



# Council

---

**Wednesday, 13 July 2016**

**2.00 p.m.**

**Council Chamber, Town Hall,  
Moorgate Street, Rotherham. S60 2TH**

**Rotherham**  
Metropolitan  
Borough Council 

# WELCOME TO TODAY'S MEETING

---

## GUIDANCE FOR THE PUBLIC

---

The Council is composed of 63 Councillors, who are democratically accountable to the residents of their ward.

The Council Meeting is chaired by the Mayor, who will ensure that its business can be carried out efficiently and with regard to respecting the rights and responsibilities of Councillors and the interests of the community. The Mayor is the Borough's first citizen and is treated with respect by the whole Council, as should visitors and member of the public.

All Councillors meet together as the Council. Here Councillors decide the Council's overall policies and set the budget each year. The Council appoints its Leader, Mayor and Deputy Mayor and at its Annual Meeting will appoint Councillors to serve on its committees.

Copies of the agenda and reports are available on the Council's website at [www.rotherham.gov.uk](http://www.rotherham.gov.uk). The public can also have access to the reports to be discussed at the meeting by visiting the Reception at the Town Hall. The Reception is open from 8.00 a.m. to 5.30 p.m. each day. You may not be allowed to see some reports because they contain private information and these will be marked accordingly on the agenda.

Members of the public have the right to ask questions or submit petitions to Council meetings. A member of the public may ask one general question in person which must be received in writing to the Chief Executive by 10.00 a.m. on the Friday preceding a Council meeting on the following Wednesday and must not exceed fifty words in length.

Council meetings are webcast and streamed live or subsequent broadcast via the Council's website. At the start of the meeting the Mayor will confirm if the meeting is being filmed. You would need to confirm your wish not to be filmed to Democratic Services. Recording of the meeting by members of the public is also allowed.

Council meetings are open to the public, but occasionally the Council may have to discuss an item in private. If this occurs you will be asked to leave. If you would like to attend a meeting please report to the Reception at the Town Hall and you will be directed to the relevant meeting room.

---

## FACILITIES

---

There are public toilets, one of which is designated disabled with full wheelchair access, with full lift access to all floors. Induction loop facilities are also available in the Council Chamber, John Smith Room and Committee Rooms 1 and 2.

Access for people with mobility difficulties can be obtained via the ramp at the main entrance to the Town Hall.

If you have any queries on this agenda, please contact:-

Contact:- James McLaughlin, Democratic Services Manager  
Tel:- 01709 822477  
[james.mclaughlin@rotherham.gov.uk](mailto:james.mclaughlin@rotherham.gov.uk)

Date of Publication:- 5 July 2016

# COUNCIL

---

Wednesday, 13 July 2016 at 2.00 p.m.  
Council Chamber, Town Hall, Moorgate Street, Rotherham. S60 2TH

---

THE MAYOR (Councillor Lindsay Pitchley)  
DEPUTY MAYOR (Councillor Eve Keenan)

---

CHIEF EXECUTIVE (Sharon Kemp)

---

## MEMBERS OF THE COUNCIL

### ANSTON AND WOODSETTS

IRELAND, Jonathan C.  
JEPSON, Clive R.  
WILSON, Katherine M.

### KEPPEL

CLARK, Maggi  
CUTTS, Dave  
HAGUE, Paul

### SITWELL

COWLES, Allen  
SHORT Peter, G. J.  
TURNER, Julie

### BOSTON CASTLE

ALAM, Saghir  
MCNEELY, Rose M.  
YASSEEN, Taiba K.

### MALTBY

BEAUMONT, Christine  
PRICE, Richard  
RUSHFORTH, Amy L.

### SWINTON

CUSWORTH, Victoria  
SANSOME, Stuart  
WYATT, Kenneth J.

### BRINSWORTH AND CATCLIFFE

BUCKLEY, Alan  
RODDISON, Andy  
SIMPSON, Nigel G.

### RAWMARSH

BIRD, Robert  
MARRIOTT Sandra  
SHEPPARD, David R.

### VALLEY

ALBISTON, Kerry  
REEDER, Kathleen  
SENIOR, Jayne E.

### DINNINGTON

FINNIE, Ian K.  
MALLINDER, Jeanette M.  
TWEED, Simon A.

### ROTHER VALE

ALLCOCK, Leon  
BROOKES, Amy C.  
WALSH, Robert J.

### WALES

BECK, Dominic  
WATSON, Gordon  
WHYSALL, Jennifer

### HELLABY

ANDREWS, Jennifer A.  
CUTTS, Brian  
TURNER, R. A. John

### ROTHERHAM EAST

COOKSEY, Wendy  
FENWICK-GREEN Deborah  
KHAN, Tajamal

### WATH

ATKIN, Alan  
ELLIOT, Jayne C.  
EVANS, Simon

### HOLDERNESS

ELLIOTT, Michael S.  
PITCHLEY, Lyndsay  
TAYLOR, Robert P.

### ROTHERHAM WEST

JARVIS, Patricia A.  
JONES, Ian P.  
KEENAN, Eve.

### WICKERSLEY

ELLIS, Susan  
HODDINOTT, Emma  
READ, Chris

### HOOBER

LELLIOTT, Denise  
ROCHE, David J.  
STEELE, Brian

### SILVERWOOD

MARLES, Steven  
NAPPER, Alan D.  
RUSSELL, Gwendoline A.

### WINGFIELD

ALLEN, Sarah A.  
ELLIOTT, Robert W.  
WILLIAMS, John

# **Council Meeting Agenda**

---

**Time and Date:-**

Wednesday, 13 July 2016 at 2.00 p.m.

**Venue:-**

Council Chamber - Town Hall, Moorgate Street, Rotherham. S60 2TH

---

**1. ANNOUNCEMENTS**

To consider any announcements by the Mayor or the Leader.

The Mayor will present Certificates of Commendation from the Chief Constable of South Yorkshire Police to Mark Batterley, Becci Hall and Kerry Timmins for their role in the investigation of a high profile CSE case.

**2. APOLOGIES FOR ABSENCE**

To receive the apologies of any Member who is unable to attend the meeting.

**3. PETITIONS**

To report on any petitions received by the Council.

**4. COMMUNICATIONS**

Any communication received by the Mayor or Chief Executive which relates to a recommendation of the Cabinet or a committee which was received after the relevant meeting.

**5. DECLARATIONS OF INTEREST**

To invite Councillors to declare any disclosable pecuniary interests or personal interests they may have in any matter which is to be considered at this meeting, to confirm the nature of those interests and whether they intend to leave the meeting for the consideration of the item.

**6. MINUTES OF THE PREVIOUS COUNCIL MEETING (Pages 1 - 13)**

To receive the record of proceedings of the ordinary meeting of the Council held on 20th May, 2016 and to approve the accuracy thereof.

**7. PUBLIC QUESTIONS**

To receive questions from members of the public who may wish to ask a general question of the Mayor, Cabinet Member or the Chairman of a Committee.

**8. MINUTES OF CABINET AND COMMISSIONERS' DECISION MAKING MEETING (Pages 14 - 35)**

To receive and consider reports, minutes and recommendations of the Cabinet/Commissioners' Decision Making Meetings held on 26<sup>th</sup> May and 6<sup>th</sup> June, 2016.

**9. 2016-17 ROTHERHAM MBC CORPORATE PLAN (Pages 36 - 89)**

To approve the Rotherham MBC Corporate Plan 2016-17.

**10. CORPORATE SAFEGUARDING POLICY (Pages 90 - 107)**

To consider approval of the Corporate Safeguarding Policy.

**11. ROTHERHAM MBC CORPORATE EQUALITY AND DIVERSITY POLICY (Pages 108 - 125)**

To consider approval of the Rotherham MBC Corporate Equality and Diversity Policy.

**12. REVIEW OF WARD BOUNDARIES AND THE SIZE OF THE COUNCIL (Pages 126 - 132)**

To consider the initial process for the Boundary Commission for England's review of ward boundaries within the Rotherham local authority area and to determine how to respond in accordance with the Commission's timetable.

**13. SCRUTINY ANNUAL REPORT 2016 (Pages 133 - 160)**

To receive the Scrutiny Annual Report covering the 2015/16 municipal year.

**14. CALENDAR OF MEETINGS FOR THE 2016-17 MUNICIPAL YEAR (Pages 161 - 173)**

To agree the calendar of Council, committee, board and panel meetings for the remainder of the 2016-17 municipal year, as detailed.

**15. APPOINTMENT OF MEMBERS' TO COMMITTEES, PANELS AND BODIES (Pages 174 - 181)**

a) To note the following appointments by the UK Independence Group:

<b>Audit Committee</b>	Councillor Cowles
<b>Licensing Board</b>	Councillors I. Finnie, P. Hague, A. Napper & K. Reeder
<b>Licensing Committee</b>	Councillors P. Hague, I. Finnie & A. Napper
<b>Planning Board</b>	Councillor D. Cutts, M. Elliott & John Turner
<b>Standards &amp; Ethics Committee</b>	Councillors R. Elliott & I. Finnie
<b>Overview &amp; Scrutiny Management Board</b>	Councillors A. Cowles, P. Short & Julie Turner
<b>Health Select Commission</b>	Councillors R. Elliott, S. Marriott, P. Short & John Turner
<b>Improving Lives Select Commission</b>	Councillors P. Hague, S. Marriott, A. Napper and P. Short
<b>Improving Places Select Commission</b>	Councillors B. Cutts, K. Reeder & Julie Turner

<b>RMBC Trade Unions Joint Consultative Committee</b>	Councillor A. Napper
---	----------------------

- b) To appoint, in accordance with the requirement to apply political balance,:

Councillor Alan Cowles as Vice-Chair of the Overview and Scrutiny Management Board; and

Councillor Peter Short as Vice-Chair of the Health Select Commission.

- c) To note the appointments of Members to serve on outside bodies, as agreed by Commissioner Myers (enclosed herewith)

## **16. NOTICE OF MOTION - SEXUAL AND RELATIONSHIP EDUCATION**

This Council notes :

- High-quality sex and relationships education helps create safe school communities where pupils can grow, learn, and develop positive, healthy behaviour for life.
- There is a growing body of support for this view from voluntary organisations and charities like NSPCC and Brook, the Department of Education and Ofsted.
- Ofsted inspections have found that, despite progress across the country, SRE needs improving in one third of schools. They are clear that this lack of quality SRE leaves pupils vulnerable to abuse and exploitation (Ofsted, 2013)
- Although the council does not have any control over the school curriculum, we can't ignore this issue in our schools. In a YouGov poll - one in three 16 to 18-year-old girls said they experienced unwanted sexual touching/'groping' at school.
- The pressures on our young people are growing with new technology. In a ChildLine survey of 13 to 18-year-olds, 60% said they had been asked for a sexual image or video of themselves

This Council believes:

- That every child in Rotherham should receive age-appropriate sex and relationship education.
- That specific training should be provided to those delivering sex and relationship education so it is high quality and issues like child exploitation are understood.
- That young boys need specific support and education around healthy relationships, in the face of online pornography.
- That Rotherham schools are an instrumental setting in ensuring this happens.

This Council therefore resolves:

- To call on the government to introduce compulsory sex and relationship education for all children.
- To write to all primary, secondary and special schools in Rotherham to encourage them to have a comprehensive curriculum with regards to raising awareness of grooming and abuse; as well as education about healthy relationships.

- That schools welcome evaluation and review of what they provide, and best practice is shared.
- That schools are requested to reinstate the contribution to the Child Sexual Exploitation team that they removed last year.

**Proposed by**                      **Councillor Emma Hoddinott**  
**Seconded by**                **Councillor Jayne Senior**

#### **17. STANDARDS AND ETHICS COMMITTEE (Pages 182 - 188)**

To receive and consider reports, minutes and recommendations of the Standards and Ethics Committee held on 31<sup>st</sup> March and 9<sup>th</sup> June, 2016.

To confirm the minutes as a true record.

#### **18. AUDIT COMMITTEE (Pages 189 - 204)**

To receive and consider reports, minutes and recommendations of the Audit Committee held on 25<sup>th</sup> February and 27<sup>th</sup> April, 2016.

To confirm the minutes as a true record.

#### **19. HEALTH AND WELLBEING BOARD (Pages 205 - 239)**

To receive and consider reports, minutes and recommendations of the Health and Wellbeing Board held on 24<sup>th</sup> February, 20<sup>th</sup> April and 1<sup>st</sup> June, 2016.

To confirm the minutes as a true record.

#### **20. PLANNING BOARD (Pages 240 - 254)**

To receive and consider reports, minutes and recommendations of the Planning Board held on 10<sup>th</sup> and 31<sup>st</sup> March, 21<sup>st</sup> April, 2<sup>nd</sup> and 23<sup>rd</sup> June, 2016.

To confirm the minutes as a true record.

#### **21. MEMBERS' QUESTIONS TO DESIGNATED SPOKESPERSONS**

To put questions, if any, to the designated Members on the discharge of functions of the South Yorkshire Police and Crime Panel, South Yorkshire Fire and Rescue Authority, Barnsley, Doncaster, Rotherham and Sheffield Combined Authority and South Yorkshire Pensions Authority, in accordance with Standing Order No. 7(5).

#### **22. MEMBERS' QUESTIONS TO CABINET MEMBERS AND CHAIRMEN**

To put questions, if any, to Cabinet Members and Chairmen (or their representatives) under Standing Order No. 7(1) and 7(3).

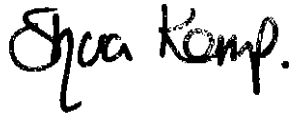
#### **23. URGENT ITEMS**

Any other public items which the Mayor determines are urgent.

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

Should it be necessary, in the opinion of the Mayor, to consider excluding the press and public from the meeting in relation to any items of urgent business on the grounds that private information is likely to be divulged.

There are no such items at the time of preparing this agenda.

A handwritten signature in black ink, reading "Sharon Kemp." The signature is written in a cursive, flowing style.

**SHARON KEMP,**  
Chief Executive.

**The next meeting of the Council will be on Wednesday 7 September 2016  
at 2.00 p.m. in the Town Hall.**



**COUNCIL MEETING**  
**20th May, 2016**

Present:- Councillor Maggi Clark (in the Chair); Councillors Alam, Allcock, Allen, Andrews, Atkin, Beaumont, Beck, Bird, Brookes, Cooksey, Cusworth, Cutts, Cutts, Elliot, Elliott, Elliott, Ellis, Fenwick-Green, Hoddinott, Ireland, Jarvis, Jepson, Jones, Rose, Khan, Lelliott, McNeely, Mallinder, Marles, Marriott, Napper, Pitchley, Price, Read, Reeder, Roche, Roddison, Rushforth, Russell, Sansome, Sheppard, Short, Simpson, Steele, Taylor, John Turner, Julie Turner, Tweed, Walsh, Watson, Williams, Wilson, Whysall, Wyatt and Yasseen.

**1. ELECTION OF CHAIRMAN.**

Resolved:- That Councillor Lindsay Pitchley be elected Chairman of the Rotherham Borough Council for the ensuing Municipal Year and that she be entitled to the style of Mayor by virtue of Section 245(1) of the Local Government Act 1972.

Mover:- Councillor Taylor

Second:- Councillor Russell

Councillor Pitchley thereupon made and subscribed the statutory declaration of acceptance of office.

(Councillor Pitchley assumed the Chair)

**2. VOTE OF THANKS TO THE RETIRING MAYOR (COUNCILLOR MAGGI CLARK)**

Resolved:- That the Council tender its sincere thanks to Councillor Maggi Clark for the excellent manner in which she has carried out all her duties as Mayor of the Metropolitan Borough of Rotherham and that the best thanks of this Council be recorded for the kind and admirable way in which Mr. Peter Clark performed the duties of Mayor's Consort.

Mover:- Councillor Read

Second:- Councillor Atkin

**3. ELECTION OF VICE-CHAIRMAN.**

Resolved:- That Councillor Rose Keenan be elected Vice-Chairman of the Rotherham Borough Council for the ensuing Municipal Year and that she be entitled to the style of Deputy Mayor by virtue of section 245(1) of the Local Government Act 1972.

Mover:- Councillor Jones

Second:- Councillor Clark

Councillor Keenan thereupon made and subscribed the statutory declaration of acceptance of office.

**4. VOTE OF THANKS TO THE RETIRING DEPUTY MAYOR (MR. CHRISTOPHER MIDDLETON)**

Resolved:- That the Council tender its sincere thanks to Mr. Christopher Middleton for the excellent manner in which he has carried out all his duties as Deputy Mayor of the Metropolitan Borough of Rotherham and that the best thanks of this Council be recorded for the kind and admirable way in which Mrs. Anne Middleton performed the duties of Deputy Mayoress.

Mover:- Councillor Read

Seconder:- Councillor Clark

**5. ANNOUNCEMENTS**

The Leader of the Council announced the membership of the new Cabinet following the municipal elections held on 5 May 2016:

<b>Portfolio</b>	<b>Cabinet Member</b>
Leader of the Council	Councillor Chris Read
Deputy Leader of the Council & Children's Services	Councillor Gordon Watson
Adult Social Care & Health	Councillor David Roche
Corporate Services & Budgeting	Councillor Saghir Alam
Housing	Councillor Dominic Beck
Jobs and the Local Economy	Councillor Denise Lelliott
Neighbourhood Working & Cultural Services	Councillor Taiba Yasseen
Waste, Roads & Community Safety	Councillor Emma Hoddinott

**6. APOLOGIES FOR ABSENCE**

The Chief Executive reported that apologies for absence had been received from Councillors Albiston, Buckley, Cowles, Evans, Finnie, Hague and Senior.

**7. PETITIONS**

The Chief Executive reported that no petitions had been received.

**8. COMMUNICATIONS**

No communications had been received.

**9. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**10. MINUTES OF THE PREVIOUS COUNCIL MEETING**

Resolved:- That the minutes of the meeting of the Council held on 2 March 2016 be approved as a true and correct record of the proceedings.

**11. MINUTES OF THE CABINET AND COMMISSIONERS' DECISION MAKING MEETINGS**

Resolved:-

(1) That, subject to the amendment of minute 64 by the deletion of the word "consider" and the addition of the word "approve", the minutes and recommendations of the Cabinet and Commissioners' Decision Making Meetings held on 14 March and 11 April 2016 be approved.

(2) That the Council approve the following amendments to the Constitution:

a) The Democratic Services Manager be instructed to consider on an annual basis whether any of the policies in the policy framework set out in Article 3 of the Constitution are due for review or renewal and to liaise with the Council's officers to ensure that any such policies are brought to Council for consideration.

b) Article 7(3) of the Constitution shall be amended so as to read:

"The Leader will be a councillor elected to the position of Leader by the Council at its annual meeting for a term of four years, or until the day of the first annual meeting of the Council held after the expiry of their term of office as a councillor, if the latter is a shorter period. He or she will hold office until

- he or she resigns from the office; or
- he or she is no longer a councillor; or
- he or she is removed from office by resolution of the Council, whereupon his or her term of office as leader shall end on the day of that Council meeting."

c) "Executive Procedure Rule 7(2) be amended so as to read:

(1) The Assistant Director of Legal Services will arrange for the monthly publication of the plan of key decisions covering the forthcoming 2 months and shall circulate a copy of the plan to all councillors”.

d) Overview and Scrutiny Procedure Rule 14(4) be amended so as to read:

“4) The Chair of Overview and Scrutiny Board must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. The leader of the main opposition group shall be consulted on any decision to designate a Cabinet decision as urgent.”

e) A new Article 8(2A) shall be inserted into the Overview and Scrutiny Procedure Rules which shall read:

“(2A) The Overview and Scrutiny Management Board shall consider the plan of key decisions referred to in Rule 7 of the Executive Procedure Rules on a regular basis and shall identify decisions to be scrutinised and shall also meet prior to each meeting of the Cabinet to consider what recommendations to make to the Cabinet in respect of matters on the agenda for the Cabinet meeting.

f) That a Constitution Working Group with the same elected member representation as the Governance Working Member's Group be established with responsibility for:

- Reviewing the scheme of delegation to officers
- Carrying out an annual review of the operation of the Constitution
- Reviewing the arrangements for recording Council decision making on-line
- Reporting back to Cabinet on these issues with a view to Cabinet making recommendations to Council

g) Paragraph (2) of Schedule 1 to the Overview and Scrutiny Procedure Rules be amended so as to read:

“(2) The membership of the OSMB shall comprise –

- a chairperson who shall be a councillor appointed by the Council;
- a vice-chairperson who shall be appointed by the Council and who shall be a member of the main opposition group
- the chairs and vice-chairs of the overview and scrutiny select commission who shall be councillors appointed by the Council so as to reflect the political balance of the Council
- the chair and vice-chair of audit committee;

- sufficient opposition councillors nominated by Opposition Parties or councillors and appointed by the Council, to ensure political balance”
- h) Rule 13(6) of the Overview and Scrutiny Procedure Rules be amended so as to read:

“6) During the notification period

- in the case of a decision that does not relate to an education function, a member of the Council who is supported by at least three other members may request the chairman of the OSMB to call-in the decision for scrutiny by that board; and
  - in the case of a decision that relates to an education function, a member or education representative who is supported by three members or three education representatives (or a combination of both members and education representatives) may request the chairman of the OSMB to callin the decision.”
- i) Rules 5.4 and 5.5. of the Access to Information Rules be amended so as to read:

“5.4. In relation to reports to be considered at full Council or committee meetings or executive meetings held in public, a member of the Council has, subject to rule 5.5, the right to inspect any document that:

5.4.1 contains material that relates to an item to be considered a full Council or committee meeting, or

5.4.2 is in possession or under the control of the executive and contains material relating to any business to be transacted at an executive meeting held in public, whether or not he or she is a member of the particular committee or the executive. and to receive copies of all reports to be considered at an executive meeting, including reports containing confidential or exempt information.”

5.5. The right mentioned in rule 5.4 does not extend to a document or part of a document that in the opinion of the Assistant Director Legal Services –

5.5.1. contains confidential or exempt information (please see the Appendix), except where the exempt material is included within reports to Cabinet which are to be provided to the Chair of Overview and Scrutiny Management Board, the Chairs of Select Commissions and the leaders of the two largest opposition groups, or

5.5.2. discloses advice provided by a political adviser or assistant to the executive but Rule 5.5 does not apply:-

5.5.2.1 to confidential or exempt information disclosed to members in accordance with rule 5.4.

5.5.2.2. to exempt information that falls within paragraph 3(information relating to the financial or business affairs of any particular person (including the Council)) of Schedule 12A to the Local Government Act 1972, except to the extent that the information relates to any terms to be proposed or to be proposed by or to the Council in the course of negotiations for a contract, or

5.5.2.3. to exempt information that falls within paragraph 6 (information which reveals that the Council proposes to serve a notice on a person or to make an order or direction under any enactment) of Schedule 12A

- j) A new Rule 5.6 shall be inserted into the Access to Information Rules which shall read:

“5.6 The Democratic Services Manager will ensure that a copy of the agenda and the reports for each meeting of Cabinet that will be debated in the open part of the Cabinet meeting will be provided to all members who are not members of Cabinet and who are not referred to in Rule 5.5.1 above as soon as is practical after those documents are published.”

## **12. QUESTIONS BY MEMBERS**

The Chief Executive reported that there were no questions submitted by Members in accordance with Standing Order 7(7).

## **13. MOTIONS**

The Chief Executive reported that no motions had been received in accordance with Standing Order 10(4).

## **14. REPORT OF THE RETURNING OFFICER - BOROUGH ELECTION RESULTS**

The Returning Officer reported that the persons indicated below had been elected Members of the Council at the election held on 5 May 2016:-

Forename (s)	Surname	Ward	No of votes polled
Jonathan Charles	Ireland	Anston and Woodsetts	1183
Clive Robert	Jepson	Anston and Woodsetts	1240
Katherine Martha	Wilson Velez	Anston and Woodsetts	1038
Mohammed Saghir	Alam	Boston Castle	1662
Rose Margaret	McNeely	Boston Castle	1843
Taiba Khatoon	Yasseen	Boston Castle	1626
Alan	Buckley	Brinsworth and Catcliffe	1764
Andrew Scott	Roddison	Brinsworth and Catcliffe	1288
Nigel Gary	Simpson	Brinsworth and Catcliffe	1190
Ian Kenneth	Finnie	Dinnington	954
Jeanette Martin	Mallinder	Dinnington	913
Simon Andrew	Tweed	Dinnington	1012
Jennifer Mary	Andrews	Hellaby	1233
Brian	Cutts	Hellaby	1324
Richard Arthur John	Turner	Hellaby	1406
Michael Stuart	Elliott	Holderness	1208
Lyndsay	Pitchley	Holderness	1679
Robert Paul	Taylor	Holderness	1382
Denise	Lelliott	Hoober	1363
David John	Roche	Hoober	1204
Brian	Steele	Hoober	1185
Margaret	Clark	Keppel	1270
David	Cutts	Keppel	1227
Paul	Hague	Keppel	1153
Christine	Beaumont	Maltby	1181
Richard	Price	Maltby	984
Amy	Rushforth	Maltby	1037
Robert	Bird	Rawmarsh	1387
Sandra	Marriott	Rawmarsh	1100
David Roy	Sheppard	Rawmarsh	1234
Leon	Allcock	Rother Vale	996
Amy Caroline	Brookes	Rother Vale	1240

## COUNCIL MEETING - 20/05/16

Robert John	Walsh	Rother Vale	1146
Wendy	Cooksey	Rotherham East	1336
Deborah	Fenwick-Green	Rotherham East	1053
Tajamal	Khan	Rotherham East	1301
Patricia Anne	Jarvis	Rotherham West	1552
Ian Paul	Jones	Rotherham West	1589
Eve Rose	Keenan	Rotherham West	1387
Steven	Marles	Silverwood	1157
Alan Derek	Napper	Silverwood	1170
Gwendoline Ann	Russell	Silverwood	1200
Allen	Cowles	Sitwell	1466
Peter Gerard John	Short	Sitwell	1304
Julie	Turner	Sitwell	1277
Victoria	Cusworth	Swinton	1621
Stuart James	Sansome	Swinton	1510
Kenneth John	Wyatt	Swinton	1619
Kerry	Albiston	Valley	1227
Kathleen	Reeder	Valley	1087
Jayne Elizabeth	Senior	Valley	1115
Dominic Edward	Beck	Wales	1584
Gordon	Watson	Wales	1189
Jennifer	Whysall	Wales	1450
Alan	Atkin	Wath	1639
Jayne Christine	Elliot	Wath	1496
Simon	Evans	Wath	1182
Susan	Ellis	Wickersley	1814
Emma Elizabeth	Hoddinott	Wickersley	1424
Christopher	Read	Wickersley	1426
Sarah Ann	Allen	Wingfield	1162
Robert William	Elliott	Wingfield	1361
John	Williams	Wingfield	898

**Resolved:- That the report of the Returning Officer be received.**

Proposer – Councillor Read

Seconder – Councillor Watson



**15. REVIEW OF THE COUNCIL'S CONSTITUTION AND APPOINTMENT OF A STATUTORY SCRUTINY OFFICER**

Consideration was given to a report submitted by the Monitoring Officer in respect of a review of the Council's Constitution and the appointment of a Statutory Scrutiny Officer.

It was reported that Article 19 of the Council's Constitution provided for the Chief Executive, the Assistant Director (Legal Services) and the Director of Finance to monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution were given effect.

In view of the consideration of the recommendations of the Members Governance Review Working Group at the Cabinet and Commissioners' Decision Making Meeting held on 11 April 2016, the Assistant Director (Legal Services) had concluded that it would not be necessary to undertake his own review of the Constitution until the Council had made a decision on that matter (see minute 172 above). Consequently the Council was only required to consider the appointment of a Statutory Scrutiny Officer.

**Resolved:- That the Council's Democratic Services Manager be appointed as the Statutory Scrutiny Officer for the purposes of section 9FB of the Local Government Act 2000 (as amended).**

Proposer – Councillor Read

Seconder – Councillor Watson

**16. MEMBERSHIP OF POLITICAL GROUPS ON THE COUNCIL, POLITICAL BALANCE AND ENTITLEMENT TO SEATS**

Consideration was given to a report submitted by the Assistant Chief Executive which detailed the membership of political groups on the Council, the political balance of the authority following the municipal election and the entitlement of political groups to seats on the Council's committees, boards and panels.

It was report detailed the proposed allocation of seats on committees, boards, panels and outside bodies, following the application of political balance rules and in accordance with the principles set out in Section 15 of the Local Government and Housing Act 1989. The process that had been followed when calculating the entitlement to seats on committees was outlined.

**Resolved:-**

**(1) That the operation of two political groups on the Council and the detail of their designated Leaders be noted.**

(2) That the entitlement of the membership of the political groups be agreed and that such entitlements be reflected in the appointment of councillors to committees.

# 17. APPOINTMENT OF MEMBERS TO COMMITTEES, BOARDS AND PANELS

The Chief Executive reported the appointment of members to committees, boards and panels, as set out below:

## Executive:-

Leader of the Council	Councillor Read
Deputy Leader of the Council	Councillor Watson
Cabinet Member	Councillor Alam
Cabinet Member	Councillor Beck
Cabinet Member	Councillor Hoddinott
Cabinet Member	Councillor Lelliott
Cabinet Member	Councillor Roche
Cabinet Member	Councillor Yasseen

## Area Assemblies

	<u>Chairman</u>	<u>Vice-Chairman</u>
Wentworth	Sansome	Cusworth
(Hoover, Wath & Swinton)		
Rotherham North	Jones	Allen
(Keppel, Wingfield & Rotherham West)		
Rotherham South	McNeely	Yasseen
(Rotherham East, Boston Castle & Sitwell)		
Wentworth South	Sheppard	Marles
(Rawmarsh, Valley & Silverwood)		
Rother Valley West	Buckley	Allcock
(Brinsworth/Catcliffe, Rother Vale & Holderness)		
Rother Valley South	Whysall	Wilson
(Dinnington, Anston/Woodsetts & Wales)		
Wentworth Valley	Beaumont	Price
(Maltby, Hellaby & Wickersley)		

**REGULATORY BOARDS****Standards Committee:-**

<b>Council Members</b>	<b>Independent Members</b>	<b>Parish Members</b>
Councillor Allcock	Ms. A. Dowdall	Councillors D. Bates
Councillor Allen	Mr. P. Edler	Councillor D. Rowley
Councillor Finnie	Ms. J. Porter	Councillor R. Swann
Councillor Ireland	Mrs. C. Saltis	
Councillor Khan	Vacancy	
(Vice-Chairman)		
Councillor McNeely		
(Chairman)		
Councillor Simpson		
Councillor Yasseen		

**Advisory Licensing Board:-**

Councillor Allcock	Councillor Finnie	Councillor Senior
Councillor Beaumont	Councillor Hague	Councillor Sheppard
Councillor Beck	Councillor Jones	Councillor Taylor
Councillor Buckley	Councillor McNeely	Councillor Williams
(Vice-Chairman)		
Councillor Clark	Councillor Napper	Councillor Wilson
Councillor Elliot	Councillor Reeder	Councillor Wyatt
Councillor Ellis	Councillor Rushforth	Vacancy – UKIP
(Chairman)		

**Advisory Licensing Committee:-**

Councillor Beaumont	Councillor Finnie	Councillor Reeder
Councillor Buckley	Councillor Hague	Councillor Sheppard
(Vice-Chairman)		
Councillor Clark	Councillor Jones	Councillor Taylor
Councillor Elliot	Councillor McNeely	Councillor Wilson
Councillor Ellis	Councillor Napper	Councillor Wyatt
(Chairman)		

**Planning Board:-**

Councillor Andrews	Councillor Khan	Councillor John Turner
Councillor Atkin	Councillor Price	Councillor Tweed
(Chairman)		(Vice-Chairman)
Councillor Bird	Councillor Roddison	Councillor Walsh
Councillor D. Cutts	Councillor Sansome	Councillor Whysall
Councillor Ireland	Councillor Short	Vacancy

**COUNCIL MEETING - 20/05/16****Substitutes:**

Councillor Beaumont	Wentworth Valley
Councillor Fenwick-Green	Rotherham South
Vacancy	Rotherham Valley South
Councillor Jarvis	Rotherham North
Councillor Pitchley	Rother Valley West
Councillor Roche	Wentworth North
Vacancy	Wentworth South

**Audit Committee:-**

Councillor Allen	Councillor Walsh (Vice-Chairman)
Councillor Cowles	Councillor Wyatt (Chairman)
Councillor Ellis	

**SELECT COMMISSIONS****Overview and Scrutiny Management Board:-**

Councillor Albiston	Councillor M. Elliott	Councillor Steele (Chairman)
Councillor Allcock	Councillor Mallinder	Councillor Julie Turner
Councillor Clark	Councillor Price	Councillor Walsh
Councillor Cowles (Vice-Chairman)	Councillor Sansome	Councillor Wyatt

**Health Select Commission:-**

Councillor Albiston	Councillor Ellis	Councillor Roddison
Councillor Andrews	Councillor Evans	Councillor Sansome (Chairman)
Councillor Brookes	Councillor Fenwick- Green	Councillor Simpson
Councillor Cusworth	Councillor Ireland	Councillor John Turner
Councillor Elliot	Councillor Marles	Councillor Williams
Councillor R. Elliott	Councillor Marriott	Councillor Wilson

**Improving Lives Select Commission:-**

Councillor Albiston	Councillor Cusworth	Councillor Marriott
Councillor Allcock (Vice-Chairman)	Councillor Elliot	Councillor Napper
Councillor Beaumont	Councillor Hague	Councillor Pitchley
Councillor Bird	Councillor Jarvis	Councillor Senior
Councillor Clark (Chairman)	Councillor Keenan	Councillor Short
Councillor Cooksey	Councillor Khan	Councillor Tweed

**Improving Places Select Commission:-**

Councillor Allen	Councillor Jones	Councillor Rushforth
Councillor Atkin	Councillor Mallinder (Chairman)	Councillor Sheppard
Councillor Buckley	Councillor Marles	Councillor Taylor
Councillor B. Cutts	Councillor McNeely	Councillor Walsh
Councillor M. Elliott	Councillor Price (Vice-Chairman)	Councillor Whysall
Councillor Jepson	Councillor Reeder	Councillor Wyatt

**CABINET/COMMISSIONERS'  
DECISION MAKING MEETING  
26th May, 2016**

Present:- Councillor Read (in the Chair); Councillors Alam, Beck, Commissioner Bradwell, Lelliott, Commissioner Sir Derek Myers, Roche and Yasseen.

Apologies for absence were received from Councillors Hoddinott, Commissioner Kenny, Commissioner Ney and Watson.

**1. DECLARATIONS OF INTEREST.**

Councillor Taiba Yasseen declared an interest in item 11 (Business Rates Discretionary Rate Relief Top Up Applications) on the basis of her personal involvement with the Open Minds Theatre Company.

**2. QUESTIONS FROM MEMBERS OF THE PUBLIC.**

A member of the public asked a question in respect of the council's reluctance to publish details of the recipients of the grants made to charitable organisations and queried the accountability arrangements for such organisations spending public funds.

In response, the Leader of the Council explained that an informal review of grants to charities and voluntary organisations in response to such grants and agreed for a response to being provided.

**Post Meeting Response from the Assistant Director of Financial Services:**

*The Council discloses annually within the Statement of Accounts amounts, including grants, which have been paid to organisations where the Council's relationship with the organisation meets specific disclosure requirements as set down in the Code of Practice on Local Government Accounting.*

*Under those requirements the Council's relationships are assessed to determine whether the Council, either through representation or funding level, has a significant influence over the activities of those organisations. For each organisation, if the influence is deemed significant, and that can vary on an on-going basis, then the name and the amount paid to the organisation are included in the disclosure note.*

*A copy of the Council's Statement of Accounts is published on the Council & Democracy section of the Council's website and the relevant note in the Accounts is Note 17.*

A member of the public asked a question in respect of access to information and private decision making by Commissioners. A further question was put enquiring why the agenda for the Cabinet and Commissioners' Decision Making Meeting had not been published prior to the meeting.

In response, the Leader of the Council explained that the agenda for Cabinet and Commissioners' Decision Making Meeting had been published on 19 May 2016, complying the access to information rules within the Council's constitution and statute. The Leader of the Council further explained that the Council was making more information public to enable decision making to take place in public.

A further question was asked whether the Lead Commissioner received advice from the Chief Legal Officer of the Council in respect of making decisions in private.

In response, the Lead Commissioner explained the legislative remit of Government appointed Commissioners intervening in local authorities and confirmed that executive powers had been delegated to Commissioners by the Secretary of State in February 2015. In doing so, it was confirmed that Commissioners would not be subject to the Council's Constitution. This position was confirmed by Civil Servants in writing to the member of the public who had put the question. As a third of Executive decision making had been returned to Councillors, it had been agreed that decisions would be made in public. The Lead Commissioner made it clear that there was a provision for urgent decisions to be made between meetings of the Cabinet, providing that such matters satisfied the urgency provisions. He further explained that the rules governing access to information, which were applicable to every local authority, would be complied with by the Cabinet and Commissioners in Rotherham.

The member of the public repeated his question regarding advice received by the Lead Commissioner from the Council's Chief Legal Officer. The Leader of the Council thanked the member of the public for his question and recommended that the matter be pursued through further correspondence with the Lead Commissioner.

### **3. MINUTES OF THE PREVIOUS MEETING HELD ON 11TH APRIL, 2016**

Consideration was given to the minutes of the previous meeting of the Cabinet and Commissioners' Decision Making Meeting held on 11 April 2016.

Resolved:-

That the Chair be authorised to sign the minutes of the previous meeting held on 11 April 2016 as a true and correct record of the proceedings.

**4. ALL SAINTS TOILETS - REVISED OPTIONS (ASR EDS 11)**

The Leader of the Council indicated that this agenda item would be deferred for consideration at a future meeting of the Cabinet as there were concerns regarding some information detailed within the report.

Resolved:-

That the report be deferred and submitted to a future Cabinet and Commissioners' Decision Making Meeting.

**5. COPELAND LODGE BUILDING PROPOSAL**

Consideration was given to a report submitted by the Interim Strategic Director for Adult Care and Housing which sought to decommission Copeland Lodge, a former residential home for older people.

It was reported that since it had ceased to be a residential home, Copeland Lodge had been used as a day centre for older people. Following a review which had involved users and their families, in accordance with the requirements of the Care Act, it was concluded that the centre would no longer be required as alternative provision had been identified. It was noted that the building was in a poor state of repair and was considered to be surplus to requirements.

**Commissioner Myers agreed:**

(1) That Copeland Lodge no longer be used for adult social care purposes.

(2) That Copeland Lodge be decommissioned and any equipment that can be re-used within existing services be reallocated accordingly.

(As this is a Commissioner decision, it is not subject to 'call in'.)

**6. SYRIAN VULNERABLE PERSONS REFUGEE (VPR) RESETTLEMENT SCHEME**

Consideration was given to a report submitted by the Strategic Director of Regeneration and Environment which provided an overview of the Syrian Vulnerable Persons' Resettlement Scheme and detailed the implications for the council and its partners of participating voluntarily in the programme along with 21 other local authorities across the Yorkshire and Humber region.



The report set out how the scheme would be managed on a regional and national basis, detailing the practical implications of its operation, how it would be funded and those areas requiring clarification from the Home Office. The paper also address the governance and strategic coordination of migration and asylum issues within the council.

In considering the recommended course of action, it was noted that authority should be delegated to the Strategic Director of Regeneration and Environment, rather than the Assistant Chief Executive, because of his involvement with the Migration Yorkshire Partnership.

As a Cabinet decision, it was

**Resolved:-**

- (1) That the Council's participation in the phase two of the Government's Syrian Vulnerable Persons Resettlement Scheme be agreed.
- (2) That agreement be given to the acceptance of up to ten Syrian refugees (in family units) in Rotherham for an initial three year period, subject to annual review.
- (3) That the authority be delegated to the Strategic Director of Regeneration and Environment to take all necessary actions to implement the Council's participation in phase two of the scheme, including the strategic and corporate oversight of the wider policy agenda for migration, refugees and asylum.

**7. FLANDERWELL AUTISM RESOURCE**

Consideration was given to a report submitted by the Strategic Director of Children and Young People's Services which sought approval to commence a period of statutory consultation in respect of proposal to discontinue the Flanderwell Autism Resource on the Flanderwell Primary School site.

It was reported that the building was not conducive to the changing needs of the cohort of pupils that it was originally designed to accommodate. Discussions with staff and specialists in autism had revealed concerns that the building was not fit for its current purpose. Furthermore, the authority had a statutory duty to ensure a sufficiency of mainstream school places and allocate Basic Need Funding to projects. Government policy indicated that the council's place planning strategy should aim to satisfy as many parental first preferences as possible during the annual admissions round.

It was noted that there was potential for the Flanderwell Resource Unit to be used by the Flanderwell Primary Academy to accommodate the rising mainstream pupil numbers, which would prevent the need for further capital investment at the academy. In order to progress that, it was reported that a full pre-statutory and statutory consultation would need to be undertaken to establish whether to discontinue the resource on the site and transfer the building to the Academy Trust to accommodate rising cohort demand.

In considering the matter, Cabinet Members expressed regret that the council would not be able to exploit resource in any other way, but there was confidence that the proposal represented the best use of public money in the circumstance. The Leader of the Council indicated that he had asked for review of how the situation had arisen in order to learn lessons and to avoid future incidences.

As a Cabinet decision, it was

**Resolved:-**

That statutory consultation should commence in relation to

1. the discontinuation of the use of the site as a Special Educational Needs (SEN) provision, with the building to be used by Flanderwell Primary Academy to accommodate rising mainstream pupil numbers.
2. another site being found attached to a mainstream school to provide for primary aged children with autism, but with mainstream academic abilities, who struggle to have their needs met.
3. a further wider review being undertaken at a future date in respect of the provision for children and young people with autism who struggle in mainstream schools, as part of the strategic development of the Special Educational Need and Disability (SEND) provision to meet the needs of Rotherham's children.

**8. DISABLED GO - ACCESSIBILITY AND EQUALITY SERVICES**

Consideration was given to a report submitted by the Interim Strategic Director of Adult Care and Housing, which sought to progress the suspension of Contract Standing Orders 4.1 and 4.2 to enable the council to enter into a contract with Disabled Go to develop an Access Service in Rotherham.

It was noted that Disabled Go was the nation's leading provider of accessibility and equality services, which sought to give people the information to make an informed choice and not to make such choices on those individuals' behalf. Disabled Go had worked with many councils to integrate their accessibility information into area specific websites,

information portals and directories and, in doing so, had embedded the offer to residents and visitors rather than it being a separate resource enhancing engagement inclusion.

Members noted that Disabled Go would support the initiatives of the Adult Social Care Programme and would positively benefit the residents of Rotherham. The scheme would enable residents to be informed about their local facilities and other facilities that they might want to use. Information would be available through the council's website and there would be an annual review to ensure that the access guide was kept up to date.

**Commissioner Myers agreed:**

- (1) That, pursuant to Standing Order 38, the contracts referred to in the report be exempt from the provisions of Standing Order 43, which would ordinarily require that tenders for a particular contract be obtained by inviting tenders for the contract on the open market.
- (2) That, pursuant to Standing Order 38, the contract to develop an Access Service be exempt from the provisions of Standing Order 47, which requires three written quotations from the market.
- (3) That the advice of the Procurement Team, confirming that research had been conducted to find a comparable quote to provide the service, be noted.
- (4) That Disabled Go be awarded the contract for the development and provision of an Access Service in Rotherham.

(As this is a Commissioner decision, it is not subject to 'call in'.)

**9. CHILDCARE SUFFICIENCY REPORT 2015/16**

Consideration was given to a report submitted by the Strategic Director of Children and Young People's Services which sought the approval of the Childcare Sufficiency Report 2015/16.

It was reported that the local authority had a statutory duty under the Childcare Act 2006 to secure sufficient childcare and early education to meet the needs of parents. The duty included a requirement to report annually on how the council had met its duty to secure sufficient childcare. The report itself was based on the capture of data from childcare providers during June and July 2016, as well as data on the take-up of early education in schools and additional information from the Families Information Service.

The key findings of the report were that there was:

- a wide range of Ofsted registered childcare provision in the borough with over 85% of all Ofsted Registered childcare at 'good or outstanding' Ofsted grade.
- some spare childcare capacity across all areas.
- adequate spare capacity for all 3/4 year olds to take up their early education entitlement.
- some spare capacity for 2 year olds to take up their early education entitlement, however in some areas there would not be sufficient capacity for all eligible children to take up a place.
- a small number of instances of unmet demand for out of school childcare, and
- the cost of childcare in Rotherham was lower than the national average.

A number of actions were identified arising from the key findings within the report, which included the continued analysis of the market in Rotherham, the need to share information with existing and potential childcare providers to enable informed decisions on the creation of additional childcare in the Borough and a review to be undertaken each academic term on the take-up of early education for 2, 3 and 4 year olds.

**Commissioner Bradwell agreed:-**

That the Childcare Sufficiency Report 2015/2016 be published.

(As this is a Commissioner decision, it is not subject to 'call in'.)

**10. BUSINESS RATES DISCRETIONARY RATE RELIEF TOP UP APPLICATIONS**

Consideration was given to a report submitted by the Strategic Director of Finance and Customer Services which recommended the award of discretionary rate relief to Rotherham Rise and Open Minds Theatre Company.

It was reported that a specific policy framework had been developed to consider individual applications and both applications had met the qualifying criteria and other considerations detailed therein. It was further noted that the work undertaken by both organisations was closely aligned to the Council's own priorities in protecting the most vulnerable and promoting community togetherness.

The award of any relief to both organisations represented a continuation of relief to Rotherham Rise and a resumption of relief to Open Minds Theatre Company, albeit at a cost of under £2,000 for the 2015/16 and 2016/17 financial years collectively.

As a Cabinet decision, it was

**Resolved:**

That a 20% discretionary business rate relief be awarded to Rotherham Rise and Open Minds Theatre Company for each of the respective premises that the applications were made for and the additional financial cost to Council be effectively managed within the authority's financial planning assumptions for the Statutory Collection Fund.

(Having declared an interest in this item, Councillor Yasseen did not participate in the vote on this item.)

**11. IMPLEMENTATION OF A NEW SOCIAL CARE IT SYSTEM AND REQUEST FOR EXEMPTION TO STANDING ORDERS FOR THE LIQUID LOGIC PROJECT**

Consideration was given to a report submitted by the Strategic Director of Children and Young People's Services which sought to extend the proposed implementation date for the new Social Care IT System and Liquid Logic Project and set out the resource and financial implications of the proposed extension.

It was reported that a contract for the implementation of a new social care IT system for Children and Young People's Services and Adult Care Services was awarded to Liquidlogic in April 2015 following the completion of competitive tendering. Following the signing of the contract in June 2015, a programme plan was developed which included a proposed implementation date of 8 February 2016 for the Children's system, and 12 April 2016 for the Adults system, which both considered very ambitious. Following receipt of reports from an IT consultant and Internal Audit which made a number of common recommendations and identified programme critical issues, including issues relating to data migration, staff training and performance reporting, it was considered necessary to revisit the implementation timetable.

It was noted that the recommendation to extend the implementation timescale set out the resourcing requirement for additional leadership capacity which was considered essential to the successful implementation of the new system. In order to proceed, it was reported that it was necessary to agree an exemption under Standing Order 38 from the provisions of Standing Order 48 (requirement to invite between three to six tenders where a contract for work, service or supply of goods or materials is valued at £50,000 or more) with regard to the appointment of consultants to support data migration as part of the Liquidlogic Project.

As a Cabinet decision it was

**Resolved:-**

- (1) That the revised implementation date of 31 October 2016 for the new Liquidlogic Children's social care case management and ContrOCC Children's finance systems be approved.
- (2) That the Council be recommended to agree an increase £351,610 to the already approved capital allocation for the project in 2016/17 and it be added to the Capital Programme.
- (3) That an exemption from the obligation to tender for the provision of three data migration consultants be approved and the existing contracts for such consultants already engaged be extended to provide services until implementation is completed.
- (4) That approval be given to Option 2, detailed within the report, in respect of the appointment of the three additional external consultants, which were commissioned via Dutton International, the council's contracted recruitment agency.
- (5) That a further report be submitted to a Cabinet and Commissioners' Decision Making Meeting in respect of the Liquidlogic Adults social care case management and ContrOCC Adults financial systems, upon completion of the review of the implementation timetable.

**12. RECOMMENDED PROVIDERS FOR THE POST CHILD SEXUAL EXPLOITATION (CSE) SUPPORT SERVICES TENDER**

Consideration was given to a report submitted by the Strategic Director of Children and Young People's Services which provided a detailed analysis of the needs that were being met by the community sector and sought approval to award contracts to provide long-term post Child Sexual Exploitation (CSE) Support Services from 1 July 2016, with appropriate transition arrangements for providers.

It was reported that significant investment in the development and commissioning of CSE support services had resulted in a very different support offer for victims and survivors to that offered following the findings in the Jay Report on CSE (1997 – 2003). In order to build on the existing offer of support to victims and survivors of CSE, it was noted that longer term post CSE support services needed to be commissioned and were originally planned to commence on 1 April 2016. In a previous report on 14 March 2016, approval was given to a recommendation that an appraisal of CSE needs being met by the community sector outside of those services commissioned was required. Consequently, the existing post CSE support contracts were extended for three months until 30 June 2016.

It was noted that the new long-term post CSE support contracts would commence on 1 July 2016 and would provide a range of services to meet the needs of victims and survivors of CSE and would also offer choice to individuals. The services would include practical, emotional support and advocacy, and evidence based therapeutic interventions. An open one stage European Union (EU) compliant competitive tendering process had taken place, with eight tenders received from four local voluntary sector organisations, with one being received as a joint tender between two organisations.

The Chair of the Overview and Scrutiny Management Board indicated that the Improving Lives Select Commission would want to monitor the performance of the providers that had been awarded the contracts and would build this into the Scrutiny Work Programme for the year ahead.

**Commissioner Bradwell agreed:**

- (1) That Rotherham Rise and Liberty (YWCA and GROW) be awarded a contract to provide practical, emotional support and advocacy for both young people and adults as victims and survivors of Child Sexual Exploitation and their families.
- (2) That Rotherham Rise and Rotherham Abuse Counselling Service be awarded a contract to provide therapeutic interventions for both adults and young people as victims and survivors of Child Sexual Exploitation.
- (3) That Swinton Lock be awarded a temporary contract to support victims and survivors currently suing the service to support transition to new provider arrangements.

(As this is a Commissioner decision, it is not subject to 'call in'.)

**13. DISPOSAL OF PITHOUSE WEST**

Consideration was given to a report submitted by the Strategic Director of Regeneration and Environment which sought approval to dispose of the Pithouse West site following negotiations with Gullivers (Family Theme Parks).

It was reported that the Council was approached by Gullivers, who wished to locate a new family entertainment resort on the Pithouse West site. Consequently the site had been re-marketed to enable the council to establish interest there might be in the open market to ensure best consideration and allow the best possible leisure scheme to come forward on the site. An advertisement inviting bids attracted only one expression of interest from Gullivers.

The report set out the key features of the proposal from Gullivers, with the headline regeneration benefits being £36.66m overall economic impact from construction, total annual operating net economic impact on the local economy of £11.6m and between 160-255 full time equivalent jobs (when fully operational) with employment created at entry level positions through to skilled professionals and employment opportunities created for younger members of the local population.

A decision taken by Commissioner Kenny in September 2015 authorised the Strategic Director of Environment and Development Services to negotiate the sale of the land to Gullivers. Such negotiations had been completed and the Head of Terms were appended to the report.

The proposal was broadly welcomed by Members as a key regeneration project and noted that it represented a diversification of the local economy.

**Commissioner Myers agreed:**

- (1) That part (approx.. 250 acres) of the Pithouse West property be sold to Gullivers for the development of a family theme park resort.
- (2) That the Strategic Director of Regeneration and Environment be authorised to negotiate the completion of the sale on the terms detailed within the report.
- (3) That the Assistant Director of Legal Services be authorised to complete the sale agreement between the Council and the proposed purchaser of the site.
- (4) That the Assistant Director of Legal Services be authorised to complete the agreement between the Council and the Coal Authority relating to the claw back liability arising from the 2001 transfer from the Coal Authority to the Council.

(As this was a Commissioner decision, it is not subject to 'call in'.)

**14. RMBC MAINS GAS SUPPLY FRAMEWORK 1ST APRIL 2017 - 31ST MARCH 2021**

Consideration was given to a report submitted by the Strategic Director of Regeneration and Environment which sought approval of the RMBC Main Gas Supply Framework contract from 1 April 2017 to 31 March 2021 to Corona Energy 4 Retails.

It was reported that the existing gas supply framework contract with British Gas commenced in April 2013 and would expire in March 2017. The Yorkshire Purchasing Organisation (YPO) were responsible for tendering for the council's energy supply contracts, with the exception of biomass. A



procurement exercise had been undertaken to ensure value for money and quality in the supply of gas using the YPO framework.

It was noted that four providers had submitted tender responses and had met all of the mandatory requirements. The YPO had evaluated the tenders and had recommended that energy consortium members enter into a contract with Corona Energy Limited for the supply of gas from 1 April 2017 to 31 March 2021.

As a Cabinet decision it was

**Resolved:-**

That the RMBC Mains Gas Supply Framework contract for the period 1 April 2017 to 31 March 2021 be awarded to Corona Energy 4 Retail.

**15. IMPLEMENTING A STRATEGIC APPROACH TO THE COMMISSIONING AND DELIVERY OF LEARNING DISABILITY SERVICES**

Consideration was given to a report submitted by the Interim Strategic Director of Adult Care and Housing which sought approval to implement a strategic approach to the commissioning and delivery of services for people with a learning disability within Rotherham.

