

CABINET

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

Date: Wednesday, 26 November 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 5th November, 2014 (copy supplied separately)
6. Scrutiny Review of Standing Orders and Cabinet Response (report herewith) (Pages 1 - 17)
 - Director of Legal and Democratic Services to report.
7. Webcasting RMBC Meetings (report herewith) (Pages 18 - 23)
 - Strategic Director of Environment and Development Services to report.
8. Disposal of Land at Aston Close to Great Places Housing Association to enable Affordable Housing Development (12 units) (report herewith) (Pages 24 - 28)
 - Strategic Director of Neighbourhoods and Adult Services to report.
9. Crisis Care Concordat (report herewith) (Pages 29 - 37)
 - Strategic Director of Neighbourhoods and Adult Services to report.
10. White Ribbon Campaign (report herewith) (Pages 38 - 40)
 - Strategic Director of Neighbourhoods and Adult Services to report.
11. Improvements to ICT Use Within Social Care (report herewith) (Pages 41 - 50)
 - Strategic Director of Environment and Development Services to report.

12. Rationalisation of the Property Portfolio: 49 - 53 St Ann's Road, Rotherham (report herewith) (Pages 51 - 56)
 - Strategic Director of Environment and Development Services to report.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1. Meeting:	Cabinet
2. Date:	26 November 2014
3. Title:	Scrutiny Review of Standing Orders and Cabinet Response
4. Directorate:	Resources

5. Summary

The report sets out recommendations of the scrutiny review of Standing Orders, undertaken by the Self-Regulation Select Commission. The review was requested by Council on September 10th 2014.

6. Recommendations

That Cabinet:

- a) receives the report;**
- b) considers on the proposed amendments to the Council's Standing Orders and makes appropriate recommendations to Council;**
- c) refers the proposals regarding web-casting to the Cabinet for further consideration;**
- d) approves the recording and circulation of responses to written questions;**
- e) approves the further consideration of web-based models for recording executive decisions be explored; and**
- f) agrees that the Self-Regulation Select Commission conducts a further review of the Constitution, the Council's Scheme for Handling Petitions and the potential for web-based models for recording executive decisions and reports its findings to Cabinet after the 2015 summer recess.**

7. Proposals and Details

7.1 At the Council meeting of September 10th 2014, the following motion was agreed:

This Council resolves to ask the Self-Regulation Select Commission to consider as a matter of urgency whether RMBC should amend its Standing Orders to:

- 1) Remove from Section 7 (General Questions at Council Meetings) subsection 11 and 12 and replace it with "All questions correctly submitted before 12 noon on the Monday prior to the Council meeting shall be answered at the Council meeting by the appropriate Member".
- 2) And to consider the issues of petitions to this Council, arrangements for web casting of council meetings, and any other matters pertaining to public engagement in full council meetings as they see fit.
- 3) And to report back to this full Council within eleven weeks*

(*i.e. to the Council meeting scheduled for 10 December, 2014).

7.2 The Self-Regulation Select Committee set up a review group consisting of three members from the Labour Group; Cllrs Currie, Ellis and Watson (Chair) and one member from UKIP, Cllr Cutts. In addition, to ensure that there was cross-party representation, a member from the Conservative Group (Cllr Middleton) and an independent member Cllr Jepson were invited to attend.

7.3 The review group met on five separate occasions. Its first meeting set the scope of the review. The subsequent meetings examined the Standing Orders in detail; followed by webcasting and petitions. Information was sought from other councils to examine how they addressed general questions, questions to decision makers and representatives on other bodies and committees and questions from members of the public. The proposed amendments were discussed with the Monitoring Officer and Legal and Democratic Services Officers. The final meeting agreed the report for submission to Cabinet to inform its recommendations to Council.

7.4 A number of other issues arose during the review relating to the wider Constitution and procedural rules. However due to the time frame for reporting its findings, the review group were not able to give proper consideration to these issues. It is recommended therefore, that a further review be undertaken to report back to Cabinet early in the new Municipal Year.

7.5 Standing Orders

The proposed amendments to Appendix 4 of the Constitution (Standing Orders) are appended to the report (Appendix A).

In summary:

- The time limit in which to ask questions that have previously been asked and answered, be reduced from six months to three council meetings;
- The length of notice required for submission of general questions be extended; in effect all questions must be submitted in writing to the Chief Executive by

10.00am three working days before the day of the council meeting (usually the Friday preceding the Council meeting held on a Wednesday);

- If a member who has submitted a valid question, is unable to attend and has submitted apologies, a written answer be supplied;
- The guillotine on general question is removed;
- If submitted questions are ruled to duplicate other submitted questions and one is excluded; that the member who submitted the excluded question be allowed to ask a supplementary question on the subject of the excluded matter;
- A new provision to ask 'urgent' questions be introduced;
- In line with the amendment to submission of general questions; the length of notice required for questions from members of the public be extended to 10.00am three working days before the Council meeting (usually the Friday preceding the Council meeting held on a Wednesday)
- That paragraph 19 of the *Council's Scheme for Handling Petitions* is amended to 2000 signatures to trigger a debate of the Council, and
- The current threshold of 750 to ask for a senior council officer to give evidence at a public meeting is maintained and extended to include member(s) of Cabinet.

7.5.1 It is recommended that the proposed amendments are reviewed after six months to see if they are fit for purpose.

7.5.2 There are no changes proposed to Paragraph 9: Moving the minutes of the Cabinet, members of the Cabinet and committees and the Council's Standards Committee (commonly referred to as questions to the White Book).

7.6 Petitions

The review group was not able to undertake a full review of the *Council's Scheme for Handling Petitions* in the time allocated to the review. In the interim, the review group recommends that, with the proviso of the changes outlined above and with minor administrative amendments, the scheme remains in place pending the wider constitutional review.

7.7 Webcasting

In the interest of openness and transparency, the review group fully endorses the move towards regular webcasting of meetings. Given the resource implications attached to this it recommends

- Given the layout and existing audio system, that the Council Chamber is used for webcasting meetings;
- That consideration is given to the installation of 'fixed' microphones in the public galleries;
- Further consideration is given to how the staffing of webcast meetings is resourced to ensure that it is sustainable; and

- In principle, each meeting of full Council; Cabinet, Planning Board and Overview and Scrutiny Management Board is webcast. Other meetings of 'significant interest' may be webcast as an exception.

7.8 Recording of questions in Council Minutes

- That all questions and responses (including questions from public) should be recorded in the minutes;
- That written responses should be 'captured' and appended to minutes; and
- Written responses to questions to be circulated to all members within a defined timescale (which is administratively practical i.e. 7 working days)

7.9 Other issues

The review group explored web-based models for recording executive decisions. For example, based on the plan of key decisions; the 'Doncaster' model sets out the decision to be made, who will take it and when and what consultation has been undertaken.

As part of the wider constitutional review, it recommends that alternative models be explored to see if this is appropriate for adoption.

8. Finance

The cost of webcasting to RMBC is £15,000 per annum with an initial contract of 2 years.

Further consideration is to be given to the financial/resource implications of recording of minutes.

9. Risks and Uncertainties

The proposed amendments to the Standing Orders will be subject to early review to ensure that they are 'fit for purpose'.

Webcasting of meetings will add extra responsibility and increased workloads for Secretariat, Town Hall, ICT and Communications and Marketing staff at a time when headcount is reducing and there is no capacity to take on extra work. The detailed arrangements for day-to-day management of the webcasts is yet to be determined but it is envisaged that workload will be shared across the teams listed above.

10. Policy and Performance Agenda Implication,

Councils have a responsibility to ensure that decision-making is as effective as it can. The purpose of the review undertaken from the perspective of councillors, is to improve accountability and transparency and facilitate greater involvement of the public.

11. Background Papers and Consultation

Appendix 4: Standing Orders

Yorkshire and Humber Democratic Services Network

Corporate ICT, Information Governance & Web Strategy Board (13.11.2014)

Contact:

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RESPONSE TO THE SCRUTINY REVIEW OF STANDING ORDERS

In accordance with the requirements for Scrutiny recommendations to be considered and responded to promptly, the report includes the advice of the Director of Legal and Democratic Services.

The recommendations have been considered and discussed with Cabinet. The comments upon the proposed amendment to Standing Orders and the Petitions Scheme are included in Appendix A.

Webcasting

The proposal to be considered by the Deputy Leader, with the outcome being reported back to Cabinet.

Recording of Questions in Council Minutes

Following consultation with Democratic Services Officers the proposals are considered to be feasible. However the additional minuting will add to the time required to prepare the minutes. The proposal regarding circulating with responses to questions will be adopted and monitored to establish an appropriate timescale for circulating the response.

Web-Based Model for Recording Executive Decisions

This is to be explored with the outcome being considered as part of the further Scrutiny review proposed in the report.

