in order to help determine the nature and scope of its CTRS for 2015/16. Legislation requires the Council to determine and approve formally its CTRS on an annual basis. Essentially, the authority must determine whether to retain the current scheme or alternatively consult on a new local scheme which, for example, could set a different minimum contribution percentage from claimants.

6. Recommendations

Cabinet are recommended to:

- **Note the contents of the report and;**
- **Consider the policy and financial options available to the Council in respect of determining and approving a CTRS for 2015/16.**

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7. Proposals and Details

- 7.1 **Background** - Prior to April 2013, Council Tax Benefit (CTB) was an income related benefit administered by local authorities on behalf of the Department for Work and Pensions (DWP). A grant from the DWP met in full the cost of benefits awarded. In April 2013 CTB was abolished and replaced by a locally determined and administered discount scheme - **the Council Tax Reduction Scheme (CTRS)**.
- 7.2 Rather than being a benefit payment CTRS operates as a discount on the Council Tax charged by an authority. Local CTR Schemes are required by statute to protect pensioners and, provided their financial circumstances do not change, there will be no change in the Council Tax support that a pensioner receives. Working age claimants do not receive any such protection and authorities can require a contribution towards Council Tax from these claimants. Currently working age claimants in Rotherham are required to contribute a minimum 8.5% of their Council Tax liability and this has been the case since the scheme was introduced in 2013/14.
- 7.3 **Government funding for CTRS** - Unlike CTB, CTRS is not fully funded by the Government. The initial grant allocation for 2013/14 of £17.5m represented 90% of the DCLG's estimated cost of all former CTB payments. In addition, the design of Rotherham's CTRS which set the maximum available support for all working age claimants at 91.5%, (requiring a minimum contribution of 8.5% of Council Tax liability), met the Government's qualifying criteria for one-off Transitional Grant of £0.468m in 2013/14.
- 7.4 This year Central Government support for CTRS has been further reduced; firstly the Transitional Grant (£0.468m) has been discontinued and secondly, funding for Council Tax Support was merged with the Council's Central Government Funding Settlement rather being paid as a specific grant as it was in 2013/14. Although Ministers have asserted that the grant has not reduced, if it is assumed that funding for CTRS has declined in line with the overall settlement total, then it is estimated that the original £17.5m allocation for 2013/14 was reduced to £15.4m in the current year and is projected to fall further to £12.8m in 2015/16. The reduction in total settlement funding has been reflected in the Council's MTFS.
- 7.5 The current estimated cost of the CTRS is £21.3m of which Rotherham's share is £18.3m (the remaining £3m relates to the Police and Fire Precepts). Allowing for the decline in government funding for CTRS outlined above, the estimated shortfall in funding is currently £2.8m and will grow to £5.5m for 2015/16. The 2014/15 Revenue budget and the current MTFS assume that the Council will:
- Continue to support working age claimants up to a maximum of 91.5% of their Council Tax Liability;
 - Continue to generate income from the changes to CT discounts for empty dwellings and second homes; and
 - Treat the continuing decline in Government funding for Council Tax Support as part of the overall reduction in government grant and a corporate pressure.

- 7.6 **CTRS Policy Options for 2015/16** – The Council is required to review its CTRS annually and decide whether to retain the current scheme or alternatively introduce a new CTR scheme which could incorporate a different minimum contribution percentage for working age claimants (the protection of pensioners is mandatory).
- 7.7 If the Council does choose to change its CTRS it is required by the 1992 Local Government Finance Act to undertake a consultation with major preceptors (the Police and Crime Commissioner and the Fire and Rescue Authority) followed by public consultation. Minor adjustments to the scheme to mirror DWP and DCLG provisions would not require consultation.
- 7.8 The process for the Council therefore starts with the decisions:
- **Does the Council wish to continue the current level of support for claimants?** (i.e., the Council will continue to set the maximum available support for all working age claimants at 91.5% requiring a minimum contribution of 8.5% of their Council Tax liability). And
 - **Does the Council wish to revise its Empty Property and Second Home Council Tax Discounts?**
- 7.9 **Experience to date:** - It is considered that the implementation of the current CTRS and CT discount changes in 2013/14 operated relatively smoothly and, although an additional 16,000 working age claimants were required to pay Council Tax for the first time or at an increased rate, the Council was able to achieve and exceed the challenging 97% collection rate last year and this pattern is being repeated in the current financial year. Additionally, the relatively low contribution level required from working age claimants has allowed the Revenues and Benefits Service to exercise greater flexibility in resolving claimants' payment plans which prevented many from appearing in Magistrates Court and incurring additional costs.
- 7.10 Scheme costs: - when the 2014/15 budget was set it was estimated that Rotherham's 2014/15 CTRS scheme would cost £18.2m in total before any Council Tax rise. The level of discounts granted is currently in line with this target, although the Council Tax has increased by just under 2%.
- 7.11 The stability in the cost of the scheme is attributed to a decline in the number of claimants due to:
- An increase in the State Pension Credit Age has led to a decline in the number of Pensioner Claimants: - 3.2% in 2013/14 and a further -1.5% in the year to date.
 - Working Age Claimant numbers have also reduced - by -4.3% and -1.3% over the same periods
 - Overall there has been a decrease in claimant numbers of around 5% since the introduction of CTRS. Although the rate of decline does appear to be slowing, the downward trend in caseload is expected to continue. Each 1% reduction in the caseload is estimated to reduce the cost of the Council's scheme by just under £0.2m.

- 7.12 Under the current 8.5% minimum contribution level, and assuming no Council Tax rise in 2015/16, a CTRS claimant in a Band A property (with no parish precept or other discounts but including Police and Fire Precepts) would be expected to pay a minimum of £82.94 per year or £1.60 per week. The table below shows the impact of increasing the minimum contributions on the payments required from claimants (assuming no increase in Council Tax)

Maximum Level of Support	Current Annual Claimant Contribution £	Annual Increase in Claimant Contribution £	Weekly Increase in Claimant Contribution £	New Annual Claimant Contribution £
91.5%	82.94	n/a	n/a	82.94
90%	82.94	+14.65	+0.28	97.59
87.5%	82.94	+39.04	+0.75	121.98
85%	82.94	+63.43	+1.22	146.37
82.5%	82.94	+87.83	+1.69	170.77
80%	82.94	+112.22	+2.16	195.16

- 7.13 Although reducing the maximum level of support and increasing working age claimant contributions would increase the amount of Council Tax billed not all of the sum will be collectable. It is anticipated that as the maximum level of support decreases and the minimum contribution rises overall Council Tax collection rates will fall for several reasons as set out below:

- For claimants paying through DWP deductions from benefits, the national weekly deduction limit set by the DWP is already insufficient to clear the current 8.5% contribution plus any court costs during the year, leaving such claimants in arrears at the year end. An increase in contributions will in these cases increase the level of debt and arrears without collecting additional income.
- Arrears for those claimants currently making no payments are also expected to increase. These debts are pursued through Liability Orders. Currently there are 6,704 outstanding Liability Orders for CTRS claimants and where DWP deductions from benefits are not possible or are already in place for another Liability Order, the only recovery option where payment is refused is bailiff collection. Following the introduction of the Tribunal Courts and Enforcement regulations from 2014/15 the costs for bailiff collection have increased substantially making this course of action inappropriate in the majority of CTRS cases as this will merely increase the unpaid debt.
- Evidence reported by other Councils indicates that increasing the minimum contribution may result in some claimants who are currently paying ceasing to do so as the amount becomes unaffordable.

- Experience in 2013/14 and the current year indicates that as levels of default in relation to CTRS claimants increase, a greater proportion of staff resource is taken up by these cases which in turn reduces the amount of resource available to collect non CTRS debt, which has a detrimental effect on **overall** collection rates.

7.14 This is borne out by an analysis of collection rates in 2013/14 (the latest year for which data are available) for the 26 Metropolitan Authorities with CTR Schemes comparable to Rotherham's. This showed a strong link between increases in the minimum contribution required from claimants and reductions in the overall levels of Council Tax collection. Generally, the higher the minimum contribution the larger the increase in default and thus the greater the negative impact on CT collection. The average reduction in **overall collection rates (i.e. not just for claimants)** was as follows:

Contribution Rate	Average Increase in Losses on Collection %
%	
8.5% or less	-0.4
10-19%	-1.0
20%	-1.2
More than 20%	-1.5

7.15 An average of these authorities allowing for local circumstances has been used to estimate the effect on Rotherham's collection rate and income levels over and above the 0.4% reduction already experienced by Rotherham – assuming no increase in Council Tax levels. (See 7.17 below)

7.16 **Other Costs** – the increase in losses on collection is not the only factor that will reduce the level of Council Tax yielded by any reduction on the maximum level of CTRS support.

- **Costs of Collection will increase** – these include postage, staff time and expenses and court costs. These would increase as the level of default rose as outlined above. The estimates are set out in the table below.

In addition, any change in Rotherham's CTRS requires a public consultation. The consultation process prior to the adoption of the 2013/14 CTRS, included; press adverts, letters, SMS/text, emails and presentations to the community. It is estimated that a similar programme for 2015/16 would cost in the region of £20k.

7.17 The effect of these costs on the Additional Council Tax income is shown below with the potential additional net income expected to be received by the Council shown in the final Column. The additional costs and increase in overall losses on collection mean that even quite substantial changes in the level of support/claimant contributions generate relatively small sums. The estimated maximum additional income that could be generated is £74,000.

Maximum Level of CTRS Support	Projected additional net income after losses £'000	Estimated Increased Costs of Collection £'000	Consultation Costs £'000	Estimated additional Net RMBC Income £'000
91.5%	n/a	n/a	n/a	n/a
87.5%	105	50	20	35
85%	214	120	20	74
80%	340	250	20	70

7.18 **Other Factors-** In addition to the financial implications considered above there are other factors which need to be considered in respect of any change to the Council's CTRS. Changes in the CTRS scheme would mean:

- Increased payment default for Council Tax which would have a negative impact on collection rates;
- An increase in the number of claimants summonsed for non-payment at Magistrates' Court;
- Increased hardship for CTRS claimants already adversely affected financially by welfare reform (DWP Sanction Regime, Bedroom tax, benefits cap etc.). Furthermore, the planned national roll out of Universal Credit will have substantial impact on many claimants ability to budget as their benefit will be paid monthly in arrears. For these claimants a further reduction in CTRS support may have serious financial implications on their ability to pay increased Council Tax contributions.

Canvassing neighbouring authorities, of the 6 Metropolitan Districts that responded, 67% indicated that they had no plans to revise their CTRS in 2015/16. Of the 7 smaller District Councils that responded only 2 were considering changes to their CTRS.

7.19 **Council Tax: Empty Property and Second Home Discounts** based on experience to date it is estimated that:

- Removing the 25% discount for properties undergoing structural repair would generate a further £40-50k allowing for losses; and
- It is estimated that removing the 25% discount for the first 6 months a property is empty and unoccupied could generate additional income of up to £100k after allowing for losses on collection and the following caveats:
 - A significant proportion will relate to CTRS claimants liable for the period after leaving while they still have the tenancy. It is considered that the chances of collection on these are minimal.
 - In addition, reducing Council Tax Empty Property discounts would disproportionately impact CTRS claimants in periods when they have a tenancy but are not in receipt of CTRS support as they are not in occupation, and increase payment default for Council Tax having a further negative impact on collection rates.

- In response to the Council levying the charges, private landlords are reducing property vacant periods to minimise their costs.
- The previous reduction in Empty Property Discounts created a significant increase in workload for the Revenues and Benefits service, which in turn increased the cost of collection and reduced the time available to collect other Council Tax debts. Further discount reductions would inevitably have a similar effect.

8. Finance

The estimated cost of running the current CTRS scheme in 2014/15 is £21.3m for which the Council is expected to receive government funding of £15.4m through its financial settlement, albeit it is not possible to specifically identify this source of funding within the settlement. With the projected decline in settlement funding, support for CTRS is projected to reduce to £12.8m in 2015/16. The MTFS currently reflects the reduction in Government Grant Support for the Council and as indicated within this, the reduction in support for CTRS.

The Council's current MTFS assumes that the Council would:

- Continue to support working age claimants up to a maximum of 91.5% of their Council Tax Liability;
- Continue to generate income from the changes to CT discounts for empty dwellings and second homes that were introduced in 2013/14 to offset the CTRS funding shortfall; and
- Treat the continuing decline in Government funding for Council Tax Support as part of the overall reduction in government grant and a corporate pressure.

9. Risks and Uncertainties

9.1 The risks to the authority of amending CTRS to provide less support for claimants are:

- Reduced collection rates as more tax payers, particularly CTRS claimants, may find themselves unable to pay increased Council Tax bills and are taken to court;
- The anticipated increased default levels would cause a capacity issue for the part of the service dealing with income collection. An increased level of default cases, as has been experienced with the 2013/14 changes, reduces the resource that can be allocated to chasing each debt, including non CTRS claimants, and this results in reduced overall income collection performance.
- Although collection rates declined in 2013/14 compared to previous years, it is estimated that the 96.5% collection rate that has been budgeted for in 2014/15 will be achieved. However there remains a risk that the continuing impact of welfare reform and the transitional roll out

of the Universal Credit will result in further reduced income levels amongst working age claimants which in turn could place even more pressure on Council Tax collection rates.

- As comparative Council Tax collection statistics are published by the DCLG any decline in Rotherham's Tax collection rate might be expected to give rise to adverse publicity for the Council and to damage its hard-won reputation for good performance in this area – Rotherham were the best performing metropolitan authority in Yorkshire and the 5th Best Metropolitan Authority overall in 2013/14.

9.2 As indicated any change to the Council's CTRS would require a further consultation process, which would need to start immediately in order for the new scheme to be in place in time for 2015/16.

9.3 Any future increase in the number of CTRS claimants would increase the cost to the authority of the scheme, which would be the case whether the current minimum payment is retained or increased. However as indicated in section 7.11 above, the number of claimants is reducing but the rate of decline appears to be slowing, and although the downward trend in caseload is expected to continue, this cannot be guaranteed. Any increase in Council Tax levels will increase the cost of the scheme.

10. Policy and Performance Agenda Implications

Amending the CTRS scheme to provide less support for claimants is expected to increase the rate of default on payments and customer enquiries, which will in turn cause a capacity issue for the Revenues and Benefits service in collecting debt and performing its other functions.

Performance levels could be substantially reduced in the areas of customer telephone service, benefit assessment, billing and income collection and the service may be unable to carry out future income generation initiatives such as the Single Person Discount (SPD) review.

The Full Council must adopt the 2015/16 CTRS by 31st January 2015.

11. Background Papers and Consultation

- 2013/14 Published CTRS Scheme.
- Report to Cabinet - Council Tax Support / Council Tax Discount and Exemption - Consultation findings – 16th January 2013
- Report to Council Final Council Tax Reduction Scheme and Revisions to the Council Tax Discount and Exemptions for Second homes and empty properties – 30th January 2013
- SIGOMA estimates of Council Tax Support Reductions in funding due to reducing SFA

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<p align="center">ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET</p>
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1	Meeting:	Cabinet
2	Date:	24th September 2014
3	Title:	Capital Programme Monitoring 2014/15 and Capital Programme Budget 2015/16 to 2016/17
4	Directorate:	Resources

5 Summary

The purpose of this report is to provide details of the current forecast outturn for the 2014/15 programme and enable the Council to review the capital programme for the financial years 2015/16 and 2016/17.

6 Recommendations

CABINET IS ASKED TO:

NOTE THE CONTENTS OF THIS REPORT; AND

RECOMMEND THE APPROVAL OF THE UPDATED 2014/15 TO 2016/17 CAPITAL PROGRAMME BY FULL COUNCIL.

7 Proposals and Details

7.1 Background - The Capital Programme 2014/15 to 2016/17

The budget process that led to the original Capital Programme for 2014/15 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 is important that this programme is kept under regular review and where necessary revisions are made. This programme was initially reviewed in June 2014, following the finalisation of the 2013/14 outturn capital expenditure and financing and has now been the subject of a further review, the results of which are reflected in the Directorate summary table presented below. A detailed analysis of the programme for each Directorate is attached at Appendices 1 to 4.

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

	2014/15 Revised Estimate	2014/15 Variance from Last Report	2015/16 Estimate	2015/16 Variance from Last Report	2016/17 Estimate	2016/17 Variance from Last Report
Directorate	£m	£m	£m	£m	£m	£m
Children & Young People's Service	12.034	-1.865	8.036	+2.702	2.694	0
Environment & Development Services	29.400	+0.654	10.658	+2.499	1.200	0
Neighbourhoods & Adult Services	37.100	-0.230	29.513	+1.499	28.062	0
Resources	3.179	+1.037	1.002	+0.532	1.002	+0.532
TOTAL	81.713	-0.404	49.209	+7.232	32.958	+0.532

This updated programme has been prepared in light of the capital resources known to be available to the Council over these financial years, and estimated on a prudent basis.

The Council is continuing to undertake a comprehensive review of its assets and buildings portfolio, with the aim to rationalise both its operational and non-operational asset holdings, which may contribute both a future capital receipt and a revenue saving.

7.2 Children and Young People's Services Capital Programme 2014/15 to 2016/17

The revised proposed spend for 2014/15 is £12.034m, with a further £10.730m of investment in the remaining two years of the current programme.

A copy of the current full programme is attached to this report at Appendix 1. Commentary on the main aspects of the programme and the nature of the spend is given below, including new schemes at several schools across the Borough required to address the increase in pupil numbers, including the central Rotherham catchment areas where the problem is particularly acute.

Primary Schools

Spend on Primary Schools is estimated to be £5.581m in 2014/15, with a further £4.209m of planned spend in 2015/16 to 2016/17. The major investments to note in this area are:

- Work was completed in April 2014 on the **Autism Resource at Flanderwell Primary School** (£0.205m in 2014/15). This resource will cater for 10 pupils who will benefit from a purpose built facility.
- Works are continuing on the expansion of **Wath CE Primary School** (£1.070m in 2014/15). The project, which has also seen the renovation of existing classroom and toilet areas is due to complete by the end of September 2014.
- Work is continuing at **Dalton Listerdale Junior & Infant School** (£1.266m in 2014/15). This project will see a permanent expansion of the school, creating a further four classrooms, to be completed in September 2014.
- The tender report for the School House and Foundation Unit refurbishment at **Wales Primary School** came in at £0.088m, £35k higher than the budget for this work. In addition, £0.150m has been built into the programme for 2015/16 for 1 additional modular classroom, to deal with an increase in pupil numbers at the school.
- Works are continuing at **Badsley Moor Infants School** (£0.212m in 2014/15) to construct an extension to form a new main entrance area to the school, together with the conversion of classrooms to form an IT suite and administrative areas. Works have also been carried out to the dining room of £0.023m, funded from the Universal Free School Meals grant, which is discussed in more detail below. This explains the increase in expenditure compared to the previous Cabinet report.
- Design development has begun at the **New Central Primary School** to be located on Eldon Road Allotment site (£1.500m in 2014/15). Surveys and investigations are continuing, with building on site likely

to begin in October 2014. Spend has been reprofiled to reflect the delay in works commencing, with £3.839m now estimated to be spent in 2015/16, with works programmed to complete by September 2015.

- Work was completed at the beginning of September on an additional one classroom block at **Brampton Ellis Junior School** (£0.186m in 2014/15).
- Work was completed at the end of August on an extension to form an additional classroom facility at Thurcroft Infants School (£0.128m in 2014/15).
- The Council has received grant funding of £0.600m in 2014/15 in respect of works required to meet the Government's requirement to provide **Free School Meals** to infant school pupils. The monies are being spent on capital works to kitchens, including extensions and new kitchen equipment.

Secondary Schools

- **Maltby Academy** (£1.006m in 2014/15). The Council continues to have an interest in the buildings until finalisation of the proposed long term lease of the assets to the Academy and is providing professional and technical support for the project. Building works have now been completed and the school have taken possession of the new buildings.
- Preparation work has been ongoing on the 18 block classroom extension at **Wickersley School and Sports College** (£1.600m in 2014/15). This has been delayed owing to the need to obtain approval from the PFI funders. The work on site, which is required in order to address an increase in pupil numbers, is due to commence in September 2014, to be completed for July 2015.

Other Projects

The other major investments to note are:

- Using Government funding minor enhancement works are carried out at schools. The spend on the **Capitalised Minor Enhancements** programme in 2014/15 is estimated to be £2.003m, these works include:
 - Refurbishment works at The Bridge, required as the facility is being brought under the control of Newman School.
 - Roofing works at Redscope Primary School.
 - An extension and refurbishment works at Rawmarsh Sandhill Primary.
 - Replacement windows at Swinton Comprehensive School.
 - Replacement windows at Kiveton Park Meadows Junior School.

- Repair works and alterations to the School Hall and School House at Wales Primary.
 - A further £3.6m is due to be spent on similar schemes in the remaining years of this programme.
- **Devolved Formula Capital Grant (DFCG)** is paid annually to schools for them to use on small capital projects. In 2014/15 £1.177m is estimated to be spent with a further £1.368m to be allocated in subsequent years.
- Investment is continuing in the **Property Adaptations** programme (£0.262m in 2014/15), which will deliver greater capacity in terms of fostering placement.
- Investment is also continuing in the **Entitlement for Early Years Provision** project (£0.266m in 2014/15), which will allow 2 year olds to take up free early education entitlement.

Environment and Development Services (EDS) Capital Programme 2014/15 to 2016/17

The revised proposed spend for 2014/15 is £29.400m with a further £11.858m of investment in subsequent years. A copy of the full programme is attached to this report at Appendix 2. Commentary on the main aspects of the EDS programme, that are contributing to the regeneration of the Borough and the enhancement of its infrastructure and the changes to planned spend, are shown below:

Culture and Leisure

The overall programme spend in 2014/15 is expected to be £1.381m, which encompasses the projects discussed below.

- Catcliffe Glass Cone (£0.045m in 2014/15). The emergency work on the tower has now been completed.
- In view of the asbestos and re-wiring issues encountered during initial investigations at **Wath Library**, the building has been included in a full review of Wath town centre properties that are of similar construction. This review will determine whether the project should proceed in 2014/15. £0.155m has been assumed in the 2014/15 capital programme at this stage.
- Brinsworth Parish Council is still seeking funding that will allow the **Brinsworth Library** project to commence in 2014/15. Works to the building will see it extended to form a combined library and arts centre. £0.499m has been assumed in the 2014/15 capital programme at this stage.
- With regard to the Borough's **Library facilities**, work facilitating the movement of the customer service centre into Swinton Library is

nearing completion. The remaining works will be completed, pending a review of library facilities (£0.078m in 2014/15).

- Works commenced in April 2014 on the **Rother Valley Country Park** project (£0.241m in 2014/15). This project will deliver a new classroom and cycle centre in the park.
- Works related to the discontinuance of Firsby Reservoir are due to take place (£0.125m 14/15) including scalloping of the shoreline, to bring the site back into a good ecological state.

Highways

The Council's highways continue to be a priority for investment with £20.233m earmarked in 2014/15 when the current Government funding programme comes to an end. The next round of funding is expected to be announced at the end of 2014. As a result, the Council has not included any proposed grant funded spend to the programme beyond 2014/15 at this time, other than on the major projects (A57 & Pinch Point schemes). The main areas of investment in 2014/15 are:

- The **A57 Improvement Scheme** (£1.300m in 2014/15). Completion of the scheme was certified on the 12th May 2014. The project has provided a dual carriageway and new roundabout, together with associated shared use footways and cycleways, including a new pedestrian, cyclist and horse signalised crossing. It is now anticipated that compensation for land acquisition will not be agreed and paid until 2015/16.
- The **LTP Integrated Transport Block** (£2.196m in 2014/15). This funding stream will deliver a programme of schemes designed to address problems at identified accident black spots and investment in works that will promote walking, cycling and bus usage across the Borough. It will also be used to co-contribute towards the costs of the Pinch Point Pool Green roundabout scheme.
- The **Highway Maintenance** programme (£4.283m in 2014/15) will deliver many improvements to the Borough's road infrastructure, including carriageway resurfacing. Works carried over from 2013/14 on Morthern Road and Meadow Bank Road were completed by the end of May 2014 and June 2014 respectively.
- The **LSTF/PTE Bids** (£2.311m in 2014/15) will deliver a number of schemes including bus, walking and cycling initiatives in the town centre and out towards Rawmarsh along the A633. Specifically, amendments to traffic lights to provide more bus priority and to aid cyclists; and the implementation of a traffic control plan in the town centre

- **Pinch Point - Pool Green roundabout** (£4.032m in 2014/15). Replacement of the Main Street Roundabout with a signalised junction. The most significant changes to the scheme are the widening of the Centenary Way approaches to 3 lanes, and accommodating the right turn movements from Main Street and Centenary Way.
- **Pinch Point - Old Flatts Bridge** (£2.175m in 2014/15). Replacement of “Old Flatts Bridge” on the A630 Sheffield Parkway. Works are due to commence on the 29th September with a 56 week programme scheduled.
- **Street lighting improvements - LED Lanterns** (£1.208m in 2014/15) and **Column Replacement** (£0.550m in 2014/15). Two schemes to improve the Borough’s lighting infrastructure and reduce energy costs. LED lanterns £3m over three years 2013/14 to 2015/16 and Columns £1.650m over three 2014/15 - 2016/17.

