



Council

Wednesday, 12 July 2017

2.00 p.m.

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

Rotherham
Metropolitan
Borough Council 

WELCOME TO TODAY'S MEETING

GUIDANCE FOR THE PUBLIC

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

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

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

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

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

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

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

FACILITIES

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

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

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

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Date of Publication:- 4 July 2017

COUNCIL

Wednesday, 12 July 2017 at 2.00 p.m.
Council Chamber, Town Hall, Moorgate Street, Rotherham. S60 2TH

THE MAYOR (Councillor Eve Keenan)
DEPUTY MAYOR (Councillor Alan Buckley)

CHIEF EXECUTIVE (Sharon Kemp)

MEMBERS OF THE COUNCIL

ANSTON AND WOODSETTS

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

KEPPEL

CLARK, Maggi
CUTTS, Dave
HAGUE, Paul

SITWELL

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

BOSTON CASTLE

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

MALTBY

BEAUMONT, Christine
PRICE, Richard
RUSHFORTH, Amy L.

SWINTON

CUSWORTH, Victoria
SANSOME, Stuart
WYATT, Kenneth J.

BRINSWORTH AND CATCLIFFE

BUCKLEY, Alan
CARTER, Adam
SIMPSON, Nigel G.

RAWMARSH

BIRD, Robert
MARRIOTT Sandra
SHEPPARD, David R.

VALLEY

ALBISTON, Kerry
REEDER, Kathleen
SENIOR, Jayne E.

DINNINGTON

MALLINDER, Jeanette M.
TWEED, Simon A.
VJESTICA, John

ROTHER VALE

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

WALES

BECK, Dominic
WATSON, Gordon
WHYSALL, Jennifer

HELLABY

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

ROTHERHAM EAST

COOKSEY, Wendy
FENWICK-GREEN Deborah
KHAN, Tajamal

WATH

ATKIN, Alan
ELLIOT, Jayne C.
EVANS, Simon

HOLDERNESS

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

ROTHERHAM WEST

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

WICKERSLEY

ELLIS, Susan
HODDINOTT, Emma
READ, Chris

HOOBER

LELLIOTT, Denise
ROCHE, David J.
STEELE, Brian

SILVERWOOD

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

WINGFIELD

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

Council Meeting Agenda

Time and Date:-

Wednesday, 12 July 2017 at 2.00 p.m.

Venue:-

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

1. ANNOUNCEMENTS

To consider any announcements by the Mayor or the Leader.

2. APOLOGIES FOR ABSENCE

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

3. PETITIONS

To report on any petitions received by the Council.

4. COMMUNICATIONS

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

5. DECLARATIONS OF INTEREST

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

6. MINUTES OF THE PREVIOUS COUNCIL MEETING (Pages 1 - 23)

To receive the record of proceedings of the ordinary meeting of the Council held on 19th May, 2017 and to approve the accuracy thereof.

7. PUBLIC QUESTIONS

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

8. MINUTES OF CABINET AND COMMISSIONERS' DECISION MAKING MEETINGS (Pages 24 - 40)

To note the minutes of Cabinet and Commissioners' Decision Making Meetings held on 15th May and 26th June, 2017

9. RECOMMENDATION FROM CABINET - ASSET MANAGEMENT POLICY AND STRATEGY (Pages 41 - 62)

To consider a recommendation from Cabinet in respect of the Asset Management Policy and Strategy.

10. RECOMMENDATION FROM CABINET - COUNCIL PLAN 2017 - 2020 (Pages 63 - 100)

To consider a recommendation from Cabinet to approve and adopt the Council Plan 2017 – 2020.

11. RECOMMENDATION FROM THE STANDARDS AND ETHICS COMMITTEE - AMENDMENTS TO THE CONSTITUTION - STANDING ORDERS (Pages 101 - 194)

To consider recommendations from the Standards and Ethics Committee in respect of proposed amendments to the Constitution.

12. PROPOSED AMENDMENT - MEMBER ALLOWANCES SCHEME (Pages 195 - 200)

To consider a recommendation from the Independent Remuneration Panel in respect of Member Allowances.

13. OVERVIEW AND SCRUTINY ANNUAL REPORT 2016-17 (Pages 201 - 227)

To consider the Overview and Scrutiny Annual Report for the 2016-17 municipal year.

14. APPOINTMENT OF COUNCILLORS TO COMMITTEES, BOARDS, PANELS AND OTHER BODIES (Pages 228 - 235)

To consider the appointment of councillors to committees, boards, panels and other bodies.

15. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND'S REVIEW OF WARD BOUNDARIES IN ROTHERHAM (Pages 236 - 279)

To consider a report detailing the latest position in respect of the ward boundary review of Rotherham by the Local Government Boundary Commission for England.

16. NOTICE OF MOTION - NHS

This Council recognises that our NHS is struggling to cope. Earlier this year the Red Cross described the situation as a 'humanitarian crisis' and more than twenty hospitals in England declared 'black alert' as they faced unprecedented pressure on their services.

At present here in Rotherham 12% of patients in the area are waiting more than four hours to be seen in A&E thereby exceeding the official target of 5%. Moreover, there is a £571m funding gap for the NHS locally.

The government plans to deal with waiting times and deficits, such as the one in our area, by setting up 44 Footprint Areas across the UK including one for South Yorkshire and Bassetlaw to prepare its Sustainability and Transformation Plan which will:-

1. Contribute to cuts of at least £2.5bn nationally this year, and £22bn within the next five years, to wipe out the NHS's so-called financial deficit.
2. Achieve this by implementing 'new models of care' that are set out in NHS England's 5-Year Forward View (2014).
3. By NHS England's own admission, thus provide an "enormous opportunity" to the private sector.

We welcome the focus in the STP on prevention, mental health and primary and community care. We recognise the important proposals set out in Rotherham's Health and Adult Social Care Plan to ensure that health and social care work more closely together to better support people who need these services. However, the government's promise of investment in these areas is just not credible when the plans set to deliver such huge cuts in public spending.

Drastic underfunding and privatisation go hand in hand. Whilst the internal market of the NHS wastes at least £4.5bn a year, cuts and crisis in turn pave the way for more of our NHS to be privatised.

In view of the limitations NHS bodies have to oppose these cuts, as opposition could risk losing access to the £8bn NHS Transformation Fund, we recognise that as a local authority we are in a strong position to make clear our opposition to the proposed cuts to expenditure.

We therefore resolve to:-

- Continue to work alongside Rotherham CCG and Foundation Trust in order to deliver the joined up services that local residents deserve, in line with our Health and Adult Social Care Plan.
- Continue to support the work of the Health Select Commission in holding local decision makers to account and support our local health services.
- Increase awareness of the STP amongst the Rotherham public.
- Call for more openness and transparency from the government and the NHS about STPs so that local residents can assess the true impact of government policy.
- Reserve the option of not signing the STP in the future.

Proposer:- Councillor Cooksey

Seconder:- Councillor Sheppard

17. NOTICE OF MOTION - VOTES FOR 16 AND 17 YEAR OLDS

Rotherham Metropolitan Borough Council notes:-

That currently 1.5 million 16 and 17 year olds are denied the vote in public elections in the UK.

That the campaign to lower the voting age is supported by thousands of young people across the UK and that the following a nationwide consultation, the UK Youth Parliament voted it as their national campaign for 2017.

This Council believes:-

16 and 17 year olds are knowledgeable and passionate about the world in which they live and are as capable of engaging in the democratic system as any other citizen;

Lowering the voting age to 16, combined with strong citizenship education, would empower young people to better engage in society and influence decisions that will define their future.

People, who can consent to medical treatment, work full-time, pay taxes, get married or enter a civil partnership and join the armed forces should also have the right to vote.

This Council resolves:-

To write to the Minister for the Constitution, local MPs and the local media to inform them of their decision to support Votes at 16 and to promote this policy through its communications.

Proposer:- Councillor Wilson

Seconder:- Councillor Beck

18. HEALTH AND WELLBEING BOARD (Pages 280 - 290)

To receive and consider reports, minutes and recommendations of the Health and Wellbeing Board.

To confirm the minutes as a true record.

19. PLANNING BOARD (Pages 291 - 298)

To receive and consider reports, minutes and recommendations of the Planning Board.

To confirm the minutes as a true record.

20. STAFFING COMMITTEE (Page 299)

To receive and consider reports, minutes and recommendations of the Staffing Committee.

To confirm the minutes as a true record.

21. LICENSING BOARD SUB-COMMITTEE (Pages 300 - 305)

To receive and consider reports, minutes and recommendations of the Licensing Board Sub-Committee.

To confirm the minutes as a true record.

22. MEMBERS' QUESTIONS TO DESIGNATED SPOKESPERSONS

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

23. MEMBERS' QUESTIONS TO CABINET MEMBERS AND CHAIRMEN

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

24. URGENT ITEMS

Any other public items which the Mayor determines are urgent:-

- Interim Review of Polling Places 2017 - Recommendation from Cabinet on 10 July 2017



SHARON KEMP,
Chief Executive.

**The next meeting of the Council will be on
13 September 2017 at 2.00 p.m. at the Town Hall.**

COUNCIL MEETING
19th May, 2017

Present:- Councillor Lyndsay Pitchley (in the Chair); Councillors Alam, Albiston, Allcock, Allen, Andrews, Atkin, Beaumont, Beck, Bird, Brookes, Buckley, Carter, Clark, Cooksey, Cowles, Cusworth, Cutts, Cutts, Elliot, Elliott, Elliott, Evans, Fenwick-Green, Hoddinott, Ireland, Jarvis, Jepson, Keenan, Khan, Lelliott, McNeely, Mallinder, Marles, Marriott, Napper, Read, Reeder, Rushforth, Russell, Senior, Sheppard, Short, Simpson, Steele, Taylor, Tweed, Walsh, Watson, Williams, Wilson, Whysall, Wyatt and Yasseen.

1. ELECTION OF CHAIRMAN

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

Mover:- Councillor Hoddinott

Seconder:- Councillor Clark

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

(Councillor Keenan assumed the Chair)

2. VOTE OF THANKS TO THE RETIRING MAYOR (COUNCILLOR LYNDsay PITCHLEY)

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

Mover:- Councillor Taylor

Seconder:- Councillor Russell

3. ELECTION OF VICE-CHAIRMAN

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

Mover:- Councillor Taylor

Seconder:- Councillor McNeely

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

4. ANNOUNCEMENTS

There were no announcements to report.

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ellis, Jones, Price, Roche, Sansome, John Turner and Vjestica.

6. PETITIONS

The Mayor reported that one petition had been submitted, but had not met the threshold for consideration by Council, and would be referred to the relevant directorate for a response to be prepared:-

- From 313 residents requesting access into Beech Road, Avenue Road and Sandymount Road through the removal of a pub fence to facilitate a safer walking route.

7. COMMUNICATIONS

There were no communications to report.

8. DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

9. MINUTES OF THE PREVIOUS COUNCIL MEETING

Resolved:- That the minutes of the meetings of the Council held on 8th March, 2017 be approved for signature by the Mayor.

Mover:- Councillor Read

Seconder:- Councillor Watson

10. MINUTES OF CABINET AND COMMISSIONERS' DECISION MAKING MEETINGS

Resolved:- That the reports, recommendations and minutes of the meetings of the Cabinet/Commissioners' Decision Making Meetings held on 13th March and 10th April, 2017, be received.

Mover:- Councillor Read

Seconder:- Councillor Watson

11. RECOMMENDATION FROM CABINET - REVIEW OF NEIGHBOURHOOD WORKING

Further to Minute No. 206 of the meeting held on 10th April, 2017, Councillor Yasseen outlined the aim the review which would herald the introduction of “a new model of citizen engagement and neighbourhood working linked to a review of Area Assemblies” to provide a focus on communities and introduce a new way of working.

The revised model of neighbourhood working would focus more on Ward level working, accountability and governance following a cross-party working group which had welcomed input and contributions to the process of developing the new neighbourhood strategy and model.

Councillors Cowles, B. Cutts and Jepson were unable to offer their support to the proposals as it was felt, whilst the move was in the right direction, it lacked structure and framework and required more clarity.

Councillors Cusworth, Steele and Watson expressed their surprise as this report had been presented as part of the pre-scrutiny process for discussion and would facilitate the formation of distinct Ward plans for the future with the support of the devolved budget.

Resolved:- (1) That £210k be added to the Capital Programme in 2017/18, to be funded from capital receipts, and that this budget be reviewed as part of the overall corporate budget setting process for 2018/19.

(2) That the Constitution be amended to:-

- Remove the reference to Area Assemblies in the heading of Part III of the Constitution and delete Article 12 of the Constitution [Area assemblies and area assembly co-ordinating groups]
- Remove references to Area Assemblies and Area Assembly Co-ordinating Groups from the Executive Procedure Rules
- Delete Rule 16(6),(7) and (8) [Conflicts of interest – membership of Area Assembly Co-ordinating Groups and Overview and Scrutiny Committee] and references to “Chairs of Area Assemblies” and all other references to “Area Assemblies” in the Overview and Scrutiny Procedure Rules
- Delete references to area committees in the Access to Information Procedure Rules
- Delete references to area committees and Area Assembly Co-ordinating groups in the Standing Orders.
- Delete references to area committees in the Code of Conduct for Members and Co-opted Members
- Delete the reference to Chair of Area Assembly in the Members’ Allowances Scheme

- Remove references to area assemblies from the Scheme of Delegation for Members and Officers

Mover:- Councillor Yasseen

Second:- Councillor Hoddinott

12. RECOMMENDATION FROM CABINET - REVIEW OF PETITION SCHEME

Further to Minute No. 201 of the meeting held on 10th April, 2017, Councillor Read, Leader, highlighted the suggested changes to the Petitions Scheme as recommended by the Cabinet. This included:-

20 signatures	To be considered as a petition.
20 signatures	For a call for action to be regarded as a formal petition and presented to the Mayor at Council.
600 signatures	For an officer to be required to give evidence to Overview and Scrutiny.
2,000 signatures	For a petition to be debated at a Council meeting.

It was also recommended that all received petitions would need to be logged on the website, clearly indicating what action had been taken.

Resolved:- That the associated constitutional changes in respect of the Petitions Scheme be incorporated within the external review of the Constitution being undertaken by the Association of Democratic Services Officers.

Mover:- Councillor Read

Second:- Councillor Watson

13. REVIEW OF THE CONSTITUTION

Consideration was given to a report which detailed how, following the adoption of the recommendations from the Governance Review at the Annual Meeting in 2016, a number of subsequent amendments to the Constitution of the Council have been made during the 2016-17 municipal year. In addition to this, an external review of the Council's Constitution had been commissioned by the Monitoring Officer, on behalf of the Constitution Working Group. This work was being undertaken by the Association of Democratic Services Officers, the professional body for governance and democratic services professionals.

Following the restoration of decision making powers in respect of the appointment of Councillors to serve on outside bodies, it was proposed that the Council formally adopt procedure rules which would enable the Authority to discharge its responsibilities.

Resolved:- (1) That the final report in respect of the external review of the Constitution be submitted to the next meeting of the Council on 12th July, 2017 following detailed consideration of the interim report and further proposals by the Constitution Working Group.

(2) That the Procedure Rules for the Appointment of Councillors to Serve on Outside Bodies be incorporated within Standing Orders (Appendix 4 of the Constitution).

Mover:- Councillor Read

Second:- Councillor Watson

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

Consideration was given to a report which detailed how Section 15 of the Local Government and Housing Act 1989 placed on local authorities the duty to allocate seats to political groups and set out the principles to be followed when determining such allocation following formal notification of the establishment of political groups in operation on the Council.

There was a requirement to annually review the entitlement of the political groups to seats on the committees of the Council. This was also required following the by-elections in Brinsworth and Catcliffe and Dinnington Wards in February, 2017.

The allocation of seats must follow two principles:-

- (a) Balance must be achieved across the total number of available seats on committees; and
- (b) Balance must be achieved on each individual committee or body where seats are available.

There were presently two political groups in operation on the Council – the Labour Group and the UK Independence Party Group – with two non-aligned Councillors (members who were not in a political group).

There were 169 seats available on committees, boards and panels and under the calculation the Labour Group was entitled to 129 seats and the UK Independence Group entitled to 35. This left 5 seats which could not be given to members of the political groups and should be allocated to the 2 non-aligned councillors.

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

(2) That the entitlement of the membership of the political groups be agreed and such entitlements be reflected in Council's appointments of members to committees.

(3) That approval be given to the appointment of Members to committees, boards and panels, and the appointment of Chairs and Vice-Chairs, as set out on the schedule tabled at the meeting as follows:-

EXECUTIVE

Leader of the Council	Councillor Read
Deputy Leader (Lead for Children's Services)	Councillor Watson
Cabinet Member, Corporate Services & Finance	Councillor Alam
Cabinet Member, Housing	Councillor Beck
Cabinet Member, Waste, Roads and Community Safety	Councillor Hoddinott
Cabinet Member, Jobs and the Local Economy	Councillor Lelliott
Cabinet Member, Adult Social Care & Health	Councillor Roche
Cabinet Member, Neighbourhood Working and Cultural Services	Councillor Yasseen

REGULATORY BOARDS**Standards and Ethics Committee:-
(8 Council Members)**

Councillor Allen (Vice-Chairman)	Councillor Khan
Councillor Andrews	Councillor McNeely (Chairman)
Councillor Brookes	Councillor Simpson
Councillor Ireland	(One UKIP Vacancy)

Independent Members:-

Ms. A. Dowdall	Mrs. C. Saltis
Mr. P. Edler	Vacancy
Ms. J. Porter	

Parish Council Representatives:-

Councillor D. Bates	Councillor R. Swann
Councillor D. Rowley	

**Licensing Board:-
(21 Members)**

Councillor Beaumont (Vice-Chairman)	Councillor Senior
Councillor Buckley	Councillor Sheppard
Councillor Clark	Councillor Steele
Councillor Elliot	Councillor Taylor
Councillor Ellis (Chairman)	Councillor Wilson
Councillor Fenwick-Green	Councillor Williams
Councillor Hague	Councillor Wyatt
Councillor Jones	Councillor Vjestica

Councillor McNeely
Councillor Napper
Councillor Reeder

(One UKIP Vacancy)
(One non-aligned Vacancy)

**Licensing Committee:-
(15 Members drawn from Licensing Board)**

Councillor Beaumont (Chairman)	(Vice- Councillor Reeder
Councillor Buckley	Councillor Senior
Councillor Elliot	Councillor Taylor
Councillor Ellis (Chairman)	Councillor Wilson
Councillor Fenwick-Green	Councillor Williams
Councillor Hague	Councillor Vjestica
Councillor Jones	(One non-aligned Vacancy)
Councillor Napper	

Planning Board:-

(15 Members)

Councillor Andrews	Councillor Price
Councillor Atkin (Chairman)	Councillor Taylor
Councillor Bird	Councillor John Turner
Councillor D. Cutts	Councillor Tweed (Vice- Chairman)
Councillor M. Elliott	Councillor Walsh
Councillor Fenwick-Green	Councillor Whysall
Councillor Ireland	Councillor Vjestica
Councillor Jarvis	

Substitutes

Councillor Brookes	Councillor Mallinder
Councillor Khan	Councillor Sheppard

**Audit Committee:-
(5 Members)**

Councillor Cowles	Councillor Walsh (Vice- Chairman
Councillor Evans	Councillor Wyatt (Chairman)
Councillor Sansome	

SELECT COMMISSIONS

Overview and Scrutiny Management Board:-

Councillor Brookes
Councillor Clark
Councillor Cowles (Vice-Chairman)
Councillor Cusworth
Councillor Evans
Councillor Mallinder
Councillor Napper
Councillor Sheppard
Councillor Short
Councillor Steele (Chairman)
Councillor Walsh
Councillor Wyatt
(12 Members)

Health:-

Councillor Allcock
Councillor Andrews
Councillor Bird
Councillor R. Elliott
Councillor Ellis
Councillor Evans (Chairman)
Councillor Ireland
Councillor Jarvis
Councillor Keenan
Councillor Marriott
Councillor Rushforth
Councillor Short (Vice-Chairman)
Councillor Tweed
Councillor Whysall
Councillor Williams
Councillor Wilson
(18 Members)

Improving Lives:-

Councillor Allcock
Councillor Beaumont
Councillor Brookes
Councillor Clark (Chairman)
Councillor Cooksey
Councillor Cusworth (Vice-Chairman)
Councillor Elliot
Councillor Fenwick-Green
Councillor Hague
Councillor Jarvis
Councillor Khan
Councillor Marles
Councillor Marriott
Councillor Napper
Councillor Pitchley
Councillor Sansome
Councillor Senior
Councillor Short
(18 Members)

Improving Places:-

Councillor Albiston
Councillor Allen
Councillor Atkin
Councillor Buckley
Councillor B. Cutts
Councillor Elliot
Councillor Jepson
Councillor Jones
Councillor Mallinder (Chairman)
Councillor McNeely
Councillor Price
Councillor Reeder
Councillor Sheppard (Vice-Chairman)
Councillor Taylor
Councillor Julie Turner
Councillor Vjestica
Councillor Walsh
Councillor Wyatt
(18 Members)

REPRESENTATIVES ON JOINT AUTHORITIES

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

Councillors Atkin and Buckley

**BARNLEY, DONCASTER, ROTHERHAM AND SHEFFIELD
COMBINED AUTHORITY**

Transport Committee – Councillors Lelliott and Williams

SOUTH YORKSHIRE PENSIONS AUTHORITY

Councillors Ellis and Wyatt

SOUTH YORKSHIRE POLICE AND CRIME PANEL

Councillors B. Cutts and Sansome

15. NOTICE OF MOTION

No motions had been submitted.

16. MEMBERS' QUESTIONS TO DESIGNATED SPOKESPERSONS

Councillor Carter referred to there being a few high profile fires in the area recently since the second overnight pump was cut and asked would the Spokesperson push for the second pump to be reinstated to guarantee our area was safe from fires?

Councillor Atkin confirmed South Yorkshire Fire and Rescue Service remained committed to providing the best possible service to the people of South Yorkshire within the financial resources which were available. It was through the risk profiling and Integrated Risk Management Plan processes that having the right resources in the right place at the right time continued in order to provide the best possible service. This included the Service's response model and appliance availability at Rotherham Community Fire Station.

The transition of moving from 2 whole time crewed appliances at Rotherham to one during the night was as a result of the implementation of the 2013/2017 Integrated Risk Management Plan (IRMP) together with significant statistical analysis and risk modelling. The IRMP was agreed by the Fire Authority in response to the cuts in Government funding which had seen the Service budget reduce by £12M during this current period of austerity.

The recent high profile incidents attended by South Yorkshire Fire and Rescue Service all received a swift, professional response from fire control, appliances, officers and specialist vehicles, and required a significant number of resources to bring them to a safe and timely conclusion.

To ensure that the nearest available appliances were mobilised, the mobilising system used an Automatic Vehicle Locating System (AVLS). These incidents drew from the Service's resources across the county (as well as neighbouring counties) and at the same time the Service

successfully dealt with other ongoing incident demand. These included high rise incidents and house fires in other areas of South Yorkshire.

In a supplementary question Councillor Carter again referred to the Integrated Risk Management Plan from 2013 and the one currently being considered and asked was the review of this second pump overnight going to be included for reconsideration by the Fire Authority.

Councillor Atkin responded by confirming the Integrated Risk Management Plan had been approved by the Fire Authority and the separate issue consulted upon.

17. MEMBERS' QUESTIONS TO CABINET MEMBERS AND CHAIRMEN

(1) Councillor Napper asked what was the nature and role of the Emergency and Safety Department of R.M.B.C.?

Councillor Alam confirmed the Emergency and Safety Team comprised of 2 distinct elements of the Emergency Planning Shared Service and the Health and Safety Team.

The Emergency Planning Shared Service was established in June 2011, and ensured the equal delivery of both Emergency Planning and Business Continuity functions within Rotherham Metropolitan Borough Council and Sheffield City Council. The main duties of this service were to discharge the Council's statutory functions under the Civil Contingencies Act 2004 and ensure both authorities were resilient to a wide range of disruptions and able to respond effectively should a major incident occur.

The Health and Safety Team's primary role was to ensure Rotherham Metropolitan Borough Council discharged its duty as set out in the Health and Safety at Work Act 1974 and associated legislation.

In a supplementary question Councillor Napper referred to an issue at Woodlathes and an unsafe heavy duty fence leaning over the pavement. As a result of no response from the Health and Safety Team, the Public Rights of Way Officer followed up the query and on further inspection served an Emergency Notice for action on the fence within 24 hours. Ownership of the fence was not clear at that stage, but Councillor Napper confirmed he was concerned for public safety which was the reason for his initial contact with the Health and Safety Team.

Councillor Alam responded and asked if he could be forwarded the details and he would follow up, although the matter had since been resolved.

(2) Councillor Jepson asked what support was the Council intending to give to Anston Park Junior School since Ofsted gave it an overall rating of 'Requires Improvement' following its recent inspection in April of this year and given that this was the same rating as the previous inspection carried out in February of 2015.

Councillor Watson confirmed that following the inspection of Aston Park Junior School it was again identified as “Required Improvement”. However, the report set out that the school was an improving school with the capacity in leadership across the school to improve further along with the teaching of English and Maths and the children at the school were making faster improvement than they had previously. The school’s improvement was supported by the wider school system and the report stated that the school had forged successful links with other schools to support its improvement and that these have been successful. The school also bought into the Council’s School Improvement Traded Service. The Council would continue to monitor the school’s outcomes to ensure that improvement continued and to support a judgement of good or better at the next inspection. This would be done by Consultant Head Teacher visits, monitoring of outcomes data and access to training and development to support the school’s development priorities. Anston Park Junior School was a maintained school and the Council had a statutory responsibility to intervene where a maintained school was deemed to be a School Causing Concern.

Councillor Jepson asked to be kept fully informed should actions be deemed necessary, which Councillor Watson agreed to do.

(3) Councillor B. Cutts asked could the Leader report on the number of new foreign nationals “registered” in Rotherham according to Migration Yorkshire?

Councillor Read confirmed the numbers below held by Migration Yorkshire related to foreign nationals who registered for National Insurance (NI) within a geographical area. The numbers did not reflect where people may have left for another area or left the country and there was no de-registration process.

	2012	2013	2014	2015	2016	TOTAL
Bulgaria	-	-	18	30	39	91
Czech Republic	43	31	43	61	27	205
Eritrea	7	5	-	15	16	43
Italy	-	12	15	18	24	70
Lithuania	33	40	27	38	45	183
Pakistan	63	56	26	47	55	247
Poland	81	134	106	132	97	550
Romania	5	9	131	206	279	630
Slovakia	125	131	137	76	55	524
Spain	5	9	16	31	30	91
Others	209	236	208	235	266	1,154
TOTAL	571	664	729	889	933	3,780

(4) Councillor Reeder understood that Area Assemblies were finishing and asked had there been any consultation with the public if so could the Cabinet Member tell him where and when and if not why not.

Councillor Yasseen explained that as Councillor Reeder was aware a cross-party working group of Elected Members was established to help progress this action and best practice visits were made. Councillor Reeder had been a member of the group and no questions had been raised as part of this process.

Commissioner Manzie had initiated the first step towards Councillors taking more control of their own areas. These initial stages were about Wards and how to serve communities better and with engagement at that level Area Assembly structures were no longer needed. Community consultation would now commence given the decision needed to progress this at a Ward level focusing on the things that really mattered and the opportunity to work locally and involve local people.

In a supplementary question Councillor Reeder referred to her inclusion on the Working Group and her subsequent resignation due to her discontent with the wording being used. She pointed out how astounded she was at the last Area Assembly meeting how many people were not aware of plans to dispense with Area Assemblies. A petition to this effect would also be presented to the next meeting.

Councillor Yasseen deemed it important to take people forward on the journey. Work would have commenced already had the General Election not been called. She was committed to working with the Ward electorate to take forward the local issues that really mattered.

(5) Councillor John Turner's question below would be responded to in writing.

Having visited other Councils to try and improve our democratic process in Rotherham and studied the way other Councils ran their affairs, I regularly argued that each year we should be subject to an audit of all parties to ensure that the new order be maintained. Is this to happen?

(6) Councillor Cowles referred to one of the biggest charity events of the year, the Mayor's Charity Ball, but asked where was the Leader and his team. There were representatives and dignitaries from other areas, including a good number from UKIP, but where were many of the Labour Group?

Councillor Read, the Leader, confirmed the Labour Group was hugely supportive of charity events and in particular the Mayor's Charity Ball. There would be times when due to other commitments individuals were unable to attend a particular event and he himself had a personal engagement on the same evening and was so unable to attend.

There was a further Mayoral fund raising event this evening and urged everyone to attend.

In a supplementary question Councillor Cowles referred to a number of the Leader's team being present at the function, some of which were only there as they had complimentary tickets. He asked the Leader to confirm those in question had declared this gift and that a reasonable donation to the Mayor's Charity had been made.

Councillor Read, the Leader, indicated that any Member that had received complimentary tickets would need to declare. He could not confirm if what Councillor Cowles was claiming was correct as he had not checked individual registers of interests. The Labour Group would continue to support mayoral charities and events. He was disappointed about political arguments of who gave the most to charity, but with any event it was appreciated who could attend, but on this occasion he was unable to attend personally.

(7) Councillor Carter referred to Rotherham town centre dying under Labour's watch with many shops relocating to Parkgate and asked what was the Cabinet Member doing to safeguard the future of the town centre?

Councillor Lelliott confirmed the Council had been working on many town centre initiatives and welcomed the opportunity to share this information which included the award winning high street, award winning market, purchase of Forge Island and the site of the Magistrates Court, support to the Rotherham College new HE Campus as well as the supplementary planning document once the masterplan was complete. The Council had an excellent team working to ensure investors were in place once the masterplan was complete. The Cabinet Member was surprised the question had been asked as the budget, which set aside funds for the improvement of the town centre, was voted against.

In a supplementary question Councillor Carter referred to a proposal which had been previously submitted to Cabinet for the development of a new mainline railway station around Parkgate and asked had there been any progress and was the Council proceeding with it.

Councillor Lelliott explained officers were working hard and looking at this. Connectivity was the key and with more regeneration, more houses and a thriving town centre officers were offering support during this transitional time.

(8) Councillor Napper asked did the Council believe the role of the Mayor should include fundraising events?

Councillor Read, the Leader, confirmed the role of Mayor should include fundraising events.

In a supplementary question Councillor Napper wished to offer his thanks to Councillor Pitchley for an excellent job she had undertaken as Mayor and the Charity Ball, but expressed his disappointment that three quarters of the Councillors were not present. He would like to see more support for the next one.

Councillor Read, the Leader, understood the sentiment.

(9) Councillor Jepson referred to the recent inspection of the Local Development Plan, where the the Planning Inspector deleted the proposed Todwick North employment site from it considering it too harmful to the rural setting of Todwick and the wider Green Belt and asked what effect would this have on the Council's overall economic growth plan?

Councillor Lelliott confirmed the Inspector's letter was an interim position at this stage and his proposed main modifications to the Local Plan have not yet been finalised. Once finalised, the detailed main modifications would be reported to Cabinet prior to going out to public consultation. Following this consultation the Inspector would consider all responses and issue his final report.

Rotherham was still expecting to deliver the target of 10,000 net new jobs as set out in the Economic Growth Plan and was already ahead of its targeted job creation growth, of 1,000 net new jobs per annum over ten years, with an increase of 7,000 employee jobs in the borough over the last three years. While the site at Todwick was likely to be attractive to the market, there were still sufficient other employment sites within the Local Plan for the job creation target to be met. The Council would work with landowners and developers to make sure these were brought forward.

In a supplementary question Councillor Jepson commented on the Inspector's decision and wished to thank Anston, Dinnington and Todwick Parish Councils for their objections as this site was slipped in and liked to thank the Planning Inspector for his wisdom.

(10) Councillor Cowles was pleased to hear that the litter enforcement organisation, Kingdom, have started work, and he had written to ask as to when they would begin the real job of tackling the fly-tipping hotspots. So far he had not received an answer, so asked the Cabinet Member when this would be?

