



# **CABINET AND COMMISSIONERS' DECISION MAKING MEETING**

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**Monday, 13 March 2017  
10.00 a.m.  
Council Chamber, Town Hall,  
Moorgate Street, Rotherham. S60 2TH**

**Cabinet Members:-**

Leader of the Council – Councillor Chris Read  
Deputy Leader of the Council – Councillor Gordon Watson  
Councillor Saghir Alam – Corporate Services and Budgeting  
Councillor Dominic Beck - Housing  
Councillor Emma Hoddinott – Waste and Roads  
Councillor David Roche – Adult Social Care and Health  
Councillor Denise Lelliott – Jobs and the Local Economy  
Councillor Taiba Yasseen – Neighbourhood Working and Cultural Services

**Commissioners:-**

Lead Commissioner Sir Derek Myers  
Commissioner Patricia Bradwell  
Commissioner Julie Kenny  
Commissioner Mary Ney

## **CABINET AND COMMISSIONERS' DECISION MAKING MEETING**

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

**Date:** Monday, 13th March, 2017

**Time:** 10.00 a.m.

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

**1. Apologies for Absence.**

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

**2. Declarations of Interest**

To invite Councillors and Commissioners 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.

**3. Questions from Members of the Public**

To receive questions from members of the public who wish to ask a general question.

**4. Minutes of the previous meeting held on 13 February 2017 (Pages 1 - 21)**

To receive the record of proceedings of the Cabinet and Commissioners' Decision Making Meeting held on 13 February 2017.

### **DECISIONS FOR COMMISSIONER KENNY**

**5. Town Centre Regeneration - Strategic Acquisition of the Former Rotherham Magistrates Courts (Pages 22 - 30)**

Report of the Strategic Director of Regeneration and Environment

Cabinet Member: Councillor Lelliott (in advisory role)

Commissioner: Kenny

Recommendations:

1. That the acquisition of the former Rotherham Magistrates Courts under the terms detailed in this report be approved

2. That the option to demolish the building be delegated to the Strategic Director of Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and Commissioner Kenny.
3. That the Assistant Director of Legal Services be authorised to negotiate and complete the necessary legal documentation to enable the transfer of the building.
4. That funding for the costs associated with the acquisition of the building and the potential demolition be taken from the approved £17m town centre allocation in the Capital Strategy 2016-2021.

## **6. Property Disposal Schedule (Pages 31 - 41)**

Report of the Strategic Director of Regeneration and Environment

Cabinet Member: Councillor Lelliott (in advisory role)  
Commissioner: Kenny

Recommendations:

1. That the disposal of the property assets detailed in this report be approved.
2. That the Assistant Director of Planning, Regeneration and Transport be authorised to negotiate the disposal of the assets using the appropriate method.
3. That the Assistant Director of Legal Services complete the necessary legal documentation for the disposal of the assets.

## **DECISIONS FOR CABINET**

## **7. Special Educational Needs and Disability (SEND) Targeted Capital Funding (Pages 42 - 59)**

Report of the Strategic Director of Children and Young People's Services

Cabinet Member: Councillor Watson  
Commissioner: Bradwell (in advisory role)

Recommendations:-

1. That up to £90,000 be released to the Social, Emotional and Mental Health (SEMH) Partnerships (up to £30,000 to each of three partnerships in the secondary sector).

2. That up to £90,000 be released to the SEMH Partnerships (£30,000 to each of three partnerships in the primary sector).
3. That it be noted that the funding will be taken from the approved £500,000 capital programme allocation for the SEND provision.

**8. Proposal to increase capacity at Wath Comprehensive School (Pages 60 - 77)**

Report of the Strategic Director of Children and Young People's Services

Cabinet Member: Councillor Watson  
Commissioner: Bradwell (in advisory role)

Recommendations:

1. That subject to a successful planning application, approval be granted to the proposal to increase capacity at Wath Comprehensive School by the installation of additional teaching and learning spaces to increase capacity by 150 places to accommodate current and future pupil numbers.
2. That £1.3m of the £2.5m earmarked funding for increasing secondary school places in the Borough in 2017/18 approved by the Cabinet/Commissioners Decision Making Meeting of the 11<sup>th</sup> April 2016, be allocated to fund the proposed project at Wath Comprehensive School and that this expenditure be re-profiled into 2018/19 to reflect the construction programme for this project.

**9. General Enforcement Policy - Minor Amendments (Pages 78 - 84)**

Report of the Strategic Director of Regeneration and Environment

Cabinet Member: Councillor Hoddinott  
Commissioner: Ney (in advisory role)

Recommendation:

That the suggested amendments to strengthen the Council's General Enforcement Policy made at 4.2, 4.3 and 4.4 of this report be approved for adoption.

## **10. Regeneration and Environment Fees and Charges (Pages 85 - 140)**

Report of the Strategic Director of Regeneration and Environment

Cabinet Member: Councillor Hoddinott  
Commissioner: Kenny (in advisory role)

Recommendations:

1. That approval be given to the:
  - a) Proposed fees and charges for the Planning and Building Control Service as set out in Appendix 1.
  - b) Proposed fees and charges for Leisure and Green Spaces as set out in Appendix 2.
  - c) Proposed Building Regulation charges as set out in Appendix 3.
  - d) Proposed Market Service and Borough Fairs Charges as set out in Appendix 4.
  - e) Proposed Community Protection charges as set out in Appendix 5.
  - f) Proposed Library, Customer Services, Theatre Services and Heritage Service charges as set out in Appendix 6.
  - g) Proposed Commercial Waste charges as set out in Appendix 7.
  - h) Proposed Business Regulation charges as set out in Appendix 8.
  - i) Proposed Pest Control charges as set out in Appendix 9
2. That, subject to the approval of the Strategic Director of Regeneration and Environment or the appropriate Assistant Director within Regeneration and Environment, officers be given flexibility on prices charged in respect of areas of commercial activity, to allow the Council to retain and attract business where necessary.
3. That, subject to the approval of the Strategic Director of Regeneration and Environment or the appropriate Assistant Director within Regeneration and Environment, officers be given flexibility to introduce promotional discounts and negotiate individual charges to meet the needs of the business.

## **11. Financial Inclusion Plan for Rotherham Council Tenants (Pages 141 - 165)**

Report of the Strategic Director of Adult Care and Housing

Cabinet Member: Councillor Beck  
Commissioner: Myers (in advisory role)

Recommendation:

That the Financial Inclusion Plan for Housing be approved for the period 2017 to 2020.

**12. Strategic Acquisitions, Queens Avenue, Kiveton Park (Pages 166 - 176)**

Report of the Strategic Director of Adult Care and Housing

Cabinet Member: Councillor Beck  
Commissioner: Myers (in advisory role)

Recommendation:

That approval be given to the purchase of 12 homes at Queens Avenue / Carlton Gate Drive, Kiveton Park from Redmile Homes, using the Housing Revenue Account Strategic Acquisition budget.

**13. Exclusion of the Press and Public**

The Chair to move the following resolution:-

That under Section 100(A) 4 of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006.


**14. Rates Relief for potential company investment (Pages 177 - 184)**

Report of the Strategic Director of Finance and Customer Services

Cabinet Member: Councillor Alam  
Commissioner: Myers (in advisory role)

Recommendation:

That approval be given to a six month relief from business rates payments in the second year of occupancy, subject to the creation of 50 FTE posts in year one.



**SHARON KEMP,**  
Chief Executive.

**CABINET AND COMMISSIONERS'  
DECISION MAKING MEETING  
13th February, 2017**

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

Apologies for absence were received from Commissioner Bradwell and Councillor Watson.

**161. DECLARATIONS OF INTEREST**

Councillor Lelliott declared a pecuniary interest in Minute No. 175 (Annual Re-applications for Business Discretionary Rate Relief) and left the room during the discussion on this item.

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

Questions from members of the public:-

- (1) A member of the public referred to a question last year when he asked whether the Council were prepared to look at CIL's money from the Lidget Lane site on the reversing of Bramley traffic system. It was reported the Cabinet Member would look into this and ask the officers for a report. The member of the public had recently looked at the information on CIL which he had received as a Parish Councillor and there was no mention of it. He asked, therefore, if he could have a copy of the report submitted to the Cabinet Member on this issue.

The Leader confirmed he would ensure a copy of the relevant documentation was provided.

In a supplementary comment the member of the public referred to the CIL report being out of date as it referred to Rosemary Park at Wickersley, which was designated as a development site in the Local Development Plan. A similar issue had also been reported at the last Council Meeting by the Chair of the Parish Council for Dinnington and suggested the documentation be updated.

- (2) A member of the public expressed his concern about how allowances for Commissioners were approved. This was a question he had asked previously and was informed that Commissioner Myers approved those of the other Commissioners and Commissioner Ney approved his. In his opinion the checks and balances were not sufficient.

He asked, therefore, if this system had been approved by the Chief Finance Officer as the costs associated with the Commissioners was approaching £1m. Accordingly, the member of the public disagreed with the role of Commissioners and the grotesque amounts they were paid. On this basis the member of the public was going to start checking duties that the Commissioners did.

Clarification was sought on whether the Commissioners chose their own duties and referred to Commissioner Myers attending the Parliamentary count in 2015 and the benefit to his attendance given that elections were governed by the Electoral Commission.

He asked if this was a duty that was claimed for would the Commissioner be paying the money back. In order for the member of the public to carry out his checks he asked if the Commissioner would provide diary logs, timesheets and Terms of Reference for the appointment and most importantly give a truthful answer to this.

Sir Derek Myers confirmed he worked to different ethical standards and his honesty and integrity had never been brought into question.

On the question of the Chief Finance Officer the Directions required the Council to make available to Commissioners facilities at their discretion and where best value could be demonstrated for powers to then be restored. It was not for the Council to set any limits, but for the Council to be satisfied that any claim the Commissioners made was justified based on the documentary evidence to receive recompense on hours worked and subsistence costs etc. travel costs etc.

Diary logs were kept and monthly sheets completed as to the number of hours worked. Calculations were based on number of hours, subdivided by ten and rounded down. Most Commissioners worked every day for Rotherham whether reviewing emails, making calls, writing or reading reports.

Diary sheets had been provided under Freedom of Information requests and this avenue was open to the member of the public. The member of the public was also entitled to view any Commissioner claims.

Commissioner Myers confirmed he had not made any claim for the count. He was in Rotherham at the time, played no formal role and was invited by the Returning Officer to view proceedings in pursuit of local democracy.

Commissioner Myers referred to the detailed knowledge of the Commissioner duties by the member of the public, who he believed was incorrect with his comments around the local and parliamentary elections.



- (3) A member of the public referred to a proposed 5% Council Tax rise and the impact on those unemployed who owned their own house like himself who still had to pay a Council Tax. He explained how he was in receipt of £73.10 a week the same as anyone on Jobseekers Allowance and how, if he lived in rented accommodation, he would have no additional tax to pay. He asked, therefore, if it was possible the Council was operating a tax system which was unfair to unemployed home owners forcing them to go to food banks as he had done last year.

The Leader's understanding of the Council Tax system was that a few years ago anyone on benefits was exempt from pay Council Tax altogether. The Government then cut the support to those of working age and had a national intermediate year where it limited the amount of Council Tax contribution of working age unemployed to 8.5%. The Council continued to maintain this scheme and the liability to pay was based in income and cash assets.

The detail of the scheme was not likely to be discriminative to people who owned their properties as opposed to people who rented, but was reliant upon savings and simply required a contributory payment of 8.5% of their council tax bill.

In a supplementary question the member of the public referred to some people going to food banks because of the Council Tax policy due to financial decisions. As the Job Seekers Allowance had not gone up by inflation claimants were under immense financial pressure. The member of the public acknowledged the decisions that had to be made around Council Tax and Business Rates. He was also mindful that in Rotherham the Job Centre did not pass on information to the Council and the Council asked that people dealt with them direct.

The Leader confirmed he would pick up about information sharing with the Job Centre.

However, he appreciated the concerns of the member of the public and offered reassurance that the Council was trying to maintain the level of support against opposition. It was the policy decision by Government to remove the support, a decision which was opposed, given the impact on people on lower incomes. He would make reference to this in his presentation to Council.

#### 163. MINUTES OF THE PREVIOUS MEETING HELD ON 9 JANUARY 2017

**Resolved:-** That the minutes of the Cabinet and Commissioners' Decision Making Meeting held on 9<sup>th</sup> January, 2017, be agreed as a true and correct record of the proceedings, subject to Councillor Steele, Chairman of the Overview and Scrutiny Management Board, being included as present.

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

**Resolved:-** That under section 100(A) of the Local Government Act 1972, the Public be excluded from the meeting for Minute No. 180 and should the appendices be discussed for Minute Nos. 165 and 175 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 now amended by the Local Government (Access to information) (Variation) Order 2006.

**165. APPROVAL OF TENDER FOR THE CONSTRUCTION OF A TWO CLASSROOM BLOCK AND ALTERATIONS TO THE MAIN SCHOOL BUILDING AT LAUGHTON JUNIOR AND INFANT SCHOOL**

Further to Minute No. 66 of the Cabinet and Commissioners' Decision Making Meeting held on 11th April, 2016, consideration was given to the project at Laughton Junior and Infants School, approved as part of the Children and Young People's Service Capital Programme, to construct a new foundation stage classroom block and to create larger classrooms within the main building, to facilitate an increase in the published admission number.

Authority was sought to accept a tender for alteration works and the building of the extension to the School resulting from a competitive procurement exercise.

**Commissioner Kenny agreed:-** That the tender submitted by O. & P. Construction Ltd. for the completion of the alteration works and provision of a new classroom block at Laughton Junior and infant school be approved.

**166. CORPORATE PROPERTY/ ASSET MANAGEMENT HEALTH CHECK**

Consideration was given to the report following the request by the Strategic Director for Regeneration and Environment for a service health check for Asset Management/Corporate Property on joining the Council in the Spring of 2016. This was to provide headline reassurance that the service was operating in the delivery of its Asset Management/Corporate property function in a satisfactory manner and to identify whether there may be any key risks or particular areas for improvement. The health check would enable the authority to prioritise any improvement or particular focus that was required for the service as part of the Corporate Improvement Plan.

The health check was tendered via the Council's procurement service and the contract was awarded to CIPFA Property Services Ltd. CIPFA have completed the health check, which included a number of recommendations that have been incorporated into an action plan, attached as an appendix to the report with the key aspects for Cabinet and Commissioners being actions and recommendations in the Strategic Section.

**Commissioner Kenny agreed:-**

- (1) That the health check provided by CIPFA along with the action plan provided in Appendix 1 be approved.
- (2) That the recommendations and action plan be implemented and implementation be overseen by the establishment of a Corporate Property and Asset Management Board.
- (3) That Cabinet receives quarterly update reports on the progress of the implementation of the action plan.

**167. RATIONALISATION OF THE PROPERTY PORTFOLIO: GREEN SPACE ON ROUGHWOOD ROAD, WINGFIELD (GREASBROUGH YOUTH FOOTBALL CLUB)**

Consideration was given to the report which sought approval for the granting of an Asset Transfer Policy lease agreement to Greasbrough Youth Football Club, without break options, which was a diversion from the Policy.

The Football Club was a very successful voluntary organisation that had already improved facilities and opportunities in the local community, particularly for young people. If they were unable to establish the necessary lease agreement they may have to return their funding and would, therefore, be unable to make further improvements to the site.

Under the Council's current adopted Asset Transfer Policy, all agreements should contain a break option in favour of the Council, in the unlikely but possible event that the asset transferred by way of a lease or licence was required for wider community development directly (the asset or surrounding site itself) or indirectly (for the benefit of a capital receipt).

Without any break options contained within the lease, the Council would only be able to terminate the agreement before the expiry of the fixed 25 year term if the Club were in breach of their obligations under the terms of the agreement.

The site was currently allocated as Urban Greenspace under Rotherham's adopted Unitary Development Plan and had been identified within the Council's Local Plan, which set out a long-term development strategy for Rotherham.

Two options had been considered and Option 2, as detailed in the report, was the recommended option as this would allow Greasbrough Youth Football Club to secure the grant funding as detailed in the report.

**Commissioner Kenny agreed:-**

(1) That Option 2 be approved and a section of land at the Roughwood Road Playing Fields be leased to Greasbrough Youth Football Club (GYFC) for a period of twenty-five years, excluding any break clause in order to facilitate the Club's access to external funding.

(2) That the Assistant Director of Planning, Regeneration and Transport be authorised to negotiate the terms of the lease and the Assistant Director of Legal Services be authorised to complete the necessary documentation.

**168. IN HOUSE RESIDENTIAL CARE CHARGES 2017-18**

Consideration was given to a report which detailed the Council's statutory duty to set a maximum charge for residential care accommodation provided in Local Authority Homes. This charge could only be set up to the cost of providing the service.

This report recommended, and which was set out in detail, an increase to the charge to service users for the provision of in-house residential care for older people in 2017/18 in line with the increase in state pension and a reduction in charge for Learning Disabilities residential and respite care users based on the actual cost of providing the service.

**Commissioner Myers agreed:-**

(1) That an increase of 2.5% to the weekly maximum charge for In-House residential care for the Older People for 2017/18 be approved.

(2) That a reduction in charges for Learning Disabilities in-house residential and respite provision for 2017/18 as shown in Appendix A be approved.

**169. ANNUAL INFLATIONARY UPLIFT AWARD INDEPENDENT SECTOR CARE HOMES (OLDER PEOPLE)**

Consideration was given to the report which sought agreement to the level of increase in fees for the Independent Sector Residential and Nursing Care Providers (people over 65 years) for the financial year 2017-18.

The report proposed two options to be considered against the context of the Rotherham Care Home Market. The details of the cost, associated impact and risk and how each option was arrived at were set out in detail as part of the report.

There had been representation from the independent sector care home proprietors, but there had been no formal challenge to date. The Council had been consistent in their approach in previous years in awarding an inflationary uplift. However, last year in 2016-17 an inflationary uplift was restricted to residential type care fee component and a slight increase on the nursing care fee component, which was based on the amount of resource available.

**Commissioner Myers agreed:-**

That Option 2 be approved, which constitutes a 3.5% increase to be applied to the Residential, Residential Elderly Mentally Infirm and the Nursing care fee component and a 0% increase to be applied to Nursing Elderly Mentally Infirm care fee component.

**170. 2016/17 CORPORATE PLAN - QUARTER 3 PERFORMANCE REPORT**

Further to Minute No. 26 of the meeting of Full Council held on 13<sup>th</sup> July, 2016, consideration was given to the report detailing Quarter 3 performance for the Corporate Plan.

The Performance Report and Performance Scorecard (Appendices A and B) provided an analysis of the Council's current performance against 14 key delivery outcomes and 103 measures (the Corporate Plan included 86 measures, however, a number of these included different measurable elements). This report was based on the position of available data at the end of December, 2016, along with an overview of progress on key projects and activities which also contributed towards the delivery of the Corporate Plan.

At the end of the third quarter (October – December 2016) 25 measures were progressing above or in line with the target set. Although this represented 24.3% of the total number of measures, performance data showed that 43.9% of measures which have data available for the first quarter were on target. 28.1% (16) of performance measures measured this quarter have not progressed in accordance with the target set (15.5% overall).

Cabinet Members provided an update in accordance with current performance for service areas:-

Councillor Lelliott was pleased to report on the good progress with Tata, the allocation of funding for the new H.E. campus, the acquisition of Forge Island, as well as the notification that McLaren were coming to Rotherham, which would only improve investment opportunities.

Councillor Hoddinott reported on the good progress with universal services following the appointment and work of the new Waste Manager with the number of missed bin collections reducing from 62 missed bins per 100,000 in the summer, above the national average of 60, down to 38 per 100,000 in the last quarter. The Waste Manager and his staff needed to be congratulated on the progress being made.

LGA survey results also showed people were more satisfied with 81% indicating Rotherham as a place to live. This reflected some of the positive work on that performance.

More negatively domestic violence had seen a 43% increase in reporting since last year, positive in one sense, but assurances would be sought that services could respond to such an increase in the year. An update was to be provided to the Safer Rotherham Partnership on this issue.

There had been some improvement in anti-social behaviour over the last two months and a performance clinic had been held recently with external challenge from partners in South Yorkshire. Again recommendations on this clinic were to be considered by the Safer Rotherham Partnership.

More focus needed to be given to the dip in Fixed Penalty Notices and prosecutions for fly tipping. However, more positively were the increase of Fixed Penalty Notices from 7 to 164 in the last quarter for littering and dog fouling.

Councillor Yasseen reported on the 6% dip in performance for the borrowing of books and other materials and the challenging target of 25,000 users for the whole year. Not covered in this measure were the number of users using their library as community hub, which had seen a 56% increase for learning and I.T. skills.

Unfortunately, to mitigate the dip there had to be a reduction for expenditure of books and as a result two bids for library opportunities for new innovation had been submitted help to limit the cuts having to be implemented in Rotherham.

The team were also looking how to evolve this measure more in line with the vision for next year.

On behalf of Councillor Watson, the Strategic Director for Children and Young People's Services, reported on the good performance reduction for Children in Need, which was an indicator of managing demand for social care more robustly. This saw an increasing proportion of children being placed in family based settings and from the recent thirteen applications for care eleven had been family based.

In terms of Families for Change and the Troubled Families response, 68% of families were being engaged. It was unlikely to hit 100% of families, but every effort would be made to reach 100%. Some of the stretch targets were challenging especially around attendance in school and progress towards employment. This was being monitored closely.

There was no impact on Council budget and the next phase of progress for Early Help would be looked at closely.

There had been a good response to CSE with better work with the Police, tracking the ten most vulnerable children and the Evolve team becoming consistently good.

The success was also highlighted around foster carers with twenty-one approvals in the last quarter compared with thirty in the last year. There had also been thirty expressions of interest in the last month.

Councillor Roche confirmed many of the targets relating to Public Health were reported on annually. However, he could report on two good news stories and one key area of concern relating to the number of pregnant women who smoked reducing from 19.1% to 12.1% which was just below national average, the 100% target of urgent referrals to Mental Health Services which had been delivered and the area of concern relating to Mental Health non-urgent case target of three weeks, which now had a waiting list. Resources were being realigned and prioritised for this waiting list to reduce.

In terms of Adult Social Care most measures were on track and in many cases on target or above target. The areas of concern related to delayed transfer of care from hospital, number of care assessments and the attempts being made to get this target down.

The target for supporting people with learning disability into employment was slightly below at 5.7% for the target of 6% and consideration was being given as to if the good employment service at Addison Day Care Centre could become borough-wide.

Councillor Beck reported on the good positive progress being made both housing and selective licensing where four out of six targets were being met or on course, which also included both targets on selective licensing.

The two areas of concern were in housing and related to the number of affordable housing units being delivered. This was balanced against the monies generated from the Government on the delivery of starter homes around the town centre and the new shared ownership.

Whilst the other target of delivering 731 new homes in the Borough had not being met, by the end of Quarter 4 it was likely the amount of homes delivered would be the same as in previous years.

The national Housing White Paper was also published last Monday. The contents would be digested and the implications considered on how to deliver affordable homes in Rotherham.

The Chief Executive, as a point of information, clarified that one of the indicators still off track with a red flag rating was 3.A4 (% of license holders that demonstrate adherence to the requirements of the Council's Hackney Carriage and Private Hire Policy). This was to be separated out for the next performance report as three of the measures under this indicator were on target and the one outstanding was the achievement of the BTEC qualification, which was more of a timing issue when the course was to be commenced and completed.

Councillor Hoddinott provided a further update and confirmed 98% of drivers have completed the Council's Safeguarding training and the remaining 2% were currently suspended and, therefore, not eligible to drive a licensed vehicle. 2% of vehicles have not had cameras fitted. The drivers of these vehicles have not been suspended as cameras were not due to be fitted in their vehicles during Quarter three. However, should they not have cameras fitted in their vehicles by the due date they would become automatically suspended from driving their vehicle.

As a further update the Strategic Director for Children and Young People's Services referred to CAMHS and the stretch three weeks target being worked to nationally achieving 60.3% against 49.6 days. Benchmarking material from the Office of the Children's Commission reported variations of 14 days in the North West and 200 days in the West Midlands.

Commissioner Myers was pleased to observe an established, credible, reliable and accurate set of data which had inspired a really important discussion. This system would further mature and provide greater understanding for priorities and targets and which were realistic and achievable. This would be helped further with stimuli and deep drives from scrutiny and provide reassurance. Having an established performance and monitoring system further provided confidence that Rotherham was now in good shape.

**Commissioner Myers agreed:-**

- (1) That the overall position and direction of travel in relation to performance be noted.
- (2) That discussion be given to measures which have not progressed in accordance with the target set and the actions required to improve performance, including future performance clinics.
- (3) That the future performance reporting timetable for 2016/17 be noted.



**171. BUDGET & COUNCIL TAX 2017-18**

Consideration was given to the report presented by Councillor Read, Leader of the Council, which proposed the Council's Budget and Council Tax for 2017/18 based on the outcome of the Council's Provisional Local Government Financial Settlement, budget consultation and the consideration of Directorate budget proposals through the Council's formal Budget and Scrutiny process (Overview and Scrutiny Management Board) alongside a review of the financial planning assumptions within the Medium Term Financial Strategy.

In setting the proposed 2017/18 Budget, Council were being recommended to an increase of 1.99% in the Council's basic Council Tax and a further 3% increase for the Adult Social Care precept; a combined increase of 4.99% for 2017/18.

This Budget incorporated over £10m of additional investment in Children's Safeguarding and over £3m of additional direct investment in Adult Social Care alongside indirect budget increases resulting from increased costs of current service provision. It would enable the reinstatement of the Joseph Rowntree Foundation Living Wage rate from April, 2017 for the Council's own staff and would also provide £100k funding to help to partially mitigate the impact of Welfare Reform on the most vulnerable – through the provision of a budget for food parcels and crisis loans.

Whilst doing this, the Budget minimised, as much as possible, the adverse impact on universal services (those which benefited all Rotherham residents as opposed to targeted services for people with specific needs) and also provided some additional income streams related to leisure activities.

The Budget would provide resources to support and enable the delivery of the specific savings included within this report and to assist with the development and delivery of the further £42m savings that were required over the next two financial years.

Following extensive dialogue with Trades Unions it was assumed that the savings in respect of changes to staff terms and conditions of employment would be achieved.

Feedback from both public and partners in relation to the budget proposals were also provided that were published on the Council's website for consultation until 3<sup>rd</sup> January, 2017.

The Section 151 Officer confirmed some of the Council's reserves had been used to balance the budget, but an approach to develop investment and savings options was to be implemented to address the funding gap in the future.

Councillor Alam confirmed the Overview and Scrutiny Management Board had been heavily involved in the scrutiny of the budget, which was confirmed by Councillor Steele, Chairman. He outlined where concern had been expressed, further information sought and could now confirm the Board's overall in support.

**Resolved:- (1) That Council be asked to:-**

- **Approve the Budget and Financial Strategy for 2017/18 as set out in the report and appendices, including the need to deliver £24m of budget savings and a basic Council Tax increase of 1.99%.**
- **Approve the Government's proposals for the maximum Adult Social Care precept of 3% on Council Tax for 2017/18 to fund additional costs and investment in Adult Social Care Services.**
- **Approve the incorporation of the precept figures from South Yorkshire Police Authority, South Yorkshire Fire and Rescue Authority and the various Parish Councils, when known.**
- **Ensure an updated Medium Term Financial Strategy (MTFS) is brought back to Cabinet in 2017/18 after the accounts for 2016/17 have been closed.**
- **Approve the proposed use of reserves as set out in Section 3.5, noting that there may be a variation subject to the Final Local Government Finance Settlement and that the final determination will be approved as part of reporting the outturn for 2016/17.**
- **Approve that any changes resulting from the Final Local Government Finance Settlement be reflected in the Budget report to Council on 8<sup>th</sup> March with the balance of any change being reflected in a change in the required use of reserves.**
- **Notes and accepts the comments and advice of the Strategic Director of Finance and Customer Services (Section 151 Officer), provided in compliance with Section 25 of the Local Government Act 2003, as to the robustness of the estimates included in the Budget and the adequacy of reserves for which the Budget provides (Section 3.9).**
- **Notes the consultation feedback from the public and partners following publication of Directorate budget savings proposals on the Council's website for public comment from 1<sup>st</sup> December 2016 to 3<sup>rd</sup> January 2017 (Section 5).**
- **Approve the use of in-year Capital Receipts to maximise capitalisation opportunities arising from service reconfiguration**

to deliver efficiencies and improved outcomes for clients and residents, and thereby minimise the impact of costs on the revenue budget as included in the Flexible use of Capital Receipts Strategy 2017/18 (Appendix 5).

- Approve the proposed Capital Strategy as presented in Section 3.7 and Appendix 3A and 3B, to a value of £280.240m. This requires prudential borrowing of £49.636m to fund non-HRA schemes over the five year period, for which provision has been made in the revenue budget for the associated financing costs.
- Approve the management of the Capital Strategy budget in line with the following key principles:-
  - (i) Any underspends on the existing approved Capital Programme in respect of 2016/17 be rolled forward into future years, subject to an individual review of each carry forward by the Strategic Capital Investment Group.
  - (ii) In line with Financial Regulation 13.8, any successful grant applications in respect of capital projects will be added to the Council's approved Capital Programme. This will include projects that are included within the Development Pool, where funding has yet to be identified.
  - (iii) Capitalisation opportunities and capital receipts flexibilities will be maximised, with capital receipts earmarked to minimise revenue costs.
- Approve the prudential indicators and limits for 2017/18 to 2019/20 contained in this report. (Appendix 4 – Section 3.1 – 3.4)
- Approve the Minimum Revenue Provision Policy Statement which sets out the Council's policy (Appendix 4 – Annex A).
- Approve the Treasury Management Strategy for 2017/18 to 2019/20 and the Authorised Limit Prudential Indicator (Appendix 4 – Section 3.5); and,
- Approve the Investment Strategy for 2017/18 to 2019/20 (Appendix 4 – Section 3.5.5).

**172. CRISIS SUPPORT (LOCAL WELFARE PROVISION)**

Consideration was given to the report which detailed how the Local Welfare Provision (LWP) commenced in April 2013, following the end of community care grants and crisis loans under the Discretionary Social Fund.

The Government provided funding in the first two years (2013/14 and 14/15), but since then resources have been provided on an annual basis from recycled and unspent local welfare funding.

The current provision by the Council included:-

- Crisis loans administered by LASER Credit Union at zero interest;
- Provision of food by FareShare Yorkshire to local Community Food Members; and
- Support for the "Food in Crisis Partnership" of local providers, including provision of small grants.

This report, therefore, provided recommendations for ongoing support in 2017/18. These included requested exemptions from Standing Orders for the letting of contracts, following soft market testing demonstrating that there was no competitive market for the provision of these services.

The award of these contracts would be subject to the proposed 2017/18 budget being approved by Council on 8<sup>th</sup> March, 2017.

**Resolved:-**

(1) That, pursuant to Standing Order 46 (contracts not requiring tendering/value below £50,000) on the grounds that the conditions in Standing Order 47 were met, a contract be awarded in the value of £30,000 for 2017/18 to FareShare Yorkshire Limited for the provision of ambient food to Rotherham Community Food Members, on the same terms as the current contract.

(2) That, pursuant to Standing Order 38 (Exemptions), Standing Order 48 (contracts valued at £50,000 or more) be waived with regard to the provision of crisis loans to be administered by LASER Credit Union for the financial year ended 31st March, 2018, and that a contract be awarded in the value of £60,000 on the same terms as the current service level agreement and same eligibility criteria for access to loans.

(3) That further work be undertaken to regularise the referral pathways for crisis loans, ensuring that people meet the eligibility criteria before referral to LASER Credit Union.

(4) That £10,000 be awarded to Voluntary Action Rotherham for support and co-ordination of the wider Food in Crisis Partnership to enable partnership work across crisis food provision, including the continuation of small grant awards.

**173. DEVOLUTION UPDATE**

Consideration was given to a report which provided a full update following the endorsed principle by Council for the Sheffield City Region Devolution Agreement and delegated authority to the Chief Executive (in consultation with the Leader and Commissioners as appropriate) to consent to an order providing for the creation of the mayoral combined authority, but not an order conferring any functions on the mayoral combined authority.

**Resolved:-**

That the current position on implementation of the Sheffield City Region Devolution Deal be noted.

**174. DECEMBER FINANCIAL MONITORING REPORT 2016-17**

Consideration was given to the report which set out the financial position for the Revenue Budget at the end of December, 2016 and was based on actual costs and income for the first nine months of the financial year and forecasted costs and income for the remaining three months of 2016/17.

The revenue position, before adjusting for the additional budget allocation approved by Council on 7<sup>th</sup> December, 2016 showed a forecast overspend of £10.391m after currently identified management actions. The additional in-year budget approval had reduced the forecast overspend down to £2.543m. The forecast overspend had increased by £768k since the November report.

It was currently anticipated that around £1.0m of the forecast overspend could be funded from in-year capital receipts and a further £1.2m of spend in relation to Highways could be capitalised. Therefore, based on the current forecast, this would reduce the potential call on reserves to £343k.

The additional budget approval had to be funded and the extent to which in-year revenue spend across the whole Council could not be reduced, would inevitably impact the Council's reserves.

The December Council report approved additional in-year funding to address pressures, predominantly in Children's Services (£7.848m) and £608k for new investments for Adults, Children's and Corporate Services which would enable the delivery of significant savings in future years. The report also approved additional funding for 2017/18 of £11.005m which had been built into the Medium Term Financial Strategy and specific budget plans for next year.

Appendix 1 to this report showed the detailed reasons for forecast revenue under and over spends by Directorate after management actions which have/were already being implemented.

**Resolved:-**

**Revenue**

(1) That the current 2016/17 forecast overspend of £343k after management actions, use of in-year capital receipts, capitalisation of highways spend and the allocation of additional in year budget. (Paragraph 3.1) be noted.

(2) That the specific actions being implemented to challenge planned spend between now and the end of March to reduce the forecast overspend and minimise the call on reserves. (Paragraph 2.7) be noted and endorsed.

(3) That any additional actions be recommended which could be implemented to help manage down the current forecast overspend.

(4) That a detailed Dedicated Schools Grant (DSG) High Needs Sufficiency Strategy and Financial Plan to address the remaining deficit and future level of service provision be noted, which would now be discussed and consulted upon at the 10<sup>th</sup> March, 2017 Schools Forum meeting. (Paragraph 3.14).

**175. ANNUAL RE-APPLICATIONS FOR BUSINESS DISCRETIONARY RATE RELIEF**

Consideration was given to a report which set out seventy renewal applications for the award of discretionary business rate relief for the organisations and premises listed in the attached appendix to this report.

This was in accordance with the Council's Discretionary Business Rates Relief Policy (approved 12th December, 2016).

**Resolved:-** That the applications for discretionary business rate relief for the organisations listed in Appendix 1 of this report, in accordance with the details set out in Section 7 to this report, be approved for one year only.

(Councillor Lelliott declared a pecuniary interest and left the room during the discussion on this item)

**176. AMENDMENTS TO THE HOUSING ALLOCATIONS POLICY**

Consideration was given to the report which detailed the proposed amendments to the Housing Allocations Policy, following a period of review and consultation, and which would come into force from 1<sup>st</sup> May, 2017.

Six amendments were recommended which aimed to increase tenancy sustainability, take into account lessons learned over the past twelve months, changes brought about by the Welfare Reform and Work Act 2016, give priority to under thirty-five year olds and to prepare for the Homelessness Reduction Bill.

At the same time six amendments are recommended which aim to increase tenancy sustainability, take into account lessons learned over the past twelve months, changes brought about by the Welfare Reform and Work Act 2016 and to prepare for the Homelessness Reduction Bill:-

- a. Introduction of a programme of pre-tenancy workshops and support for all prospective new tenants that either have no prior experience of managing a tenancy, or have previously had a failed tenancy. This should significantly improve tenancy sustainment levels particularly for vulnerable young people.
- b. Introduction of pre-housing register housing options interviews which will give new customers an opportunity to learn about Rotherham Council homes and other affordable housing options. It also helps us to understand the needs of our customers, giving tenancies the best possible start
- c. Stop tenants from applying to transfer within the first twelve months of their tenancy. The current transfer policy will be amended from 2 years waiting to 1 year. This will give some flexibility of movement for Social Housing tenants and prevent tenants from moving to low demand properties via band 4.
- d. Since the current Allocations Policy was implemented in August 2015 there has been an increase in the number of tenants requesting a housing transfer in Band 4 within the first two years of their tenancy. It is therefore proposed to place restrictions on tenants transferring within the first year of their tenancy.
- e. Setting rent allowances at a consistent level for existing tenants and new tenants, by either issuing a rent allowance of up to a maximum of five working days or stopping the use of rent allowances for new lettings and transfers. Currently, existing tenants who transfer to another home within the Council's stock are allocated an allowance of a minimum of 14 days, whereas new tenants are allocated an allowance of a maximum of five working days.

- f. Giving preference in the Allocation Policy to single people under the age of 35 for bedsits. This will help single applicants under the age of 35, who will be affected by the introduction of the Local Housing Allowance single room rate in April 2018, to access affordable accommodation.
- g. Setting housing register qualification criteria that does not disqualify homeless households that are owed a reasonable preference from joining the housing register. In short, if the local authority decides that a person is owed a reasonable preference under homelessness legislation, the residency local connection criteria should allow the applicant to join the register.

**Resolved:-**

That the changes to the Allocation Policy be approved to commence on 1st May, 2017 as follows:-

- 1. Mandatory requirement for applicants who have no experience of running their own home, or where a previous tenancy has failed, to attend a pre-tenancy workshop.
- 2. Mandatory requirement for all applicants to undertake a housing options interview before joining the housing register.
- 3. New tenants should not be allowed to apply to transfer within the first twelve months of their tenancy. However, it is recommended that Housing Assessment Panel have delegated powers to overrule this policy for individual cases where there are exceptional circumstances.
- 4. No rent allowances are issued to new tenants or existing Council tenants. However the Housing Options Manager, and the Housing Advice and Assessment Manager have delegated powers to overrule this policy for vulnerable applicants where there is a justification for more time to move into a property.
- 5. Bedsits are let to single people or couples giving preference to single people under the age of 35.
- 6. Include homeless applicants owed a reasonable preference to the list of applicants who are exempt from the Local Connection Criteria rules.

**177. ALLOTMENT RENTS 2018-19**

Consideration was given to the report which sought Cabinet approval to increase allotment rents for the 2018-19 financial year



**Resolved:-**

(1) That allotment rents for the 2018-19 financial year be approved and set at levels shown in Appendix 1 (Option 2).