Anticipated spend on **Other Highways Projects** (£1.508m in 2014/15) has been adjusted to reflect the separate reporting of both Pinch Point and Street Lighting schemes.

Other EDS investments

The Council will in 2014/15 continue to invest in the Borough’s infrastructure, in particular:

- **Rotherham Townscape Heritage Initiative** (£1.352m in 2014/15) continues to deliver improvements to the town centre, investing in the renovation of shop frontages, structural works and roof replacements. Works being undertaken include The Three Cranes, George Wright Building and 29-29a High Street which are expected to be completed by December 2014. Work on these projects will involve significant structural repair to the building fabric along with the reinstatement of architectural details. The public realm improvements to the street scene are also being undertaken in 2014/15.
- **Flood alleviation works** are planned in the following areas in 2014/15:
 - **Drainage Works on Don Street** are still on-going due to protracted negotiations and works will now commence in 2014/15 (£0.627m).
 - **Wath upon Dearne** (£0.345m in 2014/15), where defective trash screens at the head of the culverted watercourses are to be replaced with more appropriately designed and maintained screens.

- **Aston, Aughton and Swallownest Phase 1** scheme (£0.204m in 2014/15) which will provide individual flood protection to thirty properties and replace defective screens at the head of the culverted water course.
- The **Ancillary Services Building** project (£0.195m in 2014/15) has completed, leading to the relocation of the York and Lancaster Regimental Museum and works to improve customer access and the overall visitor experience.
- Work on the **Bailey House Renovation** project (£0.255m in 2014/15) continues. Work is to be carried out to address issues which include the leaking plant room roof, the heating of offices and the replacement of fire doors. The intention is to then move services from both Station Road and Canklow Depots allowing those facilities to be closed. Due to preliminary delays, the development will now be completed in 2014/15.
- The **Demolition of Former Council Offices** (£0.115m in 2014/15) on Doncaster Gate is almost complete, this will help enhance the value of the site for future disposal and mitigate ongoing maintenance and security costs.
- **Aston CSC works** to accommodate Dinnington MacAlloy Staff (£0.280m 2014/15). This involves the adaptation of the Aston Joint Service Centre to accommodate additional staffing; the works will generate revenue savings of £40,000 per year.
- The full purchase of two new business investment units at R-Evolution on the **Advanced Manufacturing Park** site will be completed in 2014/15 (£4.000m) on completion of the development by Harworth Estates, which is expected to be in October 2014. The Council, working with Harworth Estates, is actively seeking tenants for the properties, and is in discussion with a number of interested parties.
- **Investment in caged vehicle replacement** (£0.312m in 2014/15). This involves the purchase of 10 caged vehicles used to support litter bin emptying and litter picking operations and 1 HIAB vehicle used to support fly tip removal operations.

Neighbourhoods and Adults Services Capital Programme 2014/15 to 2016/17

The forecast spend for 2014/15 is £37.110m, with a further £57.575m planned in the remainder of the programme. A copy of the full revised programme is attached to this report at Appendix 3.

Adult Services

The Service is estimated to spend £1.178m in 2014/15, the main projects being:

- The **Assistive Technology** scheme continues to its completion (£0.460m in 2014/15). This will enable people requiring care support services to live independently within their own homes through the purchase of telecare equipment. This equipment includes fall detectors and monitoring alarms.
- The **REWS (Rotherham Equipment and Wheelchair Service) Equipment** programme continues to its completion (0.190m in 2014/15). This involves the purchase of equipment, after Occupational Therapist assessment, to support people within their own homes. Equipment will include a range of specialist bath and shower aids and mattresses and will be managed by Rotherham Foundation Hospital Trust.
- **Rothercare Alarms** – The replacement of 700 existing alarms, with approval having been given to upgrade the existing community alarm units (purchase 4,500 units at a cost of £0.526m) in 2014/15.

Neighbourhoods Services

For 2014/15 the Service is estimated to spend £35.922m with a further £57.575m to be invested during the remaining period of the current programme.

A copy of the existing programme is attached to this report at Appendix 3 and the most notable items are detailed below.

Improving Council Housing & Housing Services - The programme for 2014/15 is estimated to spend £29.678m. Notable planned investments in this area are:

Refurbishment Works (£12.986m in 2014/15). This budget is to fund works for internal and external refurbishments to properties. Internal works will include elements such as new kitchens and bathrooms. External elements include re-roofing, external render, fascia's, soffits & bargeboard replacements and outhouse improvements. Total spend to the end of July 2014 was £2.3m with 486 properties have received works through this programme.

Environmental Works (£1.612m in 2014/15) – This budget will fund a variety of projects throughout the Borough some of which are currently subject to consultation with tenants and elected members. Current works on site include i) completing a trial property at Birks Holt, Maltby with cladding to the external porch area, and ii) fencing and footpath improvements at Brameld Road, Rawmarsh. Other works still to commence include path way improvements at China Town, Maltby and replacement bin stores at Plantation Court, Dinnington.

Decent Homes Void Programme (£2.900m in 2014/15). This budget is to fund major voids where the cost exceeds £4,000. This often occurs when a previous tenant has refused decency works so properties require new kitchens and bathrooms etc. prior to re-letting. Spend to the end of July 2014 was £0.4m with a total of 54 major voids completed to that point.

The **Replacement of Central Heating** programme (£3.761m in 2014/15). There is an ongoing programme of Central Heating replacements in order to reduce the revenue burden as a result of increasing repairs to Buderus and Alpha boilers. Total spend to the end of July 2014 was £0.78m with a total of 336 completions.

The **New Integrated Housing Management IT System** (£0.274m in 2014/15). This budget is to fund the purchase and implementation of the new integrated Housing Management System. Cabinet member for Safe and Attractive Neighbourhoods has approved additional costs of £0.241m to be funded from the HRA at the meeting of 16 June 2014. At this time the available budget has not been amended as it may be possible to fund from slippage elsewhere within the HRA programme as spend forecasts are refined through the year. The position will be updated in the next Cabinet report.

Non-traditional Investment (£1.400m in 2014/15). This budget is to complete the external refurbishment and insulated render works to non-traditional properties. This is part of an ongoing programme to extend the life of non-traditional stock by circa 25 years.

Total spend to the end of July 2014 was £646,835 with 92 completions.

Strategic Acquisitions (£1.537m in 2014/15 and £1.299m in 2015/16). This funding is part of a multiyear commitment to acquire properties to add to the council's social housing stock through the 30 Year HRA Business Plan. Spend to the end of July 2014 was £0.432m with a total of 6 properties purchased in the period at Willow Tree Way, Wickersley. The budget in respect of the Barber's Avenue development has been reprofiled into 2015/16. HCA grant of £0.437m has been received in respect of this development.

Fair Access To All: Disabled Adaptations (£4.094m in 2014/15) – This will fund the ongoing provision of disabled adaptations to council and private dwellings. At the end of July 2014 spend on public sector adaptations was £0.390m with a total of 97 completions. For the same period spend on private sector adaptations was £0.427m with 109 completions. The budget for private sector adaptations has increased to reflect rising demand for this service, this will be funded from RTB receipts. Eligibility criteria are being reviewed as there is likely to be pressure on this service in the future.

Investment into **Neighbourhood Regeneration & Renewal** (£2.037m in 2014/15) is continuing with the most notable projects being:

Canklow Phase 1 & 2 (£0.721m in 2014/15). This is a multi-year programme of activity to regenerate an area within Canklow through Housing Market Renewal. The project is focused on demolition, buy back and refurbishment of public and private sector properties in the area. At the current time there are 3 properties subject to offers and 4 properties where negotiations are ongoing.

Bellows Road, Rawmarsh, Service Centre Clearance (£0.592m in 2014/15). This is an ongoing Housing Market Renewal scheme and includes the construction of new shop units and the provision of new housing within the area. At the present time a planning application and lease agreement are pending for the re-location of a telephone mast. Asbestos surveys and removal are all outstanding.

Garage Site Investment (£0.250m in 2014/15) - This will fund improvement works to garage sites across the Borough. Works will include re-surfacing to the highway, re-roofing, new doors and general environmental improvements. Works will be issued to contractors for pricing in September 2014.

Resources Capital Programme 2014/15 to 2016/17

The Council continues to invest in its **ICT infrastructure** as part of its ICT Strategy, with £2.142m estimated to be spent in 2014/15 and a further £0.940m estimated to be spent in the following 2 years. The Strategy is focussed on ensuring the Council is able to support effectively the services it delivers and promote new, innovative, ways of working that will result in greater efficiencies and effectiveness. The most notable projects are:

- **Developing Customer Access and On-line Self Service.** Making customers' data available on-line in a secure way to improve customer service and realise efficiencies by moving transactions from more expensive contact channels.
- **Upgrading Key Financial Management Systems** to support ongoing improvements to the Council's financial management capability.
- The **Electronic Document Records Management** project, designed to enable staff to access the information they need to do their jobs from any location and to reduce the amount of paper document storage.
- The **Migration of the Council's Data Network** to new providers and the deployment of new networking equipment, enabling continued delivery of faster broadband services.

Other Resources expenditure includes a further £300,000 secured capital loan facility and a £190,000 capital grant for the ongoing High Street re-development in the Town Centre.

In addition, the Cabinet meeting of 9th July 2014 agreed to underwrite a total of £1.596m, along with a contingency budget of £0.124m, spread over the next three years, in respect of the Broadband Delivery UK (BDUK) Project which will further enhance the provision of high speed

broadband across South Yorkshire. At this stage it is expected that SCR Infrastructure Funding will be available for this project, but approval for the use of this funding will not be known until later in the year.

7.3 Funding of the Programme

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

Funding	2014/15 Estimate	2014/15 Variance from Last Report	2015/16 Estimate	2015/16 Variance from Last Report	2016/17 Estimate	2016/17 Variance from Last Report
	£m	£m	£m	£m	£m	£m
Grants & Contributions	33.007	+0.455	8.888	+4.635	3.623	+2.000
Unsupported Borrowing	16.035	-1.385	13.076	+2.397	2.252	-1.468
Usable Capital Receipts	2.414	+0.721	0.332	0	0.332	0
Major Repairs Allowance (HRA)	21.566	-0.195	20.864	+0.200	20.664	0
Revenue Contributions	8.691	0	6.049	0	6.087	0
Total	81.713	-0.404	49.209	+7.232	32.958	+0.532

7.3 Amount of Capital Expenditure on a Ward Basis

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

	2014/15 Previous Report	2014/15 Revised Estimate	2014/15 Variance to Previous Report	2015/16 Previous Report	2015/16 Revised Estimate	2015/16 Variance to Previous Report	2016/17 Previous Report	2016/17 Revised Estimate	2016/17 Variance to Previous Report
ANSTON & WOODSETTS	88	332	244	36	0	-36	36	0	-36
BOSTON CASTLE	7,518	8,038	520	379	925	546	9	0	-9
BRINSWORTH & CATCLIFFE	3,267	3,129	-138	35	1,744	1,709	35	0	-35
DINNINGTON	37	171	134	36	0	-36	36	0	-36
HELLABY	54	2,089	2,035	14	1,303	1,289	14	0	-14
HOLDERNESS	1,197	1,021	-176	31	100	69	31	0	-31
HOOBER	164	186	22	14	0	-14	14	0	-14
KEPPEL	35	300	265	35	0	-35	35	0	-35
MALTBY	1,054	1,054	0	20	0	-20	20	0	-20
RAWMARSH	1,512	2,135	623	33	1,268	1,235	160	160	0
ROTHER VALE	430	438	8	19	0	-19	19	0	-19
ROTHERHAM EAST	2,955	1,739	-1,216	2,651	3,839	1,188	51	0	-51
ROTHERHAM WEST	42	2	-40	42	0	-42	42	0	-42
SILVERWOOD	18	129	111	18	0	-18	18	0	-18
SITWELL	17	0	-17	17	0	-17	17	0	-17
SWINTON	289	10	-279	39	0	-39	39	0	-39
VALLEY	3,501	1,364	-2,137	32	0	-32	32	0	-32
WALES	936	795	-141	150	250	100	27	0	-27
WATH	1,704	1,631	-73	52	0	-52	52	0	-52
WICKERSLEY	3,168	205	-2,963	34	60	26	34	0	-34
WINGFIELD	61	47	-14	14	0	-14	14	0	-14
ALL WARDS	54,070	56,898	2,828	38,276	39,720	1,444	31,691	32,798	1,107
TOTAL	82,117	81,713	-404	41,977	49,209	7,232	32,426	32,958	532

8. Financial Implications

These are contained within the body of this report. Any revenue implications from the revised programme have been fully reflected in the Council's latest 2014/15 revenue forecast and its updated Medium Term Financial Strategy.

9. Risks & Uncertainties

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

10. Policy and Performance Agenda Implications

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

11. Background Papers and Consultation

- Capital Programme 2014/15 to 2016/17
- Project / Scheme monitoring reports
- Monitoring returns and budget setting details from Directorates.

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Appendix 1

CHILDREN AND YOUNG PEOPLE'S CAPITAL PROGRAMME 2014/15 - 2016/17
FINANCIAL SUMMARY STATEMENT

CAPITAL INVESTMENT BY PROJECT									
	2014/15	2014/15	2014/15	2015/16	2015/16	2015/16	2016/17	2016/17	2016/17
	Estimate	Revised	Variance to Previous Report	Estimate	Revised	Variance to Previous Report	Estimate	Revised	Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
PRIMARY									
MALTBY LILLY HALL	54	54	0						
KILNHURST ST THOMAS EXTRA CLASSROOM	10	10	0						
HERRINGTHORPE INFANT & JUNIOR SCHOOLS EXPANSION	98	98	0						
ASTON HALL INFANT & JUNIOR SCHOOL EXPANSION	98	98	0						
FLANDERWELL PRIMARY AUTISM RESOURCE	205	205	0						
BROOM VALLEY COMMUNITY PRIMARY SCHOOL EXPANSION	29	29	0						
BRINSWORTH HOWARTH PRIMARY SCHOOL - MODULAR CLASSROOMS	3	3	0						
BRAMLEY SUNNYSIDE INFANT SCHOOL RENOVATION	60	0	-60	0	60	60			
WATH C OF E PRIMARY SCHOOL EXPANSION	1,070	1,070	0						
DALTON LISTERDALE JUNIOR AND INFANT SCHOOL EXPANSION	1,266	1,266	0						
KIVETON PARK MEADOWS JUNIOR SCHOOL EXPANSION	52	52	0						
WALES PRIMARY EXPANSION - MODULAR (Ph 1)	58	5	-53	150	0	-150			
WALES PRIMARY EXPANSION - SCHOOL HOUSE/FOUNDATION STAGE UNIT (Ph 2)	0	88	88						
WALES PRIMARY EXPANSION - ADDITIONAL BULGE CLASSROOM (Ph 3)	0	0	0	0	150	150			
BADSLEY MOOR INFANTS RECEPTION ALTERATIONS	189	212	23						
AUTHORITY NEW SCHOOL (ELDON ROAD)	2,739	1,500	-1,239	2,600	3,839	1,239			
RAWMARSH MONKWOOD PRIMARY SCHOOL EXPANSION - MORE LIKELY THOROGATE	0		0				160	160	
THURCROFT INFANTS	120	128	8						
BRAMPTON ELLIS JUNIOR	150	186	36						
BRAMPTON ELLIS INFANTS and JUNIOR or CORTONWOOD SCHOOL			0				0		
UNIVERSAL FREE SCHOOL MEALS	0	577	577						
SECONDARY									
SUPPORT TO SCHOOLS	100	100	0	100	100	0	50	50	
MALTBY ACADEMY	1,006	1,006	0						
CLIFTON SCHOOL CARETAKERS CONVERSION	27	27	0						
WICKERSLEY SSC NEW BLOCK	2,903	1,600	-1,303		1,303	1,303			
SWINTON COMMUNITY SCHOOL IMPROVEMENTS	250	0	-250						
SPECIALS									
CITY LEARNING CENTRES									
CLC RAWMARSH	6	6	0						
CAPITALISED MINOR ENHANCEMENTS	1,917	2,003	86	1,800	1,800	0	1800	1,800	
OTHER SCHEMES									
DFCG	955	1,177	222	634	734	100	634	634	
KIMBERWORTH CO-LOCATION	1	1	0						
PROPERTY ADAPTATIONS	262	262	0	50	50	0	50	50	
ENTITLEMENT FOR EARLY YEARS PROVISION (TWO YEAR OLDS)	266	266	0						
ORCHARD CENTRE - CONSERVATORY	1	1	0						
KILNHURST PRIMARY SCULLERY	4	4	0						
CYPS CAPITAL PROGRAMME	13,899	12,034	-1,865	5,334	8,036	2,702	2,694	2,694	0

SOURCES OF FUNDING	2014/15	2014/15	2014/15	2015/16	2015/16	2015/16	2016/17	2016/17	2016/17
	Estimate	Revised	Variance to Previous Report	Estimate	Revised	Variance to Previous Report	Estimate	Revised	Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)									
GRANTS AND CONTRIBUTIONS	13,627	11,762	-1,865	3,274	5,976	2,702	644	2,644	2,000
REVENUE CONTRIBUTION	10	10	0	10	10	0			0
USABLE CAPITAL RECEIPTS			0			0			0
PRUDENTIAL BORROWING	262	262	0	2,050	2,050	0	2,050	50	-2,000
EARMARKED RESERVES			0			0			0
MAJOR REPAIRS ALLOWANCE			0			0			0
CYPS CAPITAL PROGRAMME	13,899	12,034	-1,865	5,334	8,036	2,702	2,694	2,694	0

CYPS CAPITAL INVESTMENT BY WARD 2014/15 - 2016/17

CYPS CAPITAL INVESTMENT BY WARD									
	2014/15	2014/15	2014/15	2015/16	2015/16	2015/16	2016/17	2016/17	2016/17
	Estimate	Revised	Variance to Previous Report	Estimate	Revised	Variance to Previous Report	Estimate	Revised	Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
ANSTON & WOODSETTS	36	0	-36	36	0	-36	36	0	-36
BOSTON CASTLE	29	29	0	9	0	-9	9	0	-9
BRINSWORTH & CATCLIFFE	35	3	-32	35	0	-35	35	0	-35
DINNINGTON	36	0	-36	36	0	-36	36	0	-36
HELLABY	54	1,654	1,600	14	1,303	1,289	14	0	-14
HOLDERNESS	98	98	0	31	0	-31	31	0	-31
HOOBER	164	186	22	14	0	-14	14	0	-14
KEPPEL	35	0	-35	35	0	-35	35	0	-35
MALTBY	1,006	1,006	0	20	0	-20	20	0	-20
RAWMARSH	192	6	-186	33	0	-33	160	160	0
ROTHER VALE	120	128	8	19	0	-19	19	0	-19
ROTHERHAM EAST	2,955	1,739	-1,216	2,651	3,839	1,188	51	0	-51
ROTHERHAM WEST	42	2	-40	42	0	-42	42	0	-42
SILVERWOOD	18	4	-14	18	0	-18	18	0	-18
SITWELL	17	0	-17	17	0	-17	17	0	-17
SWINTON	289	10	-279	39	0	-39	39	0	-39
VALLEY	1,364	1,364	0	32	0	-32	32	0	-32
WALES	110	145	35	150	150	0	27	0	-27
WATH	1,143	1,070	-73	52	0	-52	52	0	-52
WICKERSLEY	3,168	205	-2,963	34	60	26	34	0	-34
WINGFIELD	14	0	-14	14	0	-14	14	0	-14
ALL WARDS	2,974	4,385	1,411	2,003	2,684	681	1,959	2,534	575
CYPS CAPITAL PROGRAMME	13,899	12,034	-1,865	5,334	8,036	2,702	2,694	2,694	0

EDS CULTURE AND LEISURE CAPITAL PROGRAMME 2014/15 - 2016/17
FINANCIAL SUMMARY STATEMENT

CAPITAL INVESTMENT BY PROJECT	2014/15 Previous Report £'000s	2014/15 Estimate £'000s	2014/15 Variance to Previous Report £'000s	2015/16 Previous Report £'000s	2015/16 Estimate £'000s	2015/16 Variance to Previous Report £'000s	2016/17 Previous Report £'000s	2016/17 Estimate £'000s	2016/17 Variance to Previous Report £'000s
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
WATH LIBRARY REFURBISHMENT	155	155	0						
CATCLIFFE GLASS CONE	45	45	0						
BRINSWORTH LIBRARY	499	499	0						
STRATEGIC REVIEW OF LIBRARIES	78	78	0						
MALTBY LIBRARY LIFT	48	48	0						
ROTHER VALLEY COUNTRY PARK FACILITIES	241	241	0						
ALEXANDRA PARK	69	69	0						
GORDON BENNETT PLAY	69	69	0						
SANCTUARY FIELDS	52	52	0						
FIRSBY RESERVOIR PHASE 2 (NEW)	0	125	125						
CULTURE AND LEISURE CAPITAL PROGRAMME	1,256	1,381	125	0	0	0	0	0	0

SOURCES OF FUNDING	2014/15 Previous Report £'000s	2014/15 Estimate £'000s	2014/15 Variance to Previous Report £'000s	2015/16 Previous Report £'000s	2015/16 Estimate £'000s	2015/16 Variance to Previous Report £'000s	2016/17 Previous Report £'000s	2016/17 Estimate £'000s	2016/17 Variance to Previous Report £'000s
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)									
GRANTS AND CONTRIBUTIONS	210	210	0						
REVENUE CONTRIBUTION	28	28	0						
USABLE CAPITAL RECEIPTS	83	83	0						
PRUDENTIAL BORROWING	935	1,060	125						
MAJOR REPAIRS ALLOWANCE									
CULTURE AND LEISURE CAPITAL PROGRAMME	1,256	1,381	125	0	0	0	0	0	0

EDS HIGHWAYS CAPITAL PROGRAMME 2014/15 to 2016/17
FINANCIAL SUMMARY STATEMENT

CAPITAL INVESTMENT	2014/15 Previous Report £'000s	2014/15 Estimate £'000s	2014/15 Variance to Previous Report £'000s	2015/16 Previous Report £'000s	2015/16 Estimate £'000s	2015/16 Variance to Previous Report £'000s	2016/17 Previous Report £'000s	2016/17 Estimate £'000s	2016/17 Variance to Previous Report £'000s
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
A57 IMPROVEMENTS	1,652	1,300	-352		200	200			
LTP INTEGRATED TRANSPORT BLOCK	2,578	2,196	-382						
LTP HIGHWAY MAINTENANCE	3,382	4,283	901						
LSTF MAIN BID	2,136	2,311	175						
REPLACEMENT/UPGRADE STREET LIGHT	670	670	0	650	650	0	650	650	0
OTHER HIGHWAYS PROJECTS	9,609	1,508	-8,101	1,745	0	-1,745	550	0	-550
LED LANTERNS INVEST TO SAVE		1,208	1,208		825	825			
POOL GREEN ROUNDABOUT		4,032	4,032		925	925			
OLD FLATTS BRIDGE		2,175	2,175		1,744	1,744			
STREET LIGHTING INVEST TO SAVE		550	550		550	550		550	550
EDS HIGHWAYS CAPITAL PROGRAMME	20,027	20,233	206	2,395	4,894	2,499	1,200	1,200	0

SOURCES OF FUNDING	2014/15 Previous Report £'000s	2014/15 Estimate £'000s	2014/15 Variance to Previous Report £'000s	2015/16 Previous Report £'000s	2015/16 Estimate £'000s	2015/16 Variance to Previous Report £'000s	2016/17 Previous Report £'000s	2016/17 Estimate £'000s	2016/17 Variance to Previous Report £'000s
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)									
GRANTS AND CONTRIBUTIONS	14,817	16,078	1,261		1,496	1,496			
REVENUE CONTRIBUTION									
USABLE CAPITAL RECEIPTS									
PRUDENTIAL BORROWING	5,210	4,155	-1,055	2,395	3,398	1,003	1,200	1,200	0
MAJOR REPAIRS ALLOWANCE									
EDS HIGHWAYS CAPITAL PROGRAMME	20,027	20,233	206	2,395	4,894	2,499	1,200	1,200	0