Councillor Hoddinott confirmed a response had been sent to Councillor Cowles on 18th May.

In a supplementary question Councillor Cowles asked if Kingdom would be working out of hours and not just during prime hours when flytipping actually took place. Flytipping was fast becoming a local sport and also a national one. The current plan in Eastwood was not

working. A proper plan was required with clear measurements. In Eastwood it remained that back yards did not move, the landlord scheme was not effective as only one landlord had been prosecuted, there was still a rotting car on the pavement and asked would Kingdom be tackling hotspots like Doles Lane.

Councillor Hoddinott explained flytipping remained a huge issue not just locally, but nationally and blighted the area. The Council needed to continually be ahead of the game. As part of neighbourhood working Councillors needed to get involved and could request mobile CCTV cameras to be put in flytipping hotspots. There had been eleven incidents currently being investigated and three prosecutions.

The litter enforcement partnership had seen remarkable results in the first few weeks with 700 Fixed Penalty Notices issued. Input was needed from local Ward Councillors to feed in and report about local hotspots.

In terms of the Eastwood deal instant results would not be seen overnight. Over the last year the Cabinet Member had worked hard with Ward Councillors and seen movement in the area. The selective licensing scheme had seen 7 prosecuted so far, with a further 21 prosecution files for court hearings. Work was taking place on a whole range of issues and more recently the Police had reported anti-social behaviour at 25% of what it had been previously. Some anti-social behaviour still remained, but it was credit to Ward Councillors making a start and making some inroads with those issues.

(11) Councillor Carter referred in the past 5 years 29 accidents have happened on Bawtry Road in Brinsworth and asked when would the Labour administration take further action to deal with this?

Councillor Hoddinott confirmed investigations have commenced under the local safety scheme and proper assessment of the site would take place. The Cabinet Member was happy to share the outcome/results with Councillor Carter.

In a supplementary question Councillor Carter confirmed he had received some correspondence and figures from Council Officers, but still strongly believed a crossing or some other reduction of the speed limit to 30 mph would be more beneficial and asked was this something that the administration was broadly in favour of.

Councillor Hoddinott confirmed the Council was committed to tackling some of these hotspots and road safety. However, with limited budgets it was necessary to think about priorities and from information shared it would appear to be a hotspot area, but the assessment would need to be completed first.

(12) Councillor B. Cutts explained that since October last year he had raised the question on the intention of the Council's future plan for the bus station.

After he was heckled at the last Council meeting he submitted a "Council document (which he had circulated prior to today's meeting):-

Forge Island - £1.5M loan
Westgate Chambers
Higher Education Campus
NEW BUS STATION

and asked could the Cabinet Member explain further.

Councillor Read, the Leader, appreciated the document circulated, but emphasised there would not be a NEW bus station, but there would be a refurbishment of the existing bus station. Funding had been secured though the South Yorkshire Passenger Transport Executive in the sum of £12 million to refurbish the existing bus station and multi-storey car park. The building was at risk if the maintenance works were not undertaken. More details would be available in the bus station next week as part of a consultation process on the works to ensure the bus station and car park were a safe and welcoming environment.

In a supplementary question Councillor B. Cutts indicated he had received the same answer before and the reason he could not accept it was because of the document. He asked could it not be admitted the document was incorrect and the matter brought to a close.

Councillor Read, the Leader, could understand Councillor Cutts' confusion, but again confirmed the current bus station was being renovated and Rotherham would not be receiving a new bus station, but he accepted the point it was a misleading document.

(13) Councillor John Turner's question below would be responded to in writing.

In the light of the continuing indiscriminate dumping waste across the borough. What plans have or are being made to address this problem.

(14) Councillor Carter referred to Catcliffe School being oversubscribed this year and asked why was the Council still allowing this to happen when it could have a school already built on the Waverley estate?

Councillor Watson explained Councils were no longer allowed to build schools. He accepted Catcliffe was oversubscribed whilst the estate was being built, but Catcliffe and Brinsworth Howarth Primary Schools were the interim shared catchment area schools for the Waverley Estate until the first Waverley Primary School was constructed.

Both Schools have been expanded – Catcliffe from a published admission number (PAN) of 25 to 30 creating an additional 35 **permanent** places and Brinsworth Howarth from a published admission number (PAN) of 30 to 45 creating an additional 105 **temporary** places until the Waverley school opened.

Although Catcliffe Primary School was full in Reception/Foundation Stage 2 for entry to school in the 2017/18 academic year, Brinsworth Howarth as the shared catchment area school, currently had 9 surplus places in this year group. It should be noted that any parent/carer who was refused a place at a school for their child, had a statutory right of appeal. Appeals were heard by independent panels and the panels decisions were legally binding on the parent/carer, admissions authority for the school and the Local Authority.

In a supplementary question Councillor Carter referred to a resident who had a child with learning difficulties who attended the Catcliffe special centre. Unfortunately, their other children could not attend the same school and had been encouraged to appeal. He asked would the Council be supporting this appeal for this resident.

Councillor Watson confirmed the appeals procedure was independent so the Council must not interfere so the appeal would follow due process.

(15) Councillor Napper asked what was the Council's position with regard to the property at 48 Doncaster Road, Dalton.

Councillor Read, the Leader, confirmed anyone passing this property would see a "For Sale" sign outside. Officers were currently discussing a potential road improvement scheme and, therefore, a meeting took place between Council Officers and the owner of the property.

In a supplementary question Councillor Napper referred to previous matters with this property which eventually involved the Secretary of State for the Environment. This had again led to officers visiting this address and threatening compulsory purchase, but do not seem to do anything about the burnt out buildings on Corporation Street, but instead appear to be hounding an old man at 83 years old again.

Councillor Read, the Leader, explained the matters referred to the Secretary of State around 10 years ago were to do with the bus lane. This separate road improvement scheme had led to visits by officers not to consider compulsory purchase of the property, but to enter into discussions now the property had been placed up for sale.

The issues on Corporation Street were entirely separate and a report was to be submitted to the Cabinet in a few months, which would address some of Councillor Napper's concerns.

(16) Councillor Cowles, in light of the recent CQC report on the Meadow View care home, asked was Adult Social Care in Rotherham fit for purpose, if not, was it time for resignations?

Councillor Read, the Leader, in Councillor Roche's absence, confirmed the Adult Care Directorate were aware of the issues facing Meadow View Care home, an independent sector provider, and have been working closely with the Care Quality Commission (CQC) prior to, and following their overall finding of the home being deemed inadequate in the report in April.

The statutory responsibility for regulation and inspection of care homes for older people rests with CQC, but the Council also monitored provision to ensure that contractual service standards were being met. There were considerable financial pressures on the adult social care sector, but this did not provide a justification for poor quality provision for Rotherham residents. The performance of an independent sector care home provider did not define the fitness and capability of the whole Adult Care Directorate.

In a supplementary question Councillor Cowles listened to the response with a degree of care, but pointed out the Council had a moral and ethical responsibility to all adults in the borough regardless of the home they resided in. The Council had spent millions bringing services up to scratch, had had Commissioners in charge for over 2 years and powers restored because people tell us the Council was improving. Well to Councillor Cowles it did not look that way. The headlines to the report was the home was overall inadequate, which translated into dismissal and dreadful. This was not the first report on this organisation which had been bumping along at the bottom for some time. The Council were, therefore, asked what was going on, what it proposed to do and when would someone be held to account, including Commissioners, for the services this borough was expected to provide.

Councillor Read, the Leader, explained no-one was complacent about this care home. A series of improvement actions had been undertaken by the local authority which essentially was a private business. In fact these concerns came to light following unannounced visits by Council Officers and serious concerns were identified. Councillor Cowles would be provided with further information about this care home after this meeting, but actually in the adult social care market it was a complex market largely driven by the private sector. The Council's role was to step in where these providers fell short and take the necessary action, which was what was happening in this case. If it was felt in the future the home was unable to improve the Council would have to look to taking more serious action, but rather than move people away from their home the Council would continue to work with the home concerned.

(17) Councillor Carter since the last meeting the Cabinet Member should have found out about funding for libraries in the borough and asked what progress had the administration made with this.

Councillor Yasseen referred to an application for funding to the Art Council's "Libraries for Everyone Innovation Fund". Whilst the proposed project was acknowledged as an "exciting way of developing a masterplan for the library estate.....positioning libraries for future delivery, shaping the future provision of services, developing new ways of working...", the application was unsuccessful due to the high demand on funding. However, the Arts Council have encouraged the Council to discuss further opportunities for funding for libraries, but asked that this wait until the summer to do this, due to pressures on their grants assessment teams.

In terms of Brinsworth library the provision was accepted for the last 10 plus years. Work had been taking place with Brinsworth Parish Council and other stakeholders. Following that meeting officers have been asked to draft an options appraisal and a business proposal and these next few months would hopefully be positive.

Councillor Carter was welcome to join in the discussions and would be advised when the next meeting would take place.

In a supplementary question Councillor Carter asked what would be the timeframe for the putting forward of this business case and the approvals process.

Councillor Yasseen indicated the difficulty in placing timeframes on this process because it depended very much on who was leading it. Neighbourhoods should lead on their own services and the Parish Council were leading this matter and supported by the Council. This would follow due process.

(18) Councillor B. Cutts withdrew this question and asked that it be resubmitted to the meeting in July, 2017.

(19) Councillor Cowles referred to discussions with Dignity the company who provided funeral services and asked had the discussions resulted in bringing the costs down for residents of Rotherham in line with neighbouring boroughs?

Councillor Hoddinott explained meetings had taken place Dignity to discuss a number of matters, which had also involved Councillor Short. A number of concerns had been raised with them in writing, but as yet no response had been received.

Rotherham's fees were higher than the national average and the Council was hoping to discuss this further with Dignity.

In a supplementary question Councillor Cowles asked could it be confirmed that Dignity had made it clear they had a contract for 35 years, would charge the market rate and residents pay whatever this was. This was a result of the Council's inability to run the simplest of operations and residents would be ripped off for the next 35 years.

Councillor Hoddinott confirmed it was a 35 year contract and had been agreed well before this current Cabinet. Lessons could be learnt with very few safeguards placed into the contract, including controlling the fees. The past could not be changed, but the cross-party approach to ensure Dignity was aware of the Council and residents' concerns about how the contract was being managed and the fees being above the national average. A recent visit to the Crematorium indicated Dignity were also not investing as much as they needed to so asked Members to join with her to put the pressure on Dignity as she was prepared to follow the concerns through.

(21) Councillor Cowles referred to the recent computer problems experienced by the NHS which made us all aware of the need to ensure that systems and networks were adequately protected and asked could the Cabinet Member inform him as to why there was such a panic with IT people having to work this weekend.

Councillor Alam responded by confirming officers had taken precautionary measures and gave his assurance systems were in place and to the relevant standards of industry.

In a supplementary question Councillor Cowles asked why was there such a panic over the weekend to bring systems up to date. The Council were not issued with public services network certificate for management and compliance of information last November, why? The certificate should have been issued last November, but there were 85 problems identified and should have been fixed by March, but a number remained outstanding. Such bodies do not immediately remove the availability to systems, but issue reports recommending actions to deal with the problems and bring software systems up to the required patch and release levels. Councillor Cowles asked the Cabinet Member if he accepted that there was serious problem.

Councillor Alam reiterated 4 officers were working over the weekend, but only a proportion of their time was spent on the cyber attack.

The Council did have a compliance certificate. Work was taking place and the work would be completed within the time frame given by the Government.

(22) Councillor Cowles reported Whiston Worrygoose external play area was now unsafe and asked what, if anything, did the Cabinet Member propose to do about it?

Councillor Watson indicated Whiston Worrygoose Junior and Infant School became an Academy Trust school in September, 2013 and, as an academy school was outside of Local Authority control by being directly accountable to the Department for Education, and made its own insurance arrangements. It received its funding directly from the Department for Education in relation to the maintenance and repair of the buildings and grounds of the school site.

Responsibility for the health and safety of pupils, staff and visitors on an academy school site rests with the Academy Trust and could not be assigned to a third party. It was up to the school if they did not believe their play area was safe to sort it out with the funding from the Government.

In a supplementary question Councillor Cowles reminded the Cabinet Member of another school's safety issue when 2 young ladies from Thrybergh Primary School attended Cabinet expressing road safety concerns and the need for a safe speed limit. A traffic survey was recommended for completion to determine the volume and whether the traffic level was sufficient. Councillor Cowles asked could he be told when child safety had ever been volume related. It would only take one car and one child for the road to be unsafe. How many times have Members been told about corporate responsibility and moral and ethical responsibility for all children if the road was not safe then it needed to be made safe.

Councillor Watson explained about the legal definition when a road was safe or not. It was not possible to introduce traffic wardens in every road in Rotherham and procedures needed to be followed. However, he pointed out that if the school or the neighbourhood working group or Ward Councillors wanted to reduce the speed limits this was within their remit and some Wards had done this very thing last year with the money delegated to them.

18. STANDARDS AND ETHICS COMMITTEE

Resolved:- That the reports, recommendation and minutes of the meetings of the Standards and Ethics Committee be adopted.

Mover:- Councillor McNeely

Seconded:- Councillor Allen

19. AUDIT COMMITTEE

Resolved:- That the reports, recommendation and minutes of the meetings of the Audit Committee be adopted.

Mover:- Councillor Wyatt

Seconded:- Councillor Walsh

20. HEALTH AND WELLBEING BOARD

Resolved:- That the reports, recommendation and minutes of the meetings of the Health and Wellbeing Board be adopted.

Mover:- Councillor Watson

Seconder:- Councillor Mallinder

21. PLANNING BOARD

Resolved:- That the reports and minutes of the meetings of the Planning Board be adopted.

Mover:- Councillor Atkin

Seconder:- Councillor Tweed

22. LICENSING BOARD SUB-COMMITTEE

Resolved:- That the reports and minutes of the meetings of the Licensing Board Sub-Committee be adopted.

Mover:- Councillor Buckley

Seconder:- Councillor Beaumont

23. URGENT ITEMS

There were no items of urgency.

24. DATE AND TIME OF NEXT MEETING

Resolved:- That the next meeting of the Council will take place on Wednesday, 12th July, 2017 at 2.00 p.m. at the Town Hall.

**CABINET/COMMISSIONERS'
DECISION MAKING MEETING
15th May, 2017**

Present:- Councillor Read (in the Chair); Commissioner Kenny and Commissioner Ney, Councillors Alam, Beck, Hoddinott, Lelliott, Watson and Yasseen.

Also in attendance Councillor Steele, Chairman of the Overview and Scrutiny Management Board.

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

207. DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

208. QUESTIONS FROM MEMBERS OF THE PUBLIC

(1) A member of the public referred to a 270 signature petition which she was wishing to submit asking about what measures could the Council take to safeguard children crossing outside Thrybergh Primary School. There had been a number of near misses at the traffic crossing and vehicles failing to stop.

Councillor Read, Leader of the Council, advised on the Council's procedure for handling petitions and suggested the petition referred to be handed in to the Chief Executive.

Councillor Watson, Deputy Leader, explained he would check the figures and ascertain if this request met the criteria for a crossing patrol. Some schools, where the criteria was not met, continued to meet the funding required for a school crossing patrol themselves. However, if the petition could be left he would make the necessary investigations and report back in writing.

In a supplementary question the member of the public also asked if the Council would create 20 mph zone outside Thrybergh Primary School so that approaching vehicles were aware of the school location and the zebra crossing used by children.

Councillor Read, The Leader, confirmed the details would be looked into and an answer provided in writing.

Councillor Watson, Deputy Leader, confirmed he was not familiar with this particular areas, but would investigate further and report back.

Councillor Hoddinott, Cabinet Member for Waste, Roads and Community Safety, advised of the Council's ambition to secure a 20 mph zone outside every eligible school in Rotherham and a programme to do this was currently in place. She gave an undertaking to check this out further for Thrybergh Primary.

(2) A member of the public alluded to the suggested funding of school crossing patrols by the schools, but advised how the budgets for Thrybergh Primary School had been slashed. She asked if the Council was prepared to reconsider funding a school crossing patrol to safeguard the safety of Thrybergh children.

Councillor Watson, Deputy Leader, explained it was a similar picture for all schools across the borough with the cuts to the formula funding. The Council too were affected by the cuts to the funding it received, but he gave his assurance he would investigate and report back.

209. MINUTES OF THE PREVIOUS MEETING HELD ON 10 APRIL 2017

Resolved:- That the minutes of the Cabinet and Commissioners' Decision Making Meeting held on 10th April, 2017, be agreed as a true and correct record of the proceedings.

210. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Consideration was given to the report which detailed the outcome of the meeting of the Overview and Scrutiny Management Board held on 5th May, 2017 to scrutinise the following reports on this agenda for consideration.

- Property Asset Management Strategy and Policy.
- Building Stronger Communities.
- Flag Protocol for Riverside House and Rotherham Town Hall.

Having reviewed the papers and the recommendations, the Board made its resolutions, which would be considered, taken account of and incorporated as part of the decision making on each report on this agenda.

Resolved:- That Cabinet and Commissioners have regard to the views of the Overview and Scrutiny Management Board when making decisions in respect of the above matters.

211. ASSET MANAGEMENT POLICY AND STRATEGY

Consideration was given to the report which set out in detail how the Council's Land and Property Assets were not only buildings that supported service delivery, but valuable assets that could further the delivery of the Council's plans and objectives, particularly in achieving a modern, efficient Council.

This report defined the proposed Council Policy and Strategy to guide the use of the Council's Land and Property Assets. It proposed the Council's approach to the management, usage and development of the Council's Land and Property Assets in supporting the Council's Corporate Plan and the Asset Management Improvement Plan.

The report also proposed that the Council adopted the five Asset Management Policy Principles described below for the management and development of the Council's Land and Property:-

- Asset Management Principle 1 (AMP1): Enabling delivery of the Council's services and priorities.
- Asset Management Principle 2 (AMP2): Supporting Economic Growth, Housing Growth and Town Centre Regeneration.
- Asset Management Principle 3 (AMP3): Maximising the opportunities that are available through the 'one public estate'.
- Asset Management Principle 4 (AMP4): Developing growth income from commercial/non-operational activities.
- Asset Management Principle 5 (AMP5): Maximising the range of benefits through the commissioning of property projects and property services.

The expected outputs and the Asset Management Strategy to achieve these outputs was contained and set out in detail as part of Appendix 1.

The Assessment Management Policy and Strategy would create the opportunity to work with partners and develop partnership arrangements alongside the new areas of governance created for housing and regeneration.

As part of the pre-scrutiny process the Overview and Scrutiny Management Board had supported the recommendations, but suggested an update report be submitted in November, 2017 detailing the link between this Strategy and the Medium Term Financial Strategy.

Commissioner Kenny agreed:- (1) That the Asset Management Policy and Strategy be approved.

(2) That the Asset Management Policy and Strategy be referred to Council.

(3) That an update report be submitted to the Overview and Scrutiny Management Board in November, 2017 detailing the link between this Strategy and the Medium Term Financial Strategy.

212. BUILDING STRONGER COMMUNITIES

Consideration was given to the report which detailed how organisations and agencies across Rotherham were working to support stronger, more cohesive and inclusive local communities. The Council's work in this area was a key priority within the Rotherham Improvement Plan, which called for the development of a corporate policy statement on community cohesion.

Other partners, were all seeking to work in the interests of building stronger communities so that the needs of different areas and demographic groups were better understood and services could be better targeted.

The draft "Building Stronger Communities" Strategy appended to this report aimed to provide clear direction for a number of workstreams broadly focused on the cohesion/stronger communities agenda. A draft action plan was also attached setting out a range of actions and milestones across the strategy's key themes, which were:-

- A strong civic community and pride of place.
- Bringing people together.
- Our rights and responsibilities towards each other.
- Expanding opportunity and economic security.

Whilst acknowledging the Council's central role in relation to community cohesion, the strategy had a clear emphasis on partnership working and – critically – on meaningfully engaging with local communities so that they could help shape the approach.

It was proposed, therefore, that a Stronger Communities Forum (SCF) was established. This would be chaired by the Council Leader, reflecting the Council's pivotal community leadership role, but with membership primarily comprised of community representatives as well as partner public service organisations.

The need for a small grants programme was also identified in the action plan. An application for external funding had been made to resource this programme, which would be overseen by the Stronger Communities Forum. Rotherham Together Partnership had also agreed an additional fund for the programme.

Councillor Hoddinott, Chair of the Safer Rotherham Partnership, welcomed this document and highlighted the work taking place which underpinned much of this Strategy and a number of projects which were being supported.

Councillor Yasseen also welcomed this document as it provided clarity and a sense of direction and facilitates working together to support stronger, more cohesive and inclusive local communities and neighbourhoods.

As part of the pre-scrutiny process the Overview and Scrutiny Management Board supported the recommendations to Cabinet.

Resolved:- (1) That the draft Building Stronger Communities Strategy be agreed, subject to any amendments.

(2) That the establishment of a Stronger Communities Forum within the structures of Rotherham Together Partnership, to be chaired by the Leader of the Council, be endorsed.

(3) That the establishment of a Building Stronger Communities small grants fund, to be overseen by the Forum be endorsed.

213. FLAG PROTOCOL FOR RIVERSIDE HOUSE AND ROTHERHAM TOWN HALL

Consideration was given to the report that detailed how, following a number of enquiries and requests to fly alternative flags, a protocol had been prepared to establish a calendar of dates on which flags should be flown, the circumstances of how those flags should be flown and any associated decision making in respect of flying flags outside of the terms of the protocol.

Whilst the general principle applied by the Authority was to follow the advice provided by Central Government, a framework for local decision making in respect of the flying of flags would assist in the determination of any additional requests.

This report, therefore, sought the approval and adoption of a protocol to govern the flying of flags at Riverside House and Rotherham Town Hall.

As part of the pre-scrutiny process the Overview and Scrutiny Management Board had supported the recommendations, subject to the schedule of dates for flying flags to make provision for the Union Flag to be flown always as the principal flag.

Resolved:- (1) That the Flag Protocol for Riverside House and Rotherham Town Hall be approved and adopted.

(2) That the schedule of dates for flying flags make provision for the Union Flag to be flown always as the principal flag.

214. DATE AND TIME OF NEXT MEETING

Resolved:- That the date and time of the next Cabinet and Commissioners' Decision Making Meeting, currently scheduled for Monday, 12th June, 2017 be re-scheduled to be held on Monday, 26th June, 2017 at 10.00 a.m.

**CABINET AND COMMISSIONERS'
DECISION MAKING MEETING
Monday, 26th June, 2017**

Present:- Councillor Read (in the Chair); Commissioner Kenny, Commissioner Ney, Councillors Beck, Hoddinott, Lelliott, Roche, Steele and Watson.

Also in attendance Councillor Steele, Chairman of the Overview and Scrutiny Management Board.

Apologies for absence were received from Commissioner Bradwell, Councillors Alam and Yasseen.

1. DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

2. QUESTIONS FROM MEMBERS OF THE PUBLIC

(1) A member of the public referred to the appointment of Sir Derek Myers as a Commissioner to improve Rotherham's governance by the then Secretary of State, Eric Pickles during 2015. Sir Derek Myers was prior to this the Chief Executive of Kensington and Chelsea, the borough where the Grenfell Flats were located.

Kensington and Chelsea had been criticised including by the Government for the governance and way they performed following the disaster at Grenfell.

Sir Derek Myers was also the Chair of Shelter and he had had to resign because Shelter also had been criticised for its poor governance and who had not commented on the matter of Grenfell flats for which it had been criticised. Along with the resignation of Sir Derek his acquaintance, Tony Rice, involved with a company who provided cladding to buildings and which it was revealed provided the cladding to Grenfell Flats. The member of the public found it completely absurd that Commissioners were in charge in Rotherham at £800 a day when they ought to go back and put their own home in order. The Leader and Commissioner Ney were asked for any comments.

The Leader confirmed the member of the public was raising matters that were of local and national concern and in the public domain. He was unwilling to get drawn into discussions about individual responsibility at this stage.

Commissioner Ney had nothing further to add.

(2) A member of the public referred to question he made on the 11th April, 2017 regarding the expenses claim by Sir Derek Myers made for the day he attended the count. The member of the public did not think he should have claimed and should not have been at the count.

Commissioner Ney had responded in writing and referred to his activity on that particular day and so signed off his expenses, some of the time which was spent observing the count. That was the function of the Chief Executive, Commissioner Manzie, to oversee the count. Commissioner Kenny was also at the count, but did not claim. The letter from Commissioner Ney went on to refer to her own experiences as a Returning Officer, but the member of the public believed he had further experience as he had been involved in various roles including being a supervisor, a counting assistant, a candidate and an agent. For this reason he did not believe Sir Derek's attendance contributed to the count process.

It was difficult to understand or believe when Commissioner Ney signed off Sir Derek's expenses for that day if she had looked at his diary or even knew what he had done on both that day and all the other days she had signed expenses for. On this basis the member of the public suggested that the expenses for Commissioners should be vetted by some independent person, presumably the Director of Finance which would give some confidence in the process.

In response Commissioner Ney clarified the letter she had written spelt out more reasons that that for signing off the payment. Commissioner Myers was to be Rotherham for the two days that week and had decided to base himself at the count as Commissioners to support the smooth running. Also this was an excellent opportunity to meet first hand Councillors and staff in the first few months of intervention. In terms of referring to past Returning Officer experiences this was merely about legitimacy of count observations and the motivation for staff and Commissioner Manzie was not in charge of the count this was for the Returning Officer. In terms of external vetting for the Commissioners' expenditure claims these already go through the normal Council processes through the Finance Department. The Commissioners were more than happy for Strategic Director of Finance to look at those claims.

In a Point of Information regarding the asking of additional questions the member of the public referred to agenda Item 3 (to receive questions from the public who wish to ask a question) to which he believed was not set down in the Constitution so he was entitled to ask several questions unless this had been altered.

The Leader referred to the schedule which outlined the rules about questions from members of the public and which did specify one question.

To assist the Monitoring Officer confirmed there was a recommended procedure regarding questions from members of the public, included within the Executive Procedure Rules of the Constitution, and would provide the link.

In a supplementary question the member of the public referred to Commissioner Myers doing other work on the day of the count, when his diary actually indicated he did three hours and forty-five minutes of work. The remainder that day was booked to the count and on the Friday he had nothing in his diary other than the Parliamentary count.

In terms of Commissioner Manzie it was indicated in her job description that she was responsible for the count, but again the member of the public could not see what purpose Commissioner Myers could have served at that count and he asked Commissioner Ney if she agreed.

Commissioner Ney did not agree with the member of the public, but suggested should he wish to take matters further then he was advised to contact DCLG as part of the Commissioners' protocol on the website.

(3) Councillor Cowles referred to his area where some OAP bungalows had recently been clad. He asked for assurances that the OAP bungalows were safe and also buildings like Oakwood School and the hospital. He considered it a pity that Commissioner Myers was not present as he was an authority on cladding and could possibly help.

The Leader confirmed no-one from Housing was present today, but with buildings like the Beeversleigh tower in the borough he had lots of questions about other potential buildings with different cladding along with private rented properties and suggested that a full breakdown of this information be provided and for this to be shared with all Members.

(4) Councillor Reeder confirmed she had recently been to the Local Plan Drop-in session where she saw Herringthorpe Playing Fields was still designated for building on and wanted the Cabinet and the Labour Group to look at this again with a view to removing this site altogether. She had walked through Moorgate and there were sites that had been empty or for sale for years so why should there be building on our open spaces for Sheffield people.

Councillor Lelliott explained all sites allocated had been put forward via the Local Plan which had been vigorously consulted upon and which was currently sitting with the Inspectors. The 14,000 housing capacity was for future growth for the people of Rotherham.

Housing had to be built somewhere and the Council had been successful in arguing that the 23,000 housing number was too high and this was reduced to just over 14,000 houses which the Inspector agreed for future development and the growth of Rotherham.

In a supplement question Councillor Reeder again asked what action was being taken about sites on Moorgate which had been empty for years.

The Strategic Director for Regeneration and Environment explained the projections were for a fifteen year plan. Local Plans took account of growth, employment and housing projections on all brownfield sites, planning permissions that were already in existence and growth projections for future years. This was a long five year process requiring strategic marketing assessments, employment land assessments, research into what projections were required including engagement with landowners to ensure any sites were sustainable and deliverable in that time. Some sites were allocated, but where permissions were not brought forward some sites did get deallocated.

The Inspector appointed had produced a report following his inspection of the Local Plan during July to December, 2016 and was in agreement with the Local Authority's projections subject to some modifications.

Councillor Reeder just asked if the Labour Group could look at this site one more time.

The Leader reiterated this Local Plan was compliant with Government rules in order to meet estimated housing need projections going forward. It had been produced on the expectation of that need and whilst there were still some concerns about the sites being developed, by law the Plan had to set out the sites to ensure developers were not building on sites where they wanted. He understood the concerns, but could not confirm the site referred to would be looked at again.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 15 MAY 2017

Further to Minute 208(1) Councillor Hoddinott, Cabinet Member for Waste, Roads and Community Safety, confirmed, having reviewed the criteria, Thrybergh Primary School was eligible for 20 mph road restrictions, which would address the road safety concerns.

Resolved:- That the minutes of the Cabinet and Commissioners' Decision Making Meeting held on 15th May, 2017, be agreed as a true and correct record of the proceedings.

4. DEMOLITION OF CHARNWOOD HOUSE, SWINTON AND INCLUSION IN THE CAPITAL PROGRAMME

Consideration was given to the report which detailed how Charnwood House, Swinton was a former adult residential unit and day care centre which had been declared surplus to requirements by the Learning and Disability Service in Adult Care.

The property was now vacant, in a poor condition and provisionally included in the regeneration proposals currently being progressed for Swinton. In addition to this, the vacated property was attracting anti-social behavior and acts of vandalism.

A range of options have been considered including re-use by another Directorate in the Council, letting or sale to a third party and demolition for consideration as part of the wider regeneration proposals.

Commissioner Kenny agreed:-

That the demolition of Charnwood House at Swinton be approved.

5. COUNCIL PLAN 2017 - 2020

Consideration was given to the report which set out in detail the Corporate Plan for 2016-2017 which set out the headline priorities for the Council and informed wider service planning and performance management down to the levels of individual staff in the course of the year. The refreshed Plan (now named the Council Plan) continued with the same priorities identified as part of the work to create the Corporate Plan, but now covered a three year period and included a more focused set of indicators.

The 2017-2020 Council Plan was the core document that underpinned the Council's overall vision, setting out headline priorities, indicators and measures that would demonstrate its delivery. Alongside it sat the corporate Performance Management Framework, explaining to all Council staff how robust performance monitoring and management arrangements (including supporting service business plans) were in place to ensure focus on implementation.

In turn Cabinet Members gave a brief progress update on key indicators for their own respective portfolio areas.

Councillor Steele, Chair of the Overview and Scrutiny Management Board, confirmed this report had been considered as part of the pre-scrutiny process. The recommendations were supported, but it was suggested the term 'domestic abuse' be used consistently in relevant Council documentation and that information be provided on baseline indicators for all measures in order to enable a comparison to be made at year end.

Resolved:-

That the Council Plan for 2017-2020 be recommended to Council for approval, subject to the inclusion of the suggested additions above.

6. APPOINTMENT OF COUNCILLORS TO SERVE ON OUTSIDE BODIES

Consideration was given to the report which detailed the nominations for the appointment of Councillors to serve on outside bodies following the approval of the procedure rules by Council on the 19th May, 2017.

Resolved:-

That Councillors be appointed to serve on Outside Bodies as detailed on the list in Appendix A, subject to the removal of the nomination to the Local Government Information Unit as the Council no longer subscribed.

7. PROPOSAL TO INCREASE HACKNEY CARRIAGE TARIFFS

Consideration was given to the report which detailed the representation which had been received on behalf of members of the Rotherham Hackney Carriage Association requesting a rise in the metered fares currently being charged in hackney carriage vehicles.