It was reported that the proposed approach sought to implement a set of strategic commissioning intentions that would strengthen independence, choice and control and would support the Directorate's development programme. The proposed programme of work outlined in the approach was based on:

- the principles set out in 'Valuing People'
- legislative requirements set out within the Care Act
- good practice in other parts of the country
- what people have told the council about their needs
- a need to modernise and deploy resources as effectively as possible

It was noted that the strategic approach outlined a number of actions that would support people to be more independent, reduce the use of residential care and provide a wider choice of services to support citizens to fulfil their potential. Furthermore, together with the market position statement, it would provide sufficient information to current and future providers to inform their business planning about the needs of the citizens of Rotherham.

**Commissioner Myers agreed:**

- (1) That the strategic direction outlined for people with learning disabilities and their carers be approved.
- (2) That the programme of works be approved with quarterly update report on progress to be submitted to the Health Select Commission.
- (3) That approval be given to the need to start working alongside and consulting within existing customers and their carers and those young people who may use services in the future to co-produce fit for purpose and sustainable opportunities for the citizens of Rotherham.

(As this is a Commissioner decision, it is not subject to 'call in'.)

**16. RESPONSE TO PETITION OPPOSING THE LOWERING OF ADDITIONAL KERBS OUTSIDE 36 GODSTONE ROAD, ROTHERHAM**

Consideration was given to a report submitted by the Strategic Director of Regeneration and Environment in response to a petition received on 29 January 2016 opposing the extension of a vehicle access crossing facility outside 36 Godstone Road, Moorgate.

It was reported that the residents of Godstone Road, Moorgate, were experiencing difficulty parking their vehicles in proximity to their homes. The petitioners' concerns was that widening the crossing facility would reduce the on-street car parking space available. It was noted that at the time the application to extend the vehicle access crossing, no record of any planning application had been made for either the change of use of the building or the provision of hard standing for vehicle parking. It was noted that approval had subsequently been given for a planning application under delegated powers on 16 May 2016.

Cabinet Members broadly supported the recommendation, but invited the Strategic Director for Regeneration and Environment to review the options available to ease parking difficulties in the locality, with particular reference to a residents' parking scheme.

As a Cabinet decision, it was

**Resolved:-**

- (1) That the petitions and its contents be noted.
- (2) That the vehicle access crossing facility by lowering four additional kerbs outside 36 Godstone Road be approved.

- (3) That the lead petitioner be advised of the outcome of the investigation and the action to be taken.

**17. RECOMMENDATION ON THE PROPOSED FUTURE MODEL FOR THE ROTHERHAM BOROUGH COUNCIL ENABLING SERVICE**

Consideration was given to a report submitted by the Interim Strategic Director of Adult Care and Housing which proposed a new model for the enabling service following a period of consultation with staff and customers.

It was reported that the model was based on evidence collated from other areas, the need to improve efficiency, ensure effective use of resources and make recurrent savings of £1million from the enabling budget. The recommended model would retain an “in-house” enabling service, but proposed a significant reshaping of the service to improve its efficiency, effectiveness and reach.

It was noted that the enabling service would provide an enhanced service that increased the amount of enabling available whilst releasing savings, but would no longer provide any long-term support into Extra Care Housing. With regard to staffing, it was further noted that there would be revised job profiles and more flexible rota patterns to reduce periods of unproductive time, which would deliver more customer facing hours whilst releasing savings.

**Commissioner Myers agreed:-**

That the implementation of the recommended model for the enabling service be agreed.

(As this is a Commissioner decision, it is not subject to ‘call in’.)

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

**Resolved:-**

That under Section 100(A) 4 of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12(A) of such Act indicated (as amended).

**19. OLDER PEOPLE INDEPENDENT SECTOR CARE HOME - ANNUAL INFLATIONARY FEE UPLIFT 2016/17**

Consideration was given to a report submitted by the Interim Strategic Director of Adult Care and Housing which sought approval of an increase in the level of fees to the Independent Sector Residential and Nursing Care Providers (people over 65 years) for the financial year 2016-17.

The report proposed two options for consideration against the context of the Rotherham Care Home Market. The details of the cost, associated impact and risk and how each option was assessed was set out within the report.

**Commissioner Myers agreed:**

That Option 2 be approved, constituting a 4% increase be applied to the residential care fee component, a £2 per week increase on the nursing care fee component and no increase applied to the Residential Elderly Mentally Inform and Nursing Elderly Mentally Infirm fee.

(As this is a Commissioner decision, it is not subject to 'call in'.)

**20. INDEPENDENT SECTOR COMMUNITY AND HOME CARE SERVICES (DOMICILIARY CARE) - ANNUAL INFLATIONARY FEE UPLIFT 2016/17**

Consideration was given to a report submitted by the Interim Strategic Director of Adult Care and Housing which sought to agreement to the level of increase in the hourly rate paid to contracted independent sector home care providers for the financial year 2016-17.

Two options were reported within the paper and the Option 2 was recommended for approval which sought to apply an increase of 5.92% on the hourly rate tendered by home care providers in 2015. The details of cost, associated impact, risk and how each option was developed were set out within the report.

**Commissioner Myers agreed:-**

That approval be given to Option 2, that the annual inflationary uplift of 5.92% be applied to the existing hourly rate of the Community and Home Care Services from 1 April 2016.

(As this is a Commissioner decision, it is not subject to 'call in'.)

**CABINET/COMMISSIONERS'  
DECISION MAKING MEETING  
6th June, 2016**

Present:- Councillor Read (in the Chair); Councillors Alam, Beck, Commissioner Bradwell, Hoddinott, Commissioner Kenny, Lelliott, Commissioner Sir Derek Myers, Roche, Watson and Yasseen.

Apologies for absence were received from Councillors Commissioner Ney.

**21. DECLARATIONS OF INTEREST.**

Commissioner Myers indicated that, whilst he was not a decision-maker in respect of Item 8 on the agenda (Reductions to the Public Health Grant and initial proposals for the Council achieving the savings), it should be noted that he was an Advisory Board Member of Public Health England.

**22. QUESTIONS FROM MEMBERS OF THE PUBLIC**

A member of the public attended the meeting to put a question to Commissioner Myers, which followed up on his question which was put at the Cabinet and Commissioners' Decision Making Meeting held on 26 May 2016, regarding his compliance with the council's Constitution and whether advice had been obtained from the Council's Chief Legal Officer in this regard.

In response, Commissioner Myers highlighted that alternative legislation governed the powers and remit of government appointed commissioners at local authorities. The protocols which had been prepared following the appointment of Commissioners at Rotherham MBC set out how decisions would be taken in accordance with that legislation and not the Council's constitution. Commissioner Myers added that these protocols were agreed by the Council's Chief Legal Officer.

The member of the public asked a further question regarding "emergency" decisions taken by Commissioners in private following the establishment of open and transparent decision making meetings for both Cabinet and Commissioners and queried why this had happened and whether the Chairman of Overview and Scrutiny Management Board or, in his absence, the Chairman of the Council (the Mayor) had been consulted on the reason for the emergency.

Commissioner Myers indicated that there was provision for urgent decision making, rather than emergency decision making. He further added that he could not recall making any decisions, but had been consulted on two urgent decisions in respect of maintenance work at schools which would be better undertaken during school holidays rather than during term time to avoid disruption to pupils, which he had supported.

The Leader of the Council indicated that a written response would be sent to the member of the public clarifying when the last private Commissioner decision making meetings were held and reiterated the Council's commitment for formal decision making to take place in public meetings, such as this meeting, where possible.

## **23. ROTHERHAM: A CHILD-CENTRED BOROUGH**

Consideration was given to a report which set out the aspirations for Rotherham to become a borough which was recognisably child centred in the development of its policies, its community developments, its sports and leisure facilities and its service delivery.

It was reported that the aspiration was for Rotherham to become a place where it was clear that children and young people represented the most important investment that could be made to secure a vibrant, healthy and productive future for its people and for generations to come. The declared ambition for Rotherham sought for every child to have a positive start in life and a good childhood in order that they could grow into well adjusted, emotionally resilient individuals who would enjoy healthy and mutually respectful relationships in adulthood, become responsible citizens and be able to be good parents to their own children in time. It was noted that the first group of children who would need to benefit from the proposal were the children in the care of the Council and for whom the Council was the 'Corporate Parent'.

It was noted that the Lifestyle Survey could provide insights into the experiences of children and young people and measure the success of plans to become a Child-Centred Borough. The paper set an aspiration for a Child-Centred Borough around six principles:

- A focus on the rights and voice of the child;
- Keeping children safe and healthy;
- Ensuring children reach their potential;
- An inclusive Borough;
- Harnessing the resources of communities; and
- A sense of place

Cabinet Members broadly supported the recommendations within the report and the six principles on which the Child-Centred Borough would be based. It was noted that the reduction in funding from central government for Public Health would impact on the support that could be provided to address such issues. Following a query, it was explained that three schools had not responded to the Lifestyle Survey due to workload issues and that those responses would be followed up.

Commissioner Bradwell indicated that there were excellent ideas within the report, but it would be imperative to avoid complacency for the vision to be achieved. It was considered essential to involve vulnerable young

people in progressing the ideas within the report and the Member Working Group would need to seek to involve vulnerable young people who were not in formal education.

**Commissioner Bradwell agreed:**

- (1) The ambition for Rotherham to become a Child-Centred Borough.
- (2) The six priority principles of a Child-Centred Borough.
- (3) The establishment of a member-led working group to develop the actions to achieve the priorities for a Child-Centred Borough, including how impact would be measured.
- (4) The publication of the Voice of the Child Lifestyle Survey report, as a benchmark for future years' monitoring of the success of the Child-Centred Borough ambitions in changing the experiences of children and young people in Rotherham.
- (5) A report on progress at regular intervals, commencing with a follow up report in October 2016.

(As this is a Commissioner decision, it is not subject to 'call in'.)

**24. CONSULTATION ON THE PROPOSAL FOR A PLANNED CLOSURE OF SILVERWOOD AND CHERRY TREE HOUSE CHILDREN'S HOMES AND THE AGREEMENT TO THE RELOCATION OF NELSON STREET LEAVING CARE SERVICE TO HOLLOWGATE.**

Consideration was given to a report which sought agreement to commence consultation on the proposal for a planned closure of Silverwood and Cherry Tree House children's homes and to relocate Nelson Street Leaving Care Service to Hollowgate.

It was reported that the 'Looked After Children and Care Leavers Placement Sufficiency Strategy 2015 – 2018' had identified that too many looked after children in Rotherham lived in residential care and that more children needed to be placed in a family based setting. A comprehensive review had been undertaken and completed in February 2016, which incorporated the views of children and young people, including young inspectors and the Looked After Children Council, parents and carers, feedback from councillors and a range of professionals who have worked with children who have complex needs.

It was noted that the Council had three children homes with Silverwood being the one remaining home that provided long-term care for male and female young people with emotional and behavioural difficulties. Cherry Tree House and Liberty House provided long-term care and short breaks, respectively, for children with disabilities and their families. It was further noted that the Council had three leaving care accommodation and support

services in a property adjacent to Silverwood (formerly known as the Annexe); Hollowgate and Nelson Street, which provided care to young people transitioning from residential care to semi-independent living.

Cabinet Members recognised that there had been issues with the Council's children homes and that a significant amount of work had gone into improving them. However, it was not possible to make the two homes outstanding and with unit costs being very high and social workers indicating that they had little confidence in place children in the homes, it was necessary to consult on the proposal to close the home. The Council's ambition was for children to be looked after in family settings and reference was made to the current campaign to recruit more foster carers to secure more local placement options.

Commissioner Bradwell indicated that she concurred with the comments of Cabinet Members and added that she had visited the two homes and found that the physical environments were not acceptable for modern use. Consequently, the ambition had moved towards providing care within a home environment, not a council residential home environment. The Commissioner indicated that she would like a fully costed plan which detailed the proposed timescales for the recruitment of foster carers, which is fully costed.

**Commissioner Bradwell agreed:**

- (1) That the consultation on the proposed closure of Silverwood Children's Home and Cherry Tree House be commenced.
- (2) That a further report on the outcome of the consultation in relation to Silverwood Children's Home and Cherry Tree House be submitted to the first Cabinet and Commissioners' Decision Making Meeting following the conclusion of the consultation.
- (3) That the Hollowgate Leaving Care Accommodation be retained.
- (4) That the Nelson Street Leaving Care Service be relocated to Hollowgate, and the building be decommissioned, remain closed and be returned to the Corporate Property Unit.
- (5) That the short breaks provision at Liberty House be continued.
- (6) That the property adjacent to Silverwood Children's Home be retained whilst the current residents' care needs are reviewed.

(As this is a Commissioner decision, it is not subject to 'call in'.)



**25. UPDATE OF THE TRANSPORT POLICY STATEMENT: LEARNERS AGED 16-19 MARCH 2016 AND HOME TO SCHOOL TRANSPORT POLICY - APRIL 2016**

Consideration was given to a report which sought to update the Transport Policy Statement for Learners aged 16 – 19 years and the Home to School Transport Policy to include detailed covered within the statutory guidance documents issued by the Department of Education.

It was reported that the Department of Education had introduced a more prescriptive appeals procedure to ensure that parental appeals for free transport assistance would be administered more equitably across all local authority regions. The statutory guidance had required minor procedural and administrative amendments to Rotherham's appeals procedure, which had been updated and prompted the submission of the report for Cabinet's approval.

Cabinet Members were supportive of the proposed changes and recognised that the report effectively recommended bringing the council's policies in line with statutory guidance.

**Resolved:-**

- (1) That the updated Transport Policy Statement for Learners aged 16 – 19 (March 2016) be published.
- (2) That the updated Home to School Transport Policy (April 2016) be published.

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

**Resolved:-**

That under Section 100(A)4 of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of such Act indicated, as amended by the Local Government (Access to Information)(Variation) Order.

**27. REDUCTIONS TO THE PUBLIC HEALTH GRANT AND INITIAL PROPOSALS FOR THE COUNCIL ACHIEVING THE SAVINGS**

Consideration was given to a report which recommended a series of measures and proposals as to how the Council could address the further recurrent reductions in funding of the Public Health Grant for 2016/17 and 2017/18.

It was reported that a number of measures had already been introduced and further proposals had been identified to generate savings, each with varying levels of financial, reputational and health impact risk. Proposals to meet the required savings in 2017/18 had been explored with some of the savings to be achieved via service tenders for contracts expiring towards the end of the current financial year. It was noted that final decisions for saving proposals would be taken in October 2016 following stakeholder and public consultation on the future direction of Public Health services in Rotherham.

It was further noted that additional recurrent savings would need to be identified to address the grant reduction, which meant that the in-year reductions would lead to some reductions in Public Health services. Further savings would be explored through the transformation of behaviour change services and consolidating all behaviour change services in a single wellness service, which would be incorporated within the Public Health Services Consultation Exercise.

It was recognised that the reductions to the Public Health Grant from central government would result in service reductions in public health and necessitated the establishment of a public health reserve, within corporate reserves, to deal with any major epidemics.

**Resolved:**

- (1) That the initial measures introduced and the further proposals for identifying the additional £1.3million budget savings required for 2016/17 be noted and endorsed, along with the current ideas for potentially identifying a further £423,000 for 2017/18 against the Public Health Grant reductions.
- (2) That the intention and timeline for stakeholder and public consultation on the future direction of Public Health Services in Rotherham be noted and endorsed.
- (3) That, following the consultation exercise, the final recommendations for meeting the required grant savings for 2017/18 be submitted as part of a paper outlining a five-year vision for Public Health in Rotherham to the Cabinet and Commissioners' Decision Making Meeting in October 2016

**28. STRATEGIC ACQUISITION OF 15 AFFORDABLE HOMES ON PHASE 1D AND 1E, WAVERLEY AND AT LINDUM DRIVE/ HALL CROFT, WICKERSLEY**

Consideration was given to a report which sought approval to purchase 15 affordable housing units, 12 of which were at the Waverley development and the remaining three units were at Lindum Drive/ Hall Croft, Wickersley.

It was reported that the strategic acquisitions of new properties supported the aims of the Housing Strategy and increasing the council's housing stock would ensure that high quality social housing was available to those who needed it and would avoid the polarisation of communities, as the properties in question were located on private housing estates.

**Resolved:**

- (1) That the purchase of twelve homes from Barratt/ DWH for a total consideration of not more than £1,227,000 be approved.
- (2) That the purchase of three homes from Redrow Homes for total consideration of not more than £293,000 be approved.
- (3) That the cost of purchasing the properties be met from the Housing Revenue Account Strategic Acquisitions Budget.
- (4) That the homes be added to the Council House stock and let via Keychoices.

**Council Report**

Council – 13 July 2016

**Title**

2016/17 Rotherham MBC Corporate Plan

**Is this a Key Decision and has it been included on the Forward Plan?**

Yes

**Directors Approving Submission of the Report**

Sharon Kemp, Chief Executive

Shokat Lal, Assistant Chief Executive

**Report author(s):**

Justin Homer, Head of Policy, Improvement and Partnerships,  
Chief Executive Directorate

Tel: 01709 823618 Email: [Justin.homer@rotherham.gov.uk](mailto:Justin.homer@rotherham.gov.uk)

Tanya Palmowski, Performance Officer

Tel: 01709 822765 Email: [tanya.palmowski@rotherham.gov.uk](mailto:tanya.palmowski@rotherham.gov.uk)

**Ward(s) Affected**

All

**Executive Summary**

1. The Phase Two corporate Improvement Plan includes a headline commitment for the Council to establish a new Corporate Plan which sets out the headline priorities for the organisation and can inform wider service planning and performance management down to the levels of individual staff.
2. A 'first version' of a new Corporate Plan for the Council was presented by the then Managing Director Commissioner, Stella Manzie, to the Council meeting on 9<sup>th</sup> December 2015. Council approved this initial version in the understanding that further work would be required in order to refine a finalised Corporate Plan, with this work led by the new Chief Executive and senior management working with the newly appointed Cabinet following the local elections in May 2016.
3. In the light of this further work and refinement of the Plan and the measures within it, enclosed for Members' consideration is a copy of a proposed Rotherham MBC Corporate Plan for 2016-17 (attached Appendix A).

4. The 2016/17 Corporate Plan represents the core document that underpins the Council's overall vision, setting out headline priorities, indicators and measures that will demonstrate its delivery. Alongside it will sit a renewed corporate Performance Management Framework, explaining to all Council staff how robust performance monitoring and management arrangements (including supporting service business plans) will be put in place to ensure focus on implementation.

## **Recommendations**

Elected Members are asked to:

- Approve the proposed Rotherham MBC Corporate Plan for 2016-17 (attached Appendix A)

## **List of Appendices Included**

Appendix A – Final Corporate Plan for 2016-17

## **Background Papers**

- RMBC corporate 'Fresh Start' Improvement Plan, 26th May 2015
- RMBC corporate Improvement Plan, Phase Two Action Plan, June 2016
- RMBC Corporate Plan 2016–2018 "First Version", December 2015
- 'Views from Rotherham' report, October 2015

## **Consideration by any other Council Committee, Scrutiny or Advisory Panel**

A presentation on the first version Corporate Plan was provided by the then-MD Commissioner to Overview and Scrutiny Management Board (OSMB) on 26<sup>th</sup> November 2015.

The 'first version' of the Corporate Plan was also previously considered by Elected Members at the RMBC Council meeting on 9<sup>th</sup> December 2015.

## **Council Approval Required**

Yes

## **Exempt from the Press and Public**

No

**Title (Main report)**

**2016/17 Rotherham MBC Corporate Plan**

**1. Recommendations**

1.1 Elected Members are asked to:

- Approve the proposed Rotherham MBC Corporate Plan for 2016-17 (attached Appendix A)

**2. Background**

2.1 The report of the Corporate Governance Inspection (CGI), led by Dame Louise Casey (published on 4<sup>th</sup> February 2015), criticised the Council's approach to performance management. The report stated that while the Council's approach at that time to strategic and corporate planning and the publication of associated documents had been in line with expectations, they did not "connect with reality on the ground". The report went on to note how the Council had no effective over-arching vision which should be informing its work and priorities; and that the Plans themselves could be over-simplified (e.g. on single pages) and did not provide the depth required to drive performance.

2.2 In the light of this, the Council's two-year corporate 'Fresh Start' Improvement Plan, agreed by Commissioners, Elected Members and central Government in May 2015, set out a specific objective for the Council to establish a new Corporate Plan and supporting Performance Management Framework. Such documents are critical tools in any local authority in setting out both the direction and priorities of the organisation in supporting the delivery of an overall vision; as well as the means by which these will be identified, implemented and kept under review.

2.3 To inform the establishment of this new vision, during the summer of 2015, the Leader of the Council and Commissioners (with support from a range of partner organisations and other leading councillors), met with people across Rotherham to listen to their views on their key priorities for the future of the borough. In total around 1,800 people were engaged through this roadshow process (with the results published in the "Views from Rotherham" report in October 2015).

2.4 The Leader of the Council used the feedback received to define a new vision for the Borough, which was announced at the Commissioners' public meeting with Councillors on 28<sup>th</sup> October 2015. This Council vision is as follows:

*"Rotherham is our home, where we come together as a community, where we seek to draw on our proud history to build a future we can all share. We value decency and dignity and seek to build a town where opportunity is extended to everyone, where people can grow, flourish and prosper, and where no one is left behind."*

*“To achieve this as a Council we must work in a modern, efficient way, to deliver sustainable services in partnership with our local neighbourhoods, looking outwards, yet focused relentlessly on the needs of our residents.*

*“To this end we set out four priorities:*

- 1. Every child making the best start in life*
- 2. Every adult secure, responsible and empowered*
- 3. A strong community in a clean, safe environment*
- 4. Extending opportunity, prosperity and planning for the future.”*

- 2.4 In the light of this new vision, the development of a ‘first version’ of a new Corporate Plan was led by the then-MD Commissioner. Elected Members were briefed during the drafting process, including a presentation to Overview and Scrutiny Management Board (OSMB) on 26<sup>th</sup> November 2015.
- 2.5 This ‘first version’ of the new Corporate Plan, alongside a revised Performance Management Framework, was then endorsed by Elected Members at the Council meeting on 9<sup>th</sup> December 2015. Members acknowledged that the Corporate Plan would require further work to refine it, and that priorities and measures would need to be finalised through a process led by the new Chief Executive and senior management in place from early 2016. Importantly, it was also noted that the finalised Corporate Plan would need to reflect the specific priorities of the Leader and Cabinet in place following the local elections in May 2016.

### 3. Key Issues

- 3.1 Since the arrival of the newly appointed Chief Executive in February 2016, work has been taking place alongside Cabinet Members, Strategic Directors, Assistant Directors, senior officers and performance leads to identify headline measures in order to refine a finalised Corporate Plan for 2016-17. A copy of this revised and refined Corporate Plan for 2016/17 is enclosed at **Appendix A**. It includes a total of 86 measures, which form the priority actions under each of four themes of the Council’s vision (as set out at paragraph 2.4 above), as well as a fifth, cross-cutting corporate commitment to operate as a modern and efficient Council.
- 3.2 29 measures are also highlighted (in bold text within the tables on pages 22 to 45 of the Plan document) as particular, headline priorities, informed by discussions with the Leader and Cabinet.
- 3.5 The 2016/17 Corporate Plan does not aim to set out measures for everything the Council does. Through the guidance and direction set out in the supporting Performance Management Framework, relevant plans will be in place at different levels of the organisation to provide the critical ‘golden thread’ that ensures everyone is working together to achieve the Council’s strategic priorities. Service and team planning templates have been produced to ensure that officers develop a consistent approach which is followed across the Council, and this process will be supported by direct linkages to the Performance and Development Review (PDR)

process for Council staff. Where appropriate these supporting plans will also address those measures that were included within the “first version” Corporate Plan that Elected Members considered in December 2015, but no longer feature in the refined, one-year Plan for 2016/17.

- 3.6 Given the nature of the Council’s ongoing progress towards improvement a one year plan has been developed for 2016-17. The underpinning performance management cycle runs from April to March and 2016-17 will therefore be a transitional year for planning and reporting, to introduce these new performance management arrangements and ensure a new and consistent approach across the Council. From the autumn of 2016, further work will be required to reassess the Plan and develop a new, potentially longer-term plan beyond 2017 in order to ensure greater stability for the organisation. A revised Plan will need to be formally approved in early 2017 to ensure that delivery/monitoring can commence at the beginning of the 2017/18 performance cycle. Furthermore, this process will also ensure that the Council’s Scrutiny function is engaged in the process to agree a new Plan, as well as a supporting process to refresh the underpinning Directorate and service-level business plans. This is recognised as a key priority in the Phase Two Corporate Improvement Plan, to be considered by Elected Members at the Cabinet and Commissioners meeting on 11<sup>th</sup> July 2016.
- 3.7 Members’ attention is also particularly drawn to the re-defined staff values and behaviours contained within the 2016/17 Corporate Plan (page 20), which are set out as follows:
- **Honest** – “we are open and truthful in everything we say and do”
  - **Accountable** – “we own our decisions, we do what we say and we acknowledge and learn from our mistakes”
  - **Respectful** – “we show regard and sensitivity for the feelings, rights and views of others”
  - **Ambitious** – “we are dedicated, committed and positive, embracing change with energy and creativity”
  - **Proud** – “we take pride in our borough and in the job that we do”
- 3.8 These values and behaviours reflect a programme of engagement, including focus groups and discussion amongst senior managers. They aim to respond to a number of the criticisms made within the CGI report of the council’s previous approaches to performance, customer care and engagement with partners and local communities. The Chief Executive and Strategic Directors will be responsible for modelling these values and behaviours and leading the development of a high performance culture, supported by the new Performance Management Framework. An ongoing roll-out plan will ensure continuing awareness-raising, modelling and assessment of adherence to the behaviours expected of all staff.

### **Monitoring and reporting progress**

- 3.11 To ensure that the 2016/17 Corporate Plan is effectively performance managed, it is proposed that monthly performance updates are provided



to Cabinet members, Commissioners and the Chief Executive and Strategic Directors. Formal, quarterly performance reports will also be provided to the public Cabinet and Commissioners' Decision Making meeting, where there will be further opportunities for pre-Scrutiny consideration in line with new governance arrangements.

3.13 These formal quarterly performance reports are anticipated to be presented to the following Cabinet and Commissioner Decision Making meetings during 2016/17:

- Quarter 1 Performance Report (performance to end-June 2016) – 12<sup>th</sup> September 2016
- Quarter 2 Performance Report (performance to end September 2016) – 14<sup>th</sup> November 2016
- Quarter 3 Performance Report (performance to end December 2017) – 13<sup>th</sup> February 2017
- Quarter 4 Performance Report (performance to end March 2017) – May 2017 (date TBC)
- Final 2016/17 Annual Performance Report (validated data) – Summer/early Autumn 2017 (date TBC)

3.14 The quarterly performance reports will include both quantitative and qualitative data, with performance information against the specified measures within the Plan presented alongside wider intelligence such as customer feedback, quality assurance, external regulation and specific case study information. Performance data will be supported by a broader narrative update to demonstrate what is being achieved and the impacts and outcomes being delivered across the borough.

#### **4. Options considered and recommended proposal**

4.1 The 2016/17 Corporate Plan has been developed in consultation with Cabinet Members and Commissioners as well as officers across the Council's service areas.

4.2 It is recommended that the Corporate Plan for 2016-17 is approved by Council and that Performance Reports are presented on a quarterly basis to the public Cabinet and Commissioner Decision Making meetings, as outlined above, with opportunities under new governance arrangements for pre-scrutiny consideration.

#### **5. Consultation**

5.1 The Council consulted with 1,800 members of the public to develop the new vision for the borough during the summer of 2015 and set out in October 2015 (see paragraph 2.4 above). During 2016/17 The Leader and Chief Executive held a number of staff briefing sessions throughout January and February 2016. Part of the sessions included an update on the Corporate Plan and over 800 attended in total.

- 5.2 A presentation on the first version of a new Corporate Plan was made to Overview and Scrutiny Management Board on 26<sup>th</sup> November 2015, with this first version formally considered by members at the Council meeting on 9<sup>th</sup> December 2015.
- 5.3 As work has progressed on the Plan a number of presentations and discussions have also taken place with the Council's middle ("M3") managers (for example on 18<sup>th</sup> November 2015, with regard to the first version; and more recently, on the revised version, on 17<sup>th</sup> May 2016). Regular discussions on the developing Plan have also been held with Strategic and Assistant Directors, Cabinet Members and Commissioners.
- 5.4 Focus groups, M3 manager meetings, as well as the Visioning exercise during 2015 ("Views from Rotherham"), have all also provided opportunities to help define the new values and behaviours for the organisation contained within the Plan. Trades Unions have also seen the values and behaviours and will be included in considerations around the roll out of these.

## **6. Timetable and Accountability for Implementing this Decision**

- 6.1 Following approval, it is proposed that the first quarterly Performance Report will be presented to the public Cabinet and Commissioners Decision Making meeting on 12<sup>th</sup> September 2016. Paragraph 3.13 above sets out an outline forward programme of further quarterly performance reports.

## **7. Financial and Procurement Implications**

- 7.1 The finalised versions of the enclosed documents will help steer the use of Council finances going forward, balanced against the wider funding backdrop for the Council and the broader national local government finance and policy context.
- 7.2 The Council operates in a constantly changing environment and will need to be mindful of the impact that changes in central Government policy, forthcoming legislation and the changing financial position of the authority will have on its ability to meet strategic, corporate priorities and performance targets; and that ambitions remain realistic.

## **8. Legal Implications**

- 8.1 While there is no specific statutory requirement for the Council to have a Performance Management Framework and Corporate Plan, being clear about the Council's ambitions gives staff, partners, residents and central Government a clear understanding of what it seeks to achieve and how it will prioritise its spending decisions.
- 8.2 An effective and embedded Corporate Plan is also a key part of the Council's ongoing improvement journey in response to Government intervention at the Council.

## **9. Human Resources Implications**

- 9.1 There are no direct Human Resources (HR) implications as a result of this report, though the contribution HR makes to a fully functioning organisation and dynamic workforce is set out within the Plan (priority 5 – a modern, efficient Council). Roll out of the values and behaviours will require engagement with all sections of the workforce and this will be a key role for managers across the organisation, led by the Chief Executive and wider Senior Leadership Team.

## **10. Implications for Children and Young People and Vulnerable Adults**

- 10.1 The Corporate Plan has a core focus on the needs of children and young people and vulnerable adults, including a focus on establishing Rotherham as a 'child-centred' borough (Priority 1).

## **11. Equalities and Human Rights Implications**

- 11.1 Ensuring that the Council meets its equalities and human rights duties and obligations is central to how it manages its performance, sets its priorities and delivers services across the board.
- 11.2 A new corporate Equalities and Diversity Policy is due to be formally considered by Council on 13<sup>th</sup> July 2016, which will reinforce the duties of the Council in this regard in delivering the aims and ambitions of the new Corporate Plan for 2016/17 and supporting service business planning processes.

## **12. Implications for Partners and Other Directorates**

- 12.1 Partnership working is central to the Corporate Plan (as outlined in Section 6, from page 17 of the document). A formal partnership structure for Rotherham was re-established during 2015/16, with the formation of the new 'Rotherham Together Partnership' (RTP). An initial, twelve-month RTP Action Plan was launched in March 2016 and partners will be developing a new, longer-term Community Strategy over the course of 2016, to come into force from 2017. The Community Strategy will describe how local partners plan to work together to deliver effective, integrated services, making best use of their collective resources; and this Strategy will also need to inform future reconsideration and reassessments of the Council's own Corporate Plan.

## **13. Risks and Mitigation**

- 13.1 Current performance arrangements are not consistent across Council directorates. The new Performance Management Framework and underpinning delivery plans at Directorate and Service level will operate to ensure that common, agreed principals are embedded in all parts of the Council.
- 13.2 Specific risks will also be managed via the monthly and quarterly performance management and reporting arrangements noted within this

report, and further supported by the new Performance Management Framework. Directorates will also work to ensure that any significant risks are also addressed via Directorate and Corporate Risk Registers.

13.3 It should be noted that the Council currently has undefined corporate resources to support performance monitoring management, with such resources currently located primarily across two Directorates (Adult Care and Housing and Children's and Young People's Services). For this reason a Performance Management Peer Review is to be conducted by the Local Government Association (LGA) during July 2016 to identify the future requirements of the Council's performance function. This is a further, specific action contained within the Phase Two corporate Improvement Plan, with a target to agree a new structure for the function from October 2016.

13.3 A longer term Corporate Plan will also be required from April 2017 to ensure greater stability for the organisation, appropriately integrated with the new Community Strategy for Rotherham being developed across partner organisations.

#### **14. Accountable Officer(s)**

14.1 *Sharon Kemp, Chief Executive*

Approvals Obtained from:

Assistant Director, Financial Services: Stuart Booth

Interim Head of Human Resources: Alan Greaves

Service Manager (Commercial and Governance), Legal Services: Stuart Fletcher

This report is published on the Council's website or can be found at:-

<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories=>

# Corporate Plan 2016–17



Chapter	Title	Page
<b>1</b>	<b>Foreword by the Leader of the Council</b>	3
<b>2</b>	<b>Introduction</b>	4
<b>3</b>	<b>Rotherham context:</b> The Borough The Council	5 7
<b>4</b>	<b>Vision and priorities</b>	12
<b>5</b>	<b>How directorates will contribute towards the delivery of the vision</b>	14
<b>6</b>	<b>Working in partnership</b>	17
<b>7</b>	<b>How we will deliver the Corporate Plan</b> Performance Management arrangements	19
<b>8</b>	<b>Our Staff Values and behaviours</b> - One Rotherham	20
<b>9</b>	<b>Our plans</b>	21



# Foreword by the Leader of the Council



**Cllr Chris Read**  
Leader of the Council

**1.1 In February 2015, Louise Casey's Corporate Governance Inspection declared that Rotherham Council was not fit for purpose. It resulted in far-reaching government intervention including the appointment of Commissioners to oversee the running of the Council. The inspection had been triggered by Professor Alexis Jay's inquiry into Child Sexual Exploitation in the borough. Both Louise Casey and Professor Jay identified serious failings in the way the Council was run, meaning that some of the most vulnerable members of our communities had not been protected and supported in the way that they should have been.**

1.2 We can't change the past. But we are determined to put things right and are making real progress in building a new kind of organisation to serve Rotherham people better.

1.3 The Cabinet is working jointly with the Commissioners to make sure Council decisions reflect the concerns of local people and the needs of our local communities. A new senior management team is also now in place and elected members and officers are working together to establish a more modern, efficient council with the needs of its residents at its heart.

1.4 We have sought expert guidance to strengthen our Scrutiny system. Councillors have reviewed our system of governance and continue to do so, taking expert advice from elsewhere in the country, with a core focus on greater transparency.

1.5 We are also working more proactively with our partners across Rotherham on new arrangements for joint working in the best interests of local communities, including through the launch of the Rotherham Together Partnership action plan for the coming year.

1.6 This Corporate Plan for 2016/17 is an important milestone in the Council's improvement journey. It sets out the Council's vision for the future and how we will work to create a better borough. It has been informed by the Council's democratic, political leaders after the most extensive consultation ever with our residents – the 'Views from Rotherham' programme.

1.7 The Plan sets out the priorities that will underpin the vision and the type of Council we need to be to deliver it in the face of the challenges ahead. It sets out the specific measures by which we intend to make this vision real and how we will monitor progress.

1.8 We hope and expect that our partners and people across the borough will work with us, and hold us to account – and that our progress will give growing confidence that communities once again have the well-performing and responsive council that they rightly expect and deserve.

# Introduction

**2.1 Rotherham Metropolitan Borough Council is now in its second full year of reforming its services, practices and culture, following the Government's intervention in February 2015 and the appointment of Commissioners to oversee a programme of improvement. Like all local authorities across the country it is doing so against an annually reducing budget from Government and increasing costs and demand for services.**

2.2 In the light of the positive steps taken towards improvement a range of powers were returned to the authority from February 2016. Nevertheless, the Council is committed to further improvements. The Commissioners were appointed to continue – even after the transference of all powers back to the Council – to have oversight of the authority up to 2019. However, what is to be achieved during this time is only part of the journey and plans and strategies are being put in place for the longer-term.

2.3 Led by the Council's elected members and new senior management team, the authority is redefining what it stands for, what its priorities are, its promise to Rotherham residents and its ambitions for the borough. The Council is focused on designing and delivering services with local residents, ensuring that we provide the things that people want and need. It is reshaping the values of the organisation and its practices to demonstrate its commitment to excellence and ensure that residents are at the heart of the decisions made.

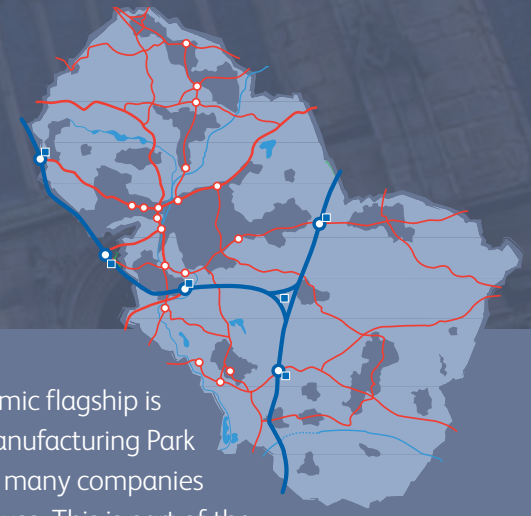
2.4 The Council is doing this to create a Rotherham where young people are supported by their families and community and are protected from harm; where every adult is supported to live independently and enjoy good health and wellbeing; where residents can benefit from well paid jobs, quality housing and transport; and where opportunity is extended to everyone and no one is left behind.





# Rotherham context and key facts

## 3.1 The Borough



**3.1.1 Rotherham Metropolitan Borough covers 110 square miles, featuring a wide range of urban, suburban and rural environments with 70% being open countryside. One of four South Yorkshire districts, Rotherham is centrally placed within the Sheffield City Region. The borough has a growing population of 260,000 which is also ageing, with one in four aged over 60 years. The population has become increasingly diverse, with one person in 12 belonging to a minority ethnic group.**

3.1.2 Rotherham has a proud industrial heritage based on coal and steel but these have declined over recent decades and the borough has undergone a transition to a more modern economy. Former industrial areas such as Manvers have undergone large scale reclamation and regeneration. Rotherham town centre has an attractive pedestrianised core (including the award winning High Street), Rotherham United's New York Stadium, and the Centenary Market, which the Council is looking to redevelop.

3.1.3 Large scale job losses affected Rotherham during the last economic downturn but the employment rate is rising again as unemployment has fallen. Although nearly 100,000 jobs are based in Rotherham, 44,000 people travel to workplaces outside the borough. The



borough's economic flagship is the Advanced Manufacturing Park which is home to many companies including Rolls-Royce. This is part of the 740 acre development at Waverley, which will deliver 4,000 new homes and 3,500 jobs; and at the heart of the wider plans in

partnership as part of the Sheffield City Region to deliver an even larger scale Advanced Manufacturing Improvement District.

3.1.4 Rotherham has excellent transport links to the rest of the country with easy access to the M1 and M18 motorways and a network of rail (including four stations within the borough) and bus services. There are five airports within 50 miles, including Robin Hood airport which is less than 20 miles away. Rotherham offers a good quality of life combined with a relatively low cost of living. Although house prices have risen over the years, they remain around half the national average.

3.1.5 There are numerous cultural and historical attractions in Rotherham, including the stately home of Wentworth Woodhouse; the award winning Clifton Park Museum which has recently been refurbished; the Magna Science Adventure Centre, set in a former steelworks; and the spectacular ruins of Roche Abbey, owned





by English Heritage. The borough also has an important Civic Theatre and Arts Hub along with a thriving sports scene – including the new, world-class New York Stadium - and leisure facilities, including many parks. Led by the local Chamber of Commerce, the new and developing [www.visitrotherham.com](http://www.visitrotherham.com) website is

helping to put the borough on map and promote a stronger visitor and cultural economy.

3.1.6 Despite a range of positive developments and opportunities, as highlighted above, the legacy of previous industrial decline continues to cause problems across Rotherham, which the Council continues to prioritise. Rotherham is ranked the 52nd most deprived district in England, mainly as a result of poor health, worklessness and low educational levels. In addition, deprivation has been increasing in the poorer parts of the borough but reducing elsewhere, risking an even more polarised borough in future if this trend continues.

3.1.7 Health in Rotherham has long been poorer than average with life expectancy below that in England as a whole, although rising over the long-term. Rates of coronary heart disease have reduced significantly over the last 10 years but the borough has high rates of disability and long term sickness.

3.1.8 Adult qualification levels are below average, particularly higher skills. However, a real strength of the borough is that 82% of pupils attend good or better primary and secondary schools; this leads to more children attaining well above those in neighbouring authorities and in line with national performance since 2012.

3.1.9 Rotherham is also a relatively safe borough with a crime rate below the South Yorkshire average and despite a recent rise, violent crime also remains below the national average. Recorded anti-social behaviour has fallen by over a third over the last five years.





## 3.2 The Council – what it does and how it works

3.2.1 In partnership with others, the Council provides services for approximately 260,000 residents and 100,000 people who work in Rotherham (37,000 from outside the borough).

3.2.2 Rotherham Council is a Metropolitan Borough Council and is responsible for providing a range of services including social care, planning, housing, revenue and benefits support, licensing, business regulation and enforcement, electoral registration, refuse and recycling, leisure, culture, parks and green spaces, economic growth, highways maintenance, education and skills, community safety and public health. It also has an important role in working with other providers of public services across Rotherham.



The Council has **63** Councillors, representing **21** wards:

**48** Labour



**14** UKIP



**1** Independent



## Council Cabinet



Councillor  
**Chris Read**

Leader of  
Rotherham  
Council



Councillor  
**Gordon Watson**

Deputy Leader  
Children and Young  
People's services



Councillor  
**Saghir Alam**

Corporate  
Services and  
Budgeting



Councillor  
**Dominic Beck**

Housing



Councillor  
**Emma Hoddinott**

Waste, Roads and  
Community Safety



Councillor  
**Denise Lelliott**

Jobs and the  
Local Economy



Councillor  
**David Roche**

Adult Social  
Care and Health



Councillor  
**Taiba Yasseen**

Neighbourhood  
Working and  
Cultural Services

**3.2.3 There are a number of committees and panels which are responsible for decision making within the organisation, including Council, Cabinet, Audit Committee, Standards Committee and Scrutiny. Details of all these, as well as copies of agendas, papers and official minutes of proceedings can be found on the Council's website at <http://moderngov.rotherham.gov.uk>.**

**3.2.4 The Council's constitution** sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that this is efficient, transparent and accountable to local people.

**3.2.5** The Rotherham MBC and Commissioners' Decision-making Procedure sets out how Cabinet and Commissioner decisions are made, following the new directions issued by the Secretary of State for Communities and Local Government on 11th February 2016. For those matters where powers have been returned to the Council decisions are taken in public every four weeks by Cabinet collectively. Other decisions are taken by Commissioners at the same meeting (excluding licensing).

**3.2.6** The Council's workforce (including schools) is made up of 9,395 people (6,516 full time equivalent) 79.69 % female, 3.81 % black and minority ethnic (BME) and 5.45 % disabled) working across six departments, known as directorates: Adult Care and Housing, Children and Young People's Services (including schools), Regeneration and Environment Services, Finance and Customer Services, Public Health and Chief Executive's. Over 1400 of the Council's lowest paid employees are supported by means of a Living Wage supplement and in 2015, 96 % of the workforce had a performance development review (a significant improvement from the 62 % in the previous year), voluntary turnover is at 6.24 % and the average annual number of sickness days lost per employee is 8.93.

**3.2.7** The day-to-day management of the Council and its services is overseen by the Strategic Leadership Team and led by the Chief Executive, Sharon Kemp.

## Chief Executive and Strategic Directors



Chief Executive  
**Sharon Kemp**



Assistant  
Chief Executive  
**Shokat Lal**



Strategic Director  
Finance and  
Customer Services  
**Judith Badger**



Strategic Director  
Regeneration and  
Environment Services  
**Damien Wilson**



Strategic Director Adult  
Care and Housing  
**Anne Marie Lubanski**  
(to commence in  
August 2016)



Strategic Director  
Children and Young  
People's Services  
**Ian Thomas**



Director  
Public Health  
**Terrie Roche**

The Chief Executive and Strategic Directors are members of the Strategic Leadership Team, along with representation from Legal, Human Resources, Communications and Marketing and Policy, Improvement and Partnerships.



3.2.8 Rotherham Council has reduced over 10 years from 204 to 136 operational properties (assets, not service delivery points), excluding schools. Work is taking place on an ongoing basis to keep the Council's estate under review, in the context of reducing funding from Government and the changing shape of the Council as a result, as well as a commitment to work more closely with communities and partners. In 2016/17 operational properties comprising of:

Category	Total
<b>Children's Centres</b> (some within school premises)	13
<b>Community Centres</b>	19
<b>Depots and Workshops</b>	4
<b>Investment Properties</b>	5
<b>Joint Service Centres</b> (2 Libraries and 1 Joint Service Centre as part of leisure Private Finance Initiative)	3
<b>Libraries</b> (+ 5 in other properties)	10 (15)
<b>Markets</b>	1
<b>Properties leased by the Council</b>	11
<b>Town Centre properties leased</b>	2
<b>Office Buildings</b> (including Riverside House)	20
<b>Social Care</b> (e.g. residential and nursing homes, day care etc.)	25
<b>Children's homes</b>	1
<b>Museum</b> (also a heritage site)	1
<b>Surplus Assets</b> (property vacated and currently looking to sell or find another use)	11
<b>Public Conveniences</b> (toilets)	1
<b>Theatres</b>	1
<b>Youth Centres</b>	9
<b>Total</b>	<b>136</b>

3.2.9 The majority of services are provided from the civic building, "Riverside House", which opened in 2011. 2,382 people currently work from this location.

3.2.10 **The Council owns a further six heritage sites - Keppel's Column, Payne Mausoleum, Waterloo Kiln, Walker Mausoleum, Catcliffe Glass Cone and Boston Castle - and there are 237 other parks, green spaces and buildings.**

3.2.11 Some of the Council's most picturesque sites include the four main parks/country parks: Rother Valley Country Park, Thrybergh Country Park, Ulley Country Park and Clifton Park.



3.2.12 The four leisure centres within the borough (Rotherham, Aston, Maltby and Wath) are delivered in partnership with Places for People and offer a variety of sports facilities, including swimming pools, gyms, workout classes, squash courts and sports halls.

3.2.13 Fourteen of the 119 schools in Rotherham are delivered in partnership (building management) between the Council and Transform Schools (Rotherham) Ltd.





# Vision and priorities

4.1 During the summer of 2015, the Leader of the Council and the Commissioners, supported by other leading councillors and a range of partners, met with people across Rotherham to listen to their views and their priorities for the future. The 'Views from Rotherham' consultation was based on 27 roadshow sessions as well as the Rotherham Show, a 'Chamber means Business' event and an online consultation. In total, the views of around 1,800 people were received and a 'Views from Rotherham' consultation report was published in September 2015 to summarise the key findings.

4.2 The Leader of the Council, in consultation with other elected members, has used the feedback received to define a new vision for the borough, as follows:

4.3 *Rotherham is our home, where we come together as a community, where we seek to draw on our proud history to build a future we can all share. We value decency and dignity and seek to build a town where opportunity is extended to everyone, where people can grow, flourish and prosper, and where no one is left behind.*

4.4 *To achieve this as a council we must work in a modern, efficient way, to deliver sustainable services in partnership with our local neighbourhoods, looking outwards, yet focused relentlessly on the needs of our residents.*

To this end we set out four priorities:

- 1 Every child making the best start in life
- 2 Every adult secure, responsible and empowered
- 3 A strong community in a clean, safe environment
- 4 Extending opportunity, prosperity and planning for the future





**In order to deliver this vision for the borough the Council is committed to work in the following ways:**

### **Every child making the best start in life**

We are working to ensure that Rotherham becomes a child-centred borough, where young people are supported by their families and community, and are protected from harm. We will focus on the rights and voice of the child; keeping children safe and healthy; ensuring children reach their potential; creating an inclusive borough; and harnessing the resources of communities to engender a sense of place. We want a Rotherham where young people can thrive and go on to lead successful lives. Children and young people need the skills, knowledge and experience to fully participate in a highly skilled economy.

### **Every adult secure, responsible and empowered**

We want to help all adults enjoy good health and live independently for as long as possible and to support people to make choices about how best to do this. We want a Rotherham where vulnerable adults, such as those with disabilities and older people and their carers, have the necessary support within their community.

### **A strong community in a clean safe environment**

We are committed to a Rotherham where residents live good quality lives in a place where people come together and contribute as one community, where people value decency and dignity and where neighbourhoods are safe, clean, green and well-maintained.

### **Extending opportunity, prosperity and planning for the future**

We are building a borough where people can grow, flourish and prosper. We will promote innovation and growth in the local economy, encourage regeneration, strengthen the skills of the local workforce and support people into jobs. We want a Rotherham where residents are proud to live and work.

### **A modern, efficient Council**

This underpins the Council's ability to deliver the vision for Rotherham. It enables local people and the Government to be confident in its effectiveness, responsiveness to local need and accountability to citizens. A modern, efficient council will provide value for money, customer-focused services, make best use of the resources available to it, be outward looking and work effectively with partners.

# How directorates will contribute towards the delivery of the vision and priorities

**5.1 Over the next year the Council will be focusing on reforming services against the backdrop of making necessary in-year savings of £21 million, (this represents 10.3% of the Council's 2015/16 revenue budget). This is in the context of the Council's Medium Term Financial Strategy (MTFS) which was approved on 2nd March 2016 which makes a start at setting out a three-year approach to delivering a balanced and sustainable budget plan. This MTFS is currently being refreshed to add a further year (2019/20) as well as revise the resource and expenditure assumptions for 2017/18 through to 2019/20 reflecting recent announcements and more up to date information. The refreshed MTFS will be presented to Cabinet in July 2016.**

5.2 Each Directorate will have its own service business plans to support delivery of the Council's vision and priorities in 2016/17. A focus on continuous improvement, early intervention, cross-directorate working, implementing good practice and raising standards features throughout all Directorate and underpinning service-level business plans.

5.3 Partnership working is also recognised across all services as being essential to the future of the borough; combining knowledge, ideas, expertise and resources to deliver tangible improvements, deliver efficiencies and economies of scale, and strengthen our communities.

## Children & Young People's Services

5.4 The Directorate is now in its second year of implementing its Improvement Plan. The Plan has at its heart the Council's vision of being a "child-centred" borough; where young people are supported by their families and community, are protected from harm, can thrive and go on to lead successful lives. It is more than delivering on specific performance-driven improvements identified for 2016/17, it is also having the right people to deliver the right services at the right time.



- Year-on-year improvement can only be achieved with a consistency of staff and the service is building a permanent and well-trained workforce that delivers high quality services for children
- We are putting into practice the principles of early intervention to identify and support families at the earliest opportunity, so that we can improve outcomes and reduce the need for social care intervention down the line
- Ensuring best practice is shared and a consistent approach is embedded in all aspects of the service will support work to bring it in line with regional and national standards. We are strengthening governance, benchmarking and reporting arrangements to provide the necessary assurance in taking forward improvements and delivering sustainable, more effective children's services.

## Adult Social Care and Housing

**5.5 The Directorate is focused on creating a Rotherham where vulnerable adults, such as those with disabilities and older people and their carers, have the necessary support within their community. To achieve this the service is implementing the Adult Social Care development programme to deliver modern, personalised services that help people live independently for as long as possible.**

**5.6 It is also working to improve the quality and choice of housing in Rotherham to enable people to live in high quality accommodation which meets their needs, whether in the social rented, private rented or home ownership sector. The improvements identified for 2016/17 support these two programmes of work:**

- We are working to integrate health and care commissioning and delivery of services to reduce duplication and provide high quality services with single points of access – all aimed at improving the customer journey
- We are putting into practice the principles of early intervention to offer support at the earliest opportunity, so that we can improve outcomes and reduce the need for social care intervention down the line. Alternatives to traditional care are being refined to allow residents to remain independent for as long as possible and minimising the need for residential and nursing care
- We are working with health and third sector partners to develop a wide range of resources to provide support for people to live fulfilling lives with their family and friends in their own community.



## Public Health

**5.7 The Directorate is working to improve the health and wellbeing of Rotherham residents and reduce health inequalities across the borough. The service is working to fulfil its statutory functions for 2015/16. Since transferring into the Council in 2013 Public Health is working to fulfil its statutory functions of:**

- **Health Improvement:** We are focused on working with partners to implement the Health and Wellbeing Strategy. We are re-commissioning services to tackle the prevalence of smoking, substance misuse, childhood and adult obesity and encourage everyone to do more physical activity and adopt a healthier lifestyle.
- **Health Care Commissioning:** We are working with the Clinical Commissioning Group (CCG) offering Public Health advice, especially around the prevention of illness. The 0-5 year old contract has recently transferred from National Health Service in England (NHS England) into Public Health and we are working closely with the Children and Young People's Directorate to ensure we provide an integrated service with children and their families at the centre of all care. We are managing contracts with local GPs and community pharmacists for a range of preventative services, including drugs and alcohol management.
- **Health Protection:** Public Health is working closely with Public Health England (PHE) to manage any infectious disease outbreaks. We monitor vaccination and immunisation uptake as well as cancer screening programmes, working closely with NHS England.