(2) That officers in Leisure and Green Spaces write to existing allotment tenants to advise them of the new rents, at least twelve months in advance of their introduction on 1<sup>st</sup> April, 2018.

**178. PROPOSAL TO PERMANENTLY REMOVE PUBLIC PHONE BOXES IN THE BOROUGH**

Consideration was given to the report which detailed how British Telecommunications had proposed the removal of forty-eight public telephone boxes around the Borough which they considered to be no longer viable to maintain in use.

Under Ofcom guidance the Council was required to undertake a two stage public consultation on the proposal. After considering comments, raised from the consultation process, the Council would provide a final decision on any telephone boxes which it was in agreement with that British Telecommunications could then remove or any which it considered should remain in active use for public calls.

The Council had undertaken consultation and was now in agreement to the removal of twenty-five of the forty-eight phone boxes. Twenty-three were proposed for retention for public calls under the local veto, the details of which were set out as an appendix to the report. Details of the internally derived criteria was provided, which included:-

- Whether phone boxes are recorded as having had 52 or more calls in 12 months (this is equivalent to one call per week which is considered to be a reasonable level of usage).
- Whether phone boxes are close to areas where highways injury incidents have been recorded.
- Whether the subject is a red phone box (typically a "K6" box) located in a Conservation Area.
- Whether sites are located in areas at high risk of flooding.
- Whether phone boxes are in areas with a high level of population over 75 years of age, is in an area of below national average home ownership and has fewer than 50 properties within 400 metres.

Councillor Steele confirmed this report had been received by the Overview and Scrutiny Management Board as an urgent item as part of the pre-scrutiny process. In line with Ofcom guidance the Council had consulted on the proposals, but it was not always clear who consultees had been and it was suggested this be improved in the future. No objections were, therefore, raised with the proposals.

**Resolved:-**

That the closure of public phone boxes in the Borough be approved and a veto be exercised where an objection has been detailed in Appendix 1.

**179. THE ROTHERHAM COMPACT**

Consideration was given to the report which detailed progress on Action D18 in the Council's Phase Two Improvement Plan which was to: "Agree a new Rotherham MBC/voluntary sector partnership 'Compact' in consultation with the sector and wider partners". The Compact was a mutually agreed document which set out working together for the benefit of communities and citizens.

There was a national Compact between the government and voluntary/community sector. The Rotherham Compact was an agreement between the public sector partners in the Rotherham Together partnership and the voluntary and community sector (VCS).

There was no statutory requirement to have a local Compact – it was a voluntary agreement - but it did provide a useful framework of principles and commitments for both public sector organisations and VCS groups. Once it was endorsed, there would be a reasonable expectation that the parties to the Compact would comply with the commitments and principles detailed within the document.

The Compact recognised the value that Rotherham's VCS brought to the Borough. Research showed that the VCS employed 2,100 full-time paid and 1,500 part-time paid staff. There were 49,000 volunteer roles and 12,300 committee/board members, together providing 85,300 hours of volunteering per week. The sector's overall contribution to the local economy was estimated as £187 million per year.

The Compact particularly reaffirmed the VCS as equal partners, who often have a unique understanding and relationship with some of the Borough's most vulnerable people.

A Compact Working Group to oversee the refresh was convened in June, 2016 and consisted of members nominated by the VCS strategic representatives group and public sector partners. The Compact was updated and a new consultation draft was prepared. Consultation of the Compact took place over a 12 week period which ended on 3<sup>rd</sup> November, 2016. Following further revisions incorporating feedback from the consultation, a final version was submitted for endorsement.

**Resolved:-**

(1) That the work completed to refresh the Rotherham Compact, including feedback from the consultation exercise, be noted.

(2) That the Rotherham Compact be endorsed.

(3) That the intention to launch the Rotherham Compact, subject to endorsement by all public sector partners, on 29th March, 2017 be noted.

**180. ANNUAL INFLATIONARY UPLIFT AWARD INDEPENDENT SECTOR HOME CARE SERVICES**

Consideration was given to the report which sought agreement to the level of increase in the hourly rate paid to contracted Independent Sector Community and Home Care Services (Domiciliary Care) providers for the financial year 2017-18.

There were 3 options put forward in this paper with the recommendation that option 3 be approved and if approved could see current providers of community and home care services receive a variable percentage increase on existing hourly rates ranging from 0% up to 6%, and a uniform uplift for all current providers of night visiting services of 3.92%

The details of cost, associated impact, risks and how the recommended options was arrived at were set out in detail as part of the report.

**Commissioner Myers agreed:-**

That Option 3 be approved (set out in section 7.1) for an annual inflationary uplift of 6% on the two lowest existing hourly rates, a 3.92% increase on all other existing hourly rates; and a 3.92% inflationary uplift to the night visiting contract value from 6th April, 2017.

Exempt under Paragraph 3 of the Act – information relates to the financial or business affairs or any particular person (including that authority holding that information)

## **Summary Sheet**

### **Council Report**

Cabinet & Commissioners' Decision Making Meeting – 13 March 2017

#### **Title:**

Town Centre Regeneration – Strategic Acquisition of the Former Rotherham Magistrates Courts

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

This is not a key decision, but has been included on the Forward Plan

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

Damien Wilson – Strategic Director, Regeneration & Environment

#### **Report Author**

Jonathan Marriott – Estates Manager, Corporate Property Unit  
Ext 23898 [jonathan.marriott@rotherham.gov.uk](mailto:jonathan.marriott@rotherham.gov.uk)

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

Boston Castle

### **Executive Summary**

To seek approval for the acquisition of the former Magistrates Court building in Rotherham from Her Majesty's Court & Tribunal Service (HMCTS) in order to support the Council's strategic objectives for the regeneration of the town centre.

### **Recommendations**

1. That the acquisition of the former Rotherham Magistrates Courts under the terms detailed in this report be approved
2. That the option to demolish the building be delegated to the Strategic Director of Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and Commissioner Kenny.
3. That the Assistant Director of Legal Services be authorised to negotiate and complete the necessary legal documentation to enable the transfer of the building.
4. That funding for the costs associated with the acquisition of the building and the potential demolition be taken from the approved £17m town centre allocation in the Capital Strategy 2016-2021.

**List of Appendices Included**

Appendix 1 – Site and Location Plan

**Background Papers**

Freehold Title information

Cabinet and Commissioner Decision Making Meeting 10th October 2016 - Town Centre Regeneration – Strategic Acquisition of Forge Island.

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

No

**Council Approval Required**

No

**Exempt from the Press and Public**

No

**Title:**

Town Centre Regeneration – Strategic Acquisition of Former Rotherham Magistrates Courts

**1. Recommendations**

- 1.1 That the acquisition of the former Rotherham Magistrates Courts under the terms detailed in this report be approved
- 1.2 That the option to demolish the building be delegated to the Strategic Director of Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and Commissioner Kenny.
- 1.3 That the Assistant Director of Legal Services be authorised to negotiate and complete the necessary legal documentation to enable the transfer of the building.
- 1.4 That funding for the costs associated with the acquisition of the building and the potential demolition be taken from the approved £17m town centre allocation in the Capital Strategy 2016-2021.

**2. Background**

- 2.1 The building which is subject to this report is the former Magistrates Court located at The Statutes, off Main Street in Rotherham town centre. This building is located to the rear of the Main Street Police Station and adjacent to the Forge Island site. The building is a concrete and steel frame with brick external leaf, which was designed by the Council's architects and built in 1990. The building has a gross internal area of 5,833 square metres over four floors. The total site area extends to 1.34 acres (0.54 hectares) and is shown in Appendix 1.
- 2.2 A review of the Criminal Courts of England and Wales in 2001 resulted in the merger of Magistrates Courts and the Higher Court Service. This resulted in the Magistrates Court at The Statutes, Rotherham, being transferred by statute to the newly formed Her Majesty's Court Service (HMCS) from the Council at a nil consideration.
- 2.3 In the Spring of 2016, the Council was notified that the Magistrates Court Service would cease operating in the building from the Autumn of the same year. The Council submitted an expression of interest in the building and was subsequently notified that the building would be offered to the open market and appointed agents would commence pre-marketing investigations. Exchanges of correspondence between the Council and Government Departments were made, requesting that the property be transferred back to Council ownership in the spirit of One Public Estate and on the basis of its original transfer, which was initially rejected.

- 2.4 In February 2017, the Homes and Community Agency (HCA) which is dealing with the building on behalf of HMCS notified the Council that it had reconsidered the position and that it would be willing to transfer the ownership of the building to the Council, at a £1 consideration, so long as the transfer completes by the 31<sup>st</sup> March 2017.

### **3. Key Issues**

- 3.1 The site of the Magistrates Court forms part of a much larger development opportunity which includes Forge Island, the Weirside site and Riverside Precinct. The emerging Town Centre masterplan identifies this larger strategic site as an opportunity for the Council to transform this part of town.
- 3.2 It is helpful and timely that the opportunity to acquire this important site has come forward, as the Council's masterplan consultants are confirming their approach to the development of key sites. The consultants advise that including the Magistrates Court site within the Forge Island development will provide added benefit to the masterplan. At this stage the site could play a number of different roles through redevelopment and accommodate several alternative, complementary activities. Whilst not wishing to rule anything out at this stage, feedback from the masterplan consultants, who are working closely with officers, is that the site should be redeveloped for new buildings and uses and that a conversion of the existing building is not likely to be viable or desirable.
- 3.3 The impact of a comprehensive redevelopment of this area will create a catalyst for further investment to introduce new jobs, businesses and housing into Rotherham Town Centre.

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

- 4.1 Option 1 - That the Council agree to the transfer of the building back into Council ownership at a £1 consideration in order to support the Council's regeneration aims, as set out in the emerging masterplan and to control the development of sites surrounding Forge Island. That the option to demolish the building is delegated to the Strategic Director of Regeneration and Environment.
- 4.2 Option 2 - That the Council agree to the transfer of the building back into Council ownership at a £1 consideration. Further investigations into the potential alternative uses for the building could be examined, though early indications from the masterplan consultants are that conversion of the existing building is not likely to be viable or desirable. This option would also mean holding costs would be incurred.
- 4.3 Option 3 - That the Council does not agree to the transfer of the building back into Council ownership, leaving the market to decide the future of the building and the site. This option would provide uncertainty and could see the building left derelict for a considerable period of time, which could have a detrimental effect on the ongoing development of the Forge Island site.
- 4.4 The recommended proposal is Option 1, to accept the transfer of the building back into Council ownership, in order to support the emerging masterplan.

## **5. Consultation**

- 5.1 Consultation has been carried out with the Town Centre masterplan consultants and in addition the masterplan exercise itself is carrying out consultation.

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

- 6.1 The HCA have imposed a deadline to complete the transfer of the building by the 31<sup>st</sup> March 2017. If the recommended option to transfer ownership is agreed, this will be actioned prior to this date.
- 6.2 If a decision is taken to demolish the building it is estimated that the timescale for demolition following acquisition would be approximately 8 weeks.

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

- 7.1 The following holding costs have been identified/estimated assuming the building is demolished which has been estimated to take 8 weeks;

Empty Business Rates Liability (£270,865 per annum based on 2016/17 liability)	£41,557.37
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Security Costs (£25,000 per annum)	£3,846
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Utility Costs (Gas/Electricity/Water) (£20,000 per annum)	£3,076
--	--------

- 7.2 Demolition costs will be subject to competitive quotation and are not expected to be significant.
- 7.3 On acquisition the land will have a cleared site value in the region of £500,000 following demolition of the building. This could be realised as a potential capital receipt or be used to enable future regeneration.
- 7.4 It is proposed that funding for the costs associated with the acquisition of the building and the potential subsequent demolition be taken from the approved £17m town centre allocation in the Capital Strategy 2016-2021.
- 7.5 As part of the financial due diligence process, officers will ensure that any tax implications arising from the acquisition and the subsequent redevelopment of the site be minimised.

## **8. Legal Implications**

- 8.1 At the time this report was written the vendor has not provided the title deeds for the Property, however a short form report on title has been provided. This information was prepared by solicitors acting for the MOJ in November 2015. It would not be possible to rely upon this report but it does provide some information regarding the serious title issues affecting the Property.



8.2 The extensive issues associated with title to the Property include Restrictions on Title, restrictive covenants, rights of access and drainage in favour of third parties and the possibility that the Council (as buyer) would not be able to access the Property without third party consent. The Restriction on Title needs to be resolved prior to purchase or it will not be possible to register the transfer of the Property at the Land Registry.

8.3 It will not be possible to resolve the title and associated issues noted above prior to the proposed transfer deadline of 31 March 2017. It should therefore be noted that these issues exist and the transfer of the Property should be taken in that knowledge. In order to deal with these issues further work (and associated costs) may be required to resolve them.

## **9. Human Resources Implications**

9.1 None considered.

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

10.1 None considered.

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

11.1 None considered.

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

12.1 If transferred to the Council, the management of the building will sit with the Corporate Property Unit until the site is developed.

## **13. Risks and Mitigation**

13.1 Transfer process risks – there is the risk that if an agreement to transfer is not reached and that the formal transfer is not carried out by the 31<sup>st</sup> March 2017 then the building will not be transferred to the Council. This can be mitigated by ensuring that sufficient resources are allocated to this project.

13.2 Acquisition Risk – due to the short timeframe in transferring this building back into the ownership of the Council, there is the risk that the usual due diligence is not completed which would identify potential site, construction and legal issues. This can be mitigated by the fact that the Council would seek to demolish the building as soon as possible following transfer.

13.3 Ownership Risk – there is the risk that the opportunities for development under the masterplan may not be realised in the short to medium term. This can be mitigated by potentially utilising the cleared site for short term alternative uses such as additional car parking whilst the Forge Island site is being developed subject to resolving access restrictions.

**14. Accountable Officer(s)**

Paul Woodcock – Assistant Director Planning, Regeneration & Transport  
Paul Smith – Corporate Property Manager, Corporate Property Unit

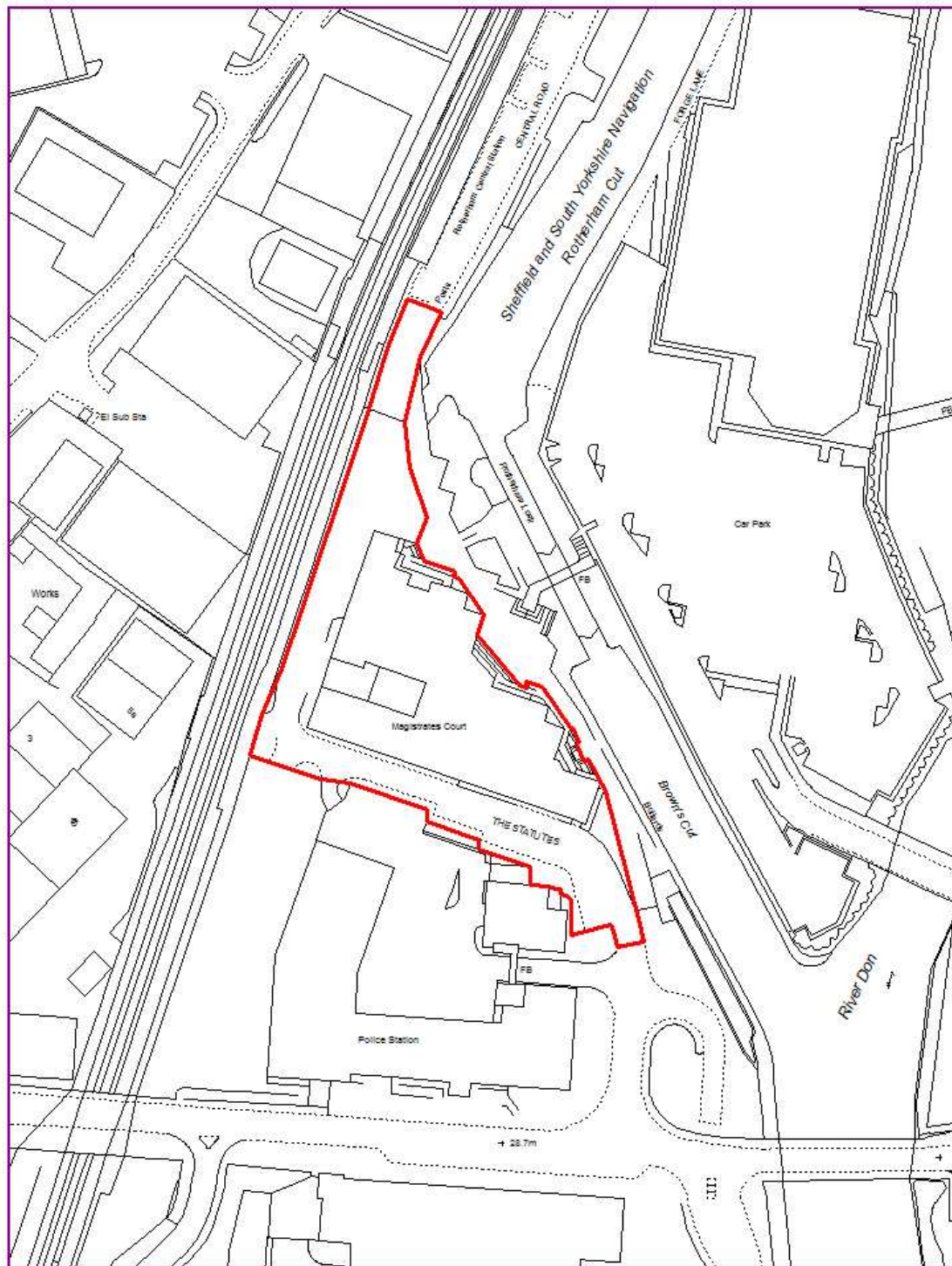
Approvals Obtained from:-

Strategic Director of Finance and Customer Services:-  
Jon Baggaley Finance Manager, Finance and Customer Services

Assistant Director of Legal Services:-  
Lesley Doyle Solicitor, Legal Services

This report is published on the Council's website or can be found at:-  
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# Appendix 1



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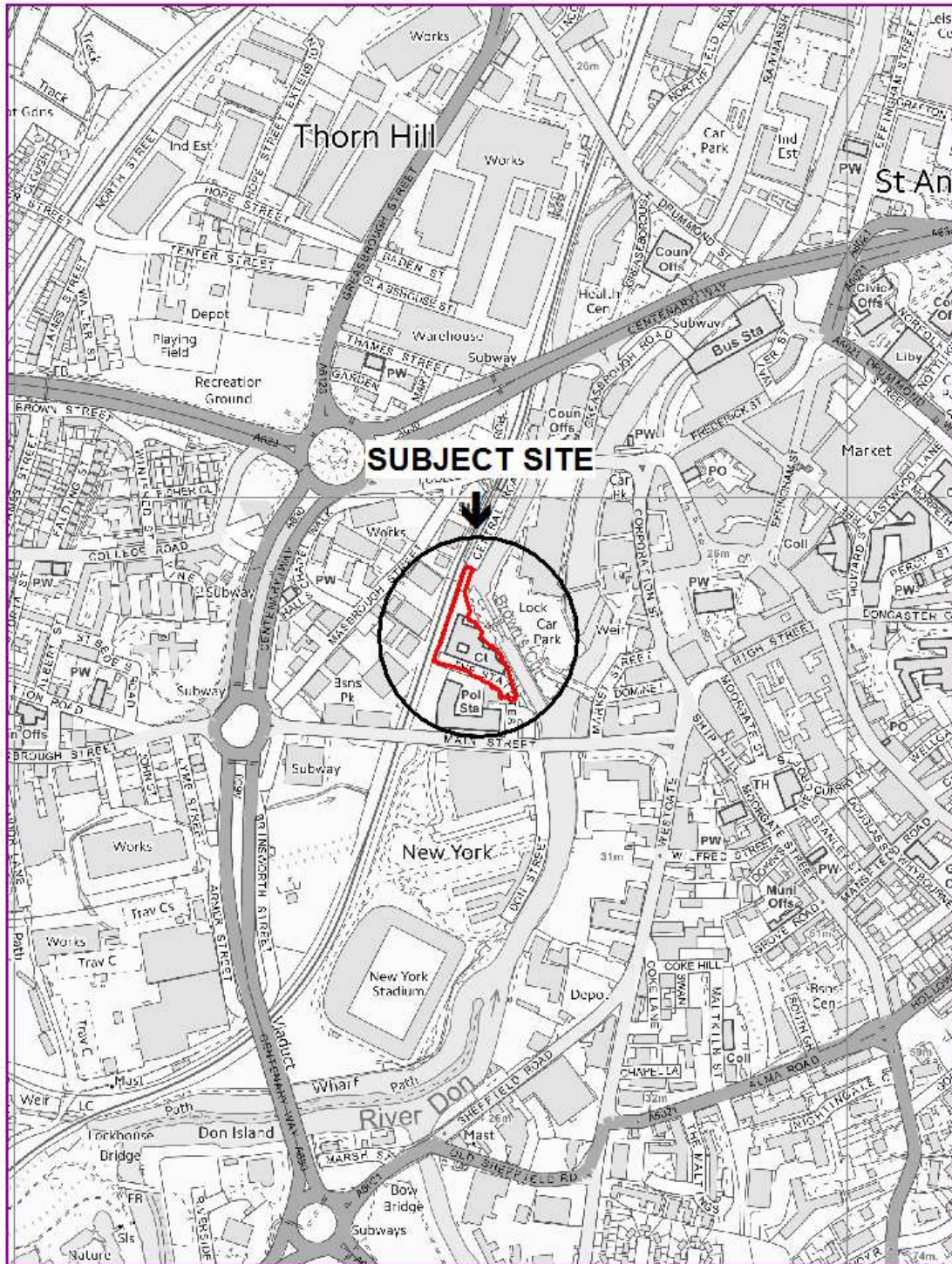
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MAGISTRATES COURT  
 THE STATUTES  
 ROTHERHAM

Rotherham  
 Metropolitan  
 Borough Council

MSPT/angle/Gen\_Enq.wrk





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MAGISTRATES COURT  
 THE STATUTES  
 ROTHERHAM

Rotherham  
 Metropolitan  
 Borough Council

MSPT/Ange/Gen\_Eng.wrk

Public Report  
Cabinet and Commissioners' Decision Making Meeting

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**Council Report**

Cabinet and Commissioner's Decision Making Meeting – 13 March 2017

**Title**

Property Disposal Schedule

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

This is not a key decision though it has been included on the Forward Plan.

**Director Approving Submission of the Report**

Damien Wilson, Strategic Director Regeneration & Environment

**Report author(s):**

Jonathan Marriott – Estates Manager, Corporate Property Unit  
Ext 23898 [jonathan.marriott@rotherham.gov.uk](mailto:jonathan.marriott@rotherham.gov.uk)

**Wards Affected**

Sitwell and Wales

**Executive Summary**

The purpose of this report is to seek approval to the disposal of a number of low value property assets.

**Recommendations**

1. That the disposal of the property assets detailed in this report be approved.
2. That the Assistant Director of Planning, Regeneration and Transport be authorised to negotiate the disposal of the assets using the appropriate method.
3. That the Assistant Director of Legal Services complete the necessary legal documentation for the disposal of the assets.

**List of Appendices Included**

Appendix 1 – Site and Location Plan 52 Allendale Road, Rotherham

Appendix 2 – Site and Location Plan 44 Danby Road, Kiveton Park, Rotherham

Appendix 3 – Exempt Financial Addendum

**Background Papers**

None

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

None

**Council Approval Required**

No

**Exempt from the Press and Public**

Public report with exempt appendix

**Title**

Property Disposal Schedule

**Recommendations**

- 1.1 That the disposal of the property assets detailed in this report be approved.
- 1.2 That the Assistant Director of Planning, Regeneration and Transport be authorised to negotiate the disposal of the assets using the appropriate method.
- 1.3 That the Assistant Director of Legal Services complete the necessary legal documentation for the disposal of the assets.

**2 Background**

**2.1 52 Allendale Road, Rotherham**

- 2.1.1 The Council has owned the freehold interest of 52 Allendale Road since 1952. This is a private residential property on which a long lease of 99 years was granted at the time on a nominal rent (currently £2 per annum) with 34 years remaining.
- 2.1.2 The residential occupier of this interest (the long leaseholder) is seeking to dispose of his leasehold interest, but with only 34 years remaining on the lease, this is impacting upon its value and marketability of his home. The long leaseholder has subsequently approached the Council to request to purchase his freehold interest, or if he can find an agreeable buyer, that they purchase this interest.

**2.2 Garden Land Sale – 44 Danby Road, Kiveton Park, Rotherham**

- 2.2.1 The owner of 44 Danby Road, Kiveton Park has requested to purchase an area of open greenspace land measuring 52 square metres. This land is adjacent to her existing front curtilage, but is currently owned by the Council
- 2.2.2 No 44 Danby Road is a former Council House purchased in 2002 through the Right To Buy Scheme. Under the original sale, this land was not included and was left as an open greenspace area.

### **3 Key Issues**

#### **3.1 52 Allendale Road, Rotherham**

- 3.1.1 The Long Leaseholder has the statutory right to either extend the length of the lease or purchase the freehold interest. A purchase of the freehold interest is subject to the payment of a premium by the leaseholder and payment of the Council's Legal and Surveying fees in dealing with this matter. There is no benefit in the Council retaining its freehold interest in this property as the cost in demanding the rent is higher than the actual rent received.

#### **3.2 Garden Land Sale – 44 Danby Road, Kiveton Park, Rotherham**

- 3.2.1 The owner of 44 Danby Road has occasionally maintained the land as it is adjacent to the front driveway and has now requested to purchase this from the Council. The owner of the adjacent property, 4 Trinity Road, Kiveton Park has previously purchased part of this open greenspace area from the Council and fenced it off leaving this remaining area of land open. The holding service, Housing & Estates Services, is responsible for its maintenance have confirmed that this land is surplus to their operational requirements and are responsible for its maintenance. Planning have confirmed that there would be no objections to its disposal as an extension to the existing garden.

### **4 Options Considered and the Recommended Proposal**

#### **4.1 52 Allendale Road, Rotherham**

- 4.1.1 **Option 1 – Retain The Asset.** The Council's freehold interest in the property generates a nominal rental income which costs more to invoice than is received.
- 4.1.2 **Option 2 - Dispose of the Asset to the Long Leaseholder.** This option represents the recommended proposal as it will produce a Capital receipt by way of a premium, with the Council's Legal and Surveying fees met by the Long Leaseholder. The Long Leaseholder has the statutory right to either extend the length of lease or purchase the freehold interest.

#### **4.2 Garden Land Sale – 44 Danby Road, Kiveton Park, Rotherham**

- 4.2.1 **Option 1 – Retain The Asset.** The site has no benefit to the Council but has to be maintained as part of the estate's open green space areas. Accordingly, this option is not supported for reasons of good estate management.
- 4.2.2 **Option 2 - Dispose of the Asset.** Dispose of the site to the adjoining owner of 44 Danby Road as a private treaty sale. This option will provide a capital receipt and represents the recommended option.



## **5. Consultation**

### **5.1 52 Allendale Road, Rotherham**

5.1.1 Due to the nature of this asset and the statutory right to purchase, no consultation has been carried out.

### **5.2 Garden Land Sale – 44 Danby Road, Kiveton Park, Rotherham**

5.2.1 As this area of land is located directly adjacent to the proposed purchaser's property it has no benefit to any other potential user. Ward Members have been consulted and no responses have been received.

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

6.1 If approval is given to the recommendation as presented above these will be actioned immediately.

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

7.1 The Council's Legal and Surveying fees in dealing with the purchase of the freehold interest of 52 Allendale Road, Rotherham will be met by the Long Leaseholder.

7.2 A contribution of £250 towards the Council's and Legal and Surveying fees in dealing with the garden land sale is to be made by the purchaser.

7.3 The estimated capital receipt from the proposed disposal of the assets are contained within the exempt financial addendum within paragraph 7.5 of Appendix 4.

## **8. Legal Implications**

8.1 Specific legal implications are contained within the main body of the report.

## **9. Human Resources Implications**

9.1 None.

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

10.1 None.

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

11.1 None.

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

- 12.1 With regards to 44 Danby Road the holding service, Housing and Estates will no longer have the responsibility to maintain the area of land which is surplus to their operational requirements.

**13. Risks and Mitigation**

- 13.1 None

**14. Accountable Officer(s)**

Damien Wilson, Strategic Director, Regeneration & Environment



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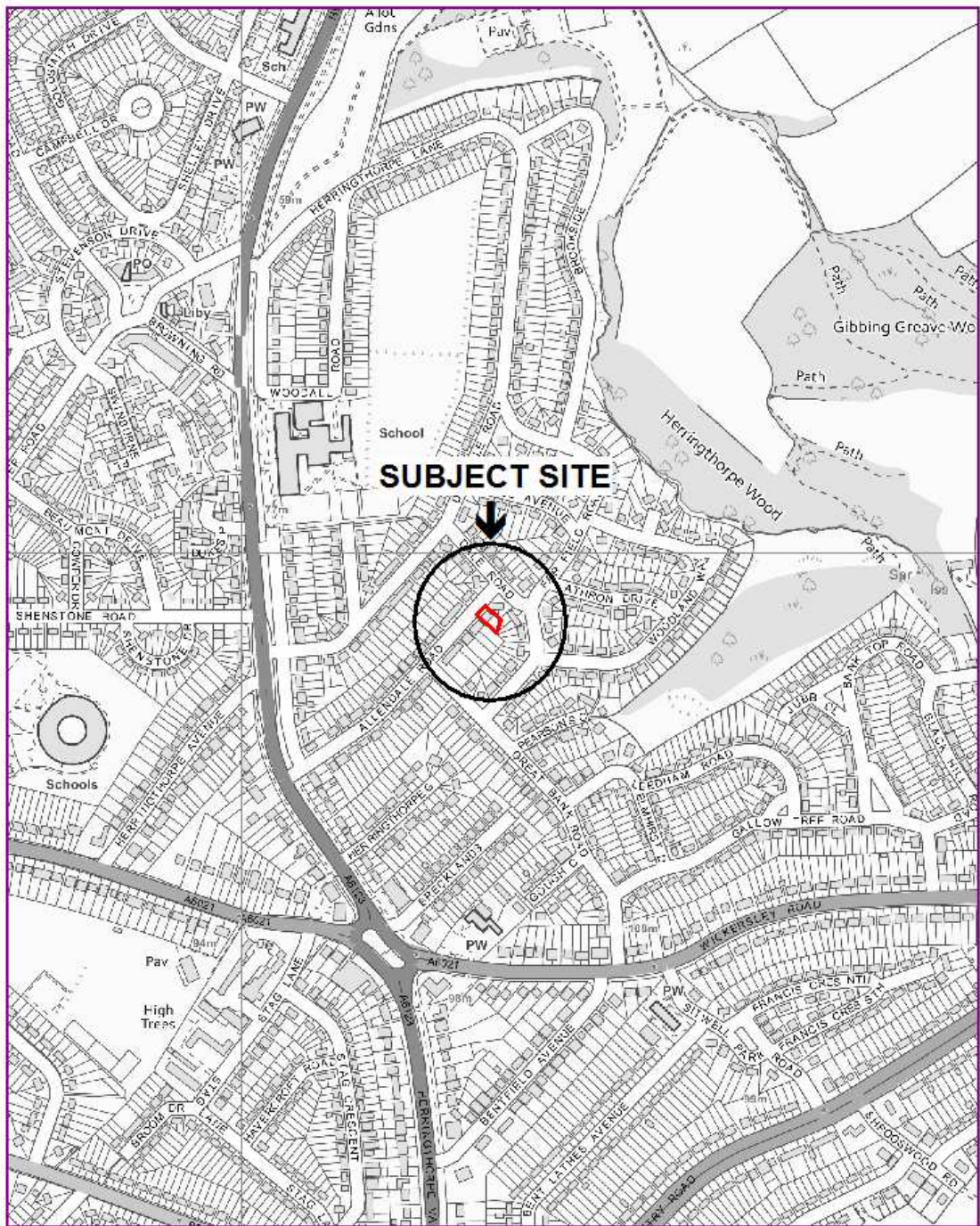
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52 ALLENDALE ROAD  
HERRINGTHORPE  
ROTHERHAM

Rotherham  
Metropolitan  
Borough Council

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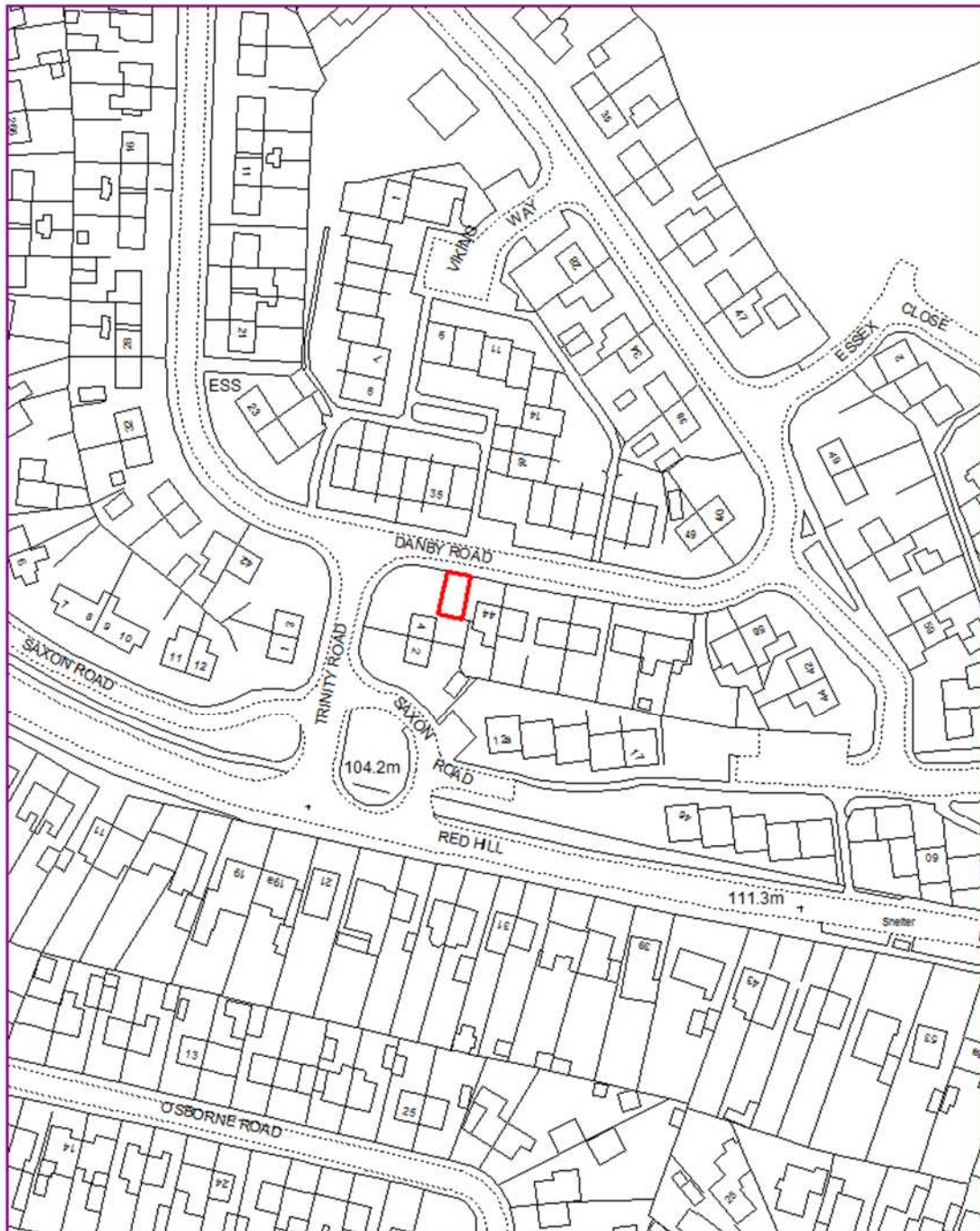
52 ALLENDALE ROAD  
HERRINGTHORPE  
ROTHERHAM



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## Appendix 2



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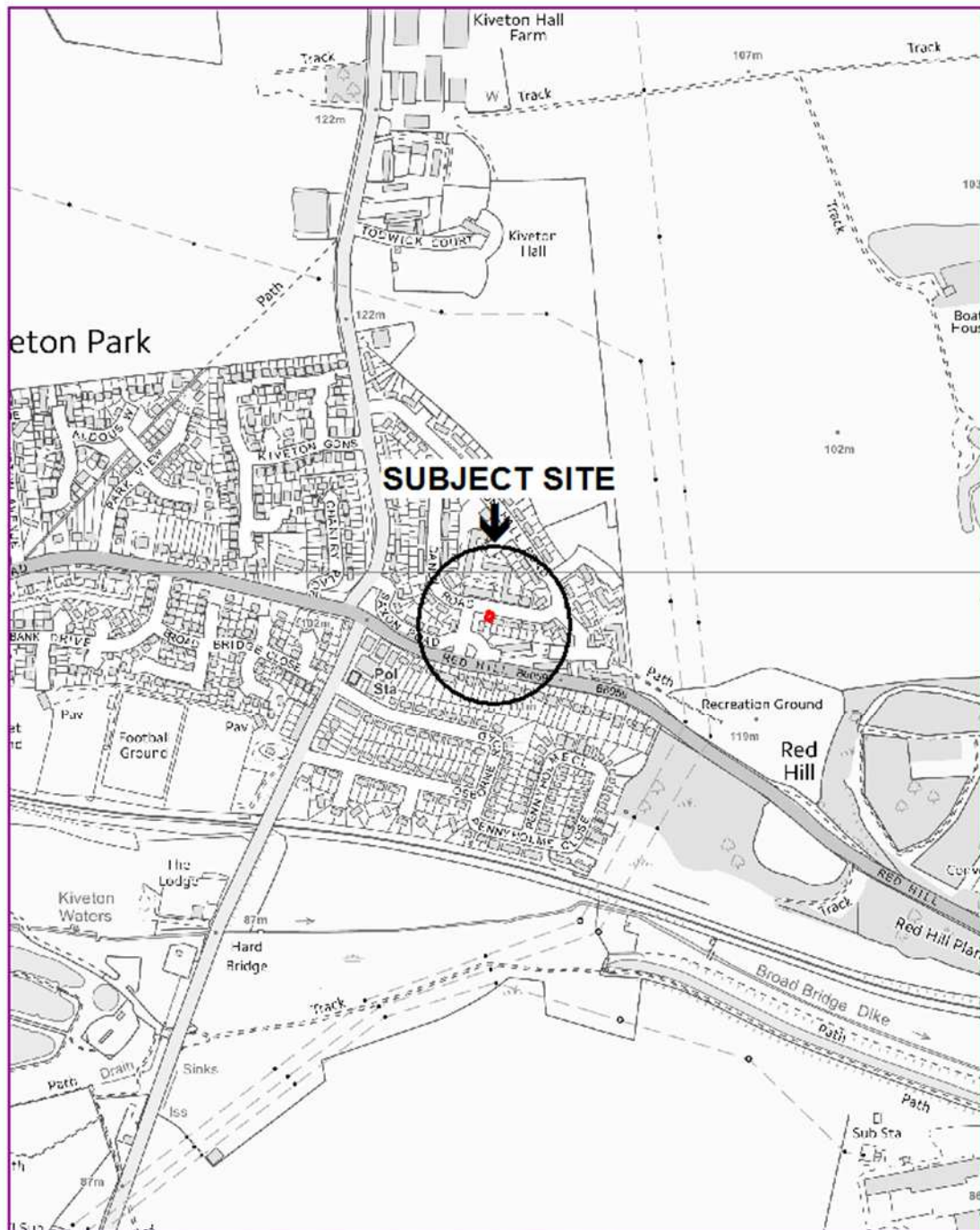


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LAND ADJ  
 44 DANBY ROAD  
 KIVETON PARK  
 SHEFFIELD

**Rotherham**  
 Metropolitan  
 Borough Council

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44 DANBY ROAD  
KIVETON PARK  
SHEFFIELD



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Document is Restricted

Public Report  
Cabinet and Commissioners' Decision Making Meeting

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## Summary Sheet

### Council Report:

Cabinet and Commissioners' Decision Making Meeting – 13 March 2017

### Title:

Special Educational Needs and Disability (SEND) Targeted Capital Funding.