In addition, the association was requesting an additional multiplier to be applied when carrying five or more passengers, and an increase of the soiling charge.

The tariffs were set by the Council in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976. Unlike many other licensing functions, the setting of Hackney Carriage fares was an executive function, and, therefore, the fees must be set by the Cabinet and not the Licensing Board.

Hackney Carriages were able to take bookings directly from a taxi rank, or be flagged down in the street (as opposed to Private Hire Vehicles that must be booked via a licensed operator).

The current and recommended tariffs were detailed in Appendices 1 and 2.

A report was presented to the Licensing Board on 20th February 2017 in order for the Board to provide comment in relation to the proposals. The Licensing Board made several comments in relation to the proposals, in particular:

- The rationale behind the “large group surcharge”
- Whether other local authorities have a different tariff for Sundays.

Further information had been obtained as a result of these queries, and this had been incorporated into the detail of the report.

It was noted should any comments be received on the proposals then these would need to be considered prior to the tariffs being implemented. Final approval would be made by the Cabinet.

Resolved:-

- (1) That the requested increase in tariffs 1, 2 and 3 be approved.
- (2) That the requested amendments to the incremental distance charge or 'drop' across all tariffs be refused.
- (3) That the requested introduction of a 'large group surcharge' and an increased soiling charge be approved.
- (4) That following the period of consultation, if no objections are received or any objections received are subsequently withdrawn, then the proposed tariff advertised will take immediate effect.
- (5) That following the period of consultation, should any objections be received, a report is brought back to Cabinet.

8. ROTHERHAM LOCAL PLAN: ADDITIONAL CONSULTATION ON THE SITES AND POLICIES DOCUMENT

Consideration was given to the report which sought approval to consult on additional housing sites in the Wath upon Dearne, Brampton Bierlow, West Melton area. This was necessary to accommodate the changes required by the Planning Inspector.

The Inspector has written to the Council setting out his initial conclusions. He had taken into account the Council's evidence, and submissions from others, and decided that limited changes to the document were required to make it sound and able to be adopted in due course. These changes, otherwise known as "Proposed Main Modifications", would be subject to consultation at a later stage.

The Inspector also required the Council to identify and consult on additional housing sites in the Wath upon Dearne, Brampton Bierlow, West Melton area. This was to remedy a shortfall against the Core Strategy housing target for this area that had come to light as part of the examination. This consultation was required as an additional stage before the Council consulted on the Inspector's Proposed Main Modifications.

This additional consultation stage would lengthen the examination period, but the Inspector considered it necessary to ensure a robust and transparent process.

It was recommended that the details within Appendix 1 setting out these additional housing sites be approved for public consultation.

The public consultation on the additional housing sites would take place during July and August 2017. Officers would forward any comments received to the Inspector, who may then hold further hearing sessions. The Inspector would then confirm whether the additional housing sites were to be included in the Proposed Main Modifications.

Councillor Steele, Chair of the Overview and Scrutiny Management Board, confirmed this report had been considered as part of the pre-scrutiny process and the recommendations supported.

Resolved:-

That the commencement of public consultation on additional housing sites in the Wath upon Dearne, Brampton Bierlow, West Melton area be approved.

9. ACQUISITION OF 3-7 CORPORATION STREET, ROTHERHAM

Consideration was given to the report which sought approval to continue to negotiate the purchase of 3-7 Corporation Street, Rotherham and continue to attempt to contact the owners with a view to acquiring the site by agreement if possible.

In addition, the Assistant Director of Planning, Regeneration and Transportation was asked to procure a developer partner to produce a development scheme in relation to 3-7 Corporation Street, Rotherham and a further report be submitted to Cabinet/Commissioners regarding proposals for the site.

In the event that the Council was unable to negotiate an acceptable acquisition of the site and was unable to persuade the owner to bring forward a suitable development proposal for the site, a further report would be submitted in relation to possibly acquiring the site by compulsory purchase, which was the last resort and only when all other attempts to contact the owner had been unsuccessful.

For a Compulsory Purchase Order (CPO) to be successful then the Council must successfully resolve a number of key criteria, which were:-

- There needed to be a properly defined development area and scheme for the site, which must enhance the economic, environmental or social wellbeing of the area.
- There needed to be a clear planning justification for the scheme.
- The scheme needed to be financially viable.
- The scheme needed to be commercially deliverable.

The average timescale for obtaining a site by Compulsory Purchase Order was 12-18 months from the approval by Cabinet to proceed.

Councillor Steele, Chair of the Overview and Scrutiny Management Board, confirmed this report had been considered as part of the pre-scrutiny process and the recommendations supported.

Resolved:-

(1) That in accordance with the emerging Town Centre Masterplan and the emerging Local Plan, the burnt out buildings, comprising 3-7 Corporation Street, Rotherham be acquired by the Council to facilitate the redevelopment of the site.

(2) That the Assistant Director of Planning, Regeneration and Transportation continue to attempt to contact the owners of 3-7 Corporation Street, Rotherham with a view to acquiring the site by agreement if possible.

(3) That the Assistant Director of Planning, Regeneration and Transportation procure a developer partner to produce a development scheme in relation to 3-7 Corporation Street, Rotherham and a further report be submitted to Cabinet/Commissioners regarding proposals for the site.

(4) That if the Assistant Director of Planning, Regeneration and Transportation is unable to negotiate an acceptable acquisition of the site and is unable to persuade the owner to bring forward a suitable development proposal for the site, a further report will be submitted in relation to possibly acquiring the site by compulsory purchase.

10. THE ROTHERHAM INTEGRATED HEALTH AND SOCIAL CARE PLACE PLAN

Consideration was given to the report which provided an update on:-

- 1) The content of the Rotherham Integrated Health and Social Care Place Plan.
- 2) The proposed governance arrangements to oversee strategic objectives and ensure tactical delivery of the identified actions.
- 3) The links of health and social care integration to key Council strategic drivers such as *The Rotherham Plan - A new perspective 2025*.

The Rotherham Integrated Health and Social Care Place Plan summarises local ambitions for bringing together health and social care as one single system. The Plan had been jointly produced by the Rotherham Clinical Commissioning Group (RCCG), Rotherham Metropolitan Borough Council (RMBC), The Rotherham NHS Foundation Trust, (TRFT), Rotherham, Doncaster & South Humber NHS Foundation Trust, (RDASH) and Voluntary Action Rotherham (VAR).

The Place Plan demonstrates the commitment across partners in Rotherham to the direction of travel for Rotherham and provides for the continuation of collaborative and transformational activity across the whole health and care system. The Plan constituted the foundations for delivery of one of the game changers contained within the Rotherham Plan - *A new perspective 2025* – integrated health and social care.

The Rotherham Integrated Health and Social Care Place Plan, along with the other footprint areas Plans, underpinned the wider regional submission. The Rotherham Place Plan outlined the priorities and highlights the proposed system solutions for the borough, linking into the wider ambitions for the footprint. The final draft of the South Yorkshire and Bassetlaw STP was submitted in October 2016. The Council was consulted on the content of the STP submission and has been assigned Core Place Based partner status within the emerging governance framework.

The South Yorkshire and Bassetlaw STP submission was identified by NHS England as one of the nine exemplars across the country, being singled out as the only plan demonstrating a wider system commitment incorporating the local authority and voluntary sector offer.

In order to draw down potential future funding for the STP, each local area within the footprint must have formed Accountable Care Partnerships in each local place delivering integrated health and social care aligned to an Accountable Care System for South Yorkshire and Bassetlaw by September 2017.

In order to oversee the delivery of the Rotherham Integrated Health and Social Care Place Plan and to comply with the deadline for creating an Accountable Care Partnership by September 2017 outlined in the South Yorkshire and Bassetlaw STP, new governance arrangements have been created. These have been co-produced in consultation with key stakeholders from across the partnership, elected members and the Health and Wellbeing Board.

The Rotherham Place Plan Board would focus on delivery of the Integrated Health and Social Care Place Plan. The Board would be co-chaired by Sharon Kemp (Chief Executive, RMBC) and Chris Edwards (Chief Officer, RCCG). Councillor David Roche (Cabinet Member for Adult Care and Health) and Dr Richard Cullen (Chair and Chair of the Strategic Clinical Executive), would be in attendance at all meetings in a participatory and oversight capacity for both the Council and the CCG respectively. Operational activity would be driven by the Rotherham Place Plan Delivery Team who would report into the Rotherham Place Plan Board.

Councillor Steele, Chair of the Overview and Scrutiny Management Board, confirmed this report had been considered as part of the pre-scrutiny process. The recommendations were supported, subject to the Health Select Commission scrutinising the implementation of this plan.

Resolved:-

That the content of the Rotherham Integrated Health and Social Care Place Plan be noted and the priorities and delivery of outlined activity be supported.

11. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Consideration was given to the report which detailed the recommendations of the Overview and Scrutiny Management Board held on 21st June, 2017. The recommendations were considered and included within the relevant items on this agenda.

Summary Sheet

Council – 12 July 2017

Title:

Asset Management Policy and Strategy

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

Yes – key decision taken by Cabinet on 15 May 2017

Strategic Director Approving Submission of the Report

Damien Wilson, Strategic Director of Regeneration and Environment

Report Authors

Paul Smith – Head of Asset Management
01709 254061 or paul.smith@rotherham.gov.uk

Ward(s) Affected

All

Summary

At the Cabinet and Commissioners' Decision Making Meeting on 15 May 2017, Commissioner Kenny agreed to recommend the Council to approve the Asset Management Policy and Strategy.

In order to give effect to the proposal from Commissioner Kenny, consideration and approval by Council must be given to the recommendation set out below. The report detailing the reasoning behind the recommendation is appended in order to provide Members with sufficient knowledge to agree the proposals.

Recommendations

That the Asset Management Policy and Strategy be approved.

List of Appendices Included

Report to Cabinet and Commissioners' Decision Making Meeting – 15 May 2017
'Asset Management Policy and Strategy'

Background Papers

Minutes of the Cabinet and Commissioners' Decision Making Meeting – 15 May 2017

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Cabinet and Commissioners' Decision Making Meeting – 15 May 2017

Council Approval Required

Yes

Exempt from the Press and Public

No

Summary Sheet

Council Report

Cabinet and Commissioner's Decision Making Meeting - 15 May 2017

Title

Asset Management Policy and Strategy

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

Yes, this is a key decision and has been included on the Forward Plan

Strategic Director Approving Submission of the Report

Damien Wilson, Strategic Director, Regeneration and Environment

Report Author(s)

Paul Smith – Head of Asset Management
01709 254061 or paul.smith@rotherham.gov.uk

Ward(s) Affected

All

Executive Summary

The Council's Land and Property Assets are not only buildings that support service delivery, but valuable assets that can further the delivery of the Council's plans and objectives, particularly in achieving a modern, efficient Council.

This report defines the proposed Council Policy and Strategy to guide the use of the Council's Land and Property Assets. It proposes the Council's approach to the management, usage and development of the Council's Land and Property Assets in supporting the Council's Corporate Plan and the Asset Management Improvement Plan.

Recommendations

1. That the Asset Management Policy and Strategy be agreed.
2. That the Asset Management Policy and Strategy be referred to Council.

List of Appendices Included

Appendix 1 – Proposed Asset Management Policy and Strategy

Background Papers

Report to Cabinet and Commissioners' Decision Making Meeting – 13 February 2017 – 'Corporate Property/Asset Management Health Check'.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Overview and Scrutiny Management Board – 5 May 2017

Council Approval Required

Yes

Exempt from the Press and Public

No

Title

Property Asset Management Policy and Strategy

1 Recommendations

- 1.1 That the Asset Management Policy and Strategy be agreed.
- 1.2 That the Asset Management Policy and Strategy be referred to Council.

2 Background

- 2.1 As reported to the 13th February 2017 Cabinet meeting the Asset Management Health Check and Improvement Plan recommends that the Council looks to take a more strategic approach to its land and property assets. An important part of this approach is to develop an Asset Management Policy and Strategy.
- 2.2 A key aspect underpinning the proposed Policy and Strategy is to adopt a “one public estate” perspective to identify the opportunities provided by all publicly owned land and property.
- 2.3 The proposed Policy and Strategy is influenced by the following:-
 - The Corporate Plan 2017-2018.
 - Rotherham Together Partnership
 - Housing & Economic Growth Plan
 - Children’s and Adult Services Improvement Plans
 - The need to grow revenue income to support the Medium Term Financial Strategy
 - The need for revenue savings and capital receipts to support the Medium Term Financial Strategy
 - Health check of the Council’s own Asset Management practices.
 - Asset Management Improvement Plan
 - Sheffield City Region (SCR) and The Combined Authority, especially through the Joint Asset Board (JAB)
 - One Public Estate (OPE) Programme
 - South Yorkshire and Bassetlaw NHS Strategic Transformation Plan

3. Key Issues

- 3.1 The Asset Management Health Check and Improvement Action Plan was reported and agreed at the Cabinet meeting on 13th February 2017. This followed on from an external Health Check into the service carried out by CIPFA which had 22 recommendations. In addition, Commissioner Kenny wrote to the Council’s Chief Executive in November 2016 identifying ten “hall marks of good Asset Management” and five areas requiring a “strong programme” that the Council must evidence as being complete or credibly in hand before Asset Management will be recommended for return to the Council. The return of Powers process also includes 4 commissioner tests.

3.2 Within the Council's Asset Management Improvement Plan the Council is tasked with defining its corporate approach to and requirements from property by producing a Corporate Asset Management Plan which covers:-

- (i) Property Asset Management Policy.
- (ii) Property Asset Management Strategy.
- (iii) Asset Management Action Plan.
- (iv) Corporate Landlord Model & Service Level Agreements.
- (v) Asset Management Governance.
- (vi) Change procedures for operational property.
- (vii) Performance Management.

3.3 Items (i) and (ii), Policy and Strategy, will require Commissioner/Cabinet and Full Council approval. Items (iii) through (vii) will be considered by the Council's Asset Management Board.

4. Options considered and recommended proposal

4.1 It is proposed that the Council adopts the five Asset Management Policy Principles described below for the management and development of the Council's Land and Property:

- Asset Management Principle 1 (AMP1): Enabling delivery of the Council's services and priorities.
- Asset Management Principle 2 (AMP2): Supporting Economic Growth, Housing Growth and Town Centre Regeneration.
- Asset Management Principle 3 (AMP3): Maximising the opportunities that are available through the 'one public estate'.
- Asset Management Principle 4 (AMP4): Developing growth income from commercial/non-operational activities.
- Asset Management Principle 5 (AMP5): Maximising the range of benefits through the commissioning of property projects and property services.

4.2 The expected outputs and the Asset Management Strategy to achieve these outputs is contained within Appendix 1.

5. Consultation

5.1 The proposed Asset Management Policy and Strategy has been to the Asset Management Board and Asset Management Officer Group as part of the consultation process and consultation has also taken place with the Cabinet Member for Jobs and Economy and the Lead Commissioner.

6. Timetable and Accountability for Implementing this Decision

- 6.1 The Asset Management Policy and Strategy are two of the factors that inform the Council's Asset Management Plan which is to be presented to the Asset Management Board in September 2017. The Policy shall be implemented if it obtains Council approval on 19th May 2017.
- 6.2 The Accountable officer is Damien Wilson, Strategic Director Regeneration and Environment.

7. Finance and Procurement Implications

- 7.1 The Asset Management Policy and Strategy are critical to the successful delivery of the Council's Capital and Medium Term Financial Strategies. Within these strategies regeneration, investment and growth outcomes are a key priority, as they are critical to generating future income to the Authority from capital receipts and the growth in business rates and council tax/new homes bonus to support the Revenue Budget. The Asset Management Policy and Strategy will enable the delivery of savings arising from property closures, disposals and major Directorate service reviews, which have been put forward as part of the 2017/18 Revenue Budget Setting process. This also links in with the need to reduce costs through the joint use of accommodation and joint working arrangements with other public sector partners, through the "One Public Estate."

8. Legal Implications

- 8.1 None arising directly from this report

9. Human Resource Implications

- 9.1 None

10. Implications for Children and Young People and Vulnerable Adults

- 10.1 Adoption of the Policy and Strategy will support service delivery.

11. Equalities and Human Rights Implications

- 11.1 None.

12. Implications for Partners and Other Directorates

- 12.1 The proposed Asset Management approach is designed to ensure that all Directorates and partners have the assets they need to deliver and develop their services.

13. Risks and Mitigation

13.1 Risk : Within the Council's Asset Management Improvement Plan the Council is tasked with defining its corporate approach to and requirements from property. This definition is required if the Council's Property Assets are to be utilised to their maximum potential.

13.2 Mitigation: Approve the proposed Asset Management Policy and Strategy.

14. Accountable Officer(s)

Damien Wilson	Strategic Director of Regeneration and Environment.
Paul Woodcock	Assistant Director of Planning Regeneration & Transport.
Paul Smith	Head of Asset Management.

Approvals obtained from:-

Strategic Director of Finance and Customer Services:-
Jon Baggaley, Finance Manager 31st March 2017

Assistant Director of Legal Services:-
Stuart Fletcher Service Manager (Commercial & Governance) 30th March 2017

Head of Procurement (if appropriate):-
Not applicable

Appendix 1 – Introduction to the Asset Management Policy and Strategy 2017 - 2025

Foreword

The Council commissioned a Property and Asset Management Health Check in June 2016 and a draft report on the findings including recommendations for improvements was approved by Cabinet in February 2017. The review found that there were no risks in terms of health and safety related to the Council's management of its assets, however, made key recommendations around a new strategic approach to the management and development of our assets.

Following the approval of the policy and strategy, the Asset Management Board will oversee the production of an Asset Management Plan for the Council which will include an action plan scheduling specific activities to optimise the use of our assets.

The CIPFA Health Check report in November 2016 focused on Asset Management and recommended, amongst other things, that the Corporate Landlord Model be adopted, that a Strategic Asset Management function be installed to support strategic asset management and regeneration ambitions and that a comprehensive property review be undertaken. The development of a Corporate Strategic Asset Management Plan was also strongly recommended. This Policy and Strategy form two thirds of that Plan, with the final part, the Action Plan due to follow shortly.

The Policy and Strategy will ensure the Council adopts a corporate approach to the management of assets and that they are managed and utilised to the benefit of the Borough and all who live and work within it. It is a "live" document which will be reviewed, at least, annually.

Executive Summary

The Council commissioned a review of Asset Management which it reported in November 2016.

Rotherham Metropolitan Borough Council provides services to a growing population of 260,000 people in an area covering approximately 110 square miles. The Borough benefits from a wide range of environments - urban, suburban and rural – providing our residents with a varied region in which to live. 70% of this is open countryside, providing opportunities to enrich the lives of an increasingly diverse population.

The Council owns or occupies a portfolio which includes a wide range of assets, all of which require individual consideration in terms of their management. This Policy and Strategy document is intended to govern how those assets are managed to best effect to not only capitalise on their benefit to the Borough, its communities and residents but also to maximise efficiency and effectiveness going forward.

Strategic asset management is crucial in ensuring that assets are managed in accordance with a pre-determined, well thought through plan but with a flexibility and adaptability that allows that plan to change should that be the right thing for the Borough. The Asset Management Policy and Asset Management Strategy have been developed to deliver a cohesive and considered approach and to inform the development of a comprehensive and timely Asset Management Action Plan to ensure effective delivery of identified short, medium and long term priorities. The three documents together will form the Council's Asset Management Plan for the period from 2017 to 2025.

Proactive implementation of Strategic Asset Management provides the opportunity to:

- Make best use of publicly owned assets across Rotherham.
- Encourage shared use of property resources.
- Minimise cost of occupation and management of land and buildings.

Introduction

The Council has developed a new Vision together with four Corporate Strategic Priorities providing direction and focus for the transformation of the Borough as well as the services the Council provides. The Corporate Plan for 2016/17 sets out a clear framework for progress in all areas, including regeneration and the environment.

Rotherham Council's land and property asset portfolio is one of the key enablers to growth and regeneration and will play an important role in the delivery of the Vision and the Priorities. The corporate estate comprises 232 non-operational assets with an estimated market value of in excess of £37m. In addition to this, the operational estate consists of 248 operational land and property assets at an estimated value of £154m. This Strategy will facilitate the review of these assets and also a range of other miscellaneous assets throughout the Borough, enabling opportunities to be realised, income to be generated and capital receipts to be generated to support the provision of services for our residents.

It is imperative that in the current environment of budget constraints together with increased transparency and scrutiny that all resources at the Council's disposal are employed as efficiently and effectively as possible. This Policy and Strategy and the subsequent Action Plan will ensure this is the case, providing assurance to all that the asset base is being used to best effect at every opportunity.

Context

1. Purpose

The Corporate Plan for 2016/17 established the Vision and Corporate Priorities which will take Rotherham into the future. The Plan includes details of how each Directorate will contribute towards delivery of the Vision and Priorities, a firm commitment to working in partnership with others and the expected staff values and behaviours for those working in a modern and efficient Council. There are plans for delivering each Priority together with performance measures so that progress can be effectively monitored.

The purpose of this Policy and Strategy and subsequent Action Plan, which will be known collectively as the Asset Management Plan, is to ensure that the Council's land and property assets contribute pro-actively to the delivery of the Vision and the Priorities so that effective Asset Management is recognised as an enabler of progress and growth. There will be a focus on income generation, minimisation of outgoings, of surplus assets being used to support housing and economic growth and also on service delivery and customer care. The Policy, Strategy and Action Plan will also inform investment decisions, where assets are purchased to either support regeneration or to increase income generation.

In essence, effective Strategic Asset Management will ensure that the asset portfolio is consistently aligned with corporate priorities, provides value for money with management of the portfolio in accordance with industry standards, benchmarked against comparable peers and with a view to the long term. This strategic approach to management and investment of the corporate portfolio will ensure that the asset base remains fit for purpose for years to come.

2. Vision and priorities

Following consultation with residents during the Summer of 2015, a new Vision for the Borough was defined, which is:

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

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

To deliver this Vision for the Borough the Council has set out four priorities:

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

Underpinning this is the need for Rotherham to be a modern, efficient Council, thereby enabling delivery of the Vision. A modern, efficient Council will provide value for money, customer-focused services, make best use of the resource available to it, be outward looking and work effectively with partners.

This Policy and Strategy help the Council to deliver that vision and the four priorities in a number of ways – some direct and tangible, others less so but still crucially important to eventual success.

As the owner of such a significant number of assets within the Borough, the Council is in perhaps a unique position to influence the positive development of communities and business and make a real difference through its assets.

Well managed assets create opportunities to grow, flourish and prosper.

They encourage businesses to start or to expand, creating jobs and wealth which largely remains within the Borough as residents are increasingly less likely to travel elsewhere to shop, work and spend their leisure time. Through those assets regeneration can be encouraged, strategic acquisitions can make things happen, leading to innovation and creativity in the way those assets are used now and in the future.

They allow families to live in homes rather than simply houses, creating stability and sustainability and a respect for the neighbourhoods in which they live.

They encourage learning and development, providing the skills, knowledge and experience to remain, and fully participate in, the highly skilled economy of the future.

3. External Influences

3.1 Financial Context

For some years now, central government has required local authorities and partner organisations to make substantial savings in both revenue and capital spend. This has affected Rotherham in much the same way as other Councils.

This requires the Council to make significant savings over the coming years, meaning that the focus on efficiency and value for money the Council holds even more important.

The effective, strategic management of the Council's assets will enable revenue savings to be made through rationalisation, growth to be achieved through new initiatives and innovative thinking in partnership with others and capital receipts to be generated to support the Council's ambitions for the Borough.

But efficiencies should not be made at the expense of the provision of quality services, nor should rationalisation be undertaken in a way which leaves the Council with an unfit for purpose portfolio, unable to meet its Vision and priorities.

Value for Money is key and will form an integral part of the decision-making processes governed by this Policy and Strategy and which inform asset management in Rotherham for the future.

3.2 Social Context

Rotherham is ranked as the 52nd most deprived district in England, mainly as a result of poor health, worklessness and low educational levels. In addition, evidence is that whilst deprivation is decreasing in some areas, it is increasing.

While large scale job losses affected the Borough in the last economic downturn, there are many positive initiatives underway, including the continued growth of the flagship Advanced Manufacturing Park at Waverley, set to create 3,500 new jobs plus deliver 4,000 homes and the formation of a new community.

Positive Strategic Asset Management by the Borough will be used in varied ways to deliver regeneration and growth in the places they are needed the most and where they will deliver the maximum beneficial impact.

This Policy and Strategy will lead to the creation of additional sustainable employment, opportunities for growth and entrepreneurship, the regeneration of the town centre and other key areas of the Borough and the creative use of assets to deliver outcomes which improve the lives of those who live and work here.

3.3 Planning Policy

The Government has implemented many changes in recent years designed to speed up the planning system. The overall aim has been the simplification of the system so Councils have the freedom to make decisions in the best interests of their area. A key tenet of the changes is a belief that Councils and communities should be central to a system that achieves socially, environmentally and economically sustainable development.

The latest iteration is the Neighbourhood Planning Bill which aims to speed up processes even further through strengthening but simplifying the popular neighbourhood planning process, similarly removing some of the complexities from the compulsory purchase process and also ensuring planning conditions are only used when strictly necessary.

When the Bill becomes law this will affect Rotherham as Local Planning Authority resulting in changes in practices. However, it will also affect the Strategic Asset Management function, requiring increased consideration of the views of communities and a need for additional active consultation on proposals. Changes to compulsory purchase may enable regeneration but the reduction of the imposition of conditions will make the need for covenants in disposals to be very well considered and fully enforceable to ensure assets are developed in the way intended. This will be facilitated through this refreshed approach to Asset Management.

3.4 Transparency Agenda

The Government's Transparency Agenda requires all Local Authorities to annually publish details of their property portfolio online to enable residents, and any other interested party, to have access to how assets are being used in terms of service delivery and also to facilitate economic development. This Policy, Strategy and Action Plan will underpin this required publication, providing confirmation of an ongoing review of all assets and that they are indeed being used to their best effect.

4. Internal influences

4.1 Transformational Change

Rotherham has undergone a significantly challenging process of change and transformation since the appointment of Government Commissioners in February 2015, resulting in many significant changes in culture, processes and key personnel.

The CIPFA Health Check report (November 2016) highlighted the need for a clearer strategic direction for Asset Management and that there were significant opportunities for improvement in the way the service is provided to the Council as whole. This has led to the introduction of the Corporate Landlord Model and a commitment to manage properties in a holistic way, one which supports the delivery of the Council's Vision and its corporate objectives and with the intention that a number of key asset management focused objectives be delivered. This Policy and Strategy will enable that delivery, ensuring that the Asset Management service re-focuses its attention to include not only management of property to deliver optimum Value for Money but also excellent external and internal customer service.

4.2 Introduction of Corporate Landlord

The adoption of the Corporate Landlord Model from 1 April 2017 has effected a transfer of the majority of the Council's assets, to the Asset Management service.

This is designed to enable the Council to utilise its assets to deliver better, more efficient services to communities:

- To unlock the value of assets, seek efficiencies through joint arrangements with public sector partners and maximise private sector investment.
- To support the delivery of the Council's Corporate Plan.
- To integrate thinking about property with financial, regeneration and other considerations.

Under a Corporate landlord approach the ownership of an asset and the responsibility for its management; maintenance and funding are transferred from service department to the Corporate Landlord. The respective roles and responsibilities will be outlined and clarified under a Service Level Agreement (SLA).

This change is being facilitated by the development of Service Asset Management Plans (SAMPs), produced by each distinct service area and setting out what the property they own and use currently and also their aspirations for the future. The

information gathered will be collated and interrogated by the Strategic Asset Management team within the Asset Management service so that an overall picture of the asset base and the needs of the various services can be ascertained. This will then be assessed, aligned with this Strategy and a fully informed Asset Management Action Plan developed.

4.3 Performance Management

Performance Management involves the adoption of a systematic approach to help improve performance through measurement and review.

This will be implemented to ensure the successful delivery of the Asset Management Policy, Strategy and Action Plan (the Asset Management Plan) through a series of key performance indicators (KPIs) reported via a balanced scorecard. Asset Management KPIs will be focused on key outcomes, they will be manageable and realistic and they will be relevant to stakeholders. The scorecard will contain indicators relating to the critical success factors in the Plan, threading through to ensure effective contribution to delivery of the four corporate priorities and the Vision for the Borough. They will measure elements which make a positive difference to the Borough and those which demonstrate efficiency and effectiveness.

Following review and challenge, results will be analysed and acted upon with the intention of driving exemplar performance.

4.4 Benchmarking

Benchmarking involves the continuous search for better ways of working with the intention of delivering superior performance.

This practice will be incorporated into the performance management process so that results can be compared against similar organisations and in order that any learning can be incorporated into ways of working. This will serve to inform future target setting whilst also encouraging an innovative and creative approach and a competitive spirit. The intention will be to drive peer-compared excellence in all practices with a view to achieving upper quartile performance in respect of key indicators by 2020.

Asset Management Policy

Rotherham Metropolitan Borough Council recognises the inherent value in the effective and efficient direction and utilisation of land and property assets in sustaining the provision of services in the Borough and enabling the delivery of the Vision and four priorities. The alignment of asset management with organisational priorities and objectives is key to ensuring that decisions are made in the correct context and having regard to all relevant factors.

The following five policy objectives for Property Asset Management have been designed to enable decision-making in respect of assets which supports the Council's Vision and four priorities.

Asset Management Objective 1: Enabling delivery of the Council's services and priorities.

Asset Management Objective 2: Supporting Economic Growth, Housing Growth and Town Centre Regeneration.

Asset Management Objective 3: Maximising the opportunities that are available through the adoption of 'one public estate'.

Asset Management Objective 4: Developing growth income from commercial/non-operational activities.

Asset Management Objective 5: Maximising the range of benefits through the commissioning of property projects and property services.

The following existing and approved documents are relevant to the Asset Management Policy and should be referred to when appropriate:

- The Corporate Plan 2017-2018.
- Sheffield City Region (SCR) and The Combined Authority, especially through the Joint Asset Board (JAB)
- One Public Estate (OPE) Programme
- South Yorkshire and Bassetlaw NHS Strategic Transformation Plan
- Rotherham Together Partnership
- Housing & Economic Growth Plan
- Children's and Adult Services Improvement Plans
- The need to grow revenue income to support the Medium Term Financial Strategy
- The need for revenue savings and capital receipts to support the Medium Term Financial Strategy
- Health check of the Council's own Asset Management practices.
- Asset Management Improvement Plan

Asset Management Strategy

The Asset Management Strategy identifies how the policy will be delivered and implemented. The Strategy sets the strategic direction and key outcomes to be delivered, which will be detailed in the Asset Management Action Plan, along with relevant timescales.

1. Asset Management Objective 1: Enabling delivery of the Council's services and priorities

1.1. Expected Outputs:

- **Enabling delivery of the Council's Medium Term Financial strategy (MTFS), the Capital Strategy, the Corporate Plan, Service plans, improvement and transformation plans.**

In seeking to ensure best value for money is achieved from property assets, effective asset management will naturally enable savings to be made, growth to be achieved and the Borough to be transformed through regeneration. This Strategy will be integrated with the delivery of the above Strategies and Plans to ensure that joined up, consistent thinking and actions deliver optimum solutions.

- **The delivery of schools basic need.**

A key focus of this Strategy is to encourage a Borough with a vibrant, attractive offer in terms of housing, employment opportunities and lifestyle. Such an increase in population will lead to a corresponding increase in school places and the level of basic need funding received together with associated maintenance funding, thereby improving the estate and the attractiveness of the Borough even further.

- **A rationalised efficient estate provided at lowest possible cost.**

The implementation of the SAMPs process to identify the requirements of each discrete service area will enable future plans for the portfolio in terms of investment and rationalisation to be formulated in a structured and coherent way, ensuring that linkages are made to reduce costs and maximise efficiency across the estate.