## Regeneration & Environment

**5.8 The Directorate is committed to delivering services for Rotherham which keep its neighbourhoods safe, clean, green and well-maintained. It is reforming its approach, through a review and restructure of functions, to deliver these services in an effective, efficient and flexible way. It is also supporting the economic growth and the regeneration of the borough, to create a place where residents live good quality lives, where people come together and contribute as one community:**

- We will support the economic future of the borough by working with partners on the Economic Growth Board to deliver the 10 year Economic Growth Plan, producing a joined-up Culture, Sport and Tourism Strategy for the borough and achieving the adoption of the Town Centre Supplementary Planning Document, alongside work to progress toward the adoption of a new Local Plan
- We will also play an influential role in the Sheffield City Region to help ensure that Rotherham receives tangible benefits from the economic devolution deal with government
- We are developing a culture of innovation across services; in our approach to operational processes, use of new technologies and in exploring commercial opportunities, built on a strong performance management framework across the board.



## Finance & Customer Services and Chief Executive's Directorate

**5.9 The Directorate's are delivering corporate, finance, legal and customer services focused on working alongside other Directorates to ensure the Council is a modern, efficient organisation which has the needs of residents at the centre of its decision making. We are committed to ensuring that the Council has strong governance, is open and transparent and accountable to its residents. Actions have been identified to support the delivery of these priorities for 2016/17:**

- We are working to help residents to understand how and why spending decisions are made and how they can play their part in supporting the Council to save money, such as doing business online, by informing and engaging them through effective communication
- We are supporting the Council to deliver its business objectives with a transparent approach to managing and reporting finances, ensuring that the organisation stays within its funding limits
- We are enabling an engaged, supported and well managed workforce with the right skills and a customer focused approach.

# Working in partnership

6.1 **The new Rotherham Together Partnership was launched in September 2015. It brings together a wide range of organisations, including major public bodies (such as the police, health agencies, education and the fire and rescue service), local businesses and the voluntary and community sector, to look collectively at how all partners can work together to deliver improvements for local people and communities by combining their knowhow and resources.**

6.2 A **Partnership Plan** for 2016/17 was launched in March 2016 and partners will be developing a longer-term Community Strategy over the course of 2016, to come into force from 2017. The Partnership Plan is focussed on three themes:

- **Theme 1** – Bringing people together
- **Theme 2** – Opportunity and equality
- **Theme 3** – Welcoming places

6.3 Supporting boards and partnerships include:

- **Health and Wellbeing Board** – Bringing together the Council, NHS and other key partners to plan how best to meet the health and wellbeing needs of the local population and tackle inequalities in health. It is responsible for the new Rotherham Health and Wellbeing Strategy.

- **Children and Young People's Partnership** – The Partnership will support and challenge Rotherham Council and its partners, including the Rotherham Safeguarding Children's Board, to secure sustainable improvements and high level performance in Rotherham's children and young people's services.
- **Safer Rotherham Partnership** – A forum for the Council, South Yorkshire Police and a range of other partners to discuss and make decisions relating to crime and community safety issues in the borough. A new Safer Rotherham Partnership Plan has been produced and was approved by the Safer Rotherham Partnership Board in June 2016.
- **Business Growth Board** – The Board is responsible for the delivery of the 10-year Rotherham Economic Growth Plan (2015-2025). Private sector led, but including the Council and other partners, the Board is particularly focused on skills, employment and developing the town centre, as well as providing a link to the Sheffield City Region Combined Authority and Local Enterprise Partnership and the opportunities presented to Rotherham through devolution of economic powers and funding.

ROTHERHAM  
TOGETHER  
PARTNERSHIP



- **The Sheffield City Region (SCR)** is increasingly important as the Government moves forward with its devolution agenda, transferring powers and funding to local areas via Combined Authorities (groups of local authorities represented by their Council Leaders) and Local Enterprise Partnerships (business-led, but also involving council leaders). The SCR Combined Authority formally comprises the four South Yorkshire districts as well Chesterfield and Bassetlaw Councils, with Bolsover, Derbyshire Dales and North East Derbyshire Councils wider “non-constituent” members keen to work through the City Region on the basis of a functioning economic geography. The SCR Combined Authority agreed a new, wide-ranging devolution deal in March 2016, which included a commitment from Government to provide an additional £30 million per year for 30 years to the SCR, from 2016/17, as well as wider funding and powers. The precise detail of the deal is in the process of being given formal, legislative effect in Parliament through to the autumn of 2016, prior to planned elections for a new Mayor of the SCR Combined Authority in the spring of 2017.
- **Schools, Colleges and Children’s Centres** – are key partners in ensuring children and young people are safe and develop the skills, knowledge and experience to support them in adult and working life.





# How we will deliver the Corporate Plan – performance management arrangements

## 7.1 The Council's Performance Management Framework outlines the following performance management principles:

- **Honesty and Transparency**
- **Timeliness**
- **Working together**
- **Council-wide responsibility**

7.2 In addition to these principles, the Council's performance framework is a critical means by which the Council can make use of performance information to challenge its effectiveness and work to improve services. The framework is therefore structured around a continuous improvement and performance management cycle and aims to provide an overview of the Council's performance management arrangements at every level of the organisation. The framework is a key tool in ensuring that all staff and councillors understand how their individual contributions are critical in enabling the entire organisation to deliver effective services, continuous improvement and value for money for the people of Rotherham.

7.3 Plans are a vital part of the Performance Management Framework; they set out what we want to improve and how we are going to do it. Plans should be in place at every level of the organisation, providing the critical 'golden thread' to ensure we are working together to achieve our strategic priorities.

7.4 To ensure that the Corporate Plan is performance managed effectively, quarterly performance reports will be provided to the public Cabinet/ Commissioners' Decision Making meeting, pre-Scrutiny and the Strategic Leadership Team.

### Service Plans



### Team Plans



### Individual Plans



# Staff values and behaviours – One Rotherham

The proposed staff values and behaviours reflect the expectations of citizens, Commissioners and Elected Members and these will be subject to regular review



## Honest

Open & truthful in everything we say & do

- Share information wherever possible
- Be open to challenge
- Speak up about concerns
- Actively listening to others
- Give reasons for our decisions & actions
- Be open about what is achievable
- Be honest and give feedback



## Accountable

We own our decisions, we do what we say & we acknowledge & learn from our mistakes

- Do the right thing, not just the easiest thing
- Respond in a timely manner
- See things through with pace
- Hold each other to account
- Take ownership for personal & team performance
- Reflect & learn from our experiences



## Respectful

We show regard & sensitivity for the feelings, rights & views of others

- Value others as individuals
- Respect differences
- See things from another's point of view
- Pay attention to people's differing needs
- Be polite
- Challenge unacceptable behaviour



## Ambitious

We are dedicated, committed & positive, embracing change with energy & creativity

- Set high standards & go the extra mile
- Be positive
- Have a can do attitude
- Be imaginative & creative
- Seek out best practice & be open to new ideas
- Take responsibility for our own development
- Be a team player



## Proud

We take pride in our borough & in the job that we do

- Recognise & share success
- Be enthusiastic & encouraging
- Act as an Ambassador for Rotherham
- Celebrate the best of Rotherham & our people
- Work together with others both inside & outside of the Council



# Our plans

**9.1 The heart of this document is the series of performance measures shown on the following pages, structured around the headline themes of the Council vision.**

9.2 There is one action plan for each of the four vision themes, as well as the cross-cutting corporate commitment to a modern efficient Council, each describing what the main outcomes, measures, indicators and targets will be over the next 12 months.

9.3 The Council operates in a constantly changing environment and will therefore keep the content of these performance measures under review as it reports on performance over the coming year; and will review the entire plan and its measures more formally for the start of the 2017/18 municipal year.

9.4 Finally, in support of the headline performance measures within this Corporate Plan for 2016/17, Council Directorates and services will also be responsible for more detailed annual service business plans. These will expand on the specific activities taking place to achieve the objectives and outcomes that the Council is seeking to achieve. These service-level business plans will provide further information on other relevant performance information, key risks to delivery, links to corporate policies and priorities etc; and will be required to be similarly kept under review in the year ahead, alongside the main Corporate Plan.



# Priority One – Every child making the best start in life

Outcome:		A. Children, young people and families are protected and safeguarded from all forms of abuse, violence and neglect						
Lead accountability (Strategic Director):		Ian Thomas, Strategic Director – Children and Young People's Services						
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
1.A1	Early Help – Early Help service to identify and support families at the right time to help prevent social service involvement	Reduction in Children in Need rate (rate per 10K population) (Priority measure)	Low (but in line with National Average)	Monthly	320 (2015/16)	No target  To be used as a measure to watch during the next 12 months	Mel Meggs	Identifying children and families who are in times of difficulty before their needs escalate improves outcomes for the child and family quicker and reduces the need for more costly social care intervention. Having in place a good local Early Help offer should reduce the lower level children in need work. DfE definition, allowing for benchmarking. It is difficult to set a target for this coming year – to keep an eye on throughout the year.
1.A2		The number of families engaging with the Families for Change programme as a percentage of the troubled families target	High	Monthly	100% (2015/16)	100% (882 families by end of Mar 17)	David McWilliams	Identify and work with families early before their needs escalate.
1.A3	Children's Social Care Improvement - Ensure that all children in need work is managed robustly and that appropriate decisions and actions are agreed	% children who had a social care concern raised within 12 months of the last concern ending (Re-referrals) (Priority measure)	Low	Monthly	30.9% (2015/16)	2 stage target  Apr to September 26%  Oct to Mar 23%	Mel Meggs	Improve quality of practice.

Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
1.A4	<b>Children's Social Care Improvement</b> – Ensure that all Child Protection Plan work is managed robustly and that appropriate decisions and actions are agreed with partner agencies	<b>% children who are subject to repeat child protection plans (within 24 months)</b>  (Priority measure)	Low	Monthly	4.7% (2015/16)	4%	Mel Meggs	Improve quality of practice. Further definition information: Relates to children becoming subject to a plan in the last 12 months who had a previous CP plan cease within 24mths of the start of the new CP plan
1.A5	<b>LAC Sufficiency Strategy</b> – Increase in the proportion of children who are cared for in a family based setting	<b>Increase in the proportion of children who are cared for in a family based setting</b>  (Priority measure)	High	Monthly	86.5%	87.5%	Mel Meggs	Children who live in family settings improve their long-term life chances and outcomes and reduce reliance on costly LAC services/ placements.
1.A6	<b>Child Sexual Exploitation</b> - an increased awareness of CSE And an increase in the number of police prosecutions As a result of joint working	Number of CSE referrals	Not applicable	Monthly	200 (2015/16)	No target – not applicable	Mel Meggs	By evidencing the increase in the number of referrals to the CSE team demonstrates confidence in reporting.
1.A7		Number of prosecutions	High	Monthly	43 (June 2015 - May 2016)	No target – not applicable	Mel Meggs	Number of prosecutions through joint working with colleagues in the police.
1.A8		Number of victims/ survivors accessing post abuse support services  (new referrals)	High	Monthly from April 2016	524 (2015/16)	No target – not applicable	Mel Meggs	Provision of services for victims and survivors of CSE.  The current contracts do not include targets.

Outcome:	B. Children and Young people are supported to reach their potential							
Lead accountability (Strategic Director):	Ian Thomas, Strategic Director – Children and Young People’s Services							
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
1.B1	<b>Early Help</b> – Increase the take-up of free Early Childcare for disadvantaged families	% of entitled 2 year olds accessing childcare	High	Termly	78 %  (Summer term 2015)	80 %  Target reflects seasonal performance. Autumn term always highest take-up rate.	Karen Borthwick	Evidence suggests that children from less advantaged backgrounds often start school 19 months behind their peers, but also reveals that good quality childcare can reduce this gap and have a significant benefit in terms of a child’s development.  Access to good quality childcare at an early age enables parents to return to work quicker
1.B2	<b>Sustainable Education and Skills</b>	% children and young people who attend a good or better schools	High	Termly	82.4 %  (Summer term 2015)	90 %	Karen Borthwick	Attending a good or better school creates greater chances for children and young people to reach their potential.
1.B3	<b>Sustainable Education and Skills</b> – challenge all schools, academies and education settings who are not providing at least a ‘good’ level of education to our children	All Children make good or better progress  The progress a pupil makes from the end of primary school to the end of secondary school.  (Key Stage 4 Progress 8 Measure)	High	Annual (Autumn Term each year)	Previous indicator of 5+A*-C including English and Maths - 55.2 %  (2015)  1.4 % above the national average	As this is a new measure for secondary accountability in 2016 there is currently no performance data.  Targets for future years would be set in line with or above the national average.	Karen Borthwick	KS2 is final year of primary education. The old measures have been abolished nationally. Please note Progress 8 is the new measure introduced by DfE for 2016.
1.B4	<b>Sustainable Education and Skills</b> – Reduce the number of children and young people persistently absent from school	More Children in full time education  Reduction in the persistent absence rate in – (a) Primary schools (b) Secondary schools	Low	Termly	a) 2.8 % b) 7.0 %  (Autumn term 2015)	5.2 %  in line with National Average  (to be reviewed on release of National data in March)	David McWilliams	Quality of education is vital if children are to reach their potential. This measure uses DfE/ Ofsted inspection grading to determine the proportion of children.

Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
1.B5	<b>Sustainable Education and Skills</b> – Reduce the number of school days lost to exclusion	Reduction in the number of exclusions from school which are: (a) fixed term (b) permanent	Low	Termly	a) 4210 b) 50 (Full academic Year 14/15)	a) 3000 b) 30	Karen Borthwick	Engagement and inclusion of CYP within education is vital if children are to reach their potential. This measure is in line with DfE/ Ofsted data and provides the totals across all school types.  There is currently an increasing trend in the exclusion of pupils.
1.B6	<b>Sustainable Education and Skills</b> – Enable hard to reach young people to achieve their full potential through education employment or training	% of young people aged 16-18 who are Not in Education, Employment or Training (NEET)	Low	Monthly	5.1 (2015/16)	4.9 (Average Nov, Dec, Jan)	David McWilliams	Ensuring young people have a good start to adult life and their careers. In accordance with the National measure performance is measured by taking an average across November, December and January's performance.
1.B7	<b>Special Educational Needs and Disabilities (SEND)</b> – Improve personal outcomes for our young people with SEND to enable them to make choices that lead to successful adult lives	<b>Increase in the number and percentage of Education Health and Care Plans completed in statutory timescales</b>  <b>a) % of Education Health and Care Plans completed in statutory timescales (based on NEW Plans issued in that month)</b>  <b>b) % of Education Health and Care Plans completed in statutory timescales (based on Conversions from Statements to EHCP in that month)</b>  <b>(Priority measure)</b>	High	Monthly	a) 52.4% b) 81.6% (2015/16)	90% by April 18	Karen Borthwick	To maximise the use of universal services for the prevention and early identification and provision of targeted support through the partnership.  Support the development of commissioning which is based on the fundamental principles of building resilience for children and young people, and in communities, taking an asset based approach, reducing dependence through intelligent and insightful demand management and early intervention, and promoting personalisation.  The target of 90 % is a national set target by April 2018.



Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
1.B8	<b>Sustainable Education and Skills</b>	% of children aged 0-5 living in the Rotherham area who are registered with a Children's Centre	High	Quarterly	91.4% (2015/16)	94%	David McWilliams	Maximise the impact of children's centres by ensuring that all 0-5 year olds are registered with a children's centre.
1.B9	<b>Sustainable Education and Skills</b> – ensure that all vulnerable groups attain at the same level as their peers	<p>Attainment for looked after children at the end of primary school and secondary school is in line or better than national averages;</p> <p>a) % "Looked After Children" (LAC) achieving Level 4 or above at Keystage 2 for reading, writing and maths combined</p> <p>b) % "Looked After Children" (LAC) achievement against Keystage 4 Progress 8 measure</p>	Low	Annual	<p>a) 43% b) n/a</p> <p>(2014/15)</p>	<p>a) 52% b) n/a</p>	Karen Borthwick	<p>Supports the "Child-Centred" Borough priority "Ensuring children reach their potential".</p> <p>As corporate parents it is important that support is given to our looked after children and care leavers to attain in line with their peers.</p>

Outcome: C. Children, young people and families are enabled to live healthier lives								
Lead accountability (Strategic Director):	<b>Terri Roche</b> , Director – Public Health <b>Ian Thomas</b> , Strategic Director – Children and Young People's Services (measure 1.C4)							
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
1.C1	<b>Deliver services for the 0-19 year olds</b> – to support children and families to achieve and maintain healthier lifestyles	<b>Smoking status at time of delivery (women smoking during pregnancy) (Priority measure)</b>	Low	Quarterly/ Annual	18.1 % (2015/16)	Local target: Reduce to 18.4 % by 2016/17	Jo Abbott	Public Health Outcomes Framework indicator National indicator with benchmarking data. Smoking in pregnancy has well known detrimental effects for the growth and development of the baby and health of the mother.  Continue to commission specialist stop smoking in pregnancy service. Implement smoke-free legislation.
1.C2		<b>Reduced year-on-year levels of childhood obesity for:</b> <b>a) Reception year (aged 4/5)</b> <b>b) Year 6 children (aged 10/11)</b> <b>i.e. as part of implementing the new national Obesity Strategy from 2016 (Priority measure)</b>	Low	Annual	a) Reception year obesity prevalence 9.9 % (2014/15) b) Year 6 obesity prevalence 21.6 % (2014/15)	National ambition: a sustained downward trend in the level of excess weight in children by 2020.	Jo Abbott	Public Health Outcomes Framework indicator.  Weight is known to be directly linked to health and wellbeing in all ages.  This is a well-established national indicator with benchmarking data. The National Child Measurement Programme weighs and measures children in reception and year 6 on an annual basis. Cohort level data fluctuates annually therefore unable to establish a reliable future target. Awaiting national Childhood Obesity Strategy to clarify and identify national targets.  Y6 included because excess weight a problem compared to Region and England.
1.C3		Chlamydia detection rate (15-24 year olds) - CTAD (Persons)  [i.e. as part of the Implementation of the Sexual Health Strategy]	High	Annual	2,141 per 100,000 young people aged 15 to 24 (2014)	National indicator: work towards a detection rate of at least 2,300 per 100,000 of the eligible population (15-24 year olds)	Jo Abbott	Public Health Outcomes Framework National indicator with benchmarking data. Chlamydia is the most commonly diagnosed sexually transmitted infection. It causes avoidable sexual and reproductive ill-health. PH commission sexual health services (Contract monitoring)

Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
1.C4	Ensure that all children and young people with <b>emotional wellbeing and mental health needs</b> , receive prompt support and treatment	a) % of referrals triaged for urgency within 24 hour of receipt	High	Monthly	99.4 %	100 %	Nicole Chavaudra	Improve access to mental health provision, ensuring that young people in crisis receive rapid support and treatment.  The Clinical Commissioning Group (CCG) is the lead commissioner for Child and Adolescent Mental Health Services (CAMHS).
		b) % of triaged referrals that were assessed within 3 weeks	High	Monthly	26.3 %	95 %	Nicole Chavaudra	As above  A whole service re-structure has been undertaken as a result of poor performance.



# Priority Two – Every adult secure, responsible and empowered

Outcome:		A. Adults are enabled to live healthier lives						
Lead accountability (Strategic Director):		<b>Terri Roche</b> , Director – Public Health <b>Shokat Lal</b> , Assistant Chief Executive (measure 2.A6)						
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
2.A1	Implement <b>Health and Wellbeing Strategy</b> to improve the health of people in the borough	<b>Smoking prevalence (18+)</b> (Priority measure)	Low	Annual	18.4 % (2014)	Reduction of 1 percentage point each year from baseline position.	Jo Abbott	Public Health Outcome Framework indicator. National indicator with benchmarking data. Based on survey data.  Smoking is a major risk factor for many diseases such as cardiovascular disease and lung cancer.
2.A2		% of physically inactive adults (aged 16+)	Low	Annual	31.5 % (2014)	No national target but local aim to increase physical activity for people with long term conditions.	Jo Abbott	Public Health Outcome Framework indicator. National indicator with benchmarking data. Based on survey data. Increased physical activity reduces risk of cardiovascular disease, diabetes, obesity, breast/colon cancer, osteoporosis and improves mental health.
2.A3		Excess weight in adults (aged 16+)	Low	Annual	73.3 % (2012-14)	National ambition: a downward trend in the level of excess weight averaged across all adults by 2020.	Jo Abbott	Public Health Outcome Framework indicator. National indicator with benchmarking data. Based on self-reported survey data, with no trend data available therefore unable to set future targets.  NB only been measured nationally for one period (2012-14).  Excess weight is a major determinant in avoidable ill-health and premature death.  Updated data available from November 2016 (PHOF)

Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
2.A4		Suicide rate (all ages) (Persons)	Low	Annual	9.7 per 100,000 (2012-14)	No national target but national recommendation to have a local action plan	Jo Abbott	Public Health Outcomes Framework indicator. National indicator with benchmarking data. Suicide is a significant cause of death in young adults, and is seen as an indicator of underlying rates of mental ill-health.
2.A5		Successful completion of drug treatment – a) opiate users (aged 18-75) b) non-opiate users (aged 18-75)	High	Annual	a) 7.3 % (2014) b) 52.6 % (2014)	No national target.  Local ambition to be within LA Comparators Top Quartile	Jo Abbott	Public Health Outcomes Framework indicator. National indicator with benchmarking data. Individuals achieving this outcome demonstrate a significant improvement in health and well-being.  Public Health commissioned services (monitor contracts)
2.A6	Support vulnerable people in times of crisis	Number of people supported through welfare provision: a) food parcels provided b) crisis loans	Not applicable	Quarterly	a) 2526 (adults) plus 1510 (under 18) b) 1041 loans provided (2015-16)	No target - not applicable	Justin Homer	Also contributes to outcomes 1C - Children, young people and families are enabled to live healthier lives.  The Local Welfare Provision (LWP) measure is split and includes food parcels provided, whereas the data collected includes the number of individual beneficiaries (adults and children) and crisis loans, which just register the number of loans, not the numbers of households benefitting.  There is other food in crisis provision in Rotherham, but this is not directly funded through LWP.  Council-wide/partnership service.

Outcome: B. Adults and carers are supported to be safe, independent and resilient within a personalised model of care and support								
Lead accountability (Strategic Director):	Anne Marie Lubanski, Interim Strategic Director – Adult Social Care and Housing							
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
2.B1	Implement the new <b>Adult Safeguarding Strategy</b> to prevent neglect and abuse, embed making safeguarding personal and provide support to victims, linked to the corporate Safeguarding Strategy	<b>No. of Safeguarding investigations (Section 42 enquiries) completed (Priority measure)</b>	High	Quarterly	568 (2015/16)	Baseline year	Sam Newton	New indicator for 2015/16  2015/16 data to be validated and therefore not robust for target setting for 2016/17
2.B2	<b>Integrate health and care services</b> to consolidate and share resources to reduce duplication and provide excellent services	<b>Average delayed transfers of care from hospital attributable to adult social care or both health and adult social care per 100,000 population (Priority measure)</b>	Low	Quarterly	1.6 (2015/16)	1.5	Sam Newton	National indicator Benchmarking available
2.B3	People get the <b>information and advice</b> early and help to make informed choices about care and support	Number of people provided with information and advice at first point of contact (to prevent service need)	High	Quarterly	944 (2015/16)	Baseline year	Sam Newton	New Indicator for 2015/16  2015/16 data to be validated and therefore not robust for target setting for 2016/17

Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
2.B4	Improved approach to <b>personalised services</b> – always putting users and carers at the centre of everything we do	<b>a) Proportion of Adults receiving long term community support who receive services via self-directed support (Priority measure)</b>	High	Quarterly	75.7 % (2015/16)	a) 76 %	Sam Newton	
		<b>b) Proportion of Carer's in receipt of carer specific services who receive services via self-directed support (Priority measure)</b>	High	Quarterly	29.2 % (2015/16)	46.7 %	Sam Newton	
		Number of Carer's Assessments completed	High	Quarterly	2420 (2015/16)	2500	Sam Newton	Local measure – the Care Act gave local authorities a responsibility to assess a carer's needs for support, where the carer appears to have such needs. This will mean more carers are able to have an assessment, comparable to the right of the people they care for.
2.B6	<b>Modernise Enablement Services</b> to maximise independence, including: • Intermediate care • Enabling • Prevention agenda • Developing community assets	<b>The proportion of people (65+) still at home 91 days after discharge into rehabilitation (Priority measure)</b>	High	Annual	89.6 % (2015/16)	91 %	Sam Newton	National Benchmarking available
2.B7		No of admissions to residential rehabilitation beds (Intermediate Care)	High	Quarterly	613 (2015/16)	600	Sam Newton	Local measure

Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
2.B8		Proportion of new clients who receive short term (enablement) service in year with an outcome of no further requests made for support	High	Quarterly	86.1 % (2015/16)	74% 2015/16 2016/17 target tbc	Sam Newton	Target not yet confirmed –to confirm when provisional national results released which will allow benchmarking of good performance.
2.B9	Development of <b>Adult Care Market Position Statements</b> to provide alternatives to traditional care, maximise independence and stimulate the market	<b>a) Permanent admissions to residential care for adults and older people (Priority measure)</b>	Low	Quarterly	Adults 20.03 (31 admissions to residential care)  Older people 819.52 (401 admissions)	Adults 17.6 (27 admissions)  Older people 797 (390 admissions)	Nathan Atkinson	Calculates the ASCOF 2A results for new admissions by aged 18-64 and 65+
		<b>b) % spend on residential and community placements (Priority measure)</b>	Low - residential and High - Community placements	Quarterly	Not available as not previously required	Baseline year	Nathan Atkinson	Performance is reported as net spend against forecasted budget (which takes into account any overspend)
2.B10	<b>Adults with learning disabilities are supported into employment enabling them to lead successful lives</b>	Supporting people with a learning disability into employment	High	Quarterly	5.6 % (2015/16)	6.0 %	Sam Newton	Measure calculated as % of learning disabilities service users in a long term community service. Provides an opportunity for all council services and partners to promote its outcome.
2.B11	Improve <b>satisfaction levels</b> of those in receipt of care and support services	Overall satisfaction of people who use care and support services  a) Service users b) Carers	High	a) annual b) biennial	a) 70% (2015/16) b) 48.6% (2014/15)	a) 72 % b) 50%	Sam Newton	National statutory indicator

# Priority Three – A strong community in a clean, safe environment

Outcome:		A. Communities are strong and people feel safe (also contributes to priority 2 – Every adult secure, responsible and empowered)						
Lead accountability (Strategic Director):		<b>Damien Wilson</b> , Strategic Director – Regeneration and Environment <b>Shokat Lal</b> , Assistant Chief Executive (measure 3.A5)						
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
3.A1	Ensure that the <b>Safer Rotherham Partnership</b> is robust and fit for purpose. Develop an effective <b>Community Safety Strategy and Performance Management Framework</b>	Reported instances of anti-social behaviour in Rotherham	Low	Quarterly	14,355 incidents 8 % decrease (1, 198) (2015-16)	5 % reduction on 2015-16	Karen Hanson	Measure available from Neighbourhood Crime and ASB unit.
3.A2		Reported instances of hate incidents in Rotherham	Not applicable	Quarterly	254 incidents 43 % increase (76) (2015-16)	25 % increase on 2015-16	Karen Hanson	Measure available from Neighbourhood Crime and ASB unit. Demonstrates confidence in reporting The 25 % further increase in reporting follows Police advice
3.A3		Reported instances of domestic abuse in Rotherham	Not applicable	Quarterly	1,770 incidents 28 % increase (386) (2015-16)	10 % increase on 2015-16	Karen Hanson	Measure available from Neighbourhood Crime and ASB unit Demonstrates confidence in reporting
3.A4	Ensure an robust, effective and efficient <b>licensing service</b>	<b>% of licence holders that demonstrate adherence to the requirements of the Council's Hackney Carriage and Private Hire Policy (Priority measure)</b>	High	Quarterly	Data not previously collected	100 %	Karen Hanson	Target is 100 % due to zero tolerance levels. Enforcement action will be taken against license holders who do not meet the requirements.  Data collection will commence from quarter 2 – July 2016.

Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
3.A5	<b>Rotherham residents are satisfied</b> with their local area and borough as a place to live	a) How satisfied or dissatisfied are you with your local area as a place to live  b) Overall, all things considered, how satisfied or dissatisfied are you with Rotherham Borough as a place to live	High - very or fairly satisfied	6 monthly	a) 79% June 2015 82% December 2015 satisfied or fairly satisfied  b) 69% June 2015 61% December 2015 very or fairly satisfied	a) >79% b) >69%	Tracy Holmes	The LGA polling on resident satisfaction is conducted on a 6 monthly basis and was requested by the Commissioners
3.A6	Create a <b>rich and diverse cultural offer and thriving Town Centre</b>	<b>Number of people borrowing books and other materials (Cumulative) (Priority measure)</b>	High	Quarterly	22,472 (2015/16)	25,000	Paul Woodcock	
3.A7		Aggregate pedestrian footfall in the Town Centre	High	Quarterly	23,699,399 (2015/16)	>23,699,399	Paul Woodcock	2015/16 baseline year Measured via fixed cameras in the Town Centre

Outcome:	B. Streets, public realm and green spaces are clean and well maintained							
Lead accountability (Strategic Director):	Damien Wilson, Strategic Director – Regeneration and Environment							
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
3.B1	Deliver a <b>cleaner, greener Rotherham</b> to ensure that it is a safe and attractive place to live, work and visit	Levels of Street Cleanliness not more than 5 % of sites are considered to be below standard (Grade A or B in CoP)	Low	Monthly	0 (2015/16)	<5 %	Karen Hanson	Previously a corporate indicator Links in to the Code of Practice on Litter and Refuse. Needs further discussion about methodology.
3.B2		Road Networks in need of significant repair:  a) % of the principal Road Networks in need of repair	Low	Annual	3 % (2014/15)	4 %	Karen Hanson	The target is based on the national average condition and the Council aspires to be good or better.  DfT 2015/16 data not yet available.
		b) % of the non-principal Road Networks in need of repair	Low	Annual	6 % (2014/15)	7 %	Karen Hanson	The target is based on the national average condition and the Council aspires to be good or better. The national average has improved from 8 % to 7 %  DfT 2015/16 data not yet available.
		c) % of unclassified roads in need of repair (Priority measure)	Low	Annual	24 % (2014/15)	28 %	Karen Hanson	The target is to achieve below 28 % by March 2017, however the national average condition is 18 %.  DfT 2015/16 data not yet available.



Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
3.B3		Effective enforcement action taken where evidence is found:  a) Fly tipping (fixed penalty notices and prosecutions)  b) Other enviro-crime (fixed penalty notices and prosecutions)	High	Quarterly	Not available as not previously required	Baseline year	Karen Hanson	
3.B4		<b>Following re inspection of grounds maintenance works achieve no more than 5% defective/not to standard works (Priority measure)</b>	Low	Quarterly	0% (2015/16)	<5 %	Karen Hanson	
3.B5	Ensure an efficient and effective <b>waste and recycling service</b>	Number of missed bins per 100,000 collections	Low	Quarterly	62.7 (2015/16)	60	Karen Hanson	Previously a corporate indicator
3.B6		% of waste sent for reuse (recycling and composting)	High	Quarterly	43.11 % (2015/16)	45 %	Karen Hanson	Former national indicator

# Priority Four – Extending opportunity, prosperity and planning for the future

Outcome:		A. Businesses supported to grow and employment opportunities expanded across the borough						
Lead accountability (Strategic Director):		Damien Wilson, Strategic Director – Regeneration and Environment						
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
4.A1	Deliver <b>economic growth</b> (via the Economic Growth Plan, Business Growth Board and Sheffield City Region)	<b>Survival rate of new businesses (3 years)</b> (Priority measure)	High	Annual	63.1 % (2014/15)	57.5 %	Paul Woodcock	Data for 2015/16 available November. 2025 target in the Growth Plan is 60.0%. 2014/15 resulted in a peak in performance above the overall target.
4.A2		<b>Number of jobs in the Borough</b> (Priority measure)	High	Annual	92,300 (2014/15)  2015/16 data not yet available	1,000 new jobs p.a. (10,000 over 10 years)  No specific target can be set for 16/17 until 15/16 data is available	Paul Woodcock	2025 target in the Growth Plan is 102,300
4.A3		Increase Number of Business Births / Start Ups per 10,000 Resident Population 16+ years old)	High	Annual	47 (2015/16)	50	Paul Woodcock	Previously a corporate indicator 2025 target in the Growth Plan is 58.
4.A4		<b>Overall number of businesses in the Borough</b> (Priority measure)	High	Annual	6390 (2015/16)	6,500	Paul Woodcock	Data for 2015/16 available in October. 2025 target in the Growth Plan is 7,250

Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
4.A5		Narrow the gap to the UK average on the rate of the working age population economically active in the borough	Low	Quarterly	1.0% gap (2015/16)	Reduce gap to 0.7%	Paul Woodcock	Data for period ended Dec 2015 shows economic activity rate at 76.7% compared to UK average of 77.7%
4.A6		Median average gross weekly wage for full-time employees working in the borough. Percentage of UK average	High	Annual	90.7% (2015/16)	91.5%	Paul Woodcock	ASHE survey for 2015 shows Rotherham at £478.80 compared to UK average of £527.70 – i.e. at 90.7% of UK average

<b>Outcome:</b> B. People live in high quality accommodation which meets their need, whether in the social rented, private rented or home ownership sector (also contributes to priority 2 – Every adult secure, responsible and empowered)								
Lead accountability (Strategic Director):	Anne Marie Lubanski, Interim Strategic Director – Adult Social Care and Housing							
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
4.B1	Implement the <b>Housing Strategy</b> 2016-2019 to provide high quality accommodation	<b>Number of new homes delivered during the year (Priority measure)</b>	High	Annual	663 (2015/16)	731	Tom Bell	Targets set in Rotherham's Housing Strategy 2016-19. The target will step up annually until it accords with the Local Plan target of 958.
4.B2		<b>% of stock that is none decent (Priority measure)</b>	Low	Annual	0.67 % (2014/15)	0.5 %	Tom Bell	Social housing only Statutory indicator and benchmarking information available.
4.B3		Number of new social rented homes started in year	High	Annual	77 (2015/16)	60	Tom Bell	Targets set in Rotherham's Housing Strategy 2016-19
4.B4		Number of new affordable home ownership units started in year	High	Annual	58 (2015/16)	148	Tom Bell	Targets set in Rotherham's Housing Strategy 2016-19
4.B5	Private rented housing – improving standards through <b>selective licensing</b>	<b>a) % of eligible properties which have applied for a license, within Selective Licensing areas (Priority measure)</b>	High	Monthly	87 % (2015/16)	95 %	Karen Hanson	Target set in Rotherham's Housing Strategy 2016-19. Assessment is through analysis of collected data.
		<b>b) % of privately rented properties compliant with Selective Licensing conditions within designated areas (Priority measure)</b>	High	Annual	Not available as not previously required	70 %	Karen Hanson	Adds value through identifying positive outcomes of the Selective Licensing scheme.

Outcome:	C. Adults supported to access learning improving their chances of securing or retaining employment							
Lead accountability (Strategic Director):	Ian Thomas, Strategic Director – Children and Young People’s services							
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
4.C1	Adults are supported and have access to <b>learning opportunities</b>	Increase the % of people aged 19+ supported through a learning programme who have:  a) Obtained a formal qualification b) Progressed/ working towards another level c) Obtained or got a better job	High	Annual	289 learners  a) 94 % achievement b) 26 % c) 12 % (2014/15)	300 learners 2015/16  a) 95 % achievement b) 40 % c) 20 %	Karen Borthwick	Adults are supported and have access to learning opportunities  Target for 2015/16 due to academic year results due August 2016
4.C2		Increase the number of people working towards an English for Speakers of Other Languages (ESOL) accredited qualification	High	Annual	50	70	Karen Borthwick	Eligible non-native English speakers who meet a whole range of funding eligibility criteria

# Priority Five – Running a modern, efficient Council

Outcome:		A. Maximised use of assets and resources and services demonstrate value for money						
Lead accountability (Strategic Director):		Judith Badger, Strategic Director – Finance & Customer Services						
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
5.A1	Maximising the local revenues available to fund council services	% Council Tax collected in the current financial year	High	Monthly	97.3 % (2015/16)	97 % (Top Quartile Met Authorities)	Stuart Booth	National Indicator £110m income to the Council dependent on this measure
5.A2		Cumulative Council Tax arrears per property	Low	Annual	£68.12 (2015/16)	£103.62 (Top Quartile Met Authorities – 14/15 figure to be revised after June 2016)	Stuart Booth	National Indicator £110m income to the Council dependent on this measure Demonstrates consistent performance.
5.A3		% non-domestic (business) rates collected in the current financial year	High	Monthly	98.1 % (2015/16)	98 % (Top Quartile Metropolitan Authorities)	Stuart Booth	National indicator £40m income to the Council dependent on this measure

The Council's financial performance against budgets both capital and revenue are reported via regular, separate financial monitoring reports

Outcome:		B. Effective governance arrangements and decision making processes are in place						
Lead accountability (Strategic Director):		<b>Judith Badger</b> , Strategic Director – Finance & Customer Services <b>Shokat Lal</b> , Assistant Chief Executive						
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
5.B1	Establishing and working to a new <b>Local Code of Corporate Governance</b> , encompassing: <ul style="list-style-type: none"> <li>• Risk management</li> <li>• Information governance (including FOI/DSA)</li> <li>• Business continuity</li> <li>• Internal audit</li> <li>• Emergency planning</li> </ul>	<b>Fit for purpose Annual Governance Statement 2016/17</b> <b>(Priority measure)</b>	N/A	Annual	Not Fit for Purpose (2014/15) 2015/16 not yet available	Improved Annual Governance Statement in 2016/17	Colin Earl	
5.B2	The <b>Scrutiny function is effective</b> ; engages members and improve outcomes for Rotherham residents and communities	% of scrutiny recommendations which are accepted and implemented	High	Quarterly	* Previous performance 80 %	80 %	James McLaughlin	Demonstrates the influence and impact of scrutiny as part of democratic process. Data may not be available to report in May. Indicator to be agreed
5.B3		Number of pre-scrutiny recommendations adopted	High	Quarterly	Not available as not previously required	60 %	James McLaughlin	Measures the effectiveness of the pre-scrutiny process in strengthening wider governance in Rotherham.



<b>Outcome: C. Staff listen and are responsive to customers to understand and relate to their needs</b>								
Lead accountability (Strategic Director):	<b>Judith Badger</b> , Strategic Director – Finance & Customer Services <b>Shokat Lal</b> , Assistant Chief Executive							
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
5.C1	Treating <b>customer complaints</b> with respect and dealing with them in an efficient and outcome-focussed way	a) Total number of complaints received by the Council	Low	Monthly	611 (2015/16)	No target – not applicable	Justin Homer	
		b) % of complaints closed and within timescale (cumulative)	High	Monthly	79% tbc* (2015/16)	85%	Justin Homer	*Data based on an initial assessment. Data due to be validated by end July.
5.C2		Number of compliments received	High	Monthly	599 2015/16	No target – not applicable	Justin Homer	
5.C3	<b>Resident satisfaction</b> - Assessing overall public opinion on the way the council is working and responding to customers	% of residents satisfied with the way Rotherham Metropolitan Borough Council runs things	High - very or fairly satisfied	Six Monthly	55% June 2015 and 54% December 2015 very or fairly satisfied	>55%	Tracy Holmes	The LGA polling on resident satisfaction is conducted on a 6 monthly basis and was requested by the Commissioners
5.C4		% of residents that have confidence in Rotherham Metropolitan Borough Council	High - great or moderate extent	Six Monthly	41% June 2015 and 45% December great or moderate extent	>41%	Tracy Holmes	The LGA polling on resident satisfaction is conducted on a 6 monthly basis and was requested by the Commissioners.
5.C5	Enable customers to be active and interact with the Council in an efficient way, <b>accessing more services online</b>	a) % of transactions online b) % of face to face customers c) % of telephony customer	Successful migration of customers from telephone and face-to-face channels to online self-service channels that are so easy to use that they are the customer's preferred way of doing the business with the Council.	Six Monthly	a) 36 % digital self-service b) 6 % face to face c) 58 % phone	Increase digital contact and reduce telephony and face-to-face contacts from the stated baseline	Colin Earl	Draft 'Digital Council Strategy' in place. Currently developing a programme of change.

Outcome: D. Effective members, workforce and organisational culture								
Lead accountability (Strategic Director):	Shokat Lal, Assistant Chief Executive							
Ref	Action	Measure	Good performance (low/high)	Frequency	Performance	Target (2016/17)	Lead (Accountable officer)	Notes (e.g. rationale for inclusion and means of assessment. Indicate if the priority contributes to a Child-Centred Borough?)
5.D1	Staff and managers have an opportunity to <b>reflect on performance</b> , agree future objectives and are aware of how they contribute to the overall vision	% PDR completion	High	Annual (% for completion June)	96 % (2015/16)	95 % (65 % end June, 80 % end July, full completion end September)	Tracey Parkin	Links employee day to day work with organisation vision and priorities.
5.D2	<b>Sickness is managed</b> and staff wellbeing supported	<b>Days lost per FTE</b> (Priority measure)	Low	Monthly	10.4 days (2015/16)	10.2 days	Ian Henderson	Targeted sickness intervention supports proactive workforce wellbeing activity.
5.D3	<b>Reduced use of interims, temporary and agency staff</b> through effective and efficient recruitment	<b>Reduction in Agency cost</b> (Priority measure)	Low	Monthly	£6.8m (2015/16)	10 % reduction	Ian Henderson	
5.D4	<b>Members are able to fulfil their roles</b> as effective community leaders	% members receive a personal development interview leading to a structured learning and development plan	High	Annual	80 % of targeted members have received a PDP (lead and new members)	85 %	James McLaughlin	Members are equipped with skills & knowledge to undertake their roles, maximising and building capacity.  Data availability at year end.

## **Council Report**

Council – 13 July 2016

### **Title**

Corporate Safeguarding Policy

### **Is this a Key Decision and has it been included on the Forward Plan?**

Non-Key Decision, included on Forward Plan for decision on 11<sup>th</sup> July or later

### **Director Approving Submission of the Report**

Sharon Kemp, Chief Executive

### **Report author(s):**

Kate Green, Policy and Partnership Officer

Tel: 01709 822789 email: [kate.green@rotherham.gov.uk](mailto:kate.green@rotherham.gov.uk)

Justin Homer, Head of Policy, Improvement and Partnerships

Tel: 01709 823618 email: [Justin.homer@rotherham.gov.uk](mailto:Justin.homer@rotherham.gov.uk)

### **Ward(s) Affected**

All

## **Executive Summary**

1. As part of the wider work being undertaken by the Council to improve understanding of its safeguarding duties and responsibilities, a new Corporate Safeguarding Policy has been produced.
2. The Corporate Safeguarding Policy is part of a new suite of documents which will help underpin the Council's 2016/17 Corporate Plan. The policy sets out the Council's commitment to promoting safeguarding across the whole organisation and describes the roles and responsibilities expected of every employee and specific services, as well as elected members. The policy will act as a resource for all employees working for the Council and all Councillors; supporting understanding of what safeguarding means and what to do in relation to safeguarding concerns.
3. Enclosed at Appendix A for members' consideration and agreement is a copy of the Corporate Safeguarding Policy.

## **Recommendations**

Members are asked to:

- Consider the recommendation from the Cabinet meeting on 11 July 2016, which will be verbally reported to the meeting, in respect of the Corporate Safeguarding Policy (attached at Appendix A).

## **List of Appendices Included**

Appendix A – Corporate Safeguarding Policy

## **Background Papers/Information**

Children Act 2004

Statutory Guidance 2007 on S11 of the Children Act

Care Act 2014

## **Consideration by any other Council Committee, Scrutiny or Advisory Panel**

Pre-scrutiny consideration (1<sup>st</sup> July 2016), in advance of the Cabinet and Commissioners' Decision Making Meeting on 11<sup>th</sup> July which is asked to consider and endorse the Policy prior to the Council meeting.

## **Council Approval Required**

Yes

## **Exempt from the Press and Public**

No

## **Title (Main report)**

### **Corporate Safeguarding Policy**

#### **1. Recommendations**

- 1.1 Elected Members are asked to consider the recommendation from the Cabinet meeting on 11 July 2016, which will be verbally reported to the meeting, in respect of the Corporate Safeguarding Policy (attached at Appendix A).

#### **2. Background**

- 2.1 Activity has been taking place since early 2016 to improve the understanding of safeguarding duties and responsibilities of the Council across all of its activities and service areas. This work was partly triggered by an independent audit of the Council's and other partners' compliance with Section 11 of the Children Act 2014 ("S11 audit") commissioned by the Rotherham Local Safeguarding Children Board; and partly by work on safeguarding adults recently undertaken by adult social care, using an external expert to review arrangements in adult social care in relation to regulations in the Care Act 2014.
- 2.2 The outcome of the audit and review described above resulted in a corporate safeguarding action plan being developed, based on the recommendations made by the independent experts. The action plan - which includes actions in relation to senior management commitment to safeguarding, ensuring accountabilities are clear and understood, that there are clear procedures in place for commissioning and procuring services, that responsibilities of all staff are communicated effectively across the organisation and there is appropriate training in place - was developed and continues to be monitored on a monthly basis by a Corporate Safeguarding Working Group, made up of officers across the organisation and chaired by the Chief Executive.
- 2.3 A key component of the action plan, and improving understanding of safeguarding across the Council, was the development of a new Corporate Safeguarding Policy, which is presented at Appendix A.

#### **3. Key issues**

##### **Corporate Safeguarding Policy**

- 3.1 The Corporate Safeguarding Policy has been developed as a means to articulate how safeguarding is the responsibility of all services across the Council, not just those that work directly with children and vulnerable people. It will be part of a new suite of documents which will underpin how the Council works to deliver its new Corporate Plan for 2016-17, which will be considered at the Council meeting on 13 July. The policy specifically describes the duty placed on the Council to safeguard all children, young people and adults within the borough. It sets out the Council's vision for safeguarding across the whole organisation and describes the roles and responsibilities expected of every employee and service; as well as the role of elected members.

- 3.2 The policy is not intended to replace existing, specific and statutory arrangements already in place in relation to the safeguarding of children and adults. The two Rotherham safeguarding boards - Local Safeguarding Children Board and Adult Safeguarding Board - will continue to act as the forums for safeguarding issues in the borough, and will continue to produce their annual reports and strategies as is required of them by the Children Act 2004 and Care Act 2014. The Corporate Safeguarding Policy has been produced to set out the duty of the Council as a whole organisation, making clear the responsibilities at all levels, regardless of their area of work; as well as how specific services such as human resources, commissioning and procurement will support the Council to deliver its safeguarding duties. The policy has been developed in consultation with key officers across the Council, including the heads of adult and children's safeguarding, to ensure this document compliments existing procedures and supports a broader understanding of safeguarding across the Council.
- 3.3 The policy will also act as a resource for all employees working for the Council, as well as elected members, in supporting their understanding of what safeguarding means, what their responsibilities are and what to do in relation to safeguarding concerns.

#### **Monitoring and reporting progress**

- 3.4 It is intended that the Corporate Safeguarding Policy will be reviewed annually or sooner if required, by the Corporate Safeguarding Working Group, chaired by the Chief Executive. This will include an on-going review of guidance, both nationally and locally, to ensure the Council meets requirements to safeguard children, young people and adults, and there are appropriate procedures and protocols in place. It is proposed this review is reported to Cabinet on an annual basis as part of the Council's performance management framework process, or by exception if there are national or local changes to legislation, governance or specific issues of concern.
- 3.5 It is also suggested that the Council's scrutiny function should have a role in monitoring and challenging the Corporate Safeguarding Policy at appropriate points, and the work and performance of the Corporate Safeguarding Working Group. It may be sensible to integrate this reporting where appropriate with existing arrangements for the Safeguarding Children Annual Report and Safeguarding Adults Annual Report to be submitted to Cabinet, scrutiny and the Health and Wellbeing Board, which will continue; and which will also be shared with the Corporate Safeguarding Working Group to help ensure the Corporate Safeguarding Policy remains fit for purpose and aligned to local practice.

#### **Performance management**

- 3.7 As part of the on-going implementation and review of the corporate safeguarding agenda, the action plan overseen by the Corporate Safeguarding Group will continue to be developed, supported by a performance management framework to ensure progress is monitored effectively. Key indicators will include:

- Improved staff awareness of safeguarding
- Number of safeguarding referrals by non-specialist teams (suggesting there is a wider awareness of safeguarding which is being acted upon appropriately when required)
- Safeguarding policies and procedures in place and understood across the organisation
- All job descriptions include safeguarding as a responsibility for all staff
- Timely and appropriate completion of the Section 11 audit across all relevant sections of the Council

3.8 The Corporate Safeguarding Working Group will receive regular updates in relation to the performance indicators; and regular updates will also be provided to the two safeguarding boards as required, and on no less than a quarterly basis (unless the board specifies otherwise).

#### **4. Options considered and recommended proposal**

4.1 It is recommended that the Corporate Safeguarding Policy is formally agreed by the Council.

4.2 There is no requirement for an authority to adopt a Corporate Safeguarding Policy, beyond its specific children's and adult safeguarding responsibilities. Indeed, while other examples exist, there are relatively few corporate policies in other parts of local government, given the concept has emerged only since the development of a stronger adult safeguarding agenda following the introduction of the Care Act in 2014. Nevertheless, it is recommended that Rotherham Council should formally adopt such a corporate policy, as it will emphasise and promote the fact that safeguarding is the business of all Council services, not only those working directly with children and vulnerable people.

#### **5. Consultation**

5.1 The Corporate Safeguarding Policy has been developed in consultation with officers across the Council, including heads of safeguarding in children's and adult social care, legal services, human resources, finance, communications, procurement, commissioning, performance and policy.

5.2 In addition, consultation and awareness-raising on corporate safeguarding responsibilities also took place via a programme of staff briefings with the new Chief Executive and Leader of the Council between January and March this year. This engaged, in person, with around 900 members of staff across the organisation; and was supplemented by case study-based briefings with 'M3' (middle) managers, promotion of key messages in 'Friday email briefings', and also featured in the '*Take Five*' publication aimed at Council staff without routine access to a personal computer (PC).

5.3 Furthermore, a network of safeguarding 'champions' within each Council directorate is being established to help further ensure an ongoing focus on corporate safeguarding issues and to promote enhanced understanding and support available for services, led by the professional safeguarding officer leads within adult and children's social care.



- 5.3 The Policy was previously considered at a pre-scrutiny meeting of Overview and Scrutiny Committee on 1<sup>st</sup> July 2016, prior to the Cabinet and Commissioners' Decision Making meeting on 11<sup>th</sup> July 2016 which is being asked to consider and endorse the Policy prior to this Council meeting.

## **6. Timetable and accountability for implementing this decision**

- 6.1 Following approval, it is proposed that the policy itself is reviewed at least annually, while performance in relation to the wider work of corporate safeguarding is reported on an ongoing basis to the Corporate Safeguarding Working group, chaired by the Chief Executive. As noted above, it is also proposed that Cabinet is updated on corporate safeguarding issues on at least an annual basis (paragraph 3.4); with a role also envisaged for the Council's scrutiny function (paragraph 3.5).
- 6.2 The implementation of the new policy will also be supported by a further internal communications campaign from the point that it is adopted. This will include e-learning packages for staff and wider promotional material to those without routine access to a PC. Tailored awareness-raising amongst elected members, including signposting to e-learning, is also being arranged. The ways that safeguarding responsibilities are reflected in employee job descriptions, performance management and service business planning are also being enhanced via the implementation of the action plan overseen by the Chief Executive's Corporate Working Group.

## **7. Financial and procurement implications**

- 7.1 There are no direct costs associated with the implementation of the Corporate Safeguarding Policy. The activity and responsibilities it promotes will be delivered via existing resources.
- 7.2 Specific implications for the Council's procurement and commissioning functions are described within the policy document, which sets out the responsibilities of these services in ensuring safeguarding principles are embedded for all contracts. Specifically, the policy makes clear that those contractors or volunteers that work with or are commissioned to undertake activity on behalf of the Council are made subject to the same safeguarding responsibilities as directly employed members of staff.

## **8. Legal implications**

- 8.1 The Corporate Safeguarding Policy sets out the legal requirements and duty placed on the Council to ensure the safeguarding of all children, young people and adults.
- 8.2 More detail on the legal requirements can be found within the policy, with the headline relevant legislation comprising the following:
- Care Act 2014
  - Children's Act 2004
  - Children and Families Act 2014

## **10. Implications for partners and other directorates**

- 10.1 Key statutory partners also have a duty to safeguard and promote the welfare of children, young people and adults, in the way same as the Council. This is described in more detail, including having a shared responsibility and joint-working arrangements, within the Corporate Safeguarding Policy. The two Rotherham safeguarding boards work to promote understanding across these partnerships, share learning and help ensure consistency across the public agencies working with people across the borough.

## **11. Equalities and human rights implications**

- 11.1 Rotherham Council is under a duty to promote equality and diversity in all the work it does and services it delivers. The Corporate Safeguarding Policy is closely aligned to a new Equality and Diversity Policy for the Council, which is also due to be presented to Council on 13 July for agreement. Both of these new policies promote a greater understanding and awareness of key duties across all Council services, so that they can be more responsive to the needs of Rotherham's local communities, particularly those most vulnerable and in need of help and support.

## **12. Implications for Children and Young People and Vulnerable Adults**

- 12.1 The Corporate Safeguarding Policy further supports existing, targeted safeguarding policies and procedures focused on children, young people and adults, as set out in the legislation noted in section 8 above.