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

The allocation of the SEND capital fund is a key decision and is on the Forward Plan. This is a preparatory report to release a small amount of funding from the overall SEND capital fund and indicate the direction of travel.

### Strategic Director Approving Submission of the Report:

Damien Wilson, Strategic Director for Regeneration and Environment  
Ian Thomas, Strategic Director, Children and Young People's Services

### Report Authors

Robert Holsey, CYPS Capital Programme Manager, Corporate Property Unit  
Paula Williams, Head of Inclusion, Education and Skills, CYPS

### Ward(s) Affected

All

## Summary

£500,000 has been allocated from the CYPS Capital Programme 2016/17 approved by the Cabinet/Commissioners Decision Making Meeting of the 11<sup>th</sup> April 2016 to be spent to improve the buildings for the provision of services to children with Special Educational Needs and Disability (SEND). The authority has completed an initial consultative sufficiency study which has identified areas for immediate development. Further work on the sufficiency of provision for the future is already commissioned and will report in April 2017.

Initial work has already begun on some high priority areas of need for provision within SEND and there are some small amounts of funding that would enable this early work to continue.

The purpose of this report is to inform Cabinet of the direction of travel for this funding and request authorisation for the release of some smaller amounts to support the work that has already begun.



**Recommendations**

1. That up to £90,000 be released to the Social, Emotional and Mental Health (SEMH) Partnerships (up to £30,000 to each of three partnerships in the secondary sector).
2. That up to £90,000 be released to the SEMH Partnerships (£30,000 to each of three partnerships in the primary sector).
3. That it be noted that the funding will be taken from the approved £500,000 capital programme allocation for the SEND provision.

**List of Appendices Included:**

Appendix 1: Social Emotional and Mental Health Strategy – 5 Steps to Collective Responsibility.

Appendix 2: Initial Sufficiency findings.

**Background Papers:**

None

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

The use of capital funding will need to be agreed. The lease agreement mentioned in this paper will be subject to cabinet approval through the Regeneration and Environment Directorate.

**Council Approval Required:**

Yes

**Exempt from the Press and Public:**

No.

**Title:**

Special Educational Needs and Disability SEND Targeted Capital Funding

**1. Recommendations**

- 1.1 That up to £90,000 be released to the Social, Emotional and Mental Health (SEMH) Partnerships (up to £30,000 to each of three partnerships in the secondary sector).
- 1.2 That up to £90,000 be released to the SEMH Partnerships (£30,000 to each of three partnerships in the primary sector).
- 1.3 That it be noted that the funding will be taken from the approved £500,000 capital programme allocation for SEND provision.

**2. Background**

- 2.1 Rotherham has ambitious plans to improve arrangements for children and young people with SEMH needs. The strategy '5 Steps to Collective Responsibility' (Appendix 1) sets out how this will done.
- 2.2 Approval was given in the 11<sup>th</sup> April 2016 Cabinet/Commissioners meeting as part of the CYPS Capital Programme to allocate £500,000 towards the outcome of the Pupil Referral Unit (PRU) review and £500,000 to support the SEND strategy, to be funded by DfE Capital Grant allocations. The PRU allocation was part of the wider SEMH strategy of £500,000 and has been used to aid the move of the Secondary Aspire Pupil Referral Unit site from Catcliffe Primary School and provide more appropriate provision at Hutton Park, Eastwood. This report identifies how some of the remaining SEND £500,000 funding should be allocated.

**3. Key Issues**

- 3.1 The SEMH strategy is already in place and key actions have begun regarding the reconfiguration of the Aspire Pupil Referral Unit. There has also been much work this year to create SEMH partnerships across the schools and six distinct partnerships have emerged to work together in their localities, improving the SEMH school offer at the graduated response level, so reducing the need for Education Health and Care Plans or costly out of authority placements.
- 3.2 As exemplified in graph 1 below, permanent exclusions within the secondary phase have been rising dramatically in recent years, almost trebling between 2012 and 2016. The introduction of improved partnership working halted this trajectory in 2015/16. Initial indications are that both permanent and fixed term exclusions are reducing as a result of this renewed partnership approach.

Graph 1

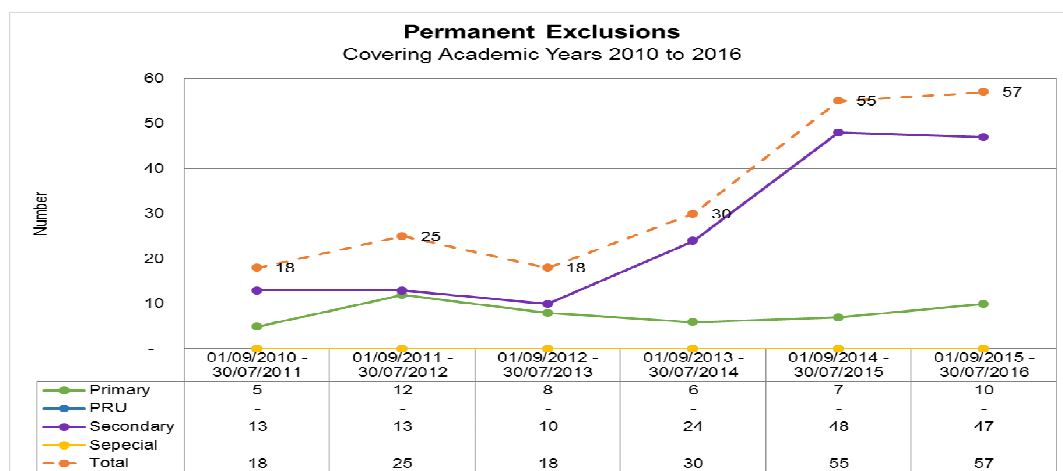


Table 1

Permanent 15/16 & 16/17	Prim 15/16	Sec 15/16	Total 15/16	Prim 16/17	Sec 16/17	Total 16/17
	0	7	7	0	2	2
Oct	2	6	8	1	4	5

Table 2

Fixed Term 15/16 & 16/17	Prim 15/16	Sec 15/16	Total 15/16	Prim 16/17	Sec 16/17	Total 16/17
Sept	34	291	325	17	210	227
Oct	51	341	392	27	222	249

- 3.3 Partners are working together to develop provision on their school sites to meet the needs at the graduated response level. A number of head teachers are planning to adapt existing buildings to create nurture spaces and therapeutic spaces to allow young people to access support, allowing their needs to be met earlier so reducing the need for higher levels of support from local services or provision outside the Local Authority.

#### 4. Options considered and recommended proposal

- 4.1 There are so few options within Rotherham for young people who find engagement challenging, that school leaders often report feeling exclusion is the only response they can make. This proposal, if agreed will enable schools to create small 'in house' sites which increase choices and options for the localities. This in turn will allow them to provide a proportionate response to meeting a need without resorting to exclusion.

## **5. Consultation**

- 5.1 The strategy for SEMH was widely consulted upon. The strategy was published and shared with stakeholders.
- 5.2 Schools and parents have expressed concerns at the rising levels of need regarding mental health needs (and inadequate Children and Adolescent Mental Health Services (CAMHS) services). This can be evidenced in the SEND Joint Commissioning Strategy which identified a new SEMH approach as a major objective. This strategy is now part of the Children and Young People's Plan and the SEMH strategy is part of the SEND strategic approach with related targets to address rising exclusions in the Corporate Plan, CAMHS Transformation Plan and CYPS Improvement Plan.

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

- 6.1 The funding to SEMH Partnerships needs to be in place as soon as possible, to allow the provisions to be created quickly and to enhance the offer for Rotherham young people.
- 6.2 The Dedicated Schools Grant (DSG) High Needs budget is currently projecting an overspend, with much of the funding allocated to placements in provisions outside Rotherham. The creation of SEMH partnerships is part of the strategy to increase sufficiency of provision within Rotherham so reducing the need for high cost placements out of the borough. The average cost of an SEMH placement outside Rotherham is £45,000 per annum.
- 6.3 There are potentially six partnerships that could receive a grant of up to £30,000 each; equating to a total of £180,000. This would be allocated as £90,000 for the primary school sector and £90,000 for the secondary school sector. The grant plus any contribution that each partnership may offer, would be used to undertake small scale building additions and alterations. This would create pupil friendly spaces that would aid therapeutic input and nurturing approaches to help keep children in mainstream schools and enhance the locality offer to schools. Any additional costs to the awarded grant would need to be funded from the partnerships own locally agreed arrangements.
- 6.4 The partnerships applying for the grant will need to clearly demonstrate through a business plan the following:
- How the grant will enhance the SEND provision within the partnership.
  - What capital work is planned?
  - A project plan to identify timescales and an anticipated cash flow forecast which the grant will be released against.
  - Evidence of what resources will be used to operate the provision when complete.
  - Agreement to sign a Memorandum of Understanding (MoU) prior to the grant being awarded. The MoU will commit the partnership to spend the grant solely on the proposed SEND facility; with a clawback provision in the MoU should the partnership use the facility for other than the proposed SEND provision.

- 6.5 Upon receipt of the Business Plan the proposals will be reviewed by staff from the following:
- Children and Young Peoples Inclusion Service.
  - Children and Young People's Services Financial Management.
  - Regeneration and Environment Corporate Property Team.

Where the Business Plan is approved and the MoU is signed by both the Council and the partnership, the value of the grant will be awarded subject to the following:

- For grants up to £5,000 the partnership will obtain the necessary quotes for the works and will provide copies of the quotes to the Council and copies of invoices upon the completion of the works.
- For grants from £5,000 to £30,000 the Council will act as contract administrator and will make the payments direct to the contractor/suppliers.

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

- 7.1 £500,000 has been allocated from the CYPS Capital Programme 2016/17, approved by the Cabinet/ Commissioners Decision Making Meeting of the 11th April 2016, to be spent to improve the buildings for the provision of services to Special Education Needs and Disability (SEND). It is proposed that up to £180,000 of this allocation is earmarked for the capital works identified in 6.3 above.
- 7.2 There will be no additional costs to the revenue budget. It is envisaged that the SEMH strategy will reduce costs to the High Needs block of the DSG through a reduction in placements outside Rotherham, so allowing more services to be funded from this funding stream.
- 7.3 The current commitment to placements outside Rotherham is 143 places at an overall cost of 8.17 million to the Dedicated Schools Grant High Needs budget. Of these places, 69 are allocated for children with a primary need that is categorised as Social Emotional or Mental Health. The average cost of one of these "outside" placements is £45,000 per pupil. The cost of a place at a mainstream provision within Rotherham is £10,000 per pupil, thus enabling the schools to maintain pupils and would reduce the overall costs significantly.
- 7.4 The strategy will reduce the financial burden by improving early intervention within schools, reducing the number of children who need to leave Rotherham and will enhance the provision within Rotherham so out of authority placements are not necessary. It is also envisaged this will give the opportunity to bring pupils back into Rotherham, reduce places needed within the Pupil Referral Units, reduce transport costs, keep pupils in their local area and reduce current high cost options for a more localised solution which is cheaper and more sustainable in the long term.

## **8. Legal Implications**

- 8.1 The Council has a statutory duty to ensure that appropriate provision is delivered for pupils who have Education, Health and Care plans for SEMH needs. The proposed new arrangements will continue to ensure that statutory requirements are met in a suitable and aspirational environment.

## **9. Human Resources Implications**

- 9.1 None.

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

- 10.1 The partnerships will result in an improved offer to Rotherham's children and young people who have the highest level of SEND need and those which are also vulnerable young people and will help to achieve the SEMH strategy of '5 Steps to Collective Responsibility'.

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

- 11.1 The proposed spend would assist the Council in complying with the statutory duties to young people with SEND and SEMH needs in accordance with the Children and Families Act 2014.

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

- 12.1 The Children and Young People partnership and Regeneration and Environment Directorate will be involved in monitoring how these funds are spent to improve provision.

## **13. Risks and Mitigation**

- 13.1 There are increasing numbers of young people in Rotherham with SEMH needs. The current provision within the borough is not meeting this increase in numbers resulting in more money being spent providing education outside Rotherham. Providing earlier intervention, closer to home for Rotherham's young people provides a more personalised approach and should reduce the need for placements outside the authority. If provision is not developed to meet needs within Rotherham, as the population grows, the costs of out of authority placements will increase.

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

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Paula Williams – Head of Inclusion CYPS, Education and Skills  
Tel: 01709 749226 paula.williams@rotherham.gov.uk

Approvals Obtained from:-

Strategic Director of Finance and Customer Services:-

Jonathan Baggaley, Finance Manager, Regeneration and Environment and Capital  
Mark Chambers, Principal Finance Officer.

Assistant Director of Legal Services:-

Neil Concannon, Service Manager, Litigation and Social Care, Legal Services

Head of Procurement (if appropriate):- Not applicable.

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## **“5 Steps to Collective Responsibility”**

### **Appendix 1**

# **Rotherham Metropolitan Borough Council's Strategy for Young People with Social, Emotional and Mental Health Difficulties (SEMH)**

## **1. Developing a new strategy for young people with Social Emotional and Mental Health difficulties in Rotherham**

Schools, partners and the local authority in Rotherham, have developed a new strategy for children and young people with social emotional and mental health (SEMH) needs. This strategy is based on the principle of collective responsibility and has resulted from a period of review, research, discussion and debate.

A review of arrangements in Rotherham for young people with SEMH difficulties was initiated in May 2015. The scope of the review considered the suitability of Rotherham MBC's services and provision for children and young people with SEMH needs. It explored whether the current arrangements provide quality outcomes for children and young people with SEMH needs, which are cost effective and provide value for money.

The focus of the review included the following areas:

- Research into national guidance, initiatives and good practice.
- The role and remit of the four Pupil Referral Units (PRUs) called Aspire
- The nature of partnership working between the local authority and schools and its partners
- Consideration of options aimed at improving the service offer for this vulnerable group of learners
- Consultation with key partners who work and make provision in schools. This has included:
  - focus group meetings with schools
  - individual meetings with secondary head teachers
  - dialogue with the Aspire PRU leadership team
  - dialogue with senior leaders within the Local Authority

## **2. National context**

It is widely recognised that children and young people with SEMH needs often experience considerable difficulties in making the most of opportunities that the education system provides.



These young people may also affect the ability of schools to provide a calm and well-managed learning environment, which has a corresponding impact on the learning experience of their peers.

Nationally, local authorities make a variety of arrangements to support the learning of this group of vulnerable but challenging young people through partnerships with schools and other partners.

The Department for Education has published three important publications over the previous 18 months. These publications have promoted a national debate and re-evaluation of services and provision for young people who are at risk of permanent exclusion as a result of their SEMH needs. These are:

- Special Educational Needs and Disability Code of Practice: 0 to 25 years (updated May 2015)
- National Schools Exclusion Trial (July 2014)
- Mental Health and Behaviour in Schools: Departmental advice for school staff (March 2015)

**SEND Code of Practice: 0 to 25 years:** This helpfully defines a new category of special educational needs relating to those children with SEMH difficulties.

Paragraph 6.32 of the Code of Practice describes broad areas of need and provides the following definition for this type of special educational need:

*“Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder”.*

This definition refocuses attention on the causes of challenging or disruptive behavior and is aimed at encouraging interventions which address the identified need.

**National Schools Exclusion Trial:** This trial explored new ways of working with children who were at risk of permanent exclusion. An evaluation of schools involved in the trial identified a number of benefits, including:

- increased use of partnership working and collective decision making through the use of panels, e.g. district panels, fair access panels
- enhanced quality assurance, accreditation systems and service level agreements for providers of alternative provision (AP)

- increased collaboration between schools, e.g. pupils transferred to another school for a trial period; an increase in managed moves
- revised commissioning procedures; more early intervention programmes to prevent exclusion
- use of time-limited AP (to avoid permanent exclusion)
- closure of PRUs.

Local Authority lead officers and teachers agreed that the level of partnership working had increased as a result of the trial, particularly where managed moves were undertaken. Processes were considered to be more transparent and rigorous, and there was an improvement in information about pupils and the ability to track their progress.

Schools were able to more effectively use data to identify patterns of behaviour in order to put in place appropriate support for pupils.

Learning support units, inclusion coordinators, and revised school timetables were considered to be effective in relation to:

- preventing exclusions
- improving attendance
- improving attainment
- improving behaviour.

Those pupils designated as being “at risk” changed during this trial. Schools’ judgements of pupils at risk of exclusion were reviewed regularly and adjusted. The provision put in place to support many of these pupils was deemed to be effective due to their removal from the “at risk” list.

Teachers reported that on average, fewer children had been permanently excluded from those schools involved in the trial when compared to similar schools. However, it was difficult to identify improvements in specific positive outcomes for learners within the time scale of the trial.

***Mental Health and Behaviour in Schools: Departmental advice for school staff:*** The guidance acknowledges that all pupils benefit from learning and developing in a well ordered school environment that fosters and rewards good behaviour and sanctions poor and disruptive behaviour.

The guidance also suggests that schools should consider whether continuing disruptive behaviour might be as a result of unmet educational or other needs. The non-statutory advice clarifies the responsibility of the school, the role of the school in supporting a child or young person whose behaviour - whether it is disruptive, withdrawn, anxious, depressed or otherwise - may be related to an unmet mental health need.

Additionally, the guidance contains helpful advice on systems and processes that schools should put in place to improve their arrangements.

### 3. Local context

There are a number of aspects to Rotherham's local context:

- 1) The history of SEMH provision in Rotherham
- 2) The number of exclusions
- 3) The current model of provision
- 4) The cost of this model of provision as a result of high levels of displacement.

Rotherham MBC has tried a number of approaches over the last five years to manage the numbers of children who are permanently excluded from schools. Approximately five years ago a new strategy was embarked upon whereby the Local Authority's Pupil Referral Units (PRUs) were managed by schools and the flow in and out of the PRU was controlled through decisions reached by schools working in locality partnerships.

There was some disagreement about the success of this approach and it was abandoned much to the dismay of the schools at the time. Since then there has been a lack of trust and partnership between schools and the Local Authority on this matter. It is perceived by many that the current levels of exclusion are as a result of this period of distrust and disappointment.

In the following months and years the levels of exclusion have increased year on year

Permanent exclusions in Rotherham's Primary and Secondary Schools 2010 -2015		
Primary	Year	Total
	2014/15	7
	2013/14	6
	2012/13	8
	2011/12	12
	2010/11	5
Secondary	Year	Total
	2014/15	48
	2013/14	24
	2012/13	10
	2011/12	13
	2010/11	13
Total Primary & Secondary	Year	Total
	2014/15	55
	2013/14	30
	2012/13	18
	2011/12	30
	2010/11	18

Rotherham MBC compares with the national funding picture as follows:

- National average (England only) spend on the high needs block of funding is 13% of the Dedicated Schools Grant (DSG)
- In Rotherham this equates to 9% of the DSG and amounts to £22 million.
- High needs block funding provides for pupils with Special Educational Needs (SEN) and this includes SEMH arrangements.

Rotherham Borough Council's current arrangements for young people with SEMH needs are shown below:

SEMH provision	Cost (£ million)	Number of pupils	Average cost per place
Other LA special schools	0.052	5	£10,600
4 Aspire PRU's	2.00	120	£17,000
		-	-
Out of borough placements	1.73	29	£59,000
<b>Total</b>	<b>£3.78</b>	<b>154</b>	<b>£24,564</b>

- Rotherham Council has 4 PRUs covering Primary and Secondary phases of education collectively called Aspire.
- The Aspire Primary PRU is offered across two provisions and accommodates 30 learners.
- The Aspire Secondary PRU is based on two sites and accommodates 90 learners.
- Rotherham does not have a specialist school for pupils with SEMH needs.
- Rotherham places 34 young people who have SEMH needs in educational establishments which are not maintained by Rotherham MBC. This is a relatively low number of pupils but the cost of this provision is high. There are 5 young people placed in other local authority special schools for pupils with SEMH needs. There are 29 pupils placed in a variety of independent non maintained settings for young people with complex needs.
- The majority of learners with SEMH needs require assistance with their travel arrangements. This varies from individual taxi arrangements, a place on a commissioned mini bus, or the provision of a bus pass which enables the young person to use public transport.

- In 2014/15 a total of 154 pupils received education outside the normal offer as a result of their SEMH needs. The total cost of this offer was £3.78 million.

Very few young people now attend alternative provision outside the PRU . There are a limited number of established or available providers of alternative education in Rotherham . Some schools manage their own “in house AP” , but this is described as being at risk as a result of funding shortages.

School based colleagues on the SEMH focus groups described the current set of arrangements in the following way;

- There is a lack of clarity about resources and outcomes for learners.
- There are high levels of exclusion from a small number of schools.
- There is high usage of the PRU facilities causing stress and strain on the system.
- There is lack of collaboration between schools, LA and partners
- There is some good practice in pockets in Rotherham
- There is a lack of capacity to respond speedily in a crisis.
- There is little sense of moral responsibility
- There is a lack of clear strategy
- There are a limited number of providers of alternative education.
- There is lack of clarity about statutory duties

#### **4. Rotherham’s new approach for young people with SEMH Needs**

Creating a new approach to Rotherham’s arrangements for pupils with SEMH needs has been a priority for the Schools Forum. Discussions have taken place with groups of head teachers and with individual head teachers. There has been a particularly strong consensus that arrangements in Rotherham need to change. Early in the discussions a shared moral purpose was established as follows;

*Rotherham Borough Council, its partners and Schools will take collective responsibility for children and young people with SEMH difficulties in order that they thrive, achieve and that the local offer for this vulnerable group represents value for money.*

The moral purpose is underpinned by a group of agreed principles which are as follows;

#### **Principles of Collective Responsibility for Children and Young People with Social Emotional and Mental Health (SEMH) difficulties.**

##### **Rotherham’s new arrangements should;**

1. Be based on the equitable use of resources which is affordable, with realistic expectations and clearly defined outcomes, with regular reports to schools forum;

- 2 Be a whole Borough response which is informed by transparent information and data and knowledge of local and national good practice;
- 3 Recognise the importance of early intervention and be family and person centred;
- 4 Recognise the importance of collective responsibility, which includes education, health and care partners and be based on a shared understanding of what is expected of all parties;
- 5 Provide a graduated response with thresholds to prevent escalation into expensive out of borough provision;
- 6 Provide local and flexible solutions which are developed and managed by schools;

The following recommendations are as a result of the discussions and have become known as “5 steps to collective responsibility”.

## Five Steps to Collective Responsibility

### Step 1: Create a new role and remit for the Aspire PRU

Currently, it is agreed that the Aspire PRU is a problematic environment in which to work and learn. The number of pupils being admitted is too high. Many pupils arrive without any previous planning and without helpful information from schools to support a successful transition into the Aspire PRU. Attendance is approximately 60%.

*We need to:*

- reduce numbers of permanently excluded pupils attending the Aspire PRU
- relocate Aspire PRUs into smaller scale units
- develop vocational PRU centres
- develop a specialism within the PRU system offer for young people from the Slovak community
- ensure that good quality information is available to the staff at the Aspire PRU prior to any admission
- assess the needs of pupils and where appropriate, promote the reintegration of pupils attending the Aspire PRU back into a mainstream school, alternative provision, college or specialist provision.
- Develop the Rowan site as a Therapeutic Intervention Centre

*We know we will have been successful when:*

- the number of pupils attending the Aspire PRU reduce to agreed levels
- the Aspire PRU is a safe place to learn and work

- attendance levels increase
- the outcomes for learners improve
- pupils access a range of vocational opportunities
- where appropriate, learners transfer to a more suitable school or learning placement.

## **Step 2: Establish a Menu of Alternative Provision in Rotherham**

Currently there are very few alternative models of educational provision available to young people in Rotherham.

*We need to:*

- appoint an Alternative Provision development officer
- arrange a market place event for alternative providers
- encourage competition in the market place
- develop school based alternative provision
- establish a quality assurance system for alternative providers
- develop Rotherham's online menu of alternative provision.

*We know we will have been successful when:*

- the number of alternative providers available in Rotherham increases
- there is a menu of Alternative Providers available to schools and the local authority
- any provision on the menu has been quality assured
- young people access alternative provision and progress into employment or training
- young people are highly engaged with their alternative learning experience.

## **Step 3: Establish locality SEMH partnerships**

Currently there is little evidence of collaboration between schools and between schools and the Local Authority. Local clusters of schools will need to be established in order to manage a new set of arrangements which could include:

- managed moves
- short breaks
- alternative provision
- links to the PRU system
- CPD
- identification of good practice.

*We need to:*

- identify which schools will work in partnerships
- appoint partnership development officers from schools in partnerships

- develop a local menu of options
- develop local partnerships with a wider group of partners across early help, health, social care and education providers.
- Develop new models of working with CAHMS

*We know we will have been successful when:*

- schools meet on a regular basis and partners from other agencies” sit around the table” to help find local solutions
- the partnership has made a local plan
- there is a local menu of options
- there are local CPD opportunities
- the partnership retains the majority of its learners in its learning community.

#### **Step 4: Develop a commissioning model for PRU, Alternative Provision and partnership working**

Currently admissions to the Aspire PRU are not effectively controlled and there is no cap on the use of Aspire PRU provision. The existing model of Aspire PRU provision is financially unsustainable and does not provide value for money.

*We need to:*

- introduce a system for allocating a quota of Aspire PRU places for partnerships
- introduce a commissioning charge for places at the Aspire PRU which exceed the agreed quota
- develop a mechanism for devolving “released “ funding to partnerships
- agree a memorandum of understanding between school partnerships and the Local Authority which establishes a long term commitment to bring about the required change.

*We know we will have been successful when:*

- the number of permanent exclusions reduce
- the size of the Aspire PRU population reduces
- schools have developed effective partnerships to which the Council can confidently devolve funding, resources and responsibility
- Parents and young people feel more engaged with learning.

#### **Step 5: Develop Rotherham’s Fair Access Protocol and permanent exclusion arrangements**

Currently, the FAP is emerging as a useful forum for making decisions about pupils who are hard to place. The FAP agreement needs to be amended and ratified with agreements relating to managed moves and reintegration from the Aspire PRU. Schools are interpreting exclusion regulations differently and there is a lack of clarity in guidance.



*We need to:*

- establish locality agreements on managed moves
- establish locality agreements on short breaks
- further develop Rotherham's FAP and consult on the role and remit of the Fair Access Panel.

*We know we will have been successful when:*

- a new FAP agreement is place
- schools feel confident in the new arrangements
- young people have a school place identified without delay
- pathways out of the Aspire PRU into mainstream school settings and other alternatives are available when appropriate
- revise guidance for exclusions.

## 7 Implementation Timelines

It is recommended that the key steps required to deliver the necessary change to enable young people with SEMH difficulties to achieve their full potential are part of a phased implementation as follows:

- The new arrangements will be agreed by **December 2015**.
- Schools will have formed their partnership clusters by **December 2015**.
- Funding will be devolved to partnerships by **April 2015**.
- A menu of Alternative Provider options will be available by **September 2016**

Public Report  
Cabinet and Commissioners' Decision Making Meeting

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**Council Report**

Cabinet and Commissioners' Decision Making Meeting – 13 March 2017

**Title**

Proposal to increase capacity at Wath Comprehensive School

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

Yes

**Strategic Director Approving Submission of the Report**

Ian Thomas – Strategic Director for Children and Young People's Services

**Report author(s):**

Dean Fenton (Service Lead – School Planning, Admissions and Appeals)

Children and Young People's Services

Tel: 01709 254821 Email: [dean.fenton@rotherham.gov.uk](mailto:dean.fenton@rotherham.gov.uk) :

**Ward(s) Affected**

Wath and Hoover

**Executive Summary**

Wath Comprehensive School is an Ofsted rated 'good' school and is currently oversubscribed, this trend is set to continue in future years.

This report seeks approval to increase capacity at the school to accommodate the current and future demand for places, subject to a successful planning application.

**Recommendations**

1. That subject to a successful planning application, approval be granted to the proposal to increase capacity at Wath Comprehensive School by the installation of additional teaching and learning spaces to increase capacity by 150 places to accommodate current and future pupil numbers.
2. That £1.3m of the £2.5m earmarked funding for increasing secondary school places in the Borough in 2017/18 approved by the Cabinet/Commissioners Decision Making Meeting of the 11<sup>th</sup> April 2016, be allocated to fund the proposed project at Wath Comprehensive School and that this expenditure be re-profiled into 2018/19 to reflect the construction programme for this project.

**List of Appendices Included**

**Appendix 1** – Pupil population numbers, school capacity and summary of consultation

**Background Papers**

Reports to the former Cabinet Member for Children, Young People and Families Services – delegated powers meetings (22.5.2013, 24.7.2013, 13.11.2013, 8.3.2014, 21.5.2014), on proposals to increase the Published Admission Number (PAN) at Wath C of E Primary School, Cortonwood Infant School and Brampton Ellis Primary School by expansion of the school buildings.

Report to Cabinet (11.07.2016) on proposals to increase secondary school capacity across the Borough to meet future increased demand.

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

No

**Council Approval Required**

No

**Exempt from the Press and Public**

No

**Report Title: Proposal to increase capacity at Wath Comprehensive School**

**1. Recommendations**

- 1.1 That subject to a successful planning application, approval be granted to the proposal to increase capacity at Wath Comprehensive School by the installation of additional teaching and learning spaces to increase capacity by 150 places to accommodate current and future pupil numbers.
- 1.2 That £1.3m of the £2.5m earmarked funding for increasing secondary school places in the Borough in 2017/18 approved by the Cabinet/Commissioners Decision Making Meeting of the 11<sup>th</sup> April 2016, be allocated to fund the proposed project at Wath Comprehensive School and that this expenditure be re-profiled into 2018/19 to reflect the construction programme for this project.

**2. Background**

- 2.1 Rotherham Metropolitan Borough Council has a historic annual profile of satisfying 90% + parental first preferences on entry to Primary and Secondary schools on national offer day. School Place planning in the borough is RAG (Red, Amber, Green) rated as 'green' by the Department for Education (DfE) and 84% of new school places are delivered in Ofsted rated 'Good / Outstanding' schools compared to the national average of 80%.
- 2.2 The Local Authority has a statutory duty under, the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 to ensure a sufficiency of school places and satisfy parental first preferences as far as possible. The duty also extends to the requirement to ensure new school places are delivered in 'successful and popular' schools.
- 2.3 Wath Comprehensive School is a Foundation Trust status school and is currently rated as a 'good' school by Ofsted. As a Trust status school, the Governing Body are the Admissions Authority for the school and, under the requirements of the Department for Education (DfE) School Admissions Code 2014, own admission authorities are not required to consult on their Published Admission Number (PAN) where they propose either to increase or keep the same PAN.
- 2.4 The school has experienced a significant increase in pupil numbers in recent years and remains both successful and popular. The school is currently oversubscribed and the trend is set to continue in future years. Appendix 1 details current pupil numbers and capacity at the school.
- 2.5 Wath Comprehensive School's feeder and catchment area schools; Wath C of E Primary School; Cortonwood Infant School and Brampton the Ellis Primary School (Junior campus) have all been expanded or are in the process of being expanded to accommodate the rising demand for places in the learning Community. West Melton Primary School has also had additional classroom space added to facilitate a small increase in PAN and capacity due to increased place demand.
- 2.6 There are longer term plans to create further capacity in the primary phase of the learning community, to meet future expected increases in demand due to ongoing house building in the Wath and Brampton Bierlow areas of the Borough.
- 2.7 The school is regularly full or oversubscribed on National Offer Day for entry into secondary phase education. There are also several appeals for places lodged under the requirements of the School Admissions Code 2014 heard on an annual basis.

Appendix 1 shows that the school also maintains an extensive waiting list for Year 7 places following National Offer Day on an annual basis for the first term of the new academic year, as required under the School Admissions Code 2014.

- 2.8 As a result of the current oversubscription and future rising cohort numbers, there is a requirement to install additional teaching and learning space at the school by September 2018. With the installation of the additional space, the school will have an increased capacity of one hundred and fifty (150) places. The additional teaching and learning space will allow for sufficient space for all pupils and also allow the Governing Body working with the Local Authority to set a Published Admission Number (PAN) in future years in line with increased demand for places and the additional space available.

### **3. Key Issues**

- 3.1 There is a statutory duty on Local Authorities under the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 to ensure the sufficiency of school places in their area.
- 3.2 The additional classrooms at Wath Comprehensive School would enable more parents to access their first preference school for their child and, therefore maintain or increase performance against that indicator on national offer day for entry to secondary phase education.

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

- 4.1 Option 1: Maintain capacity at the school at the current level. However as the school is already oversubscribed and catchment area resident pupil numbers continue to increase, this would mean that some parents and carers would be unable to secure a school place at their local school in future years.
- 4.2 Option 2 – Recommended: Increase capacity at the school to enable the Headteacher and Governing Body to forward plan long term with the security of having sufficient space to accommodate the expected future pupil numbers.
- 4.2.1 It is recommended that the proposal to increase the capacity at Wath Comprehensive School by one hundred and fifty (150) places by the installation of additional teaching and learning space to accommodate current and future pupil numbers be approved.
- 4.2.2 The Local Authority has a statutory duty under, the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 to ensure a sufficiency of school places and satisfy parental first preferences as far as possible. The duty also extends to the requirement to ensure new school places are delivered in ‘successful and popular’ schools. The addition of the additional classrooms will further support this statutory requirement and performance indicator.

### **5. Consultation**

- 5.1 As a Trust Status School, the Governing Body is the Admissions Authority and, under the requirements of the DfE School Admissions Code 2014, own admission authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN. If, at any time following determination of the PAN (set during the annual admissions consultation), the admissions authority decides that it is able to admit above its PAN to satisfy parental preferences, it must notify the Council in good time to allow the local authority to deliver its co-ordination responsibilities effectively.

- 5.2 As the proposal falls outside the requirement to complete a full prescribed alteration under the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, a period of local consultation has been held with Governors, parents / carers, staff and local Ward Elected Members as required by statutory guidance.
- 5.3 Responses to the consultation completed between 21<sup>st</sup> November 2016 and 16<sup>th</sup> December 2016 are detailed in Appendix 1 of the report. Cabinet should have regard to the responses when considering the recommendations.
- 5.4 There were four (4) responses received to the consultation and a summary of the responses is detailed below. Responses to the consultation are broadly supportive of the proposal.
- 5.5 Comment has been received in relation to the allocation of school places to 'non Wath catchment area' resident pupils at the school. It should be noted that places at the school in the normal admission round are allocated in line with the statutory requirements of the School Admissions Code 2014. Any non-catchment area resident pupils would be categorised either in the 'distance' category or the 'non-catchment area resident with an older sibling on roll' category when Y7 places are allocated. Due to extensive house building in the Wath and Brampton Bierlow areas of the school's catchment area, the catchment area pupil yield will continue to grow in future years, reducing the number of places available to non catchment area resident applicants in future years.
- 5.6 Comment has been received in relation to the implications of the Private Finance Initiative (PFI) contract. As with any extension to a PFI school building there is a protocol the Council is contractually obliged to follow, which is through an Authority Notice of Change (ANC). The ANC triggers the contractual change to the PFI Project Agreements through a Supplementary Agreement which has to be agreed by all parties to the PFI Project Agreement. This will include legal and funders' costs which will be paid for by the Council and is profiled in to the £1.3m cost of the project.
- 5.7 When extending the building there are Life Cycle costs (funding to maintain the buildings to the PFI Output Specification over the remaining duration of the PFI contract which terminates in 2034). The Life Cycle costs will be factored in to the Unitary Charge. Additional facilities management costs from the extension will be funded by the school and covered by the extra funding received from the DfE for the additional pupils.
- 5.8 Comment has been received in relation to health and safety and safeguarding implications on site during the construction of the extension. Should the proposal be approved by Cabinet, further meetings and correspondence will need to take place with Governors, Staff, Pupils and Parents / Carers in relation to the building work timeline and health and safety and safeguarding procedures on site during the construction period.

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

- |     |                |                                  |
|-----|----------------|----------------------------------|
| 6.1 | February 2017  | Seek approval of the proposal    |
|     | December 2017  | Planning application             |
|     | February 2018  | Commencement of building works   |
|     | September 2018 | Sign off completion and handover |

- 6.2 The project will be led by the Rotherham Metropolitan Borough Council Corporate Property Unit.

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

- 7.1 The proposal in principle, to increase secondary school capacity across the Borough, to meet future demand for places was approved at Cabinet on 11<sup>th</sup> July 2016 (minute number 46). Approval of the borough wide strategy was granted subject to detailed reports relating to individual projects being brought forward for consideration by Cabinet.
- 7.2 Within the approved Children and Young People's Services Capital Programme for 2016-18 (approved at Cabinet/Commissioner decision making meeting on 11<sup>th</sup> April 2016) an amount of £2.5m has been allocated in 2017/18 to provide secondary school places in the Borough.
- 7.3 The cost of the project is estimated at £1.3m in total, to provide the additional classrooms required to increase capacity by one hundred and fifty (150) places to accommodate current over subscription and expected future pupils and associated resources. It is proposed that this is accommodated within the £2.5m Capital Programme allocation and that this expenditure is re-profiled to reflect the fact that the majority of this spend will be in 2018/19.
- 7.4 The funding for the project will be provided from basic need funding provided to Local Authorities from the Department for Education (DfE) to meet future increased pupil place demand.
- 7.5 The extension will be designed and project managed by the Council's Design and projects Team. The contractor will be procured by the PFI Management Company Engie and approved by the Technical Advisor acting on behalf of the PFI funders. Legal and funder costs associated with the requirements of this approval have been factored in to the £1.3m budget.