- **An effective estate suitable for modern ways of working.**

The operational portfolio will be reviewed following receipt and overall assessment of the SAMPs by the Strategic Asset Management function. It is intended this will lead to a rationalisation review, providing a portfolio which reflects Rotherham's position as a modern, efficient Council. The effectiveness of WorkSmart will simultaneously be assessed and a view taken regarding roll out to other properties within the rationalised operational estate.

- **An estate with an effective preventative condition maintenance plan.**

Following a comprehensive programme of condition surveys, a revised preventative maintenance programme will be devised taking into account component life cycles and building life expectancy, ensuring assets are maintained in a way which maximises their capital value and preserves their use for the longest time possible.

- **A resilient estate.**

In an ever-changing political, economic and social world it will become increasingly important to ensure the estate owned and occupied by the Council after rationalisation is able to withstand external pressures. Each asset will be assessed to determine whether continued use of ownership is appropriate and, if not, the most beneficial disposal approach. Assets retained will be those which are considered to be of use or to have investment return potential in the short, medium or long term. They will be adaptable, flexible, fit for purpose and financially viable.

1.2. Actions to Deliver Objective:

- **Implement a Corporate Landlord approach across the estate.**

The use of the Corporate Landlord Model was recommended by CIPFA in its “Property Function Health Check” approved at Cabinet on the 13th February 2017. The Model was implemented across the estate from 1st April 2017 and is expected to introduce an increasingly co-ordinated approach to asset management throughout the Council’s portfolio. This Strategy will embed that process further through provision of an explanation of the future of asset management at Rotherham, encouraging discussion and communication between Directorates.

- **Rationalise and minimise the cost of the estate.**

The implementation of this Strategy to enable considered decision-making in accordance with the Principles set out in the Asset Management Policy will provide a framework for the rationalisation of the estate, leading to a reduction in costs.

- **Use of modern agile and flexible working principles to make best use of the estate (WorkSmart).**

The review of the operational estate will allow investment in new ways of working and WorkSmart practices to be focused upon buildings which have been determined to be retained in at least the medium to long term. Decisions regarding investment will be made according to the Corporate Landlord model, thereby reducing waste and the making of short-term spending decisions which fail to take account of the bigger picture.

- **Developing and operating an increasingly energy efficient and environmentally low impact estate.**

The comprehensive property review will include an assessment of the energy efficiency and/or environmental impact of all assets. Decisions regarding the future of assets will be made having regard to the forthcoming Environment and Energy Policy.

- **Implement a Planned Preventative Maintenance (PPM) Plan across the estate.**

The implementation of PPM across the portfolio will allow workstreams to be planned, assisting in resource planning, and financial requirements to be assessed in the medium to long term.

2. Asset Management Objective 2: Supporting Economic Growth, Housing Growth and Town Centre Regeneration:

2.1. Expected Outputs:

- **Provision of sites and developments that deliver economic growth, employment, housing growth and town centre regeneration.**
The comprehensive property review and ongoing review of the asset base will likely enable sites and properties to be released, which can be used for economic growth, employment, housing growth and town centre regeneration. Sites may be of use in Council-driven initiatives, or the decision may be taken to dispose of the site on the open market or with the Council retaining an interest to ensure regeneration and growth are indeed driven through the release of those sites.

2.2. Actions to Deliver Objective:

- **Proactive release of public sector sites for development.**
Central Government believes that public sector bodies are holding land which could, and should, be released for development by others. This Strategy provides for the comprehensive review of all sites with a view to actively identifying sites which can be developed by our partners.
- **Development of Council owned sites.**
Where sites are considered viable for development by the Council directly then these will be retained and, following a valid business case and subject to availability of funding, will be developed in accordance with the most appropriate outcomes for that locality.
- **Targeted Council development of sites to stimulate the market/address market failure.**
The review of all assets will identify those sites available for development which are in areas most in need of Council intervention.
- **Investment in developments with a financial viability gap when that investment enables/achieves Housing, Economic growth and regeneration.**
The sites identified through the review will not all be viable from a financial point of view. Assessment of the sites released through the process of comprehensive review will allow any viability gaps to be quantified and options which will permit progression to be considered.
- **Strategic acquisition of sites for development.**
The comprehensive review may also show where there are gaps in ownership in areas where Council intervention could make a real difference. The SAMPs will similarly inform of Directorate requirements where acquisition may be appropriate and justified. Once such gaps have been identified the Asset Management service will work with other areas and potential local and sub-regional partners within the Council, using more detailed provided briefs, to acquire sites to meet needs, subject to funds being available.

3. Asset Management Objective 3: Maximising the opportunities that are available through the adoption of 'one public estate'.

3.1. Expected Outputs:

- **Co-location & joint rationalisation to achieve;**
 - **Revenue savings and generation.**
 - **Capital receipts.**
 - **Release of development sites.**
 - **Better integrated public services.**

The Council is already actively working with a range of partners to deliver the benefits of “one public estate” and this is expected to increase further through the implementation of this Strategy. The identification of not only the assets held by each partner but also the intelligent formulation of co-location options which benefit all partners in terms of customer service as well as rationalisation will be enabled further by the adoption of the Corporate Landlord Model.

3.2.Actions to Deliver Objective:

- **Active participation with Sheffield City Region – Joint Asset Board and One Public Estate Programme.**
- **Active Participation in the South Yorkshire and Bassetlaw NHS Strategic Transformation Plan.**
- **Active participation in Rotherham Together Partnership - Local Estates Forum and Integrated Working Programme.**

Continued active participation in the above partnerships will deliver co-location and rationalisation opportunities for all concerned, resulting in benefits for Rotherham Borough and also for the wider region.

4. Asset Management Objective 4: Developing growth income from commercial/non-operational activities.

4.1.Expected Outputs:

- **To maximise income generated through the Council’s Commercial estate, property investment and Asset Management Service external trading activity, to support the Council’s revenue position.**

The further commercialisation of Council services, where this is possible, will present a significant opportunity to generate additional revenue to support the overall budget. The Comprehensive Asset Review will lead to the rationalisation of the commercial and overall estate and may lead to opportunities to maximise return being identified. In addition, the Asset Management service has a number of elements which are marketable and that with some resource applied together with investment, may generate a valuable revenue stream in the future.

4.2.Actions to Deliver Objective:

- **Investing in property to deliver revenue income.**

Condition surveys will confirm the investment required to meet ownership and Landlord obligations and also the investment needed to maximise capital value going forward. This will be used to drive investment decisions not only through the Planned Maintenance Programme but also in terms of the ongoing capital improvement programme.

- **Developing and growing the non-operational estate to improve its yield and surplus.**

Opportunities will be explored in order to potentially fund the acquisition of non-operational assets which will produce a good return and sustain the portfolio in future years.

- **Combining income development and managed risk appetite to enable economic growth and housing development where the commercial market is too risk adverse to deliver.**

The identification of both housing and economic growth sites will deliver additional revenue or capital income, or both, depending on the nature of the opportunity and will also regenerate areas which are difficult to reach through market-led interventions. Receipt of New Homes Bonus, additional business rates income and the creation of new jobs will further benefit the Borough.

- **Investment/ development in the existing estate.**

This will be informed via the comprehensive property review and the condition surveys being undertaken, with the investment needs of retained assets being included in either the planned maintenance or capital improvement programmes. Development sites will be either developed by the Council, in partnership or released to the market where the capital receipt receivable is significant. This will be enhanced wherever possible by the prior obtaining of planning permission to maximise value.

- **Purchasing commercial and housing developments.**

The purchase of commercial developments through Rotherham Investment and Development Office (RIDO) and housing developments in conjunction with the Housing Service will be dependent upon the developments proving to be commercially viable and with a positive return. Such return can be purely financial or may be formed in part by a calculated Social Return on Investment.

- **Developing new commercial assets.**

This will also be facilitated through RIDO with advice provided by Asset Management to facilitate the development of opportunities in areas where such Council intervention will have the most positive impact.

- **External trading of the Council's Professional Asset Management Services.**

The Council's Asset Management service includes a number of areas of professional provision which may be marketable to third parties. The potential options available will be assessed and progressed once the existing estate has been reviewed explored to its full potential.

5. **Asset Management Objective 5: Maximising the range of benefits through the commissioning of property projects and property services.**

5.1. **Expected Outputs:**

- **The Council is a significant commissioner for the supply of property, construction, consultancy and energy services and the effective management of this process will:**
 - **Ensure cost effective construction and energy services are provided to the Council.**
 - **Maximise the benefits of collaboration and partnership in commissioning property services in the public sector.**
 - **Support inward investment in SME business in Rotherham, Sheffield City Region and the wider Yorkshire and East Midlands region.**
 - **Promote training, development and retention of a skilled labour market in the region.**
 - **Add social value through the delivery of projects and services which enhance the communities they serve.**

5.2. Action to Deliver Objective:

- **Work across the public sector to jointly procure and commission. Continue to develop the YORHub frameworks.**
- **Develop a Rotherham Construction Partnership (RCP) framework of SME specialist contractors.**

Summary Sheet

Council – 12 July 2017

Title:

Council Plan 2017 - 2020

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

Yes – key decision taken by Cabinet on 26 June 2017

Strategic Director Approving Submission of the Report

Sharon Kemp, Chief Executive

Report Authors

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Ward(s) Affected

All

Summary

At the Cabinet and Commissioners' Decision Making Meeting on 26 June 2017, the Cabinet agreed to recommend the Council to approve the Council Plan 2017 - 2020.

In order to give effect to the proposal from Cabinet, consideration and approval by Council must be given to the recommendation set out below. The report detailing the reasoning behind the recommendation is appended in order to provide Members with sufficient knowledge to agree the proposals.

Recommendations

That the Council Plan 2017 - 2020 be approved.

List of Appendices Included

Report to Cabinet and Commissioners' Decision Making Meeting – 26 June 2017
'Council Plan 2017 – 2020'

Background Papers

Minutes of the Cabinet and Commissioners' Decision Making Meeting – 26 June 2017

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Cabinet and Commissioners' Decision Making Meeting – 26 June 2017

Council Approval Required
Yes

Exempt from the Press and Public
No

Summary Sheet

Council Report

Cabinet and Commissioners' Decision Making Meeting – 26 June 2017

Title

Council Plan 2017-2020

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

Yes

Strategic Director Approving Submission of the Report

Sharon Kemp, Chief Executive

Shokat Lal, Assistant Chief Executive

Report Author(s)

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Ward(s) Affected

All

Summary

The Corporate Plan for 2016-2017 set out the headline priorities for the Council and has informed wider service planning and performance management down to the levels of individual staff in the course of the year. The refreshed Plan (now named the Council Plan) continues with the same priorities identified as part of the work to create the Corporate Plan, but now covers a three year period and includes a more focused set of indicators.

The 2017-2020 Council Plan is the core document that underpins the Council's overall vision, setting out headline priorities, indicators and measures that will demonstrate its delivery. Alongside it sits the corporate Performance Management Framework, explaining to all Council staff how robust performance monitoring and management arrangements (including supporting service business plans) are in place to ensure focus on implementation.

Recommendation

That Cabinet recommend the Council Plan for 2017-2020 to Council for approval.

List of Appendices Included

Appendix A – Council Plan for 2017-2020

Background Papers

RMBC Corporate Improvement Plan, Phase Two Action Plan, June 2016

RMBC Corporate Plan 2016–2017, July 2016

‘Views from Rotherham’ report, October 2015

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Overview and Scrutiny Management Board – 21 June 2017

Council – 12 July 2017

Council Approval Required

Yes

Exempt from the Press and Public

No

Council Plan 2017-2020

1. Recommendation

- 1.1 That Cabinet recommend the Council Plan for 2017-2020 to Council for approval.

2. Background

- 2.1 In May 2015, the Council set out a specific objective to establish a new Corporate Plan and supporting Performance Management Framework. Such documents are critical tools in any local authority in setting out both the direction and priorities of the organisation in supporting the delivery of an overall vision; as well as the means by which these will be identified, implemented and kept under review.
- 2.2 To inform the establishment of this new vision, during the summer of 2015, the Leader of the Council and Commissioners (with support from a range of partner organisations and other leading councillors), met with people across Rotherham to listen to their views on their key priorities for the future of the borough. In total around 1,800 people were engaged through this roadshow process (with the results published in the “Views from Rotherham” report in October 2015).
- 2.3 The feedback from this exercise was used to define a new vision for the Borough. This vision is:

“Rotherham is our home, where we come together as a community, where we seek to draw on our proud history to build a future we can all share. We value decency and dignity and seek to build a town where opportunity is extended to everyone, where people can grow, flourish and prosper, and where no one is left behind. To achieve this as a Council we must work in a modern, efficient way, to deliver sustainable services in partnership with our local neighbourhoods, looking outwards, yet focused relentlessly on the needs of our residents. To this end we set out four priorities:

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

Underpinning the above priorities is a fifth priority, “A modern, efficient Council”.

- 2.4 The Corporate Plan for 2016-2017 set out how the Council would deliver this overall vision and associated priorities. It included 103 performance indicators which have been monitored in quarterly public reports to Cabinet throughout the 2016-2017 year. In February and March 2017 an exercise was carried out to review the success of the Corporate Plan and the monitoring process included in the Performance Management Framework. Following this exercise, the Corporate Plan has been refreshed and the Performance Indicators revisited following interviews with Cabinet members.

- 2.5 The refreshed Plan, now named the Council Plan, is intended to cover a three year period, 2017-2020. The Plan maintains the Council vision and associated priorities that were established for the Corporate Plan, and refines the number of Performance indicators to enable a more focused approach to Performance Management. Although the Council's values and behaviours remain unchanged, the Plan has been updated to include reference to relevant elements of the recently launched Rotherham Plan 2025.

3. Key Issues

- 3.1 Since the publication of the Corporate Plan for 2016-2017 as well as finalisation of Service Plans for the 2017-2018 year, work has been taking place alongside Cabinet Members and performance leads to refine the headline measures to include in a refreshed Council Plan for 2017-2020.
- 3.2 A copy of this revised and refined Council Plan for 2017-2020 is enclosed at Appendix A. It includes a total of 76 measures (reduced from 103 in the Corporate Plan), which form the priority actions under each of four themes of the Council's vision (as set out at paragraph 2.3 above), as well as a fifth, cross-cutting corporate commitment to operate as a modern and efficient Council.
- 3.3 28 measures are also highlighted as particular, headline priorities, informed by discussions with the Leader and Cabinet. The Council Plan does not aim to set out measures for everything the Council does. Through the guidance and direction set out in the supporting Performance Management Framework, relevant plans have been put in place at different levels of the organisation to provide the critical 'golden thread' that ensures everyone is working together to achieve the Council's strategic priorities. Service Plans have been produced to ensure that officers develop a consistent approach which is followed across the Council, and this process will be supported by direct linkages to the Performance and Development Review (PDR) process for Council staff. Where appropriate these supporting plans also address those measures that were included within the original Corporate Plan but are now no longer measured publically.
- 3.4 As the Council has continued its ongoing improvement, it has now moved from a one year plan for 2016-2017, to a three year plan for the 2017-2020 period. The underpinning performance management cycle runs from April to March and 2017-2018 will therefore be the first year for a complete planning and reporting cycle to take place (2016-2017 being an interim year).
- 3.5 Members should note that the Council Plan 2017-2020 reinforces the same values and behaviours as those included in the Corporate Plan. Additionally, the Council Plan reflects the "game changers" included in The Rotherham Plan 2025, which has been published since the last Corporate Plan. These "game changers" set out the big, strategic steps towards change that the partners in the Rotherham Plan will focus on. The "game changers" are:
- Building Stronger Communities
 - Skills and Employment
 - Integrated Health and Social Care

- A place to be proud of
- Town Centre

The detailed indicators included in the plan, along with the Council's priorities, reflect the work that the Council will do in the next three years to focus on these areas.

- 3.6 To ensure that the 2017-2020 Council Plan is effectively performance managed, it is proposed that monthly performance updates will continue to be provided to Cabinet members, Commissioners and the Chief Executive and Strategic Directors. Formal, quarterly performance reports will also continue to be provided to the public Cabinet and Commissioners' Decision Making meeting, where there will be further opportunities for pre-Scrutiny consideration in line with new governance arrangements.
- 3.7 These formal quarterly performance reports are anticipated to be presented to the following Cabinet and Commissioner Decision Making meetings during 2017/18 as follows:
- Quarter 1 Performance Report (performance to end-June 2017) – 11th September 2017
 - Quarter 2 Performance Report (performance to end September 2017) – 13th November 2017
 - Quarter 3 Performance Report (performance to end December 2017) – 19th February 2018
 - Quarter 4 Performance Report (performance to end March 2018) – June 2018 (exact date TBC)
 - Final 2017-2018 Annual Performance Report (validated data) – early Autumn 2018 (exact date TBC)
- 3.8 The quarterly performance reports will continue to include both quantitative and qualitative data, with performance information against the specified measures within the Plan presented alongside wider intelligence such as customer feedback, quality assurance, external regulation and specific case study information. The Performance Dashboards, which were first presented in Quarter 3's monitoring cycle in 2016-2017, will continue to be developed throughout the period. The Performance data will be supported by a broader narrative update to demonstrate what is being achieved and the impacts and outcomes being delivered across the borough.

4. Options considered and recommended proposal

- 4.1 The 2017-2020 Council Plan has been developed in consultation with Cabinet Members as well as officers across the Council's service areas.
- 4.2 It is recommended that the Council Plan for 2017-2020 is sent by Cabinet to Council for approval. Performance Reports will continue to be presented on a quarterly basis to the public Cabinet and Commissioner Decision Making meetings, as outlined above, with continued opportunities under new governance arrangements for pre-decision scrutiny.

5. Consultation

- 5.1 This refreshed Council Plan has been developed from the original Corporate Plan, with the Vision, Priorities and Behaviours being carried forward unchanged. The Council consulted with 1,800 members of the public to develop the new vision for the borough during the summer of 2015. The priorities flowing from this vision continue to be at the heart of this refreshed Council Plan.
- 5.2 The original Corporate Plan was developed following staff consultation events in early 2016, as well as discussions with the Council's middle ("M3") managers. This refreshed Council Plan has been developed following extensive consultation with Cabinet members to reflect on the successes and development needs of the Corporate Plan and to select the priority indicators for the coming period.

6. Timetable and Accountability for Implementing this Decision

- 6.1 Following approval, it is proposed that the first quarterly Performance Report will be presented to the public Cabinet and Commissioners Decision Making meeting on 11th September 2017. Paragraph 3.7 sets out an outline forward programme of further quarterly performance reports.

7. Financial and Procurement Implications

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

8. Legal Implications

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

9. Human Resources Implications

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

10. Implications for Children and Young People and Vulnerable Adults

- 10.1 The Council Plan has a core focus on the needs of children and young people and vulnerable adults as set out in Priority 1.

11 Equalities and Human Rights Implications

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

12. Implications for Partners and Other Directorates

- 12.1 Partnership working is central to the Council Plan (as outlined in Section 7, from page 14 of the document). The formal partnership structure for Rotherham, the 'Rotherham Together Partnership' (RTP), launched "The Rotherham Plan 2025" in March 2017. The Plan describes how local partners plan to work together to deliver effective, integrated services, making best use of their collective resources. The refreshed Council Plan links to The Rotherham Plan by picking up the "Game Changers" described in the latter document and setting out the Performance Indicators that describe how the Council intends to deliver its part of the Plan.

13. Risks and Mitigation

- 13.1 Specific risks will be managed via the monthly and quarterly performance management and reporting arrangements noted within this report. Directorates will also work to ensure that any significant risks are addressed via Directorate and Corporate Risk Registers. An exercise has already been carried out to ensure that there is a clear link between the Council's Service Plans and Directorate Risk Registers.
- 13.2 It should be noted that the Council currently has undefined corporate resources to support performance monitoring management, with such resources currently located primarily across two Directorates (Adult Care and Housing and Children's and Young People's Services). Following the Performance Management Peer Review conducted by the Local Government Association (LGA) in July 2016 a new structure for the Corporate Performance function has been outlined and will be further refined by the new Head of Performance, Intelligence and Improvement who took up her post in May 2017.

14. Accountable Officer(s)

Sharon Kemp, Chief Executive
Shokat Lal, Assistant Chief Executive

Approvals Obtained from:-

	Named Officer	Date
On behalf of Strategic Director of Finance & Customer Services	Graham Saxton	8 th June 2017
Assistant Director of Legal Services	Dermot Pearson	8 th June 2017
Head of Human Resources	Susan Palfreyman	5 th June 2017

Report Authors:

Simon Dennis, Corporate Risk Manager
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This report is published on the Council's website or can be found at:-

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

Council Plan 2017–20



Big Hearts Big Changes

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Foreword by the Leader of the Council

Rotherham Council is entering the next stage of our journey.

In the last two years we have redefined what we stand for, through a clear vision for the organisation and the borough. We've changed how we make decisions, so we're more open and accountable than ever before. We've redesigned how we work with other agencies, to drive forward some of the key changes we want to see. And even as we face unprecedented financial pressures, we're working hard to deliver better services, focussed on the priorities set for us by the public.

We have some of the best performing schools in the region, and we're investing heavily in order to reform our Children's Services and ensure we offer the best support to our most vulnerable children, in order to give them the best start in life.

We are transforming our adult social care, to empower every adult.

We are working alongside communities to keep our neighbourhoods looking their best, and we're cracking down on those who would litter and damage the local environment.

And we're working alongside the private sector and our partners in the Sheffield City Region to create jobs, opportunities and new businesses.

As we move to the next stage with this, our new Council Plan, two themes stand out that will be necessary to deliver our objectives; working closely with our partners - in all sectors - so we can deliver seamless services to residents in the most efficient way; and working more closely with our neighbourhoods so that we're meeting residents' needs more effectively and helping people to live healthier, happier lives in their own communities.

It is a measure of the progress that we've made over the last two years that most decision making powers have now been returned from Commissioners to elected councillors. We will continue to see that journey through, to ensure that government and residents alike can be assured of strong and effective governance into the future.



Cllr Chris Read
Leader of the Council

2

Introduction

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

The majority of the Council's powers have now been returned to the authority, following a series of recommendations made by Commissioners to Government. The Commissioners will retain oversight of the authority up to 2019, even after the transference of all powers back to the Council as it continues on its improvement journey longer-term.

Led by the Council's elected members and senior management team, the authority has redefined what it stands for, what its priorities are, its promise to Rotherham residents and its ambitions for the borough.

This Council Plan sets out how it will deliver against these priorities in 2017-18; to create a Rotherham where young people are supported by their families and community and are protected from harm; where every adult is supported to live independently and enjoy good health and wellbeing; where residents can benefit from well paid jobs, quality housing and transport; and where opportunity is extended to everyone and no one is left behind.



Our Rotherham



110²m

Rotherham is a borough covering **110 square miles**



Rotherham's population of **260,800** mostly live in **urban areas**



Rotherham has **50,000 children** aged **0-15** and **27,300 young people** aged **16-24**



60+

The population is ageing, with **64,600 people** aged **over 60**



75+

21,800 are aged over 75 and **5,800** over 85 with an additional **1,000 over 85s** expected by 2021

Rotherham has a diverse community which includes **20,000 people from minority ethnic groups (8.1%)**. The largest communities are **Pakistani/Kashmiri and Slovak/Czech Roma**. It is also made up of many towns, villages and suburbs which form a wide range of geographic communities.

The borough benefits from a vibrant **voluntary and community sector (VCS)**, comprising almost **1,400 organisations** with **3,600 staff** and around **49,000 volunteer roles**.

It is estimated that the paid VCS workforce contributes **£99m to the economy per annum** and that volunteers provide approximately **85,000 hours of time per week**.

Rotherham lost 14,000 jobs between 2007 and 2012, but job numbers have now reached 100,000 - a return to pre-recession levels. There are 6,810 VAT registered businesses in Rotherham, with the figure increasing by over 6% in 2016.



GCSE performance is above the national average, but the **performance of children from Rotherham's poorer families** compares unfavourably with national averages on many educational attainment measures



Performance for children **achieving a good level of development at the early years foundation stage** (up to age 5) **is above the national average**



Rotherham has a wealth of **green space across the borough**, in the form of **country and urban parks, nature reserves, woodlands and playing fields**. Although used well in some areas, others offer an often untapped resource within communities



In the town centre, **recent transformation work was recognised with an award** in the town centre category of the **Great British High Street Awards**

The Council

Rotherham Council is a metropolitan borough council and is responsible for providing a range of services including social care, planning, housing, revenue and benefits support, licensing, business regulation and enforcement, electoral registration, refuse and recycling, leisure, culture, parks and green spaces, economic growth, highways maintenance, education and skills, community safety and public health.

It also has an important role in working with other providers of public services across Rotherham for approximately 260,000 residents and 100,000 people who work in Rotherham (37,000 from outside the borough).

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

The Council has 63 councillors, representing 21 wards inside the Rotherham Borough geographical boundary. The Council is currently led by a Labour Cabinet of eight Members.

Council Cabinet



**Councillor
Chris Read**

Leader of
Rotherham
Council



**Councillor
Gordon Watson**

Deputy Leader
Children and Young
People's services



**Councillor
Saghir Alam**

Corporate
Services and
Budgeting



**Councillor
Dominic Beck**

Housing



**Councillor
Emma Hoddinott**

Waste, Roads and
Community Safety



**Councillor
Denise Lelliott**

Jobs and the
Local Economy



**Councillor
David Roche**

Adult Social
Care and
Health



**Councillor
Taiba Yasseen**

Neighbourhood
Working and
Cultural Services

The Council and Commissioners' Decision-making Procedure sets out how Cabinet and Commissioner decisions are made, following the new directions issued by the Secretary of State for Communities and Local Government on 21st March 2017.

For those matters where powers have been returned to the Council decisions are taken in public every four weeks by Cabinet collectively. Other decisions are taken by Commissioners at the same meeting.

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

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

Chief Executive and Strategic Directors



Chief Executive
Sharon Kemp



Assistant
Chief Executive
Shokat Lal



Strategic Director
Finance and
Customer
Services
Judith Badger



Strategic Director
Regeneration and
Environment Services
Damien Wilson



Strategic Director Adult
Care and Housing
Anne Marie Lubanski



Strategic Director
Children and Young
People's Services
Ian Thomas



Director
Public Health
Terrie Roche

Our Vision and Priorities

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

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

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

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

To this end we set out four priorities:

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



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

Every child making the best start in life

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

A strong community in a clean safe environment

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

Every adult secure, responsible and empowered

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

Extending opportunity, prosperity and planning for the future

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

A modern, efficient Council

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

Our values and behaviours – One Rotherham

We know that it is important that we work together and have a shared understanding which underpins our approach. The One Rotherham Values demonstrate how we behave with each other, our partners, elected members and customers.



Honest

Open & truthful in everything we say & do

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



Accountable

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

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



Respectful

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

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



Ambitious

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

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



Proud

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

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

6 Delivering our Vision and Priorities

Between 2011 and 2016 The Council has made savings of £138m and reduced its workforce by 1,700 staff. Over the next year the Council will be focusing on reforming its services against the backdrop of making further necessary in-year savings of £24 million, This is set against the additional financial pressures of the National Living Wage; increasing demand for services as a result of a growing population and changing demographics in Rotherham; and the impact of inflation.

The Council's Medium Term Financial Strategy (MTFS) was approved on 8th March 2017 and sets out a three year approach to delivering a balanced and sustainable budget plan, to 2020.

Whilst the Council is becoming smaller in size, it is focused on being bigger in influence. This means a changing role for the Council. Stronger civic leadership, greater collaboration, integration and shared services with other public services. Partnership working is recognised across all services as being essential to the future of the borough; combining knowledge, ideas, expertise and resources to deliver tangible improvements, deliver efficiencies and economies of scale, and strengthen our communities.

A new relationship between must be developed between residents and the Council which builds on individual and community assets to enable people to live more independently, for longer, with the support of their family, social networks and local neighbourhood resources.. At the same time there will be a clearer focus and prioritisation of resource – and in some cases ceasing to do some of what the Council has traditionally done.

Each Directorate has developed its own service business plans to support delivery of Council Plan 2017/20 and the MTFS. A focus on continuous improvement, early intervention, cross-directorate working, implementing good practice and raising standards runs through all these service business plans.



Children & Young People's Services

The Directorate is now in its third year of implementing its Improvement Plan. The Plan has at its heart the Council's vision of being a "child-friendly" borough; where young people are supported by their families and community, are protected from harm, can thrive and go on to lead successful lives.

To support the delivery of this Plan, the Directorate is building a permanent and well-trained workforce that delivers high quality services for children; is working to identify and support families at the earliest opportunity, so that it can improve outcomes and reduce the need for social care intervention down the line; and implementing a consistent approach across the whole service to bring it in line with regional and national standards.

Underpinning this work is a continued commitment to strengthening governance, benchmarking and reporting arrangements to provide the necessary assurance in taking forward improvements and delivering sustainable, more effective children's services.

Adult Social Care and Housing

The Directorate is focused on creating a Rotherham where vulnerable adults, such as those with disabilities and older people and their carers, have the necessary support within their community to live independently for as long as possible.

To achieve this the Directorate is working with health and third sector partners to integrate health and social care services to reduce duplication and provide high quality services that are easy to access. It is also working to improve the quality and choice of housing in Rotherham to enable people to live in high quality accommodation which meets their needs, whether in the social rented, private rented or home ownership sector. It is working to identify and support families at the earliest opportunity, so that it can improve outcomes and reduce the need for social care intervention down the line.

Public Health

The Directorate is working to improve the health and wellbeing of Rotherham residents and reduce health inequalities across the borough.

The Directorate is focused on working with partners to implement the Health and Wellbeing Strategy, as it commissions services to tackle the prevalence of smoking, substance misuse, and obesity. It encourages everyone to be more active and adopt a healthier lifestyle, offering Public Health advice, especially around the prevention of illness and managing contracts with local GPs and community pharmacists for a range of preventative services, including drugs and alcohol management.

It works closely with the Children and Young People's Directorate to ensure we provide an integrated service with children and their families at the centre of all care. And it works alongside Public Health England (PHE) to manage any infectious disease outbreaks, monitoring of vaccination and immunisation uptake and cancer screening programmes.

Regeneration & Environment

The Directorate is working to develop and promote Rotherham as a good place to live and work, which means more jobs, a vibrant cultural sector and good quality green spaces, clean and tidy streets and neighbourhoods that residents are proud to call home.

It is supporting the economic growth and the regeneration of the borough through work with partners to deliver a joined-up culture, sport and tourism offer and adopting the Town Centre Masterplan, alongside work to progress toward the adoption of a new Local Plan.

It continues to work closely with the Local Enterprise Partnership and wider Sheffield City Region colleagues to influence strategic investments and commissioned programmes that best benefit Rotherham. And it is committed to a culture of innovation across services; in its approach to operational processes, use of new technologies and in exploring commercial opportunities, built on a strong performance management framework across the board.

Finance & Customer Services and Assistant Chief Executive's Directorate

These central services Directorates are delivering corporate, finance, legal and customer services focused on ensuring that the Council is a modern, efficient organisation which has the needs of residents at the centre of its decision making.



They are committed to ensuring that the Council has strong governance, is open and transparent and accountable to its residents.

They work to drive the pace of change to a digital first approach, rationalising outdated delivery models whilst ensuring accessibility for all with the development of information sharing, data and enabling customers to connect in different ways.

They support residents to understand how and why spending decisions are made and how they can play their part in supporting the Council to save money, such as doing business online, by informing and engaging them through effective communication.

They maintain a transparent approach to managing and reporting finances, ensuring that the organisation stays within its funding limits. And they are focused on building an engaged, supported and well managed workforce with the right skills and a customer focused approach.

Working in Partnership

The Council is one of a number of organisations - including major public bodies (such as the police, health agencies, education and the fire and rescue service), local businesses and the voluntary and community sector - working together as the Rotherham Together Partnership to deliver improvements for local people and communities by combining their knowhow and resources.