Jacqueline Collins,

Director, Legal and Democratic Services

ROTHERHAM BOROUGH COUNCIL**STANDING ORDERS**PART I
COUNCIL MEETINGS*Annual meeting etc***7 General questions by members at council meetings**

<i>Current Standing Orders</i>	Self Regulation Select Commission Proposals	Comments of the Monitoring Officer
<p><i>General questions to members of the Cabinet and committee chairpersons</i></p> <p>(1) A member may, subject to sub-paragraphs (7) and (11), ask a general question of a member of the Cabinet (or his/her representative) or the chairperson (or his/her representative) of a committee that is relevant to the affairs of the Council or the borough.</p> <p>(2) A general question asked under sub-paragraph (1) must not exceed 50 words in length and –</p> <p>(a) must not relate to a matter contained in the Council Minute Book which is before the Council for consideration;</p> <p>(b) must not relate to an individual case; and</p>		
<p>(c) must not without the Mayor's consent repeat or substantially repeat any question that has been asked and answered at a meeting of the Council in the six months preceding the date of the meeting.</p>	<p><i>must not without mayor's consent, repeat or substantially repeat any question that has been asked and answered in the preceding three council meetings</i></p>	<p><i>Supported</i></p>
<p>(3) Following the reply to a question put under sub-paragraph (1), the member who asked the question may ask a supplementary</p>		

<p>question of the member of the Cabinet (or his/her representative) or the chairperson of the committee (or his/her representative) who responded to the question.</p> <p>(4) A supplementary question under sub-paragraph (3)–</p> <p>(a) must relate to the subject matter of the original question and answer; and</p> <p>(b) must be fair and reasonable.</p>		
<p><i>Questions to be put to representatives nominated to joint authorities and other bodies</i></p> <p>(5) On the conclusion of questions asked under sub-paragraphs (1) and (3), a member may, subject to sub-paragraph (7), ask a question of a member (or his/her representative) who –</p> <p>(a) sits as a member of one or more of the joint authorities or other bodies specified in sub-paragraph (6); and</p> <p>(a) who has been nominated by the authority concerned to answer questions on the discharge of the functions of the authority,</p> <p>and following the reply to a question put under this sub-paragraph the member who asked the question may ask the member who responded to the question a supplementary question in accordance with sub-paragraph (4).</p>		

<p>(6) The authorities and bodies referred to in sub-paragraph (5) are –</p> <p>(a) the South Yorkshire Police and Crime Panel;</p> <p>(b) the South Yorkshire Fire and Rescue Authority;</p> <p>(c) the South Yorkshire Passenger Transport Authority;</p> <p>(d) the South Yorkshire Pensions Authority; and</p> <p>(e) the Sheffield City Region Combined Authority</p>		
<p><i>Notice of questions</i></p> <p>(7) A member must give at least two days' notice in writing to the Chief Executive, before the day of the council meeting, of a question to be put</p>	<p><i>A member must submit a question to be put at the Council meeting, in writing to the Chief Executive by 10.00am three working days before the day of the council meeting (ordinarily by 10.00am the Friday preceding a Council meeting the following Wednesday) ,</i></p>	<p>Supported</p>
<p>(a) to a member of the Cabinet or the chairperson of a committee; or</p> <p>(b) to a member who is both a representative of the Council and the nominee of a joint authority specified in sub-paragraph (6).</p>		

<p>(8) The Director of Legal and Democratic Services, or the officer delegated by him/her to carry out this task, shall draw up a list of questions, and may group together questions addressed to the same member of the Cabinet or chairperson of a committee that relate to the same subject matter. If a question from a member substantially duplicates a question of which another member has already given notice, the Director of Legal and Democratic Services may exclude the latter question after consulting the member who submitted it.</p>	<p><i>New (8a) If a question is determined to substantially duplicate a question from another member and is excluded from the agenda; that the original questioner is allowed to ask a supplementary question that relates to the subject of his/her original question</i></p>	<p>Supported</p>
<p><i>Manner of answering questions</i></p> <p>(9) In accordance with this standing order, a question and reply shall be put and answered without debate, but the member to whom a question has been addressed may decline to answer.</p> <p>(10) Questions may be answered by –</p> <p>(a) responding directly to the question put;</p> <p>(b) referring the member to a publication of the Council; or</p> <p>(c) undertaking to provide a written answer for circulation to the members of the Council.</p>		
<p>(11) There shall be a guillotine</p>		<p>The complete removal</p>

<p>on the asking and answering of general questions and supplementary questions after 30 minutes, but the Mayor at his/her discretion can extend this period if it appears to him/her that the remaining questions may be disposed of promptly.</p> <p>(12) A question which is not answered as a result of the guillotine shall be answered in writing.</p>	<p>That this standing order be deleted and subsequent sections be renumbered</p>	<p>of the guillotine will result in their being no formal route for the Mayor to end the general questions by members' session. Therefore the potential is for this section of the agenda to continue for a significant length of time and could mean that later agenda items are not dealt with.</p> <p>An alternative proposal would be to lengthen the time before the imposition of the guillotine, to say, 60 minutes, and retain the ability of the Mayor to extend this period. This would result in an appropriate amount of time being dedicated to members' questions whilst leaving the Mayor with the discretion to control the overall length of the meeting.</p>
<p><i>Absence of member</i></p> <p>(13) In the absence of a member who gave notice of a question, that question shall fall and shall not be answered.</p>	<p><i>in the absence of a member who gave notice of a question and who has submitted his/her apologies, the question will receive a written answer</i></p>	<p>Supported</p>
	<p>(14) <i>Urgent Matter</i> <i>If an emergency issue or event occurs in the period between the deadline for submission of questions and 12.00pm the day of the council meeting; a member may approach the Chief Executive to ask that a question relating to the event can be asked to a member of the Cabinet or the chairperson of a committee; or to a member</i></p>	<p>Supported</p>

	<i>who is both a representative of the Council and the nominee of a joint authority specified in sub-paragraph (6)</i>	
8 General questions by members of the public at council meetings <i>General questions to the Mayor, members of the Cabinet and committee chairpersons</i> (1) Subject to sub-paragraph (9), a member of the public may ask one general question of the Mayor, a member of the Cabinet (or his/her representative) or the chairperson (or his/her representative) of a committee		
<i>Notice of questions</i> (2) A member of the public must give at least two days' notice in writing to the Chief Executive, before the day of the council meeting, of any question to be put to the Mayor, a member of the Cabinet or the chairperson of a committee. (3) The notice, given under sub-paragraph (2), must contain the text of the question and the question must not exceed 50 words in length.	<i>A member of the public must submit a question to be put to the Mayor, a member of the Cabinet or the chairperson of a committee, in writing to the Chief Executive by 10.00am three working days before the day of the council meeting, (ordinarily by 10.00am the Friday preceding a Council meeting the following Wednesday)</i>	Supported

<p><i>Acknowledgement of receipt of notices etc</i></p> <p>(4) The Chief Executive shall date and number the notice on receipt and enter it in a book kept for that purpose in his office.</p> <p>(5)The Mayor, after taking su</p> <p>(a) exclude a question from the order of business for the meeting on the ground that the question concerns a matter which is outside the Council's area of responsibility or influence or is offensive or unlawful; or</p> <p>(b) make clerical amendments to a question in order to render it fit for adding to the order of business for the meeting.</p> <p><i>Manner of answering questions</i></p> <p>(6) The Mayor shall invite the member of the public to read aloud any question submitted in accordance with this standing order and invite the appropriate member of the Cabinet (or his/her representative) or chairperson (or his/her representative) of the appropriate committee to reply.</p> <p>(7) In accordance with this standing order, a question and reply shall be put and answered without debate, but the member to whom a question has been addressed may decline to answer.</p> <p>(8) A question may be answered by –</p> <p>(a) responding directly to the question put;</p> <p>(b) referring the questioner</p>		
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<p>to a publication of the Council; or</p> <p>(c) undertaking to provide a written answer to the questioner and to circulate the answer to the members of the Council.</p>		
<p><i>Supplementary questions</i></p>		

<p>(9) If a question put in accordance with this standing order is answered, the questioner may ask with the Mayor's permission one supplementary question.</p> <p>(10) The member to whom a supplementary question has been put may decline to answer, may reply in one of the ways specified in subparagraph (8), or may nominate another member of the Council to reply on his/her behalf.</p>		
<p><i>Questions by members of the public at the annual Council meeting</i></p> <p>(11) A member of the public may submit a written question prior to the annual meeting in accordance with this Standing Order. Any such questions will not be considered at the annual meeting or listed upon the agenda. However a written response will be provided in accordance with paragraph 8(c) of this standing order.</p>		

<p>8A Presentation of petitions by members of the public at council meetings</p> <p>(1) Subject to sub-paragraph (3), a member of the public may present a qualifying petition and speak for a maximum of five minutes.</p> <p>(2) Subject to sub-paragraph (3), a member of the public may ask a member to present a qualifying petition on his/her behalf.</p> <p>(3) A qualifying petition is a petition within the meaning of paragraphs 5, 6, 7, 9 and 12 of the Council's <i>Scheme for Handling Petitions</i>, notice of which has been given at least ten days before the day of the council meeting.</p>		
<p>8B Debate on petition</p> <p>(1) A qualifying petition with signatures meeting the threshold set out in paragraph 19 of the Council's <i>Scheme for Handling Petitions</i> will automatically trigger a debate of the Council, except where the petition is asking for a senior council officer to give evidence at a public meeting.</p> <p>(2) A petition meeting the criteria set out in sub-paragraph (1) may be debated at the meeting at which it is presented, or at a later meeting.</p> <p>(3) There shall be a</p>	<p>(1) A qualifying petition with signatures meeting the threshold set out in paragraph 19 of the Council's <i>Scheme for Handling Petitions</i> will automatically trigger a debate of the Council, except where the petition is asking for a senior council officer <i>and/or member(s) of Cabinet</i> to give evidence at a public meeting.</p>	<p>Supported</p>

<p>guillotine on the debate of a petition of 15 minutes, after which the vote will be put, unless the Mayor at his/her discretion extends the debate.</p> <p>(4) The Council shall decide how to respond to the petition and shall decide either –</p> <p>(a) to take the action the petition requests;</p> <p>(b) not to take the action the petition requests for reasons stated in the debate;</p> <p>(c) to commission further investigation into the matter, which may include reference to a particular committee for its views, prior to consideration at a future meeting of the Council; or</p> <p>(d) to refer the petition to the Cabinet where it relates to an executive function, in which case the Council may make recommendations to the Cabinet.</p>		
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ROTHERHAM BOROUGH COUNCIL

1.	Meeting:	RMBC Cabinet
2.	Date:	26th November 2014
3.	Title:	Webcasting RMBC Meetings
4.	Directorate:	Resources

5. Summary

This paper considers the introduction of webcasting for Council meetings as a permanent arrangement, following an initial trial during late 2014.

It presents the main issues, a summary of the costs and benefits in the introduction of webcasting.

6. Recommendations

Cabinet is asked to approve that:

- **RMBC will begin webcasting selected meetings as part of the Council's commitment to improving engagement and transparency in local democracy.**
- **That the webcasting contract is awarded to Public-i at an annual cost of £15k per year, initially for a period of 2 years.**

7. Introduction

The Council is committed to improving engagement and transparency in local democracy and the decision-making process.