EDS ECONOMIC REGENERATION CAPITAL PROGRAMME 2014/15 - 2016/17
FINANCIAL SUMMARY STATEMENT

CAPITAL INVESTMENT	2014/15 Previous Report	2014/15 Estimate	2014/15 Variance to Previous Report	2015/16 Previous Report	2015/16 Estimate	2015/16 Variance to Previous Report	2016/17 Previous Report	2016/17 Estimate	2016/17 Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
MASTERPLAN									
ROTHERHAM TOWNSCAPE HERITAGE INITIATIVES	1,352	1,352	0						
TOWN CENTRE POPPED ART PROJECT (NEW)		11	11						
FLOOD ALLEVIATION									
DRAINAGE WORKS DON STREET	627	627	0						
WATH UPON DEARNE FLOOD ALLEVIATION SCHEME	345	345	0						
ASTON, AUGHTON & SWALLOWNEST PHASE 1	204	204	0						
EDS ECONOMIC REGENERATION CAPITAL PROGRAMME	2,528	2,539	11	0	0	0	0	0	0

SOURCES OF FUNDING	2014/15 Previous Report	2014/15 Estimate	2014/15 Variance to Previous Report	2015/16 Previous Report	2015/16 Estimate	2015/16 Variance to Previous Report	2016/17 Previous Report	2016/17 Estimate	2016/17 Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)									
GRANTS AND CONTRIBUTIONS	1,279	1,290	11						
REVENUE CONTRIBUTION	40	40	0						
USABLE CAPITAL RECEIPTS									
PRUDENTIAL BORROWING	1,209	1,209	0						
MAJOR REPAIRS ALLOWANCE									
EDS ECONOMIC REGENERATION CAPITAL PROGRAMME	2,528	2,539	11	0	0	0	0	0	0

EDS - OTHER CAPITAL PROGRAMMES 2014/15 - 2016/17
FINANCIAL SUMMARY STATEMENT

CAPITAL INVESTMENT	2014/15 Previous Report	2014/15 Estimate	2014/15 Variance to Previous Report	2015/16 Previous Report	2015/16 Estimate	2015/16 Variance to Previous Report	2016/17 Previous Report	2016/17 Estimate	2016/17 Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
ASSET MANAGEMENT									
ANCILLARY SERVICES BUILDING	195	195	0						
BAILEY HOUSE RENOVATION	255	255	0						
DEMOLITION OF FORMER COUNCIL OFFICES	115	115	0						
DEMOLITION OF INTERNATIONAL CENTRE	1	1	0						
McALLOY - ASTON CSC	280	280	0						
R-EVOLUTION	4,000	4,000	0						
WASTE MANAGEMENT									
PFI RESIDUAL WASTE FACILITY				5,764	5,764	0			
CAGED VEHICLE HIAB REPLACEMENT	0	312	312						
ROTHERHAM ECONOMIC REGENERATION FUND									
TOWN CENTRE BUSINESS VITALITY SCHEME-PRIVATE PROPERTIES	74	74	0						
TOWN CENTRE BUSINESS VITALITY SCHEME-RMBC PROPERTIES	15	15	0						
EDS - OTHER CAPITAL PROGRAMMES	4,935	5,247	312	5,764	5,764	0	0	0	0

SOURCES OF FUNDING	2014/15 Previous Report	2014/15 Estimate	2014/15 Variance to Previous Report	2015/16 Previous Report	2015/16 Estimate	2015/16 Variance to Previous Report	2016/17 Previous Report	2016/17 Estimate	2016/17 Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)									
GRANTS AND CONTRIBUTIONS									
REVENUE CONTRIBUTION									
USABLE CAPITAL RECEIPTS	115	115	0						
PRUDENTIAL BORROWING	4,820	5,132	312	5,764	5,764	0	0		
MAJOR REPAIRS ALLOWANCE									
EDS - OTHER CAPITAL PROGRAMMES	4,935	5,247	312	5,764	5,764	0	0	0	0

SUMMARY EDS CAPITAL PROGRAMME 2014/15 - 2016/17

	2014/15 Previous Report £'000s	2014/15 Estimate £'000s	2014/15 Variance to Previous Report £'000s	2015/16 Previous Report £'000s	2015/16 Estimate £'000s	2015/16 Variance to Previous Report £'000s	2016/17 Previous Report £'000s	2016/17 Estimate £'000s	2016/17 Variance to Previous Report £'000s
TOTAL EDS INVESTMENT	28,746	29,400	654	8,159	10,658	2,499	1,200	1,200	0

SOURCES OF FUNDING	2014/15 Previous Report £'000s	2014/15 Estimate £'000s	2014/15 Variance to Previous Report £'000s	2015/16 Previous Report £'000s	2015/16 Estimate £'000s	2015/16 Variance to Previous Report £'000s	2016/17 Previous Report £'000s	2016/17 Estimate £'000s	2016/17 Variance to Previous Report £'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)									
GRANTS AND CONTRIBUTIONS	16,306	17,578	1,272		1,496	1,496		0	0
REVENUE CONTRIBUTION	68	68	0		0	0	0	0	0
USABLE CAPITAL RECEIPTS	198	198	0					0	0
PRUDENTIAL BORROWING	12,174	11,556	-618	8,159	9,162	1,003	1,200	1,200	0
MAJOR REPAIRS ALLOWANCE									
EDS CAPITAL PROGRAMME	28,746	29,400	654	8,159	10,658	2,499	1,200	1,200	0

EDS CAPITAL INVESTMENT BY WARD 2014/15 - 2016/17

EDS CAPITAL INVESTMENT BY WARD	2014/15 Previous Report £'000s	2014/15 Estimate £'000s	2014/15 Variance to Previous Report £'000s	2015/16 Previous Report £'000s	2015/16 Estimate £'000s	2015/16 Variance to Previous Report £'000s	2016/17 Previous Report £'000s	2016/17 Estimate £'000s	2016/17 Variance to Previous Report £'000s
ANSTON & WOODSETTS	52	332	280	0		0	0		0
BOSTON CASTLE	6,768	6,888	120	370	925	555	0		0
BRINSWORTH & CATCLIFFE	3,232	3,126	-106	0	1,744	1,744	0		0
DINNINGTON	0	0	0	0		0	0		0
HELLABY	0	0	0	0		0	0		0
HOLDERNESS	1,099	923	-176	0	100	100	0		0
HOOBER	0	0	0	0		0	0		0
KEPPEL	0	0	0	0		0	0		0
MALTBY	48	48	0	0		0	0		0
RAWMARSH	0	0	0	0		0	0		0
ROTHER VALE	310	310	0	0		0	0		0
ROTHERHAM EAST	0	0	0	0		0	0		0
ROTHERHAM WEST	0	0	0	0		0	0		0
SILVERWOOD	0	125	125	0		0	0		0
SITWELL	0	0	0	0		0	0		0
SWINTON	0	0	0	0		0	0		0
VALLEY	2,137	0	-2,137	0		0	0		0
WALES	826	650	-176	0	100	100	0		0
WATH	500	500	0	0		0	0		0
WICKERSLEY	0	0	0	0		0	0		0
WINGFIELD	0	0	0	0		0	0		0
ALL WARDS	13,774	16,498	2,724	7,789	7,789	0	1,200	1,200	0
EDS CAPITAL PROGRAMME	28,746	29,400	654	8,159	10,658	2,499	1,200	1,200	0

Appendix 3

NEIGHBOURHOODS & ADULT SERVICES CAPITAL PROGRAMME 2014/15 - 2016/17 FINANCIAL SUMMARY STATEMENT

CAPITAL INVESTMENT BY PROJECT									
	2014/15	2014/15	2014/15	2015/16	2015/16	2015/16	2016/17	2016/17	2016/17
	Estimate	Revised	Variance to	Estimate	Revised	Variance to	Estimate	Revised	Variance to
	£'000s	£'000s	Previous Report £'000s	£'000s	£'000s	Previous Report £'000s	£'000s	£'000s	Previous Report £'000s
ADULT SERVICES									
ASSISTIVE TECHNOLOGY	460	460	0						
REWS EQUIPMENT	190	190	0						
ROTHERCARE ALARMS	526	526	0						
TREEFIELDS LEARNING CENTRE - FENCING	2	2	0						
IMPROVING COUNCIL HOUSING & HOUSING SERVICES									
REFURBISHMENT	12,427	12,986	559	12,112	12,112	0	12,148	12,148	0
REPLACEMENT WINDOWS	200	211	11	0	0	0	0	0	0
ENVIRONMENTAL WORKS	1,612	1,612	0	1,500	1,500	0	1,500	1,500	0
DECENT HOMES VOID PROGRAMME	2,900	2,900	0	2,950	2,950	0	3,000	3,000	0
REPLACEMENT OF CENTRAL HEATING	3,761	3,761	0	3,261	3,261	0	3,261	3,261	0
ELECTRICAL BOARD & BOND	200	150	-50	205	205	0	210	210	0
REPLACEMENT OF COMMUNAL DOORS (HIGH SECURITY)	891	891	0	500	500	0	500	500	0
ASBESTOS TESTING	380	380	0	400	400	0	410	410	0
FLAT DOOR REPLACEMENT	76	76	0	0	0	0	0	0	0
DISTRICT HEATING CONVERSIONS	2,000	1,800	-200	1,000	1,000	0	1,000	1,000	0
BOUNDARY WALL TREATMENTS	425	100	-325	625	625	0	625	625	0
GENERAL STRUCTURES	650	650	0	650	650	0	650	650	0
EXTERNAL INSULATION	50	50	0	50	50	0	50	50	0
NEW IT SYSTEMS	274	274	0	0	0	0	0	0	0
NON-TRADITIONAL INVESTMENT	1,400	1,400	0	1,400	1,400	0	1,400	1,400	0
STRATEGIC ACQUISITIONS	2,836	1,537	-1,299	0	1,299	1,299	0	0	0
NEW BUILD DPU BUNGALOWS	500	300	-200	0	200	200	0	0	0
ENABLING WORKS HRA LAND	100	100	0	100	100	0	100	100	0
LADY OAKS FLATS ENVIRONMENTS	0	400	400	0	0	0	0	0	0
SHELTERED HOUSING COMMUNAL AREA	100	100	0	0	0	0	0	0	0
FAIR ACCESS TO ALL									
DISABLED FACILITIES GRANT (PRIVATE SECTOR)	1,311	2,016	705	1,311	1,311	0	1,311	1,311	0
DISABLED ADAPTATIONS (PUBLIC SECTOR)	2,078	2,078	0	1,950	1,950	0	1,897	1,897	0
NEIGHBOURHOOD REGENERATION & RENEWAL									
GALLERY TOWN - DINNINGTON IMPROVEMENTS	1	1	0						
CANKLOW PHASE 1 & 2	721	721	0						
BELLOWS ROAD SERVICE CENTRE CLEARANCE	592	592	0						
GARAGE SITE INVESTMENT	250	250	0						
MONKSBRIDGE DEMOLITION DINNINGTON	0	80	80						
DOE QUARRY LANE STREET SCENE	0	90	90						
FUEL POVERTY - VULNERABLE PEOPLE	303	303	0						
NEIGHBOURHOODS IMPROVEMENTS NON-HIP PROGRAMME									
AIR QUALITY GRANT	8	7	-1						
LANDFILL SITES	106	106	0						

NEIGHBOURHOODS & ADULT SERVICES CAPITAL PROGRAMME	37,330	37,100	-230	28,014	29,513	1,499	28,062	28,062	0
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SOURCES OF FUNDING	2014/15 Estimate £'000s	2014/15 Revised £'000s	2014/15 Variance to Previous Report £'000s	2015/16 Estimate £'000s	2015/16 Revised £'000s	2015/16 Variance to Previous Report £'000s	2016/17 Estimate £'000s	2016/17 Revised £'000s	2016/17 Variance to Previous Report £'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)									
GRANTS AND CONTRIBUTIONS	2,619	3,162	543	979	1,416	437	979	979	0
REVENUE CONTRIBUTION	8,513	8,513	0	6,039	6,039	0	6,087	6,087	0
USABLE CAPITAL RECEIPTS	1,495	2,216	721	332	332	0	332	332	0
PRUDENTIAL BORROWING	2,942	1,643	-1,299	0	862	862	0	0	0
EARMARKED RESERVES			0	0	0	0	0	0	0
MAJOR REPAIRS ALLOWANCE	21,761	21,566	-195	20,664	20,864	200	20,664	20,664	0
NEIGHBOURHOODS & ADULT SERVICES CAPITAL PROGRAMME	37,330	37,100	-230	28,014	29,513	1,499	28,062	28,062	0

NEIGHBOURHOODS & ADULT SERVICES
CAPITAL INVESTMENT BY WARD 2014/15 -
2016/17

NEIGHBOURHOODS & ADULT SERVICES CAPITAL INVESTMENT BY WARD	2014/15 Estimate £'000s	2014/15 Revised £'000s	2014/15 Variance to Previous Report £'000s	2015/16 Estimate £'000s	2015/16 Revised £'000s	2015/16 Variance to Previous Report £'000s	2016/17 Estimate £'000s	2016/17 Revised £'000s	2016/17 Variance to Previous Report £'000s
ANSTON & WOODSETTS			0	0	0	0	0	0	0
BOSTON CASTLE	721	1,121	400	0	0	0	0	0	0
BRINSWORTH & CATCLIFFE			0	0	0	0	0	0	0
DINNINGTON	1	171	170	0	0	0	0	0	0
HELLABY		435	435	0	0	0	0	0	0
HOLDERNESS			0	0	0	0	0	0	0
HOOBER			0	0	0	0	0	0	0
KEPPEL		300	300	0	0	0	0	0	0
MALTBY			0	0	0	0	0	0	0
RAWMARSH	1,320	2,129	809	0	1,268	1,268	0	0	0
ROTHER VALE			0	0	0	0	0	0	0
ROTHERHAM EAST			0	0	0	0	0	0	0
ROTHERHAM WEST			0	0	0	0	0	0	0
SILVERWOOD			0	0	0	0	0	0	0
SITWELL			0	0	0	0	0	0	0
SWINTON			0	0	0	0	0	0	0
VALLEY			0	0	0	0	0	0	0
WALES			0	0	0	0	0	0	0
WATH	61	61	0	0	0	0	0	0	0
WICKERSLEY			0	0	0	0	0	0	0
WINGFIELD	47	47	0	0	0	0	0	0	0
ALL WARDS	35,180	32,836	-2,344	28,014	28,245	231	28,062	28,062	0
NEIGHBOURHOODS & ADULT SERVICES CAPITAL PROGRAMME	37,330	37,100	-230	28,014	29,513	1,499	28,062	28,062	0

TRUE
TRUE

TRUE
TRUE

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TRUE
TRUE

RESOURCES CAPITAL PROGRAMME 2014/15 - 2016/17
FINANCIAL SUMMARY STATEMENT

CAPITAL INVESTMENT BY PROJECT	SPEND AND FUNDING STATEMENT								
	2014/15 Previous Report	2014/15 Estimate	2014/15 Variance to Previous Report	2015/16 Previous Report	2015/16 Estimate	2015/16 Variance to Previous Report	2016/17 Previous Report	2016/17 Estimate	2016/17 Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
ICT									
ICT STRATEGY	151	151	0						
ICT STRATEGY (2)	1,526	1,526	0						
ICT REFRESH	465	465	0	470	470	0	470	470	0
RESOURCES									
ELECTORAL HARDWARE	0	15	15						
HIGH STREET DEVELOPMENT LOAN	0	300	300						
HIGH STREET DEVELOPMENT LOAN		190	190						
BD UK	0	532	532	0	532	532	0	532	532
RESOURCES CAPITAL PROGRAMME	2,142	3,179	1,037	470	1,002	532	470	1,002	532

SOURCES OF FUNDING	2014/15 Previous Report	2014/15 Estimate	2014/15 Variance to Previous Report	2015/16 Previous Report	2015/16 Estimate	2015/16 Variance to Previous Report	2016/17 Previous Report	2016/17 Estimate	2016/17 Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (REVENUE)									
GRANTS AND CONTRIBUTIONS		505	505						
REVENUE CONTRIBUTION	100	100	0						
USABLE CAPITAL RECEIPTS									
PRUDENTIAL BORROWING	2,042	2,574	532	470	1,002	532	470	1,002	532
MAJOR REPAIRS ALLOWANCE									
RESOURCES CAPITAL PROGRAMME	2,142	3,179	1,037	470	1,002	532	470	1,002	532

RESOURCES CAPITAL INVESTMENT BY WARD 2014/15 - 2016/17

RESOURCES CAPITAL INVESTMENT BY WARD									
	2014/15 Previous Report	2014/15 Estimate	2014/15 Variance to Previous Report	2015/16 Previous Report	2015/16 Estimate	2015/16 Variance to Previous Report	2016/17 Previous Report	2016/17 Estimate	2016/17 Variance to Previous Report
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
ANSTON & WOODSETTS	0	0	0	0	0	0	0	0	0
BOSTON CASTLE	0	0	0	0	0	0	0	0	0
BRINSWORTH & CATCLIFFE	0	0	0	0	0	0	0	0	0
DINNINGTON	0	0	0	0	0	0	0	0	0
HELLABY	0	0	0	0	0	0	0	0	0
HOLDERNESS	0	0	0	0	0	0	0	0	0
HOOBER	0	0	0	0	0	0	0	0	0
KEPPEL	0	0	0	0	0	0	0	0	0
MALTBY	0	0	0	0	0	0	0	0	0
RAWMARSH	0	0	0	0	0	0	0	0	0
ROTHER VALE	0	0	0	0	0	0	0	0	0
ROTHERHAM EAST	0	0	0	0	0	0	0	0	0
ROTHERHAM WEST	0	0	0	0	0	0	0	0	0
SILVERWOOD	0	0	0	0	0	0	0	0	0
SITWELL	0	0	0	0	0	0	0	0	0
SWINTON	0	0	0	0	0	0	0	0	0
VALLEY	0	0	0	0	0	0	0	0	0
WALES	0	0	0	0	0	0	0	0	0
WATH	0	0	0	0	0	0	0	0	0
WICKERSLEY	0	0	0	0	0	0	0	0	0
WINGFIELD	0	0	0	0	0	0	0	0	0
ALL WARDS	2,142	3,179	1,037	470	1,002	532	470	1,002	532
RESOURCES CAPITAL PROGRAMME	2,142	3,179	1,037	470	1,002	532	470	1,002	532

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet
2.	Date:	24th September 2014
3.	Title:	RLSCB Child Sexual Exploitation Action Plan 2014/15 1st Quarter report <i>(All Wards)</i>
4.	Directorate:	Children and Young People's Services

5. Summary

This report highlights the progress made in the delivery of the Rotherham CSE Strategy and Action plan in the first quarter of 2014/15 and the next steps across the three key priorities of Prevent, Protect and Pursue.

6. Recommendations

- **For cabinet to note progress and endorse the further development areas**
-

7. Proposals and Details

Rotherham's Child Sexual Exploitation (CSE) Strategy is a three year plan published in April 2013 accompanied by a multi-agency delivery action plan. Child Sexual Exploitation (CSE) is recognised nationally as one of the most important challenges facing agencies today. It has a serious long term and lasting impact on every aspect of a child or young person's life including their health, physical and emotional wellbeing, educational attainment, personal safety, relationships, and future life opportunities.

Since its publication Cabinet have received regular quarterly reports on the delivery of the multi-agency delivery action plan. This report provides details of further progress achieved in the first quarter of 2014/15 (April - June 2013).

Significant progress was made during 2014/15, outlined in the recent Annual Report. Following this the action plan and its strategic objectives was further reviewed and refined to remove completed actions and ensure it focused on remaining areas of multi-agency improvement.

Cabinet considered the Jay Report on 3rd September, 2014. 15 recommendations were identified by Professor Jay and Cabinet requested a further 4. All of these have been incorporated into the CSE Action Plan and will be reported on in future progress reports to the LSCB and Cabinet.

LEADERSHIP

Cross Cutting across Prevent, Protect and Pursue

Strategic Action 1: The RLSCB will improve the clarity of governance and strengthen leadership arrangements to ensure an effective multi-agency response to CSE

Achievements

Multi-agency Performance Data and Information continues to be developed, collated and published within a monthly tactical team briefing document and shared at both the CSE Operational Managers group and the Safeguarding Board CSE Sub-Group.

The data is alongside narrative on current police operations, good news stories and details of children deemed the highest risk. From this the groups can discuss, challenge and jointly address any issues arising either in the service or on individual cases. The narrative around the children, young people and perpetrators also gives the team opportunity to describe 'impact' where the activity data alone does not provide a qualified picture.

The local safeguarding children's quality assurance framework was revised at the end of March 2013. Within this is a programme of thematic audit days, in May CSE was the subject of the first of these audit days. The results have informed a number of recommendations associated with improving consistency in relation to CSE Risk Assessment updates and improving clarity on their use for social care cases being led by workers outside the CSE Team.

To address this a set of minimum standards for risk assessment updates have now been agreed. In addition the production of a CSE Framework for Professionals will enable the dissemination to all agencies the key information they need to support them in the identification, referral and assessment process for children and young people at risk or experiencing CSE.

Next Steps

The implementation of a central Multi-Agency Safeguarding Hub (known as a MASH) for children and young people is well underway. The initial co-location phase has been completed bringing together the CSE Team, other Public Protection Unit officers, voluntary and community service colleagues, health representatives, integrated youth service support workers and social services Contact and Referral Team to Riverside House. This will allow improved joint working not only for CSE but also for Domestic Abuse, anti-social behaviour and the wider safeguarding children agenda. Following co-location the second phase of implementation will be to bring together separate multiple agency processes into a single MASH process to improve efficiencies, achieve consistency and ensure all partners are responding together effectively to safeguard children.

PREVENT

Making it more difficult to exploit children

Strategic Action 2: The RLSCB will deliver an effective co-ordinated training, community and schools awareness programme through a multi-agency "Learning, Development and Awareness Strategy"

Achievements

CSE is now clearly incorporated within the RLSCB training and development framework both in specialist targeted courses and through additional content within existing safeguarding awareness workshops. Staff are encouraged to attend the appropriate level of training for their role based on their responsibilities and amount of direct interaction with children, young people and families.

Senior safeguarding health professionals received and participated in sexual exploitation training specifically to health provision.

Next Steps

Following a review of available CSE e-learning packages RLSCB Learning and Improvement Sub-group have selected the National College of e-academy package to roll-out across the partnership to raise general CSE awareness with staff who don't necessarily work direct with children and young people. This will support an 'Eyes and Ears' approach across the borough.

Unfortunately due to technical issues this roll-out has been delayed. These issues have been addressed and rollout is expected by October.

Designated health professionals also identified a gap in learning around perpetrators and plans are in place to address this in the autumn.

Strategic Action 3: The RLSCB will deliver targeted communications to ensure consistent and accurate messages are shared with all, in support of public awareness and improved confidence in delivery

Achievements

The communication leads of all partners are working together and with the local, regional, national and specialist media to aid accurate, informed and balanced reporting of CSE issues, and proactively publicise successful actions being taken by the partner agencies in combating and preventing CSE.

The Voluntary Sector Consortium has been commissioned to build awareness in the community including hard-to-reach groups and parents. And we are actively building links between the CSE Sub-Group and the Roma Strategic group.

We are improving our digital engagement and have carried out a social media 'blast' campaign using Twitter and Facebook as primary channels (using the hashtag '#ssiyss')

Next Steps

At the time of this report was written the Media and Communications teams were preparing for the publication of the independent inquiry and promotion of the new MASH arrangements at Riverside house.

NHS England colleagues are developing a pocket sized guide for information sharing following the addendum to their South Yorkshire procedures.

Data Summary - PREVENT			
MEASURE	2012/13	2013/14	2014/15 1 st Qtr (end of June)
Numbers attending training and/or awareness raising Events			
Police Supervising Officers trained in CSE	110	0	0
Ward Members trained in CSE	45	15	0
Senior Managers trained in CSE	19	0	0
Staff undertaken multi-agency training on CSE	171	48	0
Multi-agency staff trained on the lessons learned from the Child 'S' Serious Case Review	175	37	0
Ward Members attended 'one off' Local Government Yorkshire and the Humber conference	36	n/a	n/a
Neighbourhood Watch Co-ordinators trained	-	24	0
Parish Councillors trained	-	11	0
RMBC - CYPS Staff	-	48	9
NHS Rotherham / TRFT (Hospital)	-	40	16
Schools Staff and Governors	-	71	3
Voluntary or independent organisations	-	29	11
Health Other	-	4	0
RMBC Other	-	2	1
Local Business representatives	-	58	6
Early Years (children's centres, childminders etc)	-	0	1
South Yorkshire Fire and Rescue	-	0	1

Data Summary - PREVENT			
MEASURE	2012/13	2013/14	2014/15 1 st Qtr (end of June)
TOTAL	556	411	48
Number attending 'Train the Trainer' courses	0	8	0
CSE Team – Training and awareness of Children and Young People			
Number of pupils involved in CSE education work	911	1320	456
Number of awareness and promotional events	Not collected	Not collected	3
Number of young people engaged in awareness and promotional events	Not collected	Not collected	250
IYSS Awareness Raising via Informal Curriculum sessions			
Number of sessions with young people on 'Relationships'	<i>Not collected</i>	2207	146
Number of sessions with young people on 'Sexual Health'	<i>Not collected</i>	750	104
Number of sessions with young people on 'CSE'	<i>Not collected</i>	252	28
Youth Start attendances for;			
Sexual Health	<i>Not collected</i>	1181	0
Sex and Relationship Education	<i>Not collected</i>	1239	0
Safe@Last Education Projects			
Number of children attending assembly sessions	<i>Not collected</i>	<i>Not collected</i>	0
Number of professionals attending assembly sessions	<i>Not collected</i>	<i>Not collected</i>	0
Workshop sessions	<i>Not collected</i>	<i>Not collected</i>	226
Number of professionals attending workshop sessions	<i>Not collected</i>	<i>Not collected</i>	7
Number of children attending Year 6 Crucial Crew Project	<i>Not collected</i>	<i>Not collected</i>	0

The contents of the data and performances will continue to be developed and therefore measures may change/expand in the future.