## **8. Legal Implications**

- 8.1 The Local Authority has a statutory duty under the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, to ensure a sufficiency of school places in areas of current and future need, provided in successful and popular schools. Wath Comprehensive School meets this profile as a result of its current Ofsted rating of 'Good' and as it is oversubscribed with a waiting list for places annually following national offer day.
- 8.2 The school is regularly full or oversubscribed on national offer day for entry in to secondary phased education. The school remains extremely popular as a first preference for parents and carers applying for school places in the local area under the requirements of the School Admissions Code 2014.
- 8.3 As a Trust status school, the Governing Body is the Admissions Authority and, under the requirements of the DfE School Admissions Code 2014, Governors will notify the Local Authority of any proposed increase in PAN in good time to allow the Local Authority to deliver its co-ordination responsibilities effectively.
- 8.4 As the proposal falls outside the requirement to complete a full prescribed alteration under the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and associated guidance, the requirement to complete a period of local consultation has been fully adhered to.

- 8.5 Should the school pupil population ever exceed two thousand (2,000) pupils there is a requirement to notify the Department for Education (DfE) via the schools census return and the school updating relevant information on the DfE's Edu-base system.

## **9. Human Resources Implications**

- 9.1 There are no Human Resource implications to consider from the Local Authority's perspective. Future rising cohort numbers may well lead to further employment opportunities at the school. This however would be for the Governing Body to determine as the employer.

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

- 10.1 The proposals would lead to more parents and carers being able to access their first preference school, maintaining or further improving the secondary school 'National Offer Day' First (1<sup>st</sup>) preference and combined three (3) preference profile within the Borough.

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

- 11.1 The proposals would lead to more parents and carers being able to access their first preference school, increasing parental satisfaction in being allocated a preferred school.

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

- 12.1 The proposal to add additional capacity at the school will have minimal impact on neighbouring secondary schools in the authority. As the secondary pupil population continues to rise and Wath Comprehensive School is already operating at above 100% capacity, there is a need for additional capacity at the school to accommodate future rising catchment area category pupils.

## **13. Risks and Mitigation**

- 13.1 There are always risks associated with increasing the number of school places at a school, since this could adversely impact numbers at other schools. However, the school is already operating above its maximum capacity which was highlighted in the Local Authority's 2016 School Capacity and Planning (SCAP) return to the Department for Education. The additional capacity will allow the Headteacher and Governing Body to strategically plan for future curriculum delivery with the assurance that there is sufficient space.

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

Karen Borthwick (Assistant Director – Education and Skills)

Approvals Obtained from:

Strategic Director of Finance and Corporate Services: Named officer  
Mark Chambers (Finance Manager CYPS)  
Jonathan Baggaley (Finance Manager Regeneration, Environment and Capital)

Assistant Director of Legal Services: Named officer  
Neil Concannon (Solicitor)

Head of HR Services: Named Officer  
Paul Fitzpatrick (CYPS HR Business Partner)



Head of Procurement: Named Officer  
Helen Chambers (Principal Procurement Officer)

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

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

**Appendix 1****Proposal to increase capacity at Wath Comprehensive School****2.3**

**Additional capacity already added to Catchment area primary feeder school pupil numbers across the learning community:**

<b>School</b>	<b>PAN from/to</b>	<b>New Places</b>	<b>Funding stream</b>
Wath CE Primary	30/ <b>45</b>	105	basic need/section 106
Cortonwood Infant	40/ <b>50</b>	<b>30</b>	basic need/section 106
Ellis Junior	70/80/ <b>90</b>	<b>80</b>	basic need/Section106

**Learning Community pupil numbers (all schools) from October 2016 census:**

<b>School / Year Group</b>	<b>R/FS2</b>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>	<b>Y6</b>	<b>Total</b>
Brampton Cortonwood Infant School (PAN 40)	44	42	45	N/A	N/A	N/A	N/A	<b>131</b>
Brampton the Ellis C of E Primary School (PAN 40 R-Y2 / 80 Y3-6)	42	40	43	80	75	85	78	<b>443</b>
Our Lady and St Joseph's Catholic Primary School (PAN 30)	30	31	30	29	31	28	30	<b>209</b>
Wath Central Primary School (PAN 60)	60	59	57	60	59	62	60	<b>417</b>
Wath Victoria Primary School (PAN 40)	43	39	38	33	39	36	32	<b>260</b>
Wentworth C of E Junior and Infant School (PAN 16)	16	16	20	16	16	18	14	<b>116</b>
West Melton Junior and Infant School (PAN 30)	29	20	27	21	24	17	20	<b>158</b>
Wath C of E Primary (PAN 45/30 – indicated for each year group)	60 (45)	46 (45)	59 (45)	33 (30)	32 (30)	32 (30)	33 (30)	295

**2.9****Current and projected numbers on roll for Wath Comprehensive School.**

Figure in Brackets indicates how the pupil profile will look with an increased PAN of 20 pupils. NB: Y12 and 13 stay on rates are estimated.

<b>School</b>	<b>PAN</b>	<b>Y7</b>	<b>Y8</b>	<b>Y9</b>	<b>Y10</b>	<b>Y11</b>	<b>Y12</b>	<b>Y13</b>	<b>Total</b>
<b>Wath Comprehensive School (current capacity 1,800) (Proposed capacity 1,950)</b>	300	300	303	292	299	289	189	186	<b>1,858</b>
<b>2017/18</b>	300	300	300	303	292	299	180	189	<b>1,863</b>
<b>2018/19</b>	300 (320)	300	300	300	303	292	185	180	<b>1,860</b>
<b>2019/20</b>	300 (320)	300 (320)	300	300	300	303	180	185	<b>1,868 (1,888)</b>
<b>2020/21</b>	300 (320)	300 (320)	300 (320)	300	300	300	185	180	<b>1,865 (1,905)</b>
<b>2021/22</b>	300 (320)	300 (320)	300 (320)	300 (320)	300	300	185	185	<b>1,870 (1,930)</b>
<b>2022/23</b>	300 (320)	300 (320)	300 (320)	300 (320)	300 (320)	300	185	185	<b>1,870 (1,970)</b>
<b>2023/24</b>	300 (320)	300 (320)	300 (320)	300 (320)	300 (320)	300 (320)	185	185	<b>1,870 (1,970)</b>
<b>2024/25</b>	300 (320)	300 (320)	300 (320)	300 (320)	300 (320)	300 (320)	185	185	<b>1,870 (1,970)</b>

**2.6****Historic Year 7 waiting list numbers for respective academic years.**

The table below shows historic waiting list numbers for Year 7 for the respective academic year. Waiting lists must be retained for the first full term of a new academic year (until 31<sup>st</sup> December) for R/FS2 pupils under the Admission to School Code of Practice 2014.

2016/17	40
2015/16	110
2014/15	91
2013/14	0 (due to exceptionally low cohort number in area)
2012/13	45

2011/12	73
2010/11	49

### **5.3**

#### **Consultation overview**

***NB:*** Responses have been anonymised as original correspondence contained personal details of respondents that could identify individual adults and children.

*As the proposal falls below the threshold requirement to complete a ‘prescribed alteration’ under the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, a period of local consultation has been held with Governors, parents and carers, staff and local Ward Elected Members (as required by the above regulations) in relation to the proposed expansion.*

*Responses to the consultation which was completed between the period of 21<sup>st</sup> November 2016 to 16<sup>th</sup> December 2016 are detailed below.*

*Should the proposal be approved by Cabinet, further meetings will need to take place with Governors, Staff, Pupils and Parents and Carers in relation to the building work timeline, health and safety implications and how this will be managed as part of the planning process.*

**Children and Young People's Services**

School Planning, Admissions and Appeals Service  
2<sup>nd</sup> Floor, Wing C Riverside House, Main Street,  
Rotherham S60 1AE  
Tel: (01709) 254831  
Email: [Andrew.guest@rotherham.gov.uk](mailto:Andrew.guest@rotherham.gov.uk)

Ref: WCSexp

Contact Mr A. Guest

21st November 2016

Dear Parent / Carer, Member of Staff, Governor, Elected Member

**Proposal to add additional capacity at Wath Comprehensive School**

The Local Authority is proposing to add an extension to the school building to create additional teaching and learning space. The capacity at the school will increase from a total classroom space for 1,800 pupils to a total classroom space for 1,950 pupils. The extension of the building will support the Headteacher and Governing Body to accommodate the current and expected future pupil population at the school.

The school is currently oversubscribed and this trend is set to continue in future academic years. Following the recent expansion of Primary phase feeder schools in the Wath learning community, this will mean the increased capacity at the school will allow the Headteacher and Governing Body to plan for future years intakes of pupils with the assurance that there is sufficient space to deliver the schools' curriculum.

It is proposed to raise the schools Published Admission Number (PAN) from 300 to 320 places to coincide with the completion of the building works for the Year 7 pupil intake for the 2018/19 academic year and subsequent Year 7 intakes thereafter to meet the future demand for places at the school.

The proposal is subject to a successful planning application and should the proposal then move forward, Officers from the Council working with the Headteacher and Governing Body would outline to parents / carers, Staff and Governors detailed plans for the school and the implications of the building work on site in relation to health and safety and how this would be managed during the development project.

This letter gives parents and carers an opportunity to comment on the proposals prior to any report being submitted to Council Cabinet.

Please send correspondence to:

Andrew Guest  
School Planning, Admissions and Appeals Service  
2C Riverside House, Main Street  
Rotherham  
S60 1AE

or by Email to: [Andrew.guest@rotherham.gov.uk](mailto:Andrew.guest@rotherham.gov.uk)

by 16<sup>th</sup> December 2016.

Yours Sincerely

Dean Fenton Service Lead – School Planning, Admissions and Appeals

**Responses received to the consultation:**

**From:** [REDACTED]

**Sent:** 22 November 2016 10:35

**To:** Fenton, Dean

**Subject:** Proposal to add additional classroom capacity at Wath Comprehensive School

Dean

Would another way forward be for Wath comprehensive not to take so many out of area pupils which could be done via admissions criteria?

Also as a PFI school what are the additional costs associated with on-going maintenance over the period of the PFI and who picks that up, the school or council?

[REDACTED]

Dear Sir,

I have read the brief letter, which my daughter fetched home, regarding the school development and I do have some concerns.

My daughter will be in year 11 next year. Quite frankly, I can see disruption and the possibility of extra time off, or pupils being shunted around into portacabins at some stage.

When Wath Comp was built, the school had a longer holiday at some stage when the pupils moved from one building to the other. I feel any disruption will impact on my daughter's education and this would be totally unacceptable. You may or may not be aware, but this years cohort will be sitting every GCSE in year 11. This is the first time this has taken place in over a decade. This year group will face a massive challenge. Four years ago, my son had already sat and passed 4 GCSEs by the end of year 10!

I would also like to point out that Wath Comp takes children from its catchment area; It also takes pupils from many other areas. If the school only took pupils from its catchment, it would have the capacity to accommodate all pupils in the immediate area. Rawmarsh, Swinton, Goldthorpe do actually have their own schools and pupils choose to travel to Wath.

Finally, there will inevitably be an impact on the community. More pupils will mean more traffic. Wath is a village, so why do we have the largest school in Rotherham? Expand and renovate Swinton: it is in desperate need of renovation.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]

Sent: 04 December 2016 09:55

To: Guest, Andrew

Cc: Fenton, Dean

Subject: Proposal to add additional capacity at Wath Comprehensive School

Dear Mr Guest

I have read with interest the recent letter outlining the Local Authorities intention to raise the PAN of Wath Comprehensive and extend the school to support this increase in pupils.

I am an overall support of the scheme, given that the population of Wath is forever increasing and there have already been increases in primary school places, this expansion was inevitable.

I do however, have some concerns and queries.

Given that Wath Comprehensive school is a Foundation school and part of the Wath Learning Community Co-operative Trust, can you please advise when you will be consulting or notifying the Trust and Trustees? [REDACTED]  
[REDACTED]

I am also keen to understand how this expansion will integrate with the existing building, specifically in relation to fact the existing building is part of a PFI scheme and hoe the increased floor area will affect any cleaning, catering and other PFI charges the school may be expected to meet? In short, will this expansion increase the already high PFI costs, which the school has no control over?

In terms of the actual building works, are you proposing to undertake the works using the EFA regional framework scheme or utilise some other tender or framework?

Finally, given this will bring a live building site onto the school premises, has appropriate forethought been given to how site access, security, traffic management and safeguarding of pupils will be managed? As a local resident, I see how the roads are congested at the moment, so hope the LA and planning authority will be imposing delivery restrictions, should this begin to move forwards?

I look forwards to your response.

[REDACTED]

**From:** [REDACTED]  
**Sent:** 05 December 2016 10:14  
**To:** Fenton, Dean  
**Cc:** Holsey, Robert  
**Subject:** Re: Proposal to add additional capacity at Wath Comprehensive School

Good Morning Dean

many thanks for your comprehensive response.

I have worked with Rob on the rebuild of Wath Victoria, and the land transfer of Wath Central, so am sure he will be in touch regarding the PFI element.

Working with the EFA and local authorities on the PSPB and other programmes, I am aware of the framework.

I look forwards to this scheme moving forwards and being able to look at the planning application and associated documents. This is a welcome investment to expand what is a fantastic school and make it better resourced to meet the needs of the community.

Thanks you for taking the time to respond.

[REDACTED]

Dear Mr Fenton

I support the adding of extra classrooms to Wath Comprehensive. The school is good and as more people are moving in to new houses in Wath there will be more children needing a place.

Yours

[REDACTED]



**Response details below:**

Places at the school in the normal admission round are allocated in line with the statutory requirements of the School Admissions Code 2014. Any extra district pupils would be categorised either in the 'distance' category or the 'non-catchment area resident with an older sibling on roll' category when Y7 places are allocated.

The local authority are not legally allowed to separate 'in borough and extra district' applications in the 'distance category' and distance category applications are measured on an 'as the crow flies' straight line measurement, so where places are available:

**Greenwich judgement (1989) - states that it is unlawful for a local authority to discriminate in favour of its own residents when allocating school places.**

**Rotherham Judgement (1997) - this established that admission authorities may operate specified catchment areas as part of their oversubscription criteria provided that, in doing so, they are not in breach of the Greenwich judgement.**

Where there are more applications than places (as there is annually for Wath) then the oversubscription criteria below applies to allocate places up to the schools Published Admission Number (PAN):

Statement of SEN / Education Health and Care Plan naming the school

LAC / Previous LAC

Compelling medical cases

Compelling social cases

Catchment area resident with an older sibling at the school

Catchment area resident

Non catchment area resident with older sibling on roll at the school

Primary feeder school attendance

Distance category

Given the current and ongoing extensive house building in the Wath Comprehensive school catchment area, future Wath catchment area numbers are set to continue to rise which will reduce further the number of distance category places allocated (in some years dependant on catchment area pupil numbers we are already cutting off at the attendance at a feeder school category). Without the extension, future catchment area, siblings and feeder school attendance numbers will increase beyond the schools current Admission number meaning Wath and Brampton resident / feeder school pupils may be unable to secure a place at the school.

'In year' applications are dealt with on a 'date received order' and where places are available in the relevant year group these are allocated accordingly. There are limited grounds for refusal of a place where a school is under its admission number in year (limited to where a child has 'challenging behaviour' and the school already has a high number of existing pupils with challenging behaviour).

Any pupil refused a place at any school (regardless of postcode) also has the statutory right of appeal. Appeals are heard by independent panels and the panels decisions are legally binding on the school and parents / carers. Wath is regularly oversubscribed for entry in to Y7 as a result of successful appeals and these pupils are admitted as 'excepted pupils' under the Admissions code. In some year groups it has taken 2 years plus for the school to return to a cohort number equal to PAN.

Wath Comprehensive School is currently oversubscribed as Y7 to Y13 numbers exceed the schools current capacity.

The proposed expansion of the school is being funded from Basic Need Funding allocation – allocated to the local authority from DfE to address capacity shortfall in areas of need to enable local authorities to ensure a sufficiency of school places and satisfy parental preferences.

The current Primary feeder school expansions have been funded from a combination of Basic Need Funding and Section 106 of the Town and Country Planning Act developer infrastructure contributions.

A further expansion in Wath Primary provision will also be necessary in future and a Section 106 of the Town and Country Planning Act funding agreement is in place to partly fund this project. The project will be timed to utilise the release of this funding.

The Local Authority requested that the School distributed letters to all Staff, Parents and Carers and Governors under the schools governance arrangements. As the school is part of a 'Trust arrangement' if the Governing Body is accountable to the Trust Board then it is for the school to forward a copy of the letter on to Trust Board Members as part of the consultation as part of the schools governance arrangements. Likewise with the recent letter to parents and carers regarding proposals to add additional classrooms to Wath C of E school as part of the same trust.

The health and safety, local traffic and safeguarding implications will be managed through the planning process and a scheme of work will be devised should the proposal move forward to ensure health and safety, safeguarding and traffic management issues etc are addressed. These will be shared more widely once a detailed plan has been consulted on and approved.

The new build will be an extension to the existing building and will reflect the current design. As with any extension to a PFI school building there is a protocol the Council is contractually obliged to follow which is through a 'Authority Notice of Change (ANC)'. The ANC triggers the contractual change to the PFI Project Agreements through a Supplementary Agreement which has to be agreed by all parties to the PFI agreement. This will involve legal costs which will be paid for by the Council. The Council is also required to pay fees to Engie (10%) and Transform Schools (5%) as well as the funders costs.

There are also Life Cycle costs which need to be allowed for when extending the building. This is funding to maintain the building to a particular standard over the remaining duration of the PFI contact. (The PFI contract completes 2034). A decision will need to be taken on whether or not the new extension is built to the same output specification as per the original new build school and will have implications on the value of the life-cycle costs.

There will be an increase to the FM costs, in terms of cleaning, repairs and maintenance and caretakers costs which will be established through a formula based upon the additional footprint of the new build extension.

The building will not be procured under the Yorbuild framework. The extension will be designed and project managed by the Council's Design and projects Team. The contractor will be procured by Engie and who will be checked and approved by the Technical Advisor acting on behalf of the PFI Funders.

## **Summary Sheet**

### **Council Report**

Cabinet and Commissioners' Decision Making Meeting – 13 March 2017

### **Title**

General Enforcement Policy – Minor Amendments

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

Yes

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

Damien Wilson, Strategic Director of Regeneration and Environment

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

Karen Hanson, Assistant Director, Community Safety and Street Scene

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

All

## **Summary**

The Council has had an adopted General Enforcement Policy in place in a range of formats for a number of years. This Policy has been reviewed and updated on a number of occasions, most recently in 2016.

Following work to strengthen the Council's enforcement functions, the General Enforcement Policy has been reviewed in order to ensure that the Policy remains up to date.

This report requests the approval of a number of minor amendments within the Policy which, together with enhanced clarity, reflects the Council's progress since the review and update of 2016.

## **Recommendation**

That the suggested amendments to strengthen the Council's General Enforcement Policy made at 4.2, 4.3 and 4.4 of this report be approved for adoption.

## **List of Appendices Included**

Appendix 1 – RMBC General Enforcement Policy – amended version containing text suggested at 4.2, 4.3 and 4.4 of this report

**Background Papers**

The following documents have been considered when preparing this report:

- Legislative and Regulatory Reform Act 2006
- Department for Business Innovation and Skills: Better Regulation Delivery Office, Regulator's Code (April 2014)
- RMBC General Enforcement Policy – 12th September 2016
- RMBC General Enforcement Policy – June 2016

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

None

**Council Approval Required**

No

**Exempt from the Press and Public**

No

## **General Enforcement Policy – Minor Amendments**

### **1. Recommendations**

- 1.1 That the suggested amendments to strengthen the General Enforcement Policy made at 4.2, 4.3 and 4.4 of this report are approved for adoption.

### **2. Background**

- 2.1 The Department for Business Innovation and Skills: Better Regulation Delivery Office's, *Regulator's Code* of April 2014 is a statutory guidance document that Councils must have regard to when developing policies and operational procedures that guide some of their regulatory activities. This applies to the Council's current General Enforcement Policy in relation to its regulatory and enforcement functions.
- 2.2 The General Enforcement Policy is underpinned by the statutory principles of good regulation, but also ensures the priority of protecting the public.
- 2.3 The Policy sets out the principles of transparency, consistency and proportionality to which the Council will adhere in its discharge of enforcement and regulatory functions.
- 2.4 The current General Enforcement Policy was reviewed during 2014/15 in accordance with the then new *Regulators' Code*. The updated General Enforcement Policy was approved and adopted at Commissioner Ney's meeting of 3rd June, 2015 (item 1).
- 2.5 Subsequently, an amendment to the General Enforcement Policy was made to the wording of Section C4, to include provisions for monetary penalties following on from legislative changes. This amendment was made by Cabinet and Commissioners' Decision Making Meeting, 12th September, 2016 (minute 68).

### **3. Key Issues**

- 3.1 The Council has undertaken a great deal of work to strengthen its enforcement and regulatory functions. Significantly, many of the Council's enforcement functions have been brought together within the Community Safety and Street Scene section of the Regeneration and Environment Directorate, which has ensured focus and consistency in the delivery of regulatory and enforcement duties.
- 3.2 Subsequently, the General Enforcement Policy, as the backbone of the Council's philosophy and approach to enforcement and regulation, has been reviewed in light of its clarity and to reflect this.
- 3.3 Importantly, the review has identified potential benefits to the Policy from clarification of the flexibility allowed by the Regulator's Code to allow the regulator not to be bound by the Code where other matters outweigh those provisions, for example where there might be unacceptable health and safety risks to officers.

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

- 4.1 Review of the General Enforcement Policy has highlighted the need to update a number of paragraphs following the Council's consolidation of a range of enforcement functions within Regeneration and Environment, and the re-establishment of the Council's decision making process in its role as Licensing Authority.

Update 1: Structural Changes

- 4.2 To ensure that the Policy remains relevant, it needs to reflect the structural arrangements within the Council. Consequently, Section 3.2 of the General Enforcement Policy should be amended to read:

The Enforcement Policy relates to those enforcement and regulatory functions discharged by the Council's Community Safety and Street Scene service within the Regeneration and Environment Directorate

Update 2: Restoration of Licensing powers to the Council

- 4.3 The Policy is a living document and should reflect any relevant developments that impact on the delivery of the Council's enforcement functions. Accordingly, Section C8 of the General Enforcement Policy which deals with the refusal, suspension and revocation of licences should be amended to read:

The Council issues a number of licences and permits. The Council also has a role to play in ensuring that appropriate standards are met in relation to licences issued by other agencies. Most licences include conditions which require the licence holder to take steps to ensure that, for example, a business is properly run and public safety is assured. Breach of these conditions may lead to a review of the licence which may result in its revocation or amendment.

When considering future licence applications, the Council may take previous breaches and enforcement action into account and also other matters which, on the balance of probability, may influence the assessment of a person to be a fit and proper person to hold a licence.

Update 3: Clarification of the flexibility contained within the Regulator's Code which allows officers to vary from the Policy and enforce at a later date.

- 4.4 In addition it was recognised that certain paragraphs within the Policy would benefit from clarification. The text of three sections, namely 4.7, 4.9 and 6.6, should be amended to clarify the degree of flexibility that the *Regulator's Code* allows. For example where circumstances present an unacceptable health and safety risk, officers could enforce at a later date without the need to engage in discussion first, such that:

Section 4.7 would be altered to read:

Formal enforcement action will generally only be considered and taken in the first instance in cases where individuals have exposed the public or employees to unacceptable risk, compromised safety or welfare to the public/employees, environment or animal health and/or sought to obtain an unfair commercial advantage, or other such situations that are considered to be so serious as to warrant formal action, including immediate action (or action taken at the first possible safe opportunity).

Section 4.9 would similarly be changed to read:

Where there is non-compliance, the Council will clearly explain the non-compliance and provide opportunity for discussion, to ensure consistency and proportionality, unless there is a need for immediate enforcement action (or action taken at the first possible safe opportunity), in which case the Council will document its decision.

Lastly, Section 6.6 would be amended to read:

Before formal enforcement action is taken:

- Where appropriate, unless immediate action is required e.g. to prevent the destruction of evidence, or, there is an imminent risk to the public or employees to unacceptable risk, compromised safety or welfare to the public/employees, environment or animal health and/or sought to obtain an unfair commercial advantage, or another relevant consideration, there will be an opportunity to discuss the circumstances of the case. This discussion will usually follow an interview under caution if a prosecution is being considered

4.5 The text of the General Enforcement Policy could be left unaltered, however this would mean that the Policy remained outdated, and that key flexibility provided at page three of the *Regulator's Code* would be omitted.

4.6 The preferred option would be to amend the text of the General Enforcement Policy as described in 4.2, 4.3 and 4.4. The suggested amendments would ensure that the Policy is up to date whilst enhancing the transparency of the Policy by demonstrating clearly to the reader, that the Council has flexibility where the provisions are not applicable, or where other considerations outweigh the provisions contained within the Policy.

## **5. Consultation**

5.1 Whilst the General Enforcement Policy stipulates at Section 8, that where there is potentially significant impact from any changes to the Policy, then the Council will consult on those changes. In this case, the suggested changes to the policy are minor amendments to clarify the wording of the Policy with no subsequent impact. Consequently no formal consultation with the public has been undertaken in relation to the suggested amendments. The Cabinet Lead for Waste, Roads and Community Safety and appropriate Commissioner have been consulted.

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

6.1 If approved, the proposed amendments will be made at the beginning of the next calendar month from the Cabinet and Commissioners' Decision Making Meeting.



## **7. Financial Implications**

- 7.1 There are no financial implications arising from these proposals.

## **8. Legal Implications (including procurement)**

- 8.1 The Council is required by the Legislative and Regulatory Reform Act 2006 to have regard to the Regulators' Code when developing policies and operational procedures that guide its regulatory activities. This applies to the Council's General Enforcement Policy and any revisions its wishes to make to that Policy. The proposed revisions are consistent with the principles of the Regulators' Code.
- 8.2 The changes to the Policy are minor alterations to clarify the existing situation, or to deal with structural changes, namely the return of powers to The Council and changes to the titles of departments. Consequently there is no requirement to consult on these changes.

## **9. Human Resources Implications**

- 9.1 There are no Human Resource implications arising from these proposals.

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

- 10.1 There are no direct implications for Children and Young People and Vulnerable Adults arising from this report.

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

- 11.1 There are no equalities and/or human rights implications anticipated arising from this report. The proposed enforcement would not discriminate against any residents or business.

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

- 12.1 The proposed amendments to the General Enforcement Policy will have relevance to the regulatory and enforcement functions with the Regeneration and Environment Directorate. In particular those functions relating to Safer Neighbourhoods/Community Protection, Business Regulation, Dog Control, Parking and Highways Services, will need to be informed of the amendments.
- 12.2 There are no implications anticipated for partners or other Directorates.

## **13. Risks and Mitigation**

- 13.1 The *Regulator's Code*, implemented locally by the General Enforcement Policy, is a statutory guidance document, and failure to comply with its requirements presents the risk of the Council being in contravention of its statutory duties.
- 13.2 Failure to discharge its regulatory function may compromise public safety.

13.3 Compliance with the General Enforcement Policy gives confidence to business and individuals of the transparency and fairness of the Council's approach to enforcement, without which the Council's reputation and growth agenda might be at risk.

13.4 The Policy does not cover the regulatory and enforcement functions delivered by Planning and Building Control Services; this is because their regulatory statutory powers are not scheduled with Part 3 of the 2007 Order. The extant list of regulations covered by the *Regulators' Code* is found within the schedule to the Legislative and Regulatory Reform (Regulatory Functions) Order 2007.

**14. Accountable Officers**

Karen Hanson Assistant Director, Community Safety and Street Scene  
Damien Wilson Strategic Director, Regeneration and Environment

Approvals Obtained from:-

Finance and Customer Services Directorate,  
Business Partnering – Regeneration & Environment – Jon Baggaley

Legal Services – Neil Concannon

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## **Summary Sheet**

### **Council Report**

Cabinet and Commissioners' Decision Making Meeting – 13 March 2017

### **Title**

Regeneration and Environment Directorate – Fees and Charges 2017-18

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

Yes

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

Damien Wilson – Strategic Director – Regeneration and Environment

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

Jon Baggaley – Finance Manager – Regeneration and Environment and Capital,  
Ext. 54516 Jonathan.baggaley@rotherham.gov.uk

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

All

### **Summary**

To consider proposed fees and charges for the Regeneration and Environment Directorate for 2017/18 and beyond.

### **Recommendations**

1. That approval be given to the:
  - a) Proposed fees and charges for the Planning and Building Control Service as set out in Appendix 1.
  - b) Proposed fees and charges for Leisure and Green Spaces as set out in Appendix 2.
  - c) Proposed Building Regulation charges as set out in Appendix 3.
  - d) Proposed Market Service and Borough Fairs Charges as set out in Appendix 4.
  - e) Proposed Community Protection charges as set out in Appendix 5.
  - f) Proposed Library, Customer Services, Theatre Services and Heritage Service charges as set out in Appendix 6.
  - g) Proposed Commercial Waste charges as set out in Appendix 7.
  - h) Proposed Business Regulation charges as set out in Appendix 8.
  - i) Proposed Pest Control charges as set out in Appendix 9
2. That, subject to the approval of the Strategic Director of Regeneration and Environment or the appropriate Assistant Director within Regeneration and Environment, officers be given flexibility on prices charged in respect of areas

of commercial activity, to allow the Council to retain and attract business where necessary.

3. That, subject to the approval of the Strategic Director of Regeneration and Environment or the appropriate Assistant Director within Regeneration and Environment, officers be given flexibility to introduce promotional discounts and negotiate individual charges to meet the needs of the business.

**List of Appendices Included**

- Appendix 1 – Planning Service and Building Control – Property Search Fees / Charging for Property Addressing and Development Management Enquiry Fees
- Appendix 2 – Leisure and Green Spaces Fees and Charges
- Appendix 3 – Building Regulation Charges
- Appendix 4 – Market Service and Borough Fairs Charges
- Appendix 5 – Community Protection Charges
- Appendix 6 – Library, Customer Services, Theatre Services and Heritage Services Charges
- Appendix 7 – Commercial Waste Charges
- Appendix 8 – Business Regulation Charges
- Appendix 9 - Pest Control Charges

**Background Papers**

None

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

None

**Council Approval Required**

No

**Exempt from the Press and Public**

No

**Title :**

Regeneration and Environment Directorate – Fees and Charges 2017-18

**1. Recommendations**

1.1 That approval be given to the:

- a) Proposed fees and charges for the Planning and Building Control Service as set out in Appendix 1.
- b) Proposed fees and charges for Leisure and Green Spaces as set out in Appendix 2.
- c) Proposed Building Regulation charges as set out in Appendix 3.
- d) Proposed Market Service and Borough Fairs Charges as set out in Appendix 4.
- e) Proposed Community Protection charges as set out in Appendix 5.
- f) Proposed Library, Customer Services, Theatre Services and Heritage Service charges as set out in Appendix 6.
- g) Proposed Commercial Waste charges as set out in Appendix 7.
- h) Proposed Business Regulation charges as set out in Appendix 8.
- i) Proposed Pest Control charges as set out in Appendix 9

1.2 That, subject to the approval of the Strategic Director of Regeneration and Environment or the appropriate Assistant Director within Regeneration and Environment, officers be given flexibility on prices charged in respect of areas of commercial activity, to allow the Council to retain and attract business where necessary.

1.3 That, subject to the approval of the Strategic Director of Regeneration and Environment or the appropriate Assistant Director within Regeneration and Environment, officers be given flexibility to introduce promotional discounts and negotiate individual charges to meet the needs of the business.

**2. Background**

2.1 Section 93 of the Local Government Act 2003 provides powers for Local Authorities in England to make charges for discretionary services. In addition, some services have a prescribed fee structure, where Government set the fee level annually.

2.2 As part of the development of the Council's 2017/18 Revenue Budget, all services within the Regeneration and Environment Directorate have undertaken a review of their existing fees and charges. The review has taken account of the Council's Fees and Charges policy, the aim of which is to provide a framework for a consistent approach in setting, monitoring and reviewing fees and charges across the Council. The policy ensures that fees and charges support Council priorities and objectives and are set at a level that maximises income generation where it is appropriate to do so.

2.3 In recommending the appropriate fees and charges, consideration has been given to:-

- Current levels of business and associated income
- Customer feedback
- The cost of implementing any changes
- Changes in costs of managing and delivering each service
- The likely impact of any price increase in the demand for each service
- Proposed changes in core revenue support to the service
- Current review of services and associated consultation

2.4 Development of income generating activity is becoming an increasingly vital part of the Council's response to budget savings. As Central Government phases out its revenue grant support to local authorities, all councils will need to maximise income generation opportunities in the future, in order to ensure that they can continue to deliver key services to the public.

### **3. Key Issues**

3.1 The annual review of fees and charges is an important part of the budget process, as it has a direct impact on the amount of income received by services. Income from fees and charges is key to ensuring that the level of resources are available to maintain service delivery, at a time of pressure on core revenue budgets.

3.2 The proposed fees and charges are reflected in the budget savings proposals included in the Council's Budget and Council Tax setting report, which was approved by Council at its meeting of the 8<sup>th</sup> March 2017. The charges for each service within Regeneration and Environment are presented in Appendices 1 – 9. Where no increases are proposed to charges in 2017/18, charges will remain at the amounts approved by Cabinet and Commissioners' Decision Making Meeting on the 14<sup>th</sup> March 2016. Within the proposed fees and charges, the following changes are specifically highlighted.

3.3 **Planning and Building Control Service** (Appendix 1) – It is proposed to introduce a new charge for property addressing. The proposed fees are intended to cover the cost of officer working hours, correspondence with relevant authorities and officiated bodies, production of plans and integration of naming and numbering into the Council's GIS systems. The charges proposed reflects actual officer time taken to complete the tasks and can be directly compared to neighbouring Local Authorities. Income from the proposed fees is reflected in the Regeneration and Environment Savings proposal 13(a). Property Search Fees have been reviewed, following the Law Society updating the current standard and optional Enquiries of Local Authority (Con29 and Con29O) to include 34 new questions. The new fee proposals reflect the additional questions and an assessment of the extra officer time required and are based on the actual cost of providing and maintaining the information, as directed by the Local Authorities (England) (Charges for Property Searches) Regulations 2008. Additional income from the proposed fees is reflected in the Regeneration and Environment Savings proposal 13(b).

**3.4 Leisure and Green Spaces** (Appendix 2) - Fees and charges have been reviewed in the context of the known demand for individual services. As a result, a number of charges have been held at existing levels and others have been increased by at least the rate of inflation. Charges are applied for the 2017/18 financial year; however, there are several exceptions to this:

- Charges for Wedding Packages in Clifton Park have been held at 2016/17 levels. This is a relatively new service that is being developed in response to growing demand, following the relocation of wedding ceremonies from the Town Hall to Clifton Park Museum. Rates charged by other venues in the area have been reviewed, and the charges at Clifton Park are competitive, whilst ensuring that all necessary costs are covered. Approval is sought to set such charges not only for 2017/18, but also for 2018/19. This is because bookings for weddings may be received many months in advance. A number of additional extras have been removed from the offer as a result of a lack of customer demand.
- In respect of the car parking tariff at Clifton Park there have been no changes to charges for up to 3 hours parking over the summer holiday period; 15<sup>th</sup> July to 11<sup>th</sup> September. Car park charges for over 3 hours during this period and for the remainder of the year have been increased to reflect demand for this service.
- A separate report on allotment rents was considered at the Cabinet and Commissioners Decision Making Meeting of the 13<sup>th</sup> February 2017, and the recommendation to increase rents by 2.2% was approved. Allotment rents are set one year in advance. This allows letters to be sent to tenants giving them 12 months' notice of any increase, as required by allotment legislation.

**3.5 Building Regulation Charges** (Appendix 3) – A number of core Building Control Application Fees have been reviewed and are proposed to be increased for the first time since April 2014. The additional income that this will generate is reflected in the 2017/18 savings proposal; EDS 4. The Council is in competition with the private sector in the delivery of this service, so is mindful of its positioning in the market place when setting these fees. The existing charges are attached as Appendix 3b for information.

Changes are also proposed for Regularisation Applications and Inspections fees, to reflect the officer time and resources spent on these.

**3.6 Market Service and Borough Fairs Charges** (Appendix 4) – Market Service charges have been reviewed in the context of current occupancy levels at the Centenary Market Hall, comparisons with neighbouring authorities and the trading performance of the Tuesday Street Market and the Outdoor Covered Market. Occupancy rates in the Centenary Market Hall are currently at 87%, which is the highest rate for the last 2 years. However, footfall continues to decline, by 7.5% in 2016, so it is recommended that rents for the Centenary Market Hall remain frozen for 2017, to ensure that the Market Service remains competitive and attractive to new businesses. However, an increase of £2.10 (10.6%) for Tuesday Street Market Casual Traders is proposed, to reflect the popularity of this market. In addition, in respect of Borough Fairs Charges, Appendix 4b, a 5% increase is proposed, to reflect the fact that charges have been frozen in recent years.

- 3.7 **Community Protection Charges** (Appendix 5) – Changes to the Housing Licensing fee structure were made in 2016/17, following guidance issued by the Local Government Association in 2015, which required local authorities to re-structure how it charges for some services. This included licences issued under the Housing Act 2004. With the exception of charges for Houses in Multiple Occupation (HMO), which it is proposed will increase by 1% to reflect salary cost increases, it is not proposed to increase any of the other charges in this area.

With regard to Consultation Fees, following Local Government Association guidance, the charge levied in 2017/18 will be the appropriate hourly rate for the officer carrying out the work. Consequently, the costs charged are variable on the type, extent and time taken. Fees in respect of Local Air Pollution Control (LAPC), are prescribed by Department of Environment Food and Rural Affairs. Whilst consultation has not taken place for 2017/18, levels will continue to be frozen to reduce the financial burden on industry.

- 3.8 **Library, Customer Services, Theatre Services and Heritage Services** (Appendix 6) - With regard to Heritage Services (Appendix 6a), it is proposed that the majority of these charges will remain static in order to improve take up of these services. A small number of charges in respect of research enquiries have been increased by 15p for 15 minutes, to reflect the cost of officer time. Fees in respect of the reproduction of images from our collections has been increased by around 2%. There are also two charges which have been decreased to bring them into line with other photocopying charges. This has come from customer feedback and low take up.