As part of this commitment, an increasing number of local authorities now opt to webcast some of their formal meetings in order to provide greater access to the democratic process.

Webcasting uses streaming technology to distribute video and audio coverage of a meeting or event. This footage can be accessed live, or after the event, by anyone with a suitable device (e.g. laptop, smartphone, tablet) and internet access, anywhere in the world.

The Council trialled the use of this technology to webcast several high-profile meetings which took place following the publication of the Alexis Jay report. Given the significant public interest in these proceedings the Council wanted to ensure as many people as possible could access the discussion and decision-making process. The service was provided by an external company, as the technology and resources do not currently exist in-house.

The webcasts attracted significant viewing figures (below and attached at appendix one). While these cannot be taken to be representative of what could be expected of other meetings, it demonstrates the ability and appetite that exists to access local government through digital means.

A summary of the viewing statistics is attached at appendix one, and the headline figures for each meeting are outlined below:

Cabinet (3 Sept)	1,388	unique viewers
Full Council (10 Sept)	580	unique viewers
Police & Crime Panel (11 Sept)	966	unique viewers
TOTAL	2,934	unique viewers

Significant changes in the rights of individuals to use modern technology and communications tools and platforms to report on council meetings they are attending have also recently come into force (6 August 2014), through the Openness of Local Government Bodies Regulations 2014.

Although the Regulations do present a major change to the way in which people can report Council meetings, they also provide an opportunity to those involved to show the relevance and importance of the decisions made by the Council, and the positive and constructive way in which Council business is conducted. They also have a role to play in encouraging greater understanding of, and stimulating greater involvement in, local democracy

7.1 Potential benefits of webcasting

Improving public engagement with and transparency in local democracy and the decision-making process by:

- Increasing the number of people who can access the proceedings of council meetings, including those who are unable or do not want to attend in person
- Creating an archive of council meetings which can be viewed at the convenience of members of the public, and as a matter of public record
- Ensuring greater equality of access to council information
- Increasing public understanding of the workings of local government
- Giving media greater access to report on council meetings and decision-making
- Provide members of public with a complete context and content of meetings, rather than just those sections selected for media use

In addition:

- Members not able to participate in a meeting for any reason would be able to view meetings live, and after the event
- Members would be able to draw on webcasts as a resource for the purposes of tracking debate on particular issues or for the purposes of drawing constituents' attention to relevant parts of a Council meeting
- It could provide a learning resource (e.g. in relation to citizenship lessons in schools or induction training for both officers and Members)

7.2 Scrutiny Review of Standing Orders

The issue of webcasting was discussed at a meeting of Members on October 24th 2014 which was convened to review RMBC's standing orders. The review group considered options for webcasting meetings. It noted that whilst there is no requirement for Councils to webcast meetings, in the interests of openness and transparency it asked that this practice be continued.

The review group also noted that under the recent Openness and Accountable Local Government guidance:

“...councils and other local government bodies are required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings.” (DCLG, 2014, p5)

It was noted that no prior permission is required to carry out this activity, and that the rules require local government bodies to provide 'reasonable' facilities for any member of the public to report on meetings.

The review group recommended that the following meetings be webcast as a matter of course:

- Full Council
- Cabinet
- Planning Board
- Overview and Scrutiny Management Board

Other meetings could be webcast if it was deemed to be of significant interest.

Given the restrictions of Committee Rooms 1 and 2 (the high ceilings and lack of microphones make for poor acoustics) the review group recommended that the only the Council Chamber be set up to webcast. It also asked that options for fixed microphones in the public gallery (controlled by the Chair) be explored (this is being done as a separate piece of work).

7.3. Options and Costs

There are 2 broad options which RMBC can choose from when considering webcasting meetings.

7.3.1 Option 1: Buy in a 'Ad hoc' webcasting service

Under this model we would have no equipment or expertise in-house. Instead we retain a third party to come in, with equipment, as and when needed (this is the option which has been exercised during the trial meetings in September 2014).

- Pros – no burden on RMBC resources, professional presentation, known to work. This is a good solution if the number of meetings to be broadcast is very low.
- Cons – very expensive in the long term. Ad hoc webcasting services will cost between £500 and £2,500 per meeting depending on the sophistication of the service/equipment used.

The review group (mentioned above) discussed the current costs of ad hoc webcasting and agreed that it was financially unsustainable to continue to operate in this way.

For these reasons this option is not recommended.

7.3.2 Option 2: Use a permanent solution

Under this model we would install and operate permanent hardware (cameras and audio - this can be owned or leased) but the webcasting mini-site, presentation, archiving etc is managed by a 3rd party.

- Pros – professional presentation and cheaper than an ad hoc service (Option 1). This is a proven model across Local Government and appears to be the solution most commonly employed across the sector.
- Cons – will require attention from RMBC staff at every meeting to be webcast. The cameras are automated and will pan and zoom to each speaker based upon integration with the Chamber's microphone system. This means the cameras do not need 'operating' but a RMBC member of staff will be required to initiate/terminate each webcast and be available should the webcasting company detect any issues with the broadcast.

Colleagues in RMBC Procurement and ICT have issued a formal invitation to tender for this work and two bids were received – Citizen's Interactive Broadcasting Ltd and Public-i. Each supplier took a different approach to the solution.

Citizen's Interactive Broadcasting (CIB) Ltd – this company's proposal called for RMBC to purchase outright the basic requisite hardware (audio/visual equipment) and web hosting and then a CIB employee would be attend each meeting to do the actual 'filming'. CIB's quote is £37,125 over 2 years, the bulk of this charge relates to staff time in filming the meetings.

Public-i – this company's proposal calls for RMBC to lease the hardware which is then monitored remotely by Public-I with some intervention from RMBC staff to start/end the webcast. Public-I's quote is £30,187 over two years.

RMBC Procurement and ICT scored the two tenders based upon quality. The Public-I offering is more mature, sophisticated and feature-rich than CIB's. Public-I is the market leader in this area and holds the majority of contracts for local government webcasting managed services. In addition Public-I include several 'add-ons' that will be useful to the Council.

In conclusion the Public-I offering is the cheaper of the 2 bids and offers the solution that most closely fits RMBC's needs.

7.4 Recommendation

Cabinet is asked to approve that:

- RMBC will begin webcasting selected meetings as part of the Council's commitment to improving engagement and transparency in local democracy.
- That the webcasting contract is awarded to Public-i at an annual cost of £15k per year, initially for a period of 2 years.

8. Finance

The cost to RMBC is £15,000 per annum with an initial contract of 2 years.

9. Risks and Uncertainties

Webcasting of meetings will add extra responsibility and increased workloads for Secretariat, Town Hall, ICT and Communications and Marketing staff at a time when headcount is reducing and there is no capacity to take on extra work. The detailed arrangements for day-to-day management of the webcasts is yet to be determined but it is envisaged that workload will be shared across the teams listed above.

10. Policy and Performance Agenda Implications

Discussed elsewhere in the report.

11. Background Papers and Consultation

- Scrutiny review: Standing Orders (24.10.2014)
- Corporate ICT, Information Governance & Web Strategy Board (13.11.2014)

Contact Names

- Richard Copley, Corporate ICT Manager
- Mandy Atkinson, Communications and Media Manager

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	26th November, 2014
3.	Title:	Disposal of land at Aston Close to Great Places Housing Association to enable Affordable Housing Development (12 units).
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

This report is seeking Cabinet approval for the freehold disposal of a Housing Revenue Account site located at Aston Close, Aston to Great Places Housing Association.

Subject to approval, the site will be developed by Great Places Housing to provide 12 new affordable homes. Of these, 8 units will be two bed houses and 4 units will be three bed houses. The Council will receive 100% nomination of residents from the Council waiting list, in perpetuity for all the new homes.

Great Places Housing Association has secured £176,000 of grant funding from the Homes & Communities Agency (HCA) to support the scheme. They will utilise approximately £624,000 of their in house finance to build the new homes. The estimated total development cost of the 12 units is £800,000.

To enable the development to proceed, Great Places Housing requires the land to be transferred from the Council at £5,000 per plot – total consideration £60,000. This is in line with previous land transfers by the Council to Housing Associations and complies with the HCA requirement that land should be transferred at either NIL value or a nominal value as a condition of the grant funding allocation. Discounted land is in effect the Council's contribution to the Affordable Housing scheme.

6. Recommendations

That Cabinet approve the freehold disposal of HRA land at Aston Close, Aston (Appendix 1) to Great Places Housing Association for a total consideration of £60,000 on the basis that the Council receives all of the benefits detailed in this report.

7. Proposals and Details

7.1 Background

Increasing the number of affordable homes is a key priority as outlined in the Housing Strategy 2013 to 2043 as there is unmet demand across the Borough. The area receives a high number of bids for 2 and 3 bed Council houses. In particular, there is a need for 2 bed houses in the area. (*The Affordable Housing Needs Area Profile (2012-13)*).

Great Places Housing Association received grant funding to part fund an 18 unit Affordable Housing Development in Sheffield. However, this scheme has stalled and will not be built out. The HCA have allowed the funding to be re-profiled and used in Rotherham to support the scheme at Aston Close. A condition of obtaining grant funding is that Council owned land is transferred to Housing Associations at NIL or nominal values and £5,000 per plot is the nationally recognised standard amount. Therefore Cabinet approval is sought to transfer the land to Great Places Housing Association at £5,000 per plot to enable this wholly Affordable Housing scheme to be brought forwards

The HCA is keen to bring in schemes with a start before the end of the year. Consequently, planning permission needs to be submitted by mid-September to enable a start on site by the end of December.

7.2 Proposal

Great Places Housing Association has been working with the Council over the last few weeks to assess a number of sites available for development within the Housing Revenue Account. They are proposing to develop a site at Aston Close, for 12 affordable housing units. A planning application was submitted to the Local Authority on 9th September 2014. All 12 new homes will be available at Affordable Rent levels.