Please note awareness raising in schools and with young people is likely to be affected by seasonal trends ie School Holiday periods

PROTECT

Identifying and safeguarding children who are at risk

Strategic Action 4: The RLSCB will continue to review the effectiveness of single and multi-agency processes and procedures to ensure they are effective, efficient and fit for purpose to support the protection of children and young people from the risks and impact of CSE

Achievements

As mentioned previously the development of the MASH will review single and multi—agency processes and procedures and support the delivery of this action.

A local 'CSE Framework for Professionals' has been drafted and will be published in September. This will bring together a range of existing information and tools into a single reference document for partnership staff to;

- enable them be aware of the risk indicators of child exploitation
- be able to consistently assess a child or young person's level of risk of child sexual exploitation
- ensure a shared understanding of the CSE model in Rotherham
- ensure a child, young person or their family accesses the 'right support at the right time'

Creation of this framework has allowed the key CSE documents and processes to be reviewed, refined and formalised. The content is still out for consultation but the document currently includes;

- clarification on the role and remit of the CSE team
- CSE multi-agency threshold descriptors
- Service pathway between the CSE Team and Integrated Youth Support Service
- Details of the content and use of the CSE Risk Assessment tool and minimum review standards

Next Steps

RMBC Service Improvement Officers are working with the CSE Operational Managers Group to look at the information young people and their families receive at first point of contact with the CSE Team. This ensure they are fully informed and understand the reasons for the team's involvement, the support they will receive and possible outcomes.

Colleagues in the Health community are working together to review their own potential CSE pathways and how these can be improved (including pharmacists, school nurses, substance misuse services and Genitourinary medicine)

Strategic Action 5: We will ensure there is effective protection, support and guidance for victims and potential victims of Child Sexual Exploitation

Achievements

Communication between police and our youth offending service (YOS) has been further developed by the establishment of twice daily contact between the service and the custody suite (once on Saturdays and bank holidays). This ensures that all young people detained in custody for court are seen and assessed by YOS staff and relevant welfare information and suitable bail/remand conditions advise to court.

The role of the Police Young People's Partnership Officers (PYPPO) has been reviewed and a new specification drawn up between RMBC and the police with explicit reference to CSE. This clarifies police and partner roles and puts in place a system of referral and tasking that is much more aligned to police and CYPS strategies. This will result in a more joint partnership approach to information sessions in schools and, for young people on a caseload, increased time for targeted work and greater understanding of the police's role in their plan.

Young people who repeatedly go missing (MISPERS) are still a focus area and the 'MISPER Officer' at South Yorkshire Police continues to work closely with the CSE team and calls strategy meetings for any MISPERS going missing three times in 28 days.

Next Steps

There will be a review of preventative and protective CSE support for children in commissioned placements to ensure our looked after children living outside of the borough receive the same level of support regardless of placement type.

Barnardos will be working with partners and young people to agree how to promote accessibility and develop self referral pathways for young people.

Partners will be working together to establish the short and longer term support needs of victims and undertaking commissioning processes to ensure appropriate services are in place.

Data Summary - PROTECT			
MEASURE	2012/13	2013/14	2014/15 1 st Qtr (end of June)
CSE Team Workload			
Cases currently open to social care CSE Team <i>(as at end of reporting period)</i>	69	51	47
Number of the above who are boys <i>(as at end of reporting period)</i>	-	6	5
Cases open to CSE Team parenting officer <i>(as at end of reporting period)</i>	<i>Was included in open cases</i>	5	5
Number of other open cases the CSE Team also co-work or support <i>(as at end of reporting period)</i>	<i>Not measured</i>	51	44
Number of contacts made to social services regarding CSE	437	161	65
Number of children the above contacts relate to	212	146	64
Number of contacts leading to a referral	129	146	18
Number of children the above referrals relate to	119	84	18
Number of Social Care Assessments completed by the CSE Team	17	89	17
Barnardos (started Dec 13)			
Number of cases currently open to Barnardo's outreach work (Rotherham only) <i>(as at end of reporting period)</i>	n/a	10	10
New Referrals (Barnardo's)	n/a	15	4
Closed cases (Barnardo's)	n/a	4	3
Runaways/Missing			
Number of reported incidences of children running away from home or care	338	279	73
Number of children the above runaway incidences relate to	121	125	14
Safe@Last			
Referrals to Safe@Last	-	230	171 <i>end of May</i>
Number of children in the above referrals to Safe@Last	-	87	79 <i>end of May</i>
Return interviews following 'runaway'	-	36	19 <i>end of May</i>
Safe@last follow up visits	-	166	52 <i>end of May</i>
Number of children involved in the above follow up visits	-	39	77 <i>end of May</i>
GROW INVOLVE			
Young People referred to the project	Projects	5	8

Data Summary - PROTECT			
MEASURE	2012/13	2013/14	2014/15 1 st Qtr (end of June)
Young people engaged in the project	were not running in 2012/13	5	8
Young People currently receiving support <i>(as at end of reporting period)</i>		23	22
Families referred to the project		0	0
Families engaged in the project		0	0
Families currently receiving support <i>(as at end of reporting period)</i>		5	0

The contents of the data and performances will continue to be developed and therefore measures may change/expand in the future.

PURSUE

Identifying offenders, disrupting and stopping their activity

Strategic Action 6: The RLSCB will work together to proactively identify and disrupt places of CSE activity

Achievements

The monthly tactical team briefing document allows members of the Operational Manager's group to share and review any new information and intelligence enabling Police, the CSE Team and partners to respond appropriately.

As previously reported to members in addition to case level work Rotherham Police are also involved in a number of on-going live operations, some of which are being led by neighbouring authorities.

A summary of ongoing operations as at the end of June is shared below, however further details of live investigations are confidential:

- Operation Connect – An intelligence operation in relation to CSE related reports around a specific local hotel.
- Operation Makesafe – this is an ongoing national operation in relation to hotels and gives training to hotel staff to help them identify incidents of CSE
- Operation Notorise – National Child Exploitation and Online Protection Centre operation that South Yorkshire Police became involved in. The final two warrants that were allocated to South Yorkshire Police have been executed.
- Operation Cuttlefish – This is a High Risk missing person operation who was found safe and well in Ireland and has returned to the Rotherham area. Extradition proceedings are ongoing in relation to the male who took her to Ireland. The file is currently with Crown Prosecution Service for consideration of charges, but this may be affected as the victim has indicated that she wishes to withdraw her complaints.

Next Steps

The CSE Police intelligence officer is currently organising awareness sessions for agency representatives to improve awareness on best practice in submitting intelligence to initiate or support ongoing investigations.

Strategic Action 7: We will ensure perpetrators are brought to justice

Achievements

Probation services have lead a piece of multi-agency work to establish specific strategies and protocols to manage perpetrators or suspected perpetrators of CSE inline with new national arrangements.

Next Steps

Discussions have taken place with universities and national research funding organisations however we still are working towards establishing a full research project to understand the motivation and behaviour of perpetrators and to identify common indicators of persons likely to commit CSE. Probation Service and Integrated Youth Support Services have met to look at next steps for this and it has been agreed that Youth Offending Service will lead on commissioning a local piece of work to be tendered for local intervention.

Data Summary - PURSUE		
Please note that following the appointment of a police analyst the 'Pursue' data set was reviewed, quality assured and completely revised at the end of 2013/14. Robust collection systems specifically for CSE data were not in place prior to this review therefore retrospective data is not available for comparison		
MEASURE	2013/14	2014/15 1 st Qtr (end of June)
CSE Team		
<u>Current</u> High Risk Children / Young People <i>(as at end of reporting period)</i>	6*	6
<u>Current</u> Open Referrals on Case Administration and Tracking System (CATS) <i>(as at end of reporting period)</i>	44	54
New Referrals on CATS	34	30
GAAP Meetings held (to review progress of cases)	3	1
Referrals completed/finalised	105	79
Arrests	23	12
Interviews under caution	41	15
Victim / Witness interviews	35	5
Forensic submissions	13 (last qtr only)	13
<u>Currently</u> on police bail <i>(as at end of reporting period)</i>	3	18
<u>Currently</u> on remand <i>(as at end of reporting period)</i>	1	1
Charged with on offence	5	4
Prosecutions	5	2
Abduction notices served	17	11

Data Summary - PURSUE

Please note that following the appointment of a police analyst the 'Pursue' data set was reviewed, quality assured and completely revised at the end of 2013/14. Robust collection systems specifically for CSE data were not in place prior to this review therefore retrospective data is not available for comparison

MEASURE	2013/14	2014/15 1 st Qtr
Joint visits	32	16
Risk Assessments	37	27
Joint Investigations	13 (last qtr only)	7
MISPER Incidents at Risk of CSE	66 (last qtr only)	82
High Risk CSE Misper Incidents	2 (last qtr only)	0
Police		
Recorded Crimes	15 (last qtr only)	9
Total Positive Outcomes	5 (last qtr only)	4
Total Charge summons	5 (last qtr only)	3
Total Other outcomes	0 (last qtr only)	1
Outcome Rate	33%	44%

The contents of the data and performances will continue to be developed and therefore measures may change/expand in the future.

8. Finance

Summary of Direct Costs of Partner Financial Contributions in support of CSE Services in Rotherham

Services with identifiable direct costs	ACTUAL 2013/14	PROPOSED 2014/15
Rotherham MBC - Child Sexual Exploitation Team	274	276
Rotherham MBC - Integrated Youth Support Service*	810	759
South Yorkshire Police*	1,190	1,305
Rotherham Foundation Trust	2	-
Rotherham, Doncaster and South Humber (RDASH) NHS Foundation Trust*	-	12
TOTAL	2,276	2,352

**These costs are a best estimate of the direct cost and proposed costs of services directly supporting Rotherham CSE*

Other Indirect Contributions in support of CSE Service for which it is not possible to determine exact costs as they are part of a wider team and service

Rotherham Hospital Foundation Trust	<p>Assessing all elements of potential risks posed to children/young people who access SARC or Children's Independent Sexual Violence Advocate (ISVA) services and putting preventative actions in place as a result. There is representation and commitment from the Trust at both the CSE Sub Group and Multi Agency Operational Managers Group.</p> <p>SARC Operational staff work closely with the CSE Team and the Children's Independent Sexual Violence Advisor is a member of the Group Assessment and Progress meetings where discussions are held on high risk cases and any cases where there are concerns that the level of risk is increasing.</p>
NHS England	<p>NHS England does not offer direct financial support to Local Safeguarding Boards, but does offer other forms of support. NHS England is well represented and involved within the CSE and children's safeguarding agenda both locally and regionally. The Director of Nursing & Quality is the health representative on the SY CSE Group, the Assistant Director of Nursing represents NHS England on the CSE Sub Group and the Patient Experience Manager represents NHS England on RSCB.</p> <p>In addition the South Yorkshire & Bassetlaw Safeguarding Forum which brings together Designated Nurses/ Dr's and CSE is a standing agenda item for this meeting .</p> <p>The above involvement ensures an increased awareness in relation to CSE issues and enables the messages to get out to frontline staff. It is also a vehicle for carrying out pieces of work across the SY footprint and sharing good practice.</p>
NHS Rotherham Clinical Commissioning Group (CCG)	<p>NHS Rotherham Clinical Commissioning Group (CCG) is committed to supporting the Child Sexual Exploitation (CSE) agenda from the perspective of a commissioner of health services. Rotherham CCG includes CSE within its contracts with providers, embedded within the training requirements of the safeguarding standards, which are monitored</p>

	<p>via the contract review process. Senior CCG staff have attended multi-agency CSE awareness sessions and a SYP event. The CCG Chief Nurse attends the CSE sub group and the CCG Head of Safeguarding attends the CSE Silver Group. The CCG Chief Nurse, Head of Safeguarding and Named GPs attend the Rotherham Safeguarding Boards (RLSCB & RSAB).</p> <p>The CCG together with other safeguarding professional across South Yorkshire and Bassetlaw have developed a GP Safeguarding Vulnerable People Policy which has been circulated to GP practices, this includes the Child Sexual Exploitation Warning Signs Vulnerabilities Check List.</p> <p>During May 2014 Rotherham CCG organised and facilitated an away day for all Rotherham senior safeguarding professionals, the CSE action plan was updated as part of this event and a short term, task and finish group set up to identify health service gaps in relation to CSE. In November 2014 a Protected Learning Time event for GP practice staff is dedicated to safeguarding and includes CSE as one of the topics to be covered. Rotherham CCG, together with NHS England and other safeguarding professional across South Yorkshire and Bassetlaw, are facilitating a National CSE event in September 2014.</p>
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9. Risks and Uncertainties

CSE, has had extensive national media attention. Rotherham has featured in this from both positive and negative perspectives.

Ofsted have introduced a new framework for inspection. There will be a strand of this inspection looking at CSE. In addition, HMIC have undertaken a follow-up inspection to their recent thematic CSE review of South Yorkshire Police and we await the findings.

The Independent Inquiry report has been published and has attracted national and international interest. The Home Affairs and also Department of Communities Select Committees have already received evidence from the Strategic Director of Children and Young People's Services and the Chief Executive. There will also be a Corporate Governance Inspection as a result of the report findings.

10. Policy and Performance Agenda Implications

Keeping children and young people safe and therefore the eradication of CSE is one of the highest priorities in the key strategies of the Council, the Rotherham Local Safeguarding Children's Board (RLSCB), the Safer Rotherham Partnership and the Police and Crime Commissioner.

There remains no national performance framework for CSE. In its absence the local multi-agency Performance Framework which accompanies the CSE Strategy and Action Plan will continue to develop to ensure that accurate, timely and meaningful

information about key aspects of CSE and safeguarding children and young people is collated and used to inform practice.

If new government guidance on the collection of data relating to CSE is developed it will be incorporated in the performance data; which will be presented to members as part of the regular updates on performance.

11. Background Papers and Consultation

- RLSCB Chair Review of Rotherham's response to CSE (December 2013)
- OCC Inquiry into Child Sexual Exploitation in Gangs and Groups Final Report (November 2013)
- Barnardo's Rotherham Practice Review (November 2013)
- HMIC Review of South Yorkshire Police Response to CSE 2013
- RLSCB Child Sexual Exploitation Action Plan 6 Month Progress Report (presented to members 6th November)
- Reports to Cabinet on 28th June, 3rd July, 18th September, 5th February and 9th July 2013
- LGA publication, June 2013 'How councils are raising awareness of child sexual exploitation'
- RLSCB CSE Strategy 2013-2016
- Independent Inquiry into Child Sexual Exploitation in Rotherham 1997-2013 Alexis Jay OBE
- Report to Cabinet on 3rd September - Response to the Independent Report prepared by Alexis Jay

Contact Name :

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Jason Harwin, Chief Superintendent, South Yorkshire Police

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet
2.	Date:	24 September 2014
3.	Title:	Rotherham Local Plan: Local Development Scheme
4.	Directorate:	Environment & Development Services

5. Summary

The report provides an update to the Local Development Scheme to reflect the adoption of the Core Strategy and the revised timetable for publication and submission of the Sites & Policies document to government.

6. Recommendations

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

7. Proposals and Details

The Planning and Compulsory Purchase Act 2004 (as amended) requires the local planning authority to prepare and maintain a local development scheme.

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

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

The LDS was last formally revised in April 2013 (Cabinet 24/4/13, minute C196). This latest update reflects the adoption of the Core Strategy by the Council on 10 September 2014 as part of the development plan. It also reflects the revised timetable for further consultation, publication and submission of the Sites & Policies document necessitated by the slight delay in adopting the Core Strategy.

At future examinations of the Council's DPDs, one of the legal compliance checks that the planning inspector will carry out is that the DPD has been produced in conformity with the LDS. It is therefore important to ensure a revised and up to date LDS is in place in time for publication and submission of the Sites & Policies document programmed for 2015.

The revised Local Development Scheme is attached at Appendix 1.

8. Finance

There are no direct financial implications arising from this report.

9. Risks and Uncertainties

Approval of the Local Development Scheme is sought to enable progress towards adoption of programmed DPDs.

- The Localism Act and National Planning Policy Framework (NPPF) express a strong presumption in favour of sustainable development. Our UDP policies only continue to have any weight where they are in accordance with the NPPF.
- Rotherham's Core Strategy is now in place and helps provide an up-to-date planning policy framework for the Borough's future growth and development. Progress on the supporting Sites & Policies document is vital to complete the Local Plan and bring forward the development sites required to implement the Core Strategy.

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

10. Policy and Performance Agenda Implications

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

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

11. Background Papers and Consultation

Appendix 1: Local Development Scheme revised September 2014

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Appendix 1: Local Development Scheme revised September 2014

ROTHERHAM LOCAL PLAN

LOCAL DEVELOPMENT SCHEME

Revised September 2014

CONTENTS

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

Maps

Map 1: Rotherham DPD geographic coverage

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

1. Introduction

Background

Rotherham's current development plan consists of the Rotherham Core Strategy, the Barnsley, Doncaster and Rotherham Joint Waste Core Strategy and those parts of the Rotherham Unitary Development Plan (UDP) "saved" under the terms of the Planning and Compulsory Purchase Act 2004 by a direction from the Secretary of State dated 17 July 2007.

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

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

Rotherham Local Plan documents produced to date include:

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

The Statement of Community Involvement was formally adopted by the Council on 14 June 2006.

The Barnsley, Doncaster and Rotherham Joint Waste Core Strategy was formally adopted on 8 March 2012.

The Rotherham Core Strategy was formally adopted by the Council on 10 September 2014.

As such, the timetables for the Joint Waste Core Strategy and the Rotherham Core Strategy are no longer included in the LDS.

Purpose of the Local Development Scheme

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

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

2. Local Plan programme

Timetable

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

- Sites & Policies DPD and Policies Map

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

An up-to-date timetable is maintained on the Council's website at:

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

Rotherham Local Plan Timetable - revised Sept 2014																																					
	2014/15												2015/16												2016/17												
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	
Core Strategy DPD	MM	E	R			A																															
Sites and Policies DPD & Policies Map							C								PSV				S		M		E														
Community Infrastructure Levy*																A																					
							C			S		E	R																								
Production & Consultation	P																																				
	C																																				
Publication	PSV																																				
	FC																																				
Examination	S																																				
	M																																				
	E																																				
	MM																																				
	R																																				
Adoption	A																																				
* Although not formally part of the Local Plan, the timetable for CIL is shown for information																																					

* Although not formally part of the Local Plan, the timetable for CIL is shown for information

DPD profiles

Sites & Policies DPD and Policies Map	
Document details	
Role and content	Identifies sites proposed for development to deliver the Core Strategy together with development management policies
Status	DPD
Chain of conformity	To conform with national planning policy and the Core Strategy
Geographic coverage	Rotherham Metropolitan Borough
Timetable and milestones	
Commencement and pre-production	Jan 2007
Call for Sites	Jan 2007 – Nov 2008
Release of Sites as part of the evidence base to support public consultation on Core Strategy Revised Options and Sustainability Appraisal	May – Aug 2009
Public consultation on Issues and Options	July – Sept 2011
Consultation with statutory bodies on the scope of the Sustainability Appraisal	June – Sept 2012
Public consultation on Draft Sites & Policies DPD and Policies Map and Sustainability Appraisal	May – July 2013
Public consultation on Final Draft Sites & Policies DPD and Policies Map and Sustainability Appraisal	Oct – Nov 2014
Publication of Sites & Policies DPD and Policies Map for "soundness" representations and Sustainability Appraisal	June – July 2015
Submission of Sites & Policies DPD and Policies Map and Sustainability Appraisal	Oct 2015
Examination in Public	Feb 2016
Receipt of Inspector's report	May 2016
Adoption of the DPD	Aug 2016
Arrangements for production	
Lead responsibility	Planning Policy Team, Rotherham MBC
Management arrangements	Production stages guided by Member Steering Group recommending approval by Cabinet and adoption by full Council
Resources required	Produced internally with external input in relation to certain evidence base studies
Approach to involving the community and stakeholders	Outlined in the SCI with emphasis on front loading reflecting the aims and programmes of the community strategy and other principal stakeholders
Post production	

Monitoring and review mechanisms	Via the Annual Monitoring Report
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3. Monitoring and review

Annual Monitoring Report

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

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

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

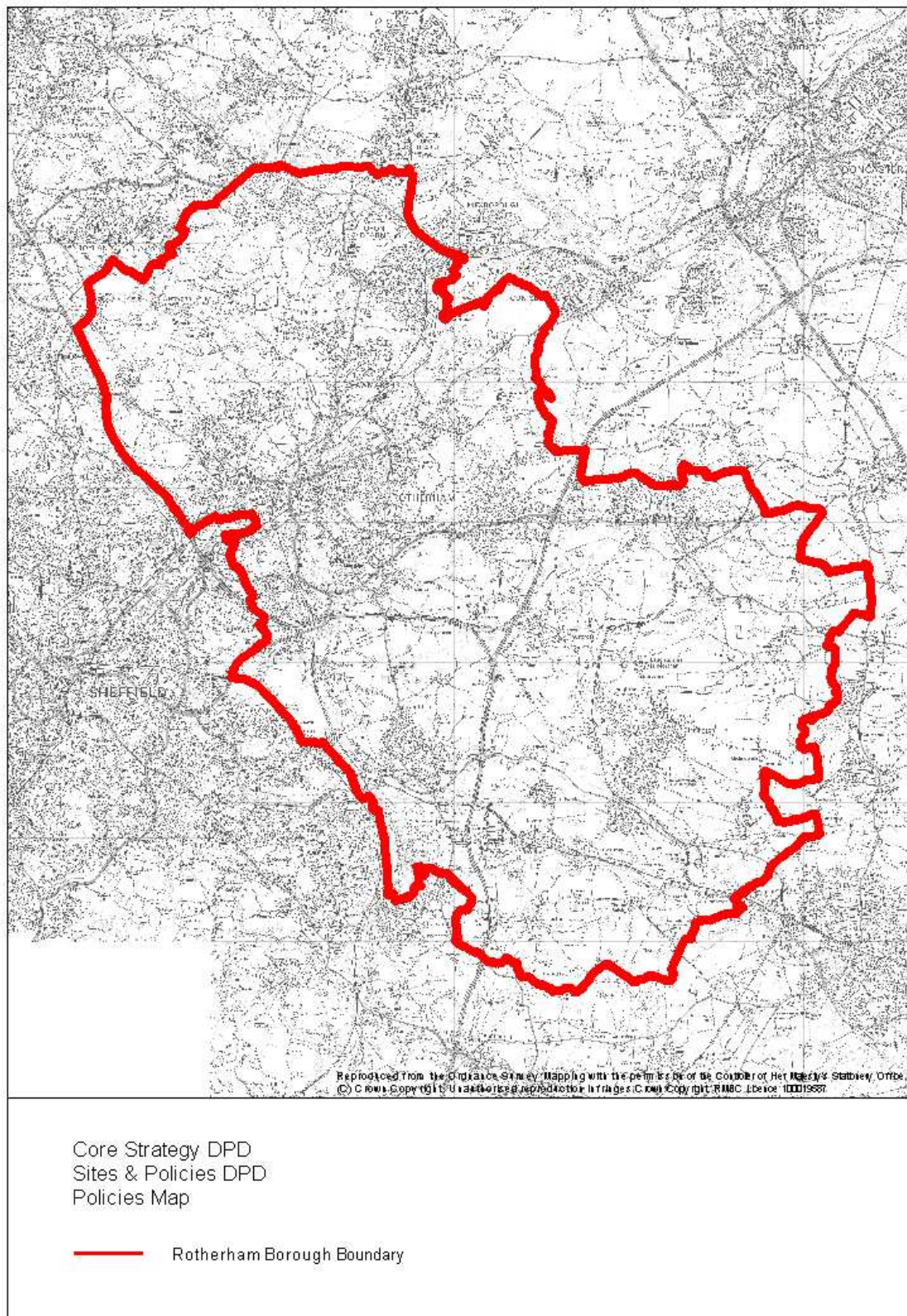
As well as assessing the Council's progress in implementing the Local Development Scheme, the AMR will also:

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

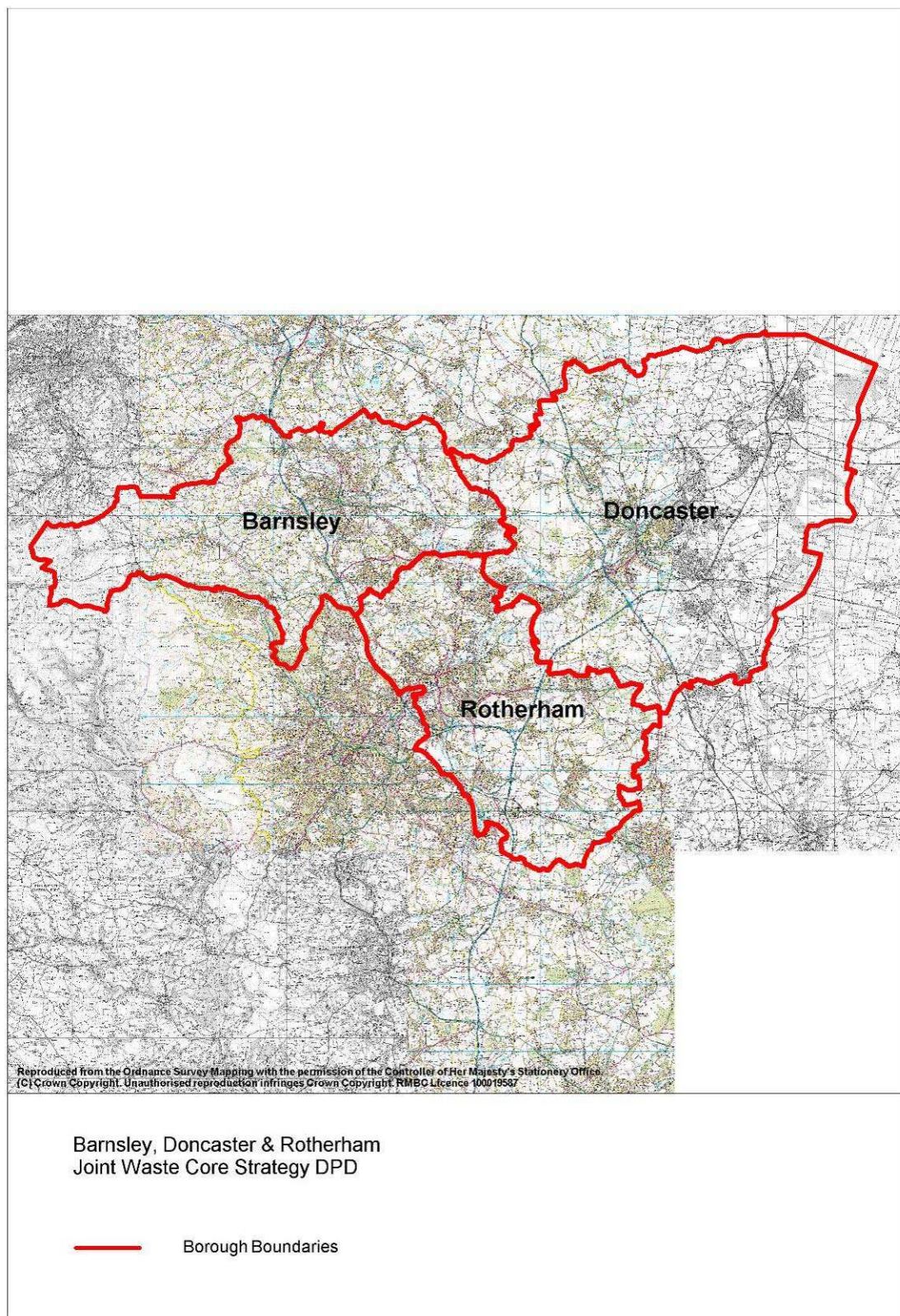
Annual Monitoring Reports are published on the Council's website at:

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

Map 1: Rotherham DPD geographic coverage



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



ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet
2.	Date:	24 September 2014
3.	Title:	Rotherham Local Plan: Public Consultation
4.	Directorate:	Environment & Development Services

5. Summary

The report seeks Cabinet approval for public consultation on the Local Plan. The consultation is planned to commence 13 October 2014 for a six week period until 24 November 2014 and will cover the potential development sites around all the Borough's communities, the refined development management policies and the draft Policies Map.

6. Recommendations

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

7. Proposals and Details

Purpose

Rotherham's Local Plan decides **how much** new growth we need, **where** it should go and **when** it should happen. The Local Plan consists of two documents; the Core Strategy setting out the broad amount and distribution of future growth and the Sites & Policies document setting out the detailed sites and development management policies to deliver this growth.

The Core Strategy has recently been passed by the government-appointed, independent planning inspector. The inspector considers that we have fully met all the legal requirements and have complied with the duty to co-operate with other authorities and bodies. The inspector's decision was reported to the Council's Cabinet meeting on 9 July, with the Council meeting on 10 Sept formally adopting the Core Strategy as part of the statutory development plan for Rotherham.

Previous public consultation on the Sites & Policies document was undertaken in summer 2013. This presented the potential development sites for housing and employment around all the Borough's communities and the draft development management policies to steer decisions on planning applications. The latest version of the Sites & Policies document, a "final draft", reflects the feedback from the 2013 consultation. Crucially, it can also be finalised now that the Core Strategy is adopted and we know exactly what housing target we are planning for.

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

Consultation

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

- four targeted public "drop in" sessions on potential development sites for communities
- pre-publicity for the consultation and specific local events
- advance briefings for Ward Members, MPs and Parish Councillors
- close working with libraries and Parish Councils
- early engagement with the local press as a further means of ensuring engagement with and involvement of local people

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

Sites and Policies document

The Sites & Policies document presents to the public and other interested stakeholders the **detail** of where potential development sites will be. This enables local people and stakeholders to give their views on individual sites and have a further opportunity to influence the draft before it is eventually submitted to government.

The Sites and Policies document also contains development management policies to guide decisions on planning applications and includes designations to protect sensitive locations. A review of all town, district and local centres and Mixed Use areas has been undertaken to inform the uses that will be supported in these areas.

We have also amended and updated the draft Policies Map. The Policies Map shows all designations (residential areas, employment areas, Mixed Use areas, retail areas, community facilities, etc.) and all heritage interests, including the amended Green Belt boundary, statutorily and non-statutorily protected sites.

We have prepared a Feedback Report on the previous 2013 consultation which will be published at the same time as this next round of consultation. We have also responded to each of the comments made in 2013 on our consultation portal, these responses will be made 'live' when the next round of consultation begins.

A number of evidence base studies, good practice guidance notes and background papers are being finalised to support the Sites and Policies document. These will be published alongside the consultation documents.

8. Finance

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

9. Risks and Uncertainties

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

- The Localism Act and National Planning Policy Framework (NPPF) express a strong presumption in favour of sustainable development. Our UDP policies only continue to have any weight where they are in accordance with the NPPF.
- Rotherham's Core Strategy is now in place and helps provide an up-to-date planning policy framework for the Borough's future growth and development. Progress on the supporting Sites & Policies document is vital to complete the Local Plan and bring forward the development sites required to implement the Core Strategy.
- A failure to achieve timely progress on the Local Plan could delay adoption of the policies required to guide future decision-making on planning applications.

- Having a Local Plan in place will provide a steer for any neighbourhood plans that may emerge under the provisions of the Localism Act.
- Failure to make progress with the Local Plan risks delayed provision of the new homes and employment opportunities that the Borough needs.
- New development will provide opportunities for construction workers, boosting local employment levels.
- New development opportunities will attract inward investors to Rotherham.
- There is a risk of premature release of potential allocation sites, currently within the Green Belt, on appeal, as the Council is unable to demonstrate it is meeting its five years housing land supply until the Sites & Policies document is adopted.

10. Policy and Performance Agenda Implications

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

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

11. Background Papers and Consultation

Local Plan Adopted Core Strategy (September 2014)
Local Plan draft Sites and Policies (May 2013)
Feedback Report 2013

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Appendix 1: Consultation and Community Engagement Action Plan

Dates (2014)	Activity	Comments
TBC	Brief Ward Members and parish council chairs on proposed sites	Drop-in session at the Town Hall.
17 Sept	Press briefings	Cabinet agenda public 17 Sept.
24 Sept	Cabinet approve consultation	Sites & Policies Document and Policies Map available to Cabinet Members from 17 Sept.
w/b 29 Sept	Brief librarians	Principal librarians briefed.
w/b 29 Sept	Brief MPs	Briefing note circulated.
w/b 6 Oct	Advert placed in local press: Rotherham Advertiser, South Yorkshire Times, Dinnington and Maltby Guardian	Format of a “Statutory Notice” including dates, times and venues for public drop-ins.
w/b 6 Oct	Brief RMBC managers	Circulate Managers Briefing
w/b 6 Oct	Notify consultees	Letter and/or email sent to all consultees.
w/b 6 Oct	Notify Parish Councils	Parish Council briefing note and CD of documents sent out.
13 Oct	Consultation launch: Press and radio interviews as required with Rother FM, BBC Radio Sheffield, Hallam FM	Reference hard copy documents and CDs in customer service centres and libraries. Website made live with event details and all consultation material. Community Map website made live with interactive Policies Map.
November	4 x public drop-in sessions “North”, “East”, “Central” and “South”	<ul style="list-style-type: none"> • Rawmarsh High Street Centre • Wickersley Community Centre • Dinnington Community Resource Centre • MyPlace Rotherham Town Centre (opening hours 14:00 – 19:00)
24 Nov	Consultation close	

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet
2.	Date:	24 September 2014
3.	Title:	Revised Statement of Community Involvement
4.	Directorate:	Environment & Development Services

5. Summary

The Statement of Community Involvement sets out how and when stakeholders can influence new planning policy documents covering Rotherham. The report seeks approval for public consultation on the draft revised Statement of Community Involvement.

6. Recommendations

- 1. That Cabinet approve public consultation on the draft revised Statement of Community Involvement.**

7. Proposals and Details

The Statement of Community Involvement (SCI) sets out how and when stakeholders can influence new planning policy documents covering Rotherham, how information will be communicated and the ways in which individuals and organisations can comment on planning applications. It is critical in encouraging engagement with the communities and stakeholders of Rotherham and a range of other statutory consultees.

Since the existing SCI was adopted in 2006 the national planning context has changed significantly, particularly with the introduction of the Localism Act (2011), National Planning Policy Framework (2012) and Town and Country Planning (Local Planning) (England) Regulations 2012.

These have introduced changes that mean a SCI is no longer a development plan document (DPD) and is not subject to independent examination. The contents of what a SCI should contain are also now much less prescriptive. Nonetheless, for a DPD to be found sound at examination in public it must be demonstrated that it has been prepared in accordance with the Council's adopted SCI.

Furthermore, following the experience of over seven years of using the current SCI a number of drawbacks have been identified with the existing document being particularly lengthy (at around 80 pages) and overly detailed in parts.

In response to the above issues the SCI has been reviewed and refreshed to create a new simplified and user-friendly SCI that is fit for purpose. The revised SCI is now presented in three sections which explore the:

- approach to community involvement
- influencing the Local Plan
- getting involved in planning applications

The draft revised SCI is attached at Appendix 1.

A six-week consultation period is proposed, the dates and notifications for which will align with those of the final draft Sites & Policies document.

8. Finance

The Planning Policy team budget will meet the costs associated with the production of, and public consultation on, the revised Statement of Community Involvement.

9. Risks and Uncertainties

Significant tensions arise from the Government's desire for extensive community participation whilst achieving timely processing of planning applications and quicker Local Plan preparation.

The Council has a statutory duty to prepare and keep up to date a Statement of Community Involvement under The Planning and Compulsory Purchase Act (2004) and The Town and Country Planning, (Local Planning) (England) Regulations 2012.

It is important to note that when a Development Plan Document is subject to Examination in Public it is subject to a legal "test of soundness." The Council must demonstrate the

Development Plan Document has been consulted on as set out in the Council's SCI. It is also equally important that consultation on planning applications is carried out in accordance with the SCI so that decisions are not subject to legal challenge.

10. Policy and Performance Agenda Implications

The Local Plan will work alongside the Community Strategy to deliver local priorities for development and shares a common goal for effective and worthwhile community involvement.

It is also hoped that the pre-application procedures promoted by the SCI will contribute to improving the quality and appropriateness of applications submitted thus minimising refusals and reducing the percentage of appeals allowed against the authority's decision to refuse planning applications.

11. Background Papers and Consultation

Appendix 1 Draft Revised Statement of Community Involvement

Contact name:

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Statement of Community Involvement

Section 1: Introduction

1.1 This Statement of Community Involvement (SCI) sets out how and when you can influence new planning documents covering Rotherham and the ways in which you can comment on planning applications, as well as other forms of consent such as listed building consent or telecommunications applications.

1.2. Engagement is key to providing cost-effective services which meet the needs of our communities. It plays a critical role in shaping the places where people live, work and visit. By encouraging engagement, people and communities can be given the information, power and responsibility they need to respond to the challenges and opportunities they and their communities face.

Our approach to community involvement

1.3 This section describes our overall approach to community engagement and involvement in the planning process. There are two further sections on the following topics:

Section 2 - influencing the Local Plan

Section 3 - getting involved in planning decisions

1.4 When we involve you in preparing and revising the Local Plan or consult you on planning applications or other forms of consent we will:

- **Keep the process simple** by writing in plain English and explaining any planning terms that we need to use.
- **Make it easy for you to get involved** by setting out when and where you can provide your comments. We will always try and plan public events so they are accessible to all people and groups and use existing community involvement networks.
- **Be inclusive** by providing information in an accessible format and giving clear advice on how the planning system works, and encourage involvement from those groups that are not usually involved in the planning process.
- **Share information with you** using the Council's website, in our libraries and at the Council's principal office whenever this is appropriate and effective.
- **Make copies of Local Plan documents available** to view at key locations throughout the borough.
- **Make sure your involvement is effective** - all comments received by the authority will be recorded, read carefully and taken into account when they are relevant planning considerations.

- **Strive to meet our timetable** for the preparation and review of the Local Plan and also meet Government targets for deciding on planning applications.

Who will we involve?

1.5 We want everyone to have the chance to have their say on the Local Plan, and on planning applications, wherever it is relevant.

1.6 We maintain a consultation database of individuals, groups and stakeholders who we regularly contact on planning policy matters (that are of interest to them). We will continue to involve individuals, groups and organisations in the preparation of our new planning documents so that everyone has the chance to shape the future of the district.

1.7 Government regulations require us to ensure that certain groups are consulted at key stages in the preparation and review of the Local Plan, for example the Coal Authority, Environment Agency, English Heritage, Natural England, the Highways Agency and the Homes and Communities Agency. These regulations change from time to time and this list may be amended.

1.8 We are committed to doing everything reasonably possible to make our community involvement inclusive. This means that we aim to give everyone in Rotherham an opportunity to be involved in the decisions that we take. The Council's Equal Opportunities Policy explains our approach to inclusion and the Community Engagement Framework seeks to ensure that community engagement underpins and is built into everything that the Council does. Allied to this, the Customer Charter & Customer Access Strategy both give clear and simple advice on what you should expect from us.

1.9 We can make documents available in alternative formats on request. This can include large print, Braille and alternative languages. For assistance with this, please contact: p2pttlteam@rotherham.gov.uk

How will we involve you?

1.10 We will keep you informed through a variety of methods including our website www.rotherham.gov.uk, emails, and letters when appropriate. We may also post notices in local newspapers.

1.11 The ways in which you can have your say on the planning process will vary depending on the issue, and different techniques may be used at different stages in the production of a planning document or assessment of a planning application.

The role of planning officers

1.12 The council's planning officers work in two teams within the Planning Service, which is based at Riverside House:

- The **Planning Policy Team** produces the planning documents that make up the Local Plan and can be contacted for advice on planning policy. They organise and lead the

consultations on draft planning documents and consider relevant consultation responses, making changes to draft documents where appropriate.

CONTACT DETAILS: www.rotherham.gov.uk/localplan

T: 01709 823869

E: planning.policy@rotherham.gov.uk

- The **Development Management Team** assesses planning applications in accordance with the policies of the adopted Development Plan, the National Planning Policy Framework (NPPF) and any other material considerations including consultation responses and other comments. They can be contacted for pre-application advice for all major developments and other advice on planning applications.

CONTACT DETAILS: www.rotherham.gov.uk/planning

T: 01709 823865

E: development.management@rotherham.gov.uk

The planning officers from both teams work closely together in preparing planning policies, in the assessment of planning applications and in providing specialist professional planning advice on key development projects with land-use implications.

The role of councillors

1.13 Locally elected councillors have a key role in the planning process in the following ways:

- The Council's executive, the Cabinet, is made up of senior councillors, who make decisions on Council planning policy, while the Council meeting is responsible for approving and adopting key statutory planning policy documents such as the Local Plan.
- The Council's Planning Board is made up of councillors who make decisions on the more major or controversial planning applications.
- Councillors represent their respective wards and listen to residents' concerns on planning issues (at ward surgeries or public meetings and consultations).
- Councillors can voice their support or make objections to planning applications in writing and speak at Planning Board on behalf of their constituents.

1.14 The role of locally elected councillors in representing the views and concerns of residents in the planning process is very important. However, your views can only be formally taken into account when you make them in writing to the Planning Policy Team within the specified time period for a particular consultation. There are existing rules for the

way that councillors and council officers conduct their activities, which ensure that any potential conflicts of interest are resolved in a transparent way.

Planning Aid England

1.15 'Planning Aid' England is a voluntary organisation linked to the Royal Town Planning Institute (RTPI). Through its network of volunteers, who are chartered town planners, it can provide independent and impartial advice and support for Neighbourhood Planning and other planning matters. Please contact Planning Aid England for further information at www.rtpi.org.uk/planningaid to understand what support is available.

Section 2: Influencing the Local Plan

A new planning system

2.1 The Government wants to give local people a greater role in shaping their neighbourhoods, and the changes to the planning system set out in the Localism Act 2011 and National Planning Policy Framework (NPPF, March 2012) give communities the opportunity to get more involved in the preparation of planning documents for their areas.

2.2 The Localism Act also introduced the 'duty to co-operate'. This is a legal requirement setting out how local planning authorities, national park authorities, county councils and a number of other public organisations must work with one another in a collaborative manner and to consider joint approaches when preparing their local plans.

Rotherham Local Plan

2.3 The Local Plan will be the new development plan for Rotherham. It will set out the spatial policies, guidance, land use designations and site allocations against which all planning applications and other development proposals in the borough will be assessed.

2.4 It will provide the formal statutory framework for sustainable development and lay the foundations for regeneration and economic growth, while protecting our most valuable built and natural environmental assets.

2.5 Our Local Plan will be made up of the following documents:

Core Strategy – this sets out the vision and strategic objectives for Rotherham up to the year 2028. It includes local targets for housing, employment and retail development and sets out broad locations and amounts of development for the borough. It must comply with Government planning policy. This strategic level document provides the context for any Neighbourhood Plans that might be produced.

Barnsley, Doncaster and Rotherham Joint Waste Core Strategy – provides a detailed planning framework to manage all types of waste in the three boroughs, including commercial and industrial waste, construction, demolition and excavation waste, hazardous waste and agricultural waste. It allocates new sites to manage waste, safeguards existing waste facilities of strategic importance and sets out criteria for assessing waste management proposals.

Sites & Policies document – this allocates land for a variety of uses, including housing and employment. It also sets out detailed policies that will guide decisions on planning applications.

Community Infrastructure Levy (CIL) – this is a tariff-based charging schedule. When planning permission is granted for certain types of development (e.g. housing) the developer will be required to pay a financial contribution. This will be used towards providing and maintaining the strategic and local infrastructure identified by us to support growth. Infrastructure can be road improvements, schools, health facilities etc.

Supplementary Planning Documents (SPDs) – are prepared to provide further detailed supporting guidance where necessary. Although they do not have the same weight as development plan documents they can still form a ‘material consideration’ in determining planning applications. They can be produced more quickly as they are not subject to an independent public examination, and we will ask you what you think of any draft SPDs at an early stage in their preparation.

In preparing and reviewing our Local Plan we will also publish on our website:

- **Local Development Scheme (LDS)** – setting out what planning documents we will produce and the timetable for their production.
- **Annual Monitoring Report** – setting out the progress made in producing our local plan documents and our (and partners’) performance in implementing planning policies and proposals.

Neighbourhood Plans

2.6 Local communities can now prepare plans for their local areas themselves if they wish to do so. Any community initiated neighbourhood plans will form part of the statutory development plan for those areas of the borough, once they have passed through independent examination and a local community referendum.

2.7 The local planning authority does not prepare Neighbourhood Plans, but the Council does have a duty to provide advice and technical assistance to community groups engaged in Neighbourhood Planning, particularly in relation to the initial designation of neighbourhood areas and neighbourhood forums, as well as the examination process and holding referendums.

Further information can be found at:

www.gov.uk/government/publications/neighbourhood-planning

Preparing the Local Plan

When will we involve you?

2.8 There are a number of key stages involved in preparing documents for the Local Plan. These stages are required by Government planning legislation and regulations and are designed to ensure that the process is as open and transparent as possible.

2.9 The diagrams illustrate the key stages in the production of Development Plan Documents and Supplementary Planning Documents as well as the Community Infrastructure Levy (CIL). The shaded stages also show when you can get involved in the planning process – getting involved at the earliest stages of preparation will ensure your views have the most opportunity for being taken into account. DPDs and the CIL will be subject to independent examination, chaired by a Planning Inspector, when people will be able to speak if they have made a formal representation at the last public stage of consultation.