## **13. Risks and mitigation**

- 13.1 The Corporate Safeguarding Policy further supports the Council to meet its statutory obligations in the safeguarding of all children, young people and adults by ensuring that services across the entire Council are aware of roles and responsibilities; and further promotes awareness and understanding amongst elected members.
- 13.2 Not having appropriate, clear policies and procedures in place, or having a good understanding of safeguarding within the organisation, could put children, young people and adults at risk across the borough.
- 13.3 There is also a risk that, without ongoing focus, the policy once adopted may not have the desired impact in helping to improve all services' understanding of their safeguarding roles and responsibilities, ultimately helping to make Rotherham a safer, more welcoming borough. However, the governance arrangements noted within this report, which include the Corporate Working Group chaired by the Chief Executive, ongoing safeguarding action plan and proactive communication campaign, will help to ensure senior leadership oversight and drive for this work. Future reporting to Cabinet, scrutiny and the Rotherham safeguarding boards will also further help ensure a robust focus on the long term impacts of this new policy.

**14. Accountable officer(s)**

Sharon Kemp, Chief Executive

Approvals Obtained from:

Strategic Director of Finance and Corporate Services: Stuart Booth

Director of Legal Services: Dermot Pearson

Head of Procurement (if appropriate): Helen Chambers

This report is published on the Council's website or can be found at:-

<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories=>

## **Rotherham MBC Corporate Safeguarding Policy [children, young people and adults]**

### **1. Policy statement**

Rotherham Council believes that every child, young person and adult, regardless of their background, age, culture, sexual orientation, gender identity, disability, ethnicity or religious belief, should be able to participate in a safe society without any fear, violence, abuse, bullying, discrimination or exploitation.

Safeguarding is everyone's business and everyone at the Council shares a responsibility, both corporately and individually, to ensure that every person is treated with dignity and respect and protected from others who may abuse them. All Council employees, elected members, contractors and volunteers, particularly those who come into contact with, or who share information about, children, young people or adults in the course of their work - but not exclusively so - have a duty of care to safeguard and promote the welfare of the most vulnerable people in Rotherham, young or old.

Procedures and good practice will be developed within the Council to ensure that every service and employee can demonstrate that they understand their duty to safeguard and promote the welfare of children, young people and adults

The Council will have an ongoing focus on providing evidence to show how this Safeguarding Policy is being implemented, monitored and reviewed, both within the Council and within multi-agency working arrangements.

### **2. Policy objectives**

This policy will operate as a framework for every service in the Council and define the roles and responsibilities for all employees, managers, elected members and volunteers in the safeguarding of children, young people and adults.

Rotherham Council will:

- Promote safeguarding as everybody's business; ensuring all employees, managers, elected members and volunteers understand their roles and responsibilities for safeguarding and are supported to develop and maintain this understanding.
- Implement clear procedures and protocols to ensure it meets its obligations towards the safeguarding of children, young people and adults.
- Ensure clear overall accountability for safeguarding exists for services.
- Provide assurance to members of the public, service users, elected members, employees, partners and people working on behalf of the Council that there are arrangements in place to safeguard and protect children, young people and adults.
- Ensure services are planned and delivered in a way which seeks to safeguard children, young people and adults; and employees are able to conduct themselves safely.
- Ensure local services work together where appropriate around the safeguarding needs of children, young people or adults, and that they are actively involved in developing and evaluating the services which are provided for them.
- Invest in preventative and early intervention services and endeavour to avoid situations where abuse or harm may occur.
- Ensure the Council and partner organisations, in relation to multi-agency working arrangements, have a shared understanding of the duty to safeguard.

### 3. Background and context

Safeguarding is everyone's business and all staff who have direct or indirect contact with children, young people and adults, or who have access to information about them, have a responsibility to safeguard and promote their welfare.

Beyond this, the Council, as an organisation, has a duty to make appropriate arrangements to safeguard and promote the welfare of children, young people and adults across all of its activities. Government guidance makes it clear that safeguarding is a shared responsibility, and depends upon effective joint working between agencies and professionals that have different roles and expertise.

This is a joint, corporate policy, reflecting the fact that there are similarities in many of the actions needed to safeguard children, young people and adults. However the Council recognises there are also distinct differences and these too are reflected in the policy and supporting guidance; as well as the relevant specific policies and procedures within adult and children and young people's social care.

#### 3.1 Links to Rotherham Council Corporate Plan

The Corporate Plan details the Council's priorities for the year ahead. The Corporate Safeguarding Policy, as well as making clear the Council's duty to safeguard and promote the wellbeing of children, young people and adults, will also help contribute to achieving a number of the Corporate Plan objectives, in particular:

- **Priority - Every child making the best start in life**  
*Outcome: Children, young people and families are protected and safeguarded from all forms of abuse, violence and neglect*
- **Priority - Every adult secure, responsible and empowered**  
*Outcome: Individuals and carers are supported to be safe, independent and resilient within a personalised model of care and support*
- **Priority - A strong community in a clean, safe environment**  
*Objective: Communities are strong and people feel safe*

#### 3.2 Rotherham: a child-centred borough

The Council is committed to making Rotherham a "child-centred borough" and therefore will combine its resources to support every child the best it can and provide them with the best start in life. In achieving this ambition, the Council has agreed a number of outcomes which will contribute towards all children, young people and adults being able to participate in a safe society:

- Rotherham recognised as a great place for families to bring up children and see young people safe into adulthood
- An environment with exciting, challenging, schools, colleges and access to higher education, where teachers want to teach, students want to learn and young people are full of ambition and aspiration
- A place where vulnerable adults are respected and play a full part in the life of Rotherham
- The Council accepting and acknowledging its past history with child sexual exploitation, has tackled its past, and robustly and effectively dealing with current cases.

*(from "Rotherham Improvement Plan 'A Fresh Start'" 2015)*

### 3.3 What is meant by abuse

This section considers the different types and patterns of abuse and neglect. The list is taken from examples in the Care Act 2014 and the Children Act 2004. It is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to safeguarding concerns.

Incidents of abuse may be one-off or multiple, and affect one person or more. Professionals and others should also look beyond single incidents or individuals to identify patterns of harm.

- **Physical abuse** – such as assault, misuse of medication, restraint and inappropriate physical sanctions.
- **Domestic violence** – such as psychological, physical, sexual and financial abuse.
- **Sexual abuse** – such as rape, assault, sexual harassment, exploitation, sexual photography, and sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological or emotional abuse** – such as threats of harm or abandonment, humiliation, intimidation, verbal abuse, cyber bullying and isolation
- **Financial or material abuse** – such as theft, fraud, internet scamming and coercion in relation to an adult's financial affairs
- **Modern slavery** – such as human trafficking, forced labour and domestic servitude.
- **Discriminatory abuse** – such as harassment because of race, gender, age, disability, sexual orientation or religion.
- **Threat from terrorism** – the Council has a duty under the Counter-terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'.

### 4. Safeguarding children and young people

Definition: *"A child is anyone who has not yet reached their 18<sup>th</sup> birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 2004."* (Working Together to Safeguard Children 2015).

Whilst local authorities and care professionals play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions and any services they contract out to others are discharged having regard to the need to safeguard and promote the welfare of children.

The local authority's duties in relation to the safeguarding of children in its area include:

- The duty to investigate actual or likely significant harm to a child\*
- Responsibility to intervene to safeguard and protect children who have suffered or are likely to suffer significant harm\*\*
- Provide services to prevent the impairment of a child's health and wellbeing.

(\*Children Act 1989, \*\*Working Together to Safeguarding Children 2015)

#### 4.1 Rotherham local safeguarding children board

The Local Safeguarding Children Board (LSCB) does not commission or deliver direct frontline services, though they may provide training. While LSCBs do not have the power to direct other organisations they do have a role in making clear where improvement is needed. Each board partner retains its own existing line of accountability for safeguarding.

LSCBs have a responsibility to:

- Coordinate the work of all agencies represented on the board for the purposes of safeguarding and promoting the welfare of children in the area, and assess whether partners are fulfilling their statutory obligations set out in statutory guidance
- Ensure the effectiveness of what is done by each such person or body for those purposes
- Develop policies and procedures for safeguarding and promoting the welfare of children in the area of the authority
- Communicate the need to safeguard and promote the welfare of children
- Participate in the planning of services for children in the area, and assess the effectiveness of the help being provided to children and families

#### 5. Safeguarding adults

Section 42 of the Care Act 2014 places a duty on local authorities to safeguard adults. This duty applies where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there):

- Has needs for care and support (whether or not the authority is meeting any of those needs)
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of the care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The local authority must make whatever enquiries it thinks necessary to enable it to decide whether any action should be taken in the adult's case and, if so, what and by whom.

##### 5.1 Safeguarding Adults Board

The overarching purpose of the Safeguarding Adults Board (SAB) is to help and safeguard adults with care and support needs. It does this by: assuring itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and statutory guidance, assuring itself that safeguarding practice is person-centred and outcome-focused, working collaboratively to prevent abuse and neglect where possible, ensuring agencies and individuals give timely and proportionate responses when abuse or neglect have occurred, assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

The SAB must lead adult safeguarding arrangements across its locality and oversee and coordinate the effectiveness of the safeguarding work of its member and partner agencies. SABs have three core duties. They must:

- develop and publish a strategic plan setting out how they will meet their objectives and how their member and partner agencies will contribute
- publish an annual report detailing how effective their work has been
- commission safeguarding adults reviews (SARs) for any cases which meet the criteria for these.



## 6. Equality and diversity

Councils are under a duty to promote equality and diversity in the work they do and services they deliver. In Rotherham, this means we will:

- Work to provide an environment for everyone that is free from discrimination, harassment and violence
- Encourage and support people to be active in community life, volunteering and local decision making
- Work to build a strong, cohesive community where people from different backgrounds develop positive relationships
- Encourage other organisations to adopt similar policies on fairness, equality and diversity, including those that provide goods and services on behalf of the Council
- Celebrate the diversity of people within the Rotherham area.

*([Draft] Rotherham Equality and Diversity Policy, 2016)*

## 7. Corporate responsibilities for safeguarding

Every service within the Council has a role to play and has to take full ownership of their safeguarding responsibilities. Particular employees will have specific roles in relation to safeguarding; notwithstanding this, every employee has an obligation to safeguard and take action when required to ensure children, young people and adults are helped and protected. This section clarifies the various roles across the Council, at different levels.

**Rotherham Council** will ensure highest standards of safe recruitment, supervision and management of staff, particularly, but not exclusively those working directly with children, young people or adults, or those who have access to information about them.

The Council will support all staff to understand their roles and responsibilities for safeguarding, through appropriate training, information sharing and guidance on what to do if there are concerns.

**The Chief Executive** has the Council's overarching responsibility for ensuring that there are effective safeguarding arrangements for children, young people and adults - that there are policies and procedures in place; that they are implemented with effective corporate governance arrangements; and that all statutory requirements are met.

**The Director of Children's Services and Lead Member for Children's Services** are the key points of professional and political accountability with responsibility for the effective safeguarding of children and young people (*"Working Together to Safeguard Children"*, 2014).

**The Director of Adult Social Services**, as chief officer for the leading adult safeguarding agency, has a particularly important leadership and challenge role to play in adult safeguarding. They are responsible for promoting prevention, early intervention and partnership working, which is critical in the development of effective safeguarding.

**Human Resources (HR)** will ensure appropriate and up-to-date policies are in place in relation to safer recruitment practices, including criminal records checks and verification of references. Specifically HR will:

- Annually review and update these policies to reflect children, young people and vulnerable adults protection needs
- Ensure job profiles include the duty to safeguard within Council competencies
- Oversee staff disciplinary investigations if any concerns, disclosures or allegations of abuse by a staff member are made in conjunction with the Council's LADO (Local Authority Designated Officer) procedures
- Ensure robust procedures are in place for undertaking the relevant checks which form part of the recruitment and selection process e.g. criminal records, right to work etc.
- Make arrangements for general safeguarding training to be available for all groups of employees.

**Line managers** will:

- Ensure they fully understand the safeguarding policy and all other policies which have a direct link
- Ensure all staff in their area receive appropriate safeguarding information and training commensurate with the responsibilities of their role
- Ensure safeguarding responsibilities are highlighted during team meetings, supervision sessions and performance and development reviews
- Ensure they encourage staff to contribute to discussions about safeguarding and positively involve them in developing safe practices where appropriate
- Ensure they adhere to the safer recruitment guidance/procedures and that appropriate checks are undertaken
- Ensure any concerns reported to them regarding safeguarding issues are passed to the relevant team/individual for action.

**All staff (including volunteers and contractors)** will:

- Ensure they are fully aware of their duty to safeguard and promote the welfare of children, young people and adults
- Ensure they promote good practice by being an excellent role model
- Ensure they undertake any awareness raising/training appropriate to the level and responsibilities of their role
- Ensure they raise concerns or allegations of abuse and neglect without delay to the relevant team/officer or if unsure of the process that they inform their line manager
- Ensure they act in a way which protects them against false allegations of abuse as far as possible in accordance with this policy.

## **Elected Members**

All elected members have an important part to play to ensure that the Council is discharging its statutory responsibilities and its services to safeguard vulnerable children, young people and adults. All elected members will receive training which will include how to identify and report safeguarding concerns within the appropriate levels of confidentiality.

There are a number of different roles elected members can take, depending on their area of responsibility. When they are elected, all Councillors take on the role of 'corporate parent' to children looked after by their local authority and have a duty to take an interest in the wellbeing and development of those children, as if they were their own. Others such as the Lead Member for Children's Services have a role defined in legislation.

Overview and scrutiny offers a key way in which Councillors can fulfil their safeguarding responsibility, by giving them the opportunity to ask searching questions of a range of service providers and assure themselves that safeguarding processes are working properly.

There is a comprehensive induction programme offered to new members to introduce them to their responsibilities, as well as an ongoing commitment to elected member development and support. All members of the Council are encouraged to attend so they are familiar and confident in their roles.

Member induction and support includes sessions on:

- Children's safeguarding (including countering child sexual exploitation)
- Corporate parenting
- Safeguarding adults

Members with different roles will have tailored support in line with any additional responsibilities.

### **Safeguarding Champions**

The Council is committed to raising awareness and promoting the responsibility of all staff to help safeguard children and adults. For this purpose, a number of 'Safeguarding champions' have been drawn from across the whole organisation to work collectively and individually in their own services to promote the safeguarding agenda, learn from each other, disseminate good practice and improve understanding.

The safeguarding champions' network is led by the principal social workers/safeguarding leads for adults and children's social care. [For more information see annex, 'safeguarding champion's network' terms of reference.]

### **7.1 Working with partners**

Good inter-agency and multi-disciplinary working is promoted and maintained both within the Council and with other organisations. This will be achieved by:

- Ensuring that the Local Safeguarding Children Board and Safeguarding Adult Board are provided with appropriate support to carry out their duties in partnership with other local organisations in Rotherham.
- Ensuring a positive and shared understanding of the duty to safeguard and promote the wellbeing of children, young people and adults at across all partner organisations, through appropriate policies.
- Information is shared effectively and efficiently in respect of issues that may affect the safety and welfare of children, young people and adults and clear protocols are in place to ensure that information is shared appropriately and safely.
- Ensuring the Council has a network of trained, accessible safeguarding champions to support staff to raise concerns

### **7.2 The Council's Confidential Reporting Code**

This code provides the means to raise matters of concern regarding safeguarding issues related to the work environment. It is intended to encourage and enable employees to raise serious concerns within the Council which are in the public interest and makes it

clear that employees can come forward and express their concerns without fear of victimisation, discrimination or disadvantage. If an employee has a concern which they believe it is in the public interest to raise, they may do so either in writing or verbally with the Director of Legal and Democratic Services, Human Resources or the Chief Executive (although specific safeguarding concerns must also be raised via the channels referenced in this policy).

### **7.3 Recruitment and selection**

In order to ensure that children, young people and adults are protected, the Council will make sure that all staff and volunteers are carefully selected, screened, trained and supervised. In particular the Council will ensure that the following checks are satisfactorily completed before a person takes up a position within the Council:

- Check the applicant is who they claim to be - e.g. having sight of an applicant's birth certificate, passport and/or driving licence
- Check the applicant has the right to work in the UK
- Check the applicant's academic qualifications are genuine
- Check that satisfactory professional and character references have been received and verified for the applicant
- Check the applicant's previous employment history has been examined and any gaps have been satisfactorily accounted for
- Check a criminal records check at the right level has been undertaken
- Check the applicant is registered with the relevant professional body and there are no active restrictions against them (where applicable).

This also applies to agency workers who will be working or coming into contact with children, young people and vulnerable adults.

### **7.4 Induction and Training**

- All new members of staff will receive induction training which should include how to identify and report safeguarding concerns within the appropriate levels of confidentiality.
- All staff will be expected to undertake awareness raising/training on safeguarding children and vulnerable adults at a level appropriate to their role
- All staff will undertake refresher training when required i.e. following discussion with their line manager
- All managers who participate in recruitment and selection will have undertaken the appropriate training. For those working with children, young people and vulnerable adults this should also include the safer recruitment element. Refreshers should be completed when required i.e. following discussion with their line manager.

### **7.5 Commissioning and procurement**

Each commissioned service should know how to record, report and escalate current issues around safeguarding and follow up issues to ensure they have been resolved. Each service should be committed to safeguarding in all aspects of its work, promoting the welfare of children, young people and vulnerable adults. All staff and volunteers must share this commitment, be trained in all aspects of safeguarding legislation and practice as well as having good links with local safeguarding boards.

The Council will ensure that all relevant commissioned services have a safeguarding policy in place, and that service specifications include a section on safeguarding and a requirement to be compliant with Section 11 of the Children Act 2004, where this is required.

Procurement and commissioning will ensure that safeguarding principals are embedded for all contracts, especially those who come into contact with children, young people, and adults.

## **8. What to do if you have a concern**

Any member of staff with concerns regarding the safety of an individual, or the behaviour of colleagues towards a child or adult should contact the appropriate department:

**If a child or adult is in immediate danger 999 should be used to contact the emergency services.**

**For adult safeguarding issues contact Assessment Direct on 01709 822330**

**For children's safeguarding issues contact MASH (the Multi Agency Safeguarding Hub) on 01709 336080**

## **9. Implementation, monitoring and review of this policy**

The Corporate Safeguarding Policy will be reviewed annually or sooner if required, by the Corporate Safeguarding Working Group and supported by the safeguarding champions. This will include an on-going review of guidance, both nationally and locally, to ensure the Council meets requirements to safeguard children, young people and adults, and there are appropriate procedures and protocols in place.

The Council's Corporate Plan priorities will be reported to cabinet, which will include a range of specific priorities and objectives which this policy will contribute to.

The Council's scrutiny function will also have a role in scrutinising and challenging the Corporate Safeguarding Policy, and the work and performance of the Corporate Safeguarding Working Group. The Safeguarding Children Annual Report and Safeguarding Adults Annual Report will be submitted to cabinet, scrutiny and the Health and Wellbeing Board and to the Corporate Safeguarding Working Group for information.

## **10. Performance management framework**

As part of the on-going implementation and review of the corporate safeguarding agenda, an ongoing plan and performance management framework will be developed to sit underneath this policy, monitored by the Corporate Safeguarding Working Group and supported by the safeguarding champions.

Key indicators will likely include:

- Improved staff awareness of safeguarding
- Number of referrals by non-specialist teams
- Safeguarding policies and procedures in place and understood across the organisation
- All job descriptions include safeguarding as a responsibility for all staff

- Timely and appropriate completion of the Section 11 audit across all relevant sections of the Council
- All relevant corporate strategies and plans consider safeguarding responsibilities e.g. the Corporate Plan and supporting service business plans address safeguarding responsibilities through the Council's performance management framework

#### **11. National legislation and guidance documents**

- Section 42 of the Care Act 2014 (adults)
- Working Together to Safeguard Children 2015
- Children's Act 2004 – section 11 audit – reflecting on what we need to improve
- Children and Families Act 2014

---

## Summary Sheet

**Council – 13 July 2016**

### Title

RMBC Corporate Equality and Diversity Policy

### Is this a Key Decision and has it been included on the Forward Plan?

Non-key decision, included on Forward Plan for decision on 11<sup>th</sup> July or later

### Strategic Director Approving Submission of the Report

Assistant Chief Executive, Shokat Lal

### Report Author(s)

Zaidah Ahmed MBE, Corporate Equality and Diversity Officer

Chief Executives Directorate

Tel: 01709 822960 Email: [Zaidah.ahmed@rotherham.gov.uk](mailto:Zaidah.ahmed@rotherham.gov.uk)

Justin Homer, Head of Policy, Improvements and Partnerships

Chief Executives Directorate

Tel: 01709 823618 Email: [Justin.homer@rotherham.gov.uk](mailto:Justin.homer@rotherham.gov.uk)

### Ward(s) Affected

All (Corporate Policy)

## Summary

1. The corporate “Fresh Start” Improvement Plan for the Council, as first agreed with Government in May 2015, included specific actions (reference 4.3) to re-establish a clear vision, values and strategic direction for the entire council in relation to equalities and diversity (E&D) issues.
2. The first step during phase one of the Improvement Plan (from May 2015 to May 2016) was to recruit a new corporate officer to provide dedicated oversight of the Council’s work with regard to its equalities and diversity duties. This new post, created as part of Commissioner’s Manzie’s “Laying the Foundations” report in June 2015, was recruited to during the autumn of 2015 and the officer took up post from January 2016.
3. Work to deliver the Improvement Plan has now entered the second phase of activity, through to May 2017, and as part of this the Council has committed to ensuring that the Council’s corporate equalities and diversity policy was reviewed and a new, revised policy in place by July 2016, to be published



alongside the finalised 2016/7 Corporate Plan. A copy of this revised Policy is enclosed at Appendix A.

4. The Policy itself helps to ensure that the Council is compliant with its statutory equalities duties; but, beyond this, work on a wider, strategic approach to E&D issues across the Council is also being developed, in line with the aims and objectives of the Improvement Plan. Further elected member input to this process will be critical and timetabled over the summer of 2016. This will set out a strategic approach and action plan for *how* the Council will work to achieve the ambitions set out within the new Policy, and requires input from all Council service areas, as well as pro-active engagement with partners and external equality and diversity groups across Rotherham. A cross-cutting corporate working group has been established to develop this work further, alongside external engagement.
5. Responsibility for equalities and diversity issues must not be seen as something that rests only at the corporate centre of the Council. It must be embedded within all that the Council does, supported through the performance management process (including service business planning).
6. Work to establish this new strategic approach and monitor the effectiveness of the new Policy will continue to feature as a headline action in Phase Two of the Improvement Plan, with the required regular reporting to the Improvement Plan Joint Board (supported by reports to the responsible Cabinet Member and Senior Leadership Team). It is also envisaged that the Council's Scrutiny function may wish to engage in the process to finalise the new strategy and action plan.
7. Conversations are also underway with the Local Government Association (LGA) to timetable a peer review to support the council reaching the required standards of the Equalities Framework for Local Government (EFLG) during the coming year. Positive engagement is also taking place with neighbouring local authorities and others identified by the LGA as having excellent practice, to learn from others and collaborate on shared issues as this work is taken forward.
8. At the Cabinet and Commissioners Decision Making meeting on 11<sup>th</sup> July Cabinet Members are to be asked to endorse the enclosed new Policy Appendix A for Cabinet's formal agreement,

## **Recommendations**

Members are asked to:

- Consider the recommendation from the Cabinet meeting on 11 July 2016, which will be verbally reported to the meeting, in respect of the RMBC Corporate Equality and Diversity Policy (attached at Appendix A).

## **List of Appendices Included**

Appendix A – RMBC corporate Equality and Diversity Policy

## **Background Papers**

- RMBC corporate 'Fresh Start' Improvement Plan, 26<sup>th</sup> May 2015
- Organisational Review of Rotherham Council - Laying the Foundations, 3<sup>rd</sup> June 2015
- RMBC corporate 'Fresh Start' Improvement Plan, Phase Two Action Plan (RMBC Cabinet Report), 23<sup>rd</sup> June 2016
- Equalities Framework for Local Government, Local Government Association, 2014

## **Consideration by any other Council Committee, Scrutiny or Advisory Panel**

The Cabinet and Commissioners Decision Making meeting on 11<sup>th</sup> July 2016 is to be asked to consider the endorsement of the new E&D Policy prior to the Cabinet meeting on 13<sup>th</sup> July 2016. This also provided an opportunity for pre-Scrutiny consideration of Cabinet decisions in advance of the 11<sup>th</sup> July meeting.

## **Council Approval Required**

Yes

## **Exempt from the Press and Public**

No

## **Title (Main Report)**

### **RMBC Corporate Equality and Diversity Policy**

#### **1. Recommendations**

Members are asked to:

- Consider the recommendation from the Cabinet meeting on 11 July 2016, which will be verbally reported to the meeting, in respect of the RMBC Corporate Equality and Diversity Policy (attached at Appendix A).

#### **2. Background**

- 2.1 The Corporate Governance Inspection (CGI) report by Dame Louise Casey (4<sup>th</sup> February 2015), which followed the report of the independent inquiry into Child Sexual Exploitation (CSE) in Rotherham by Professor Alexis Jay (26<sup>th</sup> August 2014) highlighted a number of concerns about the Council's approach to its equalities and diversity duties. The CGI report noted in particular that there was a:

*“disconnection between vision, plans and practice [illustrated by] the Council's equalities plan and single equality scheme. The documents are clear, aspirational and include a summary of good practice. However, we found that this was not rooted in the day-to-day experience of staff.”*

- 2.2 One of the key tasks of the Commissioners appointed to Rotherham by Government in the light of the CGI findings was to prepare an improvement plan to set out the key corporate improvement priorities for the Council in the light of the Casey and Jay Reports. This Improvement Plan, agreed with Government in May 2015, included a specific action (4.3) to set out *“a clear strategic statement of policies and values in relation to equalities issues, including race (a key issue identified in the CGI report)”*.
- 2.3 In addition, a further action taken by Commissioners following their appointment was to review the management structure of Rotherham Council. The *“Laying the Foundations”* report by Commissioner Manzie, agreed by Council on 3<sup>rd</sup> June 2015, made a number of recommendations, including with regard to the focus on equalities and diversity (E&D); namely the recreation of a corporate E&D function.
- 2.4 In previous years there had been a recognised and dedicated E&D function within the Council, ensuring that it met legislative requirements and served all communities fairly. For example, in 2009 there was a team of four officers in a Corporate Equalities Team; however, in the light of budget and re-structure related decisions taken at that time the corporate team was dismantled in 2010, with two officers transferring into service roles and two posts deleted. These moves had the effect of removing a dedicated corporate focus to ensure coordinated attention to E&D issues, including the provision of advice on Equality Impact Assessments (EIAs), an essential part of policy-making.

- 2.5 The proposal within *Laying the Foundations* was that the Council re-created the E&D function, to provide a dedicated resource that would work to help ensure the Council's compliance with its duties. The function was recommended to be located in the corporate centre of the Council, integrated with existing policy and partnerships teams, and with a need to also support work on community cohesion (where attention is also being focused through an ongoing review of the Council's neighbourhood and engagement function and priorities).
- 2.6 Following Council approval of *Laying the Foundations* a process began in the autumn of 2015 to recruit to a new post of Corporate Equalities and Diversity Officer. The post-holder was appointed in late 2015 and took up their role in early 2016, with an initial focus on supporting service teams with the EIA processes linked to setting the Budget for 2016/17 onwards. Work also began in early 2016 on responding to the wider E&D-related actions within the Corporate Improvement Plan, including to "*review and revise Council equalities policies and strategies*" (i.e. action 4.3.2).
- 2.7 A copy of a revised RMBC Corporate Equalities and Diversity Policy has therefore been developed and is enclosed at **Appendix A**.

### **3. Key Issues**

- 3.1 This revised corporate Policy makes clear that the Council is committed to preventing anyone being held back or discriminated against because of who they are or because of their background. This is not simply because the law sets out that it is illegal to do so, but because the Council upholds that equal opportunities and equal treatment are necessary underpinnings of ensuring the life of every person in Rotherham is improving. This does not mean that the Council's other duties (e.g. those relating to safeguarding) would be outweighed by its commitment to equality – instead the Council will commit to a policy of transparency and openness.
- 3.2 The Corporate Policy has been developed in consultation with officers across the Council and also in the light of advice from Cllr Alam as Cabinet Member with responsibility for equalities issues. A corporate working group of officers has been established to support this initial renewal of the corporate Policy, as well as help provide cross-cutting leadership on wider, strategic work to improve the Council's approach to E&D issues across all of its services (see paragraph 3.7 below).
- 3.3 Advice has also been taken from the Local Government Association (LGA) in the development of the new Corporate Policy, including in terms of ensuring that it complies with a wider ambition (as set out in the Phase Two Corporate Improvement Plan) for the Council to again meet the standards set out by the national Equalities Framework for Local Government (EFLG). The LGA has also helped sign-post to other authorities' policies around the country that are recognised as good practice through the EFLG; and the new Corporate Equality & Diversity Officer has also re-established networking links with other

E&D leads in neighbouring authorities, to further draw on policies and practices across South Yorkshire in the production of this new Policy.

- 3.4 The new Policy also links directly to the vision for the Council, set out by the Leader in October 2015 and which will rest at the centre of the Council's new Corporate Plan for 2016/17 (due to be considered by Council on 13<sup>th</sup> July), to help shape and steer all that the Council does. This vision states that:

*"Rotherham is our home, where we come together as a community, where we seek to draw on our proud history to build a future we can all share. We value decency and dignity and seek to build a town where opportunity is extended to everyone, where people can grow, flourish and prosper, and where no one is left behind ". To this end we set out four priorities:*

- *Every child making the best start in life*
- *Every adult secure, responsible and empowered*
- *A strong community in a clean, safe environment*
- *Extending opportunity, prospects and planning for the future"*

- 3.5 Promoting greater equality and celebrating the diversity of Rotherham's local communities, so that the Council can develop a stronger understanding of its residents, is fundamental to the Council delivering this vision. The Corporate E&D Policy has been developed to inform how the Council works as an organisation, with partners, and with local communities in meeting its duties and promoting understanding and awareness.

- 3.6 Specifically, through the delivery of the policy, the Council will:

- Work to provide an environment for everyone that is free from discrimination, harassment and violence
- Encourage and support people to be active in community life, volunteering and local decision making
- Work to build a strong, cohesive community where people from different backgrounds develop positive relationships
- Encourage other organisations to adopt similar policies on fairness, equality and diversity, including those that provide goods and services on behalf of the council
- Celebrate the diversity of people within the Rotherham area.

- 3.7 Alongside the new Policy, and in line with the Improvement Plan's focus on improving the Council's wider, strategic approach to E&D issues, work is also taking place on a complementary E&D "strategy", further promoting and embedding understanding and specific activity across the entire Council. This new strategic approach will set out *how* the Council will work to achieve the ambitions set out within the new Policy, and it will be critical to ensure elected member input to this process. Establishing this new approach also requires input from all Council service areas and Directorates, as well as pro-active engagement with partners and external equality and diversity groups across Rotherham. The cross-cutting corporate working group noted above (paragraph 3.2) has a key role in developing this work further, alongside

external engagement, to ensure a co-produced strategic approach can be established and agreed over the summer of 2016.

- 3.8 Work to establish this new strategic approach and monitor the effectiveness of the new Policy will continue to feature as a headline action in phase two of the Improvement Plan. Associated regular performance reports on progress will therefore be reported to the Improvement Plan's Joint Board. It also envisaged that the Council's Scrutiny function will wish to consider how it may wish to play a role in the establishment of this new strategic approach and supporting action plan.
- 3.9 Conversations are also ongoing with the LGA to timetable a peer review to support the Council formally reaching the required standards of the EFLG (see paragraph 3.3 above) during the coming year.
- 3.10 It also proposed that, during the coming year, this ongoing work on embedding a stronger focus on E&D issues across the Council and in its work with partners and communities also takes account of wider reviews taking place of the Council's neighbourhoods and community engagement function, in order to develop a better understanding of localities and the potential for a more holistic "Community Impact Assessment" approach to future policy development across the Council. Again, this is an ambition included within the Phase Two Corporate Improvement Plan (from 2017).

#### **4. Options considered and recommended proposal**

- 4.1 Elected Members are asked to formally agree the new Corporate E&D Policy, following initial consideration at the Cabinet and Commissioners Decision Making meeting on 11<sup>th</sup> July, where endorsement for the Policy is being sought.

#### **5. Consultation**

- 5.1 Internally within the Council, consultation has taken place on the new Corporate Policy through the Corporate Equalities & Diversity Group (see paragraph 3.2), as well as discussion with the Chief Executive and Strategic Directors. Advice on its development has also been sought from the responsible Cabinet Member for E&D issues, Cllr Alam.
- 5.2 As noted above in this report, the LGA has also been consulted, which has provided best practice examples in other local authorities which have been investigated and considered; as have lead E&D officers in neighbouring authorities.
- 5.4 There will be more proactive awareness, both internally within the Council and with partners, when the Policy is formally agreed; in parallel with the developing work on a wider, more strategic approach to E&D issues (noted at paragraphs 3.7 to 3.9 above).

#### **6. Timetable and Accountability for Implementing this Decision**

- 6.1 The meeting of Council on 13<sup>th</sup> July will be asked to formally approve the new Corporate Policy. This will be followed by further awareness raising amongst the Council's middle ("M3") managers, including targeted training and development opportunities (linked to the more strategic approach). Elected member awareness-raising and training will also be provided, as has taken place in previous years, but now directly reflecting the new Corporate Policy, what this means for the organisation, and for the roles of councillors.
- 6.2 As noted above (paragraph 3.8), as an Improvement Plan priority in phase two, progress reports on the implementation of the Policy via the supporting strategy and action will be provided on a regular basis to the Joint Board; as a well as to the Lead Cabinet Member (Cllr Alam) and Senior Leadership Team.

## **7. Financial and Procurement Implications**

- 7.1 There are no direct financial implications arising from this Corporate Policy update, as it simply re-iterates existing duties and responsibilities placed upon Council services (see section 8 below). Resources to implement and monitor the impact of the Policy will be met via existing sources.
- 7.2 Ensuring compliance with this new Corporate Policy in how the Council procures and commissions services will need to be a key focus of the new strategic approach to embedding E&D issues across the authority going forward.

## **8. Legal Implications**

- 8.1 As noted within the Corporate Policy document itself, the Council has a commitment to equality and diversity, underpinned by the legal requirements set down in the Equality Act 2010. This requires the Council to promote fairness and equality through community leadership, in employment practice and by the delivery and commissioning of services, where relevant.
- 8.2 Accordingly, in law, the Council must to have 'due regard' to the need to:
- eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the act;
  - advance equality of opportunity; and
  - foster good relations between those who share a protected characteristic (as defined in the Equality Act 2010) and those who do not.
- 8.3 All councils are under a duty to promote equalities and diversity in the work they do and the services they deliver but the renewed Corporate Policy is not simply about responding to a legal obligation. It is about making Rotherham are more a prosperous place with better quality of life.

## **9. Human Resources Implications**



- 9.1 There are training implications for all RMBC staff, which will be defined as part of the corporate training and Workforce Development programme, in development.
- 9.2 Equality and diversity issues are also critical elements of workforce management and planning. Current legislation sets the legal context and requirements in relation to ensuring fairness within the work place and the Council must operate within this framework.
- 9.3 Attracting a balanced and representative workforce, to work in a non-discriminatory environment, ensures that the Council can utilise the talents and skills of people from all communities in order to deliver good quality services that meet the needs of all the people of Rotherham.
- 9.4 The new Policy will help to define the Council's commitment to equalities and diversity within the workforce and as a provider of local services.

## **10. Implications for Children and Young People and Vulnerable Adults**

- 10.1 Ofsted require that help and protection for children and young people is sensitive and responsive to age, disability, ethnicity, faith or belief, gender, gender identity, language, race and sexual orientation. Furthermore, children's services, as with all council departments, have a duty to fulfil their requirements under the Equality Act 2010 (see section 8 above).
- 10.2 A focus on equalities and diversity is also reflected in the priorities of the Children's Services Improvement Action Plan. Specific actions are required by the Plan as follows:
  - Clear expectations of providers with regard to equalities are embedded within all contracts and service specifications, including for in house services
  - Ensure the equalities measures specifically relating to Equalities in the Quality Assurance Framework are progressed in accordance with timelines set
  - Equalities Impact Analysis is deployed universally to underpin all service reviews and new contracts, to ensure all vulnerable and protected groups are given due consideration
  - Develop an equalities strategy that is underpinned by staff that are culturally competent.
- 10.3 The new corporate Policy will therefore further support Children and Young People's Services to ensure that no child or young person in Rotherham is disadvantaged as a result of any equality and diversity considerations.

## **11. Equalities and Human Rights Implications**

- 11.1 Ensuring that the Council meets its equalities and human rights duties and obligations is central to how it manages its performance, sets its priorities and delivers services across the board. This new Policy aims to set out these

duties and obligations within a single, corporate document and it will be important to ensure an ongoing focus on the adherence of services to the Policy, as part of embedding a more strategic approach to equalities and diversity.

## **12. Implications for Partners and Other Directorates**

- 12.1 Partnership working is a central part to the Corporate Equality and Diversity Policy. The Council's aim with regard to equalities and diversity is to make sure that all people have the same right of access to services and employment and benefit from them equally well. It is important that the Council removes barriers that prevent or limit people from accessing services; or from participating in employment; learning opportunities; social and leisure activities; or community and public life.
- 12.2 A Rotherham Together Partnership Action Plan was launched in March 2016 and partners are developing a longer-term Community Strategy over the course of 2016, to come into force from 2017. The Community Strategy will describe how local partners plan to work together to deliver effective, integrated services in line with all partners' respective Equality and Diversity duties.

## **13. Risks and Mitigation**

- 13.1 Key risks are assessed to include the following:

- That the Policy is not adhered to and, if this happens, then the council is not undertaking its statutory and legal obligations. All reports include a requirement to state Equalities and Human Rights implications which will require attention by the Senior Leadership Team and Cabinet.
- That the Policy is not understood and embedded across the council. If this happens then, again, the Council's duty to promote equalities and diversity in the work it does and the services it delivers will not be not adhered to. To mitigate this training will be provided to M3 managers who will then disseminate the information to their teams; and wider awareness-raising activity will be developed via the accompanying implementation "strategy". Specific sessions will be provided to Members so they are equipped when making decisions and considering matters that affect services.
- If the Voluntary and Community Sector (VCS) don't engage with the new E&D policy then it will be a stand-alone policy and have limited impact. While the Policy itself is internally-focussed at the Council's own activities, work with partners is crucial in its development and implementation. The VCS consists of a very diverse range of people and communities across the full range of protected characteristics set out in legislation; therefore, it is important that the VCS is supporting all people to access council and other services and that they can effectively advocate on behalf of the communities they work with. The Corporate E&D officer will therefore work with the VCS Liaison Officer to raise the profile of the Policy and engage

with issues as they arise from the VCS. Engagement with the VCS networks and consortium will ensure the Policy is meeting the needs of the communities on an ongoing basis.

13.2 In addition, the ongoing work to develop a more strategic approach with regard to E&D issues, as set out at paragraphs 3.7 to 3.9 of this report, will support and embed this approach

#### **14. Accountable Officer(s)**

**Shokat Lal – Assistant Chief Executive**

Approvals Obtained from:-

Strategic Director of Finance and Corporate Services:- **Stuart Booth – Assistant Director of Financial Services**

Director of Legal Services:- **Dermot Pearson – Assistant Director of Legal Services**

Head of Procurement (if appropriate):- **Helen Chambers, Interim Head of Procurement**

This report is published on the Council's website or can be found at:-

<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories=>



# **DRAFT**

# **RMBC Equality and Diversity Policy**

## **Why do we have this policy?**

### **Reason**

Rotherham Metropolitan Borough Council (RMBC) is committed to working on behalf of, and for, all of its customers, residents, partners and visitors. By better understanding the diversity of communities and their specific needs, the Council is able to provide the most appropriate and responsive services; an approach that supports the Council's priorities of providing services that are customer-focused, effective, efficient and of a high quality.

The Council has set five Equality and Diversity Objectives which address key local equality and diversity priorities. The objectives will be published in the Council's equality and diversity strategy, 'Equality for All' [in development], and are informed through the analysis of diversity monitoring data.

The Council's commitment to Equality and Diversity is underpinned by the legal requirements set down in the Equality Act 2010. This requires the Council to promote fairness and equality through community leadership, in employment practice and by the delivery and commissioning of services, where relevant.

Accordingly, in law, the Council must to have 'due regard' to the need to:

- eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the act;
- advance equality of opportunity; and
- foster good relations between those who share a protected characteristic (as defined in the Equality Act 2010) as well as those who do not.

### **Purpose**

This Policy demonstrates how the Council values diversity, how it meets its legal responsibilities and how it has due regard to equality in the delivery of all its functions.

All customers, councillors and staff have the right to be treated fairly, with dignity and with respect. In particular, the Equality Act 2010 specifically covers nine 'protected characteristics':

- Age;
- Disability;
- Gender Reassignment;
- Marriage and Civil Partnership;
- Pregnancy and Maternity;
- Race (ethnic origin, nationality, skin colour);
- Religion and Belief;
- Sex/gender;
- Sexual orientation; as well as
- any other status as identified within the European Convention of Human rights and any other domestic or relevant UK or EU law.

This policy is in place to ensure, as far as possible, that these rights are respected and observed across all of the Council's activities both as an employer and a service provider/commissioner.

## **2. Who must comply with the policy?**

- All Council employees
- Councillors
- Anyone delivering services on behalf of the Council such as contractors, partner organisations and people who volunteer or do a work placement with the Council.

*NOTE: Schools and Academies in Rotherham have their own arrangements and are provided with guidance by the Council to help them fulfil their legal obligations.*

## **3. Who needs to be aware of this policy?**

This policy will be published on the Council's website, alongside other supporting material, so that the public and local businesses/organisations, including the voluntary sector, are aware of it. Specific groups that need to be aware of this Policy include:

- All Council employees
- All Councillors
- Members of the public
- Voluntary organisations
- Union representatives
- The partners the Council works with
- Anyone delivering services on behalf of the Council such as contractors, volunteers, partner organisations and people on work placement.

The Council undertakes to ensure that all its employees, potential employees and contractors are made aware of this Policy. Any acceptance of an offer of employment or contract will automatically be taken as an individual's commitment to support the principles of this Policy and a pledge to demonstrate that commitment in their role on behalf of the Council. The Policy will be key part of the induction programme for new employees - and newly elected members - and will be reinforced as a minimum through the annual Personal and Development (PDR) process and the PDR review meetings.

## **4. What does the Policy mean?**

The purpose of the Council's Equality and Diversity Policy is to encourage respect for diversity and eliminate discrimination in both its role as an employer and as a provider/commissioner of services. The Council wants to create a culture that respects and values difference, that promotes fairness, dignity and respect, and that encourages individuals to develop and maximise their true potential.

The Council is also committed, wherever practicable, to achieving and maintaining a workforce that broadly reflects the Rotherham community.

### **The Council's Diversity Promise**

*The Council will:*

- *treat everyone fairly;*

- *give fair access to services;*
- *be socially inclusive - i.e. work in ways that make people feel valued and respected;*
- *be transparent in all that it does; and*
- *value customers and staff and contractors*

The Council will not tolerate homophobic, racist, sexist behaviours or any other unjust or unfair unlawful discrimination, harassment or victimisation by any of its councillors, employees, volunteers, contractors or partners, including those who deliver services on its behalf or on behalf of its customers. If any unacceptable comments, behaviours or actions are witnessed or complaints are received action will be taken in line with the relevant Council policies and procedures listed below.

This principle applies to all employees, including people who have temporary, casual and interim contracts.

This also applies to the provision of, and access to services, whether supplied directly by the Council, or by organisations on the Council's behalf. In providing services, the Council, or those organisations acting on its behalf, must be able to demonstrate that they have taken into account the needs and characteristics of service users, and in view of these, have considered the appropriateness and accessibility of the services being offered. These partners/contractors must also have appropriate policies in place for managing any complaints made about its services or employees.

This Policy both supports and is underpinned by the ***Council's Equality Strategy - 'Equality for All' [in development]*** and its objectives, which are delivered at service level through targeted action/service plans.

This Policy is further supported by the following Council documents:

- 2016-17 RMBC Corporate Plan and Performance Management Framework
- RMBC Corporate "Fresh Start" Improvement Plan (2015-2017)
- Dignity at Work Policy
- Recruitment and Selection Policy
- Corporate Safeguarding Policy
- Whistleblowing Policy

## **5. How is this Policy implemented?**

The Policy is implemented by adherence to the following objectives which guide the Council's commitment to equality and diversity:

- to create an environment in which individual differences and the contributions of all employees, Councillors and volunteers are recognised and valued;
- to create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated;
- to ensure training, development and progression opportunities are available to all;
- to promote equality in the workplace, which is good management practice and makes sound business sense;

- to regularly review all employment and volunteering practices and procedures to ensure that no applicants, employee, elected member, contractor or volunteer is treated less favourably than others;
- to regularly review services to ensure they are accessible and appropriate to all groups within society;
- to treat breaches of the equality duty seriously and to take appropriate (e.g. disciplinary) action when required;
- to provide information and training to all employees, Councillors and contractors and volunteers, to ensure that they are fully aware of the issues relevant to Equality and Diversity and their responsibilities relating to it;
- to develop supporting SMART Equality Action Plans, to ensure the Equality and Diversity Policy is fully implemented and adhered to;
- to ensure the Policy is fully supported by the Council, Cabinet and Senior Leadership Team and Commissioners;
- to monitor and review the Policy not less than every three years.

This Policy is also linked to the following Council procedures and guidance:

- Equality Impact Needs Assessments
- Equality Action Plans (within directorates/services)
- Workforce Strategy
- Recruitment and selection procedures
- Disciplinary procedure
- Grievance procedure
- Complaints procedures
- Training and development plans
- Code of Conduct

### **Roles and responsibilities**

While all Council employees and elected councillors are required to be aware of this Policy, it is expected that the following roles will show particular leadership and commitment towards respecting and promoting this Policy at all times, in all aspects of the Council's work:

- the Chief Executive;
- Strategic Directors and Assistant Directors;
- the Leader of the Council & Cabinet Members;
- Other Political Group Leader(s);
- Cabinet Member with lead responsibility for Equality & Diversity;
- All Managers

These roles and responsibilities are expanded on further below.

### **Managers' responsibilities**

Managers at all levels in the Council must demonstrate a commitment to the Equality and Diversity Policy and are responsible for encouraging staff, colleagues, partners



and contractors to incorporate the principles of this policy into everyday Council business.

Managers are responsible for monitoring individual behaviour and are expected to take immediate action where there is evidence of discrimination, harassment, bullying or any other inappropriate conduct. They will be responsible for raising awareness of the Council's values and behaviours and promoting these within their team/service areas.

Managers are also responsible for supporting and encouraging staff to reach their full potential and will do so by identifying any barriers to development and taking steps to minimise these so that all employees can take advantage of learning, development and promotion opportunities. Managers should treat all staff fairly and apply workforce policies fairly and consistently.

### **Councillors' responsibilities**

All Councillors are expected to abide by the Local Code of Member Conduct and also ensure that their behaviour is consistent with the principles of this Policy and their role as publicly elected officials, representing the entire population of Rotherham.

Elected Members, in particular the Cabinet Member with lead responsibility for equalities issues, will also need to be provided with information from lead officers to support the oversight and monitoring of the impact of this policy.

### **Group Leaders' responsibilities**

Group Leaders are responsible for informally monitoring the behaviour of Councillors in their political groups and should take immediate action if there is evidence of unfair discrimination, harassment or bullying. They are also responsible for raising awareness of this Policy within their political group and leading by example in adhering to it.

### **Individuals' responsibilities**

All Council employees are individually responsible and accountable for their own behaviour. Any Council employee who causes offence or makes another individual feel unsafe or undignified, or unjustly, unfairly or unlawfully prevents them from developing within the Council, whether intentionally or not, may be subject to disciplinary action by the Council and may face legal action from any complainant.

Any Council employee who feels that he or she - or another Council employee - is suffering from unfair, unjust or unlawful treatment, should take action as detailed within Council Policies such as Dignity at Work, or if not dealt with, the Grievance Policy. Similarly, any Council employee who witnesses another individual being treated in such a way must be able to report the incident without fear of victimisation, as defined in the Council's Whistle Blowing policy.

### **Equality and Diversity Working Group**

Rotherham Council will also work to further promote this Policy and its principles through cross-cutting, corporate working - including through a Corporate Equality and Diversity Working Group. This Group will work to ensure that equality and diversity is kept at the forefront of Council business across directorates and services so that it is embedded into routine Council business as far as possible.

This corporate working will be further supported by the Corporate Equality and Diversity Officer, through the provision of professional advice, training, monitoring

and updating Council employees & Councillors on changes to legislation, policy and legal requirements. The Corporate Equality and Diversity Officer, is also responsible for reviewing this Policy no less than every three years.

## 6. Sources of further and supporting information

- Government Equalities Office: [www.equalities.gov.uk](http://www.equalities.gov.uk)
- Equality and Human Rights Commission: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)
- Stonewall: [www.stonewall.org.uk](http://www.stonewall.org.uk)
- ACAS: [www.acas.org.uk/index.aspx?articleid=1363](http://www.acas.org.uk/index.aspx?articleid=1363)
- Equality Framework for Local Government: [www.local.gov.uk/home/-/journal\\_content/56/10180/3476575/ARTICLE](http://www.local.gov.uk/home/-/journal_content/56/10180/3476575/ARTICLE)

## 7. Further RMBC reference material and guidance

- RMBC Corporate Plan (2016-2017): [link to be inserted when published]
- RMBC Corporate “Fresh Start” Improvement Plan (2015-2017): [www.rotherham.gov.uk/improvementplan](http://www.rotherham.gov.uk/improvementplan)
- RMBC Corporate Safeguarding Policy: [link to be inserted when published]
- RMBC Community Strategy: In development, due for publication early 2017
- RMBC Whistleblowing Policy: <http://moderngov.rotherham.gov.uk/documents/s103331/Appendix%20%20-%20WHISTLEBLOWING%20AND%20SERIOUS%20MISCONDUCT%20POLICY%202015%20Sept%202015%20SC%20Working%20Group%20Final.pdf>

## **Summary Sheet**

**Council – 13 July 2016**

### **Review of Ward Boundaries and the Size of the Council**

**Is this a Key Decision and has it been included on the Forward Plan?**

No

### **Strategic Director Approving Submission of the Report**

Judith Badger, Strategic Director of Finance and Customer Services

### **Report Author(s)**

Dermot Pearson, Assistant Director of Legal Services  
01709 255768 or [dermot.pearson@rotherham.gov.uk](mailto:dermot.pearson@rotherham.gov.uk)

### **Ward(s) Affected**

All wards

## **Summary**

- 1.1 Following the recent move to all-out elections for the Council, the Local Government Boundary Commission for England (LGBCE) has determined that it will undertake a review of Rotherham's local government ward boundaries. With the change from elections by thirds, the LGBCE was of the opinion that there no longer needed to be a presumption that all wards would have three members.
- 1.2 The LGBCE will be visiting Rotherham shortly to meet with elected members as a group, group leaders, appropriate officers and representatives from local parish and town councils to explain how the review is to work and has set a challenging timetable for the review, which is proposed to be completed in October 2017. It is necessary at this stage for the Council to identify how it will work with the LGBCE to undertake the review. The first stage of the review is concerned with the size of the council – how many councillors are required to fulfil the functions and responsibilities of the council. The second part of the review will involve the identification of and consultation on warding patterns.
- 1.3 This paper proposes an approach and decision-making timetable to accord with the review timetable set out by the LGBCE. A Member-led approach will be necessary, with support from a core group of officers to address the two stages to the review. This paper recommends that this work be led by the

Constitution Working Group given that the outcome of the boundary review will determine the number of elected members and the arrangements for warding which will then form the foundation for the Council's decision making processes. A key consideration will be to ensure that the outcome of the review allows for effective decision-making and scrutiny of decisions.

### **Recommendations**

- 1.1 That the Local Government Boundary Commission for England's timetable for the boundary review for Rotherham Metropolitan Borough Council be noted.
- 1.2 That the Constitution Working Group be authorised to make representations in respect of the optimum size of membership of Rotherham Metropolitan Borough Council to the Council's Chief Executive.
- 1.3 That the Chief Executive be authorised to submit a draft submission on the optimum size of membership of Rotherham Metropolitan Borough Council to the Local Government Boundary Commission for England in the light of the representations received from the Constitution Working Group.
- 1.4 That a report be brought to the next meeting of Council to enable Council to approve a final submission to the Local Government Boundary Commission on the optimum size of membership of Rotherham Metropolitan Borough Council.

### **List of Appendices Included**

None

### **Background Papers**

Further information about the process for reducing the number of councillors can be found at: [www.lgbce.org.uk/home](http://www.lgbce.org.uk/home)

More detailed guidance can be found at:

[http://www.lgbce.org.uk/data/assets/pdf\\_file/0006/10410/technical-guidance-2014.pdf](http://www.lgbce.org.uk/data/assets/pdf_file/0006/10410/technical-guidance-2014.pdf)

### **Consideration by any other Council Committee, Scrutiny or Advisory Panel**

No

### **Council Approval Required**

Yes

### **Exempt from the Press and Public**

No

## **Review of Ward Boundaries and the Size of the Council**

### **1. Recommendations**

- 1.1 That the Local Government Boundary Commission for England's timetable for the boundary review for Rotherham Metropolitan Borough Council be noted.
- 1.2 That the Constitution Working Group be authorised to make representations in respect of the optimum size of membership of Rotherham Metropolitan Borough Council to the Council's Chief Executive.
- 1.3 That the Chief Executive be authorised to submit a draft submission on the optimum size of membership of Rotherham Metropolitan Borough Council to the Local Government Boundary Commission for England in the light of the representations received from the Constitution Working Group.
- 1.4 That a report be brought to the next meeting of Council to enable Council to approve a final submission to the Local Government Boundary Commission on the optimum size of membership of Rotherham Metropolitan Borough Council.