Registration Services are able to set fees on a cost recovery only basis, for any non-statutory services they deliver and for certain statutory services they deliver in accordance with the Local Government Act 2000 (powers to local authorities to promote economic, social and environmental well-being within their boundaries). It is therefore proposed to increase fees on a cost recovery basis (Appendix 6b) from 1<sup>st</sup> April 2017. In addition, it is proposed to introduce a ceremony and booking fee, in line with other neighbouring authorities, from 1<sup>st</sup> April 2017. Further, it is proposed to rationalise the statutory ceremony offering to every Thursday to generate efficiencies and reduce income loss.

Library and Customer Services, it is proposed that there are no changes to the fees and charges agreed and implemented in April 2015, pending implementation of the new service offer, following the consultation process and refresh of the Library Strategy.

With regards to Theatre Services, the fees and charges apply to theatre hire, equipment hire, specialist additional staffing support and ticketing. The negotiation of professional contracts remains outside the scope of these charges and will continue to be negotiated by Theatre management. In addition, it is proposed to introduce a £1 ticket fee for professional show bookings, to recover administration costs.



- 3.9 **Commercial Waste Charges** (Appendix 7) – It is proposed to increase commercial waste charges by 2.5%. Within this the Service will be enabled to act flexibly within their pricing structure to retain and grow business. Commercial waste is seen as a key business opportunity for the Council, utilising the BDR Waste Facility for its disposal.
- 3.10 **Business Regulation Charges** (Appendix 8) - Where fees are not prescribed by legislation, the Council has the power to make charges for specific services. The Council sets fees for licences / permits / services on a cost recovery basis only. As officer / staff costs make up the majority of the fee that is charged, it is proposed that the fees for 2017/18 are increased in line with the 1% increase in staffing costs across the service (due to the recent pay award) – rounded up to the nearest whole pound. Therefore charges have generally increased by between £1 and £3.
- 3.11 **Pest Control Fees** – The proposed fees have been set to meet R&E savings proposal 26. The proposed fee increases are across a range of pest control services including rats, mice, moles, fleas, cockroaches, wasps nests etc. and there will be a review of these fees and charges in six months' time to consider the impact on the service and users which may need to be evaluated.
- 3.12 Recommendation 9 proposes that Council officers be given flexibility on prices charged in respect of areas of commercial activity, to allow the Council to retain and attract business, where necessary. In addition, it is recommended that Council officers be given flexibility to introduce promotional discounts and negotiate individual charges to meet the needs of the business. This will allow the Council to maximise its commercial income to support the Revenue Budget.
- 3.13 There are no proposals to increase fees and charges for Highways Services, Parking Services, Licensing and for the hiring of directly managed community buildings. A review of these charges will be undertaken in 2017/18 and proposals for 2018/19 brought forward in due course.
- 3.14 To process an application to temporarily close a road under the Traffic Regulations Act for a public event a fee of £525 is charged. To support Parish Councils when organising community events, when an application is received for an event which has been held previously, if the Traffic Management requirements have not changed, then the fee of £125 would not be charged for the Traffic Management evaluation and consultation element of the fee, as the officer time involved would be minimal. In 2015 and 2016, four such applications were received.

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

- 4.1 In each case consideration has been given to the following options:-
- Discontinuation of the charge, for example where the level of business has fallen to the point where the cost of collecting charges exceeds the potential income collectable.
  - Reducing or freezing charges, for example where an increase is likely to make the offer uncompetitive and lead to a loss of business.

- A small percentage increase, where this reflects increasing costs and, in some cases, an opportunity to generate sufficient income to gradually reduce net running costs.
- An increase well above the rate of inflation, for example where demand for a service is very high, and comparison with similar offers elsewhere suggests charges are lower than average.
- Introduction of a new charge, either where a new service has been introduced, or customer feedback suggests the need for a change in the way we charge for a service.

## **5. Consultation**

- 5.1 The proposed fees and charges have been developed as part of the 2017/18 Revenue Budget proposals, in conjunction with Members and Commissioners.
- 5.2 Customer Surveys are undertaken with service users. These provide insight into numerous aspects of services, and any comments about value for money can be taken into account in setting next year's fees and charges.

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

- 6.1 Most proposed fees and charges will take effect on 1<sup>st</sup> April 2017. However, the proposed charges for Theatre Services would start on 1<sup>st</sup> September 2017 in line with the programming of the Civic Theatre.
- 6.2 Managers of the relevant facilities and services within the appropriate Services will be responsible for the implementation of the recommended fees and charges.

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

- 7.1 The proposed increases are designed to generate the levels of income required to operate services within available budgets. Where changes are expected to increase the overall level of income, then this will be taken into account in the profiling of 2017-18 budgets.
- 7.2 With regards to Theatre Services, for non – vat registered organisations, the fees and charges shown are **inclusive** of VAT (where applicable). For VAT registered organisations, the fees and charges shown are **exclusive** of VAT.
- 7.3 The proposal has no procurement implications.
- 7.4 The Council will ensure that income from fees and charges is collected and recovered, in accordance with the Council's collection and debt recovery policies.

## **8. Legal Implications**

- 8.1 Both the Library Service and elements of the Archives and Local Studies Service are statutory.

- 8.2 The Public Libraries and Museums Act 1964 makes it the duty of every library authority to provide a “comprehensive and efficient library service for all persons desiring to make use thereof”.
- 8.3 Rotherham Archives and Local Studies is the appointed place of deposit for Rotherham’s public records.
- 8.4 Legal Services have approved the proposed Registration Services terms and conditions, which set out the cancellation fees and refund policy for ceremonies.
- 8.5 The Council controls certain activities taking place on the highway through licence agreements under The Highways Act 1980 and under the New Road and Street Works Act 1991.
- 8.6 Legal advice has been sought in relation to the introduction of charging for the property addressing service. By virtue of S.93 Local Government Act 2003, a Best Value Authority (an authority subject to the duties in sections 3 to 6 Local Government Act 1999) can charge for elements of naming and numbering functions which are discretionary.

## **9. Human Resources Implications**

- 9.1 This report has no human resources implications.

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

- 10.1 Discounted rates are available to children, young people and Rothercard holders for a range of services.

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

- 11.1 This report has no equalities or human rights implications.

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

- 12.1 Where appropriate, any implications have been discussed with partners e.g. delivery of services within Clifton Park and Museum.

## **13. Risks and Mitigation**

- 13.1 Any cost increase can have an adverse impact on levels of business, and this can make it difficult to meet income targets.
- 13.2 Service Managers will continue to monitor usage and customer feedback as appropriate, and take this into consideration in future reviews of fees and charges.

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

Damien Wilson – Strategic Director – Regeneration and Environment

**Appendix 1 – Planning and Building Control Service****Charging for Property Addressing**

It is proposed to introduce a charge for property addressing the fees would apply to:-

1. Allocating a name to a street;
2. Allocating a number to a property;
3. Revising property numbers after a schedule has been issued;
4. Changing or allocating a house name;
5. Issuing a retrospective address confirmation letter.

**FEES**

Function	Charge			
New Street Naming (per	£60			
New Properties on New	Number of properties			
New Property Addresses on an Existing Street				
	1	2-5	6-10	Over 10
	£45	£75	£100	£190 + £1 per property
Re-addressing after Notification	£5 per property			
Change (or allocate) House Name	£35			
Letter of Confirmation of Address	£35			

**Proposed Increase of Property Search Fees**

The proposed increase has been calculated to reflect actual officer time in maintaining and extracting information from the non-public local land charges registers to respond to Local Land Charge Searches (as 34 additional questions have been added to the “Con 29” search forms)

Type of search	Current charge	Proposed fee	notes
Search of information held by the Council on non-public registers (Con 29)	£51	£93.60 (inc VAT)	To reflect officer time and additions 34 questions
Extra parcels of land (for Con 29)	£1	£6 (inc VAT)	To reflect officer time
Search of Local Land Charge Register	£22	£22	To remain the same as no additional costs to provide.

Activity	2016/17			2017/18			% inc	comments
	Full	Conc/ Rothercard	Jnr. Rothercard	Full	Conc/ Rothercard	Jnr. Rothercard		
<b>HERRINGTHORPE ATHLETICS STADIUM*</b>							full	
Arena Hire full day (7 hours)	£350.00	N/A	N/A	£360.00	N/A	N/A	2.86%	
Arena hire half day (3.5 hours)	£175.00	N/A	N/A	£180.00	N/A	N/A	2.86%	
Arena Hire (per hour)	£60.00	N/A	N/A	£62.00	N/A	N/A	3.33%	
Athletics	£3.80	£3.00	£2.30	£3.90	£3.10	£2.40	2.63%	
Season Ticket - Monthly	£21.00	£16.00	£10.50	£22.00	£17.00	£11.00	4.76%	
Season Ticket - Family Monthly	£36.00	£26.00	NA	£37.00	£27.00	NA	2.78%	
Regular bookings that meet criteria - exempt VAT:								
Track Centre Pitch	£87 (£72.50 VAT exempt)	N/A	N/A	£90 (£75VAT exempt)	N/A	N/A		
Track Centre Pitch with lights	£112 (£93.33 VAT exempt)	N/A	N/A	£115 (£95.83VAT exempt)	N/A	N/A		
Single 5-a-side Pitch	£36 (£30 VAT exempt)	N/A	N/A	£37 (£30.83 VAT exempt)	N/A	N/A		
Single 5-a-side Pitch with lights	£46 (£38.33 VAT exempt)	N/A	N/A	£47.50 (£39.58 VAT exempt)	N/A	N/A		
Multi-sports	£3.80	£2.80	£2.30	£3.90	£3.10	£2.40	2.63%	
In2Athletics	NA	£2.60	£2.30	N/A	£3.00	£3.00	15.38%	
Fitness Activities e.g. Yoga/Aerobics	£3.80	£2.80	£2.30	£3.90	£3.10	£2.40	2.63%	
Courses	£3.80	£2.80	£2.30	£3.90	£3.10	£2.40	2.63%	
School Visits (per pupil)	N/A	£2.60	N/A	N/A		N/A		
Birthday Party (max. 15 kids, 1.5 hours)	£50.00	£50.00	£50.00	£52.00	£52.00	£52.00	4.00%	
One to one Athletics coaching (max. 3 people, per 45 minutes)	£15.00	£15.00	N/A	£15.50	£15.50	N/A	3.33%	
Training/Meeting Room ( per hour)	£10.00	N/A	N/A	£10.50	N/A	N/A	5.00%	
Training/Meeting Room (per hour) with refreshments	£21.00	N/A	N/A	£22.00	N/A	N/A	4.76%	
Training/Meeting Room (per hour) commercial rate	£21.00	N/A	N/A	£22.00	N/A	N/A	4.76%	
Training/Meeting Room (per hour) commercial rate with refreshments	£26.00	N/A	N/A	£27.00	N/A	N/A	3.85%	
<b>Cancellation of Room/Hall bookings:</b>								
Charge for room booking cancelled on day	100%	100%	100%	100%	100%	100%		
Charge for booking cancelled within the week	80%	80%	80%	80%	80%	80%		
Charge for booking cancelled within the month	50%	50%	50%	50%	50%	50%		
<b>Cancellation of Track and centre pitch bookings:</b>								
Charge for booking cancelled on day	100%	100%	100%	100%	100%	100%		
Charge for booking cancelled within the week	50%	50%	50%	50%	50%	50%		
<b>COUNTRY PARKS</b>								
<b>THRYBERGH COUNTRY PARK</b>								
<b>Fly Fishing* (includes car parking fee)</b>								
4 hours (2 fish)	£12.00	£10.00	N/A	£12.00	£10.00	N/A	0.00%	Fishing visits have been poor over the last two seasons so a price increase is probably counter productive, a review fo fishing is being carried out
Full day (2 fish)	£14.00	£12.00	N/A	£14.00	£12.00	N/A	0.00%	

Activity	2016/17			2017/18			% inc	comments
	Full	Conc/ Rothercard	Jnr. Rothercard	Full	Conc/ Rothercard	Jnr. Rothercard		
Season Permit unlimited visits 2 fish per visit	£190.00	N/A	N/A	£190.00	N/A	N/A	0.00%	
<b>Float Tubing*</b>								
Season Permit Float Tube Launch	£40.00	N/A	N/A	£40.00	N/A	N/A	0.00%	
Day Ticket Float Tube Launch	£4.00	N/A	N/A	£4.00	N/A	N/A	0.00%	
Boat Day	£10.00	N/A	N/A	£10.00	N/A	N/A	0.00%	
Boat 5 visits	£40.00	N/A	N/A	£40.00	N/A	N/A	0.00%	
<b>Caravan/Camping*</b>								
Fishing/Caravan 2 day consecutive package (for 1	£60.00	N/A	N/A	£62.00	N/A	N/A	3.33%	A small increase to keep up with inflation
Family Tent (per night)	£15.50	N/A	N/A	£16.00	N/A	N/A	3.23%	The aim has been to increase this to a more commercial rate it should be increased by similar amunts annually
Caravans, trailer tents & motorhomes (per unit per	£18.00	N/A	N/A	£19.00	N/A	N/A	5.56%	This is now at a realistic level following a number of years of small increases. The plan has been to diferentiate between seasonal and daily rates
Awning	£2.50	N/A	N/A	£2.50	N/A	N/A	0.00%	
Rally Rate (per night)	£15.00	N/A	N/A	£15.00	N/A	N/A	0.00%	A new charge last yr so bi annual increase will occur to help build up a customer base
Seasonal Pitch (rate per night for six months)	£16.50	N/A	N/A	£16.50	N/A	N/A	0.00%	This has been frozen to help to differentiate between seasonal and daily charges
Long Stay (up to 21 days)	Full rate	N/A	N/A	Full rate	N/A	N/A		
<b>Other Activities</b>								
School Visits (per pupil)	£3.00	N/A	N/A	£3.00	N/A	N/A	0.00%	New business so building a customer base
Soft Play* (per child)	£2.00	N/A	N/A					New business so building a customer base
<b>Car Parking*</b>								
All Year Round (per day)	£1.50	N/A	N/A	£1.60	N/A	N/A	6.67%	A small increase to gain additional income and reflect improvments in the park
Disabled Parking	£1.00	N/A	N/A	£1.00	N/A	N/A	0.00%	
Minibus Day Rate	£3.00	N/A	N/A	£4.00	N/A	N/A	33.33%	Increased to reflect a more comercial rate
Car Parking - Season Ticket	£70.00	N/A	N/A	£75.00	N/A	N/A	7.14%	A small increase to reflect park improvements
car parking season ticket disabled	£30.00	N/A	N/A	£30.00	N/A	N/A	0.00%	This was only introduced last yr and will be increased bi annually
Joint car park pass TCP and UCP	£95.00	N/A	N/A	N/A	N/A	N/A		Discintinued
Scooter hire (2hrs)	£2.20	N/A	N/A	£2.20	N/A	N/A	0.00%	to be increased next year
<b>ULLEY COUNTRY PARK</b>								
<b>Coarse Fishing*</b>								
Season Ticket	£65.00	£45.00	N/A	£65.00	£45.00	N/A	0.00%	Charge went up by .20p last year
Day Ticket Full	£5.00	£3.50	N/A	£5.00	£3.50	N/A	0.00%	
<b>Other Activities</b>								
Hire of Multi-purpose Room (1 Hour) <b>(non-VAT unless hired for a sporting activity)</b>	£18.00	£18.00	N/A	£18.00		N/A	0.00%	
<b>Car Parking*</b>								
Car Parking - per day	£1.00	N/A	N/A	£1.00	N/A	N/A	0.00%	

Activity	2016/17			2017/18			% inc	comments
	Full	Conc/ Rothercard	Jnr. Rothercard	Full	Conc/ Rothercard	Jnr. Rothercard		
Car Parking - Season Ticket (per car)	£45.00	N/A	N/A	£45.00	N/A	N/A	0.00%	Issue with fishing machine means a number of seasonal tickets paid more than day ticket costs so an increase would deter new requests for season tickets
<b>ROTHER VALLEY COUNTRY PARK</b>								
<b>Watersports* (from 8th February 2016)</b>								
<b>Includes VAT unless used for education/training</b>								
Double Handed Dinghies (per 90 minutes)	£16.50	£11.00	£9.50	£17.00	£11.50	£10.00	3.03%	
Single Handed Dinghies (per 90 minutes)	£12.50	£8.50	£7.00	£13.00	£9.00	£7.50	4.00%	
Windsurfer (per 90 minutes)	£12.00	£8.00	£6.00	£12.50	£8.50	£6.50	4.17%	
Canadian Canoe (per 60 minutes)	£11.50	£9.00	£7.00	£12.00	£9.50	£7.50	4.35%	
Kayak Canoe (per 60 minutes)	£9.50	£7.00	£5.50	£10.00	£7.50	£6.00	5.26%	
Open Canoe (per 60 minutes)	£9.50	£7.00	£5.50	£10.00	£7.50	£6.00	5.26%	
Topo Due Canoe (per 60 minutes)	£10.50	£8.50	£6.00	£11.00	£9.00	£6.50	4.76%	
Rowing Boat (per 30 minutes)	£10.00	N/A	N/A	£11.00	N/A	N/A	10.00%	Increase due to demand
Pedal Boat (per 30 minutes)	£10.00	N/A	N/A	£11.00	N/A	N/A	10.00%	Increase due to demand
Electric Boats	N/A	N/A	N/A	£10.00	N/A	N/A	N/A	This is a new service at the Park
Wet Suit (session)	£6.50	£4.50	N/A	£6.80	£4.70	N/A	4.62%	
Wet Suit (per day)	£13.00	£9.00	N/A	£13.50	£9.50	N/A	3.85%	
Buoyancy Aid (per day)	£9.00	£6.00	N/A	£9.50	£6.50	N/A	5.56%	
Instructor /Supervisor (1:1 90 min lesson in any activity, cost now includes equipment) VAT exempt	£71.00	N/A	N/A	£75.00	N/A	N/A	5.63%	
Locker Tokens	£0.50	N/A	N/A	£0.50	N/A	N/A	0.00%	Most lockers are free
<b>Powerboat Hire * (from 8th February 2016)</b>								
Powerboat including Driver 0 - 4 hours	£530.00	N/A	N/A	£560.00	N/A	N/A	5.66%	
Powerboat including Driver 0 - 8 hours	£650.00	N/A	N/A	£690.00	N/A	N/A	6.15%	
<b>Launch Fees* (from 8th February 2016)</b>								
Private Launch - (Per Day)	£9.50	£6.50	N/A	£9.50	£6.50	N/A	0.00%	Due to the competitors prices.
Private Launch (within 3 hours of closure)	£6.00	£4.50	N/A	£6.00	£4.50	N/A	0.00%	Due to the competitors prices.
6 Month Private Launch Saver - Incl. Car Parking Fee	£180.00	£140.00	N/A			N/A		
10 Month Private Launch Saver - Incl. Car Parking Fee								
Storage & Launch Saver ( launch1/3/10 to 19/12/10, 12 month storage)inc C/P	£345.00	N/A	N/A	£345.00	N/A	N/A	0.00%	
1 Month Private Launch Saver	£37.00	N/A	N/A	DELETE	N/A	N/A		Delete due to no sales and staff cuts
6 Months Jet Ski Launch Pass	£190.00	N/A	N/A	£200.00	N/A	N/A	5.26%	
1 Month Jet Ski Launch Pass (min. of 6 months to be purchased first)	£53.00	N/A	N/A	£56.00	N/A	N/A	5.66%	
<b>Craft Storage* (from 8th February 2016)</b>								
Boats per year - to include car parking fee	£210.00	N/A	N/A	£220.00	N/A	N/A	4.76%	
<b>Cycle Hire * (From 8th February 2016)</b>								
Cycle Hire Deposit (per cycle)	£5.00	N/A	N/A	£5.00	N/A	N/A	0.00%	
Cycle Hire Deposit (per group of over 6 people)	£30.00	N/A	N/A	£30.00	N/A	N/A	0.00%	
Cycle Hire (per hour)	£6.30	£5.30	N/A	£6.50	£5.50	N/A	3.17%	
Cycle Hire 2 hour	£10.50	£9.00	N/A	£11.00	£9.50	N/A	4.76%	
Cycle Trailers (per hour)	£5.00	N/A	N/A	£5.00	N/A	N/A	0.00%	
Cycle Trailers 2 hours	£8.50	N/A	N/A	£8.50	N/A	N/A	0.00%	
Dino Cycle	£16.50	N/A	N/A	£17.00	N/A	N/A	3.03%	
Dino Cycle Trailer	£11.00	N/A	N/A	£11.00	N/A	N/A	0.00%	Few sales on trailers



Activity	2016/17			2017/18			% inc	comments
	Full	Conc/ Rothercard	Jnr. Rothercard	Full	Conc/ Rothercard	Jnr. Rothercard		
<b>Lake Hire (from 8th February 2016)</b>								
<b>Summer (March - Sept) - All Day Lake Hire *</b>								
Sole use of Main Lake	£3,400.00	N/A	N/A	£3,600.00	N/A	N/A	5.88%	
Partial use of Main Lake	£1,600.00	N/A	N/A	£1,700.00	N/A	N/A	6.25%	
Hire of Northern Lake	£1,000.00	N/A	N/A	£1,100.00	N/A	N/A	10.00%	
Lake charges do not include equipment								
<b>Winter (October - February) - All Day Lake Hire *</b>								
Sole use of Main Lake	£1,600.00	N/A	N/A	£1,700.00	N/A	N/A	6.25%	
Partial use of Main Lake	£800.00	N/A	N/A	£850.00	N/A	N/A	6.25%	
Hire of Northern Lake	£550.00	N/A	N/A	£575.00	N/A	N/A	4.55%	
Lake charges do not include equipment								
<b>Model Boating *</b>								
Model Boating (per craft per day) *	£4.20	£3.00	N/A	£4.20	£3.00	N/A	0.00%	
<b>Miscellaneous</b>								
Powercraft Engine Test (per 30 minutes - from 8th February 2016)*	£45.00	N/A	N/A	£45.00	N/A	N/A	0.00%	Only 8 taken this year increased last year by £5
Diving Lake (per diver - from 8th February 2016)*	£10.50	N/A	N/A	Delete	N/A	N/A		Delete no use for 3 years
Windsurf Harness Hire (from 8th February 2016)*	£7.50	N/A	N/A	£7.50	N/A	N/A	0.00%	
Spraydeck hire (from 8th February 2016)*	£7.50	N/A	N/A	£7.50	N/A	N/A	0.00%	
Locker Tokens	£0.50	N/A	N/A	£0.50	N/A	N/A	0.00%	
Small meeting room hire (half day)	£60.00	N/A	N/A	£60.00	N/A	N/A	0.00%	
Small meeting room hire (full day)	£100.00	N/A	N/A	£100.00	N/A	N/A	0.00%	
Large meeting room hire (half day)	£110.00	N/A	N/A	£110.00	N/A	N/A	0.00%	
Large meeting room hire (full day)	£200.00	N/A	N/A	£200.00	N/A	N/A	0.00%	
Flip Chart Hire (on site only) per day*	£20.00	N/A	N/A	£20.00	N/A	N/A	0.00%	
P.A. Caravan (per day (on site only))*	£70.00	N/A	N/A	£70.00	N/A	N/A	0.00%	
Rotherham School Visits	£4.00	N/A	N/A	£4.00	N/A	N/A	0.00%	Increase by 50p last year. However there is a min of £80 per group.
School Visits (per pupil)	£4.00	N/A	N/A	£4.00	N/A	N/A	0.00%	
Lecture (by Ranger Staff on site) per hour (non-vat)	£100.00	N/A	N/A	£100.00	N/A	N/A	0.00%	
Events Fee *	£425.00	N/A	N/A	£450.00	N/A	N/A	5.88%	
Orienteering Maps *	£2.70	N/A	N/A	£2.70	N/A	N/A	0.00%	
<b>Caravan and Camping *</b>								
Caravan - Overnight (Organised events only)	£10.00	N/A	N/A	£10.00	N/A	N/A	0.00%	
Tents - Overnight (Organised events only)	£8.50	N/A	N/A	£8.50	N/A	N/A	0.00%	
Caravans (Daytime only)	£4.00	N/A	N/A	£4.00	N/A	N/A	0.00%	
<b>Coarse Fishing</b>								
Season ticket (ticket to expire at end of March)	£74.00	£50.00	N/A	£74.00		N/A	0.00%	Ulley £65
Per Day	£5.00	£4.00	N/A	£5.00		N/A	0.00%	None stocked and competitors around the area.
<b>Car Parking*</b>								
Car Parking (over 3 hours)	£5.00	N/A	N/A	£5.00	N/A	N/A	0.00%	Big increase last year.
Car Parking (within 3 hours of closure)	£3.50	N/A	N/A	£3.50	N/A	N/A	0.00%	
Car Parking - Orange / Blue Disabled Badge Holders	£2.50	N/A	N/A	£2.50	N/A	N/A	0.00%	
Car Parking - Season Ticket:*								
Purchased in April to June	£80.00	N/A	N/A	£80.00	N/A	N/A	0.00%	
Purchased in July to September	£60.00	N/A	N/A	£60.00	N/A	N/A	0.00%	
Purchased in October to December	£30.00	N/A	N/A	£30.00	N/A	N/A	0.00%	



## APPENDIX 2b

	2017/18	2018/19		
Activity	Full	Full	% inc	comments
<b>CLIFTON PARK WEDDING PACKAGES</b>				
<b>Garden Room, Sun Space &amp; Courtyard (9am to 12.30am)</b>				
<u>April - October</u>				
Friday or Saturday room hire	£1,260.00	£1,260.00	0.00%	No increases to consolidate the offer
Monday to Thursday room hire	£1,140.00	£1,140.00	0.00%	
Day before set up	£480.00	£480.00	0.00%	
<u>November - March</u>				
Friday or Saturday room hire	£1,140.00	£1,140.00	0.00%	
Monday to Thursday room hire	£1,020.00	£1,020.00	0.00%	
Day before set up	£380.00	£380.00	0.00%	
Christmas Eve & New Years Eve	£2,500.00	£2,500.00	0.00%	
Day before set up	£480.00	£480.00	0.00%	
<b>ADDITIONAL EXTRAS</b>				
6m x15m Marquee	£0.00			Remove
6m x15m Marquee Flooring	£715.00			Remove
12m x 12m Marquee	£0.00			Remove
12m x 12m Marquee Lining	£0.00			Remove
12m x 12m Marquee Flooring & Carpet	£0.00			Remove
12m x 30m Marquee	£2,885.00			Remove
12m x 30m Marquee Lining	£1,000.00			Remove
12m x 30m Marquee Flooring & Carpet	£2,820.00			Remove
Chandeliers	£50.00			Remove
6ft Trestle Tables (each)	£5.65			Remove
Banqueting Chairs (each)	£5.65			Remove

All Prices include VAT where applicable

# BUILDING REGULATION CHARGES

Reference: BRCS 2017/03

Effective from date – 01 April 2017

All standard charges shown include 20.0% VAT except the Regularisation Application charge where VAT is not applicable (figures shown in brackets excluding VAT)

**Table A – Standard Charges for Domestic Work**

Category	Description of Works	Full Plans Application		Building Notice Application	Regularisation Application
		Deposit Fee	Inspect Fee		
1	Erection or extension of a detached/attached domestic garage or car port up to 50m <sup>2</sup>	<b>£300</b> (£250 ex VAT)	No charge	<b>£300</b> (£250 ex VAT)	<b>£500</b>
<b>Domestic Extensions</b>					
2	Any extension with a total floor area not exceeding 10m <sup>2</sup>	<b>£390</b> (£325 ex VAT)	No Charge	<b>£390</b> (£325 ex VAT)	<b>£650</b>
3	Any extension with a total floor area which exceeds 10m <sup>2</sup> but does not exceed 40m <sup>2</sup>	<b>£180</b> (£150 ex VAT)	<b>£330</b> (£275 ex VAT)	<b>£510</b> (£425 ex VAT)	<b>£850</b>
4	Any extension with a total floor area exceeding 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	<b>£180</b> (£150 ex VAT)	<b>£450</b> (£375 ex VAT)	<b>£630</b> (£525 ex VAT)	<b>£1050</b>
5	Any extension with a total floor area exceeding 60m <sup>2</sup> but not exceeding 100m <sup>2</sup>	<b>£180</b> (£150 ex VAT)	<b>£540</b> (£450 ex VAT)	<b>£720</b> (£600 ex VAT)	<b>£1200</b>
<b>Other Domestic Works</b>					
6	The provision of one or more rooms in a roof space	<b>£180</b> (£150 ex VAT)	<b>£360</b> (£300 ex VAT)	<b>£540</b> (£450 ex VAT)	<b>£900</b>
7	Conversion of a garage to a habitable room	<b>£300</b> (£250 ex VAT)	No charge	<b>£300</b> (£250 ex VAT)	<b>£500</b>
8	The replacement of windows, roof lights, roof windows and external doors in an existing dwelling.	<b>£120</b> (£100 ex VAT)	No charge	<b>£120</b> (£100 ex VAT)	<b>£200</b>
9	Re-roof of a domestic dwelling or external wall insulation cladding	<b>£180</b> (£150 ex VAT)	No charge	<b>£180</b> (£150 ex VAT)	<b>£300</b>
10	Installation of Solid Fuel Burning appliance	<b>£360</b> (£300 ex VAT)	No charge	<b>£360</b> (£300 ex VAT)	<b>£600</b>
11	Installation of controlled domestic electrical installation (by non-competent person scheme)	<b>This figure is set by our nominated competent person Electrician. Please contact 01709 823847 for details and fees</b>			

## SAP, EPC and Thermal Assessment Service

We also provide a thermal assessment service for domestic extensions and residential properties for the purpose of demonstrating compliance with the requirements of Approved Document L.

For a quote contact us on 01709 823851 / 01709 823847 or email [building.control@rotherham.gov.uk](mailto:building.control@rotherham.gov.uk)

All standard charges shown include 20.0% VAT except the Regularisation Application charge where VAT is not applicable (figures shown in brackets excluding VAT)

**Table B – Standard Charge for New Dwellings - no more than 3 storeys**

Number of dwellings	Full Plans Application		Building Notice Application	Regularisation Application
	Deposit Fee	Inspect Fee		
1	<b>£180</b> (£150 ex VAT)	<b>£540</b> (£450 ex VAT)	<b>£720</b> (£600 ex VAT)	<b>£1200</b>
2+	Please contact Building Control on 01709 823841 or 01709 823847 for a fee quote			

**Note:** for 2+ dwellings, dwellings over three storeys or if the floor area of a dwelling exceeds 300m<sup>2</sup>, the charge will be established on an individual basis determined by the amount of plan checking and inspection time involved.

**Table C – Standard Charges for All Other Work**

Category	Description	Charge based on estimated cost of work	Full Plans Application		Building Notice Application	Regularisation Application
			Deposit Fee	Inspect Fee		
1	(i) Non Domestic building work (ii) Domestic work not included in Table A or Table B	£0 - £1000	<b>£180</b> (£150 ex VAT)	N/A	<b>£180</b> (£150 ex VAT)	<b>£300</b>
2		£1001 - £5000	<b>£270</b> (£225 ex VAT)	N/A	<b>£270</b> (£225 ex VAT)	<b>£450</b>
3		£5001 - £10 000	<b>£360</b> (£300 ex VAT)	N/A	<b>£360</b> (£300 ex VAT)	<b>£600</b>
4		£10 001 - £25 000	<b>£180</b> (£150 ex VAT)	<b>£420</b> (£350 ex VAT)	<b>£600</b> (£500 ex VAT)	<b>£1000</b>
5		£25 001 - £50 000	<b>£180</b> (£150 ex VAT)	<b>£540</b> (£450 ex VAT)	<b>£720</b> (£600 ex VAT)	<b>£1200</b>
6		For projects where the estimated cost exceeds £50 000	The charge will be established on an individual basis determined by the amount of plan checking and inspection time involved . Please contact Building Control on 01709 823841 or 01709 823847 for a quote			

## Type of Application Explained:

**Full Plans Application:** An application where plans & details form the deposit application and are checked for compliance with the Building Regulations before works commence on site.

**Building Notice:** An application where no plans or details are deposited in the application, but subject to works being carried out, such details maybe requested at a later date to substantiate the works being built on site.

**Regularisation:** Used to gain Building Regulation approval retrospectively – after the works have been started/completed.

For further details and broader information, visit our website [www.rotherham.gov.uk](http://www.rotherham.gov.uk)

## Guidance Notes on Building Regulation Fees

### THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

The Guidance notes on fees outline the charges under the above regulations for applications submitted to Rotherham Council. If you are submitting to another Local Authority please check with the relevant Authority for their level of charges as these may differ from those attached.

**1** Before you build, extend or convert, you or your agent must advise your local authority either by submitting Full Plans or a Building Notice. The fee payable depends on the type of work. If you have any difficulties calculating the fees, please contact us on 01709 823847.

#### **2 Fees are payable as follows:**

**2.1 Full Plans** You will pay a plan a fee at the time of submission to cover their passing or rejection. With Full Plans submissions, for most types of work, an inspection fee covering all necessary site visits will be payable following the first inspection. If the inspection fee is to be paid by another party other than the applicant, then written confirmation is required stating that this person is responsible for the payment of the account.

**2.2 Building Notice** The appropriate Building Notice fee is payable at the time of submission and covers all necessary checks and site visits. You should be absolutely sure you are going to build your project as no refund or part refund is permitted once your submission has been made.

**2.3 Regularisation Certificate** In respect of unauthorised building work, commenced on or after 1 November 1985, you will pay a regularisation fee to cover the cost of assessing your application and all inspections. **The fee is equivalent to double the Building Notice fee before VAT is applied.**

**3 Table A:** Fees for domestic small buildings, extensions, alterations etc. Where work comprises more than one domestic extension the total internal floor areas of all storeys of all the extensions on the application must be added together to determine relevant fee. If the extension(s) has a floor area greater than 100m<sup>2</sup> or where the estimated cost of the work exceeds £50000, please contact us to determine the fee.

**4 Table B:** Fees for new houses. Applicable where the building has no more than three storeys and has a floor area, which does not exceed 300m<sup>2</sup>. In any other case the fee will be calculated on an individual basis.

**5 Table C:** Fees for all other works. Where work comprises more than one domestic extension, the total internal floor areas of all storeys of all the extensions on the application must be added together to determine relevant fee. If the sum of the extension(s) > 100m<sup>2</sup> then please contact Building Control to determine the fee. Where the estimated cost of the works exceeds £50000, again please contact Building Control to determine the fee.

**6** If the proposed work falls outside of the tables attached, or consists of multiple works, please contact the Building Control office for these charges, as these will be individually determined

**6.1** Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT and any professional fees paid to an architect, engineer or surveyor etc, and also excluding land acquisition costs.

**6.2** If no charge is paid or if an insufficient amount has been paid you will be advised, however the application will not be validated until the correct charge has been paid in full.

**6.3** Inspection of archived applications. Where projects are in excess of three years since their last inspection and have been archived, a further fee of 50% of current inspection fee (or plan fee where nil inspection fee) will be raised for administrative and re-evaluation of regulations in force at the time of the application.

#### **7 Exemptions/reductions in fees:**

**7.1** No charges are payable in respect of submissions/Building Notices for work to provide access and/or facilities solely for the benefit of disabled persons and/or includes work to provide or extend a room used solely for sleeping accommodation for a full time carer at an existing dwelling which is, or is to be, occupied by a disabled person. Form P4PL12 giving brief details of the disability must accompany the submission to qualify for exemption from charges.

**8** Where reductions in Fees are applied for repetitive or multiple works, they are determined on an individual basis.

# BUILDING REGULATION CHARGES

Reference: BRCS 2016/02

Effective from date – 01 April 2016

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**Table A – Standard Charges for Domestic Work**

Category	Description of Works	Full Plans Application		Building Notice Application	Regularisation Application
		Plan Fee	Inspect Fee		
1	Erection or extension of a detached/attached domestic garage or car port up to 50m <sup>2</sup>	£270 (£225 ex VAT)	No charge	£270 (£225 ex VAT)	£450
<b>Domestic Extensions</b>					
2	Any extension with a total floor area not exceeding 10m <sup>2</sup>	£180 (£150 ex VAT)	£180 (£150 ex VAT)	£360 (£300 ex VAT)	£600
3	Any extension with a total floor area which exceeds 10m <sup>2</sup> but does not exceed 40m <sup>2</sup>	£180 (£150 ex VAT)	£300 (£250 ex VAT)	£480 (£400 ex VAT)	£800
4	Any extension with a total floor area exceeding 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	£180 (£150 ex VAT)	£420 (£350 ex VAT)	£600 (£500 ex VAT)	£1000
5	Any extension with a total floor area exceeding 60m <sup>2</sup> but not exceeding 100m <sup>2</sup>	£180 (£150 ex VAT)	£510 (£425 ex VAT)	£690 (£575 ex VAT)	£1150
<b>Other</b>					
6	The provision of one or more rooms in a roof space	£180 (£150 ex VAT)	£300 (£250 ex VAT)	£480 (£400 ex VAT)	£800
7	Conversion of a garage to a habitable room	£270 (£225 ex VAT)	No charge	£270 (£225 ex VAT)	£450
8	The replacement of windows, roof lights, roof windows and external doors in an existing dwelling.	£120 (£100 ex VAT)	No charge	£120 (£100 ex VAT)	£200
9	Re-roof of a domestic dwelling or External wall insulation cladding	£180 (£150 ex VAT)	No charge	£180 (£150 ex VAT)	£300
10	Installation of Solid Fuel Burning appliance.	£360 (£300 ex VAT)	No charge	£360 (£300 ex VAT)	£600
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2+	Please contact Building Control on 01709 823841 or 01709 823847 for a fee quote			

**Note:** for 2+ dwellings, dwellings over three storeys or if the floor area of a dwelling exceeds 300m<sup>2</sup>, the charge will be established on an individual basis determined by the amount of plan checking and inspection time involved.