Figure 1: Key Stages in Preparing Development Plan Documents (DPDs)

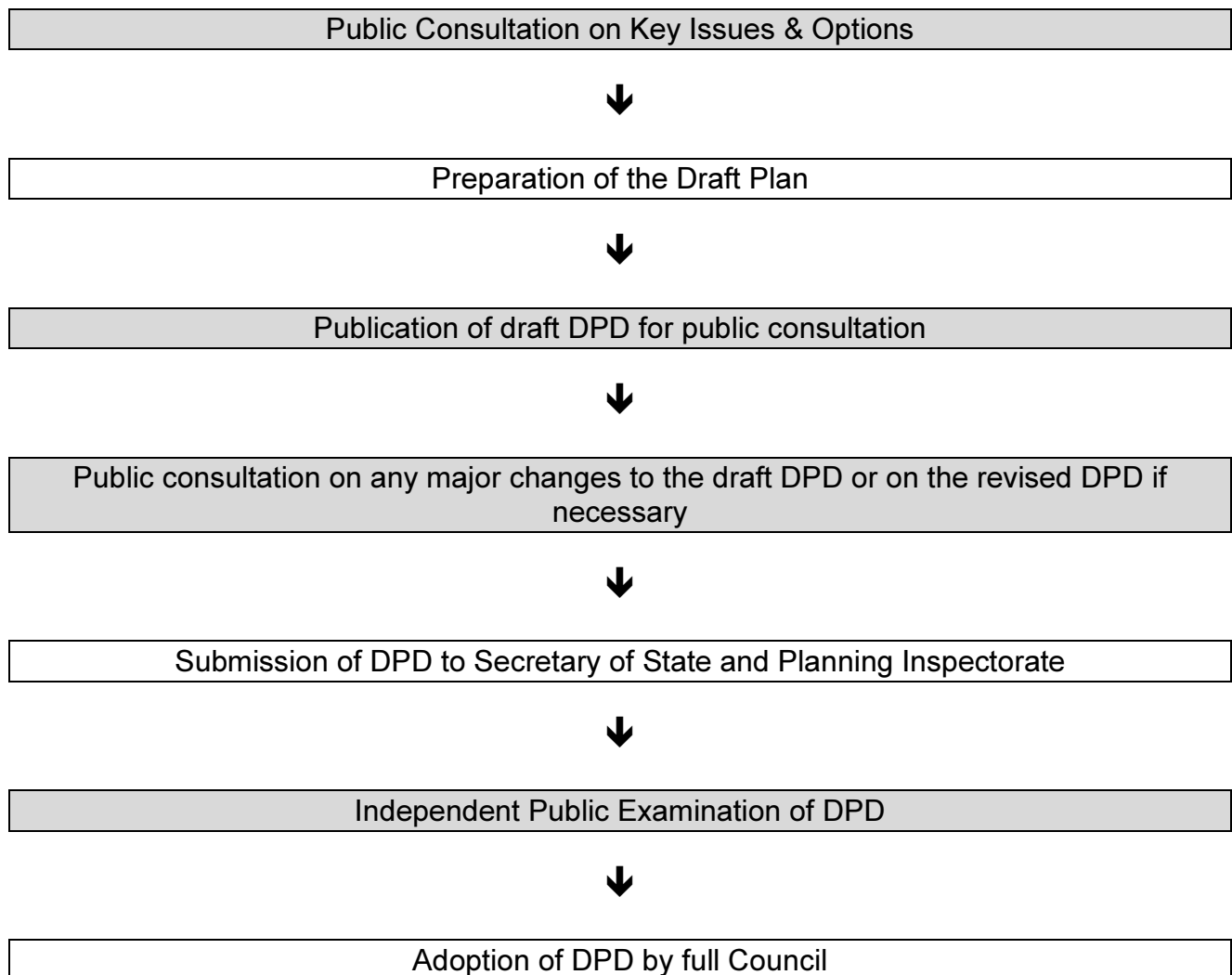


Figure 2: Key stages in preparing Supplementary Planning Documents (SPD)

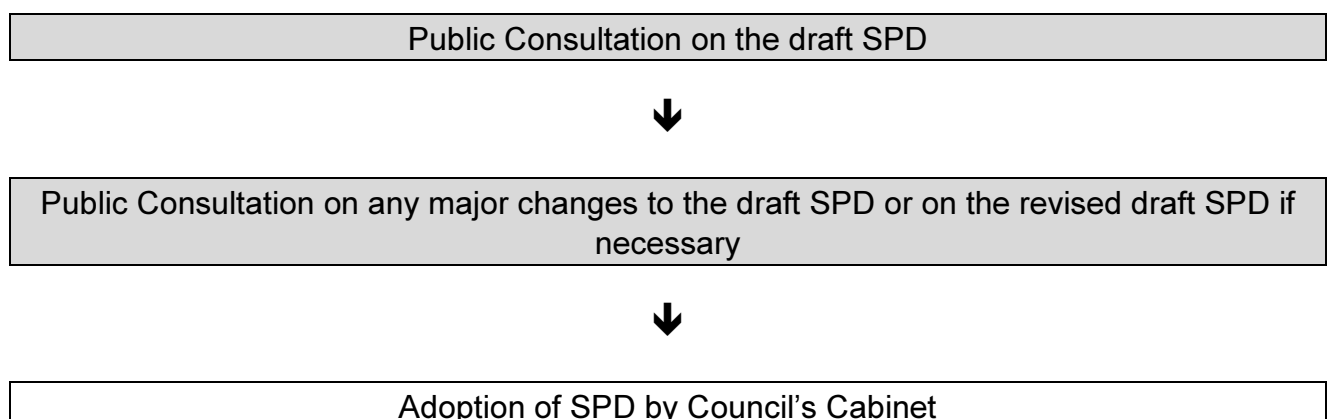
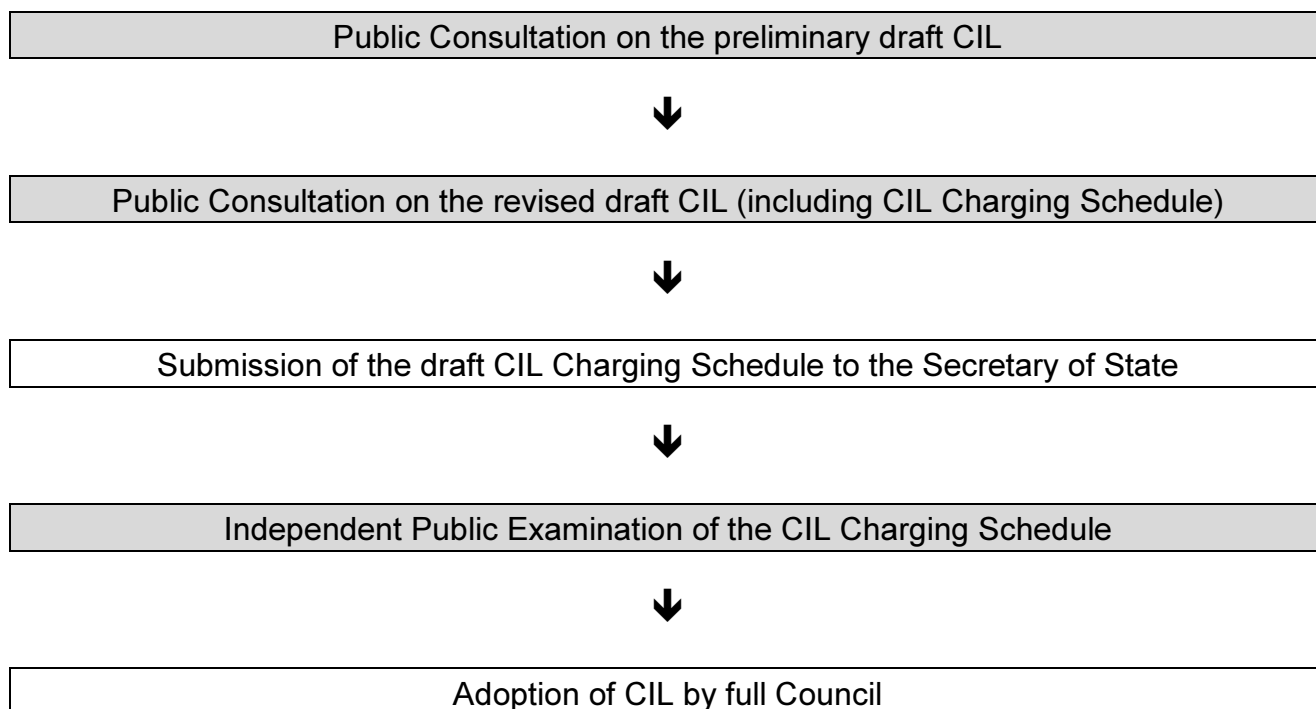


Figure 3: Key Stages in preparing the Community Infrastructure Levy (CIL)



Sustainability Appraisal

2.10 As part of preparing the Local Plan, we assess the social, environmental and economic impacts of each planning document and relevant Supplementary Planning Documents. The key purpose of Sustainability Appraisal is to identify and enhance the positive effects of planning policies while minimising any potentially adverse impacts. This process also involves the assessment of any health and equality impacts. Where necessary, we will also carry out a Habitat Regulations Assessment on our emerging planning documents. Please refer to the Habitat Regulation Assessments for further guidance.

Publications of documents and fees

2.11 At all stages of preparing and reviewing the Local Plan we will make reference copies of relevant documents available at our principal office at Riverside House, Main Street, Rotherham S60 1AE. All of our planning documents will be available to download from our website www.rotherham.gov.uk/localplan. Charges will apply for printed copies and for some background papers.

How will we involve you?

2.12 As a modern Council, we strongly encourage electronic communication: 'Save Time, Do It Online'. This has multiple benefits around convenience, cost and the environment (saving paper). It also allows 24 hour access to information.

Website

2.13 The internet is a popular way of communicating planning issues to individuals and groups. A key advantage of the website is that lots of information can be included compared to other formats. We have specific planning policy pages on the Council's website. We will ensure that these pages are regularly updated.

2.14 We have an online consultation system so during periods of public consultation people can make comments online <http://rotherham.limehouse.co.uk/portal> We strongly encourage consultation comments using this system. Commenting online ensures that comments are focussed on the parts of the document you are interested in and requires less interpretation by Council officers. This enables us to make the most efficient use of our resources.

Emails and letters

2.15 For environmental, speed and cost reasons, where you have provided us with an email address we will use this method of communication rather than sending a letter.

Press notices and statutory notices

2.16 Local newspaper notices are less 'personal' but they help to ensure that we communicate as widely as possible and in some cases we need to use newspaper notices to meet our legal requirements.

Public drop-in sessions

2.17 Depending on the nature of the document, the local areas affected, and the stage of the Local Plan preparation process we may hold public exhibitions. These give people the chance to look at plans and proposals and speak to planning officers in an informal setting. They are effective in engaging people who want to give their views or just gather information.

Using the results of consultation

2.18 All comments we receive will be recorded, read carefully and relevant planning considerations taken into account in preparing and reviewing planning policy documents. A summary of comments and our response will be published on our website.

Our timescale

2.19 We will make sure that our Local Plan is kept up to date to support planned development of housing and other priorities within the borough. To keep our Local Plan on target we will aim to carry out all our planning consultations in line with our community involvement policies and the latest timetable set out in our Local Development Scheme (LDS).

Appendix A: Consultees

The list below outlines the organisations and other bodies that we are legally required to consult and involve in preparing our planning documents. This is set out in the Town and Country Planning Regulations 2012. These regulations may change from time to time and this list may be amended.

Barnsley Borough Council
 Bassetlaw District Council
 Bolsover District Council
 Chesterfield Borough Council
 Doncaster Borough Council
 North East Derbyshire District Council
 Sheffield City Council

Barnsley & Rotherham Chamber Of Commerce
 Civil Aviation Authority
 Coal Authority
 English Heritage (the Historic Buildings and Monuments Commission for England)
 Environment Agency
 Highways Agency
 Highways Agency
 Homes and Communities Agency
 National Grid
 Natural England
 Network Rail Infrastructure Ltd
 Rotherham Clinical Commissioning Group
 Severn Trent (water and sewerage undertaker)
 Sheffield City Region Local Enterprise Partnership
 Sheffield & Rotherham Wildlife Trust

South Yorkshire Integrated Transport Authority
 Sport England
 Town & Parish Councils within Rotherham
 Western Power Distribution
 Yorkshire Water (water and sewerage undertaker)

Plus other relevant gas, electricity and electronic communications network infrastructure providers.

Other consultation bodies can include the following:

- (a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,
- (b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,

- (c) bodies which represent the interests of different religious groups in the local planning authority's area,
- (d) bodies which represent the interests of disabled persons in the local planning authority's area, and
- (e) bodies which represent the interests of persons carrying on business in the local planning authority's area.

In addition to these groups listed above, we will also seek to involve and consult a wide range of other interest groups and organisations, developers and consultants, as well as local residents and businesses. If you would like to be added onto our consultation database, or need to amend your existing contacts, please let us know.

Contact details T: 01709 823869 E: planning.policy@rotherham.gov.uk

Section 3: Getting involved in planning decisions

3.1 The Council deals with approximately 2,000 planning applications each year. These range from simple house extensions to large retail or office developments. We also determine applications requiring conservation area consent, Listed Building consent and for work to protected trees. All these types of applications require similar levels of public consultation.

Pre-application process

3.2 In line with national planning policy we place a strong emphasis on early engagement and aim to work with applicants in a positive and pro-active manner.

3.3 Depending upon the scale, nature and potential impact of the development proposal on the local community, it is advised that developers carry out their own pre-application public consultation. For instance, it is advocated that major planning applications be accompanied by their own Statement of Community Involvement. A major planning application is 10 or more dwellings (or a site larger than 0.5 hectares) or 1,000 or more square metres floorspace (or a site larger than 1 hectare).

3.4 These consultations should be carried out at an early stage in the design process, to enable community views to be incorporated into the submitted proposal. The form of consultation will need to be tailored to suit the particular circumstances of the site, the proposal and location. The council can provide advice on what level of pre-application consultation would be appropriate, for example through a public meeting, an exhibition, or other forms of community involvement – further information and advice will be available following the adoption of the Statement of Community Involvement from www.rotherham.gov.uk/planning. To ensure that decisions are taken in a fair and open manner, the Council's planning officers would not normally take part in these public meetings or exhibitions other than to provide background information.

3.5 As a minimum, the consultation statement submitted with the planning application should include:

- the houses, businesses and local community groups consulted,
- the methods and timing of consultation, and
- feedback and information on how the views were addressed in the development proposal.

3.6 To aid potential applicants in this process, the Council offers a pre-application service to help resolve issues at any early stage. Depending on the scale of the proposal there may be a fee for this service.

Planning applications

3.7 The Development Management Team is responsible for assessing all planning applications for development, advising the Council's Planning Board on major and other

types of applications, determining certain types of planning applications, providing advice on development proposals and dealing with any unauthorised development in the borough.

3.8 All decisions taken on planning applications must be made in accordance with the adopted development plan unless any other material considerations indicate otherwise, including national planning guidance or site specific matters relevant to a particular case. Please refer to Appendix B to find out what a 'material consideration' is.

Getting involved in planning applications

3.9 The publicity procedures to be followed on planning applications are laid down by Government legislation and regulations including Planning Practice Guidance. The council meets all of these minimum statutory requirements and we also publicise on a wider basis than the statutory minimum wherever possible to ensure that we maximise opportunities for community involvement.

3.10 All submitted planning applications must receive some form of publicity by law. We do this in one of the following ways, or by a combination of these methods depending on the type of application or other circumstances e.g. if an application is later revised:

- an individual letter to adjacent occupiers/residents (neighbour notification)
- posting of a site notice at or near the site
- a local newspaper notice

3.11 Planning applications, including supporting documents and corresponding plans and elevation drawings, can be viewed online at www.rotherham.gov.uk/planning and are also available to view at Riverside House. Planning officers are available at Riverside House to give advice on current or proposed applications (it is a good idea to make an appointment if you wish to speak to a particular officer).

3.12 Comments on planning applications must be made in writing within 21 days from the date of our notification letter or within 21 days from the date of a press notice or site notice appearing. Please note that comments submitted after the 21 day publicity period has expired may not be considered because a decision may have already been made on the planning application.

You can make comments:

Online at: www.rotherham.gov.uk/planning

By e-mail to: development.management@rotherham.gov.uk

By post to: Development Management, RMBC, Riverside House, Main St, Rotherham S60 1AE

Decision making and planning board

3.13 Most minor planning applications are determined under delegated powers by the Planning Manager as set out in the Council's Scheme of Delegation. The Council's Planning Board makes decisions on major applications, and in certain other circumstances as detailed in the Council's Constitution. These circumstances include where a large number of written representations (more than five) against a development proposal have been made which conflict with the planning officer's recommendation.

3.14 For those applications determined by Planning Board, the Council allows public speaking at the committee meeting to give the public an opportunity to speak during the decision making process. Guidance on how members of the public can speak at Planning Board is distributed to those who formally request to speak.

3.15 Planning Board agendas are published on our website, five clear working days before the meeting, followed by the publication of the minutes of the meeting.

3.16 As part of the Council's commitment to an open and transparent planning process, the Council's Constitution includes codes of conduct for members and officers. Probity rules accord with the Planning Advisory Service guidance 'Probity in Planning' published in April 2013:

<http://www.pas.gov.uk/documents/332612/1099271/Probity+in+planning+guide/c2463914-db11-4321-8d38-be54c188abbe>

Notification after Planning Board

3.17 Anyone making comments will be individually notified of the Council's decision on the application within ten working days of the decision being made, unless a proposal has generated a lot of representations (more than 30). In this case the decision will be publicised in the local press rather than by individual letter.

3.18 The Council also compiles a weekly list of planning decisions and these are also available to view on our website.

Written representations, informal hearings and public inquiries

3.19 Letters are sent direct to those people who were notified on the original application (as well as any other people who submitted comments on the application) giving notice of an appeal being lodged against the Council's decision, and providing them with the opportunity to make representations to the Planning Inspectorate (with the exception of appeals submitted under the householder appeal service). Under the householder appeal service there is no opportunity to make representations to the Planning Inspectorate, however representations submitted in relation to the planning application are forwarded to the Planning Inspectorate by the Council. A site notice will only be posted in the case of a public inquiry.

Other Information

3.20 The Development Management Team also investigates alleged breaches of planning control. For further information please see our website www.rotherham.gov.uk/planning or telephone Planning Enforcement for advice on 01709 823865

Appendix B

What is a material consideration?

When a decision is made on a planning application, only certain issues are taken into account; these are often referred to as 'material planning considerations'.

Material considerations can include (but are not limited to):

- Local, strategic, national planning policies and policies in the development plan
- Emerging new plans which have already been through at least one stage of public consultation
- Pre-application planning consultation carried out by, or on behalf of, the applicant
- Government and Planning Inspectorate requirements – circulars, orders, statutory instruments, guidance, and advice
- Previous appeal decisions and planning inquiry reports
- Principles of case law held through the courts
- Loss of sunlight (based on Building Research Establishment guidance)
- Overshadowing/loss of outlook to the detriment of residential amenity (though not loss of view as such)
- Overlooking and loss of privacy
- Highway issues: traffic generation, vehicular access, highway safety
- Noise or disturbance resulting from a use, including proposed hours of operation
- Smells and fumes
- Capacity of physical infrastructure, e.g. in the public drainage or water systems
- Deficiencies in social facilities, e.g. school capacity
- Storage and handling of hazardous materials and development of contaminated land
- Loss or effect on trees

- Adverse impact on nature conservation interests and biodiversity opportunities
- Effect on listed buildings and conservation areas
- Incompatible or unacceptable uses
- Layout and density of building design, visual appearance and finishing materials
- Inadequate or inappropriate landscaping or means of enclosure

The weight attached to material considerations in reaching a decision is a matter of judgement for the decision-taker. However the decision-taker is required to demonstrate that in reaching that decision that they have considered all relevant matters.

Generally greater weight is attached to issues raised which are supported by evidence rather than solely by assertion. If an identified problem can be dealt with by means of a suitable condition the local planning authority is required to consider this as an alternative to refusing an application.

What is NOT a material planning consideration?

The following Issues are NOT relevant to the decision (there are further non-material planning considerations not included in this list):

- Matters controlled under building regulations
- Private issues between neighbours
- Opposition to the principle of development when this has been determined by an outline planning permission or appeal
- Applicant's personal circumstances (unless exceptionally and clearly relevant e.g. provision of a facility for someone with a physical disability)
- Previously made objections/representations regarding another site or application
- Factual misrepresentation of the proposal
- Opposition to business competition
- Loss of property value
- Loss of a view

“If you or someone you know needs help to understand or read this document, please contact us”:

☎: 01709 823869

💻: planning.policy@rotherham.gov.uk

Minicom: 01709 823536

Slovak

Ak vy alebo niekto koho poznáte potrebuje pomoc pri pochopení alebo čítaní tohto dokumentu, prosím kontaktujte nás na vyššie uvedenom čísle alebo nám pošlite e-mail.

Slovensky

Kurdish Sorani

کوردی سۆرانی

هه‌نگه‌ر تۆ یان که‌سه‌یک که تۆ ده‌یه‌ناسی پێویستی به‌یارمه‌تی هه‌یه‌یت بۆ نه‌وه‌ی لهم به‌لگه‌نامه‌یه‌ تێیگات یان بێخوێنته‌وه‌، تکه‌یه‌ پاموه‌ندیمان پێوه‌ بکه‌ له‌سه‌ر نه‌و ژماره‌یه‌ی سه‌ره‌وه‌دا یان به‌و نه‌مه‌یه‌.

Arabic

عربي

إذا كنت أنت أو أي شخص تعرفه بحاجة إلى مساعدة لفهم أو قراءة هذه الوثيقة، الرجاء الاتصال على الرقم اعلاه، أو مراسلتنا عبر البريد الإلكتروني

Urdu

اُردو

اگر آپ یا آپ کے جاننے والے کسی شخص کو اس دستاویز کو سمجھنے یا پڑھنے کیلئے مدد کی ضرورت ہے تو برائے مہربانی مندرجہ بالا نمبر پر ہم سے رابطہ کریں یا ہمیں ای میل کریں۔

Farsi

فارسی

اگر جناب عالی یا شخص دیگری که شما او را می شناسید برای خواندن یا فهمیدن این مدارک نیاز به کمک دارد لطفاً با ما بوسیله شماره بالا یا ایمیل تماس حاصل فرمایید.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:-	Cabinet
2.	Date:-	24 September 2014
3.	Title:-	Review of Directly Managed Community Centres
4.	Directorate:-	Environment & Development Services

5. Summary and Recommendations

On the 26th February Cabinet met to consider the 2014/15 budget. As part of the budget proposals a number of potential revenue savings were put forward which included to “transfer or close uneconomical community buildings offer leases to current users of community buildings for users to take over the running responsibility for the buildings and thereby reduce the councils costs”.

The important role the centres have played in the communities over the years is recognised, however a number of the centres are now poorly used, income does not cover expenditure and their condition is deteriorating.

On 5th February 2014 Cabinet agreed with regard to the ‘Use of Land and Property Assets to Maximise Growth’ to make properties held in localities available to local organisations or free them up for development except where they are needed to house key services.

Cabinet’s decision in setting the 2014/15 budget included savings in the cost of community buildings of £20,000 in 2014/15 and a further £30,000 in 2015/16.

This report identifies the outcome of a review of community buildings and makes recommendations relating to the future of the buildings.

6. Recommendations

Cabinet is asked to approve:

- **The retention of Swinton Public Hall and Eastwood Community Village.**
- **The closure of community facilities at Fir Close - Wath, Oaklea Retreat – West Melton, Greasborough Public Hall, and Broom Valley – Rotherham, which could all be released for development in accordance with Cabinet’s decision of 5 February 2014.**
- **Further review of options at Rawmarsh Aged Persons Centre, St Johns Green Centre and Springwell Gardens, with a further report to Cabinet on these facilities by March 2015.**

7. Proposals and Details

7.1. Background

The Asset Management Service has directly managed various community buildings across the borough for a number of years. There has been little or no recent investment in the condition of the properties and many have significant backlog maintenance costs which will affect medium to longer term revenue cost requirements if the buildings are retained. The popularity and usage of the buildings has declined over recent years.

As part of the budget setting process for 2014/15, Cabinet approved various budget savings proposals which included the following for community buildings:

“transfer or close uneconomical community buildings, offer leases to current users of community buildings for users to take over the running responsibility for the buildings and thereby reduce the council’s costs”.

In order to carry out Cabinet’s decision, a review of community buildings has been completed covering the usage of the buildings, review of revenue running costs, consideration of backlog maintenance of the buildings, the potential capital receipts that may be obtained from closing the buildings and any opportunities for releasing sites for development in support of economic growth.

As part of the review an extensive consultation exercise was carried out including seeking opinions from local Ward Members and the users of the building. The option of asset transfer has been considered where relevant and we have looked at any options put forward for increasing the future demand of the buildings.

Review findings

Financially, the community buildings are not recovering their expenditure and whilst revenue running costs have been increasing the rental income received as a result of hourly lettings has gradually declined. In the majority of cases the community centres are making a loss.

Most facilities have utilisation that varies between only 3% and 12% of available letting time (9.00am until 9.00pm six days per week). Only Swinton Community Centre achieves more than 50% usage (70% in 2013/14 and 54% so far in 2014/15).

Local Ward Members were consulted on options for the facilities in April 2014, followed by a wider general public and user consultation where notices were placed in the centres to seek the views of user groups etc. A number of replies have been received.

A summary of the findings and conclusions from the review, including consultation feedback, is shown in the table below:

Community Buildings – Summary of Usage, Costs and Consultation Outcomes

Centre Name	Area	Ward	Other facilities nearby and distances	Usage; % Hours	Revenue Running costs 2013/14	Income from lettings 2013/14	Annual net cost	Consultation Outcome/Comments	Final Rec'n
Greasbrough Public Hall	Greasbrough	Wingfield	Greasbrough Library small meeting room 250 mtrs, Methodist Church Potter Hill Greasbrough 50 mtrs, Forty Martyrs Church Hall Rockingham- 1000 mtrs	3%	£13,581.00	-£2,466.13	£11,114.87	A prominent public hall. External bookings have virtually dried up and the only regular bookings now are from Ward Members who hold their weekly surgeries from the building. There are other facilities in the area including the Greasbrough Library and Ward Members would be able to hold surgeries there.	Close. This site could be disposed of for development purposes.
Oaklea Retreat	West Melton	Hoover		7%	£15,147.00	-£1,230.00	£13,917.00	Limited occupancy but does provide a venue for a club supporting adults with learning difficulties. Strong representation received from support workers, volunteers and members of the club. We could work with the group to find an alternative venue.	Close. This site could be disposed of for development purposes.
Fir Close	Wath	Wath Upon Dearne	Montgomery Hall, Wath	4%	£9,739.00	-£729.00	£9,010.00	Strong representation from support workers who provide a centre for activities for people with learning difficulties. Other than that use, which is only twice a week, the usage is very small. Recommend closure of the building but to work with the group to find an alternative venue.	Close. This site could be disposed of for development purposes.