### **2. Background**

- 2.1 As part of the Secretary of State's intervention in the governance of Rotherham MBC in February 2015, the electoral cycle for the authority was changed from elections by thirds (i.e. one third of the council was elected in three years out of four) to whole council elections every four years. The Secretary of State determined that this change was a necessary move to enable the Council to start afresh. The first whole council election was held on 5 May 2016 and all Members have been elected to serve for a four-year term until May 2020.
- 2.2 The Local Government Boundary Commission for England (LGBCE) has initiated a review of the local government ward boundaries within Rotherham following the move to whole council elections. The objective of the review is to deliver effective and convenient local government, with a presumption that there is no longer a requirement to have three councillors representing each ward.
- 2.3 The LGBCE is an independent statutory body which was established by and is accountable to Parliament. The role of the LGBCE is to:
  - to provide electoral arrangements for English principal authorities that are fair and deliver electoral equality for voters; and
  - to keep the map of English local government in good repair by working with councils to help them deliver effective and convenient local government to citizens.
- 2.4 The LGBCE will be visiting Rotherham shortly to meet with elected members as a group, group leaders and appropriate officers to explain how the review is to work.

### **3. Key Issues**

### 3.1 There are two distinct stages to a Boundary Review:-

- (a) Preliminary Stage – for the Council to indicate what size of membership will be appropriate for the future to undertake the functions and responsibilities of the authority
- (b) Second Stage – for the LGBCE to identify and consult upon the warding pattern for the Borough. Within the overall number of councillors, there will be a need to create wards which address the criteria of electoral equality, community identity and effective and convenient local government.

### 3.2 The LGBCE has set a challenging timetable for the completion of the review:

Stage	Date
Draft Council Size Case to the Commission	By 30 August 2016
Submission of Council Size Proposal to the Commission	By 13 September 2016
Council Size Meeting	18 October 2016
Warding Patterns Consultation	25 October 2016 – 9 January 2017
Draft Recommendations published	14 March 20-17
Draft Recommendations Consultation	14 March – 8 May 2017
Final Recommendations published	11 July 2017
Order Laid in Parliament	October 2017

### 3.2 The preliminary stage of the review needs to be completed and submitted to the LGBCE by 30 August 2016. In considering the size of a Council, LGBCE are clear that each local authority should be considered individually and not compared with other authorities of similar geographic or population size, or those facing similar issues and concerns. In addition, LGBCE consider that the demographic make-up and dispersal of communities in England are such that to aim for equality in the number of electors each councillor represents as an average across the whole country would be impractical, if not unachievable. LGBCE do not therefore apply a strict mathematical criteria for council size or impose nationally a formula for its calculation.

### 3.3 LGBCE acknowledge that various changes over time in the role and responsibilities of local government and councillors, especially following the Local Government Act 2000 and as a result of various central government and local authority initiatives, is likely to have reduced the number of councillors needed to politically manage an authority. There has been a trend towards reducing the number of councillors at local authorities in recent years, with the following reasons given:

#### **Finance and capacity of Council**

- Financial savings from reducing the number of councillors

#### **Electoral fairness**

- Electoral variances in each ward should not be greater than 10% of the average for that local authority area. This would need to be taken into account if lowering the number of wards.

- Would not adversely affect the capacity of the authority to perform its statutory functions
- Would provide suitable representation
- More cohesive local government
- Greater focus on the business of the Council
- Conduct an electoral review if one ward has significantly more electors than the rest of the authority
- Take into account future projected electorate for each ward

3.4 Once LGBCE have made a decision on council size, they can work out the optimum number of electors each councillor should represent by dividing the total number of electors by the number of councillors. This produces a figure for the average councillor to elector ratio. Using the average ratio of elector per councillor, LGBCE can measure how far the ratio in each current or proposed ward departs from that average. When formulating recommendations, LGBCE will seek to achieve ratios close to the authority average in each ward. The further that electoral equality departs from the average for the authority, the stronger the evidence of the other considerations they take into account will need to be.

3.5 In practice however LGBCE do not see reviews resulting in wards of mathematically equal size. This is because the approach to electoral equality must be tempered by other considerations which generally reflect the particular characteristics of an area under review, and its communities. This recognises that councillors represent individual electors and collective communities.

3.6 There are a number of issues requiring consideration before the Council submits its draft case:-

- Is the current size of the Council the best fit for Rotherham?
- What are the demands of time on councillors?
- Could the Council operate more effectively with a different number?
- How do councillors engage with residents, conduct casework and represent the Council on local partnership bodies?
- Can a reduced membership enable councillors to carry out their broader representational roles within their local areas, whilst continuing to undertake executive, scrutiny and regulatory functions?
- What is the workload of executive and non-executive Members?

3.7 At its Annual Meeting Council created a Constitution Working Group, the remit of which included reviewing the operation of the Council's Constitution with a view to improving the Council's decision-making processes and procedure. The boundary view will have a fundamental impact upon the Council's decision-making and the Working Group would appear to be well placed to address the question of the optimal size of the Council and its members would be able to draw upon their experience as members of the Governance Review Working Group.

3.8 The political groups may wish to develop their own response to the LGBCE in respect of the size of the Council. Such responses would be separate to the formal response of the Council, but would be welcomed by the LGBCE.

#### **4. Options considered and recommended proposal**

- 4.1 The Council must make its draft submission on the size of the Council to the LGBCE within two months. The Council must consider how it wishes to proceed in developing its submission.
- 4.2 As above, the Constitution Working Group appears well placed to lead on the development of the draft submission.
- 4.3 Given that the final submission on the size of the Council is a matter for Council the alternative would be to delegate the preparation of the draft submission to the Standards Committee, given its remit in respect of elements of the Constitution.

#### **5. Consultation**

- 5.1 There will be extensive consultation through the LGBCE, which will seek the views of councillors, political groups and parties, the public and partners.

#### **6. Timetable and Accountability for Implementing this Decision**

- 6.1 If the recommended approach is approved by Council, the Constitution Working Group would be accountable for making representations on the optimal Council size to the Chief Executive in good time for the delivery of a draft submission to the LGBCE.
- 6.2 The Assistant Director of Legal Services will be accountable for bringing a further report to Council to approve a final submission.

#### **7. Financial and Procurement Implications**

- 7.1 There are no financial implications directly associated with the recommendations in this paper. In examining the options available in determining the optimum size of the Council it will be necessary to consider the financial implications of all scenarios.

#### **8. Legal Implications**

- 8.1 LGBCE will undertake an electoral boundary review in accordance with the statutory criteria detailed in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009, which requires LGBCE to have regard to the need to:
  - secure equality of representation;
  - reflect the identities and interests of local communities; and
  - effective and convenient local government.

#### **9. Human Resources Implications**

- 9.1 There are no human resources implications arising from this report.



## **10. Implications for Children and Young People and Vulnerable Adults**

- 10.1 There are no direct implications for children and young people or vulnerable adults arising from this report.

## **11 Equalities and Human Rights Implications**

- 11.1 Securing equality of representation and reflecting the identities and interests of local communities are key aspects of electoral boundary reviews. Such considerations therefore form part of formal LGBCE reviews. At this stage therefore, an Equality and Diversity analysis is not considered necessary.

## **12. Implications for Partners and Other Directorates**

- 12.1 The review will require support from officers in the Assistant Chief Executive's Directorate and the Directorate of Regeneration and Environment. It is envisaged that Communications and Marketing, Democratic Services and Policy, Improvement and Performance will contribute to the review, as well as the Planning Policy team.
- 12.2 Partners will be able to respond to the various consultations arising from the review. There are no other implications arising for partners.

## **13. Risks and Mitigation**

- 13.1 Failure to engage Members sufficiently in the boundary review process at this preliminary stage could result in the loss of primary evidence to justify the proposed council size submission which needs to be submitted to the LGBCE by 13 September 2016.

## **14. Accountable Officer(s)**

Approvals Obtained from:-

Strategic Director of Finance and Customer Services  
Assistant Director of Legal Services

*Dermot Pearson, Assistant Director of Legal Services*  
*01709 255768 or [dermot.pearson@rotherham.gov.uk](mailto:dermot.pearson@rotherham.gov.uk)*

This report is published on the Council's website or can be found at:-

<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories=>

## Summary Sheet

### Council Report

Council – 13 July 2016

### Title

Scrutiny Annual Report 2015-16

### Is this a Key Decision and has it been included on the Forward Plan?

No

### Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

### Report Author(s)

Janet Spurling, Scrutiny Officer, Assistant Chief Executive's Directorate

[janet.spurling@rotherham.gov.uk](mailto:janet.spurling@rotherham.gov.uk) 01709 254421

### Ward(s) Affected

All

## Executive Summary

This report presents the final draft of the Scrutiny Annual Report for 2015-16 for members' approval, having been endorsed by the Overview and Scrutiny Management Board on 1 July 2016.

The scrutiny work programme, as outlined in the annual report, helps to achieve corporate priorities by addressing key policy and performance agendas and the outcomes focus on added value to the work of the Council.

## Recommendations

That the Council:

- 1 Receives and approves the Annual Report 2015-16 for publication.
- 2 Notes that membership details for 2016-17 may be subject to change following this meeting of the Council and will therefore be reflected in the final published version.
- 3 Agrees that *Our work programme in 2016-17* will be updated following the work planning meeting on 8 July 2016 and this will be captured in the final published version.

**List of Appendices Included**

Appendix 1 – Scrutiny Annual Report 2015-16 and Forward Plan 2016-17

**Background Papers**

Minutes of Scrutiny meetings during 2015-16

Scrutiny review reports - progress on recommendations

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**

None

**Council Approval Required**

No

**Exempt from the Press and Public**

No

## Scrutiny Annual Report 2015-16

### 1. Recommendations

#### 1.1 That the Council:

- 1.1.1 Receives and approves the Annual Report 2015-16 for publication.
- 1.1.2 Notes that membership details for 2016-17 may be subject to change following this meeting of the Council and will therefore be reflected in the final published version.
- 1.1.3 Agrees that *Our work programme in 2016-17* will be updated following the work planning meeting on 8 July 2016 and this will be captured in the final published version.

### 2. Background

- 2.1 The Scrutiny Annual Report aims to provide a retrospective look over the past year in terms of work completed and outcomes achieved. It also offers a look ahead for the coming municipal year in terms of future priorities through a headline work programme.
- 2.2 It is an opportunity to provide vital information to Members, officers, partner agencies and the general public about the role and work of Scrutiny and to formally thank the co-optees for their contributions.
- 2.3 As in previous years the report has a dedicated section for OSMB and each of the three Select Commissions, Health, Improving Lives and Improving Places, entitled:
  - *Positive outcomes from our previous reviews*
  - *Our work this year*
  - *Our work programme in 2016-17*
- 2.4 The aim is to show tangible outcomes that have been achieved and which may be directly attributable to the work of Scrutiny, providing good added value to the work of the Council. The draft report is attached as Appendix 1.

### 3. Key Issues

- 3.1 The scrutiny work programme, as outlined in the annual report, helps to achieve corporate priorities by addressing key policy and performance agendas and the outcomes focus on adding value.
- 3.2 The report is a key tool for engaging Members, officers and the general public in the detail of Scrutiny work and hopes to encourage wider involvement in scrutiny, as an important aspect of local democracy.
- 3.3 When the report is considered at the Council meeting on the 13 July, there will also be a decision made on some potential changes to membership of OSMB and the Select Commissions for 2016/17. Therefore the report will be

amended to include any changes that are subject to approval immediately following the meeting.

- 3.4 The work programme for 2016/17 will be developed further in the OSMB work prioritisation and planning meeting on 8 July 2016 and the outcomes of this will be reflected in the final published version.

#### **4. Options considered and recommended proposal**

- 4.1 This report presents the final draft of the Scrutiny Annual Report for 2015-16 for Overview and Scrutiny Management Board members to consider and approve prior to publication for the Council meeting on 13 July 2016.

#### **5. Consultation**

- 5.1 Not applicable.

#### **6. Timetable and Accountability for Implementing this Decision**

- 6.1 It is anticipated that once the report has been discussed by the OSMB it will be presented at full Council on 13 July and then published on the Council website.

#### **7. Financial and Procurement Implications**

- 7.1 None.

#### **8. Legal Implications**

- 8.1 There are no direct legal implications, although the work programme of OSMB and the Select Commissions encompasses statutory duties of the Council.

#### **9. Human Resources Implications**

- 9.1 There are no direct human resources implications, but scrutiny of the budget savings proposals by OSMB considered issues relating to workforce changes.

#### **10. Implications for Children and Young People and Vulnerable Adults**

- 10.1 The specific focus of the Improving Lives Select Commission has been on Child Sexual Exploitation and children's safeguarding this year.
- 10.2 OSMB supported Rotherham Youth Cabinet in its review of mental health services for children and young people as part of the Children's Commissioner's Takeover Challenge.

#### **11. Equalities and Human Rights Implications**

- 11.1 Scrutiny focuses on promoting equality through improving access to services and support for all and ensuring the needs of groups sharing an equality protected characteristic are taken into account.

#### **12. Implications for Partners and Other Directorates**

12.1 The work programme has included all directorates and a number of partner agencies, especially in the work of the Health Select Commission.

12.2 This will continue in the work programme for the coming year.

### **13. Risks and Mitigation**

13.1 None.

### **14. Accountable Officer(s)**

James McLaughlin, Democratic Services Manager

Approvals Obtained from:

Strategic Director of Finance and Corporate Services: N/A

Director of Legal Services: N/A

Head of Procurement: N/A

This report is published on the Council's website or can be found at:-

<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories=>

# Overview and Scrutiny in Rotherham



**Annual Report 2015-16  
Forward Plan 2016-17**

**Check, Challenge, Change**

# Contents

	Page Numbers
Introduction	3 - 4
Message from the Chair of Overview and Scrutiny Management Board	
Getting Involved in Scrutiny	5
Overview and Scrutiny Management Board	6 - 9
Health Select Commission	10 - 13
Improving Lives Select Commission	14 - 17
Improving Places Select Commission	18 - 21
Scrutiny Membership 2016-17	22

## Check, Challenge, Change



# Introduction

**Message from Councillor Brian Steele,  
Chair of Overview and Scrutiny Management Board (OSMB)**



**Welcome to the 2015 - 16 Annual report of Overview and Scrutiny here in Rotherham.**

Scrutiny is an important part of the Council's governance processes. Carried out by Elected Members, its role is to ensure that decisions taken by the Council and its partners reflect the opinions, wishes and priorities of Rotherham residents. Scrutiny committees do not make decisions, but try to influence those who do by considering the major issues affecting the borough and making recommendations about how services can be improved.

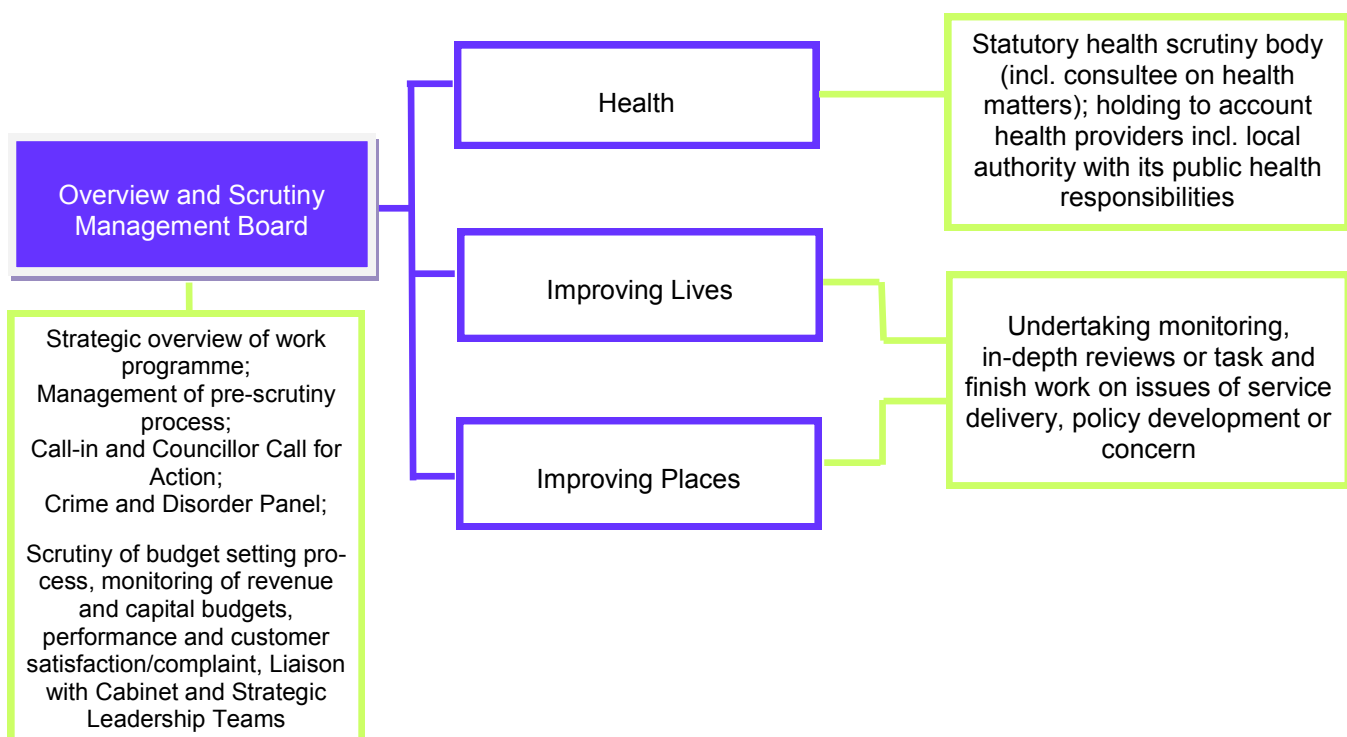
Scrutiny acts as a 'critical friend' to decision makers to ensure that their decisions are being carried out properly and by sometimes recommending alternative or additional courses of action. Its roles include:

- advising the Council's Executive on decisions it is due to take (referred to as 'pre-scrutiny'),
- holding the Executive to account by reviewing its decisions before implementation (known as 'call in'),
- investigating and reviewing public services where Councillors have concerns,
- commenting on the work of other public services, individually and in partnership.

This has been a unique year for scrutiny. We have worked closely with the Centre for Public Scrutiny, through the Local Government Association, and they have supported us to deliver a Commissioner-set programme of scrutiny reviews and to improve the effectiveness of standing scrutiny commissions. They have also provided support to individual councillors via mentoring. Alongside this work they have provided advice to the Council, corporately, so that officers understand and act on Members' scrutiny needs more effectively.

My thanks go to Dianne Thomas and Ed Hammond from the Centre for Public Scrutiny for their guidance and support. Using their expert help, we are in a better position to deliver a work programme based on corporate priorities, which addresses key policy and performance agendas. We are confident that the outcomes will add value to the work of the Council.

The current structure for scrutiny work is below:



## Check, Challenge, Change

## Introduction

Overview and Scrutiny Management Board and each of the Select Commissions embarked on an ambitious programme of work last year. Commissioners engaged with Elected Members to determine a realistic and focused Scrutiny programme for 2015-16, identifying clear priority areas as follows:

- Scrutiny of plans and services designed to tackle Child Sexual Exploitation (CSE)
- Scrutiny of the Health and Social Care integration agenda
- Scrutiny of the Council's budget
- Task and finish group scrutiny of litter and waste (to include fly-tipping)

Work on budget scrutiny was particularly effective, with Members having the opportunity to investigate and scrutinise budget plans to an unprecedented extent. Members gained confidence and understanding of key issues driving financial performance, and of the relationship between expenditure and service outcomes. The process was made significantly more effective by the commitment of Commissioner Manzie to ensure that Members had access to timely and relevant information.

As mentioned throughout this report, we embarked upon new ways of working with each of the commissions to deliver the work. 'Select committee' hearings were held by Improving Lives to explore delivery of CSE plans. Improving Places undertook three intensive task and finish reviews, which drew on best practice from other authorities. The groundwork to support the health and social care integration review has been extensive and will provide a solid basis for the work going forward.

The budget scrutiny process and the work in Improving Lives and Improving Places were supported by Dianne Thomas. Dianne provided a balance of strategic assistance with operational support, to help deliver our scrutiny programme. The work that has taken place puts Rotherham in a strong position to make scrutiny more central to the Council's improvement work following the May election. Introducing pre-decision scrutiny, using the Forward Plan and Cabinet agendas, and working with named link officers in each directorate, will enable scrutiny to review and challenge proposals and recommendations before decisions are made by Cabinet.

It is also pleasing to see past reviews which have resulted in positive changes over a longer period of time. One such example is the Fuel Poverty review which cuts across many areas of the Council's work, including public health and housing. Levels of fuel poverty in Rotherham have fallen and area based energy efficiency schemes and improvements to council stock have contributed to this reduction. Work with private sector landlords has also improved the energy efficiency of households and is likely to continue through the Selective Licensing Scheme.

In contrast, other scrutiny recommendations will have a more immediate benefit once accepted and implemented. One example this year was a recommendation made by OSMB in scrutinising the revised Housing Allocation Policy. Pregnant applicants claiming benefits or on low incomes, who cannot afford the shortfall with the spare room subsidy, receive a rent allowance for one bedroom which will be paid for up to 8 weeks (instead of 4 weeks as originally proposed), to assist with their circumstances.

OSMB also undertook scrutiny with members of the Rotherham Youth Cabinet. After working with them previously on a review on self harm it was a pleasure to support them again in their spotlight review on access to mental health services. Their work continues to inform service development and they are playing a leading role in the My Mind Matters website, ensuring that the right information is on there and presented in a way that is appropriate and accessible for children and young people. They are also to be commended for organising a successful conference "It's My Mind" earlier this year. Around 120 young people and staff attended; gaining knowledge and strategies to help both themselves and others to build resilience against poor mental health.

Finally, I would like to take this opportunity to thank all former members of OSMB and scrutiny for their hard work and commitment to building scrutiny in Rotherham. I would also like to thank all of the co-optees (past and present) who have given their time voluntarily to add value to the scrutiny process.

## Check, Challenge, Change

## Getting Involved

The broad themes for the forthcoming scrutiny work programmes can be found on pages 9, 13, 17 and 21. This gives a flavour of the work coming up. All Scrutiny meetings are held in public and have a dedicated slot at each meeting for members of the public to ask questions or raise issues of concern or interest. We are also happy to receive suggestions for future issues or topics for review.

Scrutiny Services are looking at ways to encourage more on-line communication and increase public interest in and awareness of the work of Overview and Scrutiny by reaching a wider audience and getting more people involved and giving their views.

More information can be found on our webpages (see the link below) about how to get involved and there is a "have your say" form. Please let us know if you would like to submit evidence, have a suggestion or have any queries about Scrutiny.

Our website contains information about the scrutiny process, reviews that have been carried out and the response from Commissioners and Cabinet, plus partners (where applicable) for certain reviews, to the recommendations made.

**URL in here - Awaiting a simplified url address from Communications Team (Nick Fisher)**

Once the work programmes have been confirmed we will be updating the webpages with the work underway and forthcoming work and welcome your involvement.

You can email: [scrutiny.works@rotherham.gov.uk](mailto:scrutiny.works@rotherham.gov.uk) or telephone 01709 822776

Alternatively you can write to us:-

Scrutiny Services  
Rotherham MBC  
Town Hall, The Crofts  
Moorgate Street,  
Rotherham  
S60 2TH.

### Public engagement during the year

Select Commissions have continued to welcome members of the public to their meetings as observers and co-opted committee members. Scrutiny Members have also valued their input in a number of reviews and would like to extend thanks to the co-optees that have served on the Commissions in 2015-16.

#### Health

Victoria Farnsworth, Speakup  
Robert Parkin, Speakup

#### Improving Lives

Joanna Jones, Voluntary Sector  
Mark Smith, Children and Young People's Voluntary Sector Consortium

#### Improving Places

Lilian Shears, RotherFed  
Patrick Cahill, RotherFed  
Brian Walker, Individual

# Check, Challenge, Change

# Overview and Scrutiny Management Board

OSMB's remit is as follows:

- Monitoring the Council's budget, medium term financial strategy and achievement of efficiencies
- Designated Crime and Disorder Committee
- Scrutinising the annual budget setting process
- Monitoring and holding to account the performance of service delivery
- Call-in and Councillor Call for Action
- Assigning overview and scrutiny work as appropriate to the Select Commissions
- Leading on pre-decision scrutiny

## Positive outcomes from our previous reviews

### **Scrutiny of Plans to Tackle Child Sexual Exploitation in Rotherham** (Jointly with Improving Lives)

Existing plans to tackle CSE were closely scrutinised during two meetings in December 2014, when Members also considered the ideas and views from several independent expert witnesses. The focus was to ensure improvements in the future to the support and services available for victims and survivors of CSE and their families.

#### *What has resulted:*

The review report informed the new governance arrangements and plans to tackle the issues, including the new CSE strategy "*The Way Forward*". Improving Lives assumed the lead for scrutiny of CSE during 2015-16 as the core strand of their work programme, including monitoring implementation of the OSMB recommendations and delivery of the action plans.

### **Rotherham Local Flood Risk Management Strategy**

In February 2013 OSMB recommended that the draft Rotherham Local Flood Risk Management Strategy be submitted to Cabinet for approval. The strategy provides a framework to deliver a prioritised programme of works and initiatives to manage flood risk in the area, and identifies objectives and action plans required.

#### *What has resulted:*

- Following extensive consultation with stakeholders and communities on the draft the final strategy was approved and published on the Council website in February 2015.
- 15 key objectives are underpinned by action plans which provide a methodology to identify the most appropriate measures to use in locations identified as being at risk of flooding:
  - structural such as planning controls and improved community engagement
  - non-structural such as physical improvement or maintenance works

**Community Safety - see under OSMB - our work this year**

## OSMB - our work this year

### **Budget**

The main focus of OSMB's work programme has been to scrutinise the budget savings proposals for Council services to inform the development of the Medium Term Financial Strategy (see below). Each service was reviewed either as part of the 'All Service Review' process or as part of six 'Major Projects' reviews. The exception was Adult Social Care services as these services were part of a development programme looking at reconfiguration to meet the needs of service users better in the future.

Financial scrutiny is about testing how the Council makes choices on resource allocation, how well resources are used to deliver priorities and policy objectives and how to minimise the impact of budget reductions on outcomes for the community. Members recognised the significant challenge of identifying the savings necessary to address the Council's funding gap of at least £41m over the next three years, following the reductions in funding over the previous four years.

# Check, Challenge, Change

# Overview and Scrutiny Management Board

## OSMB - our work this year

What happened - Between October 2015 and February 2016 several scrutiny workshops and meetings were scheduled to facilitate effective scrutiny of the savings proposals. Members received a series of reports referred through Commissioner Manzie's "minded to" decision-making process. Savings proposals tabled for 2016-19 had all been risk assessed and rated red, amber or green accordingly in terms of likelihood of being achieved and impact on service users. Members scrutinised the proposals closely, questioning Executive Members and senior managers in depth to ensure officers had sought to minimise impact on frontline services and that the proposed savings and income targets were achievable.

The majority of the proposals were supported by OSMB but some required further work as Members:

- sought and received further information from officers in writing for specific proposals
- requested copies of particular equality analyses
- suggested modifications or alternatives
- delegated the Public Health provider efficiency savings proposals to the Health Select Commission

### Outcomes

- Issues raised by OSMB were fed back formally to Commissioner Manzie to inform the final decisions.
- Following discussion on the Adult Social Care Development Programme, OSMB requested a future report regarding the work to map community assets, as these will be integral to service transformation.
- OSMB expressed the view that the Council must carefully consider the impact of the proposed budget reductions for the Early Help Service, in order to ensure children and young people in the borough are to be properly safeguarded in the future.
- Major savings proposals and service reconfiguration require public consultation and OSMB will be involved in further scrutiny of these proposals once the consultation outcomes are known.
- Ongoing budget scrutiny will be incorporated in the work programme for the coming year.

### Medium Term Financial Strategy

Closely linked to the budget proposals is the development of a Medium Term Financial Strategy 2016-19 (MTFS) setting out the framework for understanding the challenges faced by the Council and examining the options for meeting those challenges. In July 2015 OSMB received a very detailed presentation drawing their attention to key issues that impact on developing the MTFS, both national and local.

Salient issues discussed included:

- transfer of responsibility for some financial risks from central Government to local authorities
- the impact of welfare and benefit reform
- increasing demand for specific services such as social care
- key risks
- the review of the Council's capital strategy and the revenue budget implications of the strategy
- RMBC's good performance in collecting business rates and having low amounts of debts written-off
- funding available to support the Council's budget
- proposals for reductions in the funding available for Public Health from central Government

Progress with developing the MTFS continued to be a regular agenda item for OSMB meetings until the final draft was circulated to Members for their feedback in November, subject to the final financial settlement from central Government.

# Check, Challenge, Change



# Overview and Scrutiny Management Board

## OSMB - our work this year

### Community Safety

OSMB has responsibility for the Council's statutory function to scrutinise the work of the Safer Rotherham Partnership. Following the annual report of its performance in April 2015 Members requested an update once the full review of the SRP had been carried out in response to criticisms raised in the Casey Report.

**What happened** - In January Members received a report and presentations covering the review of the SRP structure and governance arrangements; performance against priorities; and the new 'Policing Model' introduced in October 2015. Questioning centred on the differences between the old and new structure of the SRP and what had resulted from the changes. Community policing, including the role of PCSOs, and priorities for the coming year were all discussed.

Members raised concerns about the police 101 number with its usefulness reduced by delays and by a lack of response, which can have a negative impact on public confidence. The South Yorkshire Police and Crime Commissioner has commissioned a review of the 101 telephone service and technology used and this will be reported back to the South Yorkshire Police and Crime Panel.

**Outcomes** - OSMB learned that a more coordinated approach with partners, increasing connectivity and improving communications, was now in place, with greater accountability and better links between local area meetings and strategic meetings. A new outcome focused performance framework will be implemented in 2016-19.

OSMB asked that every endeavour be made to improve police response times to the various incidents of crime and anti-social behaviour. Members also requested a year-end report on the Safer Rotherham Partnership and a progress report on the operation of the South Yorkshire Police 101 telephone service.

### Children's Commissioner Takeover Challenge

Overview and Scrutiny Management Board demonstrated its continuing support for the Takeover Challenge by working with Rotherham Youth Cabinet (RYC) and supporting them in a spotlight review. RYC prioritised mental health in their manifesto for 2015-16 and this was the core theme of the meeting, with a focus on the newly reconfigured RDaSH Child and Adolescent Mental Health Service (CAMHS) and how this reflects recommendations made by Rotherham Youth Parliament in their "*Mind The Gap*" report. RYC also explored joint working and links between partners, especially with School Nurses.

**What happened** - RYC presented the recommendations from their report to OSMB, Cabinet Members and a range of professionals from the Council, schools and health partners. RDaSH introduced their new service model and then a detailed question and answer session ensued, led by the young people and involving all agencies. The young people had undertaken their own planning and preparation prior to the meeting, supported by two OSMB members and Scrutiny Services, who also provided follow up support with writing the report and recommendations.

**Outcomes** - RYC provided constructive challenge to service commissioners and providers. Suggestions were made by agencies at the meeting where they would welcome input from the RYC to inform service development, such as opening hours for the new single point of access to CAMHS. Both short term and longer term recommendations resulted, broadly focused on improving communication and consultation with young people and ensuring the effectiveness of the new service models in CAMHS and Early Help. The recommendations are now progressing through the approval processes for RMBC and partners.

One immediate outcome was a firm commitment by the School Nursing Service (SNS) to work more closely with school colleagues to ensure young people know who their school nurse is and how to access them. Following the meeting a discussion with the Public Health team resulted in agreement to involve RYC in the process of commissioning the 0-19 public health services contract, which includes the SNS.

# Check, Challenge, Change

# Overview and Scrutiny Management Board

## OSMB - our work this year

### Our wider work

#### Revenue Budget Monitoring

OSMB received regular reports on the revenue budget throughout the year, allowing Members to track budget forecasts and to explore the reasons for any variation from plan on a service by service basis. As a result of the financial pressures in Adult Social Care and high overspending in CYPS, Members requested additional bi-monthly reports from both services from December 2015 onwards in order to remain fully briefed on the budget position in these directorates.

#### Risk Management

The strengthened approach to risk management was presented to Management Board. This includes a new Strategic Risk Register that clarifies the key risks affecting the Council at a corporate level and ensures cross-cutting assessment and review of key strategic tasks. Members noted that Operational Risk Registers are in place for each directorate that are regularly monitored and that work is continuing to embed risk management and develop a more consistent approach throughout the organisation. OSMB recommended risk management be included in the development programme for newly elected Members.

#### Annual Report of Complaints, Compliments and Councillor Surgery Enquiries

OSMB considered a detailed report showing data and trends for the year ending March 2015. Members sought clarification on a number of points including whether complainants were spoken to initially about their complaint, professional input for handling complaints (especially those escalated past Stage 1) and the difference between a complaint and a service request. The new corporate performance framework should ensure that performance in both managing complaints and responding to them may be measured and the intelligence fed back into the complaints system. Members recommended that demographic information regarding complaints should be provided where appropriate and that using plain English should be incorporated into staff training for dealing with the complaints. They also suggested that a drop in session to raise awareness on concerns and complaints be arranged for all Members.

#### Responses to Government Consultations

OSMB scrutinised the draft responses developed by officers for four national consultations and made suggestions regarding each response prior to submission, as follows:

- National Planning Policy - to emphasise the 'brownfield first' approach, in terms of the use and re-use of land for future development.
- Pay to Stay: Fairer Rents in Social Housing – to strengthen concern about the impact of the proposals on our communities and on the Housing Revenue Account, which operates to a balanced budget.
- New Homes Bonus - that the response should be consistent with the response to the National Planning Policy consultation
- Starter Homes Regulations - for this be referred to the Equality Team for a view regarding any further evidence the Government should consider in their assessment of equality implications.

## OSMB - our work programme in 2016 - 17 to finalise 8/7/16

- ◆ Budget and Medium Term Financial Strategy
- ◆ Crime and Disorder
- ◆ Welfare Reform
- ◆ Children's Commissioner's Takeover Challenge
- ◆ Performance Monitoring

*For further information contact:*

James McLaughlin, Democratic Services Manager Tel: 01709 822477 or  
email [james.mclaughlin@rotherham.gov.uk](mailto:james.mclaughlin@rotherham.gov.uk)

# Check, Challenge, Change

# Health Select Commission

The remit is to carry out overview and scrutiny as directed by the OSMB in relation to:

- being the council's designated scrutiny body for any health issue relating to health and public health
- partnerships and commissioning arrangements for health and well-being and their governance
- scrutinising the integration of health and social care services and budgets
- health improvements and the promotion of wellbeing for adults and children of Rotherham
- measures to address health inequality
- food law and environmental health
- issues referred from Healthwatch

## Positive outcomes from our previous reviews

### Access to GPs

An in-depth scrutiny review was carried out in 2013-14 in response to concern about waiting times for appointments with GPs. Due to a lack of detail regarding implementation of certain recommendations from this review, follow up work was undertaken by the HSC through a further spotlight review and survey of practice managers.

#### *What has resulted:*

Recommendations from the review have been incorporated within the Interim GP strategy developed by Rotherham Clinical Commissioning Group (RCCG) and progress on the outcomes of the strategy will be reported to HSC as it embeds. Specific initiatives are:

- A local campaign this year to raise awareness that practices have a range of health professionals who can support patients not just their GP. For example five practices have recruited Practice Pharmacists who can undertake medication reviews and manage people with long term conditions.
- Schemes aiming to free up practice capacity, such as telehealth (patients taking their own blood pressure and texting results), electronic notification of blood results, and telephone consultations.
- A quality contract for general practice is currently in progress with consistency in access being a significant element, with a core standard of being seen within 24 hours if urgent and within five working days if the issue is routine.
- To raise awareness about the impact of patients not cancelling unneeded appointments RCCG has developed an A3 poster with a wipe clean space for practices to insert the number of appointments missed per month/cost so this can be displayed in public areas.

### Child and Adolescent Mental Health Services - CAMHS (Joint review with Improving Lives)

This review focused on identifying any issues or barriers that impact on children and young people accessing timely and appropriate services from RDaSH, following local concerns about access to services. 12 recommendations were made which are informing the wider CAMHS transformation.

#### *What has resulted:*

- Performance information across the mental health system is being reviewed in order to develop a common performance framework, helping to maintain a detailed local profile of C&YP's mental health and to inform the Joint Strategic Needs Assessment.
- To reduce delays in making an assessment RDaSH referral information and letters to patients and referrers have been revamped to provide more detail and RDaSH are also providing feedback to referrers on the quality of information provided.
- RDaSH are implementing the Locality Worker model with named locality workers for each Early Help, Social Care and GP locality, as well as with the schools and colleges within those localities.
- Six schools are participating in a pilot project to develop a whole school approach to emotional health and wellbeing, each with their own individual action plan.
- Other initiatives to support prevention and early help are being rolled out - the Family Support Service; peer support for families/young people; building resilience and self help approaches.

# Check, Challenge, Change



# Health Select Commission

## Positive outcomes from our previous reviews

### Urinary Incontinence

The review sub-group sought to establish the extent to which preventive measures are promoted in Rotherham to reduce urinary incontinence. This is important given the negative impact it has on people's quality of life, as many forms may be treated or cured, especially preventable stress or urge incontinence.

#### *What has resulted:*

- Awareness raising training and practical skills will be offered to all physical activity providers in the summer of 2016 to improve their awareness of bladder conditions and to help target exercises to maintain a healthy bladder.
- Developing a strong core and pelvic floor exercises are included in most exercise sessions, particularly those targeting older age groups.
- A short message signposting people with bladder problems to more information about the possible benefits of pelvic floor exercises will be displayed on the TV screens in local GPs.

### Support for Carers (Joint review with Improving Lives)

This review explored how well carers in Rotherham are able to obtain the right information at the right time to access support and services that meet any specific needs they have as carers.

#### *What has resulted:*

Review recommendations have been incorporated in the new joint Carers Strategy which has replaced the previous Carers Charter and Joint Action Plan.

- Carers resilience work is now taking place in 17 GP practices across the borough.
- The strategy refers to the Carer's Needs Form and Care Plan rather than Carer's Assessment to reflect its purpose in identifying any support people need as carers.
- A carers pathway is being developed.
- Work is underway with partners to encourage Rotherham employers to become carer friendly .

## HSC - our work this year

### Health and Social Care Integration

During 2015-16 HSC had a clear brief to scrutinise health and social care integration to ensure sustainable, high quality health and social care services. The Better Care Fund (BCF) has been one driver behind more joined up work by partner agencies but is resource intensive for a small percentage of the overall budget. However, structures are now in place for partners to continue working more closely, providing opportunities for further joint commissioning and service integration, above and beyond the minimum levels set by NHS England in the BCF. Much has been achieved through the BCF and partners' transformation plans already, but there is still a long way to go in transforming and integrating services across the health and care economy.

What happened - As this is a large, complex agenda HSC had a series of briefings and presentations early in the municipal year to ensure commission members were clear on the current context, challenges and pressures for both health and social care services. These sessions covered:

- Adult social care (ASC) - moving towards increased prevention and promoting greater independence
- Health commissioners in Rotherham and RCG's budget and commissioning plans
- BCF - pooled budgets and governance arrangements, workstreams and performance measures
- Care Act - key principles and our response to date
- Transformation of unscheduled care at Rotherham Hospital and integrating community and acute care

HSC received regular updates at its scheduled meetings throughout the year on the outcomes of service

# Check, Challenge, Change

# Health Select Commission

## HSC - our work this year

reviews; progress on transformation plans; and RCCG's commissioning plan for 2016-17. Commission members also joined the ASC working group on best practice visits to other local authorities who have recently transformed their services, improving outcomes and achieving savings through new approaches.

**Outcomes** - Much of the transformation work is at an early stage, with public consultation underway for many services, so HSC have primarily received reports apprising them of how work is progressing. This has provided HSC with opportunities to seek clarification or additional information where needed and to highlight areas of concern at an early stage. Positive achievements through the BCF, such as the new mental health liaison service at TRFT and the social prescribing project were welcomed by Members.

Reflecting its previous work on mental health and support for carers, the HSC has taken a close interest on developments in these areas, emphasising that both should be integral in the change agenda. With regard to Adults and Older People's mental health transformation, the HSC's preferred option was for the needs-led community based pathway model, but this has not yet been finalised.

Members stressed the importance of well developed pathways ensuring a smooth customer journey between services, so people only have to "tell it once". Two key areas were supported as necessary for facilitating integrated services - IT systems to support data sharing between partners (with the necessary safeguards) and a single point of access to health and care services, which is under discussion. Given the scale of the transformation, health and social care integration will continue to be scrutinised closely by the HSC during 2016-17 as the plans are developed further and reviews completed.

## Our wider work

### NHS Quality Accounts

In a new approach to scrutinising the quality accounts two separate working groups of the HSC were set up, for Rotherham Hospital and RDaSH respectively. Each received a detailed half year update on progress on the quality improvement priorities for 2015-16 following a planning meeting in advance where Members determined specific information that they required. The full commission then had a presentation from each trust at its March meeting where Members posed questions in relation to current performance and future challenges. The draft Quality Account documents were circulated to Members for consideration and comment to inform the formal statement from the Chair.

A third working group was established for Yorkshire Ambulance Service (YAS). This met in October to discuss performance information and the outcomes of the CQC Quality Summit following the CQC inspection earlier in the year. Members raised a number of questions and issues which were fed back through the Quality Account feedback process and at a meeting arranged through the Joint Health Overview and Scrutiny Committee for ongoing monitoring of the inspection action plan.

### GP Registered Patient Services - Chantry Bridge Area

- \* December 2014 - HSC received a detailed account regarding future options for GP Registered Patient Services in the Chantry Bridge area, as the contract for the current GP service located in the Community Health Centre (CHC) would expire in September 2015.
- \* October 2015 - In line with the favoured option following patient consultation a re-procurement for retaining registered GP services at the CHC had been undertaken, but there was no compliant provider, so RCCG would manage the transfer of around 1700 patients to other GP practices across Rotherham.
- \* March 2016 - HSC were reassured that patients had been dispersed to other GP practices. Although some had not yet registered with another practice RCCG were confident this was primarily because they have left the area.

# Check, Challenge, Change

# Health Select Commission

## HSC - our work this year

### Public Health

To be clear on roles and responsibilities across the health and care sector the commission received a presentation covering the budget and core functions of public health - health protection, health improvement and health care Public Health. This also included statistics on the health of our community. The Public Health Grant is currently ring-fenced money and amounts to only 3% of the total spending on health and social care in Rotherham, so it is important that it is spent effectively. HSC recognised the health challenges locally and the financial pressures on public health spending and endorsed using the Public Health grant to support the work of the Health and Wellbeing Board and the prevention agenda.

Three major services are commissioned by the Public Health team: sexual health, substance misuse and children's health 0-19, accounting for 79% of their total spend on commissioned services. These are also services where Public Health requested 1.8% efficiency savings from service providers, whilst at the same time ensuring minimal impact on patients (as referred to HSC from OSMB during the budget proposals scrutiny). Savings for substance misuse had been identified by RDaSH prior to the HSC meeting and these were noted by Members. TRFT was reviewing demand patterns for sexual health clinics to inform their decision on a reduction in clinic sessions or changes to opening hours, in order to minimize impact. They were also finalising details for efficiencies in the health visiting service but Members were assured these were achievable and that a management restructure was under consideration not clinical provision. The commission intends to monitor the impact on patients/service users of the changes made to these services.

### Refresh of Joint Health and Wellbeing Strategy

In a good example of pre-decision scrutiny HSC considered the draft refreshed Health and Wellbeing Strategy prior to sign off by the Health and Wellbeing Board. The commission received a presentation outlining the approach and key issues first and recommended that mental health should be an explicit priority in the strategy, reflecting their focus on mental health over the last two years. Members later suggested several changes to the draft document, including incorporating additional references to mental health and a reference to young carers, that were accepted.

### Health Partners

- \* Briefings with the Chief Executives of RCCG, RDaSH and Rotherham Hospital continued throughout 2015-16 to consider current and future work of health partners and when/how HSC would be involved.
- \* Initial meetings to discuss joint scrutiny of the Commissioners Working Together Programme have been held with Members and officers from other local authorities, representatives from NHS England and CCGs. Workstreams in the programme include children's surgery and hyper-acute stroke services and this work will feature in the work programme for the HSC over the next couple of years.
- \* The annual review of RCCG's Commissioning Plan and consultation on refreshed priorities for 2016-17 took place at the October meeting. Members asking a number of questions around future service developments with regard to more integrated services and potential for joint service commissioning.

## HSC - our work programme in 2016 - 17 to finalise 8/7/16

- ◆ Health and Social Care Integration
- ◆ Adult Social Care Development Programme
- ◆ Mental Health Transformation
- ◆ Children's Surgery and Hyper Acute Stroke Services
- ◆ NHS Trust Quality Accounts

*For further information contact:*

Janet Spurling, Scrutiny Officer Tel: 01709 254421 or  
email [janet.spurling@rotherham.gov.uk](mailto:janet.spurling@rotherham.gov.uk)

# Check, Challenge, Change

# Improving Lives Select Commission

The remit is to carry out overview and scrutiny as directed by the OSMB in relation to:

- the implementation of Rotherham's plans to tackle Child Sexual Exploitation
- the Every Child Matters agenda (note Health Select Commission responsibilities)
- the 'Think Family' and early intervention/prevention agendas
- other cross-cutting services provided specifically for children and young people

## Positive outcomes from our previous reviews

### Domestic Abuse

This review sought to establish how well partners work together to support women and men and their families who have experienced domestic abuse. Opportunities for agencies to work more effectively and efficiently were identified, particularly at lower risk levels to prevent escalation.

#### *What has resulted:*

Further outcomes in line with the review recommendations have been achieved during the last year, building on those reported in 2014-15.

- Following on from achieving mainstreaming funding for the two Independent Domestic Violence Advocates (IDVAs), two additional IDVAs on a one-year contract were funded by the Police and Crime Commissioner in 2015-16.
- Customised e-learning for domestic abuse is available for all staff, to get them to be comfortable with identifying domestic violence in a safe way.
- Setting up the MASH (Multi-Agency Safeguarding Hub) with co-located staff means improved information sharing and the ability to respond and refer cases quickly. MASH Domestic Abuse Process map and procedures are under development.
- South Yorkshire Police continue to send low risk domestic abuse notifications (rated blue) but these are now processed via a different email account at the MASH and recorded on files for information.
- A process for responding to domestic abuse for dentists, opticians and pharmacies is being shared with NHS England for comments and to see if they will adopt it.
- Work with perpetrators - Rotherham District has a dedicated Domestic Abuse offender management officer, who in conjunction with the Safeguarding Adults Team has responsibility for monitoring and managing repeat and high risk domestic abuse offenders.

### Education Lifestyle Survey

The annual survey of Year 7 and Year 10 pupils covers various themes such as health and wellbeing, relationships, and bullying, providing a useful snapshot highlighting trends, concerns and challenges. Members emphasised the importance of looking at trend data over several years where possible, but acknowledged that the questions are frequently updated.

#### *What has resulted:*

- Additional categories were added to the questions on bullying for 2015 to ensure the survey fully captured young people's experiences. The format has been changed for the 2016 survey with this section extended further to allow more room for comments.
- The annual survey report now also includes references to the previous year's information.
- Schools receive individual reports with data showing trends over three years and partner agencies may request information on a specific theme from the survey and this will also include three-year trend data.

See HSC for joint reviews of Child and Adolescent Mental Health Services and Support for Carers.

# Check, Challenge, Change

# Improving Lives Select Commission

## ILSC - our work this year

### Child Sexual Exploitation (CSE)

Scrutiny of partnership plans and services to tackle CSE in Rotherham has been the overarching priority in the work programme of ILSC during 2015-16. This follows on from the work undertaken by OSMB last year after the publication of the Jay Report. The scrutiny has taken place in the scheduled meetings in order to involve all members of the commission and to be an open and transparent process.

Following an update and overview of current plans to tackle CSE in Rotherham at its June meeting, ILSC scrutinised particular aspects of the work in detail during four subsequent meetings. The overview covered the redevelopment of the joint CSE team, assertive outreach work, recent police activity, the new multi-agency risk panel (MARF) and the draft CSE strategy. The update and ensuing discussion informed the work programme for the future meetings, where partner agencies presented detailed reports and answered in-depth questions from Members on the areas outlined below:

- July - *Child Sexual Exploitation - The Way Forward for Rotherham 2015-18*, the new strategy developed by the multi-agency Rotherham Local Safeguarding Children Board (RLSCB)
- September - *Tackling CSE - Delivery Plan*
- December
  - Rotherham CSE Needs Analysis, including the report from the University of Salford following its research project with victims, survivors and families affected by CSE
  - progress on the workstreams for Voice and influence impact and Work in Rotherham schools
- April - Prevent workstream of the CSE strategy

**July** - It was agreed ILSC would continue to monitor the issues reported on, including new documents due to be published in the coming months. The omission of the ILSC from the governance arrangements for the strategy was corrected. Members also wished to contribute to the discussion on the needs assessment and commissioning strategy. Support for vulnerable adults and transition between Children's and Adult Services at 18 years of age were identified as areas for further scrutiny.

**September** - Members asked a series of questions on each of the five sections of the Delivery Plan - Prevent, Protect, Pursue, Providing support and Participation (voice and influence). Although most actions were on target or completed, six were rated as requiring remedial action to meet the delivery date, into which ILSC probed more deeply. ILSC highlighted gaps in the delivery plan in relation to health partners and recognised the legal issues and challenges regarding data sharing. Health partners involvement would be explored further by the commission in its work programme.

A specific action for ILSC was included in the action plan under the section on recognising diversity and ensuring services are responsive to need. This will be to undertake an annual review of community engagement activity, with the commission making recommendations for any improvements identified.

Following concerns raised at ILSC in relation to CSE and the RLSCB audit process it was agreed ILSC would have a Lead Member (Cllr Hoddinott) and named substitute (Cllr Ahmed) to work with the board on the CSE audit process. This work on audits would be shared and factored into the work programme to ensure appropriate Member involvement. Consideration is also being given as to how best to use this to inform Members' wider understanding of safeguarding processes.

### December

- \* Needs Analysis - ILSC was reassured that the needs analysis had informed the services being commissioned from April 2016 to support victims and survivors and that the delivery plan addressed the recommendations from the report. Concerns were raised about low numbers of referrals from health partners but health staff have had designated protected learning time and raised awareness of staff is now leading to increased reporting. More specifically, through the Sexual Health Strategy

# Check, Challenge, Change



# Improving Lives Select Commission

## ILSC - our work this year

Group a flag system is in place to ensure referrals are made from health providers following relevant contacts, including after requests for emergency hormonal contraception. Members determined that key challenges are working across traditional organisational boundaries and also resources, due to the impact on resources of the frequent large scale and significant investigations.

- \* CSE Multi-Agency Risk Panel (MARP) - The MARP considers potential victims, perpetrators and locations and has a small strategic role regarding issues that may influence effective CSE service delivery. The panel seeks to improve outcomes for young people believed to be at risk of CSE by adding value through initiating appropriate supportive activity, for example advocacy or assertive outreach. Members asked questions regarding the type of work carried out in the locations identified, details of the Make Safe work with hotels and food outlets and links from MARP to Licensing.
- \* Voice and influence impact / Work in Rotherham schools - Members had requested a progress update on these workstreams and received a report summarising current work and the impact this was having. Officers stressed that the voice and influence of people affected by CSE was pivotal to the development of services. Co-production sessions had taken place and the service specification for April 2016 onwards had been developed with direct input from people affected by CSE.

Universal, age-appropriate prevention work relating to CSE takes place in schools, for example units on Relationships and E-safety, which is where curriculum work relating to CSE prevention would be covered. Specific projects currently available to support schools with their CSE related preventive work include exploring forms of abuse and keeping safe on-line (primary) and theatre-based work (secondary), with staff from Barnardo's invited. Members were concerned about on-line grooming and the damage caused to self-esteem by bullying and emphasised the need for on-line resources for young people to be available and kept up-to-date. They also sought assurance regarding outcome monitoring of the various initiatives.

**April** - The commission used this detailed scrutiny of the Prevent actions as a means of exploring the wider issues of governance and performance management of the plan overall. Their questions to accountable officers addressed four key areas: pace and scale of progress to date; impact of actions taken so far; planned future improvements beyond March 2016; and how improvements will be sustained.