**Table C – Standard Charges for All Other Work**

Category	Description	Charge based on estimated cost of work	Plan Fee	Inspect Fee	Building Notice Application	Regularisation Application
1	(i) Non Domestic building work (ii) Domestic work not included in Table A or Table B	£0 - £1000	<b>£180</b> (£150 ex VAT)	N/A	<b>£180</b> (£150 ex VAT)	<b>£300</b>
2		£1001 - £2000	<b>£240</b> (£200 ex VAT)	N/A	<b>£240</b> (£200 ex VAT)	<b>£400</b>
3		£2001 - £5000	<b>£270</b> (£225 ex VAT)	N/A	<b>£270</b> (£225 ex VAT)	<b>£450</b>
4		£5001 - £10 000	<b>£360</b> (£300 ex VAT)	N/A	<b>£360</b> (£300 ex VAT)	<b>£600</b>
5		£10 001 - £25 000	<b>£180</b> (£150 ex VAT)	<b>£360</b> (£300 ex VAT)	<b>£540</b> (£450 ex VAT)	<b>£900</b>
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7		For projects where the estimated cost exceeds £50 000	The charge will be established on an individual basis determined by the amount of plan checking and inspection time involved . Please contact Building Control on 01709 823841 or 01709 823847 for a quote			

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**8** Where reductions in Fees are applied for repetitive or multiple works, they are determined on an individual basis.

**Appendix 4 - Market  
Service and Borough  
Fairs Charges**

**Regeneration and Environment Directorate – Fees and Charges 2017-18**

13/03/2017

**Appendix 4a**

**Market Service**

**Scale of Charges 2017/2018**

<u>Indoor Monthly Charges exc. VAT</u>	Current Charge	Date effective from	Proposals	£+/-
<b>Perimeter Stall</b>				
1 - 5	£496.40	April 2016	No Increase	
6 & 10	£315.70	April 2013	No Increase	
7 - 9, 12 - 14, 16 - 18, 68 - 76	£496.40	April 2013	No Increase	
11	£406.05	April 2013	No Increase	
15	£323.30	April 2013	No Increase	
19	£450.60	April 2013	No Increase	
88	£682.15	April 2013	No Increase	
<b>Island stall</b>				
20 & 21	£496.40	April 2013	No Increase	
22 - 67, 78, 80 - 87	£428.95	April 2013	No Increase	
77 & 79	£450.60	April 2013	No Increase	
<b>Stock Room</b>				
A1	£56.00	April 2013	No Increase	
A2, A3, C2, E2, F2, G2, J2, M2, P1, Q2, Q3	£68.20	April 2013	No Increase	
A4, B5	£34.85	April 2013	No Increase	
B1	£20.05	April 2013	No Increase	
B2, B3	£22.80	April 2013	No Increase	
B4	£30.60	April 2013	No Increase	
C1, E1, F1, J1, K1,	£45.50	April 2013	No Increase	
G1, H1, H2A, H2B, K2A, K2B, L1, L2A, M1	£34.15	April 2013	No Increase	
Q1A, Q1B	£34.15	April 2013	No Increase	
<b>Stock Room Lights Charge - Per Quarter</b>				
	£10.00	April 2016	No Increase	
<b>Car Parking - Per Quarter</b>				
(Inc CCTV Upgrades & Additional Security)	£130.00	April 2016	No Increase	
<b>Outdoor Daily Charges inc. VAT</b>				
<b>Monday</b>				
Small Stall 1 & 2	£13.50	April 2013	No Increase	
Standard Stall 8 - 85 & 129 - 131	£15.95	April 2013	No Increase	
Large Stall 3 - 7 & 86 - 128	£17.75	April 2013	No Increase	
<b>Tuesday</b>				
Standard Stall	£11.15	April 2013	No Increase	



**Appendix 4 - Market  
Service and Borough  
Fairs Charges**

**Regeneration and Environment Directorate – Fees and Charges 2017-18  
13/03/2017  
Appendix 4a**

<b>Wednesday</b>				
Standard Stall	£14.75	April 2013	No Increase	
<b>Friday &amp; Saturday</b>				
Small Stall 1 & 2	£14.20	April 2013	No Increase	
Standard Stall 8 - 85 & 129 - 131	£16.65	April 2013	No Increase	
Large Stall 3 - 7 & 86 - 128	£18.60	April 2013	No Increase	
<b>Storage Charges</b>				
Storage Boxes	£3.50 / Day	April 2016	No Increase	
OMT Large	£22.65 / week	April 2013	No Increase	
OMT Small	£18.40 / week	April 2013	No Increase	
Fruiters Storage	£8.50 / week	April 2016	No Increase	
<b>Outdoor Daily Charges exc. VAT</b>				
<b>Street Market</b>				
RMBC Regular Trader / New Casuals	£19.90	April 2013	Increase to £22.00	£3,150.00
Non RMBC Traders / Regular Casuals	£33.75	April 2013	No Increase	
<b>Town Centre Farmers Market</b>	£15/£20/£25	April 2013	No Increase	
<b>Wath District</b>	£1.30 / foot	April 2013	No Increase	
<b>Miscellaneous Charges</b>				
<b>Farmers Market Stall Hire</b>	£5.50	April 2013	No Increase	
<b>Car Boot Charity Admin Fee</b>	£20.00	April 2013	No Increase	
<b>Farmers Market Licence Fee</b>	£30.00/day	April 2013	No Increase	
<b>Document Completion Fee</b>	£10.00	April 2013	No Increase	
<b>Out of Hours access charge</b>	£20.00	April 2013	No Increase	
<b>Lease Assignment Fee</b>	£100/£250	April 2013	No Increase	
<b>Lease Renewal Fee</b>	£200.00	April 2016	No Increase	
<b>Town Centre Pitch Stall Hire</b>	£25.00	April 2013	No Increase	
<b>Water Admin. Charge</b>	£18.00	April 2013	No Increase	
<b>Concession Management Pitch</b>	£65.00	April 2016	No Increase	
<b>Rival Market Licence Fee</b>	£125/£225/£275	April 2016	No Increase	
<b>Increase Total</b>				<b>£3,150.00</b>

**Appendix 4 - Market Service and  
Borough Fairs Charges**

Regeneration and Environment Directorate – Fees and Charges 2017-18

13/03/17

Appendix 4b

**Borough Fairgrounds  
Scale of charges 2017/18**

<b>Venue</b>	<b>Scales of Charges 2016/17</b>	<b>Deleted Trading Areas</b>	<b>Days Open</b>
Bonfire Ground Wath	£952.00		4
Victoria Park	£800.00		4
Spring Fair Herringthorpe	£2,000.00		4
St Pauls Kimberworth	£470.00		5
Clifton Park	£1,664.00		6
Clifton Park	£1,664.00		6
Greasborough RC	£820.00		4
Wood Lea Common	£510.00		4
<b>Totals</b>	<b>£8,880.00</b>		<b>48</b>

**Appendix 4 - Market Service and  
Borough Fairs Charges**

<b>% Increase</b>	<b>Proposed</b>
5	£999.60
5	£840.00
5	£2,100.00
5	£493.50
5	£1,747.20
5	£1,747.20
5	£861.00
5	£535.50
<b>N/A</b>	<b>£9,324.00</b>

**APPENDIX 5 - COMMUNITY PROTECTION CHARGES 2017/18**

A table summary of the proposed fees and charges to be levied by Community Protection is contained at 1.8

**1.1 Housing Act 2004****1.1.1 Selective Licensing**

At the introduction of the Selective Licensing scheme in May 2015 the licence fee was calculated to account for the costs of the scheme over the full five year life of the designations. Adjustments to the fee structure were made in 2016/17 to account for changes to the way the Council have to charge for certain services. This fee is still applicable. It is recommended that the fee remains the same as in 2017/18.

**1.1.2 Houses in Multiple Occupation (HMO)**

It is proposed that the fee is increased in line with salary cost increases of 1%. The application fee accounts for the likely inspection cost of the property plus the administrative costs involved in reviewing the license application.

The fee is for new applications or renewal (every five years) and, with only 18 mandatory licensable HMOs in the Borough, the revenue stream will not realise any significant income.

This will increase the fee charged in Rotherham from £800 to £816. For comparison, within South Yorkshire, Sheffield City Council levy a charge of £750, Doncaster MBC £800 to £480 and Barnsley MBC £335

**1.1.3 Housing Act 2004 Legal Notices**

The Housing Act 2004 allows Councils to charge for the service of Housing Act legal notices. The charges cover the service of the following statutory notices:

- Improvement and Suspended Improvement Notices (sections 11, 12 and 14).
- Prohibition and Suspended Prohibition Orders (sections 20, 21 and 23).
- Emergency Remedial action (section 40).
- Emergency Prohibition orders (section 43)

The charge made is variable according to the specific circumstances and details of the case; this includes the officer(s) time engaged on the case and the circumstances of those involved. The charge should be reasonable and auditable. Consequently an actual fixed charge cannot be levied; although an indicative level is likely to be in the region of £400. It is highly unlikely that these charges will raise any significant income, as it is found that, when warned about the risk of financial charges, landlords tend to respond more quickly to avoid the need to serve a statutory notice.

**1.2 Pollution Control**

Under Local Air Pollution Control (LAPC) certain industrial processes are regulated by, in effect, conditioned permits to control emissions of pollutants to air. Fees for these specific industrial processes are set annually in accordance with statutorily prescribed Department for Environment, Food and Rural Affairs (DEFRA) guidance and national fees. This national

approach ensures a consistency of fees and charges to business across the country.

The fees prescribed by DEFRA primarily relate to the application, processing and granting of permits, together with subsistence fees to reflect the delivery of the statutory function to regulate compliance relating to industrial emissions and consequent air pollution.

DEFRA have not set the level of the fees for 2017/18 but it is expected that the freeze on these fees and charges will continue in order to reduce the financial burden on industry. Although, there have been a number of reviews which have taken place in relation to simplified processes, the fees set by Government have mainly remained static since 2011, however, some fees for less polluting processes have been reduced.

Whilst reduced fees and the freezing of fees positively impact on the costs for industry, they consequently reduce the income of Councils. For Rotherham, the reduction in fees has resulted, over the period 2013 to 2016, in a fall in income for the Council by around £15,000, or 30%. Consequently, income received does not currently cover the cost of the delivery of the statutory function. This has been factored into service budgeting.

### **1.3 Works in Default**

The Council can carry out Works in Default to address the non-compliance of a range of enforcement notices that have been served to protect the health and safety of the public such as statutory nuisance abatement, private sector housing enforcement, local area amenity and filthy/ verminous premises. If a notice is not complied with then the Council can prosecute and/or carry out works in default. Works in Default are undertaken where there is a medium or high risk sustained by non-compliance and the works are needed to stop the impact on neighbours or a vulnerable individual. The Council recharge the cost of these works to the person responsible.

The cost recharged must be reasonable and includes, where necessary, the cost of both internal or contractor services to carry out the works and Council officer time in commissioning and supervision of the works. Consequently, the costs recharged are variable on the type, extent and time taken. It is standard practice to calculate these costs in line with advice from Legal Services and by reference to the Council's Standing Orders and Financial Regulations.

Carrying out works in default brings with it a significant financial risk where re-payments are not made. Consequently work is underway to strengthen the Council's debt recovery processes around works in default, with particular focus on using enforced sale provisions to recover debts.

### **1.4 Consultation Fees**

Continuing the position in 2016/17 and following Local Government Association guidance on charging for services, the charges levied in 2017/18 will be the appropriate hourly rate for the officer carrying out the work. Consequently, the costs recharged are variable in type, extent and time taken. Associated staff costs are calculated as an hourly rate advised by Human Resources and Financial Services from the applicable salary scale of the officer(s) involved.

As illustration, the hourly rate for the Scientific Officer that undertakes the majority of the consultation work has reduced from £19.71 in 2016/17 to the current rate of £19.68

### **1.5 High Hedges**

Part 8 of the Anti-social Behaviour Act 2003 allows the Council to intervene in disputes in

relation to high hedges. Residents can complain to the Council about the height of a hedge and an investigation can follow. There is national guidance issued regarding such circumstances.

On making a service request to the service, customers are advised to speak with their neighbours about their concerns, to utilise mediation, and to warn their neighbours that they will be complaining to the Council if the matter is not rectified. Should this fail to reach a solution and the resident wishes to make a formal complaint to the Council, the above legislation allows the Council to charge the customer making the complaint.

Currently the Council charges £307 for the investigation (previous 50% discounting for Rothercard holders was withdrawn in 2015/16). The Council is able to determine its fee for the service locally. Sheffield City Council currently charge a fee of £400, while Barnsley MBC charge £300. Nationally charges vary but are between £300 and £500.

It is proposed that this charge is frozen at its current rate. It is extremely unlikely that these charges will generate any significant income, with only one or two each year reaching the threshold for charging.

## **1.6 Fixed Penalty Notices**

The service issues Fixed Penalty Notices (FPNs) for a range of offences to enable the offender to discharge their liability for an offence. The power to issue a FPN is contained within a range of legislation and the Council is legally able to reinvest the income in related services. The setting of the level of the FPNs has taken full consideration of both national legislative frameworks and the local context. The level of penalty available for each offence together with the available range for each is detailed in the table below.

Many of these fines are at the statutory maximum or have only recently been set due to changes in legislation and recent reports to Cabinet (Cabinet and Commissioners' Decision Making Meeting, 12th September 2016 [minute 68])

Primarily these FPNs relate to enviro-crime offences. Such offences are taken seriously by the Council and are reflected in Corporate priorities. Consequently, to support the importance given to enviro-crime, it is proposed to increase the fixed penalty charge for dog fouling and fly posting/graffiti offences to the maximum available fines. For dog fouling offences this will be £100, and for fly posting/graffiti offences the fine will be £75.

There is a risk however, that as the charge is raised to its maximum there might be a subsequent reduction in payment rate.

## **1.7 Monetary Penalties**

Monetary penalties were recently introduced by government and are specified as civil debt and recoverable through the County Court, rather than the similar and more familiar fixed penalty notice used by the Council, which discharges an offence through the criminal courts.

The value of the penalties contained within legislation described in this report, can be set by statute or may require the Council to set an appropriate rate for the sanction within statutory parameters.

Specifically, the Council is able to issue monetary penalties in relation to offences under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014. Both pieces of legislation relate to private sector housing

enforcement and present useful tools in order to ensure compliance.

In addition amendments to section 46 of the Environmental Protection Act 1990, has decriminalised the offence relating to household waste receptacles. Previously a fixed penalty fine of £80 was in place for the offence, which has now been replaced by a monetary penalty, again set at £80.

The levels of penalties were approved at Cabinet and Commissioners' Decision Making Meeting, 12<sup>th</sup> September 2016 (minute 68)

**APPENDIX 5 – COMMUNITY PROTECTION CHARGES - 1.8 Summary of Safer Neighbourhoods/Community Protection Fees and Charges 2017/18 (excluding VAT)**

Service	2016/17(£)	2017/18 (£)	
<b>CONSULTATION FEES</b>			
Consultation Enquiry	£19.71	£19.68/hour	
<b>HOUSING LICENSING</b>			
House in Multiple Occupation (HMO) - New Application	£800	£816 Made up of £177 fee on application and £639 paid 1 <sup>st</sup> Notice of intention to grant a licence*	
HMO License renewal (available for renewing applications which have not expired)	£557	£569 Made up of £41 fee on application and £528 paid on minded to grant a licence decision*	
Selective Licence of other houses in designated areas	£592 (+£13 invoice fee if requested to pay by instalments)	£592 Made up of £154 fee on application and £438 paid 1 <sup>st</sup> Notice of intention to grant a licence* (+£13 invoice fee if requested to pay by instalments)	
Selective License renewal for remaining 4 year licence when the 1 year licence has not expired (only available to properties which obtained a 1 year licence before 1 <sup>st</sup> April 2016,	£393.60 (+£13 invoice fee if requested to pay by instalments)	£393.60 (+£13 invoice fee if requested to pay by instalments)	
*The process of consulting on granting each license will not begin until full payment has been received.			
<b>HOUSING ACT – Legal Notices</b>			
Charge for the service of Enforcement Notices under the Housing Act 2004 re; • Improvement and Suspended Improvement Notices (sections 11, 12 and 14) • Prohibition and Suspended Prohibition Orders (sections 20, 21 and 23) • Emergency Remedial action (section 40). • Emergency Prohibition orders (section 43) and • Housing Act 1985 (section 265) Demolition Orders	£400 illustrative charge levied per notice is variable dependant on case specifics, including but not exclusively; • Officer time for preparation of notice • Personal circumstances of the recipient The charge must be “reasonable” and may be appealed against	£400 illustrative charge levied per notice is variable dependant on case specifics, including but not exclusively; • Officer time for preparation of notice • Personal circumstances of the recipient The charge must be “reasonable” and may be appealed against	
<b>WORKS IN DEFAULT</b>			
Calculation of costs per job is carried out in compliance with Standing & Financial Regulations relating to the contracted aspects of the works with, in addition, an administrative element to cover arrangements around the carrying out of the works. These administrative costs include hourly staffing costs and travelling expenses associated in the arrangement, and supervision of the works. The recharge will be reasonable to the works carried out.			
<b>HIGH HEDGES</b>			
Formal Investigation	£307	£307	
<b>FIXED PENALTY NOTICES</b>			
<b>Offence</b>	<b>Range Available</b>	<b>Current level</b>	<b>2017/18</b>
Leaving Litter	£50 - £80	£80	£80
Not removing dog fouling forthwith	£75 - £100	£80	£100
Domestic waste receptacles notice	£60 - £80	£80	£80
Graffiti and Fly Posting	£50 - £80	£75	£80
Failure to comply with a Community Protection Notice	Up to £100	£100	£100
Failure to comply with nondomestic waste receptacles notice	£60 - £100	£100	£100
Failure to produce authority	£300	£300	£300



to transport controlled waste			
Failure to produce waste disposal documentation	£200 - £300	£300 (reduced to £225 if paid within 14 days)	£300 (reduced to £225 if paid within 14 days)
Illegal disposal of waste (Fly Tipping)	£200 - £400	Not applicable	£400 (reduced to £300 if paid within 10 days)
<b>MONETARY PENALTIES</b>			
Non-compliance with the Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Must not exceed £5000	See Offence detail below	See Offence detail below
First Offence		Not applicable	£1500 (£1000 reduced charge if paid within 14 days)
Second Offence		Not applicable	£3000
Further Offences		Not applicable	£5000 for each offence
Non-compliance with the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014	Up to £5000	Not applicable	£5000
Non-compliance with section 46 Environmental Protection Act 1990	£60 - £80	£80 fixed penalty	£80
<b>Service</b>	<b>2016/17(£)</b>	<b>2017/18 (£)</b>	
<b>POLLUTION CONTROL – ENVIRONMENTAL PROTECTION ACT PROCESSES</b>			
<b>Application Fee</b>			
Standard process	£1,579	£1,579	
Additional fee for operating without a permit	£1,137	£1,137	
PVR I, SWOBs and Dry Cleaners Reduced fee activities (1)	£148	£148	
PVR I & II Combined	£246	£246	
Vehicle Refinishers (VRs) and other Reduced Fee activities (2)	£346	£346	
Reduced fee activities additional fee for operating without a permit	£68	£68	
Mobile screening and crushing plant	£1,579	£1,579	
for the third to seventh applications	£943	£943	
for the eighth and subsequent applications	£477	£477	
1. Reduced fee activities are: Service Stations, Dry Cleaners and Small Waste Oil Burners under 0.4MW 2. Other Reduced Fee activities are Vehicle Refinishers, Powder Coating, Bitumen, Pet Food, Maggot Breeding, Polymerisation, Natural Sausage Casing, Fish Meal, Hide and Skin, Tobacco, and Mushroom Substrate process from January 2015. Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts			
<b>Annual Subsistence Charge</b>			
Standard process LOW	£739 (+99)*	£739 (+99)*	
Standard process MEDIUM	£1,111(+149)*	£1,111(+149)*	
Standard process HIGH	£1,672 (+198)*	£1,672 (+198)*	
Reduced fee activities Low/Medium/High	£76 £151 £227	£76 £151 £227	
PVR I & II Combined Medium Component	£108 216 326	£108 £216 £326	
Vehicle Refinishers Low/Medium/High	£218 £349 £524	£218 £349 £524	
Odourising of natural gas Low/Medium/High	£76 £151 £227	£76 £151 £227	
Mobile screening and crushing plant Low/Medium/High	£618 £989 £1,484	£618 £989 £1,484	
for the third to seventh authorisations	£368 £590 £884	£368 £590 £884	

Low/Medium/High		
for the eighth and subsequent authorisations Low/Medium/High	£189 £302 £453	£189 £302 £453
Late Payment Fee	£50	£50
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation Where a Part B installation is subject to reporting under the EPRTTR Regulation, add an extra £99 to the above amounts		
<b>Transfer and Surrender</b>		
Standard process transfer	£162	£162
Standard process partial transfer	£476	£476
New operator at low risk reduced fee activity	£75	£75
Surrender: all Part B activities	£0	£0
Reduced fee activities*: transfer	£30	£0
Reduced fee activities*: partial transfer	£45	£45
<b>Temporary Transfer for Mobiles</b>		
First Transfer	£51	£51
Repeat Transfer	£10	
Repeat Following enforcement or warning	£51	£51
Substantial change s10 and s11		
Standard process	£1,005	£1,005
Standard process where the substantial change results in a new PPC activity	£1,579	£1,579
Reduced fee activities*	£98	£98
* Reduced fee activities are: Service Stations, Vehicle Refinishers, Dry Cleaners, Small Waste Oil Burners under 0.4MW, Roadstone Coating, Timber, Cement, Quarry Processes, and from 1st January 2015, Powder Coating, Bitumen, Pet Food, Maggot Breeding, Polymerisation, Natural Sausage Casing, Fish Meal, Hide and Skin, Tobacco, and Mushroom Substrate process.		
<b>Part A2</b>		
Application	£3,218	£3,218
Additional fee for operating without a permit	£1,137	£1,137
Annual Subsistence LOW	£1,384	£1,384
Annual Subsistence MEDIUM	£1,541	£1,541
Annual Subsistence HIGH	£2,233	£2,233
Late Payment Fee		£50
Substantial Variation	£1,309	£1,309
Transfer	£225	£225
Partial Transfer	£668	£668
Surrender	£668	£668

Regeneration and Environment Directorate – Fees and Charges 2017-18				
13/03/17				
Appendix 6a				
<b>HERITAGE SERVICES - PROPOSED FEES &amp; CHARGES 2017/18</b>	<b>2016/17</b>	<b>2017/18</b>	<b>Comments</b>	
<b>HERITAGE SERVICES - Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies</b>	<b>FULL PRICE</b>	<b>FULL PRICE</b>		
<b>Room Bookings</b>				
Hire of Museum (Special Conditions apply)	On application	On application		
Gallery Hire during normal Museum public opening hours (Mon-Fri) per hour	£28.00	£28.00		
Gallery Hire during normal Museum public opening hours (Mon-Fri) per hour over 6 hours	£24.00	£24.00		
Ceremony Room for ceremonies to include photos in the room and maintenance	£32	£32.00		
Gallery Hire Saturday and Sunday	On application	On application		
Caretaking cost per hour	£15.00	£15.00		
Use of Gallery in Museum for background wedding/ceremony photos	£50	£50.00		
Hire of Boston Castle (Special Conditions apply)	On application	On application		
Boston Castle Earl's Room during normal opening hours	£25	£25.00		
Boston Castle Earl's Room Saturday and Sunday and outside normal opening hours	£30	£30.00		
Caretaking cost per hour	£15.00	£15.00		
Use of Gallery/roof at Boston Castle for background wedding/ceremony photos	£50	£50.00		
Note room hire/photography outside normal opening hours incur a caretaking charge on top of rates listed above - per hour				
<b>Cancellation of Room Bookings at Clifton Park Museum or Boston Castle:</b>				
Charge for room booking cancelled on day	100%	100%		
Charge for room booking cancelled within the week	80%	80%		
Charge for room booking cancelled within the month	50%	50%		
Hospitality/Refreshments	On application	On application		
Licensing applications	Cost plus 20%	Cost plus 20%		
Overhead Projector per hour	£0.00	£0.00		
Overhead Projector full day (9 a.m.-5 p.m.)	£8.00	£8.00		
Flip Chart Stand (including pad) per session	£8.60	£8.60		
Powerpoint Projector per hour	£0.00	£0.00		
Powerpoint Projector full day 9 am - 5 pm	£8.00	£8.00		
Laptop per hour	£0.00	£0.00		
Laptop full day 9 am - 5 pm	£8.00	£8.00		
Display Cases	Price on application	Price on application		
Transport of Display Cases	cover costs + 20%	Cover costs + 20%		
Installation of Display Cases	cover costs + 20%	Cover costs + 20%		
Display Boards	£15 per day	Minimum £15 per day		
<b>School/Learning Sessions/Workshops/Adult Sessions/Tours/Talks</b>				
<b>**Schools - non Vat if Rotherham LEA, Vatable for schools outside Rotherham LEA</b>				
**School Sessions delivered at the Heritage Service venues for a full day visit (this includes all materials and resources)	£6.50 per child	£6.50 per child		
**School Sessions delivered at the Heritage Service venues for a half day (this includes all materials and resources)	£4.00 per child	£4.00 per child		
**School Sessions delivered at the Heritage Service venues for a half day using the kitchen Range (this includes all materials and resources)	£4.50 per child	£4.50 per child		
**School based sessions inclusive of travel expenses	£4.50 per Child	£4.50 per Child		
Minimum charge for school session at Heritage Service venues for 25 pupils or less for full day and Kitchen Range sessions	£150.00	£150.00		
Minimum charge for school session at Heritage Service venues including the Kitchen Range for 25 pupils or less for half day sessions	£100.00	£100.00		
Minimum charge for school in School/Outreach venue	£150.00	£150.00		
Activity Box hire for self guided sessions (Museum or Park use only)	£15	£15		
Activity Cart (resources for schools)	Price on application	Price on application		
Workshops/Holiday Activities/Tours/Master classes	Variable to at least cover costs + 12%	Variable to at least cover costs + 12%		
Adult Reminiscence Sessions (max of 10 adults)	Minimum charge of £55	Minimum charge of £50	Reduce charge based on feedback and lack of of take up of Service	
Adult Care Home sessions (outreach venues)	Minimum charge of £55	Minimum charge of £50		
Hire of memory boxes for Care Homes (to be collected and returned by hirer)	£20 per for two weeks	£20 per for two weeks		
Gallery/Museum Tours (minimum of 10 adults)	£4 per adult	Minimum £4 per adult		
Talk by staff (non-VAT) (up to 2 hours including preparation) at Heritage Service Venue	Minimum of £50	Minimum of £50		
Talk by staff (non-VAT) (up to 2 hours including preparation) at outreach Venue	Minimum of £56	Minimum of £56		
<b>Object Identification/Research Enquiries*:</b>				
In person up to 1hour	Free	Free		
Over 1 hour in person	Free	Free		
Research enquiries by post, e-mail or fax per 15 mins	£7.50	£7.65		
<b>A&amp;LS Enquiries and research service*</b>				
Basic initial enquiry and advice	Free	Free		
Use of computers, internet and microfilm readers in searchroom	Free	Free		
Staff time for carrying out research service enquiries (research, transcription,)	£7.50	£7.65		
Staff time for Electoral Register search and providing a letter confirming addresses if required (customer must be present for Registers under 10 years old) per 15 mins	£7.50	£7.65		
<b>A&amp;LS Packing and postage charges (based on Royal Mail) *</b>				
<b>UK Standard</b>				
Small letter up to 100g 1st class	£0.80	£0.80		
Small letter up to 100g 2nd class	£0.70	£0.70		
Large letter (A4 sheets) up to 100g, max thickness 2.5cm 2nd class	£1.15	£1.15		
Large letter (A4 sheets) up to 250g, max thickness 2.5cm 2nd class	£1.70	£1.70		
Large letter (A4 sheets) up to 500g, max thickness 2.5cm 2nd class	£1.95	£1.95		
Large letter (A4 sheets) up to 750g, max thickness 2.5cm 2nd class	£2.70	£2.70		
<b>International Standard - Europe</b>				
Small letter up to 100g	£1.90	£1.90		
Large letter (A4 sheets) up to 100g, max thickness 2.5cm	£2.80	£2.80		
Large letter (A4 sheets) up to 250g, max thickness 2.5cm	£4.10	£4.10		
Parcels	Cost on request	Cost on request		
<b>International Standard - World zone 1</b>				
Small letter up to 100g	£2.80	£2.80		
Large letter (A4 sheets) up to 100g, max thickness 2.5cm	£3.60	£3.60		
Large letter (A4 sheets) up to 250g, max thickness 2.5cm	£5.20	£5.20		
Parcels	Cost on request	Cost on request		
<b>International Standard - World zone 2</b>				
Small letter up to 100g	£2.80	£2.80		
Large letter (A4 sheets) up to 100g, max thickness 2.5cm	£3.80	£3.80		
Large letter (A4 sheets) up to 250g, max thickness 2.5cm	£5.60	£5.60		
Parcels	Cost on request	Cost on request		
<b>A&amp;LS Photocopying per page* (add on staff time and postage costs for orders placed via distance enquiry service)</b>				
A4 black and white	£0.45	£0.45		
A4 colour	£2.00	£2.00		
A3 black and white	£0.65	£0.65		
A3 colour	£2.90	£2.90		
<b>A&amp;LS Printing per page* (add on staff time and postage costs for orders placed via distance enquiry service)</b>				
From microfilm/fiche A4 black and white print	£0.60	£0.65		
From microfilm/fiche A3 black and white print	£0.80	£0.80		
From RLN computers A4 black and white print	£0.10	£0.10		
From RLN computers A4 colour print	£0.50	£0.50		
From Viewfinder A4 black and white print	£0.75	£0.65	To bring in line with new microfilm charge	

From Viewfinder A4 colour print	£2.10	£2.10		
From Mapper A4 black and white print	£0.75	£0.65	To bring in line with new microfilm charge	
<b>A&amp;LS Digital Image* (add on staff time costs, plus CD-Rom and postage if applicable)</b>				
One Viewfinder photograph or scanned image sent via email	£2.35	£2.40		
One Viewfinder photograph or scanned image sent on CD-Rom	£2.35	£2.40		
One CD-Rom	£1.50	£1.50		
<b>A&amp;LS Photography by customer*</b>				
Digital photograph using own camera, per image taken	£0.50	£0.50		
Permit to take a larger quantity of photographs on a single day (conditions apply)	£10.00	£10.00		
Advanced permit, as above but with photographer bringing in own additional equipment	£25.00	£25.00		
<b>A&amp;LS Fee for the right to reproduce one image of an item from our collections (not including cost of obtaining the image)*</b>				
<i>NB: an acknowledgement must be made to Rotherham Archives and Local Studies where the images are used.</i>				
Uses by educational or non-profit making institution or person:				
Single use in one book, e-book, journal, CD-Rom, film, exhibition or display	£12.50	£12.75		
Unlimited use in one book, e-book, journal, CD-Rom, film, exhibition or display	£25.00	£25.50		
Use on a website	£30.00	£30.50		
Uses by a commercial or profit-making institution or person:				
Single use in one book, e-book, journal, CD-Rom, film, exhibition or display	£25.00	£25.50		
Unlimited use in one book, e-book, journal, CD-Rom, film, exhibition or display	£50.00	£51.00		
Use on a website (non-VAT)	£60.00	£61.00		
<b>Commission:</b>				
Hired Equipment		On application		
Use of Hired Van		On application		
Commission on Sales (Art/Craft/Exhibits)	Min. 10% prof/amateur	Minimum 10% prof/amateur		
Use of Gallery in Museum for background photos	£50	£50.00		
<b>Fees for Consultancy Work*:</b>				
Unskilled staff per day	min £65	Minimum £65		
Skilled staff per day	min £200	Minimum £200		
Professional staff per day	min £450	Minimum £450		
Conservation - fee per hour	Price on application	Price on application		
Ticket Printing per ticket			Delete Charge	
Posting Tickets			Delete Charge	
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space and handling charge)	Price on application	Price on application		
Booking fee for card payments under £5.00	£0.00	£0.00		
Storage Charge (for equipment, scenery, costumes, materials, etc.) per day per 10m²	Price on application	On application		
Box fees for deposition of Archaeological Archives at Clifton Park Museum	Price on application	On application		

## **Appendix 6b – Registration Service**

### **1. Background**

- Local Registration Services are able to set fees on a cost recovery only basis, for any non-statutory services they deliver and for certain statutory services they deliver in accordance with the Local Government Act 2000 (powers to local authorities to promote economic, social and environmental well-being within their boundaries).
- Rotherham Registration Service aims to review such fees on an annual basis.

### **2. Key Issues**

- 2.1 Rotherham Registration Service must be in a position to recover the costs of delivering services whilst remaining competitive with neighbouring services.
- 2.2 Registration Services must be delivered at a cost that will potentially attract business to the borough.
- 2.3 Costs must be set and collected in a way that promotes effective business and convenience for the customer.

### **3. Key actions and relevant timelines**

- 3.1 Revise fees with effect from 01.04.2017.
  - 3.1.1 The revised fees should apply to events taking place on or after 01.04.2017, irrespective of when the booking was made.
  - 3.1.2. Ceremony bookings can be made up to two years in advance. Approval should be received no later than 31.03.2017 to allow a reasonable period of notification to those with existing bookings.
  - 3.1.3 Revised fees reflect additional administration and revised financial accounting in accordance with new Local Registration Service good practice guidance. This has resulted in additional administration charges being incorporated into the fees, which have in some cases contributed to the level of fee increase. As non-statutory ceremonies (naming and renewal) are not subject to legislative changes and processes have allowed for a streamlining of administration and training, some of these fees have reduced. Rotherham has a low take up of non-statutory ceremonies and the reduced fees may attract additional business.
  - 3.1.4 Revised fees are detailed in Appendix 1.
  - 3.1.5 Benchmarking data is at Appendix 2.
- 3.2 Introduce a booking and administration fee with effect from 01.04.2017.  
The fees would apply to any booking made or changed on or after 01.04.2017.

- 3.2.1 A non-refundable booking fee would secure a provisional ceremony booking, up to the point that it becomes a confirmed booking. Ceremony bookings are provisional up to the point that the couple complete all legal paperwork confirming the couple are lawfully free to marry in this country. The earliest point legal paperwork can be completed is one year in advance of the ceremony date. There is a significant amount of administration involved in provisional ceremony bookings, and the service would recoup the cost in the form of a booking fee. This has proved successful in other authorities and all neighbouring authorities charge a booking fee, see benchmarking data.
- 3.2.2 A non-refundable administration fee would enable the service to recoup the cost incurred when bookings are changed. A change, for example, of the date, time, venue, requires the majority of the booking process to be repeated. The administration fee should therefore be equivalent to the booking fee.
- 3.2.3 The booking fee is not applicable to private citizenship ceremonies as funding, which includes a booking element, is provided by the Home Office.
- 3.3 Alter the availability of statutory marriage ceremonies to Thursday Mornings only with effect from 01.04.2017.
  - 3.3.1 This would apply to bookings made on or after 01.04.2017.
  - 3.3.2 Approval should be received no later than 31.03.2017 to allow a reasonable period of notice of the updated offering.
  - 3.3.3 The Registration Service is required to provide a venue for basic statutory ceremonies, in Rotherham's case, Clifton Park Museum and two Registration Officers to officiate. When delivering a basic statutory marriage ceremony, Registration Services are permitted to charge only the statutory fee of £50.00 set by the Registrar General. These ceremonies are conducted at a considerable financial loss. Take up of such ceremonies is often based on personal preference not cost, for example couples who require a legal ceremony and are to have a cultural celebration elsewhere or couples who wish to marry in a simple ceremony with a minimum of guests. Couples who prefer a ceremony at other times are generally not influenced by cost and would therefore not be disadvantaged.
  - 3.3.4 An alternative day would be made available should there be an essential event at Clifton Park Museum on a Thursday morning that prevents the ceremony room being available. This would be an exception.
  - 3.3.5 Delivering the ceremonies consecutively, on a single day each week would mean registration officers spend less time travelling to and from Clifton Park Museum, making delivery more efficient and cost effective.
  - 3.3.6 In the year ending 31.03.16 there were 69 statutory ceremonies, on average 6 per month. The rationalisation would in effect offer 3 ceremonies per week, more than is required but managed by booking consecutive ceremonies, this would allow for efficiencies.

- 3.3.7 In times of financial constraints it has become common to rationalise when the ceremonies are offered. A neighbouring example would be Sheffield Registration Service, which offers statutory ceremonies on the third Wednesday of each month.
- 3.4 Terms and conditions would be amended accordingly.

#### **4. Recommendations**

- 4.1 To increase fees and charges on a cost recovery basis, as detailed in Appendix 1, from 01.04.2017.
- 4.2 To introduce a ceremony booking and administration fee, as detailed in Appendix 1, from 01.04.2017.
- 4.3 Rationalise the statutory ceremony offering to every Thursday to generate efficiencies and reduce income loss.