The Partnership has launched the Rotherham Plan 2025: a new perspective, which sets out a framework for its collective efforts to create a borough that is better for everyone who wants to live, work, invest or visit here. It sets out some of the big projects, or “game changers”, that partners will be focusing on until 2025:

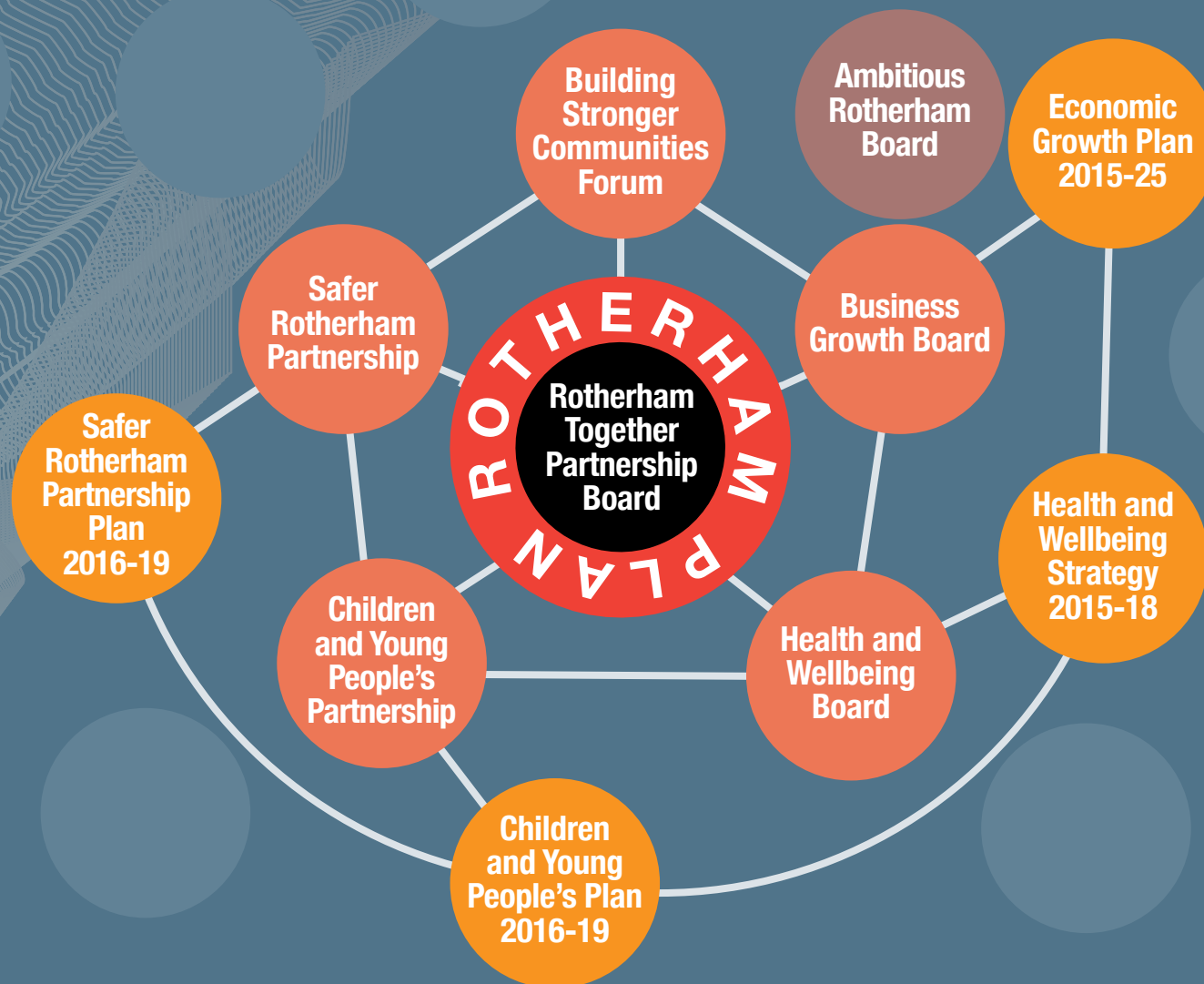


- **Building strong communities** where everyone feels connected and able to actively participate, benefitting them and their communities
- **Raising skills levels and increasing employment** opportunities, removing the barriers to good quality, sustainable employment for local people
- **Integrating health and social care** to deliver joined up services for our residents that are easy to access
- Building on the assets that make Rotherham **a place to be proud of**
- Creating a vibrant **town centre** where people want to visit, shop and socialise

It forms part of a bigger picture which includes a number of partnership boards and less formal bodies that are developing plans and delivering activity in the borough.



Rotherham Together Partnership



Managing our Performance

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

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

In addition to these principles, the Council's performance framework makes use of performance information to challenge its effectiveness and improve services. The framework is structured around a continuous improvement and performance management cycle and provides an overview of the Council's performance management arrangements at every level.

The framework is a key tool in ensuring that all staff and councillors understand how their individual contributions are critical in enabling the entire organisation to deliver effective services, continuous improvement and value for money for the people of Rotherham.

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

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



Our Plans

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

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

The Council operates in a constantly changing environment and will therefore keep the content of these performance measures under review as it reports on performance over the coming year; and will review its measures for the start of the next municipal year.

Finally, in support of the headline performance measures within this Council Plan for 2017/20, Council Directorates and services are responsible for more detailed annual service business plans. These expand on the specific activities taking place to achieve the objectives and outcomes that the Council is seeking to achieve. These service-level business plans will provide further information on other relevant performance information, key risks to delivery, links to corporate policies and priorities etc; and will be required to be similarly kept under review in the year ahead.



A Children, young people and families are protected and safeguarded from all forms of abuse, violence and neglect

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

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
1.A1	Early Help - Early Help service to identify and support families at the right time to help prevent social service involvement	Reduction in the number of Children in Need (Priority Measure) (rate per 10K population aged 0-17 - inc. CPP as per DfE definition)	Mel Meggs CYPS	Low	Monthly	336.9
1.A2		Reduction in the number of children subject to a CP plan (Priority Measure) (rate per 10K population aged under 18)	Mel Meggs CYPS	Low	Monthly	60.3
1.A3		Reduction in the number of Looked After Children (Priority Measure) (rate per 10K population aged under 18)	Mel Meggs CYPS	Low	Monthly	85.9
1.A4		Increase the number of families engaging with the Families for Change programme as a percentage of the troubled families target	David McWilliams CYPS	High	Monthly	100% (633 families by end of March 2018)
1.A5	Children's Social Care Improvement – Ensure that all Child Protection Plan work is managed robustly and that appropriate decisions and actions are agreed with partner agencies	Reduction in the number of children who are subject to repeat child protection plans (within 24 months)	Mel Meggs CYPS	Low	Monthly	4.0%
1.A6	Child Sexual Exploitation - an increased awareness of CSE and an increase in the number of police prosecutions as a result of joint working	Number of Child Sexual Exploitation (CSE) referrals	Mel Meggs CYPS	Low	Monthly	Not appropriate to set a target
1.A7	Placements - Improve quality of care for Looked after Children	Reduction in the number of disrupted placements (Priority Measure)	Mel Meggs CYPS	Low	Monthly	9.6%
1.A8		Reduction in the proportion of LAC in commissioned placements	Mel Meggs - CYPS	Low	Monthly	39.5%

B. Children and Young people are supported to reach their potential
C. Children, young people and families are enabled to live healthier lives

Ian Thomas, Strategic Director – Children and Young People’s Services
Terri Roche, Director – Public Health

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
1.B1(a)	Sustainable Education and Skills	Proportion of children accessing a good or better school	Karen Borthwick CYPS	High	Termly	In line with or above the national average (Academic Year)
1.B1(b)		Proportion of Early Years settings which are good or better		High	Termly	
1.B2(a)	Sustainable Education and Skills – Reduce the number of school days lost to exclusion	Reduction in the number of exclusions from school which are Fixed term (Secondary school)	Karen Borthwick CYPS	Low	Monthly	2,500 (Academic Year 16/17)
1.B2(b)		Reduction in the number of exclusions from school which are Fixed term (Primary school)		Low	Monthly	280 (Academic Year 16/17)
1.B3	Sustainable Education and Skills – Enable hard to reach young people to achieve their full potential through education employment or training	Reduce the number of young people aged 16-18 who are Not in Education, Employment or Training (NEET)	David McWilliams CYPS	Low	Monthly	3.1 % (Annual Target based upon Nov/ Dec/Jan Ave.)
1.B4(a)	Special Educational Needs and Disabilities (SEND) – Improve personal outcomes for our young people with SEND to enable them to make choices that lead to successful adult lives	Increase the number of Education Health and Care Plans completed in statutory timescales (based on NEW Plans issued cumulative from September 2014)	Karen Borthwick CYPS	High	Monthly	90% by April 2018
1.B4(b)		Increase the number of Statements transferred to Education Health and Care Plans (based on Conversions cumulative from September 2014)		High	Monthly	100%
1.C1	Deliver services for the 0-19 year olds – to support children and families to achieve and maintain healthier lifestyles	Smoking status at time of delivery (women smoking during pregnancy) (Priority Measure)	Jo Abbott Public Health	Low	Quarterly	17.0%

A. Adults are enabled to live healthier lives
B. Every adult secure, responsible and empowered

Terri Roche, Director – Public Health
Anne Marie Lubanski, Strategic Director – Adult Social Care and Housing

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
2.A1(a)	Implement Health and Wellbeing Strategy to improve the health of people in the borough	Successful completion of drug treatment – a) opiate users (aged 18-75) (Priority Measure)	Jo Abbott Public Health	High	Quarterly	No national target. Local ambition to be within LA
2.A1(b)		Successful completion of drug treatment –b) non-opiate users (aged 18-75) (Priority Measure)	Jo Abbott Public Health	High	Quarterly	As above
2.B1	We must ensure we “make safeguarding personal”	Proportion of Safeguarding Adults at risk who had engaged in determining their outcomes and of those who responded, the proportion who indicated that they felt their outcomes were met.	Sam Newton Adult Social Care & Housing	High	Quarterly	80 %
2.B2		No. of Safeguarding investigations (Section 42 enquiries) completed (Priority measure) per 100,000 population adults (over 18 years)	Sam Newton Adult Social Care & Housing	High	Quarterly	250
2.B3	We must ensure that information, advice and guidance is readily available (e.g. by increasing self-assessment) and there are a wide range of community assets which are accessible	Number of people provided with information and advice at first point of contact (to prevent service need)	Sam Newton Adult Social Care & Housing	High	Quarterly	2,750
2.B4	We must improve our approach to personalised services – always putting users and carers at the centre of everything we do	Proportion of Adults receiving long term community support who received a Direct Payment (excludes managed accounts)	Sam Newton Adult Social Care & Housing	High	Quarterly	22 %
2.B5		Number of carers assessments	Sam Newton Adult Social Care & Housing	High	Quarterly	Baseline Year
2.B6	We must focus on maintaining independence through prevention and early intervention (e.g. assistive technology) and enablement and rehabilitation	The proportion of people (65+) still at home 91 days after discharge into rehabilitation (offered the service) (Priority Measure)	Sam Newton Adult Social Care & Housing	High	Quarterly	2.5 %
2.B7		Proportion of new clients who receive short term (enablement) service in year with an outcome of no further requests made for support	Sam Newton Adult Social Care & Housing	High	Quarterly	75 %

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
2.B8	We must commission services effectively working in partnership and co-producing with users and carers. We must use our resources effectively	All age numbers of New permanent admissions to residential/ nursing care for adults (Priority measure)	Sam Newton Adult Social Care & Housing	Low	Quarterly	315
2.B9		All age total number of people supported in residential/nursing care for adults (Priority Measure)	Sam Newton Adult Social Care & Housing	Low	Quarterly	1,000

A. Communities are strong and help people to feel safe

Damien Wilson, Strategic Director – Regeneration and Environment

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
3.A1(a)	Ensure that the Safer Rotherham Partnership is robust and fit for purpose. Develop an effective Community Safety Strategy and Performance Management Framework.	Public perception of ASB (via the 'Your Voice Counts' quarterly survey)	Karen Hanson Regeneration & Environment	Low	Quarterly	5 % decrease on % outturn from 16/17
3.A1(b)		Reduce the number of repeat victims of ASB	Karen Hanson Regeneration & Environment	Low	Quarterly	Baseline Year
3.A2		An increase in the % of positive outcomes over the year, for reported Hate Crime cases	Karen Hanson Regeneration & Environment	High	Quarterly	10 % Increase
3.A3		People at risk of domestic abuse, who are given succesful support to: i) avoid or manage harm from others ii) Maintaining accomodation iii) Securing accomodation	Karen Hanson Regeneration & Environment	High	Quarterly	Baseline Year

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
3.A4	Ensure an robust, effective and efficient licensing service	% of licence holders that demonstrate adherence to the requirements of the Council's Hackney Carriage and Private Hire Policy (Priority Measure)	Karen Hanson Regeneration & Environment	Low	Quarterly	100 % of 1) eligible licence holders that have subscribed to the DBS online update service; 2) drivers that have completed the council's safeguarding awareness course; 3) vehicles that, where required to do so, have had a taxi camera installed 4) drivers that have obtained the BTEC / NVQ qualification.
3.A5(a)	Rotherham residents are satisfied with their local area and borough as a place to live	a) How satisfied or dissatisfied are you with your local area as a place to live	Leona Marshall Assistant Chief Executive's Office	High - very or fairly satisfied	6 monthly	>79 %
3.A5(b)		b) Overall, all things considered, how satisfied or dissatisfied are you with Rotherham Borough as a place to live	Leona Marshall Assistant Chief Executive's Office	High - very or fairly satisfied	6 monthly	>69 %
3.A6	Create a rich and diverse cultural offer and thriving Town Centre	Number of engagements with the Council's Culture and Leisure facilities which help adults and children learn something, develop their skills or get a job	Polly Hamilton Regeneration & Environment	High	Quarterly	2017 would be baseline year
3.A7		Customer satisfaction with culture, sport and tourism services	Polly Hamilton Regeneration & Environment	High	Quarterly	2017 would be baseline year
3.A8		Aggregate pedestrian footfall in the Town Centre	Paul Woodcock Regeneration & Environment	High	Quarterly	>22,000,000

A. Communities are strong and help people to feel safe
B. Streets, public realm and green spaces are clean and well maintained

Damien Wilson, Strategic Director – Regeneration and Environment

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
3.A9	Create a rich and diverse cultural offer and thriving Town Centre	Number of visits to the Councils, Culture and Leisure facilities a - Libraries b - Clifton Park Museum, archives and other heritage sites c - Civic Theatre d - Country Parks (Rother Valley, Thyrbergh and Clifton Park) e - Visitor Information Centre f - Events g - Engagement and Outreach Activities h - Leisure Centres i - Other activities delivered by Third Parties (Priority Measure)	Polly Hamilton Regeneration & Environment	High	Quarterly	2017 would be baseline year
3.B1(a)	Deliver a cleaner, greener Rotherham to ensure that it is a safe and attractive place to live, work and visit	Percentage of the principal road network in need of significant repair	Karen Hanson Regeneration & Environment	Low	Annual	To achieve National Average Latest DfT information available is 2015/16 - 3 % (4%)
3.B1(b)		% of the non-principal road networks in need of repair	Karen Hanson Regeneration & Environment	Low	Annual	7%
3.B1(c)		% of unclassified roads in need of repair (Priority Measure)	Karen Hanson Regeneration & Environment	Low	Annual	To achieve National Average- Latest DfT information available is 2015/16 - 17 % Local target 22 % (28%)

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
3.B2(a)	Deliver a cleaner, greener Rotherham to ensure that it is a safe and attractive place to live, work and visit	Effective enforcement action taken where evidence is found a) Fly Tipping (fixed penalty notices and prosecutions) (Priority Measure)	Karen Hanson Regeneration & Environment	High	Monthly	50 % increase in prosecutions (37+)
3.B2(b)		Effective enforcement action taken where evidence is found b) Other enviro-crime (fixed penalty notices and prosecutions) (Priority Measure)	Karen Hanson Regeneration & Environment	High	Monthly	5,000
3.B3		Total number of customer contacts by service area and overall total. Service areas measured are a) Street Cleansing, b) Grounds Maintenance, c) Litter, d) Waste Management. Contacts measured are: i) Official complaints ii) Compliments received iii) Service Requests	Karen Hanson Regeneration & Environment	Low	Monthly	5 % reduction in the number of official contacts
3.B4	Ensure an efficient and effective waste and recycling service	Number of missed bins per 100,000 collections (Priority Measure)	Karen Hanson Regeneration & Environment	Low	Quarterly	60
3.B5		% of waste sent for reuse (recycling and composting) (Priority Measure)	Karen Hanson Regeneration & Environment	Low	Quarterly	45 %

A. Businesses supported to grow and employment opportunities expanded across the borough

Damien Wilson, Strategic Director – Regeneration and Environment

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
4.A1	Deliver economic growth (via the Economic Growth Plan, Business Growth Board and Sheffield City Region	Overall number of businesses in the borough	Paul Woodcock Regeneration & Environment	Low	Monthly	7,000
4.A2		Increase Number of Business Births/Start Ups per 10,000 Resident Population 16+ years old) (Priority Measure)	Paul Woodcock Regeneration & Environment	High	Annual	55
4.A3		No of new businesses started with help from the Council	Paul Woodcock Regeneration & Environment	High	Annual/ Quarterly	Baseline Year
4.A4		Survival rate of new businesses (3 years)	Paul Woodcock Regeneration & Environment	High	Annual	60 %
4.A5		% of vacant floor space in the Town Centre	Paul Woodcock Regeneration & Environment	Low	Quarterly	Baseline Year
4.A6		Number of jobs in the Borough (Priority measure)	Paul Woodcock Regeneration & Environment	High	Annual	1,000 per annum
4.A7		Narrow the gap to the UK average on the rate of the working age population economically active in the borough (Priority Measure)	Paul Woodcock Regeneration & Environment	High	Annual	For 2017/18, reduce the gap from 4.6 % to 4.0 % (Based on rolling 4 quarter average). Achieve national average over next 5 years, a 0.8 % reduction in each year.
4.A8		Number of Planning Applications determined within specified Period: a) Major 13 weeks b) Minor 8 weeks c) Other 8 weeks	Paul Woodcock Regeneration & Environment	High	Annual	a) 95 % b) 95 % c) 95 %

B. People live in high quality accommodation which meets their need, whether in the social rented, private rented or home ownership sector
C. Adults supported to access learning improving their chances of securing or retaining employment

Anne Marie Lubanski, Strategic Director – Adult Social Care and Housing

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

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
4.B1	Implement the Housing Strategy 2016-2019 to provide high quality accommodation	Number of new homes delivered during the year (Priority Measure)	Tom Bell Adult Social Care and Housing	High	Quarterly	10 % more homes than 2016/17 (641)
4.B2		% of stock that is non-decent	Tom Bell Adult Social Care and Housing	Low	Quarterly	0.5 %
4.B3		% of privately rented properties compliant with Selective Licensing conditions within designated areas (Priority Measure)	Karen Hanson Regeneration & Environment	High	Monthly	95 %
4.C1	Improve participation, performance and outcomes of people aged 19+ accessing Council funded and RMBC delivered adult learning provision.	Increase the number of people engaging in adult learning	Karen Borthwick CYPS	High	Monthly	1,950 people
4.C2		Increase the number of learners progressing into further learning, employment and/or volunteering	Karen Borthwick CYPS	High	Monthly	55 %

- A. Maximised use of assets and resources and services demonstrate value for money**
B. Effective governance Arrangements and decision making processes in place
C. Staff listen and are responsive to customers to understand and relate to their needs

Judith Badger, Strategic Director Finance and Customer Services
Shokat Lal, Assistant Chief Executive

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
5.A1	Maximising the local revenues available to fund council services	% Council Tax collected in the current financial year	Graham Saxton Finance and Customer Services	High	Monthly	97 % (Top Quartile Met Authorities)
5.A2		% non-domestic (business) rates collected in the current financial year	Graham Saxton Finance and Customer Services	High	Monthly	98 % (Top Quartile Metropolitan Authorities)
5.B1	The Scrutiny function is effective; engages members and improve outcomes for Rotherham residents and communities	Number of pre-scrutiny recommendations adopted	James McLaughlin Assistant Chief Executive's Directorate	High	Quarterly	80 %
5.C1	Treating customer complaints with respect and dealing with them in an efficient and outcome-focussed way	Total number of complaints received by the Council	Jackie Mould Assistant Chief Executive's Directorate	Not applicable	Monthly	No target - not applicable
5.C2		Total number of compliments received by the Council	Jackie Mould Assistant Chief Executive's Directorate	Not applicable	Monthly	No target - not applicable
5.C3		% of complaints closed and within timescale (cumulative)	Jackie Mould Assistant Chief Executive's Directorate	High	Monthly	85 %
5.C4	Resident satisfaction - assessing whether residents feel informed accessing more services online	% of residents who feel that the Council keeps them informed	Leona Marshall Assistant Chief Executive's Directorate	High - very or fairly satisfied	6 monthly	46 %
5.C5	Enable customers to be active and interact with the Council in an efficient way, accessing more services online	% of transactions online	Luke Sayers Finance and Customer Services	High	6 monthly	>36 %

D. Effective members, workforce and organisational culture

Shokat Lal, Assistant Chief Executive

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

Ref. No	Action	Measure	Lead Officer	Good Performance	Frequency of Reporting	2017/18 Target
5.D1	Staff and managers have an opportunity to reflect on performance , agree future objectives and are aware of how they contribute to the overall vision	% PDR completion (Priority Measure)	Sue Palfreyman Assistant Chief Executive's Directorate	High	Annual	95 %
5.D2	Sickness is managed and staff wellbeing supported	Days lost per FTE (Priority Measure)	Sue Palfreyman Assistant Chief Executive's Directorate	Low	Monthly	10.1
5.D3	Reduced use of interims, temporary and agency staff through effective and efficient recruitment	Reduction in Agency cost (Priority Measure)	Sue Palfreyman Assistant Chief Executive's Directorate	Low	Monthly	10 % reduction
5.D4		Reduction in the amount of CYPS agency social workers (Priority Measure)	Mel Meggs CYPS	Low	Monthly	49
5.D5	Members are able to fulfil their roles as effective community leaders	% members receive a personal development interview leading to a structured learning and development plan	James McLaughlin Assistant Chief Executive's	High	Annual	95 %

Summary Sheet

Council – 12 July 2017

Title:

Recommendation from Standards and Ethics Committee – Proposed Amendments to the Constitution – Standing Orders

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

No

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Authors

James McLaughlin – Democratic Services Manager
01709 822477 or james.mclaughlin@rotherham.gov.uk

Ward(s) Affected

All

Summary

At the Standards and Ethics Committee meeting on 29 June 2017, Members agreed to recommend the Council to approve amendments to Appendix 4 of the Constitution, Standing Orders.

In order to give effect to the proposals of the Standards and Ethics Committee, consideration and approval by Council must be given to the recommendation set out below. The report detailing the reasoning behind the recommendation is appended in order to provide Members with sufficient knowledge to agree the proposals.

Recommendations

1. That the amendments to Standing Orders be agreed and the Constitution amended accordingly.
2. That Contract Standing Orders be removed from Appendix 4 and included in Appendix 5 of the Constitution, with Financial Regulations, and the new Appendix 5 be renamed Financial Procedure Rules.
3. That Standing Orders be renamed Council Procedure Rules.

List of Appendices Included

Report to Standards and Ethics Committee – 29 June 2017 ‘Proposed Amendments to the Constitution – Standing Orders’

Background Papers

Minutes of Standards and Ethics Committee – 29 June 2017

Schedule of Recommendations from ADSO (Association of Democratic Services Officers)

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Standards and Ethics Committee – 29 June 2017

Council Approval Required

Yes

Exempt from the Press and Public

No

Summary Sheet

Standards and Ethics Committee – 29 June 2017

Report Title

Proposed Amendments to the Constitution – Standing Orders

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

No

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Author(s)

James McLaughlin, Democratic Services Manager
01709 822477 or james.mclaughlin@rotherham.gov.uk

Ward(s) Affected

All

Summary

Good governance is at the centre of Rotherham's improvement journey and so the Council has continually reviewed the effectiveness of its Constitution in the past two years to strengthen accountability and transparency in decision making. The latest stage of this review has been undertaken by the Association of Democratic Services Officers (ADSO) to provide external challenge and recommendations to strengthen various parts of the Constitution.

This report is specifically concerned with ADSO's recommendations to amend Standing Orders, which are found at Appendix 4 to the Constitution. It has been some time since Standing Orders have been reviewed in full and ADSO have compared the council's current procedures to the good practice in other local authorities. This report summarises the main proposed changes to be made, which include simplifying language and removing unnecessary provisions or procedures which do not add value to the Council's governance framework.

Recommendations

1. That the Council be recommended to approve the amendments relating to Standing Orders set out in Appendix A.
2. That the Council be recommended to approve the renaming of Standing Orders to Council Procedure Rules.

3. That the Financial Regulations and Contract Standing Orders be included in an enlarged Appendix 5, to be known as Contract Procedure Rules.

List of Appendices Included

Appendix A – Proposed amendments to Standing Orders

Background Papers

The Council's Constitution

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Constitution Working Group – 28 June 2017

Council – 12 July 2017

Council Approval Required

Yes

Exempt from the Press and Public

No

Proposed Amendments to the Constitution – Standing Orders

1. Recommendations

- 1.1 That the Council be recommended to approve the amendments relating to Standing Orders set out in Appendix A.
- 1.2 That the Council be recommended to approve the renaming of Standing Orders to Council Procedure Rules.
- 1.3 That the Financial Regulations and Contract Standing Orders be included in an enlarged Appendix 5, to be known as Contract Procedure Rules.

2. Background

- 2.1 The Council has sought to strengthen its governance arrangements as part of Rotherham's improvement journey and has reviewed various aspects of its Constitution in the past two years. Commencing with the implementation of the recommendations of the Governance Review Working Party in May 2016, the Council has made the changes in respect of:-
 - definitions of a Key Decision
 - delegated decision making by officers
 - financial regulations and contract standing orders
- 2.2 One of the recommendations from the Governance Review Working Group was that an external review of the Constitution should be undertaken. The Council commissioned the Association of Democratic Services Officers (ADSO), the national professional body for local authority governance and democratic services, to undertake a review of the following areas of the Constitution:-
 - Executive Procedure Rules
 - Overview and Scrutiny Procedure Rules
 - Access to Information Rules
 - Standing Orders
 - Scheme of Delegation
- 2.3 This report is principally concerned with the recommendations from ADSO on Standing Orders. The Constitution currently requires any proposal to amend Standing Orders to be considered by the Standards and Ethics Committee, before any recommendation can be considered by the Council.
- 2.4 The proposals to amend Standing Orders have been prepared following a review of the current provisions and extracting good practice from other local authorities identified by ADSO.
- 2.6 A headline change proposed is to rename this part of the Constitution as 'Council Procedure Rules', rather than 'Standing Orders' to better reflect the purpose of this section of the document and good practice elsewhere.

- 2.7 The proposed Council Procedure Rules are detailed at Appendix 1, showing tracked changes to highlight what the current provisions are and what amendments are recommended.

3. Key Issues

- 3.1 Whilst the proposed changes are highlighted in Appendix A of this report, there are matters which are broader than improved wording of the provisions of this part of the Constitution. As referred to in paragraph 2.6 above, ADSO have proposed that this Appendix 4 of the Constitution, which is currently called Standing Orders, be renamed 'Council Procedure Rules. The effect of this is to consolidate all of the procedural rules for Council and committee meetings in one area of the Constitution and remove other provisions concerning contract and procurement procedures, which form a significant part of the existing Standing Orders.

- 3.2 The main changes are set out below with reference to the relevant Standing Orders:-

- Removal of the prescriptive requirement for the Council to meet every six weeks and asserting the authority of Council to determine the dates on which it will meet (Standing Order 1). ADSO have also drafted a provision for a guillotine procedure if Council were minded to include this within the new procedure rules
- Clarifying the business of the Annual Meeting of the Council in years where whole council elections are held and those of other years where elections are not held (Standing Orders 1 and 4).
- A succinct summary of quorum for Council meetings and the implication of a Council meeting becoming inquorate during proceedings (Standing Order 2)
- Remove the requirement for Cabinet and Committee minutes to be reported to Council for approval as only the Cabinet or the relevant committee itself can approve minutes of its meetings as a true and correct record (Standing Orders 4 and 6)
- Introduce a provision for the Leader of the Council to make a statement on matters relating to the Council or the Borough and remove the existing provision for Communications by the Mayor or Chief Executive (Standing Order 5)
- Remove the requirement for the 'Orange Book' to be printed (Standing Order 6)
- Consolidate provisions for questions to Cabinet Members, Committee Chairs and councillor representatives on certain outside bodies (Standing Order 7)
- Removal of recommendations being considered through Cabinet or committee minutes. Practice will be for Council to consider reports detailing the recommendations of Cabinet or committees so that Members can make decisions with all relevant information before them (Standing Order 9)
- Introduce a requirement for the Chair of Overview and Scrutiny Management Board to submit a written report with the opportunity to address Council for 5 minutes and answer questions on the activities of the scrutiny function (Standing Order 9A)

- Introduce a requirement for motions to relate to or affect the residents of the Borough of Rotherham (Standing Order 10)
- Introduction of provision for a Member seconding motion to have the right to speak for 5 minutes (Standing Order 13)
- Clarification of provisions in respect of Points of Order and Personal Explanations (Standing Order 13)
- Introduction of provisions for recorded votes (Standing Order 14)
- Deletion of detailed provisions in respect of the approval and adoption of draft plans and strategies, setting of council tax and precepts and voting upon budget and council tax setting decisions on the basis that they can be dealt with elsewhere under the Rules of Debate (Standing Order 19A, 19B and 19C)
- Removing staffing appointment provisions and including within a separate part of the Constitution to be called 'Employment Procedure Rules' (Standing Order 30)
- Removal of detailed legislative provisions which are attached as an appendix to Standing Orders

4. Options considered and recommended proposal

- 4.1 As Standing Orders have not been reviewed in full for a considerable period of time, it is necessary to ensure that procedures are modern, reflect good practice and are understood and applied by Members and officers. The option of not making any changes was not appropriate.
- 4.2 This report details the recommended proposals from ADSO to strengthen the Council's governance arrangements. The committee is asked to recommend the proposed changes to Council for adoption and recommend the naming of Standing Orders to Council Procedure Rules.

5. Consultation

- 5.1 Consultation has taken place with the Assistant Director of Legal Services and the Democratic Services Manager prior to the publication of this report. Further consultation will take place with the Constitution Working Group on 28 June 2017 and the comments of the working group will be verbally reported to this meeting.

6. Timetable and Accountability for Implementing this Decision

- 6.1 If this committee were minded to agree to the proposal to recommend the amendments to the Constitution to Council, these would require consideration by Council on 12 July 2017. Subject to Council's approval, the changes would be implemented with immediate effect.
- 6.2 The Assistant Director of Legal Services is responsible for ensuring implementation of the changes once agreed.

7. Financial and Procurement Implications

- 7.1 The proposals from ADSO incorporate a recommendation to consolidate all financial and procurement matters within one single area of the Constitution. Presently, the rules concerning procurement and contracts form part of Standing Orders. If the committee were minded to recommend this change to Council, the effect of this would be to establish a new Financial Procedure Rules part of the Constitution.

8. Legal Implications

- 8.1 As a creature of statute, the Council requires the Constitution to be current and coherent as the key enabling document that enables the authority to exercise its decision making powers and procedures. The changes proposed within this report are compliant with the provisions of the Local Government Act 2000, which introduced the requirement for local authority constitutions, and subsequent legislation which has further strengthened local authority governance.

9. Human Resources Implications

- 9.1 The recommendations from ADSO include a suggestion to consider the establishment of Employment Procedure Rules to capture all staffing and human resources provisions in a single part of the Constitution, rather than spread out across various areas of the document. Beyond this recommendation, there are no other implications arising from this report.

10. Implications for Children and Young People and Vulnerable Adults

- 10.1 There are no implications arising from this report.

11 Equalities and Human Rights Implications

- 11.1 There are no equalities and human rights implications arising from this report.