The following points were agreed as priorities by ILSC with regard to future versions of the Prevent Action Plan and reporting back to Members:

- That further work is undertaken to identify Asian victims.
- The Communications Team should look at the complexity of grooming in its awareness raising work, and involve victims and survivors in this work.
- Agencies need to identify the 'So What' question/parameters for monitoring.
- The use of phone Apps and online reporting should be supported to bolster the role of soft intelligence.
- Intelligence sharing – assurances were requested around information sharing across agencies (including the memorandum of understanding with the police) – and proportionality thresholds.
- Analysis of the resourcing in Schools and partners' contributions to Safeguarding and e-safety. A report was requested on how schools were buying-back the traded service offer.
- The role of complaints and whistleblowing - how information was triangulated, and how this would be reported to Members.
- Reporting the ratings in future action plans - issues relating to accuracy were relevant and some strategic objectives had been rated as green when progress was unclear.
- Incorporation of the CSE delivery plan into the C&YP Improvement Plan – Members sought assurance regarding continuity in reporting to ensure that progress could be monitored; clarity about how delays in actions are reported in the plan; and a clear rationale about 'signing off' actions as complete.

# Check, Challenge, Change

# Improving Lives Select Commission

## ILSC - our work this year

### Our wider work

#### Early Help

ILSC received a presentation detailing the establishment of the newly reconfigured locality model for Early Help following property and staffing reviews. The new model will address weaknesses identified by Ofsted with regard to data quality and referrals, for example through the rationalisation of multiple databases into one new system and developing new forms for Early Help assessment and Requests for support, both available on-line. Members explored issues such as ensuring all partners are engaged in the new model; support for staff in adapting to new ways of working; and how success will be measured. As the Early Help structure was at a formative stage, Members requested a future update on progress.

#### Rotherham Local Safeguarding Children Board (RLSCB) - Annual Report 2014-15

Since April 2010 RLSCB has been required to publish an annual report on the performance and effectiveness of services for safeguarding children. Questions and discussion on the report focused on the need for quality data and performance information to enable effective challenge to all agencies; the importance of children's voice and influence; and opportunities for joint learning and development across Adults and Children's Safeguarding. Members also commented on the report format and how this could be improved, including clear and succinct information on the work of the six sub-groups and the Board.

#### Safeguarding Children and Families Services Performance - Quarter 3

A number of performance improvements were reported since the Ofsted inspections in 2014, such as children being seen by their social worker more regularly and a more robust and responsive front door service via the MASH. Members also noted where further improvements are needed with regard to the quality and timeliness of assessments, reasons for high re-referral rates and availability of in-house adopters. Discussion centred largely on Looked After Children and adoption, with Members assured of the rigour of adoption assessment and notification processes. It was agreed that any issues of concern would be reported to ILSC and that ILSC would receive quarterly performance reports from 2016-17. Members also wished to include Children Missing from Education in their future work programme.

#### Children's Residential Care

The commission received information regarding the latest position on Rotherham's residential homes following the outcomes of the Ofsted inspections for Woodview and St Edmunds. Officers also described a planned future options appraisal process, looking at outcomes and value for money. The role of independent Regulation 44 visits was considered and Members queried why these had not identified the problems found by Ofsted. After training Cllr Hoddinott had undertaken informal visits on behalf of the commission to four care homes and reported back her findings, emphasising the importance of keeping up to date with Regulation 44 reports in order to triangulate information. ILSC asked to be kept informed of progress in relation to residential homes for looked after children and to be considered as stakeholders in the decisions made.

## ILSC - our work programme in 2016-17 to finalise 8/7/16

- ♦ Early Help
- ♦ Child Sexual Exploitation and Safeguarding Plans
- ♦ Children Missing from Home and Education
- ♦ Domestic Abuse
- ♦ Looked After Children

#### For further information contact:

Caroline Webb, Senior Adviser (Scrutiny and Member Development) Tel: 01709 822765 or email [caroline.webb@rotherham.gov.uk](mailto:caroline.webb@rotherham.gov.uk)

# Check, Challenge, Change

# Improving Places Select Commission

The remit is to carry out overview and scrutiny as directed by the OSMB related to:

- Community cohesion and social inclusion
- Tourism, culture and leisure
- Housing and Neighbourhood strategies
- Economic development and regeneration strategies
- Environment and sustainable strategies

## Positive outcomes from our previous reviews

### Supporting the Local Economy and Sheffield City Region

Progressing the recommendations from the supporting the local economy review is closely linked to the implementation of the Rotherham Economic Growth Plan, approved in Autumn 2015 ([see also page xx](#)). Members wished to ensure that the plan is focused on income generation and employment creation.

#### *What has resulted:*

- RMBC is continuing to work with partners at Sheffield City Region (SCR) level to maximise the impact of economic activity, but with Rotherham based delivery to tackle specific local needs.
- Three sub-groups for Business Development; Skills and Employment; and Town Centre are now leading on delivery of the Rotherham Economic Growth Plan.
- Development sites and major projects are being identified through the work on economic priorities.
- Funding sources are being identified and pursued in regard to project delivery, including the Devolution Deal, European funds and Major Scheme transport monies.
- Multi-disciplinary teams, including private sector partners, are working on a number of major projects including Bassingthorpe Farm and the Advanced Manufacturing Park/Advanced Manufacturing Innovation District.
- The City Region/Combined Authority are reviewing the Strategic Economic Plan and alongside this Rotherham are undertaking a review of their “priority economic projects” to identify those of strategic importance which will be able to access SCR level funding.

### Ground Maintenance and Street Cleansing

Detailed action plans were produced following this review and IPSC have continued to monitor progress, with most actions now completed. One recommendation concerned re-invigorating the Streetpride Champions initiative and a coordinator was recently appointed to project manage Streetpride’s *Love My Streets* initiative. This entails engaging with community groups to encourage them to work with the Council on maintaining and improving the quality of the environment in their local area. Members also endorsed this role in the litter and fly tipping review.

### Selective Licensing

Following an earlier review of private sector landlords, IPSC considered the key issues involved in implementing either a mandatory selective licensing scheme or a voluntary local scheme. This included consultation outcomes, differing perspectives and evidence regarding similar schemes in other councils.

#### *What has resulted:*

A new mandatory selective licensing scheme, geared to driving up the standards of privately rented accommodation in Rotherham has been introduced. The aim is to help tackle issues such as poor property standards and high levels of anti-social behaviour, which often lead to short term tenancies and put people off wanting to stay in an area. Eastwood, Masbrough, Dinnington and Maltby South East have been designated as the “selective licensing” areas and landlords of all privately rented properties in these areas must obtain a licence for each property they own. The first prosecution with regard to renting out an unlicensed private property in Rotherham was in March 2016 after the Community Protection Unit identified an unlicensed house due to a large volume of household waste in the garden.

# Check, Challenge, Change



# Improving Places Select Commission

## Positive outcomes from our previous reviews

### Homelessness Strategy

The focus of the review was on improving information for customers who are faced with homelessness; the impact of welfare reform; and the availability of temporary accommodation. The recommendations of the scrutiny review were incorporated within the Homelessness Strategy Action Plan 2014 - 2018.

#### *What has resulted:*

- Information and trends regarding rent arrears are monitored by the Income Team and officers working within the team provide early support and advice to tenants who begin to accrue rent arrears.
- The Homelessness Service works closely with the Strategic Investment team to identify potential options for bringing properties back in to use, and with partners to provide the right accommodation for those in housing need.
- Awareness raising/training regarding the 28 day rule includes improving information on the website and developing a Homelessness Prevention Pack for customers offering advice where to get help.
- Regular reviews of the action plan will ensure the actions remain relevant and reflect any changes in trends, or issues that the Housing Solutions team need to address. This will also provide clarity and guidance for partners providing homelessness services in the borough.

## IPSC – our work this year

### Clean and Green Agenda

Three areas of work within Regeneration and Environment were identified as topics for potential scrutiny reviews during 2015/2016. These had been raised at a Council meeting as issues of concern to local residents and are in line with the corporate priority “*A strong community in a clean, safe environment*”:

- Waste Management - including household waste recycling centres and green waste collection
- Leisure and Community Services - especially fly-tipping and enforcement
- Network Management - parking services, especially in and around Rotherham town centre

A cross party task and finish group approach was used for each of the reviews, with the majority of IPSC Members taking part, together with the three co-opted members and a member of OSMB. All three reviews have been approved by OSMB and are at the final stage of the scrutiny process, with the recommendations due to be considered by Cabinet and Commissioners. Dianne Thomas supported each of the task and finish groups undertaking the reviews and was thanked by Members.

### Rotherham Town Centre Car Parking

What happened - A preliminary investigation explored the issues surrounding Rotherham town centre car parking charging and enforcement policies, to determine the benefits and potential scope of a more in-depth scrutiny review in the future. This was a short piece of work to establish the current position relating to car parking, with evidence provided by the Parking Services Manager.

Outcomes - Members established that at present there is no written policy on parking provision but work is under way to develop a policy, but this will not be straight forward due to differing priorities across different Council departments. There is a robust parking enforcement policy in place. Shopper surveys and contact with local businesses through various town centre meetings inform decisions on car parking and needs to be strengthened. Members emphasised the importance of people's overall experience of visiting Rotherham Town Centre, with car parking just one of the factors to be considered. The group discussed offering free parking in the town centre, noting that usage of car parks had increased when seasonal free parking was offered, although this issue would need further analysis.

IPSC concluded there is scope for further work on parking issues in Rotherham town centre, particularly with regard to a coherent policy and consistent approach, and made recommendations to this effect.

# Check, Challenge, Change

# Improving Places Select Commission

## IPSC – our work this year

### Waste Management

The task and finish group agreed to focus on four areas: household waste recycling centres (HWRC); special household waste collections (green waste and bulky collections); future provision and identifying potential areas for savings and/or income generation; and options for increasing recycling rates and introducing re-use into the waste collection service. This review was also carried out at the same time as a peer review on the Waste Service and both parties shared information to inform each other's review.

What happened - Members requested and considered evidence from RMBC officers, other local authorities, and private contractors to learn from their experiences in managing waste. The British Heart Foundation provided information about a bulky items collection service for re-use and kerb side collection service operating in Elmbridge.

The group also looked outside the Rotherham area for ideas on how similar services are provided in other authorities. Members visited a household waste recycling centre in Selby District Council to explore options for charging for waste and the associated services that are required. For the area of commercial waste collection, the group visited Nottingham City Council to learn of the innovative way they have increased their commercial waste collection service by adopting a more business ethos approach and being competitive with other suppliers. The final visit was to the Shanks Treatment Plant in Rotherham, to see where collected household waste is taken and how it is processed.

Outcomes - Members discussed options for how services provided at the HWRC could be improved at a Rotherham level, or on a wider remit including Barnsley and Doncaster, and how services could be managed in the longer term. Re-use was highlighted, which FCC Environmental (the contract holder) is exploring at another site within South Yorkshire. Officers are engaging in further discussion regarding how the initiatives in Elmbridge would operate here. Charging for the collection of green waste was considered but rejected by the group as it was anticipated take up would be low and the public would see this as an erosion of services. Instead IPSC asked for options to be explored to increase household composting. The group noted that the treatment plant has the capacity to take more waste under the current contract, providing an opportunity to utilise this for the collection of commercial waste. The recommendations from this review include short and medium term actions around the issues considered.

### Litter and Fly Tipping

In public consultation carried out in 2015, 73% of respondents felt clean, tidy streets were very important. Budget cuts since 2010 have reduced the amount available to spend on street cleaning and litter prevention and this has impacted on the Council's ability to respond quickly to complaints of litter and fly tipping. In addition there have been little or no preventative measures undertaken.

The review group examined the nature of the problem and the effectiveness and costs of the Council's current responses. Potential new ways to reduce the scale of the problem, change behaviours and attitudes and reduce the overall cost in keeping the borough clean were also considered. The scope of the review set a specific focus on three key aspects of an improved approach:

- More effective enforcement.
- Increased education, awareness and other prevention activity.
- Involving businesses and local communities in prevention and clean up campaigns.

What happened - Evidence was provided by RMBC officers and local residents with a specific interest in this topic. This was supported by research looking at how other local authorities deal with these issues.

Outcomes - Members were clear that costs incurred by the Council in clearing litter and fly tips are avoidable and individuals need to take responsibility for not dropping litter and fly tipping to avoid this

# Check, Challenge, Change

# Improving Places Select Commission

## IPSC – our work this year

unnecessary use of limited public funds. Education and awareness were viewed as vital to reducing the problems caused by litter and fly tipping. Ward councillors continue to have a key role in leading the drive within neighbourhoods to limit littering and fly tipping and to generate greater community involvement in preventing litter and keeping streets clean. The review group wish to see closer working between the Council, Area Assemblies, Area Housing Panels, Town and Parish Councils and contractors in order to work together on these issues. The review group recommended that IPSC should have the opportunity to revisit this piece of work, once the directorate service restructure has been completed.

### Our wider work

In addition to the task and finish group work, IPSC scrutinised a number of strategies and plans during its scheduled meetings. The Economic Growth plan is covered in more detail below but others included the Highways Asset Management Policy, Strategy and revised Highway Asset Management Plan, Transport Strategy, Rotherham Town Centre Masterplan and Tenant Involvement Strategy. Members requested to be kept up to date on further developments and/or performance as these evolve and are implemented.

### Economic Growth Plan

The commission received a detailed presentation regarding the growth plan and its key themes, projections for job growth and planned transformational projects for the borough, including a higher education campus and the Advanced Manufacturing Innovation District. IPSC noted the performance of Rotherham on indicators for employment, wages and qualifications, compared with the SCR and the UK as a whole. A number of issues were highlighted including the need to focus on education and schools, to ensure a suitably skilled and enterprising future workforce for the area. The plan will help in attracting more businesses with growth potential to the area, creating jobs which will be accessible to local residents. Members requested an update on the progress of the development of the Growth Hub in addition to annual progress reports on the Economic Growth Plan.

### Winter Weather

IPSC discussed a report reviewing the key issues and Council's response to the severe weather during the Christmas and New Year holiday period 2014-2015. The paper also set out proposed actions for winter maintenance services, the Council website and communications in order to improve the response to any similar adverse weather conditions in the future. Changes proposed include:

- Staff standby arrangements – staffing levels over the holiday period have been reviewed to provide greater resilience in another severe weather event.
- Communications – having co-ordinated and simpler media messages focused on critical service issues, with updates three times a day during times of service disruption.
- Waste collections - better real time information about the status of waste collections in the event of service disruption by the weather, which will also enable the Contact Centre to handle calls better.

Members agreed that the report should be forwarded to Commissioners for further consideration, with a recommendation to approve the proposed changes.

## IPSC - our work programme in 2016-17 to finalise 8/7/16

- ◆ Clean and Green Agenda
- ◆ Economic Growth Plan
- ◆ Rotherham Town Centre
- ◆ Transport Strategy
- ◆ Tenant Involvement

*For further information contact:*

Christine Majer, Scrutiny Officer Tel: 01709 822738 or  
email [christine.majer@rotherham.gov.uk](mailto:christine.majer@rotherham.gov.uk)

# Check, Challenge, Change

# Scrutiny Membership 2016-17

## Overview and Scrutiny Management Board

Meetings are held on a fortnightly basis on Fridays at 9.00am

Cllr Albiston

Cllr Price

Cllr Allcock

Cllr Sansome

Cllr Clark

Cllr Julie Turner

Cllr tbc

Cllr Walsh

Chair: Councillor Brian Steele

Cllr Mallinder

Cllr Wyatt

Vice-Chair: Cllr Allen Cowles

Contact: James McLaughlin - Tel: 01709 822477



The Board is supported by three select commissions.

### Health

Chair:  
Cllr Stuart Sansome

Vice-Chair:  
Cllr **TBC**



The commission meets (usually) at 9.30am on Thursdays at 6 weekly intervals

Cllr Albiston

Cllr Ellis

Cllr Roddison

Cllr Andrews

Cllr Evans

Cllr Simpson

Cllr Brookes

Cllr Fenwick-Green

Cllr John Turner

Cllr Cusworth

Cllr Ireland

Cllr Williams

Cllr J Elliot

Cllr Marles

Cllr Wilson

Cllr R Elliott

Cllr Marriott

Contact: Janet Spurling - Tel: 01709 254421

### Improving Lives

Chair:  
Cllr Maggi Clark

Vice-Chair:  
Cllr Leon Allcock



The commission meets (usually) at 1.30pm on Wednesdays at 6 weekly intervals

Cllr Albiston

Cllr Hague

Cllr Napper

Cllr Beaumont

Cllr Jarvis

Cllr Pitchley

Cllr Bird

Cllr Keenan

Cllr Senior

Cllr Cooksey

Cllr Khan

Cllr Short

Cllr Cusworth

Cllr Marriott

Cllr Tweed

Cllr J Elliot

Contact: Caroline Webb - Tel: 01709 822765

### Improving Places

Chair:  
Cllr Jeanette Mallinder

Vice-Chair:  
Cllr Richard Price



The commission meets (usually) at 1.30pm on Wednesdays at 6 weekly intervals.

Cllr Allen

Cllr Jones

Cllr Sheppard

Cllr Atkin

Cllr Marles

Cllr Taylor

Cllr Buckley

Cllr McNeely

Cllr Walsh

Cllr B Cutts

Cllr Reeder

Cllr Whysall

Cllr M Elliott

Cllr Rushforth

Cllr Wyatt

Cllr Jepson

Contact: Christine Majer - Tel: 01709 822738

# Check, Challenge, Change

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

Tel: 01709 822776

Minicom: 01709 823536

or by email to: [scrutiny.works@rotherham.gov.uk](mailto:scrutiny.works@rotherham.gov.uk)

#### 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.

#### Kurdish Sorani

کوردی سورانی  
هه‌گه‌ر تۆ یان که‌سێک که تۆ ده‌بناسی پێویستی به‌یارمه‌تی هه‌یه‌ت بۆ نه‌وه‌ی لهم به‌نگه‌نامه‌یه‌ تێیگات یان بیه‌خوینێته‌وه‌،  
تکایه‌ په‌یوه‌ندیمان پێوه‌ بکه‌ له‌سه‌ر نه‌و ژماره‌یه‌ی سه‌ره‌وه‌دا یان په‌و نیمه‌یه‌.

#### Arabic

عربي  
إذا كنت أنت أو أي شخص تعرفه بحاجة إلى مساعدة لفهم أو قراءة هذه الوثيقة، الرجاء الاتصال على الرقم أعلاه، 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 یا  
ما بوسیله شماره بالا یا ایمیل تماس حاصل فرمایید.

**Check, Challenge, Change**

## MAY, 2016

<b>M O N D A Y</b>	<u>2nd</u>  MAY DAY HOLIDAY	<u>9th</u>	<u>16th</u>	<u>23rd</u>	<u>30th</u>  SPRING BANK HOLIDAY
<b>T U E S D A Y</b>	<u>3rd</u>	<u>10th</u>	<u>17th</u>	<u>24th</u>	<u>31st</u>
<b>W E D N E S D A Y</b>	<u>4th</u>	<u>11th</u>	<u>18th</u>	<u>25th</u>	
<b>T H U R S D A Y</b>	<u>5th</u>  BOROUGH ELECTIONS	<u>12th</u>  Planning Board 9.00	<u>19th</u>	<u>26th</u>  Cabinet and Commissioners' Decision Making Meeting 10.00	
<b>F R I D A Y</b>	<u>6th</u>	<u>13th</u>	<u>20th</u>  ANNUAL COUNCIL MEETING 2.00	<u>27th</u>  Overview and Scrutiny Management Board – 9.00	

## JUNE, 2016

<b>M O N D A Y</b>		<u>6th</u> Cabinet and Commissioners' Decision Making Meeting 10.00	<u>13th</u>	<u>20th</u>	<u>27th</u>
<b>T U E S D A Y</b>		<u>7th</u>	<u>14th</u> Council Seminar 5.00	<u>21st</u> Rotherham SACRE (New York Stadium) 4.00	<u>28th</u>
<b>W E D N E S D A Y</b>	<u>1st</u>	<u>8th</u>	<u>15th</u> Improving Lives Select Commission 1.30	<u>22nd</u> Improving Places Select Commission 1.30	<u>29th</u> Transport Liaison Group 2.00
<b>T H U R S D A Y</b>	<u>2nd</u> Planning Board 9.00	<u>9th</u> Standards and Ethics Committee 2.00	<u>16th</u> Health Select Commission 9.30	<u>23rd</u> Planning Board 9.00 Education Consultative Committee 2.00	<u>30th</u>
<b>F R I D A Y</b>	<u>3rd</u>	<u>10th</u> Overview and Scrutiny Management Board 9.00	<u>17th</u> Rotherham Schools' Forum 8.30 Health, Welfare and Safety Panel – visits of inspection 9.00	<u>24th</u> 9.00	

## JULY, 2016

M O N D A Y		<u>4th</u>	<u>11th</u> Cabinet and Commissioners' Decision Making Meeting 10.00 Area Assembly Chairs 2.00	<u>18th</u> Group Executive 6.00 Reports Deadline – Improving Lives	<u>25th</u>
T U E S D A Y		<u>5th</u> Council Seminar 9.00	<u>12th</u> Corporate Parenting Group 9.30	<u>19th</u> Council Seminar 5.00	<u>26th</u>
W E D N E S D A Y		<u>6th</u>	<u>13th</u> COUNCIL MEETING 2.00	<u>20th</u> Improving Places Select Commission 1.30 Audit Committee 4.00	<u>27th</u> Improving Lives Select Commission 1.30
T H U R S D A Y		<u>7th</u> Local Admissions Forum 10.00	<u>14th</u> Planning Board 9.00	<u>21st</u>	<u>28th</u> Health Select Commission 9.30
F R I D A Y	<u>1st</u> Overview and Scrutiny Management Board	<u>8th</u>	<u>15th</u> RMBC/Trades Unions Joint Consultative Committee 9.30 Health, Welfare and Safety Panel 2.00	<u>22nd</u>	<u>29th</u> Overview and Scrutiny Management Board 9.00



# AUGUST, 2016

<b>M O N D A Y</b>	<u>1st</u>	<u>8th</u>	<u>15th</u>	<u>22nd</u>	<u>29th</u>  SUMMER BANK HOLIDAY
<b>T U E S D A Y</b>	<u>2nd</u>	<u>9th</u>	<u>16th</u>	<u>23rd</u>	<u>30th</u>
<b>W E D N E S D A Y</b>	<u>3rd</u>	<u>10th</u>	<u>17th</u>	<u>24th</u>	<u>31st</u>
<b>T H U R S D A Y</b>	<u>4th</u> Planning Board 9.00	<u>11th</u>	<u>18th</u>	<u>25th</u> Planning Board 9.00	
<b>F R I D A Y</b>	<u>5th</u>	<u>12th</u>	<u>19th</u>	<u>26th</u>	

## SEPTEMBER 2016

<b>M O N D A Y</b>		<u>5th</u>	<u>12th</u>  Cabinet and Commissioners' Decision Making Meeting 10.00  Area Assembly Chairs 2.00	<u>19th</u>	<u>26th</u>
<b>T U E S D A Y</b>		<u>6th</u>	<u>13th</u>  Council Seminar 9.00	<u>20th</u>  Corporate Parenting Group 9.30	<u>27th</u>
<b>W E D N E S D A Y</b>		<u>7th</u>  COUNCIL MEETING 2.00	<u>14th</u>  Improving Places Select Commission 1.30	<u>21st</u>  Health and Wellbeing Board 9.00  Improving Lives Select Commission 1.30  Audit Committee 4.00	<u>28th</u>  Health and Wellbeing Board 9.00  Transport Liaison Group 2.00
<b>T H U R S D A Y</b>	<u>1st</u>	<u>8th</u>	<u>15th</u>  Planning Board 9.00  Standards and Ethics Committee 2.00	<u>22nd</u>  Health Select Commission 9.30	<u>29th</u>
<b>F R I D A Y</b>	<u>2nd</u>  Overview and Scrutiny Management Board 9.00	<u>9th</u>	<u>16th</u>	<u>23rd</u>  Health, Welfare and Safety Panel – visits of inspection 9.00	<u>30th</u>  Overview and Scrutiny Management Board

# OCTOBER 2016

## HALF TERM WEEK

<b>M O N D A Y</b>	<u>3<sup>rd</sup></u>	<u>10th</u> Cabinet and Commissioners' Decision Making Meeting 10.00	<u>17th</u>	<u>24th</u>	<u>31st</u>
<b>T U E S D A Y</b>	<u>4th</u>	<u>11th</u> S.A.C.R.E. 4.00	<u>18th</u> Council Seminar 9.00	<u>25th</u>	
<b>W E D N E S D A Y</b>	<u>5th</u>	<u>12th</u>	<u>19th</u> COUNCIL MEETING 2.00	<u>26th</u> Improving Places Select Commission 1.30	
<b>T H U R S D A Y</b>	<u>6th</u> Planning Board 9.00	<u>13th</u>	<u>20th</u> Education Advisory and Consultative Committee 2.00	<u>27th</u> Planning Board 9.00 Health Select Commission 3.00	
<b>F R I D A Y</b>	<u>7th</u> Rotherham Schools' Forum 8.30	<u>14th</u> RMBC/Trades Unions Joint Consultative Committee 9.30	<u>21st</u> Health, Welfare and Safety Panel 2.00	<u>28th</u>	

## NOVEMBER, 2016

<b>M O N D A Y</b>		<u>7th</u>	<u>14th</u> Cabinet and Commissioners' Decision Making Meeting 10.00	<u>21st</u>	<u>28th</u>
<b>T U E S D A Y</b>	<u>1st</u>	<u>8th</u> Corporate Parenting Group 9.30 Council Seminar 5.00	<u>15th</u>	<u>22nd</u>	<u>29th</u>
<b>W E D N E S D A Y</b>	<u>2nd</u> Improving Lives Select Commission 1.30	<u>9th</u>	<u>16th</u> Health and Wellbeing Board 9.00	<u>23rd</u> Transport Liaison Group 2.00 Audit Committee 4.00	<u>30th</u> Improving Places Select Commission 1.30
<b>T H U R S D A Y</b>	<u>3rd</u> Local Admissions Forum 10.00	<u>10th</u>	<u>17th</u> Planning Board 9.00	<u>24th</u>	
<b>F R I D A Y</b>	<u>4th</u> Overview and Scrutiny Management Board 9.00	<u>11th</u>	<u>18th</u>	<u>25th</u> Rotherham Schools' Forum 8.30	

## DECEMBER, 2016

M O N D A Y		<u>5th</u>	<u>12th</u> Cabinet and Commissioners' Decision Making Meeting 10.00	<u>19th</u>	<u>26th</u>  BOXING DAY
T U E S D A Y		<u>6th</u> Council Seminar 9.00	<u>13th</u>	<u>20th</u>	<u>27th</u>  BANK HOLIDAY
W E D N E S D A Y		<u>7th</u> COUNCIL MEETING 2.00	<u>14th</u> Improving Lives Select Commission 1.30	<u>21st</u>	<u>28th</u>
T H U R S D A Y	<u>1st</u> Health Select Commission 9.30	<u>8th</u> Planning Board 9.00	<u>15th</u>	<u>22nd</u>	<u>29th</u>
F R I D A Y	<u>2nd</u> Overview and Scrutiny Management Board 9.00	<u>9th</u> BDR Joint Waste Board 2.00	<u>16th</u> Health, Welfare and Safety Panel – visits of inspection 9.00	<u>23rd</u> Overview and Scrutiny Management Board 9.00	<u>30th</u>

## JANUARY, 2017

<b>M O N D A Y</b>	<u>2nd</u>  BANK HOLIDAY	<u>9th</u> Cabinet and Commissioners' Decision Making Meeting 10.00	<u>16th</u>	<u>23rd</u> Area Assembly Chairs 2.00	<u>30th</u>
<b>T U E S D A Y</b>	<u>3rd</u>	<u>10th</u> Council Seminar 5.00	<u>17th</u> Corporate Parenting Group 9.30	<u>24th</u> Council Seminar 9.00	<u>31st</u> S.A.C.R.E. 4.00
<b>W E D N E S D A Y</b>	<u>4th</u>	<u>11th</u> Health and Wellbeing Board 9.00 Improving Places Select Commission 1.30	<u>18th</u>	<u>25th</u> COUNCIL MEETING (Council House Rents) 2.00	
<b>T H U R S D A Y</b>	<u>5th</u> Planning Board 9.00	<u>12th</u> Standards and Ethics Committee 2.00	<u>19th</u> Health Select Commission 9.30	<u>26th</u> Planning Board 9.00	
<b>F R I D A Y</b>	<u>6th</u>	<u>13th</u>	<u>20th</u> Health, Welfare and Safety Panel 2.00	<u>27th</u> Rotherham Schools' Forum 8.30 RMBC/Trades Unions Joint Consultative Committee 9.30	

# FEBRUARY, 2017

HALF TERM WEEK

<b>M O N D A Y</b>		<u>6th</u>	<u>13th</u> Cabinet and Commissioners' Decision Making Meeting 10.00 Group Executive 6.00	<u>20th</u>	<u>27th</u>
<b>T U E S D A Y</b>		<u>7th</u>	<u>14th</u> Council Seminar 5.00	<u>21st</u>	<u>28th</u>
<b>W E D N E S D A Y</b>	<u>1st</u> Improving Lives Select Commission 1.30	<u>8th</u> Audit Committee 4.00	<u>15th</u>	<u>22nd</u> Improving Places Select Commission 1.30	
<b>T H U R S D A Y</b>	<u>2nd</u>	<u>9th</u>	<u>16th</u> Planning Board 9.00	<u>23rd</u>	
<b>F R I D A Y</b>	<u>3rd</u> Overview and Scrutiny Management Board	<u>10th</u>	<u>17th</u>	<u>24th</u>	

## MARCH, 2017

<b>M O N D A Y</b>		<u>6th</u> Group Executive 6.00	<u>13th</u> Cabinet/Commissioners' Decision Making Meeting 10.00	<u>20th</u>	<u>27th</u>
<b>T U E S D A Y</b>		<u>7th</u> Council Seminar 9.00	<u>14th</u> Corporate Parenting Group 9.30	<u>21st</u>	<u>28th</u>
<b>W E D N E S D A Y</b>	<u>1st</u>	<u>8th</u> Health and Wellbeing Board 9.00 COUNCIL MEETING (BUDGET) 2.00	<u>15th</u> Transport Liaison Group 2.00	<u>22nd</u> Improving Lives Select Commission 1.30	<u>29th</u>
<b>T H U R S D A Y</b>	<u>2nd</u> Health Select Commission 9.30 Education Consultative Committee 2.00	<u>9th</u> Planning Board 9.00 Standards and Ethics Committee 2.00	<u>16th</u> Local Admissions Forum 10.00	<u>23rd</u>	<u>30th</u> Planning Board 9.00
<b>F R I D A Y</b>	<u>3rd</u> Rotherham Schools' Forum 8.30 Overview and Scrutiny Management Board 9.00	<u>10th</u> Health, Welfare and Safety Panel – visits of inspection 9.00	<u>17th</u> Overview and Scrutiny Management Board 9.00	<u>24th</u>	<u>31st</u> Overview and Scrutiny Management Board 9.00



## APRIL, 2017

<b>M O N D A Y</b>	<u>3rd</u> Group Executive 6.00	<u>10th</u> Area Assembly Chairs 2.00	<u>17th</u>  EASTER MONDAY	<u>24th</u>   6.00
<b>T U E S D A Y</b>	<u>4th</u> Council Seminar 5.00	<u>11th</u>	<u>18th</u>	<u>25th</u> Council Seminar 9.00
<b>W E D N E S D A Y</b>	<u>5th</u> Improving Places Select Commission 1.30	<u>12th</u>	<u>19th</u> Audit Committee 4.00	<u>26th</u>
<b>T H U R S D A Y</b>	<u>6th</u>	<u>13th</u> Health Select Commission 9.30	<u>20th</u> Planning Board 9.00	<u>27th</u>
<b>F R I D A Y</b>	<u>7th</u> RMBC/Trades Unions Joint Consultative Committee 9.30 Health, Welfare and Safety Panel 2.00	<u>14th</u>  GOOD FRIDAY	<u>21st</u>	<u>28th</u> Rotherham Schools' Forum 8.30

## MAY, 2017

<b>M O N D A Y</b>	<u>1st</u>  MAY DAY HOLIDAY	<u>8th</u>	<u>15th</u>  Cabinet and Commissioners' Decision Making Meeting 10.00	<u>22nd</u>	<u>29th</u>  SPRING BANK HOLIDAY
<b>T U E S D A Y</b>	<u>2nd</u>	<u>9th</u>	<u>16th</u>	<u>23rd</u>	<u>30th</u>
<b>W E D N E S D A Y</b>	<u>3rd</u>	<u>10th</u>	<u>17th</u>	<u>24th</u>	<u>31st</u>
<b>T H U R S D A Y</b>	<u>4th</u>	<u>11th</u>  Planning Board 9.00	<u>18th</u>	<u>25th</u>	
<b>F R I D A Y</b>	<u>5th</u>  Overview and Scrutiny Management Board 9.00	<u>12th</u>	<u>19th</u>  ANNUAL COUNCIL MEETING	<u>26th</u>	

**PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2016/17**

**Changes / Vacancies are highlighted in yellow.**

**\* Denotes a non-outside body relating to Children and Young People, whose membership is coordinated by the Deputy Leader**

**ASSOCIATION OF PUBLIC SERVICE EXCELLENCE**

**Cllr Marles**

**B.D.R. JOINT WASTE BOARD**

**Councillors Hoddinott, Advisory Cabinet Member plus Cllr Allen**

**CHESTERFIELD CANAL STEERING GROUP (administered within EDS)**  
Council Ward Members – Wales and Anston Wards

**CHESTERFIELD CANAL PARTNERSHIP**  
Councillor Beck

**CLINICAL COMMISSIONING GROUP**  
Councillor Roche

Obesity Working Group	<b>Vacancy</b>
Rotherham Heart Town	Councillor Wyatt
Self Harm and Suicide Prevention Group	Councillor Roche

**DINNINGTON RESOURCE CENTRE AND RECREATION GROUND – BOARD OF TRUSTEES**  
Representatives:- Councillor Mallinder and Mrs. J. Havenhand

**DON CATCHMENT WORKING GROUP**  
**Vacancy**

**EMERGENCY PLANNING SHARED SERVICES ROTHERHAM AND SHEFFIELD JOINT COMMITTEE**  
Councillor Lelliott, Advisory Cabinet Member – Substitute Councillor Taylor  
**Councillor Alam, Advisory Cabinet Member**  
Sheffield – two representatives, plus the Director of Modern Governance

**ENVIRONMENTAL PROTECTION UK YORKSHIRE AND HUMBERSIDE DIVISION**  
Four representatives from the Improving Places Select Commission.

**FEOFFEEES OF THE COMMON LANDS OF ROTHERHAM**  
Councillor McNeely

**GROUNDWORK CRESWELL**  
Named Director:–  
Substitute: To be confirmed from the Improving Places Select Commission.

HEALTH AND SAFETY COMMISSION

Councillor Alam, Advisory Cabinet Member

INDUSTRIAL COMMUNITIES ALLIANCE (formerly The Alliance)

Councillor Sansome (Substitute Cllr Bird)

LEARNING DISABILITY PARTNERSHIP GROUP

Councillor Elliot

LOCAL GOVERNMENT ASSOCIATION

General Assembly Meetings:-

Councillors Walsh, Leader and Deputy Leader

Special Interest Group on Nuclear Decommissioning and Radioactive Waste Management (known as NuLeAF the Nuclear Legacy Advisory forum):- Councillor Wyatt

Special Interest Group - SIGOMA

Councillor Alam (substitute Councillor Wyatt)

LOCAL GOVERNMENT INFORMATION UNIT

The Leader.

LOCAL GOVERNMENT YORKSHIRE AND THE HUMBER – HEALTH AND WELLBEING GROUP

Councillor Roche

LGYH LEADERS' BOARD – SHEFFIELD CITY REGION:-

Leader, Rotherham MBC

Leader, Barnsley MBC

Named Deputy: Mayor Jones, Doncaster MBC

NATIONAL ASSOCIATION OF BRITISH MARKET AUTHORITIES (NABMA)

Councillor Sansome

NATIONAL ASSOCIATION OF COUNCILLORS

Councillor Wyatt

PHOENIX ENTERPRISES LTD

Councillor Lelliott

ROBIN HOOD AIRPORT CONSULTATIVE COMMITTEE

Councillor Lelliott (substitute Councillor Atkin)

ROTHERHAM AND BARNSELY CHAMBER OF COMMERCE

Representation Council:-

Councillor Lelliott, Advisory Cabinet Member

ROTHERHAM CITIZEN'S ADVICE BUREAU – TRUSTEE BOARD

Councillor Steele

ROTHERHAM DIVERSITY FESTIVAL STEERING GROUP  
Waheed Akhtar, Community Engagement Officer.

ROTHERHAM TOGETHER PARTNERSHIP:-

Rotherham Partnership Board:-  
The Leader - Chair  
Advisory Cabinet Members  
Chair of the Children's Trust Board  
Chief Executive

Business Growth Board:-  
Councillor Lelliott, Advisory Cabinet Member

Health and Wellbeing Board:-  
Councillor Roche, Advisory Cabinet Member  
Councillor Watson, Deputy Leader  
Cllr Mallinder (non-Cabinet member)

Children and Young People's Partnership:-  
Councillor Watson, Cabinet Member

Safer Rotherham Partnership:-  
Councillor Hoddinott, Cabinet Member

JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE  
Councillor Sansome

LEARNING DISABILITY PARTNERSHIP GROUP  
Councillor Elliot

NATIONAL COAL MINING MUSEUM FOR ENGLAND - BOARD  
Councillor Ireland

RDaSH PARTNER GOVERNOR  
Councillor Rose

REGIONAL JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE  
Councillor Sansome  
(Appointed by Health Select Commission)

ROTHERHAM DEMENTIA ACTION GROUP  
Councillor McNeely

ROTHERHAM ETHNIC MINORITY ALLIANCE BOARD  
Councillor Khan  
Waheed Akhtar, Community Engagement Officer.

ROTHERHAM FOUNDATION TRUST – COUNCIL OF GOVERNORS  
Partner Governor – Councillor Hoddinott

RDASH GOVERNANCE GROUP  
Councillor Rose

ROTHERHAM LICENCE WATCH STEERING GROUP  
Councillor Ellis, Chair of the Advisory Licensing Board

ROTHERHAM LOCAL SAFEGUARDING CHILDREN BOARD  
Councillor Watson, Deputy Leader

ROTHERHAM SCHOOLS' FORUM  
Councillor Watson, Deputy Leader

RURAL ACTION YORKSHIRE (formerly Yorkshire Rural Community Council)  
**Cllr Marles**

RUSH House Management Committee  
Councillor – To be confirmed  
(Appointed by Improving Places Select Commission)

SHEFFIELD CITY REGION – BARNSELY, DONCASTER, ROTHERHAM AND  
SHEFFIELD COMBINED AUTHORITY  
Councillor Read, Councillor Watson (Substitute)  
Transport Committee - **Councillors Cusworth** and Lelliott  
Scrutiny Committee – Councillor Steele plus Councillor Cowles  
Audit Committee – Councillor Wyatt plus Councillor Cowles  
(Council Appointment)

SHEFFIELD CITY REGION LOCAL ENTERPRISE PARTNERSHIP  
The Leader

SOUTH YORKSHIRE BIO-DIVERSITY  
Councillor Wyatt.

SOUTH YORKSHIRE JOINT COMMITTEE ON ARCHAEOLOGY  
Councillor Wyatt and **Councillor Brookes**

SOUTH YORKSHIRE JOINT COMMITTEE ON ARCHIVES  
**Councillor Brookes** with the Cultural Services Manager (or an officer from Archives  
and Local Studies).

SOUTH YORKSHIRE JOINT WASTE PROCUREMENT BOARD  
**Councillor Hoddinott, Advisory Cabinet Member**

SOUTH YORKSHIRE FOREST PARTNERSHIP  
Councillor Wyatt.

SOUTH YORKSHIRE LEADERS' MEETING

The Leader

Named Substitute:- Councillor Beaumont

Deputy Leader

Named Substitute:- Councillor Walsh

SOUTH YORKSHIRE TRADING STANDARDS COMMITTEE

Councillor Hoddinott, Advisory Cabinet Member, and Cllr Jarvis

TRANS-PENNINE PROPERTIES (WAKEFIELD) LTD – YORKSHIRE  
PURCHASING ORGANISATION

Councillor Atkin

TRANS-PENNINE TRAIL

Vice-Chair of the Planning Board, Councillor Tweed

TRENT REGIONAL FLOOD AND COASTAL COMMITTEE

Lead Councillor from Doncaster, substitute vacancy

UNITY CENTRE STEERING GROUP

Waheed Akhtar, Community and Engagement Officer.

VOLUNTARY ACTION ROTHERHAM

Councillor Beaumont and the Community Engagement Manager.

WARM HOMES

Councillor Beck, Advisory Cabinet Member

WASTE RE-CYCLING GROUP LTD

Mr. K. E. Billington

WOMEN'S REFUGE

One representative from the Improving Places Select Commission.

WOMEN'S STRATEGY GROUP

Councillor Yasseen.

YORKSHIRE & HUMBER (LOCAL AUTHORITIES) EMPLOYERS ASSOCIATION

Councillor Alam

YORKSHIRE AND HUMBER STRATEGIC MIGRATION GROUP (SMG)

Two Elected Members from South Yorkshire (currently Councillor J. Platts (Barnsley MBC) and Councillor G. Jones (Doncaster MBC)

YORKSHIRE AND HUMBERSIDE GRID FOR LEARNING – FOUNDATION BOARD

Councillor Watson, Deputy Leader

Mrs. Susan Wilson, Performance and Quality Manager, Performance and Quality.

YORKSHIRE AND HUMBERSIDE CHILDREN AND YOUNG PEOPLE LEAD  
MEMBER NETWORK

Councillor Watson, Deputy Leader

YORKSHIRE AND THE HUMBER RESERVE FORCES AND CADETS  
ASSOCIATION

Councillor Yasseen, Advisory Cabinet Member

YORKSHIRE LIBRARIES AND INFORMATION

Councillor Yasseen, Advisory Cabinet Member (substitute Cllr Brookes), together  
Elenore Fisher, Cultural Services Manager and Manager, Library and Information  
Service.

YORKSHIRE PURCHASING ORGANISATION

Councillors Atkin and Tweed

Substitute:- Councillor Buckley

YORKSHIRE PURCHASING ORGANISATION – Appeals Hearings

The Leader to appoint 2 Councillors as required

YORKSHIRE REGION AND COASTAL FLOOD COMMITTEE

Mrs Jo Burton

(2) That the following nominations to Council's Panels, Boards and Sub-Committees  
be made for the 2015/2016 Municipal Year:-

ADOPTION PANEL\*

Councillors Elliot and vacancy (from the opposition?)

CHAMPION FOR CARERS

Councillor Mallinder

CHAMPION FOR ARMED FORCES

Cllr Ian Jones

CHESTERFIELD CANAL MEMBERS' STEERING GROUP

Relevant Ward Members.

Advisory Cabinet Member.

COMPLAINTS PANELS

Three number of non-Executive Councillors.

CORPORATE PARENTING GROUP\*

(Membership currently under review)

EDUCATION CONSULTATIVE COMMITTEE

Councillor Watson, Deputy Leader

Councillor Pitchley, Scrutiny Representative



#### EDUCATION SCHOOL TRANSPORT APPEALS

Panel of six non-Executive Councillors from a pool

#### EMERGENCY PLANNING SHARED SERVICE JOINT COMMITTEE

Councillor Lelliott, Advisory Cabinet Member

Councillor Alam, Advisory Cabinet Member

#### FOSTERING PANEL\*

Two vacancies (one from the opposition?)

#### HEALTH, WELFARE AND SAFETY PANEL

Councillor Alam, Advisory Cabinet Member

Two Members to be appointed by the Cabinet member

One Member each appointed by the Overview and Scrutiny Management Board and by the Select Commissions

(N.B. Nine Trades Unions are also appointed)

#### LOCAL ADMISSIONS FORUM

Councillor Watson, Deputy Leader, along with two Councillors appointed within the 'Community Representative' category of the Forum's membership, one of whom will be the Cabinet Member with responsibility for Education

#### MEMBERS TRAINING AND DEVELOPMENT PANEL

Membership to be confirmed.

Subject to discussion with the Leader and Commissioner Sir Derek Myers

#### PARISH COUNCILS – LIAISON MEETINGS

Cllr Yasseen, Advisory Cabinet Member

Other Cabinet Members depending upon matters being discussed

(Ward Members are invited for matters specific to their areas)

#### RMBC/TRADES UNIONS JOINT CONSULTATIVE COMMITTEE

Deputy Leader of the Council

Advisory Cabinet Members

Chair of the Overview and Scrutiny Management Board

Member of the Opposition

RMBC TRANSPORT LIAISON GROUP

In political proportion

Leader and Deputy Leader

Two representatives to the Sheffield City Region Transport Committee

One representative of each electoral Ward

Two representatives of the Parish Councils

ROTHERHAM LOCAL PLAN STEERING GROUP

Leader of the Council

Deputy Leader of the Council

Advisory Cabinet Members

Chair and Vice-Chair of the Planning Board

One Member each appointed by the Overview and Scrutiny Management Board and by the Select Commissions

One opposition Councillor

(Ward Members are invited for matters specific to their areas)

ROTHERHAM SCHOOLS FORUM

Councillor Watson, Deputy Leader

Councillor Pitchley

STANDING ADVISORY COMMITTEE FOR RELIGIOUS EDUCATION (SACRE)

Councillor Watson, Deputy Leader

Councillor Alam

Councillor Rose

**STANDARDS COMMITTEE**  
**31st March, 2016**

Present:- Councillor Beck (in the Chair); Councillors Beaumont, Finnie, McNeely and Taylor along with Parish Councillor Rowley and also Ms. A. Dowdall, Mr. P. Edler and Mrs. C. Saltis (Independent Members) and Mr. D. Roper-Newman (Independent Person).

Apologies for absence were received from Councillors Fleming, Hughes and Pitchley, Parish Councillors Bates and Swann, Mrs. J. Porter and Mr. P. Beavers.

**36. MINUTES OF THE PREVIOUS MEETING HELD ON 4TH DECEMBER, 2015 AND 14TH JANUARY, 2016**

Consideration was given to the minutes of the meetings held on 4<sup>th</sup> December, 2015 and 14<sup>th</sup> January, 2016.

With regards to Minute No. 27 (Final Report) and numbered area No. 3, Councillor McNeely suggested that the agenda documentation for the Standards Committee be circulated to Members as early as possible.

It was also suggested that a reason for the Chairman vacating the Chair during the course of Minute No. 33 (Update on the Handling of Complaints) be included. This was confirmed as a dental appointment.

Clarification was also sought on Minute No. 33 about when and when not a Borough Councillor or a Parish Council was acting in a personal capacity.

Resolved:- That the minutes of the meetings held on 4<sup>th</sup> December, 2015 and 14<sup>th</sup> January, 2016 be approved as a correct record, subject to inclusion of David Roper-Newman, Independent Person, in the list of attendees for the meeting on the 14<sup>th</sup> January, 2016 and the reason for why the Chairman left the meeting during consideration of Minute No. 33.

**37. UPDATE REPORT AND TRANSITION TO NEW STANDARDS ARRANGEMENTS**

The Chairman welcomed Jon Ashton and Nicholas Fisher from the Online Team to showcase the proposed new Standards and Ethics Committee area on the website and a demonstration on the suggested content was provided.

The Committee were asked to consider the "Making a Complaint" area and whether or they wished to consider making this simpler for the complainant or whether the detailed map about Parishes was confusing as it required a complainant to identify where they lived. It was noted that not all the borough was parished and not all parishes had signed up to the Council's model Code of Conduct or had their complaints dealt with by the Council.

Discussion ensued about the need for a filtering process if all complaints went through one area and the expectations of a complainant that their complaint was being dealt with once submitted and by whom. This was not the only means that a member of the public could make a complaint as they could continue to contact the Monitoring Officer by telephone or by letter.

The Committee suggested that further discussion take place with Legal Services on the proposals and for the website to be included as an item on the June meeting agenda.

The Chairman thanked Jon Ashton and Nicholas Fisher for their attendance.

Stuart Fletcher, Service Manager, outlined the progress in implementing the recommendations made to refresh the Standards Committee, the items on the Standards Committee Work Plan and the transition to the new Standards and Ethics Committee which included:-

- Change of name.
- Changes to the Constitution from May, 2016.
- The terms of reference.
- Code of Conduct.
- Member/Officer Protocol.
- Procedure for investigating complaints.
- Whistleblowing Policy.
- Procedures in respect of Members' interests.
- Annual Report.
- Comprehensive training programme.
- Promotion of the work of the Committee and raising its profile.

The Chairman advised that due to the need for the new regime to become embedded a greater frequency of meetings may be required. This could mean an additional meeting being scheduled during July, 2016.

Resolved:- (1) That the implementation of the new arrangements be noted.

(2) That a further demonstration of the website take place at the June, 2016 meeting.

(3) That consideration be given to convening a further meeting of the Standards and Ethics Committee during July, 2016.

**38. UPDATE ON THE HANDLING OF COMPLAINTS OF POSSIBLE BREACHES OF THE CODE OF CONDUCT FOR MEMBERS**

Consideration was given to the a report presented by Stuart Fletcher, Service Manager, which provided an update on the handling of complaints relating to breaches to the Code of Conduct and the subsequent steps taken, which included:-

- A complaint had been received that information allegedly provided in confidence to a member of a Parish Council was discussed at a meeting of the Parish Council. The views of the Parish Councillor have been received and the matter referred to the Independent Person for his views. A further update would be provided to the next meeting of the Committee.
- A complaint has been received that a Borough Councillor made an inappropriate comment to an officer in relation to the issuing of a parking ticket. The views of the Councillor have been sought, but not yet received. A further update would be provided to the next meeting.
- As an update from the last meeting a complaint was received from a member of the public that a Parish Councillor was rude and threatening to him in a Parish Council meeting. The views of the Independent Person were requested and after reviewing the relevant evidence, which included listening to a recording of the relevant Parish Council meeting, he concluded that there had been provocation of the Parish Councillor by the Complainant and that the remarks were made under duress.

As such the Independent Person felt that due to the circumstances of the case there should be no further investigation, which was concurred by the Monitoring Officer. The complainant and the Parish Councillor were written to informing them of this decision. The complainant subsequently submitted further information in relation to this matter and asked that the issue be reviewed. This matter was currently under review by the new Monitoring Officer.

- A complaint had been received that a Parish Councillor called a member of the public corrupt in the presence of a number of other Parish Councillors and members of the public.

The views of the relevant Parish Councillor have been sought, but none have been provided. This matter had been referred to the new Monitoring Officer for consideration and a further update would be provided to the Committee at the next meeting.

- A complaint had been received that a Parish Councillor was offensive to a member of the public. The previous Monitoring Officer did not investigate this matter, but was informed that the matter had

been dealt with by the Police through a process of restorative justice. As such the previous Monitoring Officer considered the matter to be resolved between the parties and that there was no requirement for a standards investigation to take place.

The previous Monitoring Officer wrote to the complainant and the Parish Councillor to that effect. The Parish Councillor had since contacted the current Monitoring Officer and stated that he was not acting in his civic capacity at time of the incident. The Monitoring Officer advised the Parish Councillor that as far as the Standards Committee was concerned the matter was concluded and the letter to him will be kept on file, should anything of a similar nature happen in the future. The matter was, therefore, considered to be concluded as far as the Standards Committee was concerned.

The Committee drew attention to the Nolan Principles which were the basis of the ethical standards expected of public office holders first set out by Lord Nolan in 1995 and precedence set by case law which found the former London Mayor Ken Livingstone had not been in breach of the Code and held that the Mayor had not brought his office into disrepute.

The Committee were informed that immediately following the election in May dedicated sessions, as part of Member induction, would be held specially around ethical standards and the code of conduct.

The Committee also welcomed the suggestion that the report on complaints include a date in brackets of when the complaint was received as this would serve as an aide memoire for the Committee when matters were referred to subsequent meetings.

Resolved:- (1) That the steps taken to resolve the complaints be noted.

(2) That the resolution of the complaints which have now been concluded be noted.

(3) That details of the date a complaint was received be included in all future reports.

### **39. DATE AND TIME OF NEXT MEETING**

Resolved:- That the next meeting of the Standards and Ethics Committee take place on Thursday, 9<sup>th</sup> June, 2016 at 2.00 p.m.

**STANDARDS AND ETHICS COMMITTEE**  
**9th June, 2016**

Present:- Councillor McNeely (in the Chair); Councillors Allcock, Finnie, Ireland, Khan and Yasseen; Ms. A. Dowdall, Mr. P. Edler and Ms. J. Porter.

Also in attendance: Independent Persons Mr. P. Beavers and Mr. D. Roper-Newman.

Apologies for absence were received from Councillors Allen and Simpson, Ms. C. Saltis and Parish Councillors D. Bates, D. Rowley and J. R. Swann.

**1. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 31ST MARCH 2016**

Consideration was given to the minutes of the meeting of the Standards Committee which had taken place on 31<sup>st</sup> March, 2016.

Resolved:- That the minutes of the meeting of the Standards Committee held on 31<sup>st</sup> March, 2016 be approved as a correct record for signature by the Chairman.

**3. WEBSITE UPDATE**

Further to Minute No. 37(2) of the meeting of the Standards Committee held on 31<sup>st</sup> March, 2016, the Committee welcomed Mr. Nicholas Fisher (RMBC Communications and Marketing Team) who presented and demonstrated the revised website for the Standards and Ethics Committee.

Discussion took place on the system and form to be used for submission of complaints about Councillors (of Borough, Town and Parish Councils), as well as the need for required/mandatory fields on the form. It was suggested that the online form should be shortened, or sections amalgamated or simplified and that there should also be a print option available, enabling complaints to be hand-written and submitted to the Borough Council by post.