Ward Members have been consulted on the scheme proposals and are supportive of the development. Corporate Strategic Asset Management has also been consulted in relation to the site being considered for disposal and they are supportive of this proposal.

7.3 Benefits of the New Housing Development

- The proposed development will bring much needed Affordable Housing into the borough – particularly in the south of the borough where delivery rates have been lower than in the north of the borough.
- There will be external investment of approximately £800,000 of which £176,000 will be grant funding from the HCA.
- All units will be built to Code for Sustainable Homes Level 3 and to Lifetime Homes standards (making them accessible and adaptable to different needs).

- All units will be affordable housing units for affordable rent. RMBC will receive 100% nomination rights on lettings and the properties will be advertised through the Council's Choice based lettings system.
- The affordable housing will be occupied by summer 2016 and generate approximately £118,358 of New Homes Bonus, over a six year period.

7.4 Next steps

- Submit and secure planning permission by November/ December.
- Undertake site investigations and develop scheme proposals.
- Start on site by the end of December 2014/ January 2015.

A detailed planning application has been submitted by Great Places Housing Association, at their financial risk.

Prior to development, Great Places Housing Association will acquire the Aston Close site. The Council will instruct Heads of Terms and a licence to enter and carry out works in advance of legal completion should this be necessary..

The Council has agreed that all the homes will be made available as rented tenure. Provisional start and completion dates have been agreed with Great Places Housing Association. On completion of the new homes RMBC will receive 100% nomination rights on lettings. The properties will be advertised for rent via the Key Choices. The 12 Affordable Housing units will be completed by spring 2016.

8. Finance

In recent years the Council has negotiated a minimum transfer value of £5,000 per plot for affordable housing. Recent guidance from the HCA has advocated that land is transferred at NIL value. However, Great Places Housing will pay £5,000 per plot for the site giving a capital receipt of £60,000.

The total open market value of the site is £90,000. (Confirmed by the Council's Land & Property Team) Therefore the discount equates to £30,000.

A discounted land transfer will be compensated by the generation of approximately £118,358 in New Homes Bonus. There will also be some savings on the cost of maintaining the site.

9. Risks and Uncertainties

- If the land transfer does not take place Great Places Housing will forfeit the right to bid for HCA grant funding for Rotherham.
- The site may remain vacant for the foreseeable future and the opportunity to build affordable housing is delayed or lost.

- If the site is sold on the open market then the opportunity to provide affordable housing will be lost. There is a shortage of affordable housing across the borough and high demand for two bedroom houses
- Great Places Housing are already taking pre-application advice from Planning colleagues and are prepared to proceed with the planning applications at their own risk.
- Reputational and relationship damage with HCA if the Council does not offer sites to Registered Provider partners to enable the delivery of Affordable Housing via the Affordable Housing Programme.

10. Policy and Performance Agenda Implications

This scheme aligns with the Housing Strategy 2012-42 (Part 1: 2012/15). Commitment 1 “We will increase the supply of affordable rented housing in Rotherham”. There are still 15,000 applicants registered on the Key Choices waiting list, and new developments are critical to meeting some of this demand.

This proposal is making effective use of available assets and managing them to best effect. It contributes to the sustainable neighbourhoods’ agenda and will help deliver better choice and quality of housing to the community through the development of new housing

These key investment themes align with the Council’s corporate priorities of:

- Making sure that no community is left behind
- Helping to create safe and healthy communities
- Ensuring care and protection are available for those people who need it most
- Providing quality education, ensuring people have the opportunity to improve their skills, learn and get a job
- Improving the environment

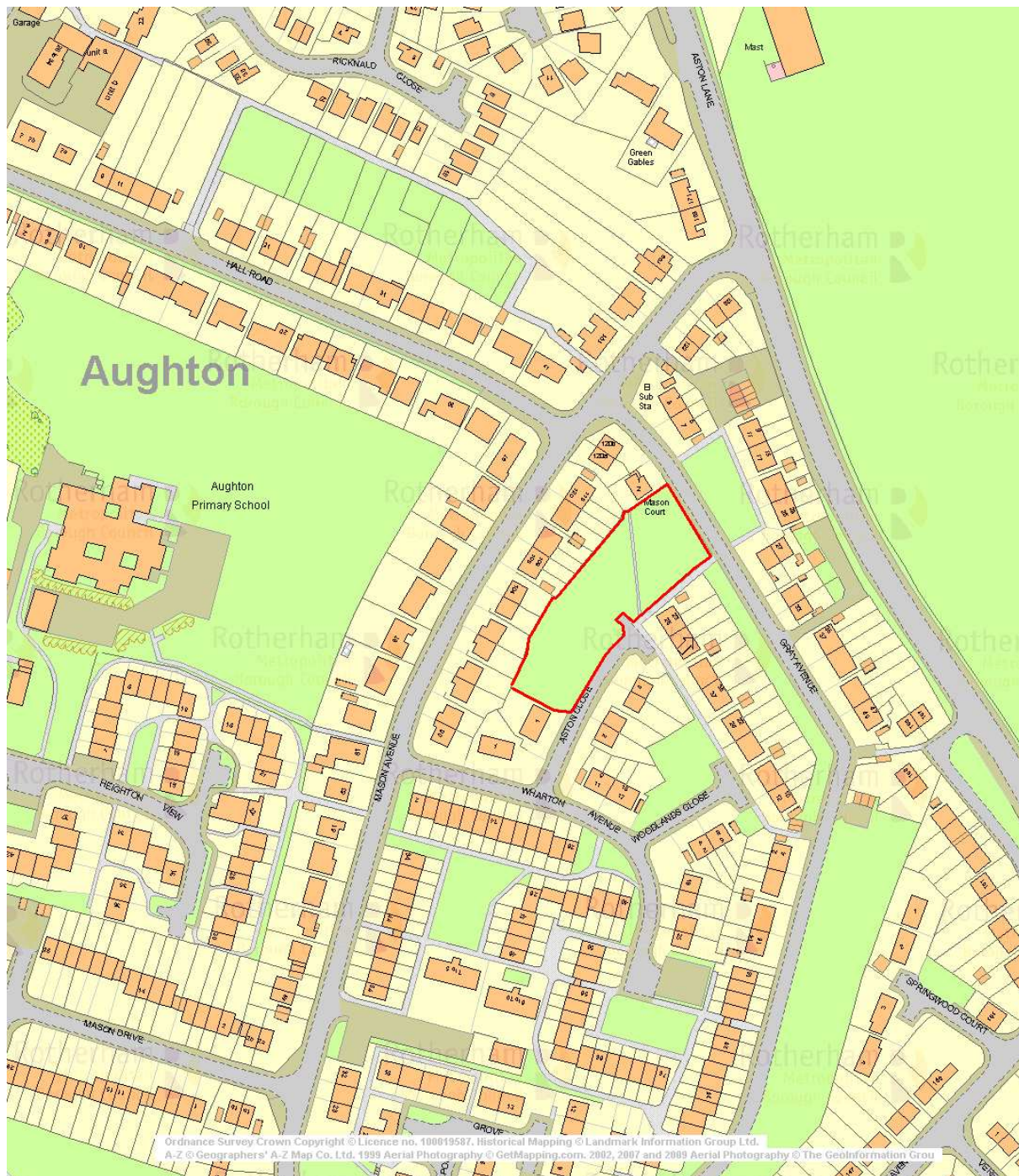
Through the effective use of Council assets, in this case land assets and the partnership arrangements with the lead RP and the HCA the Council is delivering affordable and much needed housing provision to clear standards of both quality and cost, by the most effective and efficient means available and so demonstrating value for money.

11. Background Papers and Consultation

- Housing Strategy 2013 to 2043

12. Contact Name : Elizabeth Hunt – Affordable Housing Officer. Tel: 01709 334956. Email: Elizabeth.Hunt@Rotherham.gov.uk

Appendix 1



ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET
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1.	Meeting:	Cabinet
2.	Date:	26th November 2014
3.	Title:	South Yorkshire Declaration on National Crisis Care Concordat
4.	Programme Area:	Neighbourhoods and Adult Services

5. Summary

This report seeks approval from the Cabinet to join partner organisations in South Yorkshire in formally agreeing to the principles in the national Concordat for Mental Health Crisis Care.

The Concordat is available as a background paper, and the Declaration Statement, which partners in NHS England have prepared to outline commitment to improve outcomes for people experiencing mental health crisis is attached as Appendix 1.

6. Recommendations

That the Cabinet:

- **Receives the information contained in this report and appendix.**
- **Agrees that Council formally endorses its commitment to the Mental Health Crisis Care Declaration and approves the involvement of Council officers in implementing the recommendations contained in the Concordat through the Better Care Fund Action Plan.**

7. Background

- 7.1 The DH ‘Mental Health Crisis Care Concordat – Improving outcomes for people experiencing mental health crisis’ was published in February 2014. The Concordat includes all age groups from 16 years and beyond.

The following national organisations are signatories to the Concordat:

Association of Directors of Children’s Services
 Association of Police and Crime Commissioners
 British Transport Police
 Care Quality Commission
 College of Emergency Medicine
 College of Policing
 The College of Social Work
 Department of Health
 Health Education England
 Home Office
 Local Government Association
 Mind
 NHS Confederation
 NHS England
 Public Health England
 Royal College of General Practitioners
 Royal College of Nursing
 Royal College of Paediatrics and Child Health
 Royal College of Psychiatrists

- 7.2 Signatories to this Concordat have made a commitment to work together to support local systems to achieve continuous improvements for crisis care for people with mental health issues across England:

“We commit to work together to improve the system of care and support so people in crisis because of a mental health condition are kept safe and helped to find the support they need – whatever the circumstances in which they first need help – and from whichever service they turn to first.

We will work together, and with local organisations, to prevent crises happening whenever possible through prevention and early intervention. We will make sure we meet the needs of vulnerable people in urgent situations. We will strive to make sure that all relevant public services support someone who appears to have a mental health problem to move towards Recovery.