12. Implications for Partners and Other Directorates

- 12.1 The proposals will give confidence to the Council's partners as a demonstration of the authority's commitment to improving its governance arrangements.
- 12.2 The proposals will have some implications for officers of the Council who will require briefing and training on the new provisions.

13. Risks and Mitigation

- 13.1 As Standing Orders have not been reviewed in full for some time, any update to change their provisions creates the potential for confusion and misunderstanding. Whilst the purpose of making changes to improve the Constitution is to remove confusion and misunderstanding, there are risks in making the changes:

Risk	Mitigation
Members may be unaware of the new procedure rules	<p>Clear communication of the changes is needed</p> <p>Make them available online</p> <p>Consider a training programme to explain the effect of the changes</p>
New rules may be unclear or have ambiguities	<p>Monitor the application of the new rules</p> <p>The Monitoring Officer to provide advice and guidance where required</p> <p>Review and revise where required after one year of operation</p>
New rules may have gaps	The Monitoring Officer to issue guidance on an interim basis until the next review addresses the gaps permanently
External changes (e.g. new legislation)	The Monitoring Officer will ensure that a report is brought forward to propose any necessary changes at the earliest opportunity.

14. Accountable Officer(s)

Dermot Pearson, Assistant Director of Legal Services
James McLaughlin, Democratic Services Manager

Approvals Obtained from:-

	Named Officer	Date
On behalf of Strategic Director of Finance & Customer Services		
On behalf of Assistant Director of Legal Services		
On behalf of Head of Procurement (if appropriate)		
On behalf of Head of Human Resources (if appropriate)		

Report Author: James McLaughlin, Democratic Services Manager

This report is published on the Council's website or can be found at:-
<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories=>

APPENDIX 4

ROTHERHAM BOROUGH COUNCIL
COUNCIL PROCEDURE RULES

PART I
COUNCIL MEETINGS

Annual meeting etc

- 1 [Annual meeting and other council meetings](#)
- 2 [Timing and Business of the Annual General Meeting](#)
- 3 [Ordinary Council Meeting](#)
- 4 [Budget Council Meeting](#)
- 5 [Extraordinary Council Meetings](#)
- 6 [Declarations of Interest](#)
- ~~27~~ [Quorum for Council Meetings](#)
- ~~38~~ [Appointment of ~~Chairperson~~ Mayor and ~~Vice Chairperson~~ Deputy Mayor of the Council](#)
- 9 [Leader's Statement](#)
- ~~4~~ [Order of business at Council Meetings](#)
- ~~5~~ [Communications](#)

Council minutes and questions at Council meetings

- ~~6~~10 [The minutes of council meetings](#)
- ~~7~~11 [General questions by members at council meetings](#)
- ~~8~~12 [General questions by members of the public at council meetings](#)
- ~~8A~~ [Presentation of petitions by members of the public at council meetings](#)
- ~~8B~~ [Debate on petition](#)
- 13 [Petitions](#)
- ~~9~~ [Moving the minutes of the Cabinet, members of Cabinet and committees and the Council's Standards Committee](#)
- ~~9A~~14 [Report of the Chairpersons of the Overview and Scrutiny Management Board](#)

Motions

- ~~40~~15 [Notices of motions, order of motions, consideration of motions and unconnected business](#)
- ~~41~~16 [Motions that may be moved without notice](#)
- ~~42~~17 [Rescission of a resolution or resurrection of a motion](#) [Previous Decisions and Motions](#)

Rules of debate and voting

- ~~43~~18 [Rules of debate for Council Meetings](#)

~~44~~19 [Voting](#)

Misconduct or disruption at Council meetings

~~45~~20 [Misconduct by a member at a council meeting](#)

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Miscellaneous provisions

~~47~~22 [The Council in committee](#)

~~48~~23 [Recording council meetings](#)

~~49~~24 [Members' record of attendances](#)

~~49A~~ [Approval or adoption of draft plans and strategies](#)

~~49B~~ [Setting of council tax and precepts](#)

PART II
ELECTION OF THE LEADER AND APPOINTMENT OF COMMITTEES OF THE COUNCIL

Cabinet and committees

~~20~~25 [Election of the Leader](#)

~~21~~26 [Appointment of committees](#)

~~22~~27 [The quorum of the Cabinet, committees of the Cabinet, committees and reference groups etc.](#)

~~23~~28 [Appointment of the chairperson and vice-chairperson of the Cabinet and each committee](#)

Meetings etc of the Cabinet and committees

~~29~~ [The summoning of meetings of the Cabinet and committees](#)

~~25~~ [Minutes of committees](#)

~~26~~30 [Standing orders in Part I to apply to committees](#)

~~27~~31 [Attendance by a non-member of the Cabinet or a committee at the invitation of the chairperson of the Cabinet or committee](#)

PART III
MISCELLANEOUS PROVISIONS

~~28~~ [Declaration of interests](#)

~~29~~ [Members not to give testimonials and references](#)

~~30~~ [Appointment of chief officers](#)

~~30A~~ [Appointment, dismissal and disciplinary proceedings against a member of staff](#)

~~31~~ [Disciplinary action against the Chief Executive, the Monitoring Officer or the Chief Finance Officer](#)

~~PART IV~~
~~CONTRACT STANDING ORDERS~~

~~CHAPTER I~~
~~GENERAL~~

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- ~~33 Guiding principles~~
- ~~34 Delegation arrangements~~
- ~~35 Compliance with standing orders, legislation and adoption of the Standing Guide~~
- ~~36 Authorised Officers~~

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~~PREPARING FOR A PROCUREMENT~~

- ~~37 Procurement Business Cases~~
- ~~38 Approved lists of contractors~~
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~~CHAPTER III~~
~~ASCERTAINING THE VALUE OF CONTRACTS~~

- ~~40 Contract value and aggregation~~
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~~APPENDIX 1~~

PART I
COUNCIL MEETINGS

Annual meeting etc

1 Annual meeting and other council meetings

(1) Dates and times of Council meetings will be agreed by the Council at the Annual Meeting. Additional meetings will be agreed by the Council as required. They will start at 2.00pm, unless otherwise determined by the Mayor. ~~The Council shall hold an annual meeting and such other meetings and extraordinary meetings that may be required.~~

~~(2) The day of the annual council meeting shall be Friday and the day of other ordinary council meetings shall be Wednesday and the time of meeting (including the annual meeting) shall be 2.00 p.m.~~

~~(3) Except in the case of extraordinary meetings, which may be called by the Mayor at any time, council meetings shall be held at approximately six weekly intervals, in accordance with a programme agreed at the start of the municipal year.~~

(2) There will be an Annual Meeting, a Budget Council meeting and six further ordinary meetings of the Council in each municipal year.

2. Timing and Business of the Annual Council Meeting

(1) In the year when there is an ordinary election of councillors, the annual meeting will take place within 21 days following the retirement of the outgoing councillors. At this meeting, the Council will elect a Leader to serve for a four-year term or until the next annual meeting after ordinary whole Council elections;

(2) In any other year, the annual meeting will take place at a time of the Council's determination in April or May and will consider the following business:

- (i) Elect a person to preside if the Mayor or Deputy Mayor of Council are not present;
- (ii) Elect the Mayor of Rotherham as Chairman of the Council
- (iii) Elect the Deputy Mayor of Rotherham as Vice-Chairman of the Council
- (iv) Approve the minutes of the last meeting
- (v) Receive any announcement from the Mayor, as chair of the meeting

- (vi) Note the decision of the Leader as to the number of Members of the Executive; who he/she has appointed to those roles; the scope of their respective portfolios and the terms of delegation to them and officers;
- (vii) Appoint members to all committees, boards and panels, as appropriate, to deal with matters which are neither reserved to the Council nor are executive functions;
- (viii) Agree the scheme of delegation; and
- (ix) Consider any urgent business requiring consideration at the meeting.

(3) The Council will:

- (i) decide which member level bodies to establish for the municipal year;
- (ii) decide the size and terms of reference for those bodies;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules;
- (iv) receive nominations of councillors to serve on committees and joint committees; and
- (v) appoint to those committees and joint committees, except where appointment to those bodies has been delegated by the Council or is exercisable only by the executive.

3. Ordinary Council meetings

(1) Ordinary meetings of the Council will take place in accordance with the calendar decided at the Council's annual meeting.

(2) The order of business at ordinary meetings will be as follows:-

- (i) elect a person to preside if the Mayor and Deputy Mayor are not present;
- (ii) Mayor's announcements;
- (iii) to approve as a correct record and sign the minutes of the last meeting of the Council;
- (iv) receive any declarations of interest from councillors;
- (v) to deal with any business required by statute to be done before any other business;
- (vi) to receive and consider any petitions received in accordance with the Council's Petition Scheme
- (vii) to deal with any other business expressly required by statute (not required under (v) above) or specified in the summons including reports from the Executive, Proper Officers, Overview and Scrutiny Committees or Joint Committees and Partners;
- (viii) to answer questions asked under Procedure Rule 10

- (ix) to consider motions; and
- (x) other business, if any, specified in the summons

4. Budget Council Meetings

- (1) A meeting of the Council will take place before 10 March each year in order to calculate the budget requirement and set the Council tax.
- (2) This meeting will be deemed to be a Budget Council meeting, but will operate within the meaning of an Ordinary meeting, as set out at Procedure Rule 3.
- (3) The Calendar of Meetings for the forthcoming municipal year, including dates of Council and Committee meetings, will be submitted for approval to this meeting annually.

5. Extraordinary Council Meetings

- (1) Those listed below may request the Chief Executive to call extraordinary Council meetings:-
 - (i) the Council by resolution
 - (ii) the Mayor, on advice from the Chief Executive and/or Monitoring Officer
 - (iii) the Monitoring Officer
 - (iv) any five members of the Council if they have signed a requisition presented to the Mayor and he/she refused to call a meeting or has failed to do so within seven days of the presentation of the requisition.
- (2) The business to be carried out at an extraordinary meeting shall be restricted to those items referred to in the notice convening the meeting unless the Mayor decides otherwise.

6. Declarations of interests

- (1) In discharging his/her duties as councillor, a member of the Council shall abide by the guidance contained in the Council's *Code of Conduct for Members and Co-opted Members and the Member/Officer Protocol*.
- (2) Officers of the Council must abide by the provisions of the Council's *Code of Official Conduct* and any guidance issued from time to time by the Council's Standards Committee.
- (3) At the start of a Council meeting, or upon reaching the relevant item in the agenda, members and officers shall make any declarations of interests that

they are required to make in accordance with this standing order.

(4) On and after the coming into force of the provisions in relation to disclosable pecuniary interests in Chapter 7 (standards) of Part 1 of the Localism Act 2011, except where the monitoring officer or the Standards Committee, as the case may be, has granted a member a dispensation in relation to an item of business of which the member has a disclosable pecuniary interest, the member must not take part in the discussion or vote on the item and must withdraw from the meeting room, including the public gallery, before the item is considered by the meeting.

(5) In the case of personal interests under the Code of Conduct, except where the Monitoring Officer or Standards Committee as the case may be, has granted a member a dispensation in relation to an item in which a member has a personal interest, the member must not take part in the discussion or vote on the item and consider whether the interest is of such significance that it warrants withdrawal from the meeting.

(6) Declarations of interests by members shall be recorded in the minutes of the meeting at which the interest is declared.

(7) The Assistant Director of Legal Services shall keep a register of members' interests.

7 Quorum for council meetings

(1) The quorum for any meeting of the Council is at least one quarter of the total number of members of the Council.

(2) No business will be considered at a meeting of the Council unless there is a quorum present. If during any meeting the Mayor, after counting the number of councillors present, declares the meeting to be inquorate, the meeting will be adjourned. Any business not carried out will be adjourned to a time fixed by the Mayor at the time the meeting is adjourned, or, if he/she does not fix a time, to the next ordinary meeting of the Council.

~~(1) Except where more than one-third of the members of the Council become disqualified at one time (in which case the quorum shall be determined by reference to the number of remaining qualified members), members of the Council shall not transact council business unless at least one-quarter of their number is present at the meeting.~~

~~(2) If it appears to the Mayor that there is less than one-quarter of the members of the Council present at or during a council meeting, he/she shall call for the names of the members present.~~

~~(3) Where there is less than one-quarter of the members of the Council present at or during a council meeting, the Mayor shall declare the council meeting at an end, and the names of those who are present and those who are absent shall be recorded in the minutes of the meeting.~~

8 Appointment of Mayor and Deputy Mayor of the Council

(1) The members of the Council shall elect annually a chairperson and vice-chairperson of the Council (the Mayor and Deputy Mayor), who shall hold office on the terms and conditions set down in the Local Government Act 1972 and preside at council meetings.

(2) In the absence of the Mayor and Deputy Mayor, another member of the Council, who is chosen by the members of the Council present at the meeting, shall preside and exercise the powers and duties conferred on the Mayor by these [Procedure Rules](#). ~~Standing Orders~~.

~~4 Order of business at council meetings~~

~~(1) The first business transacted at the annual council meeting shall be the election of the Mayor and Deputy Mayor, followed by any business required to be dealt with by statute and any urgent business brought before the meeting in accordance with these Standing Orders.~~

~~(2) Except for urgent business, council business shall not be transacted at a council meeting unless it has been specified in the summons for the meeting.~~

~~—(3) Subject to sub-paragraph (4), the prior order of business at every council meeting shall be as follows—~~

- ~~• To choose a person to preside if the Mayor and Deputy Mayor are absent.~~
- ~~• To deal with any business required by statute to be done before any other business.~~
- ~~• To approve the minutes of the last council meeting and to certify and sign them as a correct record.~~
- ~~• To deal with any business expressly required to be dealt with by statute.~~
- ~~• To consider any communications received by the Mayor or Chief Executive and to pass a resolution or resolutions upon them.~~
- ~~• To dispose of any business remaining from the last meeting.~~

- ~~• To deal with any questions put by members of the public in accordance with standing order 8 (general questions by members of the public at council meetings).~~
 - ~~• To have presented any qualifying petitions under the Council's scheme for handling petitions.~~
 - ~~• To debate any qualifying petitions under the Council's scheme.~~
 - ~~• To receive and consider the reports, minutes and recommendations of the Cabinet (the minute numbers of recommendations made by the Cabinet to the Council shall be highlighted in bold type), members of the Cabinet and committees.~~
 - ~~• To deal with any general questions submitted—
 - ~~○ to members of the Cabinet (or their representatives) and committee chairpersons (or their representatives) under standing order 7(1) and (3), and~~
 - ~~○ to members who represent the Council on the bodies specified in standing order 7(5) and who have been nominated by the body on which they sit to answer questions on the functions and workings of that body.~~~~
 - ~~• To consider at alternate meetings of the Council the work of the Overview and Scrutiny Management Board and the select commissions.~~
 - ~~• To consider motions in the order in which notice of them has been received.~~
 - ~~• To consider any other business specified in the summons.~~
 - ~~• To consider any other business which is not specified in the summons for the meeting but which is placed before the meeting as a matter of urgency by the Mayor.~~
- ~~(4) Except for the first three items of the order of business, specified in subparagraph (3) (presiding member, statutory business and approval of minutes of last meeting), the order of business may be varied—~~
- ~~—(a) by the Mayor at his discretion; or~~
- ~~—(b) by a resolution passed following a motion (which need not be in writing) which is put without discussion and which is duly moved and seconded.~~

9. ~~Communications~~ Leader's Statement

(1) The Leader of the Council may make a report or statement to the meeting providing on update on any matters relating to the Borough or the Council.

(2) There will be an opportunity for questions to be put to the Leader of the Council by any Member for a period of up to 10 minutes.

~~(1) Any communication received by the Mayor or Chief Executive which –~~

~~(a) relates to a recommendation of the Cabinet or a committee that is to be considered by the members present at a council meeting, and~~

~~(b) which was received after the relevant meeting, as the case may be, of the Cabinet or appropriate committee,~~

~~shall be brought to the attention of the members at the meeting.~~

~~(2) The Chief Executive shall bring to the attention of the members present at a Council meeting any petitions received from the public (which shall be formally received by the members present at the meeting without debate) and state the directorate(s) to which they have been referred for actioning.~~

10 The minutes of council meetings

(1) The minutes of the proceedings of council meetings shall be drawn up and entered in a book or books kept for that purpose and a copy sent to members with the summons for the next following council meeting.

(2) The minute books for each council meeting shall comprise the Council Minute Book and the Orange Book. Minutes within the Council Minute Book shall be submitted to the council meeting for consideration. Minutes within the Orange Book shall be circulated to members for information, but not considered at the council meeting.

(3) The Council Minute Book shall contain –

- the minutes of meetings of the full Council;
- the minutes of meetings of the Cabinet;
- the minutes of delegated powers meetings of members of the Cabinet;
- the minutes of meetings of the Audit Committee;
- the minutes of meetings of the Licensing Board and Licensing Board Sub-Committee;
- the minutes of meetings of the Planning Board;
- the minutes of meetings of the Standards Committee.

(4) The Orange Book shall be electronically available and contain the minutes of ~~seminars~~, appeals panels, staffing matters, etc. and select commissions.

(3) The Mayor shall put the question that the minutes of the preceding council meeting be approved as a correct record.

(4) Except upon the question of their accuracy, the minutes of a council meeting shall not be debated.

(5) A question on the accuracy of a minute or minutes shall be raised by motion.

(6) If the minutes are approved without question, or any question on their accuracy is resolved, the Mayor shall certify and sign them as a true record of the council meeting on the specified date.

(7) Where an extraordinary meeting of the Council is called between programmed council meetings, the next programmed meeting of the Council shall be treated as a suitable meeting for the purposes of certifying and signing the minutes of the extraordinary meeting.

11 General questions by members at council meetings

General questions to members of the Cabinet and committee chairpersons

(1) A member may, subject to ~~sub-paragraphs~~ Procedure Rules 11(7) and (11), ask a general question of a member of the Cabinet (or his/her representative) or the chairperson (or his/her representative) of a committee that is relevant to the affairs of the Council or the borough.

(2) A general question asked under sub-paragraph (1) must not exceed 50 words in length and –

~~(a) must not relate to a matter contained in the Council Minute Book which is before the Council for consideration;~~

(a) must not relate to an individual case; and

(b) must not without the Mayor's consent repeat or substantially repeat any question that has been asked and answered in the preceding three council meetings.

(3) Following the reply to a question put under ~~sub-paragraph~~ Procedure Rule 11(1), the member who asked the question may ask a supplementary question of the member of the Cabinet (or his/her representative) or the

chairperson of the committee (or his/her representative) who responded to the question.

(4) A supplementary question under ~~sub-paragraph~~ Procedure Rule 11(3)–

(a) must relate to the subject matter of the original question and answer; and

(b) must be fair and reasonable.

Questions to be put to representatives nominated to joint authorities and other bodies

(5) On the conclusion of questions asked under ~~sub-paragraphs~~ Procedure Rule 11(1) and (3), a member may, subject to ~~sub-paragraph~~ Procedure Rule 11(7), ask a question of a member (or his/her representative) who –

(a) sits as a member of one or more of the joint authorities or other bodies specified in ~~sub-paragraph~~ Procedure Rule 11(6); and

(b) who has been nominated by the authority concerned to answer questions on the discharge of the functions of the authority,

and following the reply to a question put under this sub-paragraph the member who asked the question may ask the member who responded to the question a supplementary question in accordance with ~~sub-paragraph~~ Procedure Rule 11(4).

(6) The authorities and bodies referred to in ~~sub-paragraph~~ Procedure Rule 11(5) are –

(a) the South Yorkshire Police and Crime Panel;

(b) the South Yorkshire Fire and Rescue Authority;

(c) the South Yorkshire Passenger Transport Authority;

(d) the South Yorkshire Pensions Authority; and

(e) the Sheffield City Region Combined Authority

Notice of questions

(7) A member must submit a question to be put at the Council meeting, in writing to the Chief Executive by 10.00am three working days before the day of the Council meeting (ordinarily by 10.00am the Friday preceding a Council meeting the following Wednesday),

- (a) to a member of the Cabinet or the chairperson of a committee; or
 - (b) to a member who is both a representative of the Council and the nominee of a joint authority specified in ~~sub-paragraph~~ Procedure Rule 11(6).
- (8) (a) The Assistant Chief Executive, or the officer delegated by him/her to carry out this task, shall draw up a list of questions, and may group together questions addressed to the same member of the Cabinet or chairperson of a committee that relate to the same subject matter. If a question from a member substantially duplicates a question of which another member has already given notice, the Assistant Director of Legal Services may exclude the latter question after consulting the member who submitted it.
- (b) If a question is determined to substantially duplicate a question from another member and is excluded from the agenda, the original questioner is allowed to ask a supplementary question that relates to the subject of his or her original question.

Manner of answering questions

- (9) In accordance with this ~~procedure rule~~ ~~standing-order~~, a question and reply shall be put and answered without debate, but the member to whom a question has been addressed may decline to answer.
- (10) Questions may be answered by –
- (a) responding directly to the question put;
 - (b) referring the member to a publication of the Council; or
 - (c) undertaking to provide a written answer for circulation to the members of the Council.
- (11) A question which is not answered as a result of the guillotine shall be answered in writing.

Absence of member

- (12) In the absence of a member who gave notice of a question and who has submitted his or her apologies, the question will receive a written answer.
- (13) In the absence of either a Cabinet Member or Committee Chair, the Leader of the Council or the Vice-Chair of the relevant committee will answer a question on behalf of the absent member.

(14) If an emergency issue or event occurs in the period between the deadline for submission of questions and 12.00pm the day of the Council meeting, a member may approach the Chief Executive to ask that a question relating to the event can be asked to a member of the Cabinet, the chair of a committee or to a member who is both a representative of the Council and the nominee of a joint authority or other body specified in ~~sub-paragraph~~ [Procedure Rule 11\(6\)](#).

12 General questions by members of the public at council meetings

General questions to the Mayor, members of the Cabinet and committee chairpersons

(1) ~~Subject to sub-paragraph (9),~~ A member of the public may ask one general question of the Mayor, a member of the Cabinet or the chair of a committee.

Notice of questions

(2) A member of the public must submit a question to be put to the Mayor, a member of the Cabinet or the chairperson of a committee, in writing to the Chief Executive by 10.00am three working days before the day of the Council meeting, (ordinarily by 10.00am the Friday preceding a Council meeting the following Wednesday)

(3) The notice, ~~given under sub-paragraph (2),~~ must contain the text of the question and the question must not exceed 50 words in length.

Acknowledgement of receipt of notices etc

(4) The Chief Executive shall date and number the notice on receipt and enter it in a book kept for that purpose in his/her office.

(5) The Mayor, after taking such advice from the Assistant Director of Legal Services that he/she considers appropriate, may –

(a) exclude a question from the order of business for the meeting on the ground that the question concerns a matter which is outside the Council's area of responsibility or influence or is offensive or unlawful; or

(b) make clerical amendments to a question in order to render it fit for adding to the order of business for the meeting.

Manner of answering questions

(6) The Mayor shall invite the member of the public to read aloud any

question submitted in accordance with this ~~standing-order~~ procedure rule and invite the appropriate member of the Cabinet or chairperson of the appropriate committee to reply.

(7) In accordance with this ~~standing-order~~ procedure rule, a question and reply shall be put and answered without debate, but the member to whom a question has been addressed may decline to answer.

(8) A question may be answered by –

(a) responding directly to the question put;

(b) referring the questioner to a publication of the Council; or

(c) undertaking to provide a written answer to the questioner and to circulate the answer to the members of the Council.

Supplementary questions

(9) If a question put in accordance with this procedure rule is answered, the questioner may ask with the Mayor's permission one supplementary question, which must relate to the initial question or response received to the initial question. The questioner will not be permitted to make a statement and the Mayor's discretion will be applied to determine whether a question or statement has been made.

(10) The member to whom a supplementary question has been put may decline to answer, may reply in one of the ways specified in ~~sub-paragraph~~ Procedure Rule 12(8), or may nominate another member of the Council to reply on his/her behalf.

Questions by members of the public at the annual Council meeting

(11) A member of the public may submit a written question prior to the annual meeting in accordance with this procedure rule. Any such questions will not be considered at the annual meeting or listed upon the agenda. However a written response will be provided in accordance with ~~paragraph~~ Procedure Rule 12(8)(c). ~~of this procedure rule.~~

13 Petitions

(1) A member of the public may present a qualifying petition and speak for a maximum of five minutes.

(2) A member of the public may ask a member to present a qualifying petition on his/her behalf, and the member may speak for a maximum of

five minutes in presenting the petition.

- (3) ~~A qualifying petition is a petition within the meaning of paragraphs 5, 6, 7, 9 and 12 of the Council's Scheme for Handling Petitions, notice of which has been given at least ten days before the day of the council meeting.~~ A petition will not be considered if it meets the criteria set in paragraphs 3.1 and 3.3 of the Council's Guidance on Petitions and/or it has not been received by the Council at least ten days before the date of the next Council meeting.

~~8B Debate on petition~~

- (4) A qualifying petition with signatures meeting the threshold set out in paragraph 1.1 of the Council's **Guidance on Petitions Scheme for Handling Petitions** will automatically trigger a debate of the Council, except where the petition is asking for a senior council officer ~~and or members of the Cabinet~~ to give evidence at a public meeting.
- (5) A petition meeting the criteria set out in ~~sub-paragraph~~ **Procedure Rule 13(4)** may be debated at the meeting at which it is presented, or at a later meeting.
- (6) There shall be a guillotine on the debate of a petition of 15 minutes, after which the vote will be put, unless the Mayor at his/her discretion extends the debate.
- (7) The Council shall decide how to respond to the petition and shall decide either –
- (a) to take the action the petition requests;
 - (b) not to take the action the petition requests for reasons stated in the debate;
 - (c) to commission further investigation into the matter, which may include reference to a particular committee for its views, prior to consideration at a future meeting of the Council; or
 - (d) to refer the petition to the Cabinet where it relates to an executive function, in which case the Council may make recommendations to the Cabinet.

~~Moving the minutes of the Cabinet, members of the Cabinet and committees and the Council's Standards Committee~~

~~The minutes of the Cabinet, members of the Cabinet and committees will be~~

~~considered in the following manner—~~

~~Moving the minutes~~

-
- ~~• Prior to the moving of the minutes, the Leader may make a brief report to the Council about the work undertaken by the Cabinet since the previous council meeting and the progress of particular matters or policy developments. He/she may refer to notable events and achievements within the borough, or which affect the borough. Questions upon the Leader's report may be asked by any member of the Council and answered by the Leader or the member of the Cabinet nominated by him/her to answer the question.~~
 - ~~• The Leader and Deputy Leader (or the mover and seconder of the minutes) will move and second the minutes of the Cabinet, and of the meetings of members of the Cabinet under delegated powers, and the Leader or the mover of the minutes may invite members of the Cabinet to speak to the minutes that relate to their portfolios.~~
 - ~~• The chairperson (or his/her representative) and vice chairperson (or his/her representative) of a committee will move and second the minutes of the committee, and the chairperson will speak to the minutes of the committee.~~

~~Duty to call attention to unusual or special minutes~~

- ~~• The Cabinet and the committees of the Council have a duty (acting, as the case may be, through the appropriate member of the Cabinet (or his/her representative) or the chairperson (or his/her representative) to bring to the attention of members of the Council any minute or matter of an unusual or special character.~~

~~Questions of members of the Cabinet and chairpersons on minutes~~

- ~~• The Mayor will invite questions on the recommendations and resolutions contained in the Cabinet and committee minutes.~~
- ~~• A member may ask a question of—
 - ~~○ the member of the Cabinet (or his/her representative or the mover of the minutes) who spoke to the minutes relating to his/her portfolio; or~~
 - ~~○ the chairperson (or his/her representative) of the committee who spoke to the minutes of the committee.~~~~

~~Supplementary questions~~

- ~~• Following the reply to the question, the member who asked the question may ask one supplementary question of the member of the Cabinet (or his/her representative) or the chairperson (or his/her representative) who replied to the question.~~

~~Manner of answering questions~~

- ~~• Questions may be answered by—
 - ~~○ responding directly to the question put;~~
 - ~~○ referring the member to a publication of the Council; or~~
 - ~~○ undertaking to provide a written answer for circulation to members of the Council.~~~~

~~Members' speeches on minutes~~

- ~~• The Mayor will invite members to call out the numbers of the minutes on which they wish to speak.~~

~~Right of reply of members of the Cabinet~~

- ~~• The Mayor will invite members of the Cabinet (or their representatives) to reply to the speeches of members relating to their portfolios.~~

~~Moving the amendment of a minute~~

- ~~• The Mayor will ask whether any member wishes to move a motion calling for the amendment of the recommended minutes being discussed and, if so, the number of the minute or minutes to which the amendment relates.~~

~~Prohibition on proposing amendments to minutes by certain members~~

- ~~• Except for the correction of a clerical error, the member of the Cabinet (or his/her representative) who speaks to the minutes of the Cabinet relating to his/her portfolio, or the chairperson (or his/her representative) who moves that the minutes of a committee should be adopted by the Council, may not propose the amendment of those minutes.~~

~~Amendment of a minute by a member of the Cabinet or the mover of a minute~~

- ~~• Where a member of the Cabinet (or his/her representative) or the chairperson (or his/her representative) of a committee wishes to move an amendment, as the case may be, to the minutes of—~~

- ~~○ the Cabinet relating to his/her portfolio, or~~
- ~~○ the committee,~~

~~— he/she shall be excused from speaking to those minutes or moving the adoption of them.~~

- ~~● Where, in accordance with the preceding sub-paragraph, a member of the Cabinet (or his/her representative) or the chairperson of a committee (or his/her representative) wishes to move an amendment to the minutes, the Mayor or some other member of the Council shall move for form's sake that the particular minutes of the Cabinet or the committee be adopted.~~

Adoption of non-contentious minutes

- ~~● After ascertaining the minute or minutes to which a motion to amend them has been moved, the Mayor will put the question that the remainder of the particular recommended minutes of the Cabinet or the particular committee minutes be adopted by the Council.~~
- ~~● After the adoption, in accordance with the preceding sub-paragraph, of the remainder of the recommended minutes of the Cabinet or the committee, an amendment to those minutes may not be moved.~~

Debating amendments to minutes

- ~~● Proposed amendments to recommended minutes shall be debated and put to a vote in accordance with standing order 13 (rules of debate for council meetings) and 14 (voting).~~
- ~~● The minutes of the Council's Standards Committee will be considered as follows—~~

Moving the minutes

- ~~○ The minutes of the Council's statutory Standards Committee will be dealt with in the same manner as the minutes of the Cabinet and committees, except that the minutes of the Committee will be moved and seconded by the members of the Council who are among the elected members of the Committee and the member moving the minutes will speak to them.~~
- ~~○ The minutes of the Council's voluntary Standards Committee, which replaces the Council's statutory Standards Committee, will be dealt with in the same manner as the minutes of the Cabinet and committees.~~

14 Report of the chairperson of the Overview and Scrutiny Management Board

(1) At alternate meetings of the Council, the chairperson of the Overview and Scrutiny Management Board ("OSMB") (or his/her representative) shall make a ~~written brief~~ report to the Council on the work currently being undertaken by the OSMB and the select commissions since the previous meeting at which he/she last addressed the council meeting. *The Chairperson of OSMB shall have five minutes to introduce his/her report.*

(2) Questions upon the chairperson's report may be asked by any member of the Council and shall be answered by him/her.

15 Notices of motions, order of motions, consideration of motions and unconnected business

Notice of motion

(1) A notice of motion must be signed by the proposer and seconder and given in writing to the Assistant Chief Executive, or the officer delegated by him/her to carry out this task, who shall date and number the motion on receipt and enter it in a book kept for that purpose in his office.

(2) The book shall be open for inspection by every member during office hours.

(3) Every motion shall relate to the authority's powers or duties or an issue that affects the Borough.

(4) The Mayor, after taking such advice from the Assistant Director of Legal Services that he/she considers appropriate, may –

(a) exclude a motion from the order of business for the meeting on the ground that the proposal is offensive or unlawful; or

(b) make clerical corrections to the motion, in order to render it fit for adding to the order of business for the meeting.