The Committee also discussed the possible use of a 'mystery shopper' exercise and whether examples of case-studies should be published on the website.

The Committee made favourable comments about the appearance and usefulness of the website and thanked Mr. Fisher for his presentation.

It was agreed that, as soon as the necessary alterations and completion of details have been undertaken, all Members of the Standards and Ethics Committee be informed of the date on which the website will go live.

**STANDARDS AND ETHICS COMMITTEE - 09/06/16**

The Chair and the Vice-Chair of this Committee would be consulted about the final content and format of the website, prior to publication.

**4. STANDARDS AND ETHICS COMMITTEE - ANNUAL REPORT 2015/16**

Consideration was given to the annual report of the Standards and Ethics Committee for the Municipal Year 2015/16.

The Committee agreed the following courses of action arising from issues within the report:-

(a) a report about the review the operation of the Borough Council's Whistleblowing Policy shall be submitted to a future meeting of this Committee;

(b) that, regularly on an annual basis, appropriate and comprehensive training should be provided for Elected Members in respect of the "Standards and Ethical" regime.

Resolved:- That annual report of the Standards and Ethics Committee for the Municipal Year 2015/16, as now submitted, be received and its contents noted.

**5. REVIEW OF PROCEDURES RELATING TO MEMBERS**

The Assistant Director, Legal Services (and Monitoring Officer) submitted a report about the review undertaken of the relevant procedures in relation to Elected Members, including the Officer-Member Protocol, Allowances and Expenses, Declarations of Interests and Gifts and Hospitality. It was noted that the review had included a comparison with the similar procedures of other local authorities.

During discussion, Committee members made various comments about the contents of the report and it was agreed that a revised report, including the Committee's comments and responses, shall be submitted to the next meeting.

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

(2) That, at the next meeting, the Register of Borough Council Members' Interests be made available for inspection by this Committee.

**6. COMPLAINTS RECEIVED - UPDATE**

The Assistant Director, Legal Services (and Monitoring Officer) submitted a report detailing the progress with the handling of complaints relating to breaches of the Council's Code of Conduct for Members and Co-opted Members. The report listed four current cases of complaint and the action being taken in respect of each one.



The Committee discussed the cases highlighted within the submitted report.

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

(2) That the progress in respect of each case be noted.

(3) That, as a general rule, cases shall remain included within the progress reports submitted to meetings of the Standards and Ethics Committee until completion; and after their completion has been formally reported to the Committee, individual cases shall be removed from the progress reports.

## **7. STANDARDS AND ETHICS COMMITTEE - FUTURE WORK PROGRAMME**

The Assistant Director, Legal Services (and Monitoring Officer) submitted a report detailing the future work programme of the Standards and Ethics Committee for the period until 31<sup>st</sup> December, 2016. The Committee suggested the following actions:-

(a) a report about the review the operation of the Borough Council's Whistleblowing Policy shall be submitted to a future meeting of this Committee, after adoption of the Governance Review Working Group recommendations;

(b) the Chair and the Monitoring Officer shall consider the need for training for Elected Members in respect of the use of social media by Elected Members and any possible impact upon the reputation of the Local Authority.

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

## **8. DATE AND TIME OF NEXT MEETING**

Resolved:- (1) That the next meeting of the Standards and Ethics Committee take place at the Town Hall, Rotherham on Thursday, 15<sup>th</sup> September, 2016, commencing at 2.00 p.m.

(2) That future meetings of the Standards and Ethics Committee take place as follows:-

Thursday, 12<sup>th</sup> January, 2017 (instead of 8<sup>th</sup> December, 2016)  
Thursday, 9<sup>th</sup> March, 2017

**AUDIT COMMITTEE**  
**25th February, 2016**

Present:- Councillor Wyatt (in the Chair); Councillors Cowles, Ellis, Evans, Hughes and Bernard Coleman (Independent Member).

**62. QUESTIONS FROM MEMBERS OF THE PUBLIC OR THE PRESS**

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

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

That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006 (information relates to finance and business affairs).

**64. REVIEW OF INTERNAL AUDIT**

Consideration was given to a report introduced by Colin Earl, Assistant Director, Audit, ICT and Procurement, which referred to a review of Internal Audit which was commissioned by the Interim Director Finance and Corporate Services. The commissioning of the review was in part based on concerns about possible weaknesses within the Service and opportunities to re-focus and improve it, in line with current expectations for modern internal audit services and following comments made to the Audit Committee during the course of the year.

An action plan had been developed which showed the steps that were now being taken to address the issues raised. The report also confirmed to the Committee the need for certain improvements was already known and early actions had already been taken to ensure statutory requirements could be met. It was also noted that some actions had already been implemented whilst the review was being undertaken

Progress was to be monitored by the Chief Executive and reported to the Audit Committee at each of its meetings in the forthcoming year, which the Committee welcomed. A further external review was proposed to be commissioned in 2016/17 which would involve a further deep dive into audit practice, including reviewing audit files, provide assurance on evidence of improvement and make any further recommendations for development.

Further information was also provided on the reasons and scope of the review, measures already put in place, assurances about improved performance, proposed structure, recommendations moving forward and the actions and the process of monitoring progress.

This was further highlighted by the representative from Price Waterhouse Cooper by some of the findings from the forensic review that was undertaken and the need for a collective team effort to ensure the changes were delivered.

The Committee explored further and asked questions about the performance process, personal development reviews and how the issues were being addressed, the reasons for resistance from some team members and were advised that these and other actions to improve productivity were now being enforced and rigorously tested.

It was recognised that the capacity and performance were affected by the budget cuts, but the implementation of a mixed delivery arrangement model, which would include a core in-house resource supplemented by specialists as required, would ensure the Service could meet statutory requirements.

The representative from Price Waterhouse Cooper gave an update on the performance management of individual staff and the recognition for this process to be undertaken effectively, the probability of sharing services, the need for increased productivity and the need for enhancements to the capability of the team which would be tested out as part of the new delivery model.

There was strong emphasis on risk management. This was being embedded and would be reflected in the 2016/17 Audit Plan.

The profile of Internal Audit needed to be raised and there was some evidence that working practices were changing and moving in the right direction.

In response to queries about a different model of delivery, staff development and to prevent any staleness in working practices, it was pointed out that there was experience within the team combined with a programme of development. The service also had an apprentice and CIPFA trainee, so there was a mixture of experienced and new staff and insights. In terms of shared working practices across South Yorkshire this was an area that would be explored further to determine whether an approach could be adopted moving forward.

The Chief Executive confirmed discussions around shared services were taking place and again reassured the Committee that there would be an external scrutiny process providing support and challenge to the action plan moving forward, supplemented with the self-assessment, which was endorsed by KPMG.

Discussion ensued on the future delivery of the Internal Audit function and management, implementation and timescale of the changes recommended, included the strengthening of planned work. The Committee wished to see the recommendations and the new structure implemented as soon as possible and the level of challenge and risk managed appropriately.

It was also noted that information about the Internal Audit function would be cascaded through the M3 Manager Briefing Sessions and would be considered by the Senior Leadership Team on a regular basis.

Resolved:- (1) That the implications of the findings and conclusions from the Review of Internal Audit completed by Price Waterhouse Cooper be received and noted.

(2) That the action plan put in place to respond to the Review be supported and reviewed regularly.

(3) That the actions already taken and improvements made be supported.

#### **65. INTERNAL AUDIT PROGRESS REPORT AND PLAN REVISIONS 2015-16**

Further to Minute No. 57 of the meeting of the Audit Committee held on 10th February, 2016, consideration was given to the report introduced by Consideration was given to a report introduced by Colin Earl, Assistant Director, Audit, ICT and Procurement, which provided a summary of Internal Audit work completed during the ten months ending 31st January, 2016 and the key issues that have arisen from it.

It also provided information regarding the performance of the Internal Audit function during the period and how back in November, 2015 it was reported that delivery of the Audit Plan was projected at 72% of the Plan by the end of the year.

As a result of various measures and significant effort 73% of the Audit Plan had been completed as at 29<sup>th</sup> January, 2016 and it was now estimated that 91% of the Audit Plan would be completed by April, 2016.

Further information was provided on the status of the 3\* recommendations and it was suggested that management and the political lead be asked to supplement the work of Internal Audit to answer questions at the Audit Committee when recommendations had not been implemented.

In addition, the live auditing approach was being used successfully adding value to a more robust way of working.

Examples of work undertaken by Internal Audit were provided along with latest progress figures as part of the delivery of 2015/16 Audit Plan, which had recovered since the last reporting period.

Resolved:- (1) That the Internal Audit work undertaken during the ten months ending 31st January 2016 and the key issues that have arisen from it be noted.

(2) That the information contained regarding the performance of Internal Audit during the period, in particular the management actions taken to improve delivery of the Audit Plan be noted. As a result, Internal Audit is now expecting to deliver 91% of the Audit Plan by April 2016, including all mandatory work. This will ensure that the Assistant Director, Audit, ICT and Procurement is able to provide his statutory opinion on the adequacy of the Council's control environment.

**AUDIT COMMITTEE**  
**27th April, 2016**

Present:- Councillor Wyatt (in the Chair); Councillors Ellis, Hughes and Bernard Coleman (Independent Person).

Debra Chamberlain (KMPG) was in attendance.

An apology for absence was received from Councillor Cowles.

**66. QUESTIONS FROM THE PRESS AND PUBLIC**

There were no members of the press and public present at the meeting.

**67. MINUTES OF THE PREVIOUS MEETINGS HELD ON 10TH AND 25TH FEBRUARY, 2016**

Consideration was given to the minutes of the meeting held on 10<sup>th</sup> and 25<sup>th</sup> February, 2016.

Resolved:- That the minutes of the previous meetings be approved as a correct record for signatures by the Chairman.

**68. UPDATE ON THE USE AND OPERATION OF SURVEILLANCE AND ACQUISITION OF COMMUNICATIONS DATA POWERS**

Neil Concannon, Legal and Democratic Services, presented a report on the use of covert surveillance and covert human intelligence sources (CHIS) carried out by Council officers under the Regulation of Investigatory Powers Act 2000 (RIPA).

The Council was required to notify the Office of Surveillance Commissioners (OSC) of the number of directed surveillance/CHIS authorisations granted in each financial year. The annual return for 2015 had now been submitted to the OSC which confirmed:-

- Two authorisations granted for directed surveillance (both in relation to flytipping offences under the Environmental Protection Act 1990)
- No authorisations for CHIS

The use of directed surveillance on those occasions had not yielded any evidence to allow enforcement action to be taken.

The Council was also required to notify the Interception of Communications Commissioner's Office of the number of authorisations for the acquisition and disclosure of communications data granted each calendar year. The annual return had been submitted in January, 2016, which confirmed:-

- One application (for a flytipping offence under the Environmental Protection Act 1990)
- To date in 2016, there had been no authorisations for the acquisitions and disclosure of communications data

In December, 2015, a successful corporate training course had taken place for twenty-four officers from various services across the Council. In addition the Chief Executive and Assistant Director of Legal Services would undertake relevant e-learning packages on the use of RIPA powers.

Resolved:- (1) That the annual figures for the use of RIPA and Communications Data authorisations be noted.

(2) That the corporate training undertaken with regard to the use of RIPA and Communications be noted.

(3) That a further update be submitted in six months' time including the associated costs of any surveillance undertaken.

## **69. EXTERNAL AUDIT AND INSPECTION RECOMMENDATIONS**

Further to Minute No. 39 of 24th November, 2015, Sue Wilson, Performance and Planning, presented a report detailing recent and current external audits and inspections including the details of arrangements that were in place regarding the accountability and governance for implementing any recommendations that arose.

The following update was given:-

### **Adult Social Care**

- Treefields Close (Learning Disability Respite Service) – overall rating of Good awarded following an unannounced inspection on 14<sup>th</sup> and 15<sup>th</sup> July, 2015. There was one required improvement action in relation to “is the service well-led”. It was found that the service was well led, however, there had been no registered manager in post for several months despite it being a condition of the Home’s registration. The registration process of the new manager had commenced and the current acting manager would be interviewed by CQC to enable sign off
- Quarry Hill Road (Learning Disability Respite Service) – inspected on 11<sup>th</sup> and 20<sup>th</sup> August, 2015 and awarded an overall rating of Good with one area “is the service caring” rated as outstanding. The service was now jointly managed with Treefields and formal sign off that the manager had been registered was awaited from CQC pending the interview scheduled for April

- Netherfield Court (intermediate care provider) – an overall rating of good following the unannounced inspection on 7<sup>th</sup> and 8<sup>th</sup> October, 2015. There was one requires improvement action in relation to “is the service effective”. It was found that the service was effective although improvements could be made in the way consent was obtained and recorded
- Park Hill (Learning Disability Residential Care Provider) – inspected by the CQC on 10<sup>th</sup> and 13<sup>th</sup> November, 2015, and was awarded an overall rating of Good. The CQC made no action or enforcement action requirements of the service
- Overall Adult Services had a satisfactory compliance record with standards subject to inspection. Work had commenced to review current inspection governance arrangements including the stronger practices now implemented in CYPS to further strengthen its arrangements for preparing for inspections and responding to their outcomes

#### Children and Young People’s Improvement Plan

- Following recommendations from the CYPS Improvement Board in March, 2016, and an intense period of change and improvement within Children’s Services, the Plan was currently under review
  - Provide a refocus on the priority actions to ensure they map against all key Ofsted judgements, recommendations, findings and have realistic RAG ratings
  - Refreshed plan would build on the actions completed to clearly identify and evidence the impact and differences the changes had made to the lives and experiences of the children, young people and families
  - The twenty-six Ofsted inspection recommendations would remain in place and “open” until such time as it was determined that Rotherham had come out of intervention
  - To put in to place a sustainable approach enabling CYPS to meet aspirational objectives and provide a continuous improvement cycle to enable movement to become a child centred Borough with outstanding services
  - Refreshed plan would be live ready for the next Improvement Board in May, 2016

#### Ofsted Improvement Visits

- There had been five visits as part of their improvement offer looking at the MASH, Duty and Assessment, Child in Need, Child Protection, Leadership, Management and Governance, CSE and Missing Children
- A further Ofsted improvement visits was planned for April focussing on Early Help
- There would also be two regional Sector Led Peer Reviews looking at Leadership Management and Governance in June 2016 and Looked After Children and Care Leavers in September, 2016



- Feedback received had been encouraging in respect of improvements in Duty and Assessment, effective responses on CASE with a continued child centred approach to CSE and a robust MASH where the quality of decision making and signposting continued to improve
- Feedback also identified key learning points which included the voice of the child needed to be influential at all levels in Children's Services

#### Rotherham's Residential Children's Units

- Cherry Tree was judged as Requires Improvement in 2015. At the interim inspection on 23<sup>rd</sup> March, 2016, the Home received a judgement of sustained effectiveness
- Liberty House was judged as Good on 27<sup>th</sup> January, 2016. At the interim inspection on 17<sup>th</sup> March, 2016, the Home received a judgement of sustained effectiveness
- Silverwood was judged as Good on 30<sup>th</sup> June. At the interim inspection on 29<sup>th</sup> February, 2016, the Home received a judgement of declined effectiveness
- Woodview was judged as Inadequate in 2015. The Home closed in October, 2015
- St. Edmunds – was judged as Inadequate in 2015. The decision to close the Home was made on 12<sup>th</sup> January, 2016, following a full consultation

#### Economic Development Services and Housing and Neighbourhoods Services

- External peer health checks programme, led by the LGA, commenced
- The EDS Directorate had committed to review current inspection governance arrangements to further strengthen its arrangements for preparing for inspections and responding to their outcomes

#### Finance and Corporate Services

- The External Auditor issued a range of reports each year which were presented to the Audit Committee e.g. External Audit Plan, Annual Audit Letter
- No recommendations made in relation to the audit of the 2013/14 financial year
- Audit of the Council's 2014/15 claim was completed. The Council received only very minor qualifications resulting in amendments being made to the final claim in accordance with the DWP arrangements.

Discussion ensued with the following issues raised/clarified:-

- Although the twenty-six recommendations were outstanding they were all covered as part of the Improvement Plan. Their status would remain until final sign off by Ofsted. Recent published consultation by Ofsted stated that it would be at least two years from the date that the Authority published their action plan – Rotherham published their action plan in February 2015, so it would be February 2017 at the earliest. Final sign off would be part of the inspection next year

- The two recommendations concerning leadership, management and governance had received “reassurance” on the Ofsted visit in March
- Risk assessments and plans for a child should include the use of contingency plans and be SMARTer so the outcomes, timeframes and who was responsible for such were very clear

Resolved:- (1) That the governance arrangements that were currently in place for the monitoring and managing of recommendations from external audits and inspections be noted.

(2) That regular reports in relation to external audit and inspections and progress in implementing recommendations.

## **70. EXTERNAL AUDIT PLAN 2015-16**

Consideration was given to a report presented by Debra Chamberlain, KPMG, describing the KPMG External Audit Plan (included as an appendix to the submitted report) which set out the proposed external audit work to be undertaken to form an opinion on the Council’s financial statements and to conclude on whether the Council had arrangements in place to secure value for money in the use of its resources.

Section 3 of the External Audit Plan summarised the key stages KPMG would carry out in their audit of the financial statements and Section 4 set out the areas of focus during the audit in forming their opinion on the Financial Statements. The three areas to be reviewed were:-

- Revenue recognition
- Management override of controls
- New Housing Management system

The following risks had less likelihood of giving rise to a material error but which were nevertheless worthy of audit understanding:-

- Child Sexual Exploitation Claims
- Accounting for the Better Care Fund

The 2015/16 audit fee of £140,828 was based on KPMG’s assessment of the level of risk, a reduction from that of 2014/15 (£46,942 (25%)). Previously the fees were dictated by the Audit Commission but it was now Public Sector Audit Appointments Ltd. (PSAA). However, changes to the Plan and the fee may be necessary if significant new audit risks emerged or KPMG’s expectations were not met.

Discussion ensued on the new Housing Management system. KPMG would utilise its own IT specialists to assess the general IT controls in place to gain assurance that they were designed appropriately and operated effectively.

**AUDIT COMMITTEE - 27/04/16**

It was also noted that all authorities would have the inclusion of the Better Care Fund on their risk registers.

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

(2) That KPMG's External Audit Plan 2014/15, as now submitted, be approved insofar as the Audit Committee is concerned and the proposed areas for audit, now identified, be noted.

**71. INTERNAL AUDIT PLAN 2016/17**

Consideration was given to a report presented by Marc Bicknell, Chief Internal Auditor, which outlined the Council's Internal Audit Plan for 2016/17.

The plan explained Internal Audit's approach to the development of the plan as well as detailing the specific activities it planned to review over the year. It also reflected a comprehensive risk assessment process which included discussions with Strategic Directors and Assistant Directors to obtain their views of key risks and areas for audit coverage.

As well as a full refresh of the 'audit universe' and a thorough risk assessment of the Council's activities, the Audit Plan had also taken into account:-

- Analysis of the Council's Risk Registers
- Examination of revenue and capital budgets
- Cumulative audit knowledge and experience of previous work undertaken
- Review of both Corporate and Service objectives and priorities
- Discussions with Strategic and Assistant Directors
- Knowledge of existing management and control environments
- Professional judgement on the risk of fraud or error
- Examination of the Corporate Improvement Plan and the Children's Services Improvement Plan
- Review of external inspection reports

As well as identifying all of the proposed pieces of work to be carried out during the year, the Plan:-

- Explained the statutory requirement for Internal Audit
- Described the approach and methodology adopted in producing the Plan
- Showed the level of resources available to deliver the Plan was 1,143 days
- Identified the Audit Universe for the Council
- Included a contingency for responsive work

In line with the UK Public Sector Internal Audit Standards, the Plan did not become fixed when it was approved. It remained flexible and would be revised to take into account any significant emerging risks facing the Authority.

Discussion ensued on the report with the following issues raised/clarified:-

- Procurement was an area receiving attention from senior management. A review was planned to which work undertaken by Audit would join up with. As part of the Corporate Improvement Plan there would be a LGA sponsored peer review of the procurement process which would commence in May
- Regular reviews of the contract registers had been implemented to ensure forward planning of contract renewals to avoid requests for exemption of Standing Orders
- Time had been invested in the audit planning process at ground level which would hopefully anticipate some of the issues
- In future it would include which audits were considered to be protection or value enhancement
- Implications should the country exit the European Union

Through careful management of resources, Internal Audit would continue to undertake the necessary work on fundamental financial systems to support the Section 151 Officer to fulfil their statutory responsibilities.

The audit plan would be kept under review on an ongoing basis, any significant changes to be reported to the Audit Committee for consideration and approval.

Resolved:- That the Internal Audit Plan for 2016/17 be approved.

## **72. PWC REVIEW OF INTERNAL AUDIT ACTION PLAN UPDATE**

Further to Minute No. 64 of the meeting held on 25<sup>th</sup> February, 2016, the Assistant Director of Audit, CIT and Procurement, presented an update on progress against the recommendations made in the recent Price Waterhouse Coopers (PWC) review of Internal Audit.

Progress was currently being made in accordance with the majority of the action plan with minor changes proposed to take into account factors external to the Service.

Future reports on progress would be subject to external review as agreed by the Chief Executive at the previous meeting. A partner had been appointed to conduct the external reviews.

Appendix 1 of the report submitted contained a full update of progress made against the PWC recommendations.

Progress against the action plan would be reported to the Audit Committee to each of its meetings during 2016/17.

Resolved:- That the progress made in implementing the recommendations included in the Price Waterhouse Coopers review of Internal Audit and the minor changes set out in Appendix 1 of the report submitted be approved.

### **73. INTERNAL AUDIT ACTION PLAN FOR COMPLIANCE WITH AUDIT STANDARDS**

The Assistant Director of Audit, ICT and Procurement, presented an update on the extent to which Internal Audit had conformed with the Public Sector Internal Audit Standards.

Internal Audit had implemented a number of developments during and since the Price Waterhouse Coopers (PWC) report following their review. In particular, a full programme of audit work was completed in 2015/16 with control weaknesses and corresponding recommendations agreed by Management. A number were sensitive areas demonstrating good value added by Internal Audit with regard to the identification of risk management and control improvement actions identified.

The report identified the ongoing actions being implemented to improve the audit policies and procedures in response to the PWC report. Provision had been made to carry out further external review of progress during 2016/17.

The appointed independent person would review and draft an objective assurance to the Committee with regard to the accuracy and completeness of future progress reports.

Resolved:- (1) That the changes and progress made by Internal Audit since the Price Waterhouse Coopers review be noted.

(2) That the action plan be approved in order to ensure full compliance with Public Sector Internal Audit Standards.

### **74. ITEMS FOR REFERRAL FOR SCRUTINY**

Internal Audit Plan 2016/17  
External Audit Plan 2015/16

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

Resolved:- That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006 (information relates to finance and business affairs).

**76. INTERNAL AUDIT ANNUAL REPORT 2015/16**

Consideration was given to a report presented by the Chief Internal Auditor, on the role of Internal Audit, the work undertaken by the Service during the 2015/16 financial year and highlighted the key issues that had arisen. It provided the overall opinion of the Head of Internal Audit (Assistant Director of Audit, ICT and Procurement) on the adequacy of the Council's control environment as well as the performance of the Internal Audit function during 2015/16.

Based upon the audit work undertaken and taking into account other internal and external assurance processes, it had been possible to complete an assessment of the Council's overall control environment. It was felt that, whilst significant improvements had been made following the appointment of Commissioners, the Council's system of internal control for 2015/16 was inadequate. In forming this opinion, during 2015/16 an opinion of 'inadequate' had been formed on the control environment in twenty-one services/functions/systems subject to audit in every Directorate of the Council.

Appendix 1 of the report submitted included:-

- Summary of the audit planning process
- Revisions to the Internal Audit Plan
- Audit work undertaken during 2015/16 including both planned and responsive/investigatory work
- Summary of other evidence taken into account for control environment opinion
- Analysis of audit recommendations made and agreed and status of implementation
- Internal Audit performance indicators

Consideration was also given to Appendix 2, which set out detailed information on each of the sixteen areas which had been found to be 'Inadequate', Appendix 3, a summary of the more significant pieces of work that had been completed in the said period, and Appendix 4, a summary of audit recommendations following each piece of audit work.

Discussion ensued on the report with issues raised/clarified around:-

- Taxi Licensing Administration
- Licensing Enforcement
- Home to School Transport
- Inspections of Closed Children's Homes/District Offices

Resolved:- (1) That the Internal Audit work undertaken during the 2015/16 financial year and the key issues that had arisen therefrom be noted.

(2) That the overall opinion of the Head of Internal Audit that, whilst significant improvements had been made following the appointment of Commissioners, the Council's system of internal control for 2015/16 was inadequate be noted.

(3) That the information contained regarding the performance of Internal Audit during 2015/16 be noted.

## **77. STRATEGIC RISK REGISTER UPDATE**

Further to Minute No. 58 of 10<sup>th</sup> February, 2016, Shokat Lal, Assistant Chief Executive, presented the third update of the Strategic Risk Register which took account of updates from Directorates, the Strategic Leadership Team and the Audit Committee. The Register was still subject to further refinement as a result of experience as the process developed.

A powerpoint presentation was also given illustrating:-

- Risk Management Objectives
- Current Position
- Next Steps
- Members' Role

The Register was now updated every six weeks and presented to the Strategic Leadership Team on a three weekly cycle.

The current Register had been constructed from updates provided by risk owners. There were two new risks which had been added giving a total of twenty-one risks.

It was still subject to further refinement as a result of experience of its operation and the bedding in of new arrangements and becoming an integrated part of the performance management process. There remained different approaches across the Directorates, which impacted upon the use of the Council's reporting/monitoring software.

Discussion ensued with the following issues raised/clarified:-

- The Interim Corporate Risk Manager had provided refresh training. It was the intention to provide the training to all M3 Managers within the Council

- The Strategic Leadership Team closely scrutinised the Risk Register to check if it had been updated/if there had been any movement on identified risks
- Suggested inclusion of data to show which Directorates had updated their Risk Register

Resolved:- That the updated Strategic Risk Register be noted.

## **78. DRAFT RISK REGISTER FOR THE REGENERATION AND ENVIRONMENT DIRECTORATE**

Caroline Bruce, Interim Director of Environment and Development Services, and Councillor Sims, Cabinet Member for Waste, Roads and Community Safety, were welcomed to the meeting together with Damien Wilson, Strategic Director, Regeneration and Environment Services.

Consideration was given to a report, presented by Caroline Bruce, concerning the review of the Directorate's Risk Register.

The report contained, as an appendix, the latest position in relation to the draft Regeneration and Environment Risk Register. On 1<sup>st</sup> April, 2016, a number of services had transferred to the Directorate. The draft Risk Register would be approved by the new Directorate Management Team on 9<sup>th</sup> May, 2015.

There were three overall categories of risk Red, Amber, Green (RAG) representing varying degrees of exposure. Each category contains a range of risk scores, resulting in varying degrees of risk within each category. There were currently no red rated risks on the draft Register.

The current key risk areas for the Regeneration and Environment Directorate were:-

- Delivery of an effective fit for purpose Licensing Service
- Delivery of effective enforcement and regulatory functions
- To have in place robust corporate arrangements to respond to a Major Incident or Emergency discharged through the Corporate Emergency Operations Room
- To put in place a Corporate Business Continuity Plan
- Maintain historic sites
- Effective Home to School Transport
- Unable to deliver the Economic Growth Plan 2015-2025

Members discussed the following salient issues:-

- Inclusion as to which Cabinet Member had responsibility for each risk
- Inclusion of commentary on which risks had been removed and the reasons why when the Register was reviewed



Resolved:- That the current position of the Regeneration and Environment draft Risk Register be noted.

**79. CORPORATE RISK MANAGEMENT UPDATE**

Shokat Lal, Assistant Chief Executive, submitted a report on the approach being adopted by the Directorate to develop its own Risk Register and its plans for delivering effective risk management in the future.

The actions designed to re-invigorate Risk Management, as set out in the Corporate Improvement Plan, had now been substantially completed. Arrangements were in place to ensure that they were refreshed over the coming months i.e.

- The new Risk Management Policy and Strategy be revised and refreshed by September 2016 in light of experience to date
- Risk management refresher and update training was now being delivered to revisit and reinforce the arrangements rolled out in late 2015
- New Strategic Risk Register formally reviewed every six weeks by the Strategic Leadership Team and presented to the Audit Committee quarterly
- New Operational Risk Registers had been developed at Directorate level with the exception of the Assistant Chief Executive's Directorate where creation of the Register in the new Directorate was underway

Resolved:- That the Corporate Risk Management update be noted.

**HEALTH AND WELLBEING BOARD**  
**24th February, 2016**

**Board Members:-**

Councillor David Roche	Cabinet Member for Health and Adult Social Care (in the Chair)
Dr. Julie Kitlowski	Vice-Chair, Rotherham CCG
Tony Clabby	Healthwatch Rotherham
Dr. Richard Cullen	Governance Lead, Rotherham CCG
Chris Edwards	Chief Officer, Rotherham CCG
Teresa Roche	Director of Public Health, RMBC
Kathryn Singh	Chief Executive, RDaSH
Janet Wheatley	Chief Executive, Voluntary Action Rotherham
Sharon Kemp	Chief Executive, Rotherham MBC
Louise Barnett	Chief Executive, Rotherham Foundation Trust
Councillor Taiba Yasseen	Cabinet Member for Neighbourhood Working and Cultural Services

**Observers: -**

Kate Green	Policy Officer, RMBC
Alison Iliff	Public Health Specialist, RMBC
J. Hartley	South Yorkshire Police (representing Jason Harwin)
Nicole Chavaudra	Representing the Strategic Director, Children and Young Peoples' Services
Graeme Betts	Interim Strategic Director, Adult Care and Housing
Sandie Keene	Chair of the Rotherham Safeguarding Adults Board
Jon Tomlinson	Adult Care and Housing, RMBC
Jackie Scantlebury	RMBC, Adult Safeguarding
Gemma Parkinson	RMBC, Communications
Jackie Tuffnell	Commissioner
Kate Tuffnell	Head of Contracts and Service Improvement, CCG
Ian Atkinson	Deputy Chief Officer, CCG

Apologies for absence were received from Ian Thomas and Jason Harwin (both represented).

**54. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**55. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS**

There were no members of the public or the press in attendance.

**56. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting of the Health and Wellbeing Board were considered.

Matters arising updates were provided in relation to the following: -

Minute No. 45 (For Information) – Councillor Roche reported that there would be a review/refresh of the content relating to Physical Activity, which would be agreed by the end of March. A meeting for headteachers to discuss the Rotherham Suicide and Self harm Community Response Plan had now been arranged; Councillor Roche had requested that the attendance and format of the meeting be reviewed to ensure that it had good attendance and engagement and alternative meetings be pursued if not.

Rotherham's representatives at the 11<sup>th</sup> March event in York for Health and Wellbeing Board Members and Support Officers would be Councillors Roche and Sansome, J. Kitlowski, K. Haines, T. Clabby and K. Green.

Under Minute No. 46 (Update on the Health and Wellbeing Strategy Implementation) it was noted that the Children and Young People's Services Directorate had identified a Lead and this would be nominated by the full Council.

Resolved:- That the minutes of the meeting held on 13<sup>th</sup> January, 2016, be approved as a correct record.

## **57. HEALTH AND WELLBEING STRATEGY IMPLEMENTATION**

Further to Minute No. 46 of the meeting held on 13<sup>th</sup> January, 2016, Terri Roche, Director of Public Health, provided an update on the progress made to date. Terri confirmed that the first of the planned workshops had taken place for aim 3 (mental health) and Kathryn would provide an update on this (see below).

The second workshop would focus on aim 4 (health inequalities) and was taking place on 16 March. An update on this would be provided at the next meeting in April.

Aims 1 and 2 were being delivered by the Children and Young People's Partnership.

It was noted that each of the Strategy aims would be presented to a future Health and Wellbeing Board meeting in detail by the board sponsor and lead officer. The schedule of reporting would be as follows:

- 21<sup>st</sup> September, 2016 – (aim 1) All children get the best start in life, and (aim 2) Children and Young people achieve their potential and have a healthy adolescence and early adulthood;
- 16<sup>th</sup> November, 2016 – (aim 3) All Rotherham people enjoy the best possible mental health and wellbeing and have a good quality of life;
- 11<sup>th</sup> January, 2017 – (aim 4) Healthy life expectancy is improved for all Rotherham people and the gap in life expectancy is reducing;

- 8<sup>th</sup> March, 2017 – (aim 5) Rotherham has healthy, safe and sustainable communities and places.

Kathryn Singh, RDaSH, provided an update on the workshop which took place for aim 3.

- It had been a fantastic event that was a great credit to the participants and agencies represented;
- Outcomes based accountability principles were used
- All agencies who contributed worked with people with mental health issues;
- 4/5 key bell weather actions were agreed;
- Workplace health and wellbeing was highlighted as something that needed to have a bigger priority, including at the agencies represented;
- Community issues, including the identification of loneliness and the role of the erosion of community spirit in towns and communities;
- The importance of Making Every Contact Count;
- Language used around mental health descriptions tended to be negative and stigmatising;
- Wellness Impact Assessments;
- Communication and training.

Terri wished to place on record her thanks to South Yorkshire Fire Service for the use of their training room within their Fire and Rescue Training Centre.

Governance for the Implementation of the Health and Wellbeing Strategy was considered and regular reports would be provided, in addition to the annual report.

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

(2) That further updates on the Health and Wellbeing Strategy Implementation be provided to future meetings.

## **58. WORKING TOWARDS INTEGRATION IN ROTHERHAM**

Graeme Betts, Interim Director of Adult Care and Housing, presented a report that covered the process of integration between Health and Social Care Services in Rotherham, including an integrated hub and team approach.

The report outlined the current areas of focus: -

- Development of integrated Health and Social Care Teams;
- Development of a reablement hub incorporating intermediate care beds;

- Community-based multi-professional teams based around practice populations;
- A focus on intermediate care, case management and support to home-based care;
- Joint care planning and co-ordinated assessment of care needs;
- Named care co-ordinators who retain responsibility throughout the patient journey;
- Clinical records shared across the multi-professional team.

Within one locality it was proposed that a fully integrated Health and Social Care Team would be developed. The Team would be co-located and would have a single line-management structure and joint service specification. It was proposed that a combined outcome framework be developed that supported the strategic objectives of both the Local Authority and the CCG.

The integrated approach aimed to: -

- Reduce hospital admissions;
- Help people remain in their own homes for longer;
- Create opportunities for efficiency savings.

Graeme explained that efforts were being made to identify venues to locate to.

Discussion followed, and the following issues were raised: -

- Louise Barnett believed that integration could support and contribute to the Sustainability and Transformation Plan and could attract additional funding;
- Mental Health Teams were being approached to consider how they could also become involved;
- Councillor Roche commended the good news story about integration;
- Julie Kitlowski asked for an update on progress to identifying a location: -
  - Chris Edwards explained that the central area of Rotherham was the focus for the first hub. It was envisaged that there would be seven localities in Rotherham, each serving approximately 30-40,000 people. The central area would be one of the largest localities. Whilst evaluation would be undertaken after the hub's first year of operation, this would be too long to wait to begin the other hubs. Therefore, periodical evaluation would be important.
- Councillor Yasseen asked that this be linked into the Area Assembly Review: -
  - Sharon Kemp wanted to capitalise on the commitment to conduct a piece of work on Early Help.
- Dr. Richard Cullen asked whether there could be any duplication between the emergency hub;

- Louise Barnett referred to the rapid pace of change and the impact that this would have on workforce planning, for example, recruiting a sufficient number of consultants;
- Tony Clabby asked whether the demographic in the central area of the Borough was ideally suited to an initiative that sought to reduce care home admissions. The central locality had higher numbers of younger people than other areas of the Borough: -
  - Terri Roche agreed that there were younger age profile to the Borough average in the central area. However hopefully the hub would also address and improve confidence and aid community cohesion.
- There was likely to be great pressure on the front door;
- Terri Roche asked that consideration be given to the creation of a Steering Group of the provider agencies, staff representatives and the client group. Customer feedback was important to seeing where the added value could be provided;
- There would be a valued role for social prescribing from the voluntary sector;
- Co-production.

Louise Barnett advised they were continuing development of an animation demonstrating transformation and integrated working. It was agreed for this to be presented to the next meeting of the Health and Wellbeing Board.

Resolved:- (1) That the plan to develop integrated Health and Social Care Teams be supported in principle.

(2) That the plan to develop a rehabilitation and reablement hub be supported in principle.

(3) That a detailed action plan on these two initiatives be received at a future meeting of the Health and Wellbeing Board.

## **59. BETTER CARE FUND QUARTER 3 SUBMISSION**

Consideration was given to the report that outlined the Quarter Three performance of Rotherham's Better Care Fund. The Q3 submission needed to be submitted to NHS England by 26<sup>th</sup> February, 2016.

A Section 75 Agreement had been signed between the Local Authority and the Clinical Commissioning Group to pool the Better Together Funds.

In Q2, Rotherham had met four of the six National Conditions. In Q3 Rotherham had met the remaining two: -

- 7 day services to support patients being discharged and prevent unnecessary admissions at weekends in place and delivering – Enabling and Domiciliary Services has been operating as the first phase of our 7 day services plan: -

- Rotherham had now implemented a 7 day working hospital discharge pilot from 1st December, 2015, which will complete the intentions for 7 day working set out in the Rotherham BCF plan.
- NHS number being used as the primary identifier for health and care services: -
  - Work was well underway to ensure better sharing between Health and Social Care. There were 5,495 adults who were in the scope of the NHS number matching project. By the end of February 2016 all in-scope BCF records would have an assigned NHS number. Training materials have been issued which demonstrate to practitioners in adult social care on how to use the NHS number field.

Rotherham's performance on most metrics was on target and commentary was provided about these. Recently introduced integration metrics relating to personal health budgets, use of prevalence of multi-disciplinary and integrated care teams and use of integrated digital care records across health and social care had been included and Rotherham could report favourably on the first two.

Discussion followed the report's presentation and it was requested that future reports include an overview summary. The governance of the Better Care Fund submission was considered and it was suggested that sign-off be delegated to the Health and Wellbeing Board's Executive Group. NHS England had confirmed that this was permissible.

Graeme Betts felt that it was important that the Health and Wellbeing Board continue to consider the reports as all providers were represented and engaged at the meeting. It was agreed that the Health and Wellbeing Board would continue to own the Better Care Fund submission return and consider the quarterly strategic return. The Health and Wellbeing Executive Group would monitor the report on a monthly basis.

Julie Kitlowski thanked all of the staff who had contributed to bringing the report together, and who would continue to do so. This represented a significant level of work and partnership working.

Resolved:- That the Better Care Fund Quarter 3 Submission be approved and be submitted to NHS England.

## **60. CCG COMMISSIONING PLAN**

Ian Atkinson, Deputy Chief Officer of the Rotherham CCG, gave a presentation on the annual review of the CCG's four-year Commissioning Plan. The starting point of the review was to consider the Joint Strategic Needs Assessment.

Key themes identified for further/specific discussion relating to the 2016/2017 Commissioning Plan were: -

- Approach to Joint Commissioning with RMBC, including the Better Care Fund;
- Commissioning of Children's Services;
- Response to Child Sexual Exploitation;
- Hospital and Community Services;
- Mental Health Services (including Learning Disability);
- Primary Care.

Ian's presentation included: -

- The key changes;
- The flow of the commissioning plan;
- Delivering the fifteen strategic priorities: -
  - Why is this a strategic priority?;
  - Five-year strategic direction;
  - Progress made in 2015/2016;
  - How will we achieve our intentions;
  - Quality improvements;
  - Innovation;
  - Alignment with the strategic aims of the Health and Wellbeing Strategy;
  - Addressing health inequalities;
  - Previous patient engagement leading to the plan/what patient engagement is planned in the area?.
- The end product: -
  - Succinct executive summary;
  - 50 page strategic plan (part 1);
  - 50-60 page detailed plan (part 2);
  - Easy to read public facing version.
- Drafting and approval would take place between February and March;
- Final version will be submitted to NHS England by 11<sup>th</sup> April.

Discussion followed Ian's presentation and the following questions and feedback were provided: -

- The 2016/2017 document should reflect the return of certain powers to Rotherham Council;
- The Health and Wellbeing Board did not current receive the SRG reports, although they were publically available;
- The role of social enterprise, development, engaging providers and public services users should be reflected;
- Making Every Contact Count;
- Safeguarding Adults;
- Learning disabilities and their thresholds;
- More explicit reference to Looked after Children would be beneficial.



Resolved: - (1) That the draft plan and feedback provided be noted.

(2) That, following appropriate governance, the plan be submitted to NHS England in April, 2016.

## 61. RDASH INSPECTION REPORT

Kathryn Singh, Chief Executive, RDaSH, gave a presentation to the Health and Wellbeing Board on the recent CQC inspection of her organisation.

The presentation covered: -

- The history of the organisation;
- The services provided to the different localities;
- Facts about RDaSH: -
  - 4, 3000 staff (3,700 whole time equivalent);
  - Around 200 volunteers;
  - £155m annual budget;
  - Commissioned by CCGs, Local Authorities, others such as the Drug Treatment Agency and NHS England.
  - 240 locations across 5 regional areas;
  - 347 beds on 21 wards;
  - 89 community teams across 5 localities;
  - Adult Social Care;
  - In 2014/2015 82,356 people accessed RDaSH services and there had been 912,409 face-to-face interactions. There had been a further 143, 363 non face-to-face patient contacts.

Submitted within the agenda pack, Kathryn explained the individual judgement against each of the RDaSH functions that had been inspected against the six criteria – ‘safe’, ‘effective’, ‘caring’, ‘responsive’, ‘well-led’ and ‘overall’ for each function.

The overall rating was that RDaSH ‘Requires Improvement’ (dated 19<sup>th</sup> January, 2016). Thirteen out of seventeen services were rated as good or outstanding. The overall judgement for each criteria was: -

- Safe – requires improvement;
- Effective – requires improvement;
- Caring – good;
- Responsive – good;
- Well-led – good.

The CQC provided information about what RDaSH was doing well.

Kathryn shared the action plan that was implemented following the inspection judgement. There were specific needs around the information technology systems used by RDaSH.

Discussion followed and the following points were raised: -

- Councillor Roche felt that the outstanding judgement in relation to Community Health Services for children, young people and families was excellent;
- He was concerned that the overall requires improvement related to Rotherham and Rotherham's CAMHS;
- Graeme Betts was pleased to note RDaSH's keenness to address the issues identified;
- Dr. Cullen asked that RDaSH's IT issues be addressed to suit what was best for patient care in Rotherham;
- Sharon Kemp asked that a Rotherham multi-agency group address and consider the IT issues. Chris Edwards explained how the Contract Quality Group was tasked with this;
- Tony Clabby pointed out that he had encountered inconsistencies in the recording of complaints and how these had made investigations more difficult.

Resolved: - (1) That the information about RDaSH's inspection outcome of 'Requires Improvement' (19<sup>th</sup> January, 2016), and the Organisation's action plan in response to this, be noted.

(2) That a progress report relating to Rotherham-specific services be presented to a meeting of the Health and Wellbeing Board in six months' time.

## **62. ADULT SAFEGUARDING STRATEGY**

Sandie Keene, the new Chair of the Rotherham Safeguarding Adults Board, was welcomed to the meeting and her new role in the Borough. Sandie had submitted the Rotherham Safeguarding Adults Board's Strategy 2016-2019. She welcomed Rotherham's keen commitment to Safeguarding.

Sandie described her priorities for the coming months: -

- Review and re-energise the Rotherham Safeguarding Adults Board;
- The review had demonstrated some good practice and that services were safe;
- Work to around culture and the governance frameworks that people were operating under;
- Key changes within the Care Act; the Board was now statutory although it had very little sub-structure;
- Getting nominees and finding dates was a challenge;
- Developing the Constitution meant that a budget was required.
- Bringing the public in and hearing their voice: - co-production, how was it for them? What could be done better next time? Public awareness: – do people know what the Board was here for? Differences between Adults and Children's Safeguarding Boards;

- Care Act Policy 'Making Safeguarding Personal' and Deprivation of Liberty Living Standards (DOLLS). Monitoring standards in care homes in a multi-agency way;
- Adult Exploitation relating to learning difficulties and mental health;
- Self-neglect;
- Co-ordination of responses;
- Learn lessons and be transparent;
- Performance framework and management information. South Yorkshire Police had offered to lead;
- Care homes located in Rotherham but did not have Rotherham residents in them.

Discussion followed Sandie's presentation and the following issues were raised: -

- Councillor Roche was witnessing cultural change and could see an impact following recent conversations with whistle blowers;
- Councillor Roche was concerned about the 1,669 reports of abuse within care homes;
- Councillor Roche referred to the early warning system relating to care homes that were becoming a concern. Some related to homes that were not controlled by the Council.
  - Sandie confirmed the monitoring the homes and actions being taken to support improvements in those homes would continue. Commissioning and contracting would be ongoing improvement actions;
  - Graeme Betts knew the Contract Compliance Team to be thorough and robust. They received information from Safeguarding;
  - Julie Kitlowski saw a role for Health in providing early warnings of issues;
  - Chris Edwards explained how there had been changes in the way that the CCG allocated care homes to GPs. One GP Practice was allocated to one care home, meaning there would be consistency in monitoring;
  - Tony Clabby referred to a strong use for soft intelligence and the power of Healthwatch to enter and view homes and escalate if necessary.
- Governance of the report should be undertaken on a multi-agency basis and the report considered and supported by Rotherham's Cabinet to demonstrate the organisation's commitment to safeguarding.

Resolved: - That the information shared be noted.

### 63. TRANSFORMING SERVICES FOR PEOPLE WITH A LEARNING DISABILITY AND/OR AUTISM

Kate Tuffnell, Head of Contracts and Service Improvement, MH, LD and EOLC, presented an update on the NHS England Learning Disability Transforming Care Partnership Programme and the implications for the Rotherham CCG, Council and partner organisations.

Key things to note about the programme included: -

- It was a population based approach which expects CCGs, LAs and NHS England specialised hubs to work together to look at what services were needed for the local population with a learning disability and/or autism across a TCP footprint area;
- It was a three year programme that focused on the provision of services to children, young people and adults;
- It was essential that as part of the TCP plans that the CCGs identify how they intend to extend their offer of Personal Health Budgets (PHB) for people with a Learning Disability beyond the current offer within CHC;
- It needed to be about Service transformation and pathway re-design (investing in preventative services/early intervention in the community) – not just ‘resettlement’ of current inpatients into the community;
- Rotherham was included in the Doncaster, Rotherham, North Lincolnshire and Sheffield TCP footprint in which Chris Stainforth; Doncaster CCG had been identified as the Senior Responsible Officer (SRO) and Phil Homes, Director of Adult Services Communities Portfolio, Sheffield City Council.

The timescale to implementation as currently planned: -

25 <sup>th</sup> January 2016	Finance & Activity template submission to Doncaster CCG (local milestone)
26 <sup>th</sup> January 2016	External Consultant Health Needs Assessment Workshops – funded by NHS England
8th February 2016	First Transforming Care Partnership (TCP) Plan submission
9 <sup>th</sup> February 2016	NHS England Expert panel reviews against the assessment framework
11 <sup>th</sup> February 2016	NHS England feedback collated to be shared with local TCPs
15 <sup>th</sup> & 16 <sup>th</sup> February 2016	NHS England will facilitate a discussion with the local panel for clarification, request further information etc.
22 <sup>nd</sup> February 2016	Revised TCPs to be resubmitted to the NHS England Regional office

24 <sup>th</sup> February 2016	Local TCP Plans to be reviewed for by NHS England Regional panel for sign-off. Potential outcomes – approved, approved with required revisions, not approved (it will then be escalated to the national team )
24 <sup>th</sup> March 2016	NHS Contract signature date
11 <sup>th</sup> April 2016	Implementation to commence (3 year programme from this date)

Discussion followed on the update: -

- Councillor Roche asked for a language check to be undertaken on the document;
- Would a member/representative of Children's Services be asked to join the Board?;
- There was concern that the Operational Board could be committing the Council to actions;
- Tony Clabby was uncomfortable with the concept of the Partnership working where there were different thresholds in use;
- Tony asked whether the governance structures would include patient or carer voice?
  - Kate explained that this had not been embedded yet; SpeakUp were informing this nationally and the Learning Disability Commissioning Executive would also be involved.

Resolved: - (1) That the work undertaken to date within the timescale be noted.

(2) That the Health and Wellbeing Board delegate the sign-off of the final plan to the Chair and Vice-Chair of the Health and Wellbeing Board.

#### **64. ROTHERHAM DEMENTIA ACTION ALLIANCE CO-ORDINATOR**

Councillor Roche referred to the Rotherham Dementia Action Alliance and referred to their excellent work. The organisation had submitted a proposal for continued funding.

Councillor Roche noted that this could not be achieved by the Health and Wellbeing Board but asked attendees to take the proposal and consider how the organisations they represented could help and support it.

#### **65. ROTHERHAM GET ACTIVE EVENT**

Councillor Roche referred to the draft agenda for the 'Rotherham Get Active' event planned for 11<sup>th</sup> May, 2016. The event would explore the role that sport and physical activity played in improving the health outcomes and wellbeing of people in Rotherham. Councillor Roche noted

that the keynote speaker, Karen Creavin, had been involved in developing physical activity initiatives in Birmingham and would hopefully be able to share her experiences and inspire the delegates.

**66. DATE, TIME AND VENUE OF THE NEXT MEETING AND FUTURE DATES FOR AGREEMENT**

Resolved: - (1) That a further meeting be held on Wednesday 20<sup>th</sup> April, 2016, commencing at 9.00 a.m. to be held at Oak House Bramley.

(2) That future meeting dates take place on: -

- 2<sup>nd</sup> June, 2016;
- 13<sup>th</sup> July, 2016;
- 21<sup>st</sup> September, 2016;
- 16<sup>th</sup> November, 2016;
- 11<sup>th</sup> January, 2017;
- 8<sup>th</sup> March, 2017.

**HEALTH AND WELLBEING BOARD**  
**20th April, 2016**

**Present:-**

**Members**

Councillor David Roche	Cabinet Member for Adult Social Care and Health <b>(in the Chair)</b>
Louise Barnett	Rotherham Foundation Trust
Graeme Betts	Acting Strategic Director, Adult Social Care and Housing
Karen Borthwick	Children and Young Peoples Services, RMBC
Tony Clabby	Healthwatch Rotherham
Richard Cullen	Governance Lead, Rotherham CCG
Chris Edwards	Chief Officer, Rotherham CCG
Sharon Kemp	Chief Executive, RMBC
Julie Kitlowski	Clinical Chair, Rotherham CCG
Rob Odell	South Yorkshire Police
Teresa Roche	Director of Public Health, RMBC
Debbie Smith	RDaSH
Janet Wheatley	Voluntary Action Rotherham
Councillor Taiba Yasseen	Cabinet Member, Neighbourhood Working and Cultural Services

**Report Presenters:-**

Steve Helps	South Yorkshire Fire and Rescue Service
Gill Harrison	Public Health, RMBC
Richard Hart	Public Health, RMBC
Sally Jenks	Public Health, RMBC

**Officers**

Dominic Blaydon	Rotherham CCG
Kate Green	Policy Officer, Chief Executive's Office
Gordon Laidlaw	Communications, Rotherham CCG
Dawn Mitchell	Democratic Services, Assistant Chief Executive

**Observers**

Chris Bland	Rotherham Pharmaceutical Committee
Councillor Mallinder	Vice-Chair, Health Select Commission

Apologies for absence were received from Carole Lavelles, Councillor Sansome, Kathryn Singh, Ian Thomas and Councillor Watson.

**67. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**68. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS**

There were no questions from members of the press and public present.

**69. MINUTES OF THE PREVIOUS MEETING**

Resolved:- That the minutes of the meeting held on 24<sup>th</sup> February, 2016, be approved as a correct record subject to the following clerical amendments:-

Minute No. 56 (Update on the Health and Wellbeing Strategy Implementation)

“It was noted that a lead officer from Voluntary Action Rotherham had now been identified for aim 2 by Ian Thomas as the Board sponsor and Janet Wheatley”

Arising from Minute No. 63 (Transforming Services for People with a Learning Disability and/or Autism), it was noted that discussions had taken place between the CCG and the Council. As from 1<sup>st</sup> April, 2016, the threshold had changed and the diagnostic tool adjusted the IQ to 70 rather than 50.

Arising from Minute No. 62 (Adult Safeguarding Strategy), Julie Kitlowski reported that GP practices were aligning themselves to care homes which would improve the Health input and be more alert to any possible issues.

A meeting had taken place to discuss the issue and ensure that the CCG had early warnings of any concerns.

Arising from Minute No. 65 (Rotherham Get Active Event), it was noted that so far 50 had registered for the event. There were 10 further places available and anyone interested should contact Kate Green as soon as possible.

Tony Clabby also raised the possibility of receiving the minutes as soon as possible following a Board meeting rather than waiting for the next agenda.

Resolved:- That the draft minutes be circulated to Board members as soon as possible after a meeting.