## Appendix 1 Fees and Charges

Booking fee £		25.00			
Administration fee £		25.00			
<b>Clifton Park Museum*</b> * Fees include 1 certificate * Fees exclude the booking fee					
<b>Marriage and Civil Partnership</b>					
Offering	Availability	Current Fee £	Proposed Fee	Increase £	Increase %
Statutory	Thurs am only	50	Statutory	0	0
Enhanced	Mon- Thurs	165	200	35	21
Premium	Friday	200	205	5	3
Premium	Sat	200	245	45	23
<b>Naming &amp; Renewal of Vows</b>					
	Mon- Thurs	175	230	55	31
	Fri	220	280	60	27
	Sat	220	295	75	34
<b>Private Citizenship</b>					
	Mon- Fri	150	150	0	0
<b>Approved Venues</b> * Fees include 1 certificate * Fees exclude the booking fee					
<b>Marriage and Civil Partnership</b>					
Availability		Current Fee £	Proposed Fee	Increase £	Increase %
Mon- Fri		250	285	35	14
Sat		300	345	45	15
Sun		300	370	70	23
Bank Holiday & 18:00-20:00		410	475	65	16
<b>Naming &amp; Renewal of Vows</b>					
Mon- Fri		300	275	-25	decrease
Sat		370	345	-25	decrease
Sun		370	375	5	1
Bank Holiday & 18:00-20:00		495	500	5	1



## Appendix 2 Benchmarking data

<b>Marriage and Civil Partnership</b>					
<b>Authority</b>	<b>Venue</b>	<b>Availability</b>	<b>Booking fee £</b>	<b>Ceremony fee £</b>	<b>Total £</b>
<b>Rotherham</b>	<b>Clifton Park Museum</b>	<b>Mon-Thu</b>	<b>25</b>	<b>200</b>	<b>225</b>
Barnsley	Register Office	Mon-Thu	26	116	142
Doncaster	Register Office	Mon-Thu	25	100	125
Sheffield	Register Office	Mon-Thu	50	184	234
<b>Rotherham</b>	<b>Clifton Park Museum</b>	<b>Friday</b>	<b>25</b>	<b>205</b>	<b>230</b>
Barnsley	Register Office	Friday	26	138	164
Doncaster	Register Office	Friday	25	100	125
Sheffield	Register Office	Friday	50	184	234
<b>Rotherham</b>	<b>Clifton Park Museum</b>	<b>Saturday</b>	<b>25</b>	<b>245</b>	<b>270</b>
Barnsley	Register Office	Saturday	26	165	191
Doncaster	Register Office	Saturday	25	100	125
Sheffield	Register Office	Saturday	50	184	234
Rotherham	Approved Venue	<b>Mon-Thu</b>	<b>25</b>	<b>285</b>	<b>310</b>
Barnsley	Approved Venue	Mon-Thu	26	310	336
Doncaster	Approved Venue	Mon-Thu	25	265	290
Sheffield	Approved Venue	Mon-Thu	50	304	354
Rotherham	Approved Venue	<b>Friday</b>	<b>25</b>	<b>285</b>	<b>310</b>
Barnsley	Approved Venue	Friday	26	349	375
Doncaster	Approved Venue	Friday	25	305	330
Sheffield	Approved Venue	Friday	50	304	354
Rotherham	Approved Venue	<b>Saturday</b>	<b>25</b>	<b>345</b>	<b>370</b>
Barnsley	Approved Venue	Saturday	26	444	470
Doncaster	Approved Venue	Saturday	25	430	455
Sheffield	Approved Venue	Saturday	50	334	384
Rotherham	Approved Venue	<b>Sunday</b>	<b>25</b>	<b>370</b>	<b>395</b>
Barnsley	Approved Venue	Sunday	26	452	478
Doncaster	Approved Venue	Sunday	25	555	580
Sheffield	Approved Venue	Sunday	50	334	384
Rotherham	Approved Venue	<b>Bank Hol</b>	<b>25</b>	<b>475</b>	<b>500</b>
Barnsley	Approved Venue	Bank Hol	26	452	478
Doncaster	Approved Venue	Bank Hol	25	555	580
Sheffield	Approved Venue	Bank Hol	50	434	484
No benchmarking for 18:00 to 20:00 as it is not offered by neighbouring authorities					
<b>Renewal of Vows and Naming Ceremonies</b>					
Rotherham	Clifton Park Museum	<b>Mon-Thu</b>	<b>25</b>	<b>230</b>	<b>255</b>
Barnsley	Register Office	Mon-Thu	26	N/A	N/A
Doncaster	Register Office	Mon-Thu	25	106	131

Sheffield	Register Office	Mon-Thu	50	180	230
<b>Rotherham</b>	<b>Clifton Park Museum</b>	<b>Friday</b>	<b>25</b>	<b>280</b>	<b>305</b>
Barnsley	Register Office	Friday	26	N/A	N/A
Doncaster	Register Office	Friday	25	125	150
Sheffield	Register Office	Friday	50	180	230
<b>Rotherham</b>	<b>Clifton Park Museum</b>	<b>Saturday</b>	<b>25</b>	<b>295</b>	<b>320</b>
Barnsley	Register Office	Saturday	26	N/A	N/A
Doncaster	Register Office	Saturday	25	125	150
Sheffield	Register Office	Saturday	50	180	230
Rotherham	Approved Venue	<b>Mon-Thu</b>	<b>25</b>	<b>275</b>	<b>300</b>
Barnsley	Approved Venue	Mon-Thu	26	165	191
Doncaster	Approved Venue	Mon-Thu	25	180	205
Sheffield	Approved Venue	Mon-Thu	50	180	230
Rotherham	Approved Venue	<b>Friday</b>	<b>25</b>	<b>275</b>	<b>300</b>
Barnsley	Approved Venue	Friday	26	165	191
Doncaster	Approved Venue	Friday	25	180	205
Sheffield	Approved Venue	Friday	50	180	230
Rotherham	Approved Venue	<b>Saturday</b>	<b>25</b>	<b>345</b>	<b>370</b>
Barnsley	Approved Venue	Saturday	26	165	191
Doncaster	Approved Venue	Saturday	25	251	276
Sheffield	Approved Venue	Saturday	50	180	230
Rotherham	Approved Venue	<b>Sunday</b>	<b>25</b>	<b>395</b>	<b>420</b>
Barnsley	Approved Venue	Sunday	26	165	191
Doncaster	Approved Venue	Sunday	25	300	325
Sheffield	Approved Venue	Sunday	50	204	254
Rotherham	Approved Venue	<b>Bank Hol</b>	<b>25</b>	<b>500</b>	<b>525</b>
Barnsley	Approved Venue	Bank Hol	26	165	191
Doncaster	Approved Venue	Bank Hol	25	300	325
Sheffield	Approved Venue	Bank Hol	50	204	254
No benchmarking for 18:00 to 20:00 as it is not offered by neighbouring authorities					
<b>Private Citizenship</b>					
Rotherham	Clifton Park Museum	Mon- Fri	0	150	0
Barnsley	Register Office	N/A	N/A	N/A	N/A
Doncaster	Register Office	N/A	N/A	N/A	N/A
Sheffield	Register Office	Mon- Fri	0	50	0

Regeneration and Environment Directorate – Fees and Charges 2017-18  
13/03/17

## **Appendix 6c - Theatre Charges**

### **Fees & Charges from September 2017 - September 2018**

<b>Theatre Hire Current</b>	<b>Standard</b>	<b>Concessionary</b>
Where an organistaion is VAT registered these charges (Exc annexe) are exclusive of VAT and VAT will be added to charge		
<b>Performances</b>		
Performance for professional company		
one day hire from 2pm - 10pm (2 tech staff, 1 duty Manager and box office for performance)		
Per hour daytime		
<b>Amateur or charitable organisations</b>		
<b>Off Peak Weekday Performance Evenings</b>	£655	£460
(6pm -10.30pm Mon-Fri (2 crew, 1 duty Manager, 1 box office)		
<b>On Peak Weekend Performance Evenings</b>	£655	£460
Where % occupancy exceeds 70%		
(6pm -10.30pm Sat - Sun (2 crew, 1 duty Manager, 1 box office)		
<b>On Peak Weekend Performance Evenings</b>	£705	£520
Where % occupancy is less than 70%		
(6pm -10.30pm Sat - Sun (2 crew, 1 duty Manager, 1 box office)		
<b>Matinee Performances</b>	£510	£400
Underplaying an Evening (2 crew, 1 duty Manager, 1 box office)		
Please note that a 10% reduction for hiring the theatre all week is no longer applicable.		
<b>Pre Production</b>		
<b>Pre- production Technical Meetings</b>	FOC	FOC
To discuss all technical elements of production		
<b>Saturday / Sunday Get In and Rehearsal</b>	£53.00	£53.00
First eight hours - Price Per Hour		
<b>Saturday/Sunday Get In and Rehearsal</b>	£75.00	£75.00
Hour and part hour after the first eight hours - Price Per Hour		
<b>Weekday Get In and Rehearsal</b>	£48.00	£48.00
First Eight Hours- Price Per Hour		
<b>Weekday Get In and Rehearsal</b>	£70.00	£70.00
Hour and part hour after the first eight hours - Price Per Hour		

<b>Rehearsal Evenings</b>	£341.00	£341.00
<i>6pm-10pm (2 crew only)</i>		
<b>Blank Night Retainer</b>	£200.00	£200.00
<i>When theatre is unoperational due to hirer occupancy</i>		
<b>Additional Staffing</b>		
<b>Follow Spot Operator / Additional Stage Hand</b>	£12	£12
<i>Price per hour</i>		
<b>Additional Specialist Technician / Staff Member</b>	£20.50	£20.50
<i>Sound Operator/ AV tech (Subject to availability) price per hour</i>		
<b>Theatre staff as Specialist Speakers</b>	£45.00	£45.00
<i>Price per hour</i>		
<b>Additional Rooms / Equipment</b>		
<b>The Lister Hall</b>	£16	£16
<i>Subject to availability price per hour or part of</i>		
<b>The Blue Room</b>	FOC	FOC
<i>(FOC as an additional dressing room if available)</i>		
<b>The Orchestra Pit</b>	£52	£52
<i>Includes music stands and labour charges in set up</i>		
<b>Projector Hire (Single Performance)</b>	£53.00	£53.00
<i>Includes rigging and de-rigging</i>		
<b>Projector Hire (Week long run of performances)</b>	£96.00	£96.00
<i>Includes rigging and de-rigging</i>		
<b>Yamaha Baby Grand Concert Piano</b>	£50	£50
<i>Tuning at cost +20%</i>		
<b>Follow spot</b>		
<i>Operator costs see above</i>		
<b>Mirror Ball</b>	£19.80	£19.80
<i>Includes rigging and de-rigging</i>		
<b>UV Lamps</b>	£18.20	£18.20
<i>Per week</i>		
<b>Strobe Lamps Per week</b>	£18.20	£18.20
<i>Per week</i>		
<b>Hire of Intelligent Lighting system</b>	£75/£300	£75/£300
<i>x 4 intelligent lights per day/ per week (subject to availability)</i>		
<b>Drape Hire</b>	£44.20	£44.20

<i>When not as part of standard set up</i>		
<b>Repair of Drapes</b>	cost +25%	cost +25%
<i>When repairable</i>		
<b>Replacement of Drapes</b>	cost +25%	cost +25%
<i>When irreparable</i>		
<b>Star Cloth</b>	£16.50 /£50	£16.50/£50
<i>Per day/per week</i>		
<b>Smoke Machine</b>	£17/£53	£17/£53
<i>Per day/per week</i>		
<b>Fluid for smoke machine per 0.5l</b>		
<b>Haze Fluid</b>	Cost+ 20%	Cost +20%
<i>Consumption monitored</i>		
<b>Haze Machine</b>	£20/£58	£17/£53
<i>Per day/per week</i>		
<b>Radio Mic</b>	£19.10	£19.10
<i>Per session /per mic</i>		
<b>Pyrotechnic Detonation System</b>	£37.00	£37.00
<i>Per day/per week</i>		
<b>Gaffer Tape</b>	£6.78	£6.78
<i>Per roll</i>		
<b>PAT test</b>	£4.60	£4.60
<i>Per electrical item brought on site without current test</i>		
<b>Box Office / Ticketing Services</b>		
<b>Credit Card Fees</b>	£1.00	£1.00
<i>Charged to customer at point of purchase per transaction</i>		
<b>Debit Card Fees</b>	FOC	FOC
<i>Charged to customer at point of purchase per transaction</i>		
<b>Postage</b>	£0.75	£0.75
<i>Per ten tickets or less</i>		
<b>Per ticket Fee</b>		
<b>Other Hires - non performance</b>		
<b>Annexe Lister Hall</b>	£16	negotiable
<i>Price per hour</i>		
<b>Annexe Lister Hall</b>	£53	negotiable
<i>Per 4 hour Session</i>		
<b>Annexe Blue Room</b>	£12	negotiable
<i>Price per hour</i>		
<b>Annexe Blue Room</b>	£19	negotiable
<i>Per 2 hour Session</i>		
<b>Non Performance Theatre Hire</b>	£220	£220
<i>3 Hour session Monday - Friday 9-5pm</i>		

<b>Miscellaneous</b>		
<b>Ticket printing</b>	£0.28	£0.28
<i>For non performance events only</i>		
<b>Newspaper Adverts</b>	cost + 20%	cost +20%
<i>For local press only</i>		
<b>School Theatre Tours</b>	£78	£52
<i>Subject to availability</i>		
<b>Commissions</b>		
<b>Ticket Sales</b>	10%	6%
<i>Commission on all tickets sold.</i>		
<b>Programme Sales</b>	FOC	FOC
<i>Companies to provide own floats</i>		
<b>Merchandise</b>	15% of sales	15% of sales
<i>Companies to provide own floats</i>		
<b>Deposits / Cancellations</b>		
<b>Deposit for Hirers</b>	20%	20%
<i>Payable on confirmation of dates</i>		
<b>Cancellation Fee within a month</b>	80%	80%
<i>Of core charges</i>		
<b>Cancellation Fee within a week</b>	100%	100%
<i>Of core charges</i>		

**\*\* All professional contracts will be negotiated outside these charges**

## Proposed

Standard	Concessionary 30% reduction	Notes
£1,100		
£200		
£675	£472.50	plus 10%/6% ticket sales
£675	£472.50	plus 10%/6% ticket sales
£725	£507.50	plus 10%/6% ticket sales
£600	£420	access 1.5 hrs prior to curtain up
FOC		
Price for off peak day hire		8 hour get in/rehearsal day
£75		Hourly rate over 8 hours( 2 staff)
Price for off peak day hire		8 hour get in/rehearsal day
£70		

Price for off peak day hire		
Price for off peak day hire		
£18		Additional staff for get in/ follow spot/ crew
N/A		
POA		
One tier price		
£16.50		
£12.40		
£55		
£35		must be rigged in the hire time
£96		must be rigged in the hire time
£50		Tuning at cost + 20%
£20/£45		Day/Week
£20		
£20/£30		Day/Week. Subject to availability.
		If hired - hire cost + 20%
£25/£35		Day/Week. Subject to availability.
		If hired - hire cost + 20%
£125/£300		Day/Week.
£20/£45		Day/Week. Cyclorama /gauze



Cost + 25%		
Cost + 25%		
£25/£60		
£15/£40		
£10		fluid for smoke machine per 0.5l
£10		as above
£20/£50		Day/Week
£35		
£15/£40		Day/Week
Cost + 25%		
£4.75		
FOC		per ticket fee
FOC		
£0.75		
£1		except for amateur/charitable performances/or where 6% ticket commission charged.
as above		
n/a		
as above		
n/a		
n/a		

£0.25		When selling for 3rd party
cost + 25%		
POA		dependant on day/time/number of pupils.
10%/6%		Amateurs /charity at reduced rate
15%		Amateurs /charity exemption
15%		
20%		
		Cancellation within 3 months
80%		
100%		

## Appendix 7 – Commercial Waste Charges

ROTHERHAM BOROUGH COUNCIL  
Regeneration & Environment

COMMERCIAL WASTE COLLECTION  
Scale of charges with effect from 1<sup>st</sup> April 2017

Contract Type	Container Size (Litres)		Collection Point	Total Annual Charge
A1	(2 x Black Sacks)		Kerbside	£242.39
240A	240	First Bin	Kerbside	£357.27
240A	240	Additional Bin	Kerbside	£239.75
240B	240	First Bin	Premise / Bin Store	£410.77
240B	240	Additional Bin	Premise / Bin Store	£293.38
360A	360	First Bin	Kerbside	£423.68
360A	360	Additional Bin	Kerbside	£306.05
360B	360	First Bin	Premise / Bin Store	£476.91
360B	360	Additional Bin	Premise / Bin Store	£359.72
660	660	First Bin	Premise / Bin Store / Kerbside	£933.67
660	660	Additional Bin	Premise / Bin Store / Kerbside	£816.45
1100	1100	First Bin	Premise / Bin Store	£1063.30
1100	1100	Additional Bin	Premise / Bin Store	£946.80

\*\*\* Denotes a contract type which requires the container to be provided by the customer.

Any larger quantities of Commercial Waste will be charged per LOAD.

All of the above prices are based on a once weekly collection.

Commercial Waste accounts are payable **in advance**, following receipt of an invoice.

All charges are rated “**Outside the Scope**” of V.A.T.

All charges are fully inclusive of the current rate of the Government's Landfill Tax (£80.00 per tonne, w.e.f. 1/4/2016).

**Reinstatement Fees will apply for Agreements resumed after cancellation for non payment.**

## Appendix 7 – Commercial Waste Charges

ROTHERHAM BOROUGH COUNCIL  
Regeneration & Environment

COMMERCIAL WASTE COLLECTION - **RMBC INTERNAL PREMISES**  
**Scale of charges with effect from 1<sup>st</sup> April 2017**

Contract Type	Container Size (Litres)		Collection Point	Total Annual Charge
A1	2 Black Sacks		Kerbside	£214.17
240A	240	First Bin	Kerbside	£315.70
240A	240	Additional Bin	Kerbside	£211.85
240B	240	First Bin	Premise / Bin Store	£362.98
240B	240	Additional Bin	Premise / Bin Store	£259.24
360A	360	First Bin	Kerbside	£374.37
360A	360	Additional Bin	Kerbside	£270.43
360B	360	First Bin	Premise / Bin Store	£421.40
360B	360	Additional Bin	Premise / Bin Store	£317.88
660	660	First Bin	Premise / Bin Store / Kerbside	£825.02
660	660	Additional Bin	Premise / Bin Store / Kerbside	£721.44
1100	1100	First Bin	Premise / Bin Store	£939.57
1100	1100	Additional Bin	Premise / Bin Store	£836.62

\*\*\* Denotes a contract type which requires the container to be provided by the customer.

Any larger quantities of Commercial Waste will be charged per LOAD.

All of the above prices are based on a once weekly collection.

Commercial Waste accounts are payable **in advance**, following receipt of an Expenditure Code.

All charges are rated **“Outside the Scope”** of V.A.T.

All charges are fully inclusive of the current rate of the Government's Landfill Tax (£80.00 per tonne, w.e.f. 1/4/2016).

## Appendix 7 – Commercial Waste Charges

ROTHERHAM BOROUGH COUNCIL  
Environment & Development Services

**CHARITABLE COMMERCIAL WASTE COLLECTION**  
**Scale of charges with effect from 1<sup>st</sup> April 2017**

Contract Type	Container Size (Litres)		Collection Point	Total Annual Charge
A1	(2 x Black Sacks)		Premise / Bin Store	£169.12
240A	240	First Bin	Kerbside	£180.09
240A	240	Additional Bin	Kerbside	£72.50
240B	240	First Bin	Premise / Bin Store	£229.05
240B	240	Additional Bin	Premise / Bin Store	£121.61
360A	360	First Bin	Kerbside	£199.42
360A	360	Additional Bin	Kerbside	£91.73
360B	360	First Bin	Premise / Bin Store	£248.12
360B	360	Additional Bin	Premise / Bin Store	£140.88
660	660	First Bin	Premise / Bin Store / Kerbside	£519.26
660	660	Additional Bin	Premise / Bin Store / Kerbside	£411.98
1100	1100	First Bin	Premise / Bin Store	£521.13
1100	1100	Additional Bin	Premise / Bin Store	£414.51

\*\*\* Denotes a contract type which requires the container to be provided by the customer.

Any larger quantities of Commercial Waste will be charged per LOAD.

All of the above prices are based on a once weekly collection.

Commercial Waste accounts are payable **in advance**, following receipt of an invoice.

All charges are rated **“Outside the Scope”** of V.A.T.

All charges are fully inclusive of the current rate of the Government's Landfill Tax (£80.00 per tonne, w.e.f. 1/4/2016).

**Reinstatement Fees will apply for Agreements resumed after cancellation for non payment**

## **Appendix 8 – Business Regulation Charges 2017/18**

Regeneration and Environment Directorate – Fees and Charges 2017-18  
13/03/2017

The Business Regulation Service administers / determines a number of licences and permits that are relevant to the commercial activities of local businesses. In addition, the council also provides services to businesses to assist them in their compliance with regulatory requirements (such as weighbridge verification).

Where fees are not prescribed by legislation, the council has the power to make charges for specific services. The council must set fees for licences / permits / services on a cost recovery basis only; therefore there must be no increase in fees unless there has been a corresponding increase in the cost to the council in administering / determining the application for such a licence / permit. As officer / staff costs make up the majority of the fee that is charged, it is proposed that the fees for 2017/18 are increase in line with the 1% increase in staffing costs across the service (due to the recent pay award) – rounded up to the nearest whole pound.

A further report will be submitted to the Licensing Committee / Board on licensing activities falling within that Committee's terms of reference.

Proposals are as follows:

### **Animal Health**

The Council licences riding, animal boarding and breeding establishments, pet shops, dangerous wild animals and performing animals primarily to ensure animal welfare conditions are met. Regulation for some premises incorporates inspection undertaken by a veterinary surgeon, the costs of which are charged in addition to the licence fees.

### **Bereavement Services**

Cabinet Member will be aware that the Bereavement Services Partnership commenced on 1st August 2008. The fees charged by Dignity Funerals Ltd for the bereavement services it provides are reviewed in April each year. This review is currently in progress, this involves the benchmarking of the proposed fees against those charged by comparable authorities within the region, and a comparison against the national average.

### **Food, Health & Safety**

The Council registers premises for activities such as ear piercing, electrolysis, tattooing and acupuncture primarily to check and maintain appropriate health & safety standards.

The fees for the water samples are set to cover the costs associated with the interpretation, recording and provision of advice following water sampling being undertaken. This service is available to commercial leisure facilities, schools and those in charge of private drinking water supplies. The fees are in addition to those charged by the laboratory and courier (these fees vary depending on the parameters tested, and the location of laboratory used, these charges are passed directly on to the customer that requests the sample). Certain fees are also prescribed in the private water legislation.

### **Weights & Measures**

Fees are charged for the testing and stamping (verification) of weights and measures used for trade.

The fee reflects the hourly cost based on the provision of a single weights and measure inspector. The hourly cost has been calculated based on average salary levels, plus all necessary on-cost for the delivery of the service. Guidance is available that sets out the methodology used to calculate the amount to be recovered. An additional fee may be charged to cover the cost of hiring specialist equipment (such as the heavy test unit).

**A full schedule of the proposed 2017/18 fees and charges is attached to this report as Appendix A.**

**Appendix A – Business Regulation Proposed Fees and Charges 2017/18 (excl. VAT)**

	<b>Current Fee</b>	<b>Proposed Fee</b>
<b>ANIMAL HEALTH</b>		
Animal Boarding Establishments	239	242
Animal Boarding Establishments (Home Boarding)	167	169
Riding Establishments	239	242
Performing Animals	147	149
Dog Breeding Establishments	147	149
Dangerous Wild Animals	147	149
Pet Shops	147	149
Zoos (First licence 4 years)	1050	1061
Zoos (Renewal licence 6 years)	1553	1569
<b>FOOD, HEALTH AND SAFETY</b>		
Ear-piercing – PREMISES	123	125
Ear piercing - person carrying on the business	26	27
Tattooing – PREMISES	181	183
Tattooing - person carrying on the business	26	27
Acupuncture – PREMISES	152	154
Acupuncture – person carrying on the practice	26	27
Electrolysis – PREMISES	152	154
Electrolysis – person carrying on the business	26	27
Interpretation of water sample results (payment in addition to analysis charge)	Nil	8
<b>TRADING STANDARDS</b>		
Weights and Measures Inspector (hourly rate)	58.71	60
Weights and Measures Technical Assistant (hourly rate)	35.21	37



## Appendix 9 - Pest Control Fees

**Pest Control Fees 2017/18**

Activity	Number of Services in last 12 months	2016/17 Fee
Rats Inside Properties	468	£20.00
Rats Outside Properties	1187	£2.00
Mice	336	£76.80
Moles	12	£64 per hour
Squirrels	1	£64 per hour
Feral Pigeons	1	£64 per hour
Fleas	66	£76.80
Bed Bugs	66	£64 per hour
Cockroaches	12	£64 per hour
Wasps' Nests	350	£76.80
Flies	1	£76.80
Wild Bees/Bumble Bees	148	£76.80
Stored Product Insects(beetles etc.)	22	£76.80
Garden Ants	75	£76.80

Proposed 2017/18 Fee	Other Local Authority Average Fee
£30.00	£59
£30.00	£49
£84.00	£62
£84 fixed price max 3 treatments	£64
£84 fixed price max 3 treatments	N/A
quote	N/A
£84.00	£62
£192 fixed charge max 4 treatments	£162
£192 fixed charge max 4 treatments	£162
£84.00	£47
£84.00	£63
£84.00	£51
£84.00	£60
£84.00	£56

Public Report  
Cabinet and Commissioners Decision Making Meeting

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**Summary Sheet**

**Council Meeting**

Cabinet and Commissioners Decision Making Meeting – 13 March 2017

**Council Report:**

Financial Inclusion Plan for Rotherham Council Tenants

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

Yes

**Strategic Director Approving Submission of the Report**

Anne Marie Lubanski, Strategic Director of Adult Care and Housing

**Report Author**

Paul Elliott – Business and Commercial Programme Manager

Kath Brisland – Financial Inclusion Manager

**Summary**

To seek authority to approve the Financial Inclusion Plan for Council tenants.

There are a significant number of Rotherham Council tenants who do not have a bank account and are financially excluded.

There are many barriers which prevent access to basic financial services. This plan aims to remove those barriers and support people to become more independent and to take control of their own finances. Evidence tells us that improving financial capability and confidence will contribute to reducing poverty, improving health and educational attainment as well as increasing skills and employability.

The plan will not stand alone to deliver solutions, but recognises that a co-ordinated approach that brings Council services, partners and agencies together will be more cost effective and achieve greater success in providing tenants and residents with the support required to enable them to access the benefits basic financial services can provide.

In the first instance the aim is to help Council tenants improve their quality of life by reducing debts, reliance on high interest cost lenders and increasing levels of educational attainment; which will improve overall skills and job prospects, as well as increase independence and build resilience longer term. The plan will be implemented by housing staff in the remodelled Housing Income Team and Council Housing Allocation Officers.

Following further development of the corporate approach to tackling poverty it is intended to learn from implementation of the tenants Financial Inclusion Plan and where appropriate align resources and offer services irrespective of tenure.

**Recommendation**

That the Financial Inclusion Plan for Housing be approved for the period 2017 to 2020.

**List of Appendices Included**

Appendix A – Financial Inclusion Plan Housing – 2017 to 2020

Appendix B – Housing Income Team Structure (to be adopted 3 April 2017)

**Background Papers**

None attached

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

Overview and Scrutiny Management Board

**Council Approval Required**

No

**Exempt from the Press and Public**

No

## **Main Report**

### **Financial Inclusion Plan for Rotherham Council Tenants**

#### **1. Recommendation**

- 1.1 That the Financial Inclusion Plan for Rotherham Council be approved for the period 2017 to 2020.

#### **2. Background**

- 2.1 The term Financial Inclusion is used to describe the millions of people who have access to basic financial services such as banking, affordable credit, insurance and pensions which enable choice, savings and the ability to plan for the future.
- 2.2 There are many citizens of Rotherham who remain “Financially Excluded” and this can be a major factor in being unable to manage money, plan for the future and pay bills.
- 2.3 The implementation of the Government’s Welfare Reform agenda and the previous downturn of the economic climate continue to have a significant impact on citizens who rely on welfare benefits or have low earnings; and their ability to pay priority bills such as rent has been affected.
- 2.4 The need has been identified for the Council, led by the Housing and Neighbourhoods Service to develop a Financial Inclusion Plan and provide a co-ordinated approach to deliver the Financial Inclusion agenda of improving access to basic financial services for Council tenants and then roll out later to all citizens as part of the ‘One Council’ approach.
- 2.5 The objective of the plan is to improve the financial confidence of Council tenants and residents to help maximise income and limit expenditure. By increasing independence and individuals’ prospects will ensure that priority bills are paid, debt is reduced and the opportunity to find employment is improved.

#### **3. Key Issues**

- 3.1 There are around 8% (1,638) of tenants do not have a bank account (2016 STAR Survey), which increases to 11% for those tenants in receipt of Housing Benefit.
- 3.2 Rotherham has a high ranking in the Indices of Multiple Deprivation and the three main causes of this are poor health, education and employment.
- 3.3 There are many barriers which prevent access to basic financial services and this plan aims to remove those barriers and evidence that improving financial capability and confidence will contribute to reducing poverty, improving health, educational attainment and opportunities to access employment.

- 3.4 The plan will not stand alone to deliver solutions, but recognises that a co-ordinated approach that brings Council services, partners and agencies together will be more cost effective and achieve greater success in providing tenants with the support required to enable them to access the benefits basic financial services can provide.
- 3.5 The aim is to initially focus on helping Council tenants improve their quality of life by reducing debts, reliance on high interest cost lenders and increasing levels of educational attainment; which will improve overall skills and job prospects, as well as increase independence and build resilience longer term.
- 3.6 This will be delivered by the newly created and better equipped Financial Inclusion Team within the Housing Income Service which will have a broad responsibility for delivering the Financial Inclusion Plan. It will be resourced to have the capacity to develop and deliver the practical interventions and projects which will under-pin this plan and deliver against its ambitions. Following the work of the Corporate policy team reviewing the poverty agenda and the 'One Council' approach it is intended in the future subject to resources being made available this will be rolled out to the benefit of all residents of the borough.
- 3.7 The added value will be a reduction in the financial burden to the Council caused by a high number of tenants and residents who rely on public funded services and a reduction in all forms of debt to the Council.
- 3.8 The plan also recognises the impacts and challenges to tenants and the Council with the continuation of the Government's Welfare Reform agenda and the introduction of Universal Credit. Tenants are disproportionately affected by financial exclusion, it is estimated that tenants make up around 60% of all financially excluded people.
- 3.9 The Welfare Reforms continue to reduce the level of income for many Council tenants which are solely dependent on welfare benefits and will increase their expenses as the amounts required to pay high priority debts such as Council tax increase.
- 3.10 The implementation of Universal Credit will mean all claimants must be able to manage a monthly budget, pay their rent and to have digital access as claims will be made and managed on-line. The Council through the Universal Credit Delivery Partnership arrangements with the Department for Work and Pensions currently offer support to claimants referred from the Job Centres to apply on-line and/ or provide Personal Budgeting Support through the Customer Service team.
- 3.11 The ability to budget and manage money to the best possible advantage is becoming more critical and co-ordinated action is required to limit the impact on tenants.
- 3.12 The Council, as the largest social landlord in Rotherham with a high proportion of tenants who pay rent by Housing Benefit, will be affected significantly if costs and rent arrears continue to increase and rental income declines.

- 3.13 The plan promotes an early intervention approach to tenancy management and affordability. Following approval of the plan it is intended to launch a promotion and awareness campaign through multiple media channels including the Council's website, Home Matters tenant's magazine, flyers in rent and Council tax bills and social media.

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

- 4.1 The adoption of a Financial Inclusion Plan has benefits for both tenants and residents across the borough which is why a two phased approach to financial inclusion is recommended.

##### **Phase 1 – Adopt a Financial Inclusion Plan for Tenants**

- 4.2 The Financial Inclusion Plan sets out a coherent vision defining how the Council will assist tenants to sustain tenancies and develop more independent lives free from support services. This should ultimately result in requiring fewer service interventions by the Council so, over the longer term, increasing income and reducing expenditure.
- 4.3 The plan will be initially delivered through the Financial Inclusion Team which sits within the Housing Income Team. A transformation for this service was approved by Cabinet on 10 October 2016 and includes an investment of £638,000 to expand services offered to tenants. As part of the 'One Council' approach this will act as a catalyst for a wider review of how such support services are delivered to residents over the medium term. In this first stage it is proposed to deliver these services solely to tenants given the enormity of the financial challenges they face due to the ongoing welfare reforms and the need to sustain Council tenancies for those tenants in arrears.
- 4.4 The specific benefits the Council anticipate tenants to receive through delivering the Financial Inclusion Plan are:
- Feel confident in being able to make the right decisions about their money
  - Open a bank account which will allow tenants to receive and take out their money
  - Borrow at a reasonable cost if the need arises
  - Buy affordable insurance to protect tenants' homes and their family
  - Build up savings for an emergency
  - Reduce worklessness
  - Obtain advice about money and welfare benefits from free and trusted sources
  - Sustain their tenancies and stay out of debt
  - Reduce reliance on Council services i.e. arrears management, tenancy support
  - Overall increased independence and self-reliance

## **Phase 2 – Expand the Financial Inclusion Plan for Residents**

- 4.5 The next step would be to expand into a Corporate Financial Inclusion Plan that would serve the needs of all Rotherham residents regardless of housing tenure. Whilst similar approaches and outcomes around financial inclusion will apply to both tenants and residents, a staged approach presents an opportunity to learn from phase 1 and to better understand the impact the plan is having on services.
- 4.6 The Council therefore needs time to consider how it intends to deliver an Anti-Poverty Strategy and build capacity in its Financial Inclusion Support Services.
- 4.7 Tenants are under increasing pressure due to welfare reform measures and are disproportionately affected by financial exclusion so it is important that the Council focuses on supporting tenants initially. The implementation of an all-encompassing plan would mean delays for tenants to get the help they need. Resources have been identified to support delivery and this is why a phased approach is recommended.

## **5. Consultation**

- 5.1 The Welfare Reform Working Group, which has representatives from the 'third sector', has been consulted on the content of this plan at their meeting of 4 March 2016. Input from the Advocacy and Appeals Service has been given as the Financial Inclusion Team will continue to make referrals to this service. The Revenues and Benefits Service has also been consulted on 21 September 2016.
- 5.2 The Housing Quality and Standards Challenge Group has also been consulted on 12 April 2016 and is supportive of adopting a Financial Inclusion Plan for Housing.

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

- 6.1 Cabinet – 13 March 2017

Tom Bell, Assistant Director of Housing, is responsible for implementing this decision.

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

- 7.1 The Financial Inclusion Plan for Council housing tenants itself does not have any cost other than officer time. Delivery of the plan will require employees of the Council to work in accordance with the plan's aims. The current cost of employees in the Financial Inclusion team is £161,947 per annum. This cost will increase by £329,561 for the Financial Inclusion component of the Housing Income Team service transformation approved by Cabinet on 10 October 2016.
- 7.2 The financial cost and business case for implementing a corporate financial inclusion plan which engages with all residents is not yet understood and would need to be developed as part of the second stage.



- 7.3 There are no direct procurement implications associated with this report, although a procurement exercise has been undertaken by the Council for the provision of basic bank accounts. The Council pay the set up costs for each new account so there are no costs passed on to the tenant.

## **8. Legal Implications**

- 8.1 There are no direct legal implications associated with this report, although the adoption of a Financial Inclusion Plan should minimise the number of cases where it is necessary to take legal action against tenants to recover rent arrears.

## **9. Human Resources Implications**

- 9.1 The Financial Inclusion Team will deliver the Financial Inclusion Plan, alongside other colleagues in the Adult Care and Housing Directorate and the Regeneration and Environment Directorate.
- 9.2 The Housing Income Team, of which the Financial Inclusion team is part, has been reviewed due to ongoing Welfare Reforms. As a result there will be significant changes to job roles and responsibilities. Consultation with staff and trade unions is now complete. The new structure will be adopted on 3 April 2017. A copy of the proposed structure is attached at Appendix B.
- 9.3 A review of resources would need to take place as part of the second stage of implementation.

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

- 10.1 The strategy aims to contribute to the 4 priorities set out in the RMBC Corporate Plan:
- I. Every child making the best start in life
  - II. Every adult secure, responsible and empowered
  - III. A strong community in a clean, safe environment
  - IV. Extending opportunity, prosperity and planning for the future
- 10.2 The Financial Inclusion Team will provide practical help and support to children's families and vulnerable adults aimed at improving their health and wellbeing, improving their aspirations and educational attainment. The details are explained further in the plan.

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

- 11.1 An Equalities impact assessment is to be undertaken.

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

- 12.1 The Financial Inclusion Plan will ensure financial support services to tenants are co-ordinated and remove the current disparate approach to service delivery. Partners will benefit as it will define what support the council will provide to tenants in financial distress.

12.2 Tenants who are financially astute are less likely to require interventions from partners and other Directorates such as Health, Department for Work and Pensions, Citizen's Advice Bureau and Housing Benefits.

12.3 In order to deliver the plan the Housing and Neighbourhoods service will continue to refer to the Advocacy and Appeals service under the current SLA for 2016-17. In order to provide the support tenants require, it is anticipated Money Advice Officers will need to visit some vulnerable tenants in their homes, rather than the current system that all appointments are held in Riverside House. This will mirror the service offered by the Financial Inclusion team at present and will be at no extra cost to the HRA.

### **13. Risks and Mitigation**

13.1 There are significant risks to future Housing Revenue Account income given ongoing welfare reforms and the general financial pressures on low income households. The Council must consider the impact to the service and future long term viability of the HRA Business Plan given the ongoing increase in arrears, in 2015-16 there was an increase in arrears of 34%. This is unsustainable in the medium to long term and Cabinet has approved additional investment in the service of £638,000 to address the ongoing challenges outlined in the report.

13.2 As rent arrears increase, this may result in increased evictions, which will put greater pressure on the Homelessness Service and Children's and Young Peoples Services, funded through the General Fund.

13.3 A further risk is not delivering the Council's priorities, and not adopting a Financial Inclusion Plan which will result in residents continuing to be financially excluded and failing to lead independent lives without the support of Council services.

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

Approvals obtained from:

Assistant Director of Housing and Neighbourhoods – Tom Bell

Finance and Customer Services – Kath Andrews, Principal Accountant

Legal Services – Neil Concannon, Service Manager – Litigation and Social Care

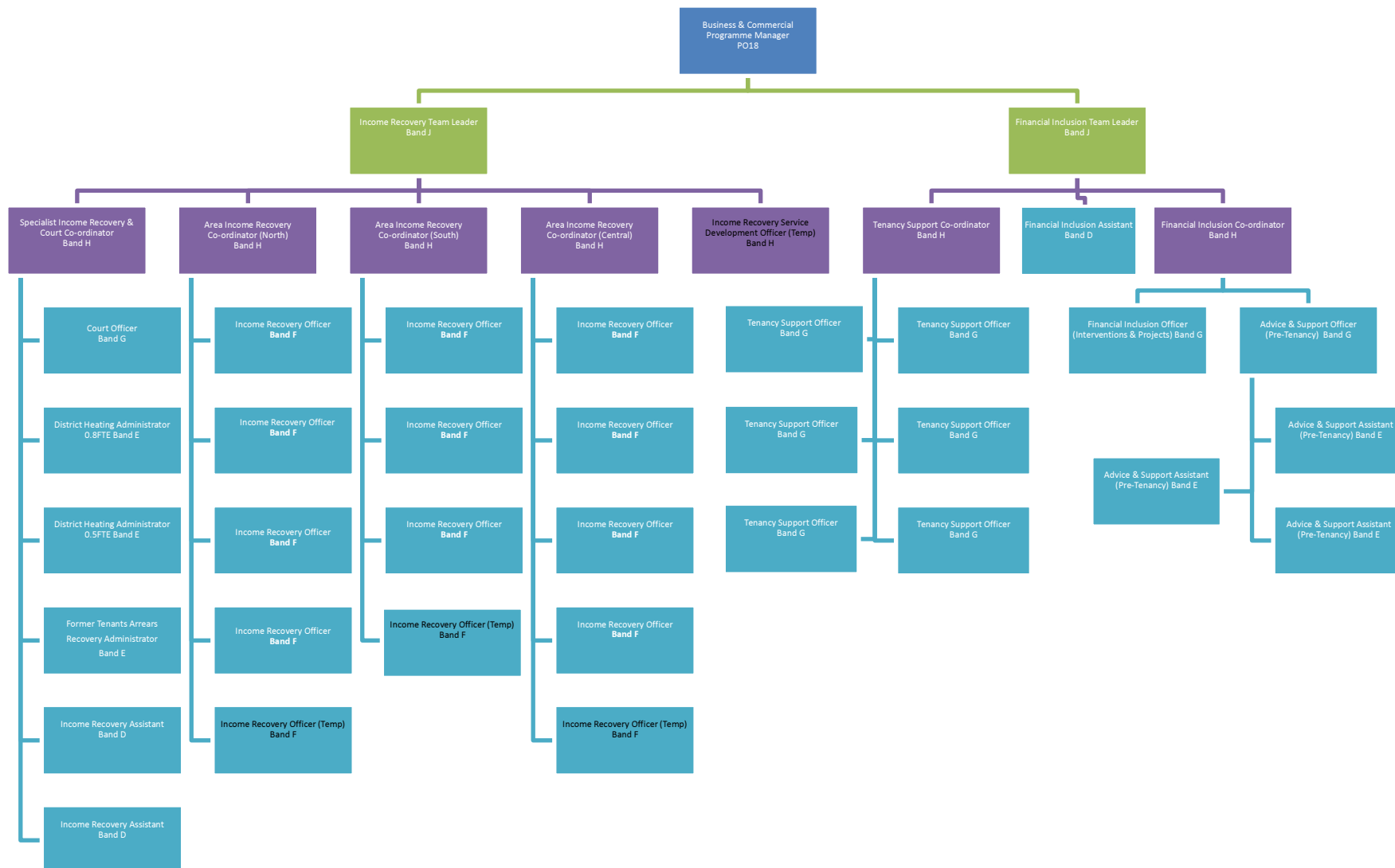
Human Resources – Odette Stringwell, Business Partner

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

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

## Appendix B A New Housing Income Service to include:

### Housing Income Recovery Service, and Financial Inclusion & Tenancy Support Service



# **Appendix A**

## **RMBC**

### **Financial Inclusion**

### **Plan**

### **Housing**

### **2017-20**



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# 1. Executive summary

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“Financial inclusion” means the delivery of financial support to people who don’t have access to basic services such as bank accounts, debit cards, credit cards, savings, insurance and pensions. Limited access to such basic services can impact on people’s health, their independence and ability to improve their own life chances.