Jointly, we hold ourselves accountable for enabling this commitment to be delivered across England.”

- 7.3 A Declaration document has been developed by NHS England and sign up at a locality level by partner organisations has been canvassed at a sub-regional level.

In September 2014 a formal request was made to Rotherham Council to agree to sign up to the South Yorkshire Crisis Care Concordat Declaration (template attached as Appendix 1), and to join with partner organisations to develop local action plans to implement the recommendations contained in the Concordat.

Essential stakeholders for South Yorkshire are:

- Sheffield CCG
- Doncaster CCG
- Doncaster Council (Social Care Commissioners)
- Rotherham CCG
- Rotherham Metropolitan Borough Council (Social Care Commissioners)
- South Yorkshire and Bassetlaw Area Team (Primary Care Commissioners)
- The South Yorkshire Police Service
- South Yorkshire Police and Crime Commissioner
- Yorkshire Ambulance Service
- RDaSH NHS
- SWYPFT NHS Trust
- Barnsley Hospital NHS Foundation Trust
- The Rotherham Foundation Trust
- Sheffield Teaching Hospitals NHS Foundation Trust
- Sheffield Health and Social Care NHS Foundation Trust
- Doncaster & Bassetlaw Hospitals NHS FT

The deadline for uploading declarations to the national Crisis Care Concordat website is December 2014 and has been set by the Department of Health.

- 7.4 Once the commitment to work collaboratively together is made via the regional declaration, local action plans will need to be developed to meet the ambitions of the Concordat.

The Yorkshire and the Humber Multi Agency Mental Health Collaborative is a group that meets every two months and already has senior representatives from a number of the key stakeholders in regular attendance. NHS England suggests that this group could help support the implementation of local action plans as well as be a forum to discuss specific problems and take actions back to their respective

organisations. A programme of reviewing action plans through this group could be arranged.

- 7.5 An event has been arranged for South Yorkshire Concordat members on Thursday 6th November. The target audience for the event is senior managers or directors with responsibility for driving improvements within their organisation in line with the Crisis Care Concordat. The event will give the representatives a chance to clarify any questions they have as well as interface with other local stakeholders who will be involved in local action plans.
- 7.6 The event will be hosted as a tripartite venture between the South Yorkshire Police, the Yorkshire Ambulance Service and the Strategic Clinical Networks, to facilitate a declaration for the whole of the South Yorkshire.
- 7.7 The event will only be successful if all stakeholders agree to the template declaration and also send a representative to the meeting to both demonstrate the organisations commitments to service improvement and the local action plans.
- 7.8 It is expected that an organisational logo from each organisation who has agreed to the declaration will be forwarded to the NHS England to upload onto the declaration following the event.

8. Proposal

- 8.1 The Crisis Concordat is a key element of the Better Care Fund (BCF01) workstream, which is working to develop a Mental Health Liaison Service that supports the outcomes of the BCF and the principle of 'parity of esteem' between physical and mental health care.

It is therefore proposed that the Council supports the aims of the Concordat formally by becoming signatories to the South Yorkshire Declaration Statement.

- 8.2 A representative from Rotherham Council will attend the event on 6th November to feedback the detail of the commitment, and clarify the 'sign up' process.
- 8.3 The local action plan will be developed through BCF01, co-ordinated by the RCCG and RMBC leads for BCF01. Performance in relation to the action plan will be managed through the BCF Operational Group, the Systems Resilience Group, and the Health and Wellbeing Board.
- 8.4 Support with developing the action plan will be sought through attendance by RCCG and RMBC officers at the Yorkshire and the Humber Multi Agency Mental Health Collaborative.

- 8.5 This paper has been endorsed in principle by NAS DLT, and will be forwarded for information and support to CYPS DLT and Cabinet Member for Children and Education Services.

9. Finance

There are no immediate financial implications for the Council in signing up to the Declaration Statement. There may be implications arising from the action plan, but these will be managed through the BCF Programme.

10. Risks and Uncertainties

Failure to sign up to the Concordat:

- 10.1 Would not accord with the agreed ADCS and ADASS position.
- 10.2 May adversely impact on the care arrangements for people experiencing mental health crisis.
- 10.3 Would not accord with the partnership principles in the Rotherham Health and Wellbeing Strategy and the Adult Partnership Board.
- 10.4 May have implications for the delivery of BCF outcomes.

11. Background Papers and Consultation

- Department of Health - Mental Health Crisis Care Concordat – Improving outcomes for people experiencing mental health crisis (February 2014)
- Department of Health - No health without mental health; a cross-government mental health outcomes strategy for people of all ages. (February 2011)
- Better Care Fund Action Plan

Contact Name: Janine Parkin
Strategic Commissioning Manager
Tel ext 23969
Email: janine.parkin@rotherham.gov.uk

APPENDIX 1

The 2014 South Yorkshire Declaration on improving outcomes for people experiencing mental health crisis [date of Declaration or of this DRAFT]

We, as partner organisations in South Yorkshire, will work together to put in place the principles of the national Concordat to improve the system of care and support so that people in crisis because of a mental health condition are kept safe. We will help them to find the help they need – whatever the circumstances – from whichever of our services they turn to first.

We will work together to prevent crises happening whenever possible, through intervening at an early stage.

We will make sure we meet the needs of vulnerable people in urgent situations, getting the right care at the right time from the right people to make sure of the best outcomes.

We will do our very best to make sure that all relevant public services, contractors and independent sector partners support people with a mental health problem to help them recover. Everybody who signs this declaration will work towards developing ways of sharing information to help front line staff provide better responses to people in crisis.

We are responsible for delivering this commitment in South Yorkshire by putting in place, reviewing and regularly updating locally agreed action plans.

This declaration supports 'parity of esteem' (see the glossary) between physical and mental health care in the following ways:

- Through everyone agreeing a shared 'care pathway' to safely support, assess and manage anyone who asks any of our services in South Yorkshire for help in a crisis. This will result in the best outcomes for people with suspected serious mental illness, provide advice and support for their carers, and make sure that services work together safely and effectively.
- Through agencies working together to improve individuals' experience (professionals, people who use crisis care services, and carers) and reduce the likelihood of harm to the health and wellbeing of patients, carers and professionals.
- By making sure there is a safe and effective service with clear and agreed policies and procedures in place for people in crisis, and that organisations can access the service and refer people to it in the same way as they would for physical health and social care services.
- By all organisations who sign this declaration working together and accepting our responsibilities to reduce the likelihood of future harm to staff, carers, patients and service users or the wider community and to support people's recovery and wellbeing.

We, the organisations listed below, support this Declaration. We are committed to working together to continue to improve crisis care for people with mental health needs in South Yorkshire.

Who should sign a local Declaration?

Many local organisations want to support the Declaration because of their commitment to improve mental health care and may want to make a specific contribution within the action plan for continuous improvements.

In addition, certain organisations have a formal (statutory) responsibility and/or a professional duty of care regarding people presenting in mental health crisis:

- Clinical Commissioning Groups
- NHS England Local Area teams (primary care commissioners)
- Commissioners of social services
- The Police Service
- Police and Crime Commissioners
- The Ambulance Service

- NHS providers of Urgent and Emergency Care (Emergency Departments within local hospitals)
- Public / independent providers of NHS funded mental health services
- Public / independent providers of substance misuse services

Glossary of terms used in this declaration

Concordat	<p>A document published by the Government.</p> <p>The Concordat is a shared, agreed statement, signed by senior representatives from all the organisations involved. It covers what needs to happen when people in mental-health crisis need help.</p> <p>It contains a set of agreements made between national organisations, each of which has a formal responsibility of some kind towards people who need help. It also contains an action plan agreed between the organisations who have signed the Concordat.</p> <p>Title: Mental Health Crisis Care Concordat – Improving outcomes for people experiencing mental health crisis Author: Department of Health and Concordat signatories Document purpose: Guidance Publication date: 18th February 2014</p> <p>Link: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281242/36353_Mental_Health_Crisis_accessible.pdf</p>
Mental health crisis	<p>When people – of all ages – with mental health problems urgently need help because of their suicidal behaviour, panic attacks or extreme anxiety, psychotic episodes, or behaviour that seems out of control or irrational and likely to put the person (or other people) in danger.</p>
Parity of esteem	<p>Parity of esteem is when mental health is valued equally with physical health.</p> <p>If people become mentally unwell, the services they use will assess and treat mental health disorders or conditions on a par with physical illnesses.</p> <p>Further information: http://www.england.nhs.uk/ourwork/qual-clin-lead/pe</p>

Recovery	<p>One definition of Recovery within the context of mental health is from Dr. William Anthony:</p> <p>"Recovery is a deeply personal, unique process changing one's attitude, values, feelings, goals, skills, and/or roles.</p> <p>It is a way of living a satisfying, hopeful, and contributing life.</p> <p>Recovery involves the development of new meaning and purpose in one's life as one grows beyond the catastrophic effects of psychiatric disability" (Anthony, 1993)</p> <p>Further information http://www.imroc.org/</p>
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ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET
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1.	Meeting:	Cabinet Meeting
2.	Date:	26th November 2014
3.	Title:	White Ribbon Campaign
4.	Directorate:	Neighbourhoods and Adults Services

5. Summary

The White Ribbon Campaign Award is for Towns to demonstrate their commitment to the aims of the White Ribbon Campaign (WRC). To achieve White Ribbon status requires a commitment by partners across Rotherham Borough to involving men in sending a clear message that Domestic Abuse against women will not be tolerated. In particular involving men in preventative activities, addressing and altering social norms that lead to violent behaviour against women, increasing awareness on the issue and providing services aimed at reducing domestic abuse. The WRC claims that by mobilising men the anti-violence against women and girls (VAWG) message increases in effectiveness and reach and mobilises the entire local community under the goal of ending violence against women and girls.

An action plan, demonstrating the towns commitment to reducing domestic abuse, has been developed with the Partnership Violent Crime Forum and Domestic Abuse Priority Group (DAPG).