**Action:- Democratic Services**

**70. SOUTH YORKSHIRE FIRE AND RESCUE**

Steve Helps, Area Manager, gave a powerpoint presentation and a video of the work of the South Yorkshire Fire and Rescue Service Safe and Well initiative:-

Change of Fire and Rescue Service Business Model

- Change to Fire Service Act 2004 to introduce statutory duty to provide Community Fire Safety Advice
- UK Fire and Rescue Service business model amended from a reactive lead service to one of proactive



- The introduction of Home Safety Checks – approximately 670,000 completed annually across the United Kingdom – around 20,000 across South Yorkshire

Targeting the most vulnerable

- Are over 65 years of age
- Live alone
- Have a physical or learning disability
- Have a cognitive impairment including dementia or memory loss
- Have a mental health issue
- Have a substance or alcohol dependency
- Have Adult Social Care needs
- Are a smoker
- Are unable to protect themselves from harm for any reason

Safe and Well Visits

- In support of the 5 year forward plan CFA, RSPH, NHS and Age UK published the consensus statement in 2015
- Move towards Safe and Well visits
- Doncaster pilot – Ageing Well, Falls questions, crime prevention, fire safety and crime private information
- Steering Group in Barnsley – work was progressing in Rotherham and Sheffield

Delivering a range of prevention initiatives

- Comprehensive schools educational programme
- Lifewise Centre introduced CPR awareness
- 7 Cadets Units routes4you
- Achieving Respect Confidence (ARC) courses
- Princes Trust Team Programme
- Eyesight tests RNIB Sheffield
- Boxing Clubs – Thorne and Moored
- Age UK Barnsley and Rotherham
- Eastwood in Rotherham and Great Places in Sheffield – cooking courses
- Rotherham Hospice
- Hotspots referral scheme
- Over 100 Safe and Well Referral Partnerships
- Investment in £1.7m through SSCR across over 30 community-based projects
- Winter warm packs
- Midwife lead prevention work through SSCR project
- Troubled Families Programme
- Supporting food banks
- Dementia Alliance funding/project
- Alzheimer's Memory Café

## Fire Health Conference 2016

## Recommendations

- The introduction of Safe and Well visits across South Yorkshire
- Partnership supporting and becoming Safe and Well referral partners allowing the most vulnerable within our communities to receive early interventions
- A mature conversation with partners to identify opportunities for data sharing to ensure limited resources are targeted at the most vulnerable through early intervention activities
- South Yorkshire Fire and Rescue Service to support the priorities of the Health and Wellbeing Boards and for Boards to recognise the varied activities that the Service undertake in support of the Health and Wellbeing agenda
- Commissioners and South Yorkshire Fire and Rescue Service to identify activities which the Service's assets could contribute to support early intervention or reduce demand on existing services

## Safe and Well Referral Partnership

## How you can assist

- To sign up to become a Safe and Well Partner please follow the links below

Website [www.syfire.gov.uk/safe-well](http://www.syfire.gov.uk/safe-well)

Email

[Safe&well@syfire.gov.uk](mailto:Safe&well@syfire.gov.uk)

Once you have made contact with us an Officer will follow up your enquiry to discuss further and process your application

Discussion ensued to the presentation with the following issues raised/clarified:-

- The fact that the Fire Service was a trusted service going into a property was very useful. For elderly people who were isolated and lonely, and by definition not engaging with services, the opportunity of Safe and Well visits linked up with social prescribing
- One of the biggest referrals from outside agencies was to the Fire Service  
*We see the benefits of working with the 3<sup>rd</sup> sector agencies and Age UK with the engagement programme*
- The Service was doing this work but most of the agencies did not see/aware of it; the challenge was how to make that connection. Was a Safe and Well visit communicated to partners?  
*The referral pathway would enable the Service to report back the outcome and the number of visits made. If the visit resolved the issue that was the end of the matter but if it was more challenging and the resident was someone who had long term issues it would be escalated to a specialist Community Safety Officer. There would be a multi-agency approach with the right people around the table and*

*discuss the resident and every endeavour would be made to ensure that the resident was safe*

- Were the red referral cards that a professional had to fill in still used?  
*The system had been found to be quite bureaucratic. A new simpler system was used for Safe and Well as well as a web portal*
- If the Service was able to find a way of looking at/achieving risk reduction it would be helpful to the Foundation Trust
- The Trust was to start its next stage of community setting work which would include the Fire Service so there would be an opportunity to educate the Health side

Steve was thanked for his very informative presentation.

## **71. HEALTH AND WELLBEING STRATEGY**

Julie Kitlowski report on the workshop held on 16<sup>th</sup> March to address health inequalities and healthy life expectancy. Key themes that were felt to make a difference if all partners were aware of the commitments were pulled together:-

Making Every Contact Counts issues – which should include encouraging the most deprived and hard to reach to go for Healthchecks and have Champions in the community who would be able to give their stories about how they had managed to make significant life changes by personal testimony

Community Champions – there were some really good stories of people from hard to reach communities standing up and being prepared to say how they had made a difference. The aim was to have health champions/more health ambassadors

Keeping Active – All partners knew exactly what was available so it was incumbent on them to pass that information onto their clients and staff and attempt to try and link up the education of what was available

It was important that employers, businesses, volunteers etc. worked together with the Partnership Group and business community or it would not progress in the way needed to make a difference in health inequalities. It was key to engage better with partners and businesses

Measure Outcomes – the number of patients having Healthchecks could be measured as well as the number of Community Champions and those that signed up the various activity events

Terri Roche reflected that the notes from the workshop did not have a strong emphasis on NHS Healthcheck but agreed that it was important that harder to reach communities had support had access to the right

health care services in a timely manner. This could include improving the uptake of national screening and vaccinations programmes and early presentation of symptoms at Primary Care.

Discussion ensued on employment and business and linking in with the discussions taking place around the Sheffield City Region (SCR). The most effective way of tackling inequalities was money and that usually came from employment. There was a danger if the Board did not influence the SCR agenda, access to employment for those who experienced barriers could make the inequalities worse.

Terri Roche reported that the working group for Theme 5 had not met as yet. There was an outcome based accountability Safer Rotherham Partnership workshop taking place on 26<sup>th</sup> April, 2016, and it was felt that some of the actions that needed to be in Health and Wellbeing Strategy would “fall” out of that. The group would then look at the gaps and who else needed to be pulled in

Chris Edwards and Louise Barnett gave a brief report on the Sustainability and Transformation Plan (South Yorkshire and Bassetlaw Equality Plan). Chris, Louise and Sharon Kemp were meeting on a weekly basis to pull the Plan together. It covered health and wellbeing and had links through the whole Sheffield City Region. There were very tight timescales for its submission which would not coincide with the meetings of the Board. A submission had been made on 15<sup>th</sup> April with a further submission required by the end of June. There was to be an engagement event on 25<sup>th</sup> April.

Resolved:- (1) That the update on the Health and Wellbeing Strategy be noted.

(2) That an update on the Sustainability and Transformation Plan be submitted to the next meeting of the Board.

**Action: Chris Edwards, CCG**

## **72. THE HEALTH PROTECTION COMMITTEE'S ANNUAL REPORT**

Richard Hart, Health Protection Principal, presented the Health Protection Committee's 2015 annual report.

The Committee had made considerable progress in seeking assurance from organisations across the Borough on a range of controls associated with health protection. The report outlined the responsibilities of the Council, NHS England, the Clinical Commissioning Group, Public Health England, Foundation Trust and RDaSH. It also highlighted the work that had been done over the year and areas where further development was needed.

The following areas of progress were highlighted:-

- Clarifying health protection roles and responsibilities and the line of accountability between the Health Protection Committee and the Health and Wellbeing Board
- Maintaining effective working relationships and communications with Council staff, external agencies/professionals and the public
- Controlling the spread of TB and HIV through multi-agency incident meetings
- Providing local advice on national and local alerts on environmental hazards such as high level air pollution episodes
- Managing Health Care Associated Infections, MRSA bacteraemia and Clostridium Difficile Infections and engagement of the Hospital and Community Trusts
- Implementing the national childhood immunisation and seasonal flu programme across Rotherham
- Facilitation of training and simulation exercises run by the Emergency Planning Shared Service
- Local planning and response to Ebola and other emerging infections

Discussion ensued on the report with the following issues raised/clarified:-

- The CCG had employed an excellent Infection Prevention and Control Lead Nurse
- Was it appropriate to include issues that were pertinent to Rotherham e.g. poor air quality and how that impacted on respiratory indicators, the real improvements in antibiotic resistance and the supporting work carried out on Ebola
- Shade provision and reducing skin cancers – this did not come under the scope of Health Protection Committee but there was a need to revisit where that might fit particularly working with Children and Young Peoples Services

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

(2) That a report be submitted annually and exception reports as appropriate.

### **73. PHARMACEUTICAL NEEDS ASSESSMENT (PNA) UPDATE 2016-17**

Sally Jenks, Public Health Specialist, presented the refresh of the Pharmaceutical Needs Assessment (PNA) which had been subject to consultation with all the key stakeholders involved in the process of developing the PNA.

Producing and publishing a PNA fulfilled the legal requirements laid down in National Health Service (NHS) (Pharmaceutical Services) (Amendment) Regulations 2010.

The PNA would guide the opportunities for pharmacists to make a significant contribution to the health of the population of Rotherham.

The document linked to a number of other key Borough-wide strategies and plans including the Rotherham Joint Needs Assessment which provided the local data set used for informing pharmacy applications and pharmaceutical service commissioning.

The document would be reviewed in a year or sooner if necessary to ensure progress was being taken or should there be any significant changes in Legislation or commissioning intentions.

Resolved:- (1) That the Pharmaceutical Needs Assessment be approved.

(2) That it be noted that the process had been conducted within the regulatory framework.

(3) That it be noted that the key stakeholders who contributed to the development of the PNA had been involved in the review process as per the regulatory framework.

(4) That, unless a significant change occurred locally which would trigger a re-write of the document, a new PNA would need to be published on 1<sup>st</sup> April, 2018.

#### **74. ROTHERHAM SEXUAL HEALTH STRATEGY 2015-17 UPDATE**

Gill Harrison, Public Health Specialist, presented a progress report on the multi-agency Sexual Health Strategy and action plan.

In May 2013 the Health and Wellbeing Board had recommended the reconvening of a multi-agency Sexual Health Strategy Group to produce an updated comprehensive Strategy for Rotherham. The final Strategy was agreed in December, 2014.

One year into the delivery phase of the Strategy the following had been achieved:-

- The mapping of the provision of Sex and Relationship Education across Rotherham  
An audit by the School Effectiveness Team had revealed that the provision varied but the majority of schools felt that it was an improving picture regarding time on the curriculum for Personal, Sexual and Health Education which was where relationships and Sexual Health Education would be taught

- CSE Theatre in Education (TiE)  
The TiE 'Chelsea's Choice' had been funded by the Clinical Commissioning Group and Public Health and aimed at Y8 or Y9 pupils. All secondary and special schools and Pupil Referral Units engaged and there were a further two evening sessions for vulnerable young people (60 capacity) and parents/carers and siblings of vulnerable young people (126 booked, 117 attended). All performances received excellent evaluations
- Review of Sexual Health for Looked After Children (LAC) and Children Leaving Care  
The multi-agency LAC Physical and Emotional Health Group now had a regular focus on sexual health with new training for carers being considered. A review of pathways into services was being undertaken
- Review of Youth Clinic Provision  
The Rotherham Foundation Trust and Early Help and Family Engagement had undertaken a comprehensive review of all youth clinic provision and there had been a realignment of services to provide consistent delivery of services to young people on sites that were accessible by all within the community/locality and extended beyond the restrictions of term time only. Staffing provision had improved in each clinic and the partners were marketing the services and had developed stronger links and pathways between other areas such as family Nurse Partnership and School Nursing. Where footfall was poor and the more vulnerable were not engaging with the services, plans had been put into place for outreach work. Embedded into the core of the clinics were robust assessments for CSE and Safeguard and partner notification or sexually transmitted infections such as Chlamydia
- Review of delivery of Emergency Hormonal Contraception in the Community  
Following a review, the CSE referral pathways had been updated and all pharmacists were undergoing extra training. An audit of activity had been undertaken and provision across Rotherham mapped. Data showed that the majority of women accessing this service were over the age of 20; this information would now help in the future commissioning processes
- Development of the Integrated Sexual Health Services  
In line with national recommendations, the Council had commissioned an Integrated Sexual Health Service from the Foundation Trust to provide a full range of STI testing, HIV testing (not treatment) and comprehensive contraceptive services. At present, NHS England also commissioned HIV treatment from the Trust. The Trust had been working to an integration plan and developing their services. CSE referral pathways had been strengthened and the Service would be going out to tender during 2016 which would further strengthen the

process of integration to offer Rotherham residents a comprehensive sexual health offer

- Review of Primary Care Sexual Health Services  
Existing provision had been mapped. Public Health and GP providers had been working towards ensuring that competencies were maintained and that there was a good service in place for all users. Audit of the Services had shown that they were mainly used by women over the age of 20
- New Service for HIV Prevention and Support  
+Me had been commissioned to provide HIV education, awareness raising and prevention in the community as well as support with a regular drop-in service for people living with HIV. The third sector was actively promoting HIV testing and working closely with the Trust to help people access services. Although Rotherham did not score well on the Public Health Outcomes Framework measure for late diagnosis of HIV, it did score highly on uptake of testing within the Sexual Health Services. The newly commissioned Service should help improve diagnosis by promoting the Services and HIV testing

Proposed future activity was:-

- Although the audit of schools was positive, it was felt that the promotion of good practice should be continued. Many schools were providing excellent Relationship and Sex Education and this should be the 'gold standard' for all Rotherham schools
- The audit of primary care contraception provision showed that a few young people were accessing these services. More work needs to be done to ensure that our young people had the best possible access to contraception. This is especially important as, there was an increase in teenage conception rate in 2014 taking Rotherham once again above the rate for England. However, Rotherham still has the lowest rate among its closest statistical neighbours and the last two quarters of 2014 had rates well below those in England
- Among NHS funded abortions in Rotherham, the proportion of those under 10 weeks gestation was considerably lower than in England. The earlier abortions were performed the lower the risk of complications. Prompt access to abortion, enabling provision earlier in pregnancy, was also cost effective and an indicator of service quality and increased choices around procedure. There was considerable room for improvement in earlier access to terminations in Rotherham. The commissioners (CCG), abortion providers and all referrers into the service needed to work to ensure earlier access



- Because of the complexity of the commissioning of Sexual Health Services, more work needed to be done to ensure that services provided were effective and provided services that were relevant to the needs of the population

Discussion ensued with the following issues raised/clarified:-

- The Group had felt there was a need to develop a specialist service to work with hard to reach vulnerable groups such as the Roma community and young people in care and adopt specific, evidence based targeted interventions but not necessarily to introduce a new service.
- Linking in with the locality theme work would be a good way of finding out what work was already taking place and ascertaining if there were any gaps
- There was a clearly defined action plan which was a living document used by the Strategy Group to monitor progress. This report was a summary of the things that had been achieved over the past year
- Teenage pregnancies had considerably decreased; the numbers had been slightly up at the beginning of last year but had reduced again and measured quite well with statistical neighbours. There were certain aspects of STI infection reports which were higher. However, the Chlamydia detection rate was good and providers of service were able to identify infection within the community
- In comparison with its statistical neighbours, Rotherham was the 3<sup>rd</sup> highest in Yorkshire and Humber with a tremendous difference between Rotherham and Wakefield and Doncaster
- How did diversity fit into the picture particularly in relation to commissioning?
- How was the work linked to deprivation particularly the effect of the Welfare Reforms?
- The Team participated in the work of the Health Protection Committee and did “deep dive” into infection. The Team tried to look at it from a Health Protection point of view of what was working well and how to address some of the issues
- The main provider of Sexual Health Services (Specialist Service) were required to report how many referrals they had made to the MASH
- Public Health England was looking at the early monitoring and early detection of STIs as a much earlier indication was required against what would normally be expected

- The report showed that there was progress of early testing of HIV but a high number of late diagnosis. HIV figures came out retrospectively so this was what had happened previously. Once patients were into the service, it was very good at offering the test and it being accepted. There was a need to get potential patients into the service and be tested earlier and was the reason why there was a group promoting HIV testing. A recent meeting had revealed that the measure of late diagnosis was reducing but more awareness raising was needed

Resolved:- (1) That the progress made against the suggested actions within the Sexual Health Strategy be endorsed.

(2) That the proposed future activity be endorsed.

## **75. ANY OTHER BUSINESS**

### **(a) Self-Assessment**

The Board would be undertaking a self-assessment which was being developed by the Local Government Association. A questionnaire would be sent to all Board members around 10<sup>th</sup> May with a return date of the end of May.

All responses would be anonymous and collated by the LGA. A facilitated session would be held on 13<sup>th</sup> July.

### **(b) Local Government Association Pilot**

The LGA would be undertaking a pilot which would look at Health and Wellbeing Boards' transformation; Rotherham had been selected as a pilot area. The self-assessment (see (a) above) would take place and then look at how the Board could be best placed in terms of transformation. The LGA were looking at potentially holding workshops in September/October.

Resolved:- That a working group, consisting of the Chair, Terri Roche, Louise Barnett, Julie Kitlowski, meet to discuss integration.

**Action: Kate Green**

(c) Tony Clabby reported that he had recently attended the Health and Wellbeing Boards network event in York where the strategic transformation plans and devolution were discussed.

He has also attended the South Yorkshire and Bassetlaw Urgent and Emergency Care Network.

### **(d) Better Care Fund**

Feedback on the recent BCF submission had been "assured with support" which was the best anyone had received in the South Yorkshire and Bassetlaw area.

**76. DATE, TIME AND VENUE OF THE NEXT MEETING**

Resolved:- That a further meeting be held on Wednesday, 24<sup>th</sup> February, 2016, commencing at 9.00 a.m. to be held at the Rotherham Town Hall.

## HEALTH AND WELLBEING BOARD

### 1st June, 2016

**Present:-****Members:-**

Dr. Julie Kitlowski	Clinical Chair, Rotherham CCG
<b>In the Chair</b>	
Louise Barnett	Chief Executive, Rotherham Foundation Trust
Chris Edwards	Chief Officer, Rotherham CCG
Ian Thomas	Strategic Director, Children and Young People's Services
Terri Roche	Director of Public Health
Janet Wheatley	Chief Executive, Voluntary Action Rotherham
Councillor Yasseen	Cabinet Member, Neighbourhood Working and Cultural Services

**Report Presenters:-**

Anna Clack	Public Health Specialist, RMBC
Miles Crompton	Policy and Partnerships Officer, RMBC
Ruth Fletcher-Brown	Public Health Specialist, RMBC
Claire Smith	Rotherham CCG

**Officers:-**

Nathan Atkinson	Assistant Director of Commissioning, RMBC
Richard Bellamy	Democratic Services, RMBC
Kate Green	Policy Officer, RMBC

**Observers:-**

Chris Bland	Rotherham Pharmaceutical Committee
Councillor Sansome	Chair, Health Select Commission
Councillor R.A.J. Turner	

Apologies for absence were received from Sharon Kemp, Tracy Holmes, G. Parkinson, Councillor Roche and Councillor Watson.

**1. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting. It was agreed that the Members' register of interests should be reviewed.

**2. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS**

There were no members of the public or the press in attendance.

**3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting of the Health and Wellbeing Board, held on 20<sup>th</sup> April, 2016, were considered.

Matters arising updates were provided in relation to the following items -

(i) Minute No. 69 (reference to previous minutes) – the ‘Let’s get Rotherham Active’ event had taken place on 11<sup>th</sup> May, 2016, at which 68 people had attended. Feedback had been positive. The outcome of the event and next steps were being considered by an officer meeting on 14<sup>th</sup> June and would be shared with the Board at a later date.

(ii) Minute No. 71 (Health and Wellbeing Strategy) – there was steady progress being made with the preparation of the Strategy with the Health and Wellbeing Steering Group meeting monthly since March to support the progress. There was, however, an urgent need for a lead officer to be identified to work alongside Richard Cullen GP on aim 1 of the Strategy.

(iii) Minute No. 75(a) (Health and Wellbeing Board Self-Assessment) – the self-assessment event would be taking place on the day of this Board’s next meeting, Wednesday 13<sup>th</sup> July 2016;

It was noted that the Board meeting would be an extended meeting to 12.00 Noon. The first part of the meeting, 9.00-9.30 a.m. was to conduct normal business and open to the public and observers; from 9.30 a.m. the meeting would be a closed facilitated session.

Resolved:- That the minutes of the previous meeting of the Board, held on 20<sup>th</sup> April, 2016, be approved as a correct record.

#### **4. SOUTH YORKSHIRE AND BASSETLAW SUSTAINABILITY AND TRANSFORMATION PLAN/DRAFT INTEGRATED HEALTH AND SOCIAL CARE PLACE PLAN**

Consideration was given to a report, presented by Chris Edwards, concerning the NHS Shared Planning Guidance, which asked every local health and care system in England to come together to create its own ambitious local plan for accelerating the implementation of the Five Year Forward View (5YFV). These blueprints, called Sustainability and Transformation Plans (STPs), will be place-based, multi-year plans built around the needs of local populations.

To deliver STPs, local health and care systems have come together to form 44 footprints, which collectively cover the whole of England. These geographic footprints are of a scale which should enable transformative change and the implementation of the ‘Five Year Forward View’ vision of better health and wellbeing; improved quality of care, and stronger NHS finance and efficiency by 2020/21.

It was noted that Rotherham sits within the South Yorkshire and Bassetlaw footprint which is led by Sir Andrew Cash (Chief Executive of Sheffield Teaching Hospitals).

A copy of the South Yorkshire and Bassetlaw Plan was included with the agenda and supporting documents for this meeting.

A comment was made as to whether there was adequate reference (within the local plan) to preventative work.

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

(2) That the Health and Wellbeing Board places on record that it feels appropriately engaged in the local plan (Sustainability and Transformation Plans) process and notes that the South Yorkshire and Bassetlaw Plan has to be submitted to NHS England by the due date of Thursday 30<sup>th</sup> June, 2016.

## **5. JOINT STRATEGIC NEEDS ASSESSMENT (JSNA) UPDATE**

Consideration was given to a report, presented by Miles Crompton (Policy and Partnerships Officer, RMBC) concerning the Joint Strategic Needs Assessment (JSNA). The report stated that the Health and Wellbeing Board has a statutory duty to evidence the needs of people in Rotherham and the JSNA assessment underpins health and social care commissioning, service development and the Health and Wellbeing Strategy.

The JSNA was refreshed as a new online resource in 2013, replacing the former fixed document format of 2011. After a period of consultation, the Health and Wellbeing Board had approved the final version of the JSNA in February 2014. The revised JSNA was used to inform the new Health and Wellbeing Strategy 2015-18.

The new JSNA format allows for updates of information so that the content is continually evolving in response to new data becoming available, or additional content being required. Contributors from a range of service areas have been asked to provide any updates required, on a quarterly basis.

The JSNA was subject to a review in 2015/16 which added a new overview of issues identified in the JSNA and made presentational changes to make it easier to find information about children and adults, and better understand the JSNA process.

The presentation and subsequent discussion about the Joint Strategic Needs Assessment highlighted the following salient issues:-

- implications of the Health and Social Care Act 2012;
- noting that the Joint Strategic Intelligence Assessment is an entirely separate process, prepared by the South Yorkshire Police and the Safer Rotherham Partnership;

- the early JSNA format had concentrated upon adult social care, although the revised document now encompasses a much wider range of issues (e.g.: domestic violence; transport, etc.);
- the JSNA includes 82 separate issues, catalogued into seven different categories;
- the emphasis upon issues affecting children and young people (eg: teenage pregnancy; smoking in pregnancy; Children in Need and living in poverty; disability and mental health);
- the specific issue of the oral health of young children (including tooth decay) – the Board noted that the statistics appeared to be in need of updating, as there was now evidence of an improving pattern being made in terms of children's oral health; it was also noted that there is no fluoridation of the water supply in the Rotherham Borough area);
- the prevalence of long-term sickness absence amongst the adult working population;
- the current life expectancy of women (81 years) and men (78 years) living in the Rotherham Borough area; the population aged over 80 years is increasing by 4% per year; the consequent demand on adult social care services;
- ethnic diversity in the Rotherham Borough area;
- the demand for food banks is increasing; some supermarkets are donating food to the food banks, in order to try and reduce the amount of food waste where the food is still fit for consumption.

It was agreed that copies of the presentation will be distributed to members of the Health and Wellbeing Board.

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

(2) That the Health and Wellbeing Board:-

(a) acknowledges that service-based contributors are being asked to provide any updates to the Joint Strategic Needs Assessment on a quarterly basis; and

(b) agrees that the Joint Strategic Needs Assessment will be subject to further review during 2016/17.

**6. HEALTHY AGEING FRAMEWORK - A CO-ORDINATED WHOLE SYSTEM APPROACH TO HEALTHY AGEING FOR ROTHERHAM**

Consideration was given to a report, presented by the Director of Public Health, stating that an initial draft of a Healthy Ageing Framework has been developed to raise the profile of the needs of the Rotherham Borough's ageing community and improve the coordination of the healthy ageing initiatives across Rotherham. Further stakeholder engagement will be sought to agree a vision that will drive activity forwards and improve the health and wellbeing of the Rotherham Borough's ageing population.

The report included the initial draft of the vision : "to improve the health and wellbeing of the ageing community of Rotherham. Rotherham services work together seamlessly to develop healthy, independent and resilient citizens, who live good quality lives".

The principles and desired outcomes of the Framework were also listed in the report. The next steps include a stakeholder engagement event, during July 2016, to shape the vision and framework and ensure that the Healthy Ageing Framework meets the needs and expectations of all stakeholders.

Discussion took place on the transport requirements of elderly people, many of whom will rely upon public transport (especially buses and trains). The need for a continuing dialogue with the South Yorkshire Passenger Transport Executive, about this specific issue, was acknowledged by the Board.

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

(2) That a further report about the Healthy Ageing Framework be submitted to a future meeting of the Health and Wellbeing Board, during the Autumn 2016, after completion of the stakeholder engagement event and consultation.

**7. BETTER CARE FUND**

Consideration was given to a report of the Head of Long Term Conditions and Urgent Care (Rotherham Clinical Commissioning Group) and the Assistant Director of Commissioning (RMBC Adult Social Care) containing an overview of the Better Care Fund Plan 2016/17 which would be submitted to NHS England.

The report stated that, in early March 2016, NHS England had issued the Better Care Fund planning requirements for 2016/17, which included the completion of a financial planning template and a narrative plan with a comprehensive set of Key Lines of Enquiry. There are eight conditions, which local areas have to meet through the planning process, in order to



access funding which is included in the Key Lines of Enquiry. These eight conditions were listed within the submitted report.

The Better Care Fund Plan had been jointly developed between the Rotherham Clinical Commissioning Group (CCG) and the Borough Council and is well aligned to the priorities within the Joint Health and Wellbeing Strategy 2015-18, the CCG Commissioning 2015-19, CCG Operating Plans 2016-17 and Provider Plans.

The Health and Wellbeing Board noted that Rotherham's Better Care Fund Plan 2016/17 had been cited as an exemplar Plan within the Yorkshire and Humberside region. The Board thanked the team of officers for their work.

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

(2) That the Better Care Fund Plan 2016/17, as now submitted, be approved and submitted to NHS England.

#### **8. BETTER CARE FUND SECTION 75 AGREEMENT 2016-17**

Consideration was given to a report submitted by the Head of Long Term Conditions and Urgent Care (Rotherham Clinical Commissioning Group) and the Assistant Director of Commissioning (RMBC Adult Social Care) containing the Framework Partnership Agreement relating to the Commissioning of Health and Social Care Services from the Better Care Fund in 2016/17 (Section 75 of the NHS Act 2006 refers). It was noted that this Agreement had been approved by the Government-appointed Commissioners to the Borough Council.

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

(2) That the 'Section 75' Framework Partnership Agreement, as now submitted, be approved and submitted to NHS England by the due date of Thursday, 30th June, 2016.

#### **9. BETTER CARE FUND QUARTER 4 SUBMISSION**

Consideration was given to a report submitted by the Chief Finance Officer (Rotherham Clinical Commissioning Group) and the Assistant Director of Commissioning (RMBC Adult Social Care) containing the fourth quarterly report to NHS England regarding the performance of Rotherham's Better Care Fund.

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

(2) That the contents of this fourth quarterly report be ratified and it be noted that the report had been submitted to NHS England by the due date of Friday, 27th May, 2016.

**10. DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT 2015-16**

Consideration was given to the Director of Public Health's Annual Report 2015/16 as submitted.

The Director of Public Health has a statutory responsibility to produce an Annual Report and the Council has a statutory duty to publish it.

This report focused on an analysis of some of the key issues affecting the health and wellbeing of Rotherham's Children and Young People and explored the health inequalities that exist for children between Rotherham and the rest of England. The Report described Children and Young People's health through a life-course approach, from pregnancy and birth, through school years into young adulthood.

The Annual Report aimed to engage with professional stakeholders across the Rotherham Borough, in order to work together and deliver on a clear set of recommendations that will help improve the health and wellbeing of the Borough's Children and Young People. The recommendations are aimed at all statutory and voluntary partners across the Rotherham Borough area.

The recommendations evolved from sections in the report which highlight 'our ambitions for Rotherham'. The intention of the Public Health Annual Report is to sit alongside the Health and Wellbeing Strategy and to help inform the actions taken by the Health and Wellbeing Board. It also offers some practical interventions which will improve child health and contribute to reducing the health inequalities across the Borough. Future reports will describe progress against the recommendations and the associated action plan.

The Public Health Annual Report contained seven recommendations. The report also explained the action taken in response to the recommendations of the previous (2014) Public Health Annual Report.

The presentation and subsequent discussion highlighted the following salient issues:-

- life expectancy in the Rotherham Borough area and the impact of poverty;
- infant mortality rates; still-births and sudden infant deaths;
- accidents affecting very young children;
- physical activity and obesity amongst children and young people;
- the oral health of young children (also discussed at Minute No. 5 above);

- educating young people about positive and healthy relationships and good sexual health;
- mental health issues (including self-harm and suicide);
- the importance of the accurate recording of health data and statistics.

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

(2) That the recommendations contained within the Director of Public Health Annual Report 2015/16, as now submitted, be supported and progress on the actions taken on the recommendations be reviewed at future meetings of the Health and Wellbeing Board.

#### **11. SUICIDE PREVENTION AND SELF-HARM ACTION PLAN UPDATE 2015-16**

Consideration was given to a report, presented by Ruth Fletcher-Brown (Public Health Specialist, RMBC) providing a six months' progress report on the actions detailed in the Rotherham Suicide Prevention and Self-Harm Action Plan 2015/16. The report stated that the delivery of the Rotherham Suicide Prevention and Self-Harm Action Plan is an action within the Rotherham Health and Well Being Strategy.

Listed within the submitted report were details of the progress, as monitored by the Rotherham Suicide Prevention and Self-Harm Group, of the various actions being taken based on the six national areas for action and an additional two which are Rotherham specific.

The Board's discussion of this report highlighted the following salient issues:-

- the real-time surveillance pilot scheme in the Rotherham Borough area (with partner organisations, including the South Yorkshire Police);
- identification of any 'hot-spots' of increased rates of suicide;
- continuing partnership working with the Rotherham Youth Cabinet about mental health issues affecting children and young people;
- the value of the social marketing campaign work;
- support for bereaved families and sign-posting to appropriate services (e.g.: the Samaritans; CAMHS, etc).

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

(2) That the Health and Wellbeing Board:-

(a) accepts and endorses the report on actions taken by the Rotherham Suicide Prevention and Self Harm Group for 2015/2016;

(b) endorses the areas for future activity, including a commitment to continue Rotherham's Real Time Surveillance work and the social marketing campaign work; and

(c) receives an update report on the work of the Rotherham Suicide Prevention and Self Harm Group once per year and exception reports more frequently, as appropriate.

**12. DATE, TIME AND VENUE OF THE NEXT MEETING**

Resolved:- (1) That the next meeting of the Health and Wellbeing Board be held on Wednesday 13<sup>th</sup> July, 2016, at the Town Hall, Rotherham. This meeting shall be extended from 9.00 a.m.-12.00 Noon to include a developmental session for members of the Board. From 9.30 a.m. the meeting will be closed to the public and observers.

(2) That future meetings take place on: -

- extraordinary meeting in August 2016 (if deemed necessary)
- 21<sup>st</sup> September, 2016 (agenda to include a report about the Children and Young People's Services Partnership Board)
- 16<sup>th</sup> November, 2016;
- 11<sup>th</sup> January, 2017;
- 8<sup>th</sup> March, 2017.

**PLANNING BOARD**  
**10th March, 2016**

Present:- Councillor Atkin (in the Chair); Councillors Astbury, Godfrey, Khan, Sansome, Sims, Smith, R.A.J. Turner, Tweed and Whysall; together with Councillor Roddison (as substitute for Councillor Lelliott).

Apologies for absence were received from Councillors Cutts, Lelliott, Middleton and Pickering.

**91. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

**92. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH FEBRUARY, 2016**

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 18th February, 2016, be approved as a correct record for signature by the Chairman.

**93. DEFERMENTS/SITE VISITS**

There were no site visits nor deferments recommended.

**94. DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, the following person attended the meeting and spoke about the application listed below:-

Erection of 1,745 square metres retail unit (use class A1) with associated car parking, landscaping and associated works at former Council Depot site, Hamilton Road, Maltby for Harbridge (Maltby) Ltd. (RB2015/1298)

Mrs. C. Temple (representative of the applicant Company)

(2) That application RB2013/0307 be refused for the reasons set out in the submitted report.

(3) That application RB2015/1298 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report and to a slight amendment to condition 31 which now reads:-

31

The net sales floor area (defined as all internal areas accessible to the customer, but excluding additional warehouse, staff and office facilities) shall not exceed 75% of the net sales floor area for non-food goods and shall not exceed 25% of the net sales floor area for food/drink sales.

(4)(a) That, with regard to application RB2015/1469, the Council shall enter into a Legal Agreement with the developer under Section 106 of the Town and Country Planning Act 1990 to secure a contribution of £70,000 towards the provision of affordable housing within Rotherham; and

(b) That, subject to the signing of the Section 106 Legal Agreement, planning permission be granted for the proposed development subject to the conditions set out in the submitted report and to the following amendment to condition number 02:-

the deletion of the words "WL04 2B, received 18 January, 2016" and the substitution therefor of the words "WL04 2C, received 9 March, 2016".

**95. APPEAL DECISION - VARIATION OF CONDITION 02 (AMENDED PLANS) IMPOSED BY RB2014/0727 (INSTALLATION OF 2 NO. TURBINES (24.8 M HUB HEIGHT AND 34.5 TIP HEIGHT)) AT LAND AT PARKCLIFFE FARM, MORTHEN ROAD, WICKERSLEY (RB2015/0493)**

Further to Minute No. 4 of the meeting of the Planning Board held on 4th June, 2015, consideration was given to a report of the Director of Planning, Regeneration and Culture concerning the decision of the Planning Inspectorate to dismiss the appeal lodged against the decision of the Council to refuse planning permission for the variation of condition No. 2 of RB2014/0727 to increase the blade tip length by 2.1 m and reduce the hub height by 0.8m on each turbine so that the productivity of the turbines could be increased by 33%.

A separate application for the installation of a single wind turbine with 24.8m hub height and 36.6m height remained undetermined (RB2015/0907).

The Planning Inspector noted that it was accepted that the proposals represented inappropriate development in the Green Belt and considered the main issues to be:-

- (i) the effect of the proposal on the openness of the Green Belt and the purposes of including land in it
- (ii) the effect of the proposal on the character and appearance of the area
- (iii) whether the harm by reason of inappropriateness and any other harm was clearly outweighed by other considerations so as to amount to the very special circumstances necessary to justify the development.

The Inspector found that the proposal would result in a modest reduction in openness and harm to the character and appearance of the area. The proposal also did not have the backing of the local community since their concerns in relation to the Green Belt and the character and appearance of the area had not been addressed as required by the Written Ministerial Statement.

The Inspector concluded that, on the positive side, significant weight was to be given to the environmental benefits of the proposal, above and beyond that which already had planning permission. However, the Inspector noted that according to the appellant the original approved scheme would be unlikely to be a viable project because of a change in the feed in tariff in March, 2015. The Inspector considered that these other considerations were insufficient to outweigh the harm by reason of inappropriateness and the other identified harm and as such did not amount to the very special circumstances necessary for the proposal to be acceptable.

Members were informed of the contents of the written Ministerial statement dated 18th June, 2015 and of its relevance to this appeal decision.

In accordance with the right to speak procedure, the following person attended the meeting and spoke about the appeal decision in respect of this case:-

Mr. P. Thirlwall (objector to the original application)

Resolved:- That the report be received and the decision of the Planning Inspector to dismiss the above appeal be noted.

## **96. UPDATES**

A brief discussion took place on:-

a) the Council's scheme of delegation in respect of decision-making on applications for planning permission; and

b) the Government's Housing and Planning Bill, which includes provision of the processing of applications for planning permission to be undertaken within a competitive environment (eg: by neighbouring local authorities and by private sector companies), although the decision-making aspect is to remain with the Local Planning Authority; the Government's consultation document will be reported to Elected Members before the due date for submission of representation.

**PLANNING BOARD  
31st March, 2016**

Present:- Councillor Atkin (in the Chair); Councillors Astbury, Cutts, Godfrey, Khan, Middleton, Pickering, Sansome, R.A.J. Turner, Tweed and Whysall.

Apologies for absence were received from Councillors Lelliott and Sims.

**97. DECLARATIONS OF INTEREST**

Councillor Pickering declared a personal interest in application RB2015/1311 (Erection of agricultural building at land off Ramper Road, Letwell for Hollingworth and Co.) because of his knowledge of the farming community in the Rotherham Borough area by reason of his former employment as a lecturer in agricultural studies at a local College. After listening to the several people who exercised their right to speak on this application, Councillor Pickering left the meeting, took no part in the Planning Board's debate on this matter and did not vote.

**98. MINUTES OF THE PREVIOUS MEETING HELD ON 10TH MARCH, 2016**

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 10th March, 2016, be approved as a correct record for signature by the Chairman.

**99. DEFERMENTS/SITE VISITS**

There were no site visits nor deferments recommended.

**100. VISIT OF INSPECTION - ERECTION OF AGRICULTURAL BUILDING AT LAND OFF RAMPER ROAD, LETWELL (RB2015/1311)**

Prior to the meeting, Members of the Planning Board made a visit of inspection to the above site, the subject of this application.

Consideration was given to the report of the Director of Planning, Regeneration and Culture concerning the application for planning permission for the erection of an agricultural building at land off Ramper Road, Letwell for Hollingworth and Co. (RB2015/1311).

In accordance with the right to speak procedure, the following people attended the meeting and spoke about this application:-

Mr. J. Cawkwell-Stansfield (on behalf of the applicant)  
Mr. M. Sharpe (objector)  
Mr. M. Horn (objector)  
Mr. J. Hall (objector)  
Mr. A. Nettleship (objector)



Mr. M. Ladbrook (objector)  
Dr. S. Woodward (objector)  
Mrs. S. Swift (objector)  
Mrs. H. Boyes (objector)  
Mrs. F. Brooks (objector)  
Mr. K. Goodall (objector)  
Mr. N. Shuker (objector)  
Mrs. E. Ladbrook (objector)  
Mrs. A. Milnes (objector)  
Mrs. V. Bennett (objector)  
Mr. R. Brooks (objector)

Resolved:- That application RB2015/1311 be refused for the following reason:-

01

The Council considers that the proposed building, by way of its prominent location and excessive scale, would have an adverse impact on the character and appearance of the adjacent Letwell Conservation Area and to the setting of the nearby Grade II\* listed Church of St. Peter and Grade II listed North Farm Court. As such the proposal would be contrary to Core Strategy Policy CS23 'Valuing the Historic Environment' and Unitary Development Plan Policies ENV2.8 'Settings and Curtilages of Listed Buildings' and ENV2.12 'Development adjacent to Conservation Areas' and the related Policy in the National Planning Policy Framework (NPPF).

(Councillor Pickering declared a personal interest in the above application RB2015/1311 (Erection of agricultural building at land off Ramper Road, Letwell for Hollingworth and Co.) because of his knowledge of the farming community in the Rotherham Borough area by reason of his former employment as a lecturer in agricultural studies at a local College. After listening to the several people who exercised their right to speak on this application, Councillor Pickering left the meeting, took no part in the Planning Board's debate on this matter and did not vote).

## **101. DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

(2) That application RB2015/1091 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report.

(3) That application RB2016/0129 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report and to an amendment to condition 07 which now

reads:-

'Before the development is brought into use, that part of the site to be used by vehicles shall be constructed with either;

(a) a permeable surface and associated water retention/collection drainage, or;

(b) an impermeable surface with water collected in accordance with details contained within the approved outline surface water drainage strategy for the wider Waverley site.'

(4)(a) That, with regard to application RB2014/1282, the Council shall enter into a Legal Agreement with the developer under Section 106 of the Town and Country Planning Act 1990 to secure a contribution of £4,877.45 towards the provision of a replacement bus shelter on Vale Road, Thrybergh; and

(b) That, subject to the signing of the Section 106 Legal Agreement, planning permission be granted for the proposed development subject to the conditions set out in the submitted report.

**102. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT - TECHNICAL CONSULTATION ON IMPLEMENTATION OF PLANNING CHANGES - PROPOSED RESPONSE**

Consideration was given to the report of the Director of Planning, Regeneration and Culture concerning the Government's consultation on the implementation of planning changes and the Council's proposed response to the consultation document published during February 2016 by the Department for Communities and Local Government. It was noted that the deadline for receipt of responses was Friday, 15th April, 2016. Members of the Planning Board suggested a number of amendments to the draft response, as reported.

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

(2) That the Council's proposed response to the Department for Communities and Local Government's consultation on planning changes, including the suggested amendments now discussed, be approved insofar as the Planning Board is concerned.

**103. UPDATES**

There were no items to report.

**PLANNING BOARD  
21st April, 2016**

Present:- Councillor Atkin (in the Chair); Councillors Astbury, Beaumont, Cutts, Khan, Middleton, Pickering, Sansome, Sims, John Turner, Tweed and Whysall.

A apology for absence was received from Councillor Godfrey.

**104. TOWN HALL**

The Chairman wished to place on record his disappointment at the continued use of the temporary projector and asked that the position be remedied as soon as possible and before the next meeting.

**105. DECLARATIONS OF INTEREST**

There were no Declarations of Interest to report.

**106. MINUTES OF THE PREVIOUS MEETING HELD ON 31ST MARCH, 2016**

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 31st March, 2016, be approved as a correct record for signature by the Chairman.

**107. DEFERMENTS/SITE VISITS**

There were no site visits nor deferments recommended from the agenda.

Further to Minute No. 101(4) of the previous meeting Councillor Sansome queried the need for consultation on the location, with the community, Parish Council and Ward Councillors with regards to the provision of a replacement bus shelter on Vale Road, Thrybergh, as required under application RB2014/1282 relating to the residential development of the former Fullerton Public House site.

Planning Officers gave an undertaken that this consultation would take place.

**108. DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, the following people attended the meeting and spoke about the applications listed below:-

PLANNING BOARD - 21/04/16

- Outline application for the erection of up to 30 dwellinghouses with details of access at land at Ryton Road South Anston for South Street Capital (UK) Limited (RB2015/0472)

Mr. D. Staniland (Applicant)

- Increase in roof height to form two storey dwelling house, including single storey side and rear extensions at 20 Manor Way, Todwick for Mrs. M. Brassington (RB2015/1421)

Mr. S. Wilkinson (Applicant)

Mr. L. Shepherd (Objector)

Mrs. L. Laurence spoke on behalf of Mr. D. Wainwright (Objector)

Mr. D. Clark (Objector)

Mr. D. Clark on behalf of Mr. I. Newbold (Objector)

Mrs. S. Jeffrey on behalf of Mrs. C. Booth (Objector)

Mrs. S. Jeffrey (Objector)

Mrs. E. Tame on behalf of Mrs. S. Marsh (Objector)

Mrs. E. Tame (Objector)

Councillor D. Beck (Objector)

Mrs. Padgett (Objector) submitted a statement in writing which was read out to the Board.

- Display of various illuminated and non-illuminated signs at land at Bawtry Road, Bramley for Aldi Stores (RB2016/0109)

Mr. M. Taylor (Applicant)

Mr. P. Staley (Objector)

Mr. R. Foulds – on behalf of Bramley Parish Council (Objector)

Councillor S. Ellis (Objector)

- Application to vary condition 02 (opening hours) imposed by RB2015/0901 (change of use to Class A (restaurants and cafés)) at Unit 6, Fern Court, Sunnyside for The Marmalade Hut Ltd. (RB2016/0241)

Mrs. A. Gamston (Applicant)

Mr. A. Tattersfield (Supporter)

Mr. L. Verona (Supporter)

D. H. Drury (Objector) did not wish to attend and submitted a statement in writing which was circulated to the Board.

(2) That applications RB2015/0472, RB2016/0109 and RB2016/0241 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report.

(3) That the Planning Board declares that it is not in favour of application RB2015/1421 and that it be refused on the grounds that it considers that the proposed development would have an overbearing impact on the occupiers of neighbouring properties and reduce natural light to the rear garden areas, particularly of 22 Manor Way, Todwick. As such, the proposed development would be contrary to the advice contained in the National Planning Policy Framework.

**109. UPDATES**

The Planning Board were asked to consider proposed sites to visit as part of the Completed Developments Tour, which would most likely be scheduled during September, 2016.

Sites of interest were to be forwarded to the Planning Officer.

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

The Chairman drew attention to the forthcoming elections and suggested the next meeting, scheduled for Thursday, 12<sup>th</sup> May, 2016 be cancelled unless there were any particular items of urgency coming forward.

Resolved:- That meeting scheduled for Thursday, 12<sup>th</sup> May, 2016 be cancelled.

**PLANNING BOARD  
2nd June, 2016**

Present:- Councillor Atkin (in the Chair); Councillors Andrews, Bird, Cutts, Khan, Price, Sansome, Short, John Turner, Tweed, Walsh and Whysall.

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

**1. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 21ST APRIL, 2016**

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 21st April, 2016, be approved as a correct record for signature by the Chairman.

**3. DEFERMENTS/SITE VISITS**

The Planning Board noted that application RB2013/1508 (Erection of 16 No. dwellings and associated works at land to the rear of 69-91 Worksop Road, Aston for Jones Homes (Northern) Ltd.) had been withdrawn from the agenda and was scheduled for a site inspection prior to the next meeting, to be held on Thursday 23rd June 2016.

**4. DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

(2) That it be noted that application RB2013/1508 has been withdrawn from the agenda and will be the subject of a site visit of inspection by the Planning Board, as agreed by the Chairman and Vice-Chairman, prior to the next meeting.

(3) That applications RB2015/0744, RB2016/0302 and RB2016/0404 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report.

**5. DEVELOPMENT MANAGEMENT PERFORMANCE REPORT 2015/16**

Further to Minute No. 89 of the meeting of the Planning Board held on 18th February, 2016, consideration was given to a report of the Assistant Director of Planning, Regeneration and Culture containing information about the current performance of the Council's Development Management team. The report included details of the Government's

minimum standards for the time allowed for local planning authorities to deal with the different categories of application for planning permission (major, minor and other). Members noted that this Council's Development Management service has been recognised by the Planning Advisory Service as one of the ten best-performing services in the country.

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

## **6. PLANNING SERVICE - HEALTH CHECK AND ASSESSMENT**

Further to Minute No. 89 of the meeting of the Planning Board held on 18th February, 2016, consideration was given to a report of the Assistant Director of Planning, Regeneration and Culture containing the action plan being implemented as a consequence of matters identified during the 'health check' assessment of this Council's Planning Service, undertaken by the Local Government Association in late October 2015.

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

## **7. UPDATES**

Members were informed of:-

- (a) the system for making requests for site visits in respect of applications for planning permission;
- (b) the imminent preparation of an enforcement plan for development management.

**PLANNING BOARD  
23rd June, 2016**

Present:- Councillor Atkin (in the Chair); Councillors Andrews, Bird, D. Cutts, M. S. Elliott, Khan, Sansome, Walsh and Whysall; together with Councillor Jarvis (as substitute for Councillor Price).

Apologies for absence were received from Councillors Ireland, Price, Roddison, R. A. J. Turner and Tweed.

**8. DECLARATIONS OF INTEREST**

Councillor M. Elliott stated that he had attended a meeting of the Aston-cum-Aughton Parish Council at which there had been consideration of two applications that were before the Planning Board meeting today. Councillor M. Elliott confirmed that he is not a member of the Parish Council and neither discussed nor voted on the items at the Parish Council meeting. He had attended the meeting where they were being considered but only as a member of the public. Councillor M. Elliott maintained that he had an open mind for the purposes of the Planning Board meeting today and would continue and participate in the matters. The subject applications for planning permission are:-

(1) Erection of 16 No. dwellings and associated works at land to the rear of 69-91 Worksop Road, Aston for Jones Homes (Northern) Ltd. (RB2013/1508);

(2) Change of use of barn and land to residential dwelling house (use class C3) and demolition of garage and store at land at Hardwick Lane, Aston for Mr. N. Jacobs (RB2016/0357).

**9. MINUTES OF THE PREVIOUS MEETING HELD ON 2ND JUNE, 2016**

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 2nd June, 2016, be approved as a correct record for signature by the Chairman.

**10. DEFERMENTS/SITE VISITS**

There were no site visits nor deferments recommended.

**11. VISIT OF INSPECTION - ERECTION OF 16 NO. DWELLINGS AND ASSOCIATED WORKS AT LAND TO THE REAR OF 69-91 WORKSOP ROAD, ASTON FOR JONES HOMES (NORTHERN) LTD. (RB2013/1508)**

Further to Minute No. 4(2) of the meeting of the Planning Board held on 2nd June, 2016, prior to this meeting, Members of the Planning Board made a visit of inspection to the above site, the subject of this application (Ward representative Councillor Taylor was also in attendance).



Consideration was given to the report of the Assistant Director of Planning, Regeneration and Culture concerning the application for planning permission for the erection of 16 No. dwellings and associated works at land to the rear of 69-91 Worksop Road, Aston for Jones Homes (Northern) Ltd. (RB2013/1508).

In accordance with the right to speak procedure, the following people attended the meeting and spoke about this application:-

Aston-cum-Aughton Parish Council (letter of objection read out)

Mrs. J. Foers (objector)

Mr. C. Plummer (objector)

Mr. E. Foers (objector)

Mr. L. Smith (objector)

Mr. J. Heathcote (objector)

Mr. P. Maxfield (objector)

Mrs. J. Shimwell (objector)

Mr. J. Blades (objector)

Mrs. A. Ash (objector)

Mrs. T. Heathcote (objector)

Mr. K. Dyer (objector)

Borough Councillor R. Taylor (Ward Member, objecting to the application)

Resolved:- That the Planning Board declares that it is not in favour of application RB2013/1508 and that the application be refused on the grounds of highway safety, concerns about hydrology affecting the adjacent Local Wildlife Site and the impact upon ecology and wildlife habitat and that the Chairman and the Vice-Chairman be authorised to approve the precise wording of the reasons for refusal.

## **12. DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, the following people attended the meeting and spoke about the applications listed below:-

- Erection of 1 No. pair of semi-detached houses at former garage site, Yew Tree Road, Maltby for Woodsett Homes Ltd. (RB2016/0043)

Mr. A. Gilbert (representative of the applicant Company)

Mrs. K. Millward (objector)

Mrs. J. Wakelin (objector)

- Erection of detached garage at 1 Paddock View, Todwick for Mr. T. Higson (RB2016/0495)

Mr. K. Grayson (objector)

(2) That applications RB2016/0043 and RB2016/0234 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report.

(3) That application RB2016/0357 be granted for the reasons adopted by Members at the meeting and the permission shall relate to the amended plan now submitted and be subject to the relevant conditions listed in the submitted report, to the amendment to Condition 2 to include reference to the revised plan (drawing number 02, revision F) now considered and to the following additional condition:-

10

The development shall be implemented in accordance with the Pre-development Arboricultural Method Statement by Wharncliffe Trees and Woodland Consultancy dated 22 April 2016.

Reason

In the interests of the visual amenities of the area and in accordance with UDP Policies ENV3 'Borough Landscape', ENV3.2 'Minimising the Impact of Development' and ENV3.4 'Trees, Woodlands and Hedgerows'.

(4) That application RB2016/0495 be granted for the reasons adopted by Members at the meeting and be subject to the relevant conditions listed in the submitted report and to the following additional condition:-

05

Prior to the commencement of development the existing access to the north of the site in front of the protected tree shall be permanently closed with the kerbline reinstated and the hard standing area removed, all in accordance with details to be submitted to and approved by the Local Planning Authority. The development shall proceed in accordance with the approved details.

Reason

In the interests of highway safety and visual amenity and the preservation of the protected Silver Birch tree on site and in accordance with Core Strategy Policy CS28 'Sustainable Design.'

### **13. PROPOSED TREE PRESERVATION ORDER NO. 3, 2016 - LAND AT BLUE MAN'S WAY, CATCLIFFE**

Consideration was given to a report of the Assistant Director of Planning, Regeneration and Culture concerning the proposal to make a tree preservation order in respect of various species of trees situated on land off Blue Man's Way at Catcliffe.

Members noted that this matter related to application for planning permission RB2014/1342, which had been refused by the Council (Minute No. 85 of the meeting of the Planning Board held on 18th February, 2016, refers).

In accordance with the right to speak procedure, the following person attended the meeting and spoke about this matter:-

Mr. M. Simpson (objector to the making of the Order)

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

(2) That the serving of Tree Preservation Order No. 3, 2016, with regard to the trees of various species, which are the described in the submitted report and are situated on land off Blue Man's Way at Catcliffe, under Section 198 and 201 of the Town and Country Planning Act 1990, be confirmed.

#### **14. UPDATES**

It was noted that there would be a further training session arranged for Members of the Planning Board, which will take place on Thursday, 4th August, 2016.