Order of motions

(5) In each summons for a council meeting, the Assistant Chief Executive, or the officer delegated by him/her to carry out this task, shall add to the order of business –

(a) in the case of a council meeting on Wednesday, motions for which

notices of motion have been received before 12 noon on the Monday of the preceding week; and

(b) in other cases, motions for which notices of motion have been received before 12 noon on the day preceding the day for summoning the meeting.

(6) Motions for which the Assistant Chief Executive, or the officer delegated by him/her to carry out this task, has duly received notices of motion shall be considered by the Council in the order in which they were received.

(7) Such motions may be submitted by email and the identification of the proposer and seconder in the email (or any form of Motion attached to the email) shall be deemed to satisfy the requirements of Procedure Rule 15(1) above.

Consideration of motions

(8) If a motion set out in the summons is not moved and seconded, either by a councillor who gave notice or by some other councillor, it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice. ~~A motion shall not be considered in the absence of the proposer and seconder unless –~~

~~(a) they have consented in writing to the motion being considered in their absence; or~~

~~(b) it concerns an item of business which the Council must deal with as a matter of law; or~~

~~(c) it concerns an item of business referred by a committee and the proposer was the chairperson of the committee (in which case, in the chairperson's absence and without written authority, the motion may be moved by the vice-chairperson of the committee which considered the motion or, in the vice-chairperson's absence, by the Mayor or some other member of that committee).~~

Limit on number of motions

(9) A member shall not give more ~~than one notice of motion relating to business unconnected with the local affairs of the borough,~~ and not more than two notices of motion in all, at any one meeting of the Council.

16 Motions that may be moved without notice

The following motions may be moved without notice –

- A motion to appoint a chairperson at the meeting at which the motion is made.
- A motion to use the electronic voting system for the whole of the meeting or for an item of business on the agenda for the meeting.
- A motion relating to the accuracy of the minutes.
- A motion that an item of business specified in the summons should take precedence.
- A motion that an item of business should be referred to the Cabinet or a particular committee or a council meeting.
- A motion to appoint a committee or working party (comprising members or officers or both) to deal with an item on the agenda for the meeting.
- A motion to amend the recommended minutes being discussed.
- A motion to adopt the reports and recommendations of the Cabinet, committees or officers and any consequent resolutions.
- A motion that leave be given to withdraw a motion.
- A motion that another motion be amended.
- A motion that the Council proceed to the next item of business.
- A motion that the motion being debated be put to a vote.
- A motion that the debate be adjourned.
- A motion that the council meeting be adjourned.
- A motion that a standing order be suspended, in accordance with ~~standing order No. 55~~ Procedure Rule ?? (suspension of ~~standing orders~~ procedure rules).
- A motion to exclude the press and public from the meeting or part of the meeting.
- A motion that a member named under ~~standing order No. 15~~ Procedure Rule 19 (misconduct by a member at a council meeting) be not further heard or do leave the meeting.

- A motion that the consent of the Council be given, where the consent of the Council is required.

17 ~~Recession of a resolution or resurrection of a motion~~ Previous Decisions and Motions

(1) A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least five Members.

(2) A motion of amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least seven Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

~~(1) Subject to sub-paragraph (2), for not less than six months after a meeting at which the Council—~~

~~—(a) passed a resolution on a particular matter, or~~

~~—(b) considered a motion which was not carried at the meeting,~~

~~—a member shall not move a motion to rescind that resolution or move a similar motion.~~

~~—(2) A member may only move a motion—~~

~~—(a) to rescind a resolution of the Council which was passed within the preceding six months, or~~

~~—(b) to resurrect a motion, by the use of words to the same effect or import as the earlier motion,~~

~~—if notice of the motion has been given in accordance with standing order 10 (1) (notices of motions, etc), and the notice bears the names of at least five members of the Council, including the proposer and seconder of the motion.~~

~~(3) Sub paragraphs (1) and (2) shall not apply to a recommendation of the Cabinet or a standing committee of the Council.~~

18 Rules of debate for council meetings

Respect for the chairperson

(1) If the Mayor rises during the meeting, any member then standing will

resume his seat and the members of the Council shall be silent.

Only one member may rise at one time

(2) A member must rise and address the Mayor when speaking.

(3) If two or more members simultaneously rise to their feet, the Mayor will call on one to speak and the other or others to return to their seats.

(4) Except where a member rises to a point of order or to give a personal explanation, members must remain seated when one of their number rises to speak.

(5) Members must address each other by their formal titles when transacting council business.

Motions and amendments

(6) ~~A motion or an amendment to a motion shall not be debated unless it has been proposed and seconded.~~ Motions and amendments must be formally moved and seconded as set out on the agenda. If a motion or amendment is not moved and seconded, it is treated as withdrawn and cannot be moved without fresh notice.

(7) The mover of a motion may, with the permission of the meeting, withdraw the motion. If a motion is withdrawn, a member cannot speak on it.

(8) Usually only one motion may be discussed at a time but the Mayor may allow two or more motions to be discussed together if this is conducive to the efficient conduct of business.

(9) An amendment to a motion must be in writing and contain the names of the mover and seconder. It must be delivered to the Assistant Director of Legal Services at least four hours before the start of the meeting. Amendments will be listed for each agenda item in the order in which they were received by the Assistant Chief Executive. Copies of every amendment received will be made available to every member at the meeting.

(10) An amendment must directly relate to the subject matter of the motion and may:

- (i) Refer the motion to a committee or sub-committee for consideration.
- (ii) Leave out words.
- (iii) Add words.
- (iv) Leave out words and add words.

(11) Omissions or additions must not have the effect of nullifying the motion before the meeting.

(12) An amendment may be moved and seconded either by the members who submitted it or other members on their behalf.

(13) The mover of an amendment may withdraw it with the permission of the meeting. If the mover asks to withdraw an amendment, there shall be no discussion on the amendment until the vote has been taken.

(14) The mover of a motion may, with the consent of the mover of an amendment, incorporate the amendment into the motion. If this happens, unless the motion and amendment stand in the same name, the mover of the amendment will still have the same speaking rights as if the amendment had been dealt with separately.

(15) Amendments will be discussed together unless the meeting decides to discuss each one separately.

(16) Amendments will be put to the vote in the reverse of the order in which they were moved at the meeting. The first amendment to be carried will become the substantive motion and other amendments will not be put to the vote.

(17) The order of speeches on a motion and any amendment shall be:

- (i) Mover of the motion.
- (ii) Mover of the first amendment.
- (iii) Mover of the second amendment and so on until all movers of amendments have spoken.
- (iv) Any member who has not already spoken under paragraphs (i) to (iii) above.
- (v) Right of reply of movers of amendments in reverse order until right of reply of mover of second amendment.
- (vi) Right of reply of mover of first amendment.
- (vii) Right of reply of mover of motion.

(18) A member may only speak once on a motion except:

- (i) In reply at the conclusion of the debate.
- (ii) On a point of order.
- (iii) On a point of personal explanation.
- (iv) If the first speech was formally to move or second a recommendation or amendment.

(19) A member may nominate another member to exercise any of the above rights to speak.

(20) When a motion is being debated, the only motions that may be moved

are to:

- (i) Put the question to the vote immediately.
- (ii) Move immediately to the reply of the chair of the committee or subcommittee about whose work the motion is concerned, then the reply of the mover of the motion, then to the vote.
- (iii) Refer the matter to the next ordinary meeting or to the Executive, a committee or sub-committee.
- (iv) Move to the next business.
- (v) Adjourn the debate or the meeting.
- (vi) Exclude the public.

Secunder's speech

(21) In seconding a motion or an amendment to a motion, a member may declare his/her intention to reserve his/her speech on the motion or amendment until a later part of the debate.

Length and contents of speeches

(22) A member must restrict his/her comments to the matter being discussed.

(23) The following time limits shall apply to speeches –

- a proposer of a motion or an amendment to a motion must restrict his/her speech proposing the motion or amendment to a maximum of ~~ten~~ **five** minutes;
- a seconder of a motion or an amendment to a motion must restrict his/her speech seconding the motion or amendment to a maximum of ~~ten~~ **three** minutes;
- a member who speaks to a motion or an amendment to a motion must restrict his/her speech to a maximum of five minutes.

When a member may speak again

(24) Having spoken to a motion, a member must not speak again to the motion while it is being debated, except –

- (a) to speak once on an amendment to the motion moved by another member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) to speak to the motion if his/her first speech was on an amendment

moved by another member (regardless of whether the amendment to which he/she first spoke was carried);

(d) to exercise a right of reply in accordance with ~~sub-paragraph~~ Procedure Rule 18(22);

(e) to speak once on a point of order; or

(f) to give a personal explanation to the meeting.

~~*Amendments to a motion*~~

~~(25) Subject to sub-paragraph (26), an amendment must be relevant to the motion and propose—~~

~~—(a) that the topic of the motion be referred to the Cabinet or a specified committee for consideration or reconsideration;~~

~~—(b) that certain words in the motion be deleted;~~

~~—(c) that certain words be deleted and others be added; or~~

~~—(d) that certain words be added.~~

~~(13) An amendment proposed under sub-paragraphs (12) shall not have the effect of negating the motion to which the amendment relates.~~

~~(14) Amendments to a motion shall be discussed in the order in which notice of them has been given.~~

~~—(15) Amendments to a motion shall be moved and debated one at a time.~~

~~(16) Before a proposed amendment being debated has been decided, a member may give notice (in writing at the Mayor's request) of his/her intention to move a further amendment to the motion on the conclusion of the debate on the earlier amendment.~~

~~(17) A proposal to further amend a motion being debated shall not be moved until the amendment being discussed has been decided.~~

~~(18) If a motion of amendment is not carried, other amendments may, subject to sub-paragraph (15), be moved on the original motion.~~

Alteration of a motion

(25) With the consent (given without discussion) of the members of the

Council, a member may –

- (a) alter a motion of which he/she has given notice, or
- (b) alter with the consent of his/her seconder a motion which he/she has moved,

providing that the alteration is one which could be made as an amendment to the motion.

Withdrawal of a motion

(26) With the consent of his/her seconder and the members (given without discussion), a member may withdraw a motion or an amendment to a motion.

(27) Where the members have consented to the withdrawal of a motion, a member may not speak to the motion or propose its amendment.

Right of reply of the mover of a motion

(28) Immediately before a motion is put to a vote, the mover of the motion has the right of reply at the close of the debate. [The right of reply will be permitted for ten minutes.](#)

(29) Where an amendment to a motion is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment but must not otherwise speak to the amendment.

(30) Following the debate on an amendment to a motion, the mover of the amendment to the motion does not have the right of reply.

~~*Motions which may be moved during the debate*~~

~~(31) When a motion is being debated, no other motion must be moved except a motion—~~

- ~~• to amend the motion;~~
- ~~• to adjourn the meeting;~~
- ~~• to adjourn the debate;~~
- ~~• to proceed to the next item of business;~~
- ~~• to move that the question be now put;~~

- ~~• to move that a member be not further heard;~~
- ~~• to move that the Mayor do apply standing order 15 (misconduct by a member at a council meeting) requiring a member to leave the meeting;~~
- ~~• to move a motion to exclude the public from the meeting; or~~
- ~~• to move a motion that the electronic voting system be used.~~

Closure of motions

(31) At the conclusion of a member's speech, another member may move without comment –

- that the question be put;
- that the meeting proceed to the next item of business;
- that the debate be adjourned; or
- that the meeting be adjourned.

(32) Unless he/she is of the opinion that the item of business being considered by the meeting has been insufficiently discussed, on the seconding of a motion under ~~sub-paragraph~~ Procedure Rule 18(31) the Mayor shall –

(a) put to a vote a motion that the question be now put or that the meeting proceed to the next item of business then, if the motion is passed, give the mover of the original motion the right of reply under ~~sub-paragraph~~ Procedure Rule 18(28) before putting the motion to a vote; or

(b) put to a vote a motion to adjourn the debate or the meeting without giving the mover of the original motion the right of reply.

Points of order

(33) A Member may only raise a point of order at the end of the speech to which it relates. A point of order may only relate to an alleged breach of these Council Procedure Rules or the law. The councillor must indicate the rule or law and the way in which he/she considers it has been broken. The Members' speech will be limited to one minute, with any additional time to be agreed at the discretion of the Mayor. The ruling of the Mayor on the matter will be final. ~~A member who rises on a point of order or in personal explanation must be heard immediately.~~

~~(29) A point of order may be made only in relation to the alleged breach of a standing order or a statutory provision.~~

~~(30) The Mayor may require a member who raises a point of order to specify the ground on which he/she considers the standing order or the statutory provision has been broken.~~

Personal explanation

(34) A Member may only make a point of personal explanation at the end of a speech to which it relates. A personal explanation may only relate to some material part of the earlier speech by the councillor, which may appear to have been misunderstood in the present debate. The Member's speech will be limited to one minute, with any additional time to be agreed at the discretion of the Mayor. The ruling of the Mayor on the admissibility of a personal explanation will be final.

~~(31) A member's personal explanation must be confined to the material part of his/her speech, where that part of his/her speech appears to have been misunderstood by some or all of the members present at the meeting.~~

~~(32) The Mayor's ruling on a point of order or on the admissibility of a personal explanation shall be final.~~

19 Voting

(1) The method of voting at council meetings shall be by a show of hands or, where requested or required by law, a recorded vote. ~~or by use of the electronic voting system.~~

(2) Before a vote is taken, a Member may request a recorded vote. That Member must be supported by six other Members who show their support by standing in their places. The Mayor will have the discretion to refuse a recorded vote if he/she considers the request to be unreasonable to impede the proper discharge of the business of the meeting. The vote will then be recorded in the minutes of the meeting to show how each Member present voted (or whether they abstained from voting). The Mayor will announce the numerical result as soon as it is known.

~~(2) The use of the electronic voting system for the whole of the meeting, or for an item of business on the agenda for the meeting, must be preceded by a motion that the electronic voting system be used.~~

(3) In the case of an equality of votes, the Mayor shall have a second or casting vote.

(4) Subject to ~~sub-paragraph~~ Procedure Rule 19(5), where a member present at a council meeting requires the manner in which he/she cast his/her vote or abstained from voting to be recorded in the minutes of the meeting, immediately after the vote is taken the clerk to the meeting shall record in the minutes of the meeting whether that member cast his/her vote for the question or against the question or whether he/she abstained from voting.

(5) For the purpose of ~~sub-paragraph~~ Procedure 19(4), the leader of the majority Opposition may indicate to the clerk to the meeting how his/her colleagues had cast their votes for or against the question put to the vote or abstained from voting.

(6) Where the Council votes to set its budget and on any decision relating to the making of a calculation in respect of setting the level of Council Tax, the names of those voting for or against the decision or who abstained from voting will be recorded in the minutes of the meeting by means of a recorded vote in accordance with Procedure Rule 19(2) above.

(7) For the avoidance of doubt, the rule detailed in Procedure Rule 19(2) above applies to proposed amendments, as well as to a substantive motion.

20 Misconduct by a member at a council meeting

Misconduct

(1) No Member shall impute unworthy motives to, or use offensive or unbecoming words about another Member or be guilty of tedious repetition.

Member not to be heard further

(2) If a Member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the Member be not heard further. If seconded, the motion be voted on without discussion.

Member to leave the meeting

(3) If the Member continues to behave improperly after such a motion is carried, the Mayor may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

General disturbance

(4) If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.

~~(1) If the Mayor considers that a member present at a meeting of the Council is misconducting himself/herself by—~~

~~—(a) persistently disregarding his/her ruling or behaving irregularly, improperly or offensively, or~~

~~—(b) wilfully obstructing the carrying out of the business of the Council,~~

~~—either he/she or a member of the Council may move the motion that the member named be not further heard.~~

~~(2) A motion moved and seconded under sub-paragraph (1) shall be put to a vote without discussion.~~

Continuing misconduct by a named member

~~(3) If the member named continues his/her misconduct after a motion under sub-paragraphs (1) and (2) has been moved and carried, the Mayor shall—~~

~~—(a) move that the member named do leave the meeting (in which case the motion shall be put and determined without seconding or discussion); or~~

~~(b) adjourn the meeting for the period that he/she considers expedient.~~

General disturbance by members

~~(4) If there is a general disturbance by members, which the Mayor considers is making or is likely to make the proper and orderly carrying out of the Council's business impossible, the Mayor may (in addition to any other power vested in him/her) at his/her absolute discretion adjourn the meeting of the Council for the period that he/she considers expedient.~~

~~—(5) The Mayor's ruling under sub-paragraph (4) shall be final.~~

1621 Disruption of a council meeting by a member of the public

(1) If a group or an individual member(s) of the public interrupts the proceedings at any meeting, the Mayor shall the person(s) concerned. If the interruption continues, the Mayor shall order their removal from the meeting room.

(2) In case of general disturbance in any part of the room open to the public, or of the premises where the meeting is being held, the Mayor will order that part to be cleared. If in the Mayor's view, this is not practicable and it is not possible to continue the meeting in the light of the disturbance, he/she may

rule that the meeting should be reconvened in a different venue.

~~Disruption by a member of the public~~

~~(1) The Mayor will warn a member of the public who is disrupting a meeting of the Council.~~

~~(2) If a person warned by the Mayor, under sub-paragraph (1), continues to disrupt the proceedings, the Mayor may order his/her removal from the meeting.~~

~~General disturbance by members of the public~~

~~(3) Where there is a general disturbance by some of the public present at a meeting of the Council, the Mayor may order the exclusion of those members of the public from the part of the meeting place open to the public for the meeting.~~

~~(4) The power to exclude the public by resolution, in accordance with standing orders 11 (motions that may be moved without notice) and 13 (rules of debate for council meetings), from the whole or part of a Council meeting is without prejudice to any power of exclusion available to the Mayor to suppress or prevent disorderly conduct or other misbehaviour at a public meeting.~~

1722 The Council in committee

(1) The Council may by vote resolve itself into a committee of the whole Council.

(2) While sitting as a committee of the whole Council, the restriction on the number of times a member may speak to a question will not apply.

1823 Recording council meetings

(1) In accordance with the Openness of Local Government Bodies Regulations 2014 ~~recording of meetings, including Council meetings will be allowed.~~ the filming and recording of the public sessions of any Council, Cabinet, Committee or Panel meetings through any audio, visual or written methods will be allowed, providing this does not disturb the conduct of the meeting.

(2) ~~Any recordings shall be made in accordance with any reasonable requirements stipulated by the Council.~~ The Chair of the relevant meeting will have the power to withdraw this permission should it prove necessary due to the nature of the meeting or if the conduct of the meeting is disturbed, for example, through flash photography, intrusive camera or lighting equipment,

noise interrupting the meeting or those observing the meeting or the behaviour of the person filming the meeting.

(3) Subject to Procedure Rule 23(1) and (2) above, reasonable facilities will be provided for anyone wishing to record or film at a meeting. Whilst notice is not formally required, anyone intending to film or record at a meeting is asked to contact the relevant Democratic Services Officer in advance of the meeting so that the Chair, other Members and any members of the public present can be informed and the necessary arrangements made.

(4) All those visually recording a meeting must remain in designated areas within the meeting room and are requested to only focus on recording Members, officers and the public directly involved in the conduct of the meeting. Should any member of the public participating in the meeting object to being filmed then the Chair will, wherever possible, make arrangements for that individual to be excluded from the recording.

(5) Covert recording/filming at meetings will not be permitted and the person filming will be asked to provide an assurance that

- (a) recordings will include sound and vision;
- (b) the original version will be available to the Council on request; and
- (c) that recordings will not be edited in a potentially misleading way

(6) If a meeting passes a motion to exclude the press and public then all right to record the part of the meeting to which the exemption applies will be removed.

19 24 Members' record of attendances

The Assistant Chief Executive, or the officer delegated by him/her to carry out this task, shall keep a record of the attendances of each member of the Council at meetings of the Council, the Cabinet or a committee of the Cabinet or a committee.

19A Approval or adoption of draft plans and strategies

~~(1) This standing order applies where—~~

~~(a) the Cabinet, a committee of the Cabinet, a member of the Cabinet, an officer, or an area committee is discharging executive functions, or~~

~~(b) executive functions are being discharged under joint arrangements with another local authority or by another local authority on the Council's behalf, and~~

~~the person or body submits for the Council's consideration a draft plan or strategy and the Council objects to it.~~

~~(2) Before the Council—~~

~~(a) amends the draft plan or strategy;~~

~~(b) approves, for the purposes of its submission to the Secretary of State or any Minister of the Crown for his/her approval, the plan or strategy (whether or not in the form of a draft) of which any part is required to be so submitted; or~~

~~(c) adopts (with or without modification) the plan or strategy,~~

~~it must inform the Leader of any objections which it has to the draft plan or strategy and instruct him/her to require the person or body to reconsider the draft plan or strategy in the light of those objections.~~

~~(3) The Leader must be given at least five working days, beginning on the day after the date on which he/she receives the instructions on behalf of the person or body, in which he/she may—~~

~~(a) submit a revision of the draft plan or strategy, as amended by the person or body ("the revised draft plan or strategy"), with the person or body's reasons for any amendments made to the draft plan or strategy, to the Council for its consideration; or~~

~~(b) inform the Council of any disagreement that the person or body has with any of the Council's objections and the person or body's reasons for that disagreement.~~

~~(4) When the period specified under sub-paragraph (3) for considering the Council's objections has expired, the Council must, when—~~

~~(a) amending the draft plan or strategy or, if there is one, the revised draft plan or strategy,~~

~~(b) approving, for the purpose of its submission to the Secretary of State or any Minister of the Crown for his/her approval, any plan or strategy (whether or not in the form of a draft or revised draft) of which any part is required to be so submitted, or~~

~~(c) adopting (with or without modification) the plan or strategy,~~

~~take into account any amendments made to the draft plan or strategy that are included in any revised draft plan or strategy, the person or body's reasons~~

~~for those amendments, any disagreement that the person or body has with any of the Council's objections and the person or body's reasons for that disagreement, which the Leader submitted to the Council, or informed the Council of, within the period specified.~~

~~—(5) In this standing order—~~

~~“plan or strategy” means any plan or strategy that requires the adoption or approval of the Council, including any alteration or modification to the particular plan or strategy; and~~

~~“working day” means any day which is not a Saturday, a Sunday, Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, a bank holiday in England or a day appointed for public thanksgiving or mourning (and “bank holiday” means a day to be observed as such under section 1 of and Schedule 1 to the Banking and Financial Dealings Act 1971).~~

19B Setting of council tax and precepts

~~—(1) Subject to sub-paragraph (5), where before 8 February in any financial year the Cabinet submits to the Council for its consideration in relation to the following year—~~

~~—(a) estimates of the amounts to be aggregated in making a calculation (whether originally or by way of substitute) in accordance with any of sections 32 to 37 or 43 to 49 of the Local Government Finance Act 1992,~~

~~—(b) estimates of other amounts to be used for the purposes of such a calculation;~~

~~—(c) estimates of such a calculation; or~~

~~—(d) amounts required to be stated in a precept under Chapter IV of Part I of the Local Government Finance Act 1992,~~

~~—and following consideration of those estimates or amounts the Council has any objections to them, it must take the action set out in sub-paragraph (2).~~

~~—(2) Before the Council makes a calculation (whether originally or by way of substitute) in accordance with any of the sections referred to in sub-paragraph (1) (a), or issues a precept under Chapter IV of Part I of the Local Government Finance Act 1992, it must inform the Leader of any objections which it has to the Cabinet's estimates or amounts and must give to him/her instructions requiring the Cabinet to reconsider, in the light of those objections, those estimates and amounts in accordance with the Council's requirements.~~

- ~~— (3) Where the Council gives instructions in accordance with sub-paragraph (2), it must specify a period of at least five working days beginning on the day after the date on which the Leader receives the instructions on behalf of the Council within which the Leader may —~~
- ~~— (a) submit a revision of the estimates or amounts as amended by the Cabinet (“revised estimates or amounts”), which have been reconsidered in accordance with the Council’s requirements, with the Cabinet’s reasons for any amendments made to the estimates or amounts, to the Council for its consideration; or~~
- ~~— (b) inform the Council of any disagreement that the Cabinet has with any of the Council’s objections and the Cabinet’s reasons for the disagreement.~~
- ~~— (4) When the period specified under sub-paragraph (3) for considering the Council’s objections has expired, the Council must, when making calculations (whether originally or by way of substitute) in accordance with the sections referred to in sub-paragraph (1) (a), or issuing a precept under Chapter IV of Part I of the Local Government Finance Act 1992, take into account —~~
- ~~— (a) any amendments to the estimates or amounts that are included in any revised estimates or amounts;~~
- ~~— (b) the Cabinet’s reasons for those amendments;~~
- ~~— (c) any disagreement that the Cabinet has with any of the Council’s objections; and~~
- ~~— (d) the Cabinet’s reasons for that disagreement,~~
- ~~— which the Leader submitted to the Council, or informed the Council of, within the period specified.~~
- ~~— (5) This standing order does not apply in relation to —~~
- ~~— (a) calculations or substitute calculations which the Council is required to make in accordance with section 52I, 52J, 52T or 52U of the Local Government Finance Act 1992; and~~
- ~~— (b) amounts stated in a precept issued to give effect to calculations or substitute calculations made in accordance with section 52J or 52U of the 1992 Act.~~

19C Voting upon Budget and Council Tax Setting Decisions

~~Immediately after any vote on any decision relating to the making of the calculation or the issuing of the precept is taken at a budget meeting there must be recorded in the minutes the names of the persons who cast a vote for the decision or against the decision or who abstained from voting. For these purposes a budget decision means a meeting of the authority at which it—~~

- ~~(i) — makes a calculation (whether originally or by way of substitute) in accordance with any sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992; or~~
- ~~(ii) — issues a precept under Chapter 4 of Part 1 of that Act.~~

PART II

ELECTION OF THE LEADER AND APPOINTMENT OF COMMITTEES OF THE COUNCIL

2025 Election of the Leader

(1) At any annual meeting held on a day when the Leader's term of office is to end, ~~or any ordinary meeting where the Leader's term of office is not co-terminous with the annual meeting,~~ the members of the Council shall elect a Leader.

(2) The Leader may announce at the annual meeting of the Council the names of the members he/she has appointed to the Cabinet, their portfolios and any amendments made to the Council's *Scheme of Delegation* in relation to executive functions. If the Leader does not do this at annual meeting of the Council, he/she must notify such appointments, portfolios and changes to the Assistant Chief Executive directly they are made. The Assistant Director of Legal Services will amend the Council's *Scheme of Delegation* in relation to executive functions accordingly, notify all members of the Council of such appointments, portfolios and changes and formally report these to the next ordinary meeting of the Council.

(3) The process outlined in ~~sub-paragraph~~ Procedure Rule 25(2), with any necessary modification, will apply on any other occasion when the Leader removes a member of the Cabinet from office, appoints another member of the Council as a member of the Cabinet, makes any changes to the portfolios of members of the Cabinet or makes any changes to the Council's *Scheme of Delegation* in relation to executive functions.

2126 Appointment of committees

(1) At the annual meeting of the Council, the members of the Council shall determine —

(a) the committees that they consider necessary to discharge the Council's non-executive functions for the municipal year;

(b) the terms of reference of each committee; and

(c) the delegation arrangements as set out in the Council's *Scheme of Delegation* in relation to council committees and officers in relation to non-executive functions.

(2) A committee of the Council shall continue in being until the next following annual meeting of the Council, unless the committee is dissolved by resolution of the Council at an earlier date.

(3) A member of a committee shall hold that position until the next following annual meeting of the Council, unless before that date the member is removed from that position by resolution of the Council or he/she retires or resigns from office or is suspended from being a councillor or is disqualified from holding the office of councillor.

2227 The quorum of the Cabinet, committees and reference groups etc.

~~(1) The quorum of the Cabinet shall be not less than four of the members entitled to sit and vote at meetings of the Cabinet.~~

~~(2) Subject to sub-paragraphs (3) and (4), the quorum of a committee, including a committee of the Cabinet and the Council's voluntary Standards and Ethics Committee, shall be not less than one-third of the members entitled to sit and vote at meetings of the committee.~~

~~(3) The quorum of the Council's statutory Standards Committee shall be four, including at least three independent members, and shall include a parish council representative when parish council matters are being considered.~~

~~(4) The quorum of an area assembly coordinating group shall be three members of the Council and three other members of the group.~~

~~(5) The Cabinet or a committee shall not transact council business unless a quorum is present at or during the meeting.~~

~~(6) The quorum of a reference group or a panel or like body appointed by a committee shall be determined by that committee.~~

~~(7) If a member of the Cabinet is absent due to illness or on holiday or for some other reason or suspended from being a councillor, the Leader or Deputy Leader (in the Leader's absence) or the Mayor (in the absence of~~

~~both) may nominate another member of the Cabinet to substitute for that member during the period of absence or suspension.~~

~~(8) Notwithstanding sub-paragraph (7), the Leader himself may discharge the executive functions that are the responsibility of the absent member of the Cabinet under the Council's *Scheme of Delegation* in relation to executive functions.~~

2328 Appointment of the chairperson and vice-chairperson of the Cabinet and each committee

- (1) The Leader shall be the chairperson of the Cabinet and the Deputy Leader shall be the vice-chairperson.
- (2) The chairperson and vice-chairperson of each committee shall be appointed at the annual council meeting, failing which the members of each committee shall choose a chairperson and vice-chairperson at the first meeting of the committee, who shall hold office until such time as appointments to those positions are made or ratified at a subsequent meeting of the Council.
- (3) In the absence of the chairperson the vice-chairperson shall preside, and in the absence of both the chairperson and vice-chairperson, the members of the Cabinet or the particular committee shall appoint a chairperson for the meeting.
- (4) The chairperson and vice-chairperson of a committee will hold those positions until the next following annual meeting of the Council unless, as the case may be, the chairperson or vice-chairperson –
 - (a) retires or resigns from office or is suspended from being a councillor or is otherwise disqualified from being a member of the Council or removed from that position by resolution of the Council; or
 - (b) the particular circumstances make it impractical for him/her to perform his/her duties in that position.
- (5) In the event of the office of chairperson or vice-chairperson of a committee becoming vacant during the municipal year for any reason, the Council shall make an appointment to that position at an ordinary meeting of the Council.

2429 The summoning of meetings of the Cabinet and committees

The Assistant Chief Executive, or the officer delegated by him/her to carry out this task, shall summon a meeting of the Cabinet, a committee of the

Cabinet or a committee at the request of the chairperson or, in the absence of the chairperson, the vice-chairperson.

~~25 Minutes of the Cabinet and committees~~

~~The minutes of the Cabinet, committees of the Cabinet and committees shall be printed and a copy sent to each member of the Council prior to the holding of meetings of the Council, in accordance with Standing Order 6 (the minutes of council meetings).~~

2630 Standing orders Procedure Rules in Part I to apply to committees

~~Standing orders 4 (order of business at Council meetings), 12 (rescission of a resolution or resurrection of a motion), 13 (rules of debate for council meetings), 14 (voting), 15 (misconduct by a member at a council meeting), 16 (disruption of a council meeting by a member of the public), 18 (recording council meetings) and 19 (members' record of attendances), in Part I, shall apply with any necessary modification to meetings of the Cabinet and committee meetings.~~

Procedure Rules 3 (Ordinary Council Meetings), 17 (Previous Decisions and Motions), 18 (Rules of debate for council meetings), 19 (Voting), 20 (Misconduct by a member at a council meeting), 21 (Disruption of a council meeting by a member of the public), 23 (Recording council meetings) and 24 (Members' record of attendances), in Part I, shall apply with any necessary modification to meetings of the Cabinet and committee meetings.

2731 Attendance by a non-member of the Cabinet or a committee at the invitation of the chairperson of the Cabinet or committee

~~(1) Where the chairperson of the Cabinet or a committee considers that the attendance of a member (who is not a member of the Cabinet or the committee) at the Cabinet or the committee would assist in the transaction of an item of business, he/she may invite that member to attend and take part in the discussion of the item by the Cabinet or the committee.~~

(1) A member invited to attend a meeting of the Cabinet or a committee shall not be entitled to vote on any matter before the Cabinet or the committee.