On the 30th October 2014 the plan was approved as 'Excellent' by the White Ribbon campaign Director and Rotherham has been provided 'White Ribbon Status'.

6. Recommendations

- **Cabine endorses and supports partnership commitment to achieving the aims of the White Ribbon Campaign.**
- **The work is driven by Chief Inspector Ian Womersley inconjunction with the DAPG and Partnership Violent Crime Forum.**
- **A joint media strategy is developed between RMBC, Police and RUFC.**
- **RMBC celebrate the White Ribbon Status with the flying of a White Ribbon flag during the International WRC period 25th November to 10th December 2014.**

7. Proposals and Details

Rotherham joins over 40 towns and local authorities who have gained the nationally recognised WRC Town Award. The Award demonstrates our commitment to reducing violence against women and girls.

Every year three million women and girls experience rape, domestic abuse, sexual exploitation, forced marriage, stalking and honour crimes in the UK. The vast majority of this violence against women is perpetrated by men. Violence Against Women continues to increase across Rotherham and the perception of such violence is even greater following recent high profile events.

The campaign raises awareness that most men are not violent towards women, but many of them ignore the problem, or see it as something which doesn't have anything to do with them, it advocates that men need to join women and women's organisations in taking action to end the problem. This campaign is about men saying it to other men.

The action plan developed by the Borough has been created in conjunction with many private and public partners. The partners involved include: South Yorkshire Police, RMBC, RUFC, Integrated Youth Support Services (IYSS), YMCA, Licence Watch, Interchange, Door Security, NHS Hospital and Doctors Surgery, Wilmott and Dixon, Street Pastors, Apna Haq and the Community Rehabilitation Company. Seven managers from these partners have put themselves forward as White Ribbon Ambassadors for Rotherham.

A number of events and campaigns have been planned from November 2014 onwards including: IYSS 'Rock against DA', RUFC v Blackpool 'Dedicated White Ribbon match', NHS 'White Ribbon Community Corner', All Licensees and Door Security conducting promotional events, Wilmott and Dixon displaying WRC van stickers and a wide media campaign across partenrs and communities.

The plans also build on the innovative work being driven through Rotherham Police and DAPG to reduce the reoffending of DA perpetrators, through an offender management programme. With reductions in reoffending of over 75% this work is being rolled out across SYP and has been shared with the College of Policing.

8. Finance

The cost of application to become a White Ribbon Town and purchase of WRC merchandise has been approved through JAG.

9. Risks and Uncertainties

Domestic abuse is a key priority across the partnership and one of the four identified priorities of SRP. By not ensuring increased awareness of Domestic Abuse and healthy relationships we will find it difficult to:

- Evidence that Domestic Abuse features in strategic frameworks
- Increase confidence of the Public in reporting Domestic Abuse and accessing support
- Evidence its compliance with the Home Office's national agenda to Eliminate Violence Against Women and Girls
- Evidence or commitment to the "Prevent" agenda – "We will make it more difficult for domestic abuse to happen"

10. Policy and Performance Agenda Implications

Community Strategy -Support the most vulnerable in our communities

The Performance Management Framework and Action Plan for Domestic Abuse

Prevent - We will make it more difficult for domestic abuse to happen

"We will work with partners and communities including local businesses to ensure that they have an increased awareness of Domestic Abuse and healthy relationships so that they can respond appropriately regardless of the level of risk, domestic or non-domestic setting and any form of abuse e.g. "honour" based abuse, forced marriage, harassment, stalking, sexual violence etc."

11. Background Papers and Consultation

- Domestic Abuse Strategy: Violence Against Women and Girls
- Performance Management Framework and Action Plan for Domestic Abuse

Contact Name: Ian Womersley
Police Chief Inspector
(Chair Partnership Violent Crime Forum)

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

1.	Meeting:	Cabinet
2.	Date:	November 26th 2014
3.	Title:	Improvements to ICT use within Social Care
4.	Directorate:	CYPS and Resources

5. Summary

The purpose of this report is to update Cabinet Members on the findings of the recent Ofsted inspections with relation to the use of technology within Children's social care and to outline work being taken to improve the way that social care ICT systems and tools are used within the Children and Young People's Service (CYPS).

It is proposed to organise improvement activity in to three 'workstreams':

- Workstream 1 – Immediate System and Process Improvements
- Workstream 2 – Social Care System Market Testing and Procurement
- Workstream 3 – Greater use of Mobile Technologies

This paper is being tabled as an 'urgent item' and has not been published 7 days prior to the meeting as is usual practice. This approach has been necessary in order to allow the Council time to properly review the Ofsted report published on November 19th 2014.

6. Recommendations

Cabinet Members are asked to:

- Note the progress in relation to achieving the short term priorities set out in Appendix B.
- Approve the implementation of additional functionality within the existing Children's Social Care Case Management system.
- Approve that work begins immediately on testing the market with a view to procuring an alternative Children's and/or Adults Social Care Case Management system.
- Note the likely resource implications (staffing and financial) associated with these improvement works.

7. Proposal and Details

7.1 Background

In recent months Ofsted has conducted two parallel inspections of RMBC's Children's Services in response to the findings of the Jay Report. The report entitled *"Inspection of services for children in need of help and protection, children looked after and care leavers and review of the effectiveness of the Local Safeguarding Children Board"* made several references to the way in which RMBC has previously recorded case information in the various social care systems. The relevant comments have been extracted at Appendix A for ease of reference.

The Ofsted reports have highlighted the need for officers to take some immediate steps to improve the functionality and improve the use of ICT systems within CYPS. In the longer term the Council is to reevaluate the social care case management products available on the market with a view to procuring replacement software ahead of the end of our current contract end date in 2018.

It is proposed that 3 distinct workstreams are undertaken to address the issues raised as part of the Ofsted inspection. The workstreams will be run in parallel, overseen by a strategic steering group and in conjunction with the programme of organisational change led by the Director of Safeguarding, Children and Families.

- Workstream 1 – Immediate System and Process Improvements
- Workstream 2 – Social Care System - Market Testing and Procurement
- Workstream 3 – Greater use of Mobile Technologies

7.2 Workstream 1 – Immediate System and Process Improvements

The first of the workstreams will focus on the continued roll out of the increased functionality within the existing Northgate CCM system. Currently there is limited use of the functionality available within CCM, with the bulk of case recording instead being stored within the Electronic Social Care System (ESCR) product. Historically, social workers and team managers recorded the majority of their case information within the ESCR, supported by clerical staff. The clerical staff, rather than the social worker, undertook the largest part of direct in-putting into the case management system. This has resulted in a large amount of the case information being held with ESCR and a relatively small amount of the case management functionality being utilised. This in turn results in case information being stored in too many locations making it hard to retrieve when required.

In conjunction with Northgate work is already underway to improve the use of CCM. The Council has drafted plans to re-engineer the business processes in this area. The areas of business that have been covered include:

- Contact and referral
- Assessment, Care Planning & Reviews
- Child Protection
- Pathway Planning
- Looked After Children
- Transition in adult care

The main outcomes of this work will be to:

- Reduce the number and type of documents stored within ESCR and replace these within the Children's Case Management product (this will bring additional inputting responsibilities for social care staff).
- Review of the roles of admin staff, social workers and team managers in relation to direct in-putting into CCM.
- Increase the amount of functionality used within the CCM system and increase the amount of data/information captured in a structured way.
- Increase the recording in relation to decision making and providing management oversight within the system.

As a result of this work it is anticipated that during roll-out there will be an impact on staff performance and a potential reduction in productivity whilst social care staff adapt to new working practices and processes. In particular, Team Managers will experience increases in their level of system usage and recording their decisions within the case management system. Given the other concerns raised within the Ofsted inspection, in particular those relating to social work and management capacity, this presents significant risk and therefore will need to be planned and there is likely to be an associated need for additional interim capacity.

It is proposed that this work now forms part of the detailed project plan to support the Policy, Procedures & Systems Group – a sub project of the CYPS Overall High Level Project Plan.

Running alongside this is the infrastructure refresh of the ESCR platform which will bring improvements in performance and the speed at which documents can be retrieved from ESCR. This work is already underway and is planned to be completed by the end of January 2015.

Ofsted inspectors identified several other areas of processing practice requiring improvement. Appendix B sets out the detail of these along with the remedial action that is being taken.

7.3 Workstream 2 – Social Care System Market Testing and Procurement

CYPS and NAS are contractually committed to the Northgate Social Care Case Management system until 30 April 2018. It is proposed that the Council now looks to the market to determine if there is a more appropriate system which would better match the needs of CYPS and/or NAS. By beginning this work now we can ensure that any migration to a new system can happen before 2018. In the event that the migration work is complete before 2018 we may elect to cease using the incumbent system ahead of time (but would still be committed to paying for it until March 2018)

This work stream will create significant changes in working practice and will require a structured change management programme. In addition, in order to achieve the programme of work additional financial and staffing resources will be required to deliver a new Children's Social Care System.

7.4 Workstream 3 – Greater use of Mobile Technologies

The third workstream focusses on fostering greater use of mobile technologies by frontline workers within CYPS.

RMBC already routinely uses hardware and software to allow officers from across the Council work in the field and to access back office systems from tablets or PDAs, both online and offline. This improves employee efficiency and reduces the need to return to base between tasks. Traditionally these ways of working have been eschewed by social workers in NAS and CYPS as it was felt that the technology acted as a barrier between practitioner and client.

A working group is to be established to investigate ways in which CYPS staff can use new and existing functionality to rapidly access data when visiting clients.

7.5 Next Steps

The three workstreams described form a part of the overall improvement programme which is led by the Director of Safeguarding, Children and Families. It is proposed that a sub-group is formed to manage these ICT projects and that this sub-group will report back to Members with updates on a monthly basis.

8. Finance

Workstream 1 can be completed without the procurement of additional hardware and software over and above that which was already planned and budgeted for. It may transpire, however, that extra staff need to be recruited to support this immediate improvement works within CYPS.