Centre Name	Area	Ward	Other facilities nearby and distances	Usage; % Hours	Revenue Running costs 2013/14	Income from lettings 2013/14	Annual net cost	Consultation Outcome/Comments	Final Rec'n
Broom Valley Clubroom	Broom	Boston Castle	St Barnabus Centre, Brunswick Road Broom- 100mtrs	10%	£12,462.00	-£2,408.00	£10,054.00	<p>Councillor R McNeely requested that we work to try to keep the building open and look for other opportunities from other groups/ business in the area.</p> <p>The bridge club, who have a number of elderly members, supported retention of the building.</p>	Close. This site could be disposed of for development purposes.
St Johns Green Community Centre	Kimberworth	Wingfield	<p>St Johns Green Church Hall- 25 mtrs,</p> <p>Black Hut Kimberworth Road Kimberworth- 600 mtrs,</p> <p>Forty Martyrs Church Hall, 1/2 mile</p>	No external bookings	£12,475.72	£0.00	£12,475.72	<p>The community has virtually no external bookings. The local TARA runs a daily café from the building but historically has used the building free of charge. The TARA submitted a request for community asset transfer although it is not clear that the TARA has the capacity to sustain the building.</p> <p>The building is attached to Kimberworth District Office and there is a desire within neighbourhoods to vacate this building. In the circumstances before any decision is taken on the building the long term future of the District Office should be considered and the effects on the neighbourhood locality.</p>	Further review

Centre Name	Area	Ward	Other facilities nearby and distances	Usage; % Hours	Revenue Running costs 2013/14	Income from lettings 2013/14	Annual net cost	Consultation Outcome/Comments	Final Rec'n
Rawmarsh Peoples Centre	Rawmarsh	Roth'm East	High Street Centre Rawmarsh, 250 mtrs, Rawmarsh CSC Barbers Ave Rawmarsh 600mtrs	7%	£7,992.00	-£1,067.00	£6,925.00	<p>The usage of the building is only 7%, which is by a local bingo group. Representations have been received from a number of Ward Members and local discussions did take place at Rawmarsh CSC to discuss options.</p> <p>Councillor Vines requested the centre remain opened and requested an opportunity to develop its use over the next 12 months. We have also had a request from Integrated Youth service who are looking for a location in the Rawmarsh locality.</p> <p>Recommend further opportunities are explored with the respective parties.</p>	Further review
Springwell Gardens Community Centre	Eastwood	Roth'm East	Eastwood Village Community Centre- 1.5 miles, Unity Centre St Stephens Road Eastwood 1 mile, Mowbray Gardens Community Centre 450 mtrs	10%	£25,961.00	-£10,971.00	£14,990.00	<p>The offices within the building are let to Rotherfed. Rotherfed also holds regular meetings and support seminars from the large meeting room in the building. However, Rotherfed may not be able to run the building within their current resources. If necessary, we can assist Rotherfed with a search for alternative premises if the building closes. We could consider a further review pending outcome of discussions and needs of Rotherfed.</p> <p>Asset Management is also carrying out a review of accommodation as part of the rationalisation of other properties, which could identify additional options for the use of Springwell gardens.</p>	Further review

Centre Name	Area	Ward	Other facilities nearby and distances	Usage; % Hours	Revenue Running costs 2013/14	Income from lettings 2013/14	Annual net cost	Consultation Outcome/Comments	Final Rec'n
Eastwood Village	Eastwood	Roth'm East	Untiy Centre St Stephens RD Eastwood- 600 mtrs, Springwell Gardens Community Centre 1.5 miles	12%	£8,148.76	-£7,384.00	£764.76	Net costs are minimal Emails have been received from Ward Members requesting the centre remains open. In view of its position and the use and support of the building by the local residents group, it is recommended that the centre remains open and the opportunities for further lettings explored. We are currently liaising with Clifton Community Learning partnership who are looking for a learning centre within the Eastwood area.	Retain
Swinton Public Hall	Swinton	Swinton	Swinton Libaray meeting room, Charles Street Community Centre	54%	£31,597.00	-£25,892.00	£5,705.00	Honey Pot Café provides a community facility within the building. This is a well run facility with good occupancy rates and potential for further income. Representations from councillors to retain the building. There are some long term maintenance implications with backlog maintenance requiring an investment over the next ten years of £212k, including a significant investment in 2018 which indicates that around £141k is required to cover mainly electrical installations. The revenue accounts for 2012/13 show a profit of £8962 and 69% lettings and 2013/14 showed a profit of £4572 and 70% lettings	Retain

7.2 Recommendations

Based on a range of parameters including usage, financial information, Ward Member feedback and consultation responses from users, the Director of Internal Audit & Asset Management recommendations for the centres are as follows:

- Retain **Swinton Community Hall** and **Eastwood Village** which are considered to be sustainable with further potential for development and interest.
- **Rawmarsh Aged Persons centre** – In view of the interest from the Integrated Youth Service, the relatively low net cost and potential for further interest, it is recommended to retain this facility in the short term pending a further review to consider the options.
- **St Johns Green Community Hall** is connected to Kimberworth Park District Office. The TARA runs a small community café from the premises most days of the week. The long term future of the whole building is under review and any long term decision on either the community building and /or the district office should not be taken in isolation, as there may be other longer term benefits for the whole of the St Johns Green shopping centre / campus from a holistic solution. Therefore, a further review of the whole site should be undertaken as a joint initiative with Neighbourhoods.
- **Springwell Gardens** - Rotherfed currently occupies the offices within the building to provide support for the tenants/ residents organisations. Rotherfed also uses the large meeting room for bigger meetings. Asset management has been looking at other various options to retain the building which may include the option to relocate other services within the centre. These are tied in with other rationalisation opportunities which are currently being worked up and it is, therefore, proposed to retain the building pending a further review.
- **Greasbrough Public Hall, Fir Close, Oaklea Retreat, and Broom Valley** are not sustainable therefore it is proposed to close the buildings and assist where practicable to find alternative locations for existing non-council users to continue their activities, at no cost to the council.

8. Finance

As part of the 2014/15 budget settlement on the 26th February 2014 Cabinet agreed to a revenue savings in 2014/15 of £20,000 which has already been taken from this year's budget. In addition there is a further revenue saving of £30,000 in 2015/16 as a result of further savings in revenue running costs for caretaking and cleaning costs.

Failure to close the buildings would result in budget pressures for 2014/15.

Subject to disposal of the community centres there may also be a potential capital receipts and growth opportunities as indicated for each building subject to closure within appendix A.

No allowance has been made for any decisions to demolish any buildings.

9. Risks and Uncertainties

If the recommendations of this report are not carried through there will be a resultant annual budget pressure as a result of failing to deliver the approved budget savings.

10. Policy and Performance Agenda Implications

End users will have to find alternative accommodation to continue their business or community use, though the Council believes there is adequate alternative provision within the communities.

Sites released from community use will be used to:-

1. For service deployment i.e. Rawmarsh Aged Persons centre as a youth service hub and /or Springwell gardens is under consideration for other service use.
2. Free up sites to support the growth and development agenda.

11. Background Papers and Consultation

- Cabinet Wednesday 26th February 2014.
- Consultation with Ward Members 9th April 2014
- Consultation with users and other council and third party partners June 2014.
- Capital Strategy & Asset Review Team 23rd August 2014

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ROTHERHAM BOROUGH COUNCIL

1.	Meeting:	Cabinet
2.	Date:	24th September 2014
3.	Title:	Award of the tender for the provision of Road Markings
4.	Directorate:	Environmental & Development Services

5. Summary

- 5.1 Due to the value of the agreement being above £500K, the Corporate Procurement Service had to consider the acceptance of the tender for the provision of Road Marking Services to the Borough a key decision.
- 5.2 It is proposed to award this agreement for a period of four years. The spend forecast over this four year term is ~ £740k, this is based on current spend profiles and can change at any time. The effective procurement of this agreement will generate brand new cashable savings of ~ £8.5k per annum over and above the existing agreement, this again is based on current volumes.
The market is showing price increases in this area, however we have been able to maintain and reduce costs.
- 5.4 This report is exempt under paragraph 3 of Part I of Schedule 12A Information relating to the financial or business affairs of any particular person (including the Council).

6. Recommendations

- a) **That the tender submitted by WJ Road Markings Ltd for the provision of Road Marking Services should be awarded.**

7. Proposals and Details

7.1 Six Pre-tender Questionnaire (PTQ) submissions were received, following the PTQ evaluation all six suppliers successfully met the scoring criteria and were invited to tender. Rotherham MBC received Invitation to Tender (ITT) submissions from three of the suppliers by the returned deadline date of the 4th July 2014. Three of the suppliers declined to submit a bid. Tenders were opened by Councillor Gerald Smith via the YORtender e-procurement system on 15th July 2014.

7.2 The quality aspects in the evaluation included the following:

- Procedures for monitoring the quality of works undertaken.
- Arrangements and measures ensuring that completed work will meet the expected lifetime guarantee.
- Detail of how the contract would be resourced in terms of staff, vehicles and materials.
- An explanation of how the supplier will deal with peaks and troughs in demand.
- How the requirement will be met for all works to be commenced within the required one week period.
- How requests for urgent work will be managed.
- Detail of how customers will be kept informed of the work that is to be undertaken and project timescales, completion dates etc.
- How the supplier will ensure the quality of work that is to be sub-contracted.
- The methodology of how the company is trying to ensure the minimisation of The Carbon Footprint with regards to packing/recycling/transportation etc.

7.3 The ITT evaluation was completed and led by the Procurement Category Manager, Vicky Horsfield, and initiative team members from EDS; Dave Hepworth, Schemes Delivery Team Manager, Allan Lewis, Principal Engineer and Rob Wilkinson, Senior Technician. The evaluation process was approved by the initiative sponsor, Colin Knight, Network Manager.

7.4 Returned ITTs were scored by the initiative team as follows:

	Tenderer		
	Euromark GB Ltd	Jointline Ltd	WJ Roadmarkings Ltd
Quality Score (370)	362	352	350
Pricing Score (555)	0	419	537
Total Score (925)	362	771	887
Rank	3	2	1

- 7.5 The successful supplier WJ Roadmarkings Ltd, who is our incumbent supplier, fully complies with the Road Safety Markings Association's specification Stanspec 2009.
- 7.7 This agreement will commence in October 2014 and when awarded may also be utilised by other authorities.

8. Finance

- 8.1 The effective procurement of this agreement is forecast to generate brand new cashable savings of ~ £34k over the four year term of this agreement. The forecast is based on spend profiles highlighted above in the report.

9. Risks and Uncertainties

- 9.1 EU regulations state a 10 day standstill period is required upon notification to all tenderers of the successful bidder.
- 9.2 Brand new savings that are being forecast are based on current volumes.

10. Policy and Performance Agenda

- 10.1 This supports the Authority's Corporate Plan objective 'All areas of Rotherham are safe clean and well maintained' by ensuring that roads are safe to use.

11. Background Papers and Consultation

Tender submissions and evaluation documents are all stored on the YORtender e-procurement system.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet
2.	Date:	24th September 2014
3.	Title:	Green Waste Service – Summer Only Collection
4.	Directorate:	Environment and Development Services

5. Summary

The green waste service is a seasonal service which is subject to high demand in summer and a very low demand over the winter period. During the last two years the service has dropped to a monthly service over the winter period operating with a maximum of 3 vehicles out of the current fleet of 7 vehicles. This report outlines the proposal to revert to a summer only collection of green waste to meet the requirements of the medium term financial plan

6. Recommendations

That Cabinet:

Approves the proposal to revert to a summer only collection of green waste.

7. Proposals and Details

The green waste collection service is a seasonal service which is normally subject to high participation within the summer months with a tailing off in demand for the service over the winter period.

The current front line fleet of seven vehicles is normally complemented by the hiring in of one extra vehicle for a period of approximately 20 weeks during the summer growing season. In the last two years the service has seen a significant reduction in participation in collections in the winter period with the result that the number of vehicles used has reduced to a maximum of 3 vehicles and schedules have reverted to a monthly collection from the summer alternate week collection schedule.

Based upon a five year average the service collects around 18,624 tonnes of green waste per annum; of which only 2,694 tonnes is collected over the period November to March, this represents 14.47 % of the total green waste figure. It is however important to note that of the green waste collected over this five month period 1,672 tonnes of the waste is picked up in March.

This can be summarised as follows:

Total tonnes collected = 18, 624 tonnes
Tonnage November to March = 2,694 tonnes (14.47%)
Tonnage November to February = 1,022 tonnes (5.49%)
Tonnage March = 1,672 tonnes (8.98%)

In order to achieve the requirements of the Medium Term Financial Plan 2014 it is proposed that with effect from this year the green waste service ceases operation at the end of October 2014. The service will then re-commence operations with effect from April 2015 and operate over the summer period only.

This situation has been discussed with our partner, Yorkshire Horticulture who processes the green waste collected on the service and they have confirmed the transfer station they operate at Maltby will close for the winter period.

The proposal to cease collections over the winter period has been fully discussed with Trade Union Representatives in terms of reducing the establishment on Waste Collection Operations through the Voluntary Severance Scheme and taking vehicles off the road. I can report that the current fleet of vehicles are coming to the end of their lease periods and it has been agreed with our Transport Partner to leave them in the Depot to support servicing and repair of the specialist fleet over the winter period.

8. Finance

The proposal to cease the collection of green waste with effect from the end of October 2014 and operate a summer only service in subsequent years will assist the Council in achieving the requirements of the medium term financial plan.

It has been calculated that the cost saving in the 2014/15 financial year will be £122,000 as a consequence of:

- Taking vehicles off the road over the winter period.
- Reducing the establishment of the Waste Collection Operation by 21 posts from 1st November 2014.

9. Risks and Uncertainties

The proposal to suspend green waste collections over the winter period will not prove to be popular; being seen as an erosion of the service. In terms of suspending collections over the winter period it is expected that any green waste produced will either be composted at home, some may find its way into the residual black bin; there may be cases of fly tipping green waste; however it is important to note there is an outlet for this waste as it will continue to be accepted at the Councils four Household Waste Recycling Centres.

10. Policy and Performance Agenda Implications

It is expected that the implementation of this proposal may reduce the Councils overall recycling rate by approximately 2%; however this needs to be measured against the requirements to meet the objectives of the medium term financial plan.

11. Background Papers and Consultation

Medium Term Financial Plan 2014
Consultation with Trade Union Representatives
Consultation with Waste Management Workforce

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	24th September 2014
3.	Title:	Expectations and Aspirations : Co-production in Rotherham – consultation document
4.	Directorate:	Neighbourhoods and Adult Services

5. **Summary**

The Expectations and Aspirations work stream of the Health and Wellbeing strategy has a priority in its action plan around co-production of services, this was fully endorsed by the board's member organisations.

The attached report is currently being consulted on across the members of the Health and Well Being board and provides information around definitions of co-production, examples of where this is already in place in Rotherham and the suggested approach to move this forward across all organisations.

6. **Recommendations**

- (i) **That cabinet receive the attached report and associated case studies and comment in relation to the consultation of this document**

7. **Proposals and Details**

Expectations and Aspirations is one of the six strategic outcomes we aim to deliver through the Health and Wellbeing Strategy:

All Rotherham people will have high aspirations for their health and wellbeing and expect good quality services in their community, tailored to their personal circumstances.

A key action which underpins this work is :

- We will co-produce with Rotherham people the way services are delivered to communities facing challenging conditions.

Co-production is about delivering public services in different ways and developing relationships with service users that are equal between professionals delivering these services and those customers and carers in receipt of them.

Co-production is not just about consulting with citizens and “user voice” initiatives, it is much more than this.

There are already some good examples of where co-production is working in Rotherham such as Lifeline, Speak Up and the Rotherham Charter for Parent and Child Voice.

The proposal is that organisations decide which services would be suitable for co-production and begin to move to this as a concept of working, it is clear however that there are some services which would never be suitable to be co-produced examples of this would be around some health or protection and safeguarding services ie resuscitation services or child protection investigations / services.

We still need to ensure that families and carers can make comments about the services that they / their relatives have received to help improve or shape the services in the future as opposed to them being involved in the delivery of the service itself

The suggested model is across a Staged approach:

Stage 1 – agree that all organisations will begin move around the circle (of co-production) from where they are now towards full co-production (see Figure 1) where appropriate

Stage 2 – organisations then agree on a yearly basis which of their services are suitable for co-production or to move towards co-production and aim to make the required changes during the year

As previously mentioned not every service would lend itself to co-production hence the annual review of services in Stage 2.

We need to ensure that this is right for Rotherham and this consultation will form part of this approach, it is suggested that a workshop is held with Health and WellBeing Board members and organisations to work together to define what it would look like in Rotherham.

8. Finance

Issues around the costs of co-production are particularly complicated. While there is some evidence that it can reduce costs, the available evidence is inconclusive. This may be something that varies between different organisations and different projects.

Co-production may lead to some costs being reduced and others increased. It may only be possible to know whether co-production is cost-effective by looking at things over a period of time. If it is cost-effective it will have reduced the number of inefficient, ineffective and unwanted services.

9. Risks and Uncertainties

Co-production is a very different approach to how our organisations normally deliver their services and although the customer and broader public is involved at different levels there are few services that are currently co-produced in the true sense of the word.

Cultural changes would need to take place from both the service provider and customer angles to grasp the fundamentals of co-production and move this forward in a way that is not detrimental to either party.

It is recognised that there will be also challenges in relation to managing the expectation of the citizens of Rotherham in relation to how co-production will deliver services differently for them

10. Policy and Performance Agenda Implications

The Performance Management Framework underpins the work around the priorities of the strategy and the workstreams.

11. Background Papers and Consultation

Health and WellBeing Strategy
Co-production report – Appendix 1
Co-production audit template
Co- production Case Studies

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Rotherham's Health and Well Being Strategy

Co-production in Rotherham

Sue Wilson
September 2014

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Acknowledgements

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1. Introduction

Expectations and Aspirations is one of the six strategic outcomes we aim to deliver through the Health and Wellbeing Strategy:

All Rotherham people will have high aspirations for their health and wellbeing and expect good quality services in their community, tailored to their personal circumstances.

Underpinning this is the action “We will co-produce with Rotherham people the way services are delivered to communities facing challenging conditions”

This report will examine what co-production is and what it would look like in Rotherham. It includes some examples of where this is already happening across the Borough (albeit to a smaller degree) and those areas nationally where co-production has seen success in delivering services differently

This report covers a suggested two stage approach that would be required to move organisations into a position where co-production of services is a real option and that it is seen as an opportunity as part of any service delivery model and reviewed and explored as part of routine service planning.

Co-production is now a key concept for delivering public services; it can make an important contribution to current challenges and can support:

- Cost effective services
- Improved user and carer experience of services
- Increased community capacity
- Integration
-

Enquiries into abuse and neglect (including the Francis report) highlight the need for services to develop more equal relationships with people who use the services and their carers. Interest in co-production can often be linked with the need to save money; however, there is acknowledgement that the citizen has a vital role in achieving positive outcomes from the services they receive.

It will be important to recognise the role that commissioning plays in delivering services as part of any co-production activity; customers can also play a key role in commissioning services even though they may not be involved in the delivery of those services subsequently.

2. Definitions of co-production

The term co-production dates from the 1970's but more recently has come to describe ways of working in partnership by sharing power with people using services, their carers and the wider citizens.

Co-production means delivering public services in different ways around relationships with service users, these relationships need to be equal and reciprocal between professionals, the people using the services and their families. Where services are co-produced in this way they are far more effective. – (Nesta 2013)

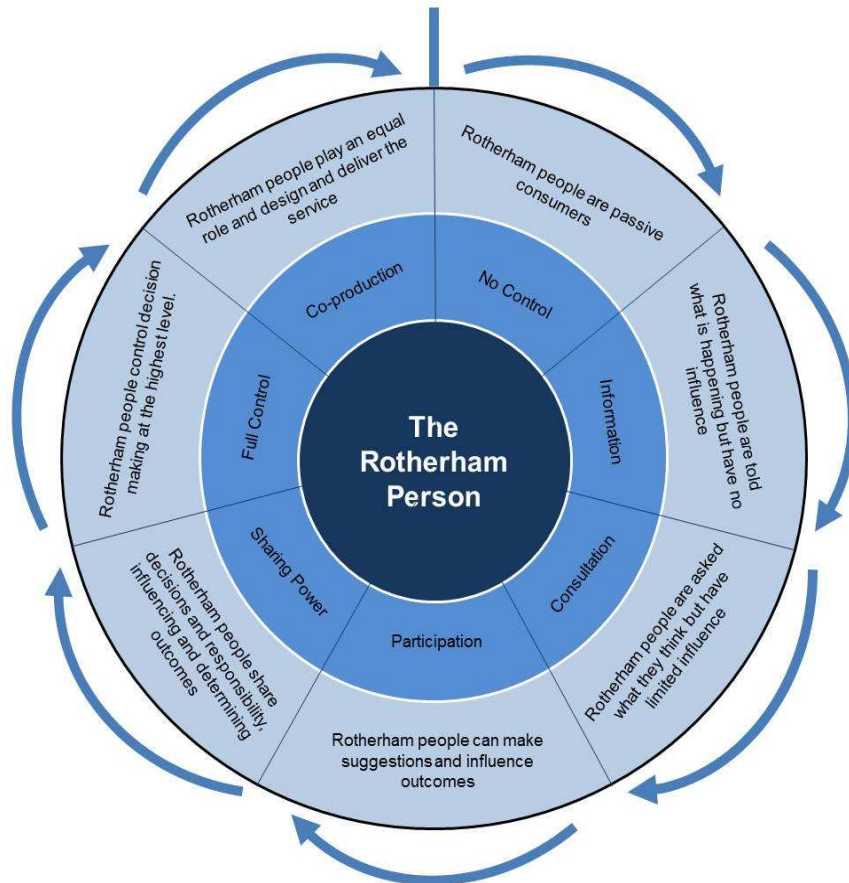
There are many definitions, and many facets, of co-design and co-delivery. What all of them have in common is an ethos and recognition that those who provide and experience services should have an equal say and role in how such services are designed and delivered" (Nesta 2013)

What co-production would mean in Rotherham

- **Recognising Rotherham people as assets:** seeing people as equal partners in the design and delivery of services, not just passive recipients of our services or even worse as a burden on those public services.
- **Building on Rotherham people's existing capabilities:** rather than starting with people's needs which are often seen as the traditional deficit model, co-produced services start with peoples capabilities and look for opportunities to help develop these further.
- **Mutuality and reciprocity:** co-production is about a mutual and reciprocal partnership, where professionals and people who use services come together in an interdependent relationship which recognises that each are just as invaluable to producing effective services and improving outcomes for the people of the Borough
- **Peer support networks:** engaging peer and personal networks alongside professionals as the best way of transferring knowledge and supporting change.
- **Blurring distinctions:** blurring the distinction between professionals and recipients, and between service delivery and service use, by reconfiguring the way services are designed, developed and delivered.
- **Facilitating rather than delivering:** enabling professionals to become facilitators and catalysts of change rather than providers of services.
- **Leading to services becoming more preventative:** in the long-term and in ways which leads to service users being empowered.

Research has found that involving patients and service users in their care and wellbeing planning and for them to identify their own goals and aspirations and navigating the services themselves will help them achieve their goals.

3. The circle of co-production in Rotherham – Figure 1



The challenge for partners in Rotherham is to move services for our customers and citizens from them having “no control” in service design and delivery to where services are “designed, produced and delivered” with and by our customers.

The diagram above shows the direction of travel to be able to achieve the aspiration that the health and wellbeing board has for the co-production of services

4. Examples of Co-production in Rotherham

There are already examples of where co-production is in place, below is a list of examples with more detailed case studies attached at Appendix 1 for a selection of the ones named below **

Lifeline **

Lord Hardy and Davies Court – friends of group

Speak Up **

Charter for the Parent and Child voice **

Social prescribing **

Expert Patient

Education Health and Care Plans

Caring

End of life

Self Care / Self medication

Healthy lifestyles

Personalisation and Person Centred Practice are also examples of a level of co-production of services as our customers are in control of the care that they require and the individual solutions which meet their personal needs.

The Special Education Needs and Disability (SEND) reforms around children and young people with additional needs offer a real opportunity to change how we work with children, young people and their families. The rationale behind the whole SEND reform from a national perspective is around the ethos of co-production. Linking this to the work of the Charter for the Parent and Child Voice is a real opportunity to ensure that co-production is embedded into everything that we do across the partnership of services working with these young people and their parents and carers.

It's important that Commissioning activity in Rotherham includes customer involvement and there are examples nationally where this has been very successful.

Commissioners need to proactively work with providers to develop capacity for co-production over a period of time, as part of market development and market shaping activities.