Many tenants are generally on lower than average incomes, and are more likely to experience financial challenges. This can be as simple as not having a bank account.

## **Economic downturn**

Despite the economic recovery, many household budgets are still feeling the squeeze. The latest Indices of Multiple Deprivation (IMD2015) show that deprivation in Rotherham has increased slightly over the past five years, with the borough now ranked 52nd most deprived district (53rd in 2010). However deprivation in the poorest 10% of the borough has increased significantly and 20% of Rotherham’s residents live within the 10% most deprived areas of England. Many of these residents are Council tenants.

## **Changing technology**

Digital and technological developments offer great opportunities to promote financial inclusion, as online and mobile banking allows users instant access to help people keep track of their spending but this also presents new challenges for those who are financially excluded. The 2016 Star Tenant Survey revealed the following:

- 66% of tenants have access to the internet
- Older tenants are less likely than younger tenants to have internet access
- Four in ten tenants who receive Housing Benefit do not have internet access

This has major implications due to the implementation of a range of welfare reform policies including Universal Credit.

## **Interest rates**

Interest rates have remained at or below 0.5% for the past six years and the latest predictions suggest that a rise in interest rates is not likely to be imminent and will be minimal. However, when this happens it will have an adverse effect on many Council tenants.

## **Low Income Households**

Many of our tenants and residents are in low paid work. In view of the squeeze on income for those in lower paid work, due to ongoing changes to welfare benefits outlined previously it is becoming increasingly important that the Council has a clear strategy to help its tenants to manage their finances, pay their rent or mortgage and maintain their tenure.

Housing Benefit is the largest element of income to the Housing Revenue Account. There has been a reduction in the amount of Housing Benefit paid to Council tenants and the annual percentage of the debit paid by Housing Benefit has reduced to 60% in 2015-16. This has meant tenants now have to pay more rent out of their already restricted income, which many tenants find difficult and so is manifesting its self through successive increases in rent arrears.

The most recent analysis of high level Council housing debt indicates that many tenants do not claim Housing Benefit or are ineligible due to income levels or have their benefits reduced or sanctioned. This cohort of tenants find it difficult to budget as their pay is erratic and many borrow from high interest costs lenders to pay for their basic needs when their income is stopped or reduced.

There are many barriers which prevent access to basic financial services and this plan aims to recognise and work toward removing those barriers.

As a Council we want to support our tenants to improve their financial situation. By doing so the Council can assist in reducing poverty, improve health, educational attainment and opportunities to access employment.

The plan aims to help Council tenants improve their quality of life by reducing debts, reliance on high interest cost lenders, increasing levels of educational attainment and improve the potential to gain employment.

The plan will not stand alone to deliver solutions but recognises that a co-ordinated approach that brings Council services, partners and agencies together will be more cost effective and achieve greater success in providing tenants and residents with the support required to enable them to access the benefits basic financial services can provide.

The four key areas of focus are:

- Theme 1 – Financial responsibilities
- Theme 2 – Sustainable tenancies
- Theme 3 – Protecting the most vulnerable
- Theme 4 – Support and advice

## 2. Vision

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Our vision statement for Rotherham's Financial Inclusion Plan:

**The Council will:**

- \* Work with tenants so they understand the **financial responsibilities** of sustaining a tenancy
- \* Seek to understand tenants housing **needs** so tenants are not placed into financially unsustainable situations
- \* Provide support for the **most vulnerable** and target households affected by welfare reform
- \* Improve access to **support, advice** and financial services which enhance tenants financial well-being

These commitments will assist the Council in a number of ways including:

- \* By reducing the number tenancies that fail, will reduce the number of empty properties, which in turn will reduce the Council's operating costs.
- \* Improving tenants financial circumstances through targeted support of households affected by welfare reform will reduce rent and other arrears to the council whilst improving the financial position of the most vulnerable.



## 3. The role of the Council

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### National Context

Over recent years a number of factors such as the economic downturn and Welfare Reform are causing more people to experience money problems. For many, affording life's necessities is becoming increasingly difficult.

A key area which has impacted many council tenants is the introduction of a range of welfare reforms over the past 3 years. Those already in place include:

- \* The Social Sector Size Criteria, or the "Bedroom Tax" introduced in April 2013 for households of working age who under-occupy their homes.
- \* A Benefit Cap for couples with children and single parent families of £20,000 per annum or £384 per week. This affects around 130 of our tenants.
- \* Universal Credit (UC): Introduced in Rotherham in December 2015, has huge implications for Council tenants as it combines six different benefits including Housing Benefit, into a single lump sum payment to the household. UC is paid monthly, in arrears, and households will have to budget their money monthly instead of weekly and manage their own rent payments, possibly for the first time.
- \* The change from Disability Living Allowance to Personal Independence Payment.

There were further changes introduced by the Welfare Reform and Work Act 2016:

- \* Four year freeze on out of work benefits.
- \* Most 18 to 20 year olds will no longer have an automatic entitlement to Housing Benefit.
- \* The limit on Housing Benefit to the Local Housing Allowance (lower 30% of private rented sector) rate from April 2019.
- \* Single people under 35 will only receive the Local Housing Allowance shared room rate for their housing costs which for 2015/ 2016 is £58.50. This is approximately £14 per week less than the rent for a one bedroom Council flat. If our tenancy profile remains similar, in future this will mean approximately 600 tenants will have to make up this shortfall in benefit.
- \* The limit on Child Tax Credit to two children and the removal of the family element. This means if a family has a third child they will no longer be entitled to or will lose benefit equivalent to £2,780 per child if there has been a change in circumstances lasting six months or more

## Local Context

Rotherham faces great challenges as a area, these include the economy, housing, worklessness, education and health.

Rotherham is the 52<sup>nd</sup> most deprived area out of 326 English districts, and a third of its population live in areas which are located in the most deprived 20% in England. Around 58,000 people in Rotherham live in the most 10% of deprived areas in England. The Indices of Multiple Deprivation show's this is driven mainly by high worklessness, low qualification and skill levels and poor health.

Over 66,000 adults are on a low income and are reliant in supplementary benefits such as tax or pension credits which is around a third of the adult population.

The inequality gap between the most deprived neighbourhoods and the rest of the borough has grown as deprivation has increased since 2007. High deprivation is reflected in high levels of financial exclusion, debt problems and fuel poverty.

Welfare reform is estimated to have taken £66 million per year (2016) from low income households in Rotherham, particularly families with children and those who are long term sick, and the impact is expected to double to £132 million per year by 2020/21 as a result of further welfare changes.

Pressures on household budgets have forced a growing number of people to use food banks. Rotherham is amongst the 8% of districts most affected by problem debt. The vast majority of over-indebted people feel anxious, stressed and unhappy as a result of their situation but only a minority are accessing advice (Money Advice Service report 2013).

Whilst pensioners have been protected from welfare reforms, many are still on a very low income. 21.6% of Rotherham pensioners claim pension credit, above the English average of 18.3%. Rotherham has 125,400 people aged 16-64 who are economically active (i.e. in work or actively looking for work), a rate of 77.1% which is below the national average of 77.7% [Note source of most labour market data is from the ONS Annual Population Survey, latest September 2015]

Relative to England, Education deprivation in Rotherham overall has reduced slightly although the most deprived areas have fallen further behind whilst less deprived areas have advanced.

Ultimately the Government's welfare reform programme over 2011- 2018 is expected to increase and intensify deprivation in Rotherham by reducing the incomes of the poorest households, particularly people who are disabled or long term sick, and families with children.

By delivering a Financial Inclusion Plan it will not only help people to feel confident and make the right decisions about money matters, but will be more wider reaching. It will also help to improve health and well -being, build independence and increase tenant's job opportunities.

The Council will also benefit from the positive impact of financial inclusion as it can reduce the time and costs of:

- \* recovering rent and council tax arrears
- \* preparing empty properties for re-let
- \* prevent homelessness applications
- \* Improve the sustainability of Rotherham's most deprived communities

### **Corporate Plan Priorities**

The Council's Financial Inclusion Team will deliver this Plan in collaboration with other teams and services, including the Money Advice Service, which receives funding from the Housing Revenue Account to provide independent financial advice to tenants at risk of eviction.

The Plan will support the delivery of all four of the Council's Corporate Plan Priorities in the following ways:

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

The Council will continue to offer more intensive support to all families at risk of losing their home due to rent arrears. The Housing Revenue Account will continue to fund Family Support workers within the Children's and Young Person's Service who will offer help and advice to any family referred by the Housing Income team. The Council will also work in schools to start as early as possible with education in money management. The overall Plan will contribute to reducing the number of children living in poverty and ensuring all children live in a safe and secure environment.

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

The Council will support tenants in financial difficulty by providing advice and guidance on financial issues. We will work with colleagues to provide preventative support to contribute to sustaining tenancies, reducing homelessness and poverty.

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

The Council will assist tenants to manage their finances better, which will lead to reduced debt and increase income for the Council to spend on improving the communities in which tenants live.

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

The Council will refer tenants to other services who can provide support with accessing employment and money advice. Working with other teams, the Council will encourage contractors and suppliers to offer apprenticeships to tenants and their families and support them into work.

### **The Housing Strategy**

The plan will contribute towards delivering the Housing Strategy by:

- \* Ensuring the Council support tenants to move out of the rental sector as their household income increases. Research by the Joseph Rowntree Foundation<sup>1</sup> demonstrates that social housing can be used as the springboard into employment and homeownership.
- \* Equip tenants and residents with the skills to manage their finances and build confidence to move into employment, training or education so they do not become trapped in a cycle of poverty.
- \* Strengthen and sustain communities by providing financial advice and support to tenants and residents in financial difficulty.<sup>1</sup> How Does Housing affected work incentives for people in poverty?, Joseph Rowntree Foundation, 22 February 2016

## 4. Themes

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### 4.1 Financial responsibility

Vision - Work with tenants so they understand the financial responsibilities of sustaining a tenancy.

The Council will:

- \* Train frontline staff to develop skills to help new and existing customers with a range of money matters, including household budgeting, paying bills and saving.
- \* Work with partner agencies to ensure customers can access specialist money and debt advice services when they need it.
- \* Strengthen existing and develop new partnerships with Credit Unions to help tenants improve their financial 'staying power' by securing loan products and accounts.
- \* Locate and publicise a number of providers to enable tenants to open basic bank accounts

### 4.2 Sustainable tenancies

Vision - Seek to understand tenants housing needs so tenants are not placed into financially unsustainable situations.

The Council will:

- \* Engage with prospective tenants at pre-tenancy stage with advice and assistance to ensure they are prepared and can afford rent and other household expenses.
- \* Identify which prospective tenants requiring support to sustain a tenancy and provide a support package as they transition into Council accommodation.
- \* Ensure a detailed financial assessment is undertaken for all prospective tenants to ensure that can afford a Council tenancy.

### 4.3 Protecting the most vulnerable

Vision - Provide support for the most vulnerable and target households affected by welfare reform.

The Council will:

- \* Arrange appropriate and specific support for our most vulnerable tenants.
- \* Work with the third sector to offer specialist advice where appropriate; such as through our partnership with Age UK providing advice and support to elderly tenants eligible to apply for Attendance Allowance.
- \* Provide targeted employment advice and support.

#### **4.4 Support and advice**

Vision - Improve access to support, advice and financial services which improve tenants financial well-being

The Council will:

- \* Complete a financial / benefit health check at each sign up and agree a minimum 6 week action plan for new tenants identified as requiring support
- \* Train staff to support staff to apply for benefits, grants, Discretionary Housing Payments and Universal Credit
- \* Help tenants in arrears to agree an affordable payment plan
- \* Promote savings that can be made from online fuel accounts and switching suppliers
- \* Develop training courses for tenants who need help in using digital technology

These actions will help create successful, sustainable tenancies meaning the council will have fewer empty properties, lower operating costs, less rent loss and lower arrears. This means more money will be available to spend on services to tenants.

## 5. Delivery

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### The Financial Inclusion Team

The Council has invested significant resources in the Financial Inclusion team to work with potential and existing tenants so they are financially fully prepared, even before they move in and are equipped to sustain their tenancy.

This dedicated team helps households suffering from multiple debts or serious financial problems to stay in their homes. They can help with:

- Household budgeting
- Money and debt advice
- Benefits appeals and overpayment
- Arranging customer events and training on money matters
- Providing help and advice to open and use building society, credit union and bank accounts
- Sourcing advice on how to complete a CV, job application forms and prepare for an interview in order to help find work
- Access financial advice from other agencies

The team can be contacted by:

Telephone – 01709 822293

Email - [Rotherhamtenancysupport@rotherham.gov.uk](mailto:Rotherhamtenancysupport@rotherham.gov.uk)

The team can:

- Help you to complete benefit application forms
- Discuss payment plans
- Arrange direct debits
- Accept rent payments
- Offer help and advice by phone
- Attend tenancy sign-ups
- Run local surgeries
- Offer face to face home visits

These services will be available from 08:00-20:00, Monday to Friday and Saturday morning's between 08:30 – 12:30.

## 6. Resources

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National public spending reductions continue to affect the Council's overall resources and over the next three years, the Council will need to achieve savings of £41m, alongside the need to invest in children's social services, modernise adult social care, and ensure resources are available for other elements of the Council's improvement programme.

The delivery of this Financial Inclusion Plan contributes in many ways to the Council's overall financial position for example every tenancy sustained reduces the burden on other services such as the Homelessness team.

The increased income collection activity that will be required as a result of implementation of Universal Credit in Rotherham alongside the significant investment in tenant support services will assist in reducing tenant arrears and ultimately ensure more cash is available for investment in general housing services.

Through the significant investment in the service it is predicted that up to a further £940k of cash will be collected every financial year into the Housing Revenue Account. This is in addition to the reduction in support that will be required to be offered by other services to these tenants.



## 7. Governance

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This is the first Financial Inclusion Plan developed for housing. The Council are in a period of rapid change; following further development of the Corporate approach to tackling poverty throughout Rotherham, being led by the Corporate Policy team, it is intended to review the plan and where appropriate expand services to all tenants and residents.

This Plan was formally approved by Cabinet on 6 March 2017.

The success of the Plan will be monitored by Rotherham's Housing Improvement Panel, which will be responsible for receiving six-monthly progress reports. Success will be measured through a series of performance indicators. Appendix 1 sets these out in further detail.

## 8. Appendix 1 – Performance Indicators

KPI	Activity	Success Criteria	Measure
FIS1	Financial Inclusion Strategy Action Plan	Percentage of actions which are on target, or ahead of target date	Quarterly Monitor <b>R</b> (<75%) <b>A</b> (75-90%) <b>G</b> (>90%)
FIS2(a)  FIS2(b)	FIS* staff providing advice and support to tenants with rent arrears and other financial difficulties  *Financial Inclusion Service	a) Amount of additional welfare benefits sourced and claimed, and  b) Resulting rent arrears reduction when case closed	Monthly trend analysis will highlight direction of traffic for :- a) Additional welfare benefits claimed b) Rent arrears change from when case opened to closed
FIS3	Interventions with prospective and new tenants ensuring rent payments are initiated from start of tenancy	Percentage of new tenants with clear rent balance after 8 weeks from start of tenancy	Monthly trend analysis will highlight direction of traffic and gap analysis
FIS4(a)  FIS4(b)	Interventions with Universal Credit (UC) claimants which result in successful rent payment arrangement	Percentage of UC claimants who have no rent debt, or a reduced rent debt after a) 3 months and b) 6 months of receiving benefit	Monthly Monitor  a) <b>R</b> (<50%) <b>A</b> (50-60%) <b>G</b> (>60%) b) <b>R</b> (<55%) <b>A</b> (55-70%) <b>G</b> (>70%)
FIS5	Bespoke solutions to prevent possession proceedings being required after referral to FIS staff	Percentage of cases where possession proceedings were not required due to FIS activity	Monthly trend analysis <b>R</b> (<50%) <b>A</b> (50-70%) <b>G</b> (>70%)
FIS6	Timely referral to other agencies in order to improve support offer to vulnerable tenants	Successful outcome can be evidenced with reduced debt and / or sustained tenancies	Monthly trend analysis <b>R</b> (<50%) <b>A</b> (50-70%) <b>G</b> (>70%)
FIS7	Number of tenants switching energy supplier resulting in reduced outgoings	Tenants are better equipped to manage bills and then prioritise rent payments	Monitoring of monthly trend analysis will highlight direction of traffic

FIS8	Number of tenants referred into training or employment through 'employability' interventions	Will contribute to promoting employment and reducing worklessness in the Borough	Monitoring of monthly trend analysis will highlight direction of traffic or gap analysis
FIS9	Number of tenants referred to and taking up the use of Credit Union services	Evidenced reduction in the use of high interest lending providers and use of saving products through Credit Unions	Monitoring of monthly trend analysis will highlight direction of traffic or gap analysis
FIS10	Number of school aged children who attend financial education sessions organised by FIS service	Feedback from schools on the level of awareness and understanding of financial issues following sessions	Quarterly trend analysis will highlight direction of traffic and influence future activity / action planning
FIS11(a)  FIS11(b)  FIS11(c)	Evaluating tenant satisfaction with FIS provision through a bespoke customer satisfaction survey when FIS case is closed - agree	Increased number of tenants who are:- a) Confident in making financial decisions due to FIS support b) Able to use online / digital self-service in the future c) Satisfied with level of FIS support provided to them	Monitoring of monthly trend analysis will highlight direction of traffic for both individual and team performance highlighting gap analysis to inform service change

Public Report with Exempt Appendice  
Cabinet and Commissioners' Decision Making Meeting

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**Summary Sheet**

**Council Meeting:**

Cabinet and Commissioners' Decision Making Meeting - 13 March 2017

**Council Report:**

Strategic Acquisitions, Queens Avenue, Kiveton Park

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

Yes

**Strategic Director Approving Submission of the Report**

Anne Marie Lubanski, Strategic Director of Adult Care and Housing

**Report Author(s)**

Liz Hunt, Affordable Housing Officer (ACH)

Tom Bell Assistant Director for Housing and Neighbourhoods

**Wards Affected**

Wales Ward

**Executive Summary**

This report seeks approval to purchase nine x 2 bedroom houses and three x 2 bedroom bungalows at Kiveton Park from Redmile Homes. These properties are Section 106 planning gain units and will be purchased by the Council at approximately 58% of the open market value. The forecasted completion dates are August 2017 for the houses and spring 2018 for the three bungalows. There is evidenced demand for both houses and bungalows in this location and resources are available in the Strategic Acquisitions budget. This is part of an ongoing programme of acquisition of new Council homes to replace properties sold under "Right to Buy" and maintain stock levels. Cabinet approval for the Strategic Acquisitions programme was given in June 2012 and the Protocol is attached in Appendix 1 Strategic Acquisitions Decision Making Flow Chart (approved 30/06/2012).

**Recommendations**

That approval be given to the purchase of 12 homes at Queens Avenue / Carlton Gate Drive, Kiveton Park from Redmile Homes, using the Housing Revenue Account Strategic Acquisition budget.

**List of Appendices Included**

Appendix 1: Strategic Acquisitions Decision Making Flowchart

Appendix 2: Proposed site layout identifying affordable housing unit

Appendix 3: Floor plan – 2 bedroom house

Appendix 4: Floor plan – 2 bedroom bungalow

Appendix 5: Financial information (Exempt due to the commercially sensitive nature of the information which the developer does not wish to be in the public domain).

**Background Papers**

None

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

No

**Council Approval Required**

No

**Exempt from the Press and Public**

Although the main report is not exempt, Appendix 5 is exempt, under paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as this section contains information relating to the financial or business affairs of any particular person (including the Council) with regards to detailed financial information to enable negotiated acquisitions.

**Title: Strategic Acquisitions Queens Avenue, Kiveton Park**

**1. Recommendations**

- 1.1 That approval be given to the purchase of 12 homes at Queens Avenue / Carlton Gate Drive, Kiveton Park from Redmile Homes, using the Housing Revenue Account Strategic Acquisition budget.

**2. Background**

- 2.1. The Housing Revenue Account Strategic Acquisitions programme enables the Council to purchase new properties to replace Council houses lost via the Right to Buy, and maintain affordable housing stock levels in the borough. To date, 93 properties have been purchased through this programme. The Council is considering invitations to bid on a further 58 new housing units at the current time. The Authority will also pursue a strategy to purchase bungalows and long term voids from the open market, both options are objectives of the Strategic Acquisitions programme.
- 2.2. To date the focus of the Strategic Acquisitions programme has been to purchase brand new Section 106 planning gain housing units from developers
- 2.3 As part of the planning process on sites of 15 units or more, developers are required to provide up to 25% of the homes as affordable housing units (depending on viability constraints). As a condition of the planning permission the affordable housing units have to be sold to social housing providers at a discount on the open market value (OMV).
- 2.4 This report seeks approval to purchase nine x 2 bedroom houses and three x 2 bedroom bungalows at Kiveton Park from Redmile Homes.

Appendix 2: Proposed site layout identifying affordable housing units

Appendix 3: Floor plan – 2 bedroom house

Appendix 4: Floor plan – 2 bedroom bungalow

The houses will be completed in August 2017 and the bungalows by spring 2018. There is healthy level of demand for council housing in Kiveton Park. The average number of bids for 2 bed Council Houses in Kiveton Park (Wales Ward) is 16 per property. The average number of bids for 2 bedroom bungalows in Kiveton Park is 21 bids per property. The 2015 borough average for bids per property (all types) was 21. This means that demand in Kiveton Park is very close to the borough average. So far the Council have not purchased any properties in Kiveton Park under the Strategic Acquisitions budget. All homes will be let as general needs housing although the bungalows will be age restricted.

- 2.5 The bungalows will be allocated to people over 50 years old with an assessed need, in line with the Council's adopted allocations policy. They will meet the strategic objectives of the emerging older peoples housing agenda. Any client-led specific adaptations will be incorporated into the build process.

### **3. Key Issues**

- 3.1 The Council is committed to providing new social rented homes to replace those lost through the Right to Buy. This is highlighted in the Housing Strategy 2016-19: Theme 2 – Social Housing – “Ensuring affordable rented/ social housing is available for those who can’t afford to or don’t want to buy a home”.
- 3.2 The advantages for the Council of acquiring these Section 106 planning gain units from developers are:
- Good value for money (due to discount)
  - Brand new homes with lower maintenance costs and good high energy efficiency standards
  - 10 year warranty to safeguard against any future defect liabilities
  - Located on new housing estates often in high demand areas where the Council has lower levels of housing stock
  - Helps to meet the sustainable communities’ agenda and provides suitable housing for both general needs and an ageing population.
- 3.3 There are regeneration and economic benefits to delivering new housing in Rotherham. Data from the Construction Industry Council every £1 million invested in housing construction creates 28.5 jobs. Therefore supporting local developments is a key benefit to Rotherham’s economy and maintaining job security and creation.

### **4. Options Considered and Recommended Proposal**

- 4.1. Option 1: Not to pursue the option of purchasing these units from Redmile Homes. This would be a lost opportunity to the Council to purchase much needed homes at a discounted rate. Also the Council has an obligation to use a proportion of Right to Buy receipts for “one for one” replacements. If we do not utilise this money to buy new homes it has to be returned to central government and the investment is lost from the borough. This is therefore not recommended.
- 4.2. Option 2: Allow the properties to be purchased by a Housing Association partner. If the properties were purchased by a Housing Association the Council would receive “nomination rights” to the properties under the partnership arrangement. There has been interest from several housing associations to purchase the properties. However these properties represent a good deal for the Council and its residents and therefore this option is not recommended.
- 4.3 Option 3: The Council purchase the properties. This is the recommended option for the reasons outlined in 3.2.

### **5. Consultation**

- 5.1. The Council’s Housing Service has consulted with Corporate Finance, Legal and Property Unit in relation to this acquisition proposal.

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

- 6.1. Based on current build / sales rates Redmile Homes estimates the nine x 2 bedroom houses will be completed in August 2017 and the bungalows in spring 2018. The Council's Affordable Housing Officer will have responsibility for implementing the decision.

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

- 7.1 Sufficient, none committed Housing Revenue Account funds are available in the Strategic Acquisitions capital budget 2017/18 to fund part of this purchase. The balance will use one for one Right to Buy receipts that can only be used for the provision of replacement social council housing. There are no procurement issues arising from this report.

Appendix 5 – Financial Information is exempt, and not for publishing, under paragraph 3 of the Local Government Act, 1974 (as amended). This is information relating to the financial or business affairs of any particular person (including the Council).

## **8. Legal Implications**

- 8.1. The Council's Legal Services will undertake the purchase process. The Council will own the units and they will be added into Council stock.

## **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. The three new bungalows will add to the Council's stock that is suitable for the needs of older people, therefore this acquisition will contribute to helping people to live independently for longer.

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

- 11.1. There are no equalities or human rights implications arising from this report.

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

- 12.1. N/A for information only.

## **13. Risks and Mitigation**

- 13.1. The main risk is that the Council may not achieve value for money. The Affordable Housing Officer has carried out a desktop benchmarking exercise. The open market values quoted by the developer correspond with other new properties that are for sale in the locality. The Corporate Property Unit will undertake a valuation of all the units as part of the purchase process.



13.2. Under current legislation tenants will be permitted to purchase these homes under the Right to Buy process. However they cannot be sold for less than the “cost floor” which is all the Council’s financial outlay to purchase the units, irrespective of the amount of discount a tenant can claim. Therefore the Council’s total investment is protected.

**14. Accountable Officer(s)**

Tom Bell, Assistant Director of Housing & Neighbourhoods.

Approvals obtained from:

Finance and Customer Services – Jon Baggaley/Louise Foulkes

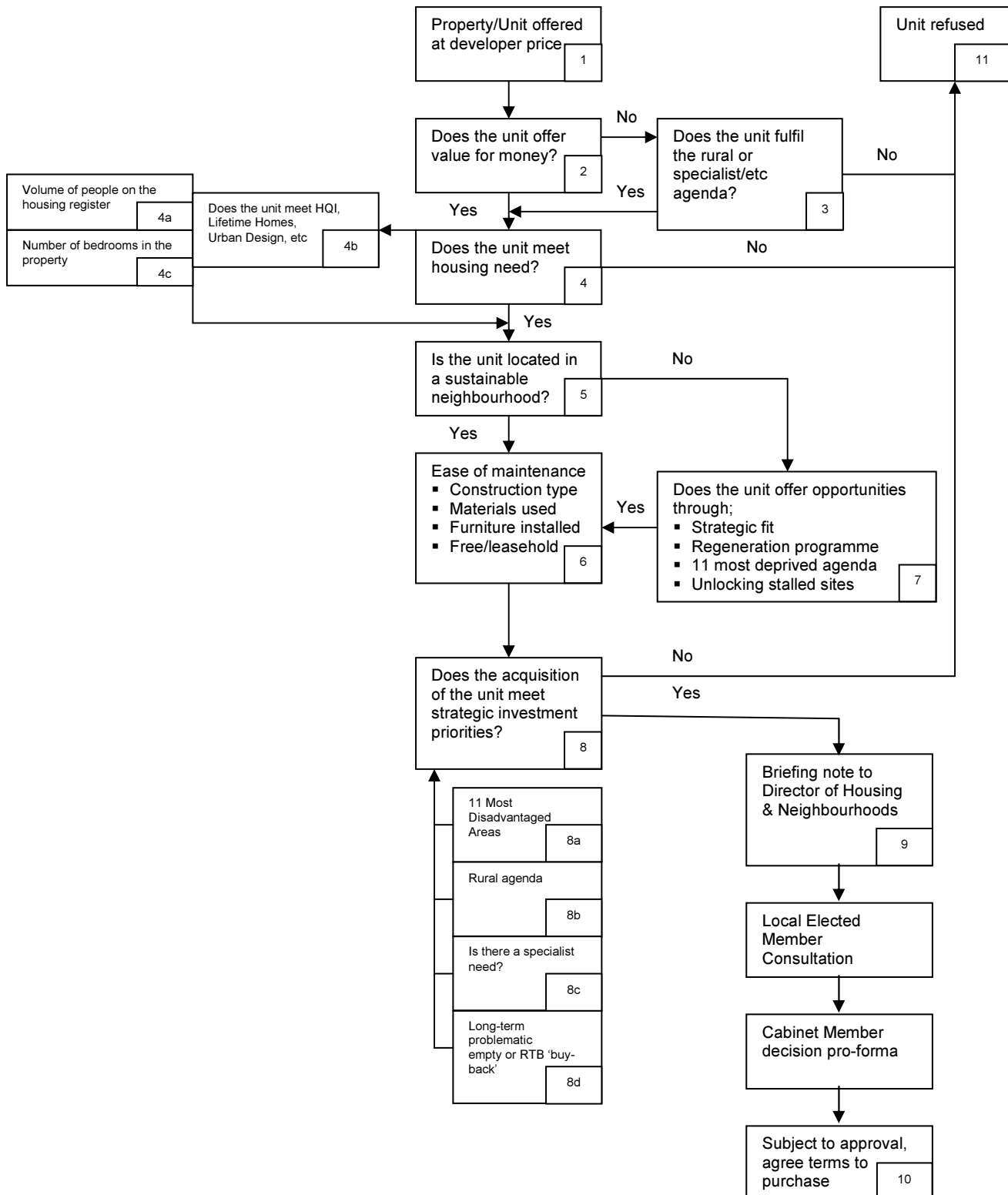
Legal Services – Lesley Doyle

Head of Human Resources – Odette Stringwell, Business Partner

This report will be published on the Council's website or can be found at:-  
<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories>

## Appendix 1

### Strategic Acquisitions Decision Making Protocol



## Appendix 2 – Proposed Site Layout Plan

### Kiveton Park, Kiveton, site layout 1:500 KP-SL-01

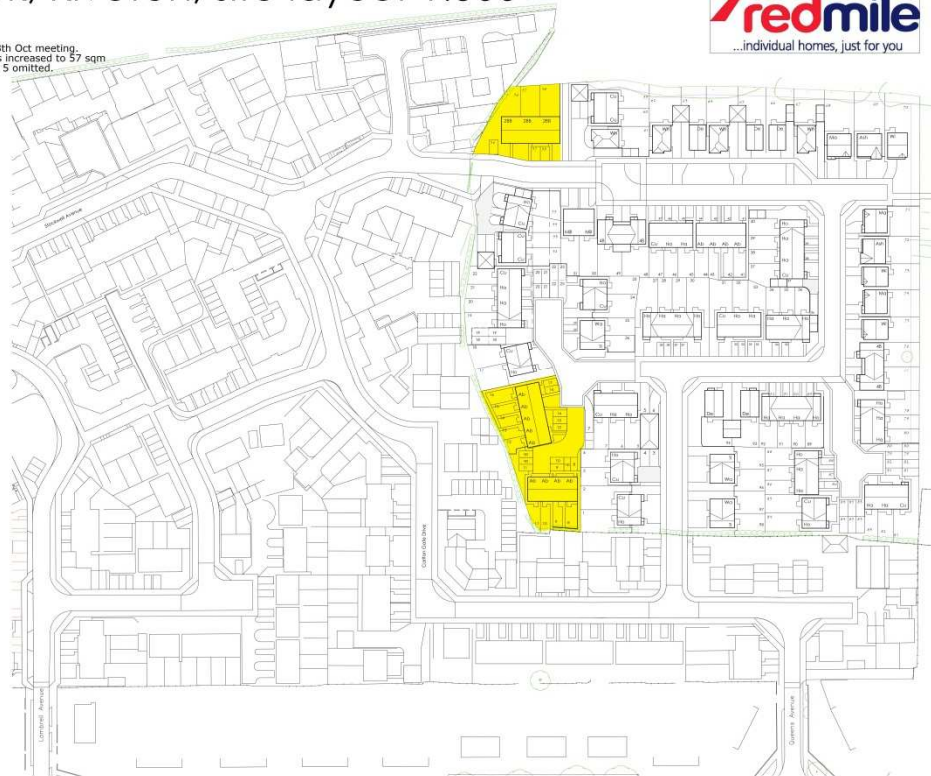
Rev A. Highway comments added from 28th Oct meeting.  
Rev B. Plots 13-19 redesigned, bungalows increased to 57 sqm.  
Rev C. Plots 1-4 & 93-98 redesigned, plot 5 omitted.  
Rev D. Plots 24-30 redesigned.  
Rev E. Plots 27-33 redesigned.  
Rev F.



#### Legend

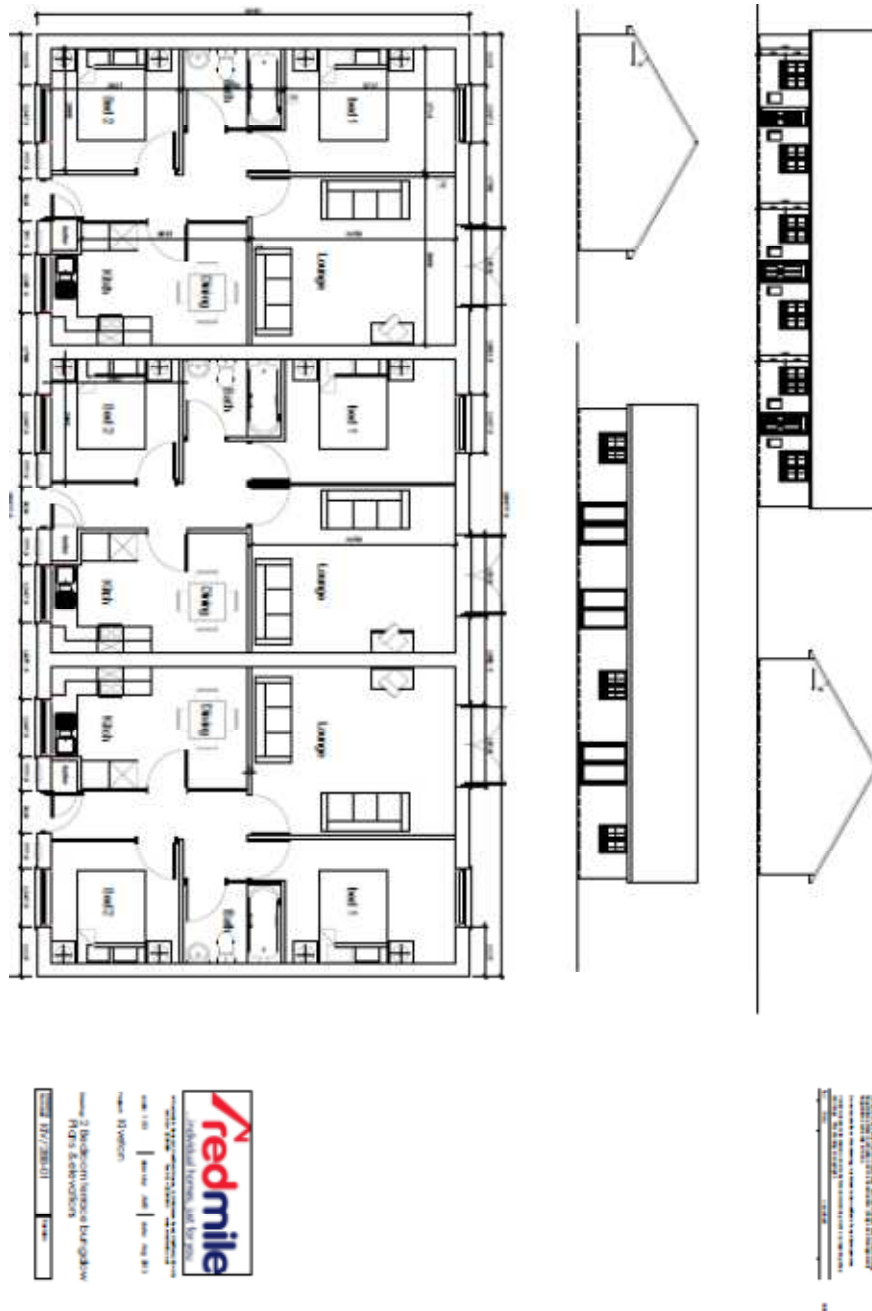
2Bb	2 Bed bungalow	3
Ab	Abney	13
Cu	Curbar	15
Der	Derwent	1
Ha	Hathersage	20
Ho	Hopton	15
Ke	Keddestone	2
Mi	Mildale	2
Ti	Tideswell	3
Wa	Wardlow	3
4B	4Bed semi	4
Ash	Ashbourne	2
De	Denby	5
Ma	Matlock	3
Wh	Whetstone	4
Wi	Winstar	3

Total 98





Appendix 4 – Two Bedroom Bungalow – Floor Plan



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

Document is Restricted

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

Document is Restricted