Previous market testing indicates that the cost to procure a joint Children's and Adult Social Care System will be in the region of £1.6 million. Implementation costs for the new system (should we choose to buy one) will be in the region of £650,000. This will cover data migration, data cleansing, project staffing resources, consultancy and changes to the technical infrastructure. It is estimated that the total cost of change for Workstream 2 (assuming that the Council awards a joint CYPS/NAS Social Care Case Management System) will be between £2m and £2.5m.

In addition the Council is also contractually committed to pay Northgate £345,000 over the remainder of the contract period.

Workstream 3 (mobile working) will require some additional expenditure on hardware and software over and above that which is already planned for through the mobile working project. A report will be brought forward in due course setting out the scale of the investment required.

It is proposed to bring a further report, including detailed costings for all workstreams in due course.

9. Risks and Uncertainties

The current Northgate system is in use for both Adult's and Children's social care so careful consideration will need to be given to whether any potential system changes are done across the whole of social care or are just limited to CYPS. NAS Directorate already uses the Northgate system effectively and has no strong desire to change to an alternative product. This is in part motivated by an acknowledgement of the significant resources (human and financial) that NAS will need to invest in any migration project.

To mitigate this risk it is likely that we will invite prospective suppliers to indicate if they wish to bid for just a CYPS system or for an integrated adult's/children's system. NAS will be fully engaged in Workstream 2 from the outset.

A further risk is that of the likelihood of nugatory investment in the development of the incumbent system between now and going live with any replacement. RMBC already has system several development projects underway with Northgate that have been necessitated by the Care Act 2014 and other recent legislation changes. This work (which affects both CYPS and NAS) and will need to go ahead if we are to fulfil our obligations in this regard and cannot be postponed until a new system is in place. We will mitigate this risk by keeping any development work to a minimum until the future of the system is clear, furthermore we will ensure that any replacement system has functionality which will fulfil the demands of current and emerging legislation.

All three workstreams require significant changes in working practices and form part of a much more substantial change management programme. There may be insufficient capacity within the business to adapt to the changes and ensure the benefits are released and translated into improved practice and outcomes for children.

Reduction of staffing numbers within the CYPS system team means that there are insufficient staff numbers to support the 3 workstreams running currently whilst also maintaining existing commitment to support other core systems and day to day operations.

10. Policy and Performance Agenda Implications

The Social Care System enables NAS and CYPS to achieve objectives set out in both the NAS Service Plan and the Children & Young People Plan. It specifically supports the Corporate Plan priority of ensuring care and protection is available for those people who need it most.

Both Ofsted and Care Quality inspection frameworks rely on the data produced through the Social Care System to form the basis of their judgments and lines of enquiry.

11. Background Papers and Consultation

- Leaders meeting – Improvements to ICT use within Social Care – 4th November 2012
- Ofsted Report - *Inspection of services for children in need of help and protection, children looked after and care leavers and review of the effectiveness of the Local Safeguarding Children Board* – November 19th 2014
- SLT/Deputy Leader Report – *Social Care System Procurement* – February 2013
- Consultation will take place with CYPS, NAS, Procurement, Legal, Financial Services and Corporate ICT Services as part of the formulation of the long term social care system review.
- The continued enhancement of the Social Care System is one of the projects included in RMBC's Corporate ICT Strategy 2011 to 2015.

12. Contact Names:

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Richard Copley, Corporate ICT Manager richard.copley@rotherham.gov.uk

Appendix A – Ofsted Feedback Relating to Systems

The Ofsted report of 19/11/2014 made several references to the way in which RMBC has previously recorded case information in the various social care systems. These segments are extracted here for ease of reference.

Para 4: Ensure that social workers have an electronic social care record that encourages good practice and supports managerial oversight and accurate performance information.

Para 44: The vast majority of child protection files strategy discussions have no management oversight recorded on files.....in addition the local authority's data are unreliable: the information does not reflect the true number of strategy discussions.....

Para 49: Case recording is not up to date and in many cases, including those enquires and interventions undertaken by the out of hours team.

Para 51:Delays in recording the start of the assessment on the child's social care case management system mean that managers are unable to monitor the true volume, pace and progress of assessments.

Para 83: Case recording is variable. On many cases there are gaps on children's files, including records of key-decision making. This makes it difficult to understand the child's journey. The electronic recording system does not support good practice: it is common for staff to be unable to locate previous documents.

Para 125: Insufficient information is available to senior managers to understand the quality of service that care leavers are receiving and to help them plan for the development and improvement of the service. The current performance management system does not provide aggregated data to support the oversight of care leaver provision, nor predict future demand and types of needs. Data systems are rudimentary and require manual updating.

Para 145: The local authority's ability to measure the performance of children's social care is limited by the capacity of the electronic recording systems which primarily report on compliance measures such as timescales. Considerable data cleansing is required to eliminate human input errors.

Appendix B – Immediate Improvement Actions

The table below details the work which is now underway to put immediate improvements in place.

Short Term Priorities			
	Current Position	Action Required	Update/Anticipated completion
Access to timely information			
CART	CART Manager has access to Rotherham Dashboard which shows: <ul style="list-style-type: none"> • CART Dashboard, CART task list • Contacts with no outcome • CYPS Contacts • Content refreshed every 10 minutes 	<ul style="list-style-type: none"> • Awareness raising of Dashboard functionality • Review of Dashboard content and develop as required, • review of team usage • presentation at team meeting 	Completed: The Rotherham Dashboard has been enhanced to include further reports for CART – showing status of all open Contacts and workflow jobs in that team. Includes details about how long been open and how long got left until overdue. Awareness raising of the Rotherham Dashboard to CART and Duty took place on Monday 10 th November 2014. Rotherham Dashboard awareness will be built into training for all new starter training
Duty	Duty have access to Rotherham Dashboard which in particular shows: <ul style="list-style-type: none"> • Your Caseloads • Your Assessments • CCCM Process Validation • CMMA Process Management Oversight • Content refreshed every 10 minutes 		
MASH	Dashboard use limited to existing Social Care Staff	Review requirements for extension of the above information to all Social Care Staff in MASH and partner agencies	Delivery by 31 December 2014

Section 47 Recording			
Duty	Current process in place but issues identified with consistency in application	<ul style="list-style-type: none"> • Review existing process in line with Service Manager and Duty Manager consultation • Gain formal agreement on recording process to be adopted • Re-train where required • Validate recording and pass finding to service manager to ensure compliance 	<p>Undertaken a data validation exercise which showed areas of weakness in:</p> <ul style="list-style-type: none"> • Sending the Discussion to a Team Manager by workflow for decision and sign off • S47 Enquiry Analysis/Decision text recording • Sending the S47 Enquiry to a Team Manager by workflow for decision and sign off • Recording Person Responsible for S47 • Completing and signing off the S47 <p>Following further consultation 3 proposals are currently been evaluated.</p> <p>Potential delivery by end November 2014/early December 2014</p>
Missing form Care or home			
LAC	New protocol being introduced	<ul style="list-style-type: none"> • Review new protocol and align recording procedure • Workflow created from LAC to CART • Establish process for CART and outcomes when child found • Create new reports 	Completed: New recording in place, monitoring of the changes and its effectiveness to be undertaken.
Safe@last		<ul style="list-style-type: none"> • Give appropriate staff access and training on CCM 	Delivery date 31 December 2014

		<ul style="list-style-type: none"> • Create new reports and workflow • 	
Improved Case Recording			
Out of Hours	<ul style="list-style-type: none"> • Staff trained on CCM recording 	<ul style="list-style-type: none"> • Potential retraining 	Delivery Date 31 January 2015
Leaving Care	<ul style="list-style-type: none"> • Leaving Care Staff have been trained in CCM and guidance available to staff 	<ul style="list-style-type: none"> • Potential retaining of staff on current CCM process. • Review and Implement revised BPR process 	Undertaken a validation exercise to establish current level of system usage. Issues to be identified and targeted through re-training.

ROTHERHAM BOROUGH COUNCIL - REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	26 November 2014
3.	Title:	Rationalisation of the Property Portfolio: 49 – 53 St Anns Road, Rotherham Ward 2: Boston Castle Ward
4.	Directorate:	Environment and Development Services

5. Summary

To seek approval for the disposal of the above-mentioned asset which has been declared surplus to the requirements of the Department of Audit and Asset Management.

6. Recommendations

That:

- 1. Approval is given to the Director of Audit and Asset Management to negotiate a bi-partite agreement with Age UK in order to dispose of the asset on the basis recommended in item 7 in the report.**
- 2. The Director of Audit and Asset Management negotiates the terms of the disposal of the assets as described in the report.**
- 3. The Director of Legal & Democratic Services completes the necessary documentation.**

7. Proposals and Details

The asset comprises of three former terraced residential properties which were converted in the early 1980's to form an office which has been used since then as the main Rotherham headquarters for Age UK. The Council own the unencumbered freehold title to two of the properties, namely No.s 51 and 53 St Anns Road and Age UK own the effective freehold title to the property known as 49 St Anns Road.

The Council granted a 7 year lease to Age UK in 1982 to enable Age UK to utilise No.s 51 and 53 for office purposes and although the lease ended in 1989, they have been holding over on the lease since then and retain responsibility for repair and maintenance.

The premises are now surplus to the requirements of Age UK and they have approached the Council to see if we would be willing to enter a joint marketing agreement to dispose of the premises on the open market.

The property has a gross internal area (GIA) of approximately 190 sq mtrs (2,056 sq ft) of usable space. The total site area extends to approximately 400 sq mtrs and is shown edged red on the attached plan at Appendix 1. The area cross-hatched black is within Council ownership. The Council also own the freehold title to the land of no 49 and Age UK own a very long leasehold interest to this property (effective freehold)

The Director of Planning, Regeneration and Cultural Services has confirmed that the asset is allocated within a residential area. The continued use of the premises for office use would be acceptable and it is also considered that a change of use for conversion back to residential use would also be an acceptable use.