5. Challenges for co-production

Moving to a co-produced model of delivery will not be easy and it is recognised that the approach and rational needs to be clear

- **It makes additional demands of people who rely on services** and who are by definition already 'in need'. However, a response to this is that the active engagement of people who are users of services is often largely positive; this enables them to make services work for them, growing their own confidence and capacity. Nevertheless, it will be important to ensure that it does not put additional burdens on people's time.
- **It is a cover for the withdrawal of services**; we need to be clear that the reason for co-production is to ensure high quality services with improved outcomes as opposed to there being less money available in the system as a result of public sector efficiencies and government spending reviews.
- **Co-produced services will lead to a postcode lottery**; it is true that services will look different in different areas across the borough but that is to be expected as the assets, resources and needs identified by communities across Rotherham will also look different. There may well still be the need for a central role to ensure consistency in approach and to be clear that everyone is enabled to play a role in co-production but the assumption that identical and generic services produce the best outcomes for people is questioned by co-production.
- **It is just 'participation' by a new name**: Co-production is different from 'voice' based interventions as it recognises that it is critical for people to play a role in the activity of delivering services, not simply to contribute ideas to shaping new services that rely on professionals to deliver them.
- **There is a need to harness the collaborative working** and embed this approach into all settings; professionals would need to start from the position of not necessarily knowing the right answer which will also be a challenge.

Creating a health and wellbeing system which is driven by the people within it, not by the institutions that provide care requires engagement in all stages - in designing, delivering or using, and in evaluating the service.

This recognises that those who provide and experience services should have an equal say and role in how services are designed and delivered. This requires going beyond 'engagement', 'involvement' and 'person-centered' towards real co-design and co-delivery at every level.

There is often confusion between co-production and service user-design, user 'voice' initiatives and consultation exercises.

Many of the 'voice' based initiatives involve people expressing opinions and ideas but ultimately still **only** recognise professionals as being capable of providing the work needed to deliver a service.

6. The proposed approach in Rotherham

The proposal is that all of our organisations decide which services would be suitable for co-production and begin to move to this as a concept of working, (around the circle of co-production) it is clear however that that there are some services which would never be suitable to be co-produced, examples of this would be around some health or protection and safeguarding services i.e. Resuscitation services or child protection investigations / services, however we still need to ensure that families could make comments about the services that they / their relatives have received to help improve or shape the services in the future as opposed to them being involved in the delivery of the services.

The suggested implementation model is across a staged approach:

Stage 1 – All organisations agree in principle to undertake elements of coproduction and to move around the circle from where they are now towards fully co-produced services (see Rotherham circle of coproduction -Figure 1), this could be a step change or something more radical

Stage 2 – Organisations review on a yearly basis which services are suitable for co-production or to move towards co-production and aim to make the required changes during the year either as part of commissioned arrangements with Service Level Agreements and Service Specifications or changes to in-house delivered services (audit document attached at Appendix 1)

As previously mentioned not every service would lend itself to co-production hence the annual review of services in Stage 2 to ensure that all services are considered and to what levels it would be feasible to apply a co-produced methodology.

Social Care Institute of Excellence (SCIE) recommends four key steps to delivering co-produced services

1. Culture

- Ensure that co-production runs through the culture of an organisation.
- Ensure that this culture is built on a shared understanding of what coproduction is, a set of principles for putting the approach into action and the benefits and outcomes that will be achieved with the approach.
- Ensure that organisations develop a culture of being risk aware rather than risk averse * links to the work of the Dependence to Independence workstream and the development of a “risk taking policy”

2. Structure

- Involve everyone who will be taking part in the co-production from the start.
- Value and recognise people who take part in the co-production process.
- Ensure that there are resources to cover the cost of co-production activities.
- Ensure that co-production is supported by a strategy that describes how things are going to be communicated.
- Build on existing structures and resources.

3. Practice

- Ensure that everything in the co-production process is accessible to everyone taking part and nobody is excluded.
- Ensure that everyone involved has enough information to take part in coproduction and decision making.
- Ensure that everyone involved is trained in the principles and philosophy of coproduction and any skills they will need for the work they do.
- Think about whether an independent facilitator would be useful to support the process of co-production.
- Ensure that frontline staff are given the opportunity to work using co-production approaches, with time, resources and flexibility.
- Provide any support that is necessary to make sure that the community involved has the capacity to be part of the co-production process.
- Ensure that policies and procedures promote the commissioning of services that use co-production approaches.
- Ensure that there are policies for co-production in the actual process of commissioning.

4. Review

- Carry out regular reviews to ensure that co-production is making a real difference and that the process is following the agreed principles.
- Co-produce reviews and evaluations.
- Use the review findings to improve ways of applying the principles of coproduction, so that continuous learning is taking place.
- During reviews and evaluations, work with people who use services and carers, to think about ways of showing the impact that co-production has, as well as the processes that are involved. (SCIE, 2013)

7. The costs of co-production

Issues around the costs of co-production are particularly complicated. While there is some evidence that it can reduce costs, the available evidence is inconclusive. This may be something that varies between different organisations and different projects.

Obtaining reliable information on costs is often difficult. However, even in some of these cases there were costs that were significant, such as for training, there are also costs for professionals in taking time to work more effectively with customers and citizens. However, such activities may reduce costs in the long term if services are more fit for purpose and become more effective over time.

Co-production will probably lead to short-term increases in the use of services and other costs as it increases people's knowledge of and access to services. It may also lead to services that are 'more appropriate'.

Potential savings

One of the key arguments about the economic benefits of co-production is the potential returns from a perspective that focuses on prevention and early intervention when people's needs arise rather than letting them get worse. So if there is investment in community services, this means that people are less likely to need more expensive services (such as crisis and emergency services) later on. This will reduce the cost of acute services in the longer term.

Some of the clearest evidence of the potential savings that can be achieved in prevention using co-production particularly around health services has come from Nesta's People Powered Health programme. This programme focuses on ways to improve practice in health services, including peer support and co-design/co-delivery with people who use services. Nesta's analysis of the programme shows that where these approaches are used with people with long-term conditions, they deliver savings of approximately seven per cent through things like reduced and shorter hospital admissions and fewer visits to casualty departments. They also argue that these savings would grow to 20 per cent as the different parts of the programme support each other. (Nesta, 2013)

A few other points to note about co-production and costs are:

Co-production may lead to some costs being reduced and others increased. It may only be possible to know whether co-production is cost-effective by looking at things over a period of time. If it is cost-effective it will have reduced the number of inefficient, ineffective and unwanted services.

One of the key studies of the economics of co-production looked at three coproduction/ community capacity projects. It analysed them using a method called 'decision modelling'. This compared what happened with the projects in place with what might have happened if they had not existed. The projects were a time bank, a befriending scheme and a community navigator scheme (volunteers who support people to obtain support services). The authors looked at all of the costs and gave a monetary value to all of the benefits. They recognised that there were limitations in their analysis. However, they made conservative estimates that the projects produced net benefits for their communities in a short time.

Economic evaluations of direct payments, individual budgets and—more recently—

personal health budgets have shown that they are cost-effective. Giving people who use services and carers more control over those services can increase their health and wellbeing. But it is important to give them more support in the form of information, advice and advocacy. This will mean that more people will take up budgets. However, not everyone will benefit from personalised approaches.

Key improvements and savings are around:

- **Spending it on the right things** in the first place (e.g. personal budgets, participatory budgeting)
- **Understanding better what is valued** and how outcomes are achieved (e.g. experts by experience)
- **Accessing and utilising the assets of service users** which may be freely given (e.g. recycling, litter picking, peer advocacy)
- **Adding to the assets of service users** and reducing welfare dependence (e.g. time banks)
- **Reducing formal staff contributions** (e.g. informal carers, breastfeeding support groups,)
- **Improving service quality** (e.g. employment advice service for refugees)
- **Improving long-term health** and well-being (e.g. Expert Patient Programme)

However, it is worthy of noting that it can also cost money by:

- Training for staff, users and other participants
- Generating new demands for the service

As part of the roll out of co-production we need to explore with customers the shared decision making around budgets and any savings that are made as a result, it is important that they are involved with future decisions on how money is spent moving forward.

8. Examples of National Projects

East Dunbartonshire – advisory clinic for people with dementia

<http://www.govint.org/good-practice/case-studies/the-east-dunbartonshire-advisory-clinic-model/>

All together Now: Putting people, relationships and outcomes first (Swansea)

http://www.ssiacymru.org.uk/home.php?page_id=3917

London Borough of Lambeth – teenage pregnancy project

<http://www.govint.org/english/main-menu/good-practice/case-studies/london-borough-of-lambeth.html>

Commissioning:

http://www.cihm.leeds.ac.uk/new/wp-content/uploads/2012/01/Co-producing_Commissioning_NEF-3.pdf

Mental Health Advocacy Service, Kirklees PCT and Council

9. References

Nesta's July 2013 report "By us for us" - The power of co-design and co-delivery
<http://www.nesta.org.uk/publications/us-us-power-co-design-and-co-delivery>

People Powered by Health (2013)

<http://www.nesta.org.uk/project/people-powered-health>

Rotherham's Health and Well Being Strategy www.rotherham.gov.uk (2012)

Rotherham's Charter for parent and child voice www.rotherhamcharter.co.uk

Coproduction in social care, what it is and how to do it Social Care Institute for

Excellence www.scie.org.uk (2013)

Cabinet Office Strategy Unit (2009)

East Dunbartonshire – advisory clinic for people with dementia

<http://www.govint.org/good-practice/case-studies/the-east-dunbartonshire-advisory-clinic-model/>

All together Now: Putting people, relationships and outcomes first (Swansea)

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Rotherham's Health and Well Being Strategy

Co-production in Rotherham

Case Studies

Rotherham's Health and Well Being Strategy

Case Study

Rotherham Charter



Rotherham Charter

Genuine Partnership with Parents, Carers,
Children and Young People, Adults and Families

The Rotherham Charter: A Case Study of Living, Promoting and Quality Assuring Co-Production

It was May 23rd 2011. The room was warm with goodwill, excitement and expectation. There was a colourful mixture of people chatting and smiling. Parents and carers, school and LA service staff, front-line to directorate, people from voluntary groups. The Deputy Mayor, two university academics. No dissention or complaint. Bathed in mellow sunlight, an air of friendly and equal partnership was welcomed, enjoyed and savoured by all.

This was the launch day of our Rotherham Charter, a model for co-productive working that was born, nurtured and has since thrived as a result of energetic and determined collaboration between Rotherham parents, LA and voluntary services, schools and young people.

The Charter emerged from powerful stories about their experiences entrusted to a small group of LA researchers by children with additional needs and their parents. It became quickly evident that the wellbeing of a child makes a huge impact upon the wellbeing of a parent or carer, and vice versa, but it is very small changes in practice that can make a big difference. The research coincided with the publication of Brian Lamb's Inquiry into parental confidence and at a SENCO conference in 2010, facilitated by the then recently formed Rotherham Parent Carers Forum on this theme, there was a meeting of minds. The researchers began to work in partnership with Forum parents to explore how to bring about these changes in key organisations that affect their experience and that of their child, beginning with schools. A successful bid to the DfE to develop an innovative project to improve parental confidence in SEN systems was made and the Rotherham Charter was born.

What followed was co-production in its purest sense, although none of us knew the term at that point. Parents and carers were pivotal partners in





Rotherham Charter

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the work that ensued, driving the direction of the project as head teachers, LA, Health, and other services listened to their stories and worked alongside them, thirsty to know how they could improve things.

The four Charter principles arose through this early work, to which as part of Rotherham's Local offer schools and services are now being asked to commit. Parents/carers and children/young people in whatever educational, care or health context they find themselves want to feel confident they will receive **welcome and care**, be viewed as **equal partners** in decision-making, feel **valued and included** and experience **good communication**. Underpinning each of the principles is 'trust', identified as the defining element.

However, a strong message made clear by these initial discussions was that a set of principles alone do not bring system change. Mechanisms need to be put in place to support organisations to work in this way and to enable some form of quality assurance in which parents/carers and children/young people can place their trust.

Support packages for schools, self-evaluation and accreditation processes were developed. Currently, in the light of the Local offer, further joint work is being completed to ensure the processes are appropriate for services. It was also perceived to be essential that Charter mechanisms and processes themselves must be appreciative; living and breathing the Charter principles. Charter Management and Implementation Teams have grown up ensuring that parent, school and service representatives have equal leadership, voice and responsibility. All packages have been co-constructed and are co-delivered. Feedback from schools and services so far involved has informed us that this is what makes the Charter process so powerful, and so unique.

When the term co-production became a buzz word we realised that this is how we had been working and what we have been promoting and supporting for the last four years.





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Comments about the reality and benefits of co-production

Co-production has not been a straightforward or easy journey. It can be messy. No decision is taken by a service or parent representative without mutual discussion. There is an acceptance that we each have different strengths and needs and ways of communicating with each other to which we have to be sensitive and accommodate. Texts, a chat, e-mail, whatever works for that person. We work hard to make meetings friendly, open and light and ensure everybody has choices and feels comfortable with and confident about their roles. We have different pressures; it is vital to acknowledge and support each other in numerous ways. We remind each other to listen and respond pro-actively.

The power imbalance created by some members of the team being paid workers and others volunteers has to be offset by honest and open acknowledgement and good communication, welcoming different perspectives. It is a way of working that involves both formal systems and informal relationships, safeguarding the confidence of all involved they are functioning as an equal partner without it impacting adversely on their well-being. Empowerment, improved wellbeing and positive change is always the aim.

The thing about co-production is that when it genuinely works it touches everybody involved and makes their lives better. Equal partnership is hard work but enriching. It is inspiring. We all learn continually from the process, the relationships we have made and the improved outcomes we have witnessed:

"For parents in Rotherham the Charter is the only real model of co-production. Co-production is a nice idea and people like to think they do it but the Charter makes it real. Co-production working is time consuming and arduous at times, for both practitioners and families, but is the only way of working that creates a spirit of 'done with' and not 'done to'.





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It gives joint ownership of the services delivered and true understanding of service limitations reduces conflict. Parents in equal partnership can work together with practitioners to enhance their practise and the quality of family life. This may be your living, but it is our life. It is imperative that the voice of families is included with authenticity."

Jayne

"The thing about the Charter is that it's got to happen. It is important that there is no red tape and we have parents leading it and not being hijacked by professionals. That stops being what it was originally meant to be. The professionals do the structure and paperwork and let me put in the bits that I'm good at, I'm a parent and that's what I'm good at...I wish someone would say come in, relax, let's get to know you and not start looking at their watch after fifteen minutes and making you feel like a trouble causer. The Charter has made a difference, it can make a difference. People can re direct their focus."

Jill

"Being involved in the Charter has shown me that I can make a difference, parents views do count, and what can be achieved when services work together alongside parents and children. The Charter has given me hope. I can see a bright future for my little girl, and the other children in Rotherham. It's hard to describe how it feels to speak to a school head teacher and actually see and feel they are listening, and want to help change the system. Some words spring to mind: valued, respected, understood, trusted, proud, but one that stands out is EQUAL. "

Amanda

"It has been collaborative throughout, and continues to be. This is GENUINE partnership. The process of the development exemplifies what can be achieved when parents, a range of key services and schools work together. We soon realised that this process 'works ' for ALL children , getting it right for our most vulnerable children brings everyone along on





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the journey and creates an arena of TRUST and communication that has a direct impact on outcomes and achievement for our children."

Jayne

"Working for a service, it can often be difficult to know the best way to develop a relationship with a child, young person or parent who you may only meet once or twice, or who may only know you as a face around a table in a very daunting meeting. I always like to see myself as an advocate for the child or young person with who I am working however I am aware that others may see me as an alliance of a school, a local authority and or a set of bureaucratic systems. As an EP some people may see me as a stepping stone or even a barrier.

My involvement with the Charter has helped me to consider the 'little things' that I do that can make a big difference. My phone calls, my 'promises', a smile, the impact of a trip the toilet in between meetings. Working in such a collaborative way with parents has also helped me to feel my comfortable with being a human! I am not perfect, far from it, and working in such a collaborative way with parents has helped me to see that this is not what parents want, I am not expected to be perfect. I have learnt that as long as I show honesty and integrity, admit my slip ups and stay passionate about the work I am doing then I am doing ok.

The little things above are what really lay the foundation. ...I must admit I do not always get it right but I try my best. One of the best things about being involved in the Charter is the reminder of the 'good bits'. Charter work offers us an opportunity to think about the good practice that we see in Rotherham, it also offers a deeper relationship with parents that helps to remind us of why we are doing what we are doing - I was recently shown a fabulous video of an inspiring little lady singing away to 1D at a disco, overcoming so many things to get there, with a dazzling smile on her face!





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Working collaboratively is not an easy process, it takes time, it takes self-reflection and it takes the ability to say 'I could still be doing it better'. It has led me to make some small changes in my practice which I hope have a big impact on those that I work with. However it has led to a huge change in my mindset. I am proud of being involved in the Charter and proud of the journey that it is on...."

Jemma



Rotherham's Health and Well Being Strategy

Case Study

Lifeline Rotherham

Lifeline Rotherham Milton House Project

Co-Production Case Study

Lifeline Milton House Project is a specialist community alcohol service in Rotherham. The service provides drop in, brief interventions, outreach provision, community and service user engagement programmes and criminal justice interventions. Mutual aid providing psycho-social intervention groups such as SMART recovery and Narcotics Anonymous are supported by the service. Assessment's and one to one support sessions are also available.

Our organisation provides 3 areas of volunteering opportunities. Programme support volunteers work alongside staff in delivery of daily service activities; Outreach support volunteers provide support in the community and Peer support mentors.

Volunteer Exchange is a community based project which delivers alcohol support service through volunteering, volunteers audit members of the public and provide follow up interventions and signposting to other services, it provides opportunities to access support and guide people into other services using initial brief intervention tools, raising alcohol awareness and giving brief advice to people affected by alcohol. In addition volunteers provide one to one sessions with clients on Alcohol Treatment Requirements Orders given by South Yorkshire Probation under supervision by Lifeline staff.

Peer mentors are people who have recovered from being affected by substance misuse or alcohol misuse, using their life experience to support others through guidance, group work and by raising awareness of addiction recovery techniques, with an aim of reducing stigma associated with accessing services.

After rigorous training and time to develop through shadowing and co facilitating, volunteers and peer mentors support Lifeline Milton House Project with providing holistic approach to recovery by peer led groups which include a 12 week wellbeing group programme following the five stages of wellbeing, a 12 week relapse prevention group providing learning and tools to stay in recovery, self-awareness sessions building self-esteem, confidence and relaxation sessions and routes to recovery for people who are contemplating starting their recovery from substances, furthermore peer mentors provide befriending services to clients, helping to break down barriers to recovery through supporting to appointments and groups and having somebody personal experience to listen.

Lifeline provides significant support for Rotherham service user involvement groups, which in turn provide a voice for people accessing substance misuse services and alcohol misuse services, influencing the way services are developed. Service user expert group provide feedback to key stakeholders, management of treatment services and at commissioner level.

Rotherham's Health and Well Being Strategy

Case Study

Social prescribing

NEWS FROM



Tuesday 4 March 2014

INNOVATIVE SCHEME FOR PATIENTS IN NEED WINS NATIONAL AWARD **Excellence in participation recognised**

A SCHEME that provides support to patients most in need in local communities across Rotherham won a prestigious national health award in Manchester last night (Monday 3rd March).

NHS Rotherham Clinical Commissioning Group (CCG), working closely with Voluntary Action Rotherham, was recognised for its exceptional work in helping Rotherham people by picking up Excellence in Individual Participation Commissioner at NHS England's 'Excellence in Participation Awards 2014'.

The ground-breaking social prescribing project links patients with a long-term condition and at risk of hospital admission with activities of support in the community. These activities include; self-management programmes, benefits advice, arts and crafts, befriending, dementia support and advocacy.

The project harnesses the unique expertise and resources within the voluntary and community sector, with Voluntary Action Rotherham providing support in joining vulnerable, disadvantaged and isolated people up with the services that community organisations provide.

Advisors from the voluntary and community sector have joined forces with teams in Rotherham GP practices to work with patients to identify their support needs. They are then offered different types of activities that might be of interest. Patients agree a plan of action with an Advisor, which forms part of an integrated plan to help support them.

One-to-one mentoring is available for those patients who have issues preventing them from accessing services and activities such as transport, loss of confidence or mobility.

Sarah Whittle, Assistant Chief Officer and Project Lead at NHS Rotherham CCG, said: "This is fantastic news for Rotherham and our patients. We are delighted that our hard work has been recognised against tough competition.

"Social prescribing provides a win-win for all involved - we like it as it addresses inappropriate admissions into hospital; GPs like it as it gives them an option apart from referral to hospital or to prescribe medication; it provides the voluntary and community with support for their sustainability and more importantly patients and

carers tell us they **love it** as it improves their quality of life, reduces social isolation and moves the patient from dependence to independence.”

Janet Wheatley, Chief Executive at Voluntary Action Rotherham, added: “We are absolutely thrilled to win this award and get national recognition for the fantastic partnership working that NHS Rotherham CCG have led on between GP Case Management Teams, Voluntary Action Rotherham, the Voluntary and Community Sector and most importantly in putting patients themselves at the heart of managing their own care and treatment.

“This project is really creative and innovative work which links into the excellent work that voluntary and community sector groups are providing in Rotherham. The work has been running for over a year now and it is proving very effective in helping patients to become more independent, less isolated, reducing unplanned admissions and improving patients’ experiences of the quality of their care. The Award is recognition of a fantastic team effort and approach by everyone involved.”

- Ends –

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Rotherham's Health and Well Being Strategy

Case Study

Speak Up

Co-production story

Robert



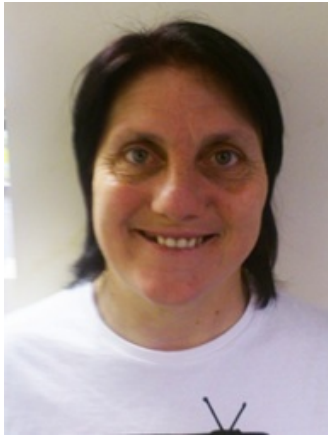
My name is Robert and I work with the Health Select Committee, on Wednesday the 26th February, 2014, I went to the doctors surgery to ask them how they include the ethnic minority and people with autism and all different types of disabilities.

The Health Select Committee are councillors from Rotherham Town Hall (Janet). The Health Select Committee were set up to help improve health related problems within the Rotherham area.



We work together to build our skills by working as a team. We all make the decisions together. I asked the doctors and nurses questions about how the ethnic minority are included in their surgery, whilst other people on the committee wrote down what they said. I think that by asking the doctors these questions alone it improved my communication skills and others within the committee encouraged me on building this skill as well as the staff at the surgery who cooperated well with us. Also, as part of the health select committee, we travel around homes, inspecting the state of the homes and observing how well people are being taken care of. I knew it was not tokenistic because where we travelled; they had newsletters/leaflets to back up their answers to the questions. We also asked open questions such as how and why instead of closed questions, this allowed us to gain a more in depth answer instead of just yes/no answers.

Alison



My name is Alison, I am a member of the co-production group for the Think Local act Personal board. There are around 10 of us who talk about the different services that are available in our local areas that are used by members of the public such as; health and transport. The people who I work alongside have learning disabilities and/or physical disabilities. We work together to improve the services that are available, at the next meeting we then feed back to the board and tell everyone what we have been doing.



I am also a regional rep for Yorkshire and Humber, at the National forum we talk about four particular subjects including; advocacy, transport, health and supported living. The National forum is run by people with learning disabilities from the nine regions however Voiceability support the meeting alongside two co-chairs. At the National forum we each take back three important points that we have spoken about back to the Regional forum, where we discuss these points and try to make some improvements.

Jodie



My name is Jodie, I am a trainer for I'm a person too and Autism awareness. I'm a person too and autism awareness are training projects that looks at different ways to communicate better with people with learning disabilities and/or autism. We say in the training that we do not want to be treated equally, we just to be equal. The trainers are people with learning disabilities and/or autism and they train practitioners who request the training due to often working alongside people with learning disabilities. Whilst developing the training, we came up with different ideas and information that we can use. We also thought to make it more interactive that we could add videos to it that are real life stories. The trainees are told the ways on how to treat people with learning disabilities and/or autism when they are accessing their services.

David



My name is David and I am a member of Speakup for Autism. This is a group that meet once a week on a Wednesday to discuss issues that may affect us as adults

with Autism. Molla from Sheffield Hallam University attends some of our meetings and we have done some joint work with them. One of these jobs has been investigating how stress affects people with Autism. To do this we have been trying out some stress sensors which straps to our wrist and monitors our stress and by recording our times of stress either by recordings or written on paper. Our stress was later shown in graph form on the computer which shows us how we was during these times.

Kerry

My name is Kerry and I went to Riverside house to take part in a mystery shopper activity. I went on the council internet and was given four things to look for including; the complaints procedure, how to pay your rent and noisy neighbours. I had to see how easy it was to find the information that I needed, I found that it was.

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