The proposal for the future use of the site is to sell the whole asset as shown edged in red on the Open Market subject to agreeing a bi-partite marketing agreement with Age UK. As the Council own two of the three properties, a capital split of 2:1 in the Council's favour has been negotiated. If this recommendation is approved by Cabinet then the asset will be marketed for sale on the open market. This option will produce a receipt for the Capital Receipts Programme. This option represents the best value for money arising from a disposal and is the recommended option to be pursued.

8. Finance

The capital receipt for this site, if sold, will support the Capital Receipts Programme. There are no current ongoing maintenance and liability costs incurred by the Council due to Age UK's occupation and responsibilities. The potential value of the premises is contained within the exempt finance addendum to this report

Revenue Costs:	Review: £2,000
	Marketing: £2,500 plus VAT
	Legal Services: £4,000
	Maintenance costs: N/A
	VAT applicable: VAT exempt sale

9. Risks and Uncertainties

A sale of the asset will produce a capital receipt, and although the recession has created a stagnant market there are signs of upturn in the local markets. The resultant level of uncertainty makes it difficult to provide an estimate. Any suitable offer received on the premises will be subject to both parties accepting it and what is acceptable to the Council may not be acceptable to Age UK. However any disputes could be referred to an independent third party for resolution in the proposed joint marketing agreement.

10. Policy and Performance Agenda Implications

A future sale of the asset will support the following corporate priorities and achievements:

- The sale of the asset for continued use as commercial premises supports and contributes towards the Councils strategy of creating employment opportunities and economic growth within the Borough.
- The site is located close to the main bus station and could encourage employees to utilise public transport. This promotes sustainability and would reduce CO2 emissions.
- The potential conversion of the premises for residential purposes would support the Council's strategy of the provision of housing to meet current and future needs

11. Background Papers and Consultation

Directors of Service, Appropriate Ward Members, the Appropriate Area Partnership Manager for the area, have been consulted and it is not required for alternative future service use requirements.

The three local ward members for Boston Castle Ward Councillor Hussain, Councillor McNeely and Councillor Wooton have all been advised of the availability of the premises. All three Ward Members have stated that they would like to see the premises returned back to their original use as dwellings.

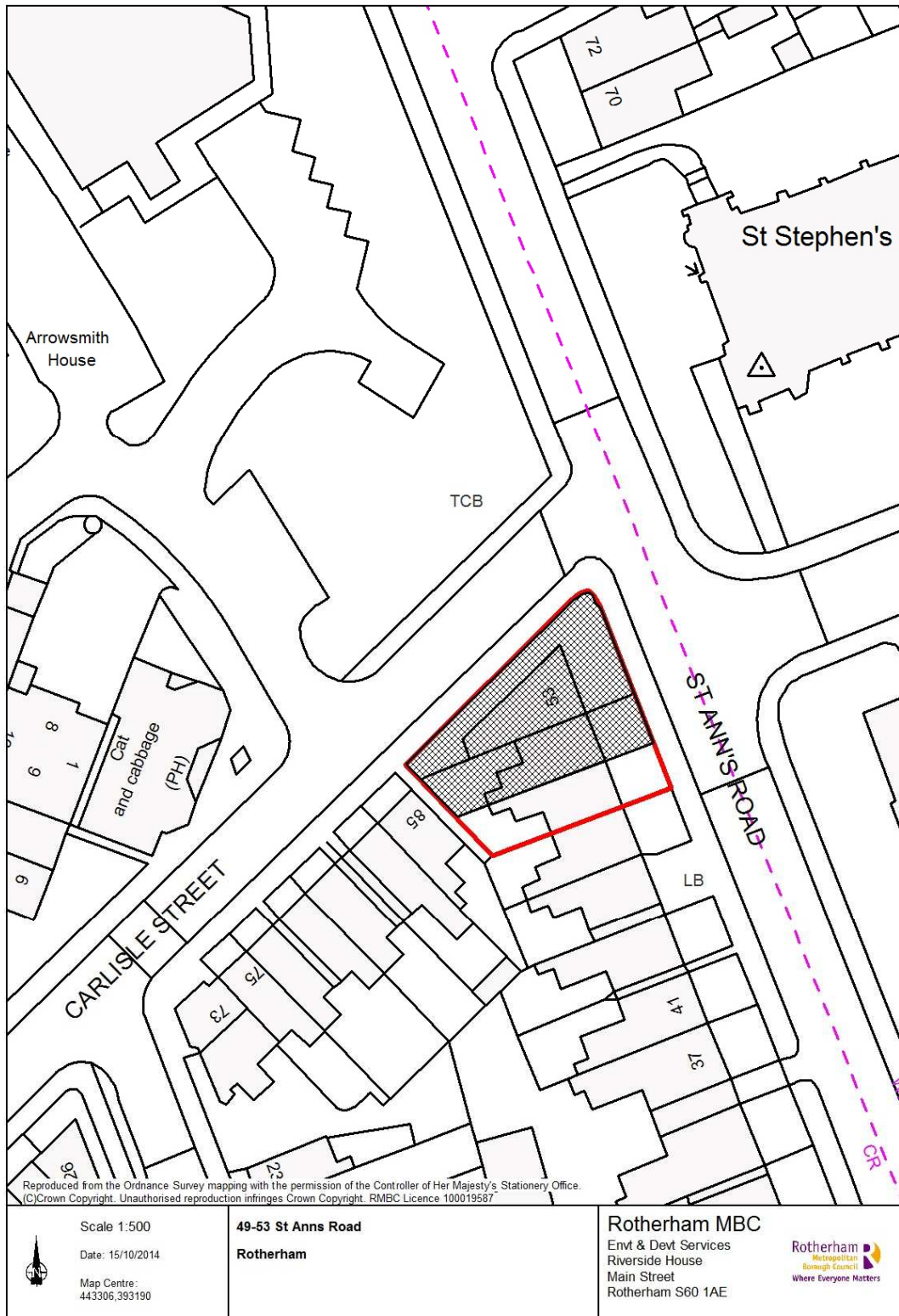
The report was approved by the Finance Manager, Resources on 16 October 2014.

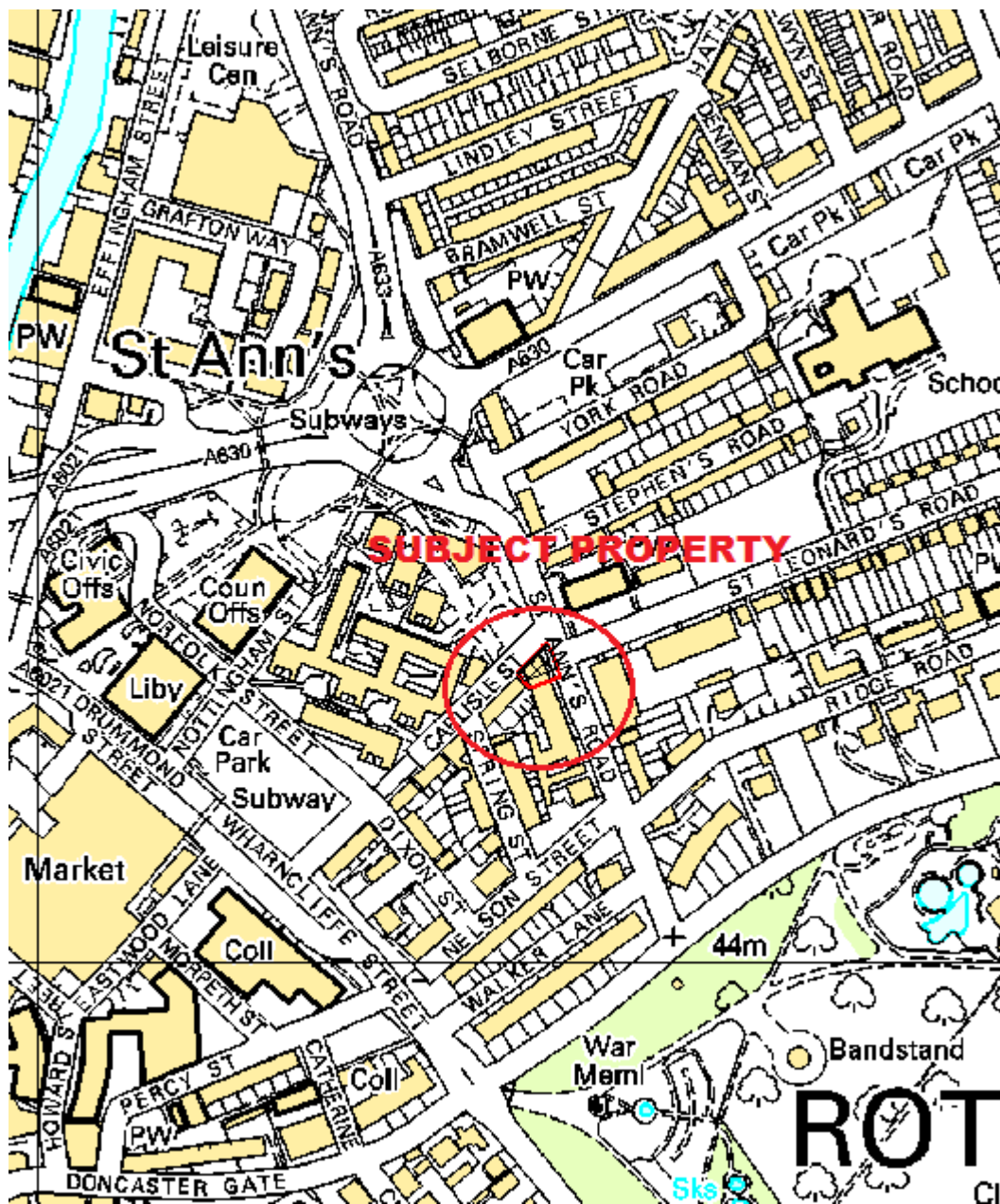
Appendix 1 – Site plan & Appendix 2 – Location plan

Contact Names:

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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