PART III MISCELLANEOUS PROVISIONS

28 Declarations of interests

~~(1) In discharging his/her duties as councillor, a member of the Council shall~~

~~abide by the guidance contained in the Council's Code of Conduct for Members and Co-opted Members and the Member/Officer Protocol.~~

~~(2) Officers of the Council must abide by the provisions of the Council's Code of Official Conduct and any guidance issued from time to time by the Council's Standards Committee.~~

~~(3) At the start of a Council meeting, or upon reaching the relevant item in the agenda, members and officers shall make any declarations of interests that they are required to make in accordance with this standing order.~~

~~(4) On and after the coming into force of the provisions in relation to disclosable pecuniary interests in Chapter 7 (standards) of Part 1 of the Localism Act 2011, except where the monitoring officer or the Standards Committee, as the case may be, has granted a member a dispensation in relation to an item of business of which the member has a disclosable pecuniary interest, the member must not take part in the discussion or vote on the item and must withdraw from the meeting room, including the public gallery, before the item is considered by the meeting.~~

~~(5) In the case of personal interests under the Code of Conduct, except where the Monitoring Officer or Standards Committee as the case may be, has granted a member a dispensation in relation to an item in which a member has a personal interest, the member must not take part in the discussion or vote on the item and consider whether the interest is of such significance that it warrants withdrawal from the meeting.~~

~~(6) Declarations of interests by members shall be recorded in the minutes of the meeting at which the interest is declared.~~

~~(7) The Assistant Director of Legal Services shall keep a register of members' interests.~~

~~29 Members not to give testimonials and references~~

~~A member of the Council shall not –~~

~~— (a) give a testimonial or recommendation to any person seeking an appointment or applying for work with the Council; or~~

~~— (b) permit his/her name to be used as a reference by any person applying for a lease or tenancy of any house or other property belonging to the Council.~~

~~30 Appointment of chief officers~~

~~(1) Subject to standing order 30A, where the Council proposes to appoint a~~

~~chief officer, and it is not proposed that the appointment be made exclusively from among its existing officers, the Council shall establish a panel of members ("the Appointments Panel") to carry out the steps specified in sub-paragraphs (2) and (3) and appoint the chief officer.~~

~~(2) The Appointments Panel shall—~~

~~—(a) draw up a statement specifying—~~

~~—(i) the duties of the officer concerned, and~~

~~—(ii) any qualifications or qualities to be sought in the person to be appointed;~~

~~—(b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and~~

~~—(c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.~~

~~—(3) Where a post has been advertised as provided in sub-paragraph (2) (b), the Appointments Panel shall—~~

~~—(a) interview all qualified applicants for the post; or~~

~~—(b) select a short list of the qualified applicants and interview those included on the short list; or~~

~~—(c) make further arrangements for advertisement, in accordance with sub-paragraph (2) (b), where no qualified person has applied for the post.~~

~~(4) In this standing order "chief officer" means any of the officers specified in paragraphs (a) to (d) of standing order 30A (2).~~

~~30A Appointment, dismissal and disciplinary proceedings against a member of staff~~

~~(1) Subject to sub-paragraphs (2) and (7), the function of appointing, dismissing and taking disciplinary action against a member of staff must be discharged on the Council's behalf by the Chief Executive, who is designated under section 4 (1) of the Local Government and Housing Act 1989 (designation and reports of head of paid service) as the head of the authority's paid service, or by an officer nominated by him.~~

~~(2) Sub-paragraph (1) shall not apply to the appointment or dismissal of, or disciplinary action against—~~

~~— (a) the Chief Executive;~~

~~— (b) a statutory chief officer within the meaning of section 2 (6) of the Local Government and Housing Act 1989 (politically restricted posts);~~

~~— (c) a non-statutory chief officer within the meaning of section 2 (7) of the 1989 Act;~~

~~— (d) a deputy chief officer within the meaning of section 2 (8) of the 1989 Act; or~~

~~— (e) a person appointed in pursuance of section 9 of the 1989 Act (assistants for political groups).~~

~~— (3) Where a committee, sub-committee or an officer is discharging on the Council's behalf the function of appointing the Chief Executive, the Council must approve that appointment before an offer of appointment is made to him/her.~~

~~— (4) Where a committee or a sub-committee is discharging on the Council's behalf the function of appointing any officer referred to in paragraph (a), (b), (c) or (d) of sub-paragraph (2), at least one member of the Cabinet must be a member of that committee or sub-committee.~~

~~Where a committee, or sub-committee is discharging on the council's behalf the function of dismissing any officer referred to in paragraph (b) (c) or (d) of sub-paragraph (2), at least one member of the cabinet must be a member of that committee or sub-committee.~~

~~— (5) An offer of appointment as an officer referred to in paragraph (a), (b), (c) or (d) of sub-paragraph (2) must not be made by the Council, a committee, sub-committee or an officer of the Council ("the appointor") until—~~

~~— (a) the appointor has notified the proper officer of the name of the person to whom the appointor wishes to make the offer and any other particulars which the appointor considers are relevant to the appointment;~~

~~— (b) the proper officer has notified every member of the Cabinet of—~~

~~(i) the name of the person to whom the appointor wishes to make the offer;~~

~~— (ii) any other particulars relevant to the appointment which the appointor has notified to the proper officer;~~

~~— (iii) the period within which any objection to the making of the offer is to be made by the Leader on the Cabinet's behalf to the proper officer; and~~

~~(c) either—~~

- ~~—(i) the Leader has, within the period specified in the notice under paragraph (b)(iii), notified the appointor that neither he/she nor any other member of the Cabinet has any objection to the making of the offer;~~
- ~~—(ii) the proper officer has notified the appointor that no objection was received by him/her within that period from the Leader; or~~
- ~~—(iii) the appointor is satisfied that any objection received from the Leader within that period is not material or is not well founded.~~

~~—(6) Notice of the dismissal of an officer referred to in paragraph (b), (c) or (d) of sub-paragraph (2) must not be given by the Council, a committee, sub-committee or an officer of the Council (“the dismissor”) until—~~

~~—(a) the dismissor has notified the proper officer of the name of the person who the dismissor wishes to dismiss and any other particulars which the dismissor considers are relevant to the dismissal;~~

~~—(b) the proper officer has notified every member of the Cabinet of—~~

- ~~(i) the name of the person whom the dismissor wishes to dismiss;~~
- ~~—(ii) any other particulars relevant to the dismissal which the dismissor has notified to the proper officer;~~
- ~~(iii) the period within which any objection to the dismissal is to be made by the Leader on the Cabinet’s behalf to the proper officer; and~~

~~(c) either—~~

- ~~—(i) the Leader has, within the period specified in the notice under paragraph (b)(iii), notified the dismissor that neither he/she nor any other member of the Cabinet has any objection to the dismissal;~~
- ~~—(ii) the proper officer has notified the dismissor that no objection was received by him/her within that period from the Leader; or~~
- ~~—(iii) the dismissor is satisfied that any objection received from the Leader within that period is not material or is not well founded.~~

~~—(7) Nothing in sub-paragraph (1) shall prevent a person from serving as a member of any committee or sub-committee established by the Council to consider an appeal by—~~

~~—(a) another person against any decision relating to the appointment of that other person as a member of staff of the Council; or~~

~~—(b) a member of staff of the Council against any decision relating to the dismissal of, or taking disciplinary action against, that member of staff.~~

~~—(8) In this standing order—~~

~~“disciplinary action” means in relation to a member of staff any action occasioned by alleged misconduct which, if proved, would according to the Council’s usual practice be recorded on the member of staff’s personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the Council has undertaken to renew such a contract;~~

~~“member of staff” means a person appointed to or holding a paid office or employment under the Council; and~~

~~“proper officer” means the officer appointed by the Council for the purposes of this standing order.~~

~~31 Disciplinary action against the Chief Executive (Head of Paid Service), the Monitoring Officer or the Chief Finance Officer~~

~~Provisions to be incorporated in standing orders in respect of disciplinary action~~

~~1. In the following paragraphs—~~

~~(a) “the 2011 Act” means the Localism Act 2011(b);~~

~~(b) “chief finance officer”, “disciplinary action”, “head of the authority’s paid service” and “monitoring officer” have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001(c);~~

~~(c) “independent person” means a person appointed under section 28(7) of the 2011 Act;~~

~~(d) “local government elector” means a person registered as a local government
—elector in the register of electors in the authority’s area in accordance with the Representation of the People Acts;~~

~~(e) “the Panel” means a committee appointed by the authority under section 102(4) of the Local Government Act 1972(d) for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;~~

~~(f) “relevant meeting” means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and~~

- ~~(g) “relevant officer” means the chief finance officer, head of the authority’s paid service or monitoring officer, as the case may be.~~
- ~~2. A relevant officer may not be dismissed by an authority unless the procedure set out in the following paragraphs is complied with.~~
 - ~~3. The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.~~
 - ~~4. In paragraph 3 “relevant independent person” means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.~~
 - ~~5. Subject to paragraph 6, the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 3 in accordance with the following priority order—~~
 - ~~(a) a relevant independent person who has been appointed by the authority and who is a local government elector;~~
 - ~~(b) any other relevant independent person who has been appointed by the authority;~~
 - ~~(c) a relevant independent person who has been appointed by another authority or authorities.~~
 - ~~6. An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 5 but may do so.~~
 - ~~7. The authority must appoint any Panel at least 20 working days before the relevant meeting.~~
 - ~~8. Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular—~~
 - ~~(a) any advice, views or recommendations of the Panel;~~
 - ~~(b) the conclusions of any investigation into the proposed dismissal; and~~
 - ~~(c) any representations from the relevant officer.~~
 - ~~9. Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration,~~

~~allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act."~~

~~PART IV
CONTRACT STANDING ORDERS~~

~~CHAPTER I~~

~~GENERAL~~

~~32.1 Contract Standing Orders and Financial Regulations~~

~~32.1. This Part IV set out the procedures that must be followed in relation to the making of council contracts and the persons empowered to determine select lists of tenderers, open tenders and enter into contracts in the Council's name.—~~

~~32.2. The Council may take disciplinary action against anyone who fails to comply with the Standing Orders in this Part IV.~~

~~32.3. In procuring works, goods and services, every member of the Council and every officer and employee of the Council must have regard to the Corporate Procurement Strategy, the Forward Plan and must comply with the Standing Orders in this Part IV and the Council's Financial Regulations and the Public Contract Regulations 2015.—~~

~~32.4. To assist officers and members in their roles the Chief Finance Officer may, from time to time, issue written guidance notes which set out in more detail how the Council's procurement arrangements shall operate. Such Guidance Notes are not formally part of the Contract Standing Orders and can be issued by the Chief Finance Officer at any time.~~

~~32.5. In this Part IV of Standing Orders the terms below shall be interpreted as follows:~~

~~**Assistant Director** means an officer who reports directly to a Strategic Director (irrespective of their actual job title) and other than a person whose duties are solely secretarial or clerical or are otherwise in the nature of support services.~~

~~**Approved List** means a list of suppliers who are assessed as suitable to provide specified goods or services.—~~

~~**Authorised Officer** any officer who is designated as such in accordance with Standing Order [•].~~

~~**Budget Manager** means an officer who is given responsibility for controlling the expenditure for one or more cost centre or project.~~

~~**Chief Finance Officer** means the person designated as the Section 151 Officer (currently the Strategic Director – Finance and Customer Services).~~

~~**Chief Procurement Officer** Head of Procurement.~~

~~**Contract Manager** means the officer designated by a Strategic Director as such in respect of a specified contract in accordance with Standing Order [•].~~

~~**Contracts Finder** means the government web service which allows businesses to find contract opportunities with the UK government and its agencies.~~

~~**Dynamic Procurement System** means a procurement tool available for contracts for works, services and goods commonly available on the market, procurement in line with Regulation 34 of the Public Contracts Regulations 2015.~~

~~**EU Threshold** means the financial threshold from time to time at which the EU procurement directives are applicable to a procurement of works, goods or services (different thresholds apply to works, goods and services).~~

~~**Framework Agreement** means an agreement between the Council and one or more suppliers which set out the terms and standards for the supply of goods or services (but not the volume) and the method for calling off orders.~~

~~**Monitoring Officer** means the Assistant Director – Legal Services.~~

~~**Procurement Business Case** means the business case prepared in accordance with Standing Order [•].~~

~~**Professional Buying Organisation (PBO)** means an organisation which runs purchases goods and/or services on behalf of other organisations.~~

~~**Property Officer** means Assistant Director – Planning, Regeneration and Transport.~~

~~**YORtender** means the on-line supplier and contract management system used by the Council to operate e-tenders and for the online management of suppliers and contracts and to advertise contracts.~~

~~**Standing Guide** means CIPFA's Commissioning Joint Committee's *Standing Guide to the Commissioning of Local Authority Work and Services*.~~

~~**Strategic Director** means an officer who is a member of the Strategic Leadership Team and reports directly to the Chief Executive and other than a person whose duties are solely secretarial or clerical or are otherwise in the nature of support services.~~

~~**33.—Guiding principles**~~

~~33.1. The Standing Orders in this Part IV are founded on the principle that the making of council contracts, and the entering into of contracts under Standing Order 37.8 (functions carried out by the Council on behalf of a person, body or organisation), will be done in a business-like manner, with reasonable care, skill and caution and with due and alert regard to the interests of local communities and council taxpayers in the Council's area.~~

~~33.2. Contracts will, in general, be awarded following a competitive exercise designed to identify the supplier who will provide the goods, services or works to the Council in the most value for money way.~~

~~33.3. Contract documentation shall reflect the following ten principles of good contract management:~~

~~33.3.1. there should be clearly defined contract governance and assurance from the outset including:~~

~~33.3.1.1. clarity about roles and responsibilities;~~

~~33.3.1.2. agreed reporting requirements and assurance plan;
and~~

~~33.3.1.3. clear escalation procedures.~~

~~33.3.2. the contract should include robust and appropriate key performance indicators (KPIs) and set out the requirement for the supplier to report their performance regularly and transparently;~~

~~33.3.3. there should be a payment mechanism which is results-driven so that the supplier is paid in full only if they provide the goods, works, or services in full, on time and to the right quality;~~

~~33.3.4. there should be an agreed process for managing changes to the contract, where the implications (in terms of price, KPIs, risks, benefits) are documented and approvals are sought;~~

~~33.3.5. the allocation of risks between the Council and the supplier are documented and actively managed;~~

- ~~33.3.6. there should be a benefits log developed from the original Procurement Business Case and the achievement of the benefits managed by the Contract Manager;~~
- ~~33.3.7. the contract should be designed to incentivise and encourage the supplier to meet the Council's requirements;~~
- ~~33.3.8. there should be suitable arrangements for communication between the Council and the supplier;~~
- ~~33.3.9. there should be regular performance reviews capturing lessons learnt from all parties that should be addressed for remaining contract life and/or included in future procurement projects; and~~
- ~~33.3.10. there should be arrangements put in place to encourage continuous improvement.~~

~~34. Delegation arrangements~~

- ~~34.1. The Cabinet has a general power to make council contracts.—~~
- ~~34.2. In relation to their directorates, each Strategic Director has a general power to make council contracts, including power to determine select lists of tenderers, to accept tenders and to award contracts.—~~
- ~~34.3. In the case of contracts not attributable to a particular directorate, the Chief Finance Officer and Chief Executive have the same general power to make council contracts as the other Strategic Directors.—~~
- ~~34.4. Each Strategic Director has the power, in relation to their respective directorate and subject to consultation with the relevant Cabinet Member and Chief Finance Officer —~~
 - ~~—~~
 - ~~34.4.1. to authorise the submission of a tender for a contract for —~~
 - ~~34.4.1.1. the supply of goods or materials to,~~
 - ~~—~~
 - ~~34.4.1.2. the provision of administrative, professional or technical services to,~~
 - ~~—~~
 - ~~34.4.1.3. the hire of vehicles or plant to, or~~
 - ~~34.4.1.4. the maintenance of buildings and land commissioned by,~~

~~another local authority or body designated as a public body under the Local Authorities (Goods and Services) Act 1970;~~

~~34.4.2. to authorise the submission of a tender for a contract for a work or for the supply of goods, materials or services commissioned by a person, body or organisation for whom the Council is empowered to act as the agent; and—~~

~~34.4.3. to authorise the submission of a tender for a contract for work or the supply of goods, materials or services to a person, body or organisation in the private sector, where the Monitoring Officer's advice on the powers of the Council to undertake the work or supply the goods, materials or services has been obtained.~~

~~34.5. The Property Officer has the power—~~

~~—~~

~~34.5.1. to agree the terms and conditions of any disposal or acquisition of land and buildings;~~

~~—~~

~~34.5.2. to approve the terms and settlement of rent reviews, assignments, lease renewals, licences, tenancies and consents both as landlord and tenant;~~

~~—~~

~~34.5.3. to approve the terms and conditions of new leases;~~

~~—~~

~~34.5.4. to grant or refuse consent to the assignment of leases, sub-lettings, ground landlord approval, variations to user clauses, the release of restrictive covenants, variations to, or the extinguishment of, easements or wayleaves, as grantor or grantee;~~

~~34.5.5. to assign leases, approve sub-lettings, change user clauses and grant landlord's approvals;~~

~~34.5.6. to approve the grant, refusal or seek consent to the assignment of leases, sub-lettings, ground landlord approval, variations to user clauses, the release of restrictive covenants, variations to, or the extinguishment of, easements or wayleaves as landlord or tenant;~~

~~34.5.7. to approve the granting, taking and extinguishments of wayleaves, easements and access agreements as grantor or grantee;~~

- ~~34.5.8. to determine the method of disposal of land and buildings, and to establish the appropriate price to be paid, including the appropriate guide and reserve price for disposal by auction;~~
- ~~34.5.9. to authorise the entering into of leases and licences as tenant;~~
- ~~34.5.10. to authorise the certification of valuations for insurance reinstatement, financial accounting purposes, statutory compensation, acquisition, disposal or letting of land and property;~~
- ~~34.5.11. to determine applications to place land and property on the schedule of Assets of Community Value;~~
- ~~34.5.12. to authorise the letting of land and property under the terms of the Council's adopted Asset Transfer Policy.~~
- ~~34.6. The Property Officer may approve the terms and conditions of any disposal or acquisition of land and buildings.~~
- ~~35. Compliance with Standing Orders, legislation and the adoption of the Standing Guide~~**
- ~~35.1. Every contract made by the Council or on its behalf shall comply with this Part IV, the Council's Financial Regulations and applicable European and domestic law.~~
- ~~35.2. In conjunction with the application of this Part IV, the Council has adopted the Standing Guide.~~
- ~~35.3. The Standing Guide covers—~~
- ~~—commissioning strategy—deciding how projected work and services should be commissioned;~~
 - ~~—procurement, and the many other options available for carrying out work and services, including delegation, decentralisation, and the outright transfer of functions and activities to third parties;~~
 - ~~—managing and updating contracts once they have been completed.~~
- ~~35.4. In the case of building and construction related contracts, the provisions of this Part IV shall apply to the nomination by the Council of a sub-contractor or supplier to carry out works or supply goods, materials or services to a main contractor appointed by the Council.~~

~~35.5. It shall be a condition of any contract between the Council and any person who is not an officer of the Council but who is authorised to carry out any of the Council's contracts functions that that person complies with this Part IV and the Council's Financial Regulations.~~

~~35.6. Subject to Standing Orders [•] (contract Standing Orders and financial regulations), Standing Order [•] (delegation arrangements) and Standing Order [•] (guiding principle in making contracts), the provisions of this Part IV do not apply to contracts in which the Council acts for—~~

~~35.6.1. another local authority or body designated as a public body under the Local Authorities (Goods and Services) Act 1970 or regulations made under the 1970 Act; or~~

~~35.6.2. a person, body or organisation for whom the Council is empowered to act as the agent,~~

~~unless the agreement with the local authority, public body, person, body or organisation, stipulates that any or all of the provisions of this Part IV are to apply to the contract.~~

~~36. Authorised Officers~~

~~36.1. Each Strategic Director shall—~~

~~36.1.1. compile and maintain a scheme of delegation for his/her service area; and—~~

~~36.1.2. supply and agree the scheme of delegation with the Chief Finance Officer before the start of each financial year and on making any amendments to it.—~~

~~36.2. Each Strategic Director's scheme of delegation must specify—~~

~~36.2.1. the names, grades, post references and job titles of Authorised Officers for the purposes of—~~

~~36.2.1.1. approving Procurement Business Cases;~~

~~36.2.1.2. managing procurement projects; and~~

~~36.2.1.3. entering into contracts~~

~~36.2.2. the maximum contract value allocated to each Authorised Officer for those purposes.~~

~~36.3. The Chief Finance Officer shall keep a register of all schemes of delegation.—~~

~~36.4. Authorised Officers shall —~~

~~36.4.1. always seek value for money;—~~

~~36.4.2. act impartially towards contractors and ensure that contractors from other European Community states are not discriminated against;—~~

~~36.4.3. conduct tendering and price testing in accordance with the highest standards of propriety and proper practice (including respecting the confidentiality of commercial information whilst complying with freedom of information legislation);—~~

~~36.4.4. do nothing that contravenes European or domestic law; and—~~

~~36.4.5. ensure that comprehensive contract files are kept for all contracts upon which they are engaged.~~

~~CHAPTER II PREPARING FOR A PROCUREMENT~~

~~37. Procurement Business Cases~~

~~37.1. A Procurement Business Case should be developed for every procurement project. In preparing a Procurement Business Case an officer should take appropriate legal, procurement and financial advice.~~

~~37.2. A Procurement Business Case should explain, to the level of detail that is proportionate to the value of the works, goods or services being procured:~~

~~37.2.1. the background and purpose of the procurement project;~~

~~37.2.2. the strategic context (including the fit with the Council's policy framework and budget);~~

~~37.2.3. details of the research undertaken in connection with the procurement, including an assessment of the relevant marketplace;~~

~~37.2.4. the views of stakeholders;~~

~~37.2.5. the available options in terms of variable such as service levels, contract duration, type of contract;~~

- ~~37.2.6. the preferred option;~~
- ~~37.2.7. the procurement route to be followed;~~
- ~~37.2.8. risk assessment (including consideration of the need for the Council to seek additional security from the supplier);~~
- ~~37.2.9. financial implications (including estimated costs, available funding and affordability);~~
- ~~37.2.10. proposed management arrangements (for the procurement and the subsequent contract);~~
- ~~37.2.11. proposed exit arrangements at the end of the contract.~~
- ~~37.3. Strategic Directors and Authorised Officers are empowered to carry out the procurement process and to award contracts in accordance with these Standing Orders, subject to consideration of any other rules set within the Constitution – in particular that the procurement is in line with the Budget and Policy Framework and that there is sufficient provision in the Revenue Budget or Capital Programme (as the case may be). Otherwise Cabinet approval must be sought.~~
- ~~37.4. For additional clarity, if the expenditure and procurement is part of day to day delivery of services, does not involve substantial service change (e.g. is simply a re-procurement of an expiring contractual arrangement and is part of normal business) and was in the reasonable contemplation of the Council when the Revenue Budget or Capital Programme was approved (in other words the procurement activity itself is not a Key Decision) then it does not require further Cabinet approval. If in doubt the advice of the Chief Finance Officer and the Monitoring Officer should be sought.~~
- ~~37.5. For all procurements in excess of £250,000 the decision to award a contract must be recorded and published in accordance with the Access to Information Rules and the Executive Procedure Rules.~~

~~38. Approved Lists of Contractors~~

~~The Standing Guide contains guidance on approved and standing lists.~~

- ~~38.1. Where appropriate and with the agreement of the Chief Procurement Officer, Strategic Directors shall compile and maintain an Approved List for the supply of specified works, goods or services.~~
- ~~38.2. Approved Lists shall be reviewed at regular intervals and agreed with the Chief Procurement Officer.~~

~~38.3. An Approved List shall—~~

~~38.3.1. set out the criteria for inclusion, suspension and exclusion from the list, including but not by way of limitation—~~

~~38.3.1.1. economic and financial standing,~~

~~38.3.1.2. technical ability and capacity,~~

~~38.3.1.3. insurance arrangements,~~

~~38.3.1.4. quality systems,~~

~~38.3.1.5. health and safety record,~~

~~38.3.1.6. environmental performance and compliance with environmental legislation,~~

~~38.3.1.7. compliance with age discrimination, sex discrimination, race relations and all other relevant legislation, and~~

~~38.3.1.8. transparency/basis of appointment;~~

~~38.3.2. indicate the categories of contracts for which the contractors listed may be invited to tender; and—~~

~~38.3.3. contain the names and addresses of the contractors who have met the criteria for inclusion on the list and who wish to be included on it.—~~

~~38.4. At least four weeks before an approved list is compiled or reviewed, notices inviting applications for inclusion in the list shall be published in one or more newspapers circulating in the borough and in one or more technical journals published nationally.—~~

~~38.5. Approved Lists must be operated so as to ensure that all contractors on the list are given a reasonable opportunity of submitting tenders for appropriate contracts let by the Council from time to time.~~

~~38.6. Approved Lists must not be used for any procurement exercise over the EU Threshold.~~

~~39. Open competition for contracts~~

~~39.1. Notwithstanding Standing Orders Standing Order [•] (approved lists of contractors) and Standing Order [•] (Authorised Officers' lists of contractors), this Standing Order shall apply where the Cabinet or the Strategic Director for the service area concerned has decided that tenders for a particular contract are to be obtained by inviting tenders for the contract on the open market.—~~

~~39.2. Notice of all procurement competitions shall be advertised through YORtender, and where the procurement value is £25,000 or more, it shall also be advertised on Contracts Finder.—~~

~~39.3. The notice shall —~~

~~39.3.1. specify the nature and purpose of the contract, including where further details may be obtained;—~~

~~39.3.2. invite tenders for the contract; and—~~

~~39.3.3. state the last date and time when tenders for the contract will be accepted.—~~

~~39.4. The suitability of contractors who respond to a notice issued under Standing Order Standing Order [•] to perform the contract shall be assessed using the criteria for inclusion, suspension and exclusion from an approved list, in accordance with the procurement procedure chosen for the procurement project.~~

~~CHAPTER III ASCERTAINING THE VALUE OF CONTRACTS~~

~~40. Contract value and aggregation~~

~~The Standing Guide contains guidance on whether the EU procurement rules apply and packaging contracts.~~

~~40.1. An Authorised Officer must estimate and record the net value of a proposed contract excluding value added tax.~~

~~40.2. Where a requirement for a work, service or supply of goods or materials is subdivided into several elements, the estimated value of each element must be aggregated to calculate the total overall estimated value of the contract.~~

~~40.3. A contract must not be —~~

~~40.3.1. artificially divided into two or more separate contracts; or~~

~~40.3.2. valued using a valuation method selected with the intention of avoiding the application of any of this Part IV.~~

~~41. Pre-tender quotations and enquiries~~

~~Part 41 of the Standing Guide contains guidance on selecting tenderers.~~

~~41.1. An Authorised Officer may make general enquiries of contractors before tenders or quotations are invited in order to—~~

~~41.1.1. establish whether the work, goods, materials or services that the Council wishes to procure are available and at what price;~~

~~41.1.2. prepare tender documents, price estimates and contracts; and—~~

~~41.1.3. for contracts under £25,000, ascertain which contractors wish to be invited to tender or quote for a particular contract.—~~

~~41.2. In making enquiries—~~

~~41.2.1. an Authorised Officer shall not disclose to one contractor information which is not also disclosed to all those of whom enquiries are made or who are subsequently invited to submit a tender or quote;~~

~~41.2.2. no contractor shall be led to believe that the information he/she offers will necessarily lead to him/her being invited to submit a tender or quote or being awarded a contract; and—~~

~~41.2.3. a comprehensive written record, including notes of any meetings held, the responses made and the names of all individuals present shall be kept by the Authorised Officer on the contract file.—~~

CHAPTER IV THE TENDERING PROCESS

~~42. Contracts not requiring tendering~~

~~42.1. A contract need not be tendered if—~~

~~42.1.1. it is valued at less than £25,000 and the requirements of Standing Order Standing Order [*] (contracts valued at less than~~

- ~~£50,000) are met, except where, notwithstanding Standing Order Standing Order [•], the contract must be tendered by law;~~
- ~~42.1.2. an exemption from tendering has been granted in respect of that contract under Standing Order Standing Order [•] (exemption from competition);~~
- ~~42.1.3. it is a contract entered into through collaboration with other local authorities or other public bodies, where a competitive process has been followed that complies with the contract procedure rules of the lead authority or organisation and European and domestic law;~~
- ~~42.1.4. it is a contract made under one of the suite of framework agreement or contracts that a public sector Professional Buying Organisations (PBO) has with suppliers of works, goods and services, except where the terms and conditions of the PBO's agreement include a requirement to undertake competition between providers under the agreement in which event a tendering exercise must be conducted in compliance with the requirement;~~
- ~~42.1.5. it is a social care contract, being the provision of individual care and support services to a client or group of clients that is not obtainable under any framework agreement or contract that the Council has with a provider of such services and enquiries have established that there is only one external provider of the required individual care and support services at the time the need arises;~~
- ~~42.1.6. it is for the purpose of formalising the funding of particular voluntary or community sector bodies where the purpose of the contract is to establish the general conditions which will apply to the funding from the Council;~~
- ~~42.1.7. it is for the engagement of counsel or the provision of specialist legal advice; or~~
- ~~42.1.8. it is for the appointment of an expert witness in connection with court proceedings, tribunal proceedings, statutory inquiries, or any other proceedings in which the Council is a party; or~~
- ~~42.1.9. it is for the renewal of an ICT or property support or maintenance contract within 5 years of the original contract having been made.~~

~~43.—Exemption from competition~~

~~43.1 The Strategic Director has power to waive any requirements within these contract procedure rules for specific projects, and any such decision may be a Key Decision, except where the said decision would constitute a breach of EU Legislation.~~

~~43.2 Subject to statutory requirements and Public Contract Regulations, quotations or tenders need not be invited in accordance with these Standing Orders in the following cases:~~

~~43.2.1—where the technical characteristics of the goods are only compatible with an existing supply or installation, such that procurement of another product other than one available from the original Contractor would result in incompatibility and/or disproportionate technical difficulties. The duration of a contract negotiated in accordance with this exemption shall not exceed 3 years;~~

~~43.2.2—the procurement of a unique work of art or artistic performance;~~

~~43.2.3—where competition is absent for technical reasons where no reasonable alternative or substitute exists;~~

~~43.2.4—where due to exclusive rights, including but not limited to intellectual property rights, no reasonable alternative or substitute exists;~~

~~43.2.5—where the price of the goods, services or works that are to be procured is controlled by statutory bodies, trade organisations or legislation and in the opinion of the appropriate Strategic Director no reasonable satisfactory alternative is available;~~

~~43.2.6—Where the contract is for the execution of work or the supply of goods or services that are required so urgently (the urgency not being due to the action or inaction of the Council or its officers) that compliance with any competitive process prescribed by these Standing Orders cannot be achieved;~~

~~43.2.7—Where the contract relates to goods, services or works in circumstances where the publication of documents detailing the Council's requirements could reasonably be considered to prejudice the security of the activity to be undertaken and the Council have considered the use of reasonable measures that would protect such security and allow the normal procurement~~

~~process to be followed (e.g. the use of confidentiality agreements);~~

~~43.2.8—to allow for the continuation of a contract beyond its contractual term, in exceptional circumstances and where the term of such an extension is determined in accordance with the timescales required to complete a re-procurement or decommission the existing arrangement;~~

~~43.2.9—in any case where works are to be executed or goods or services are to be supplied, the Strategic Director believes there can be no genuine competition;~~

~~43.2.10—an alternative, competitive process to that prescribed by these Standing Orders may be approved for contracts with a value between £50,000 and the EU Threshold subject to reasonable justifications for such a request.~~

~~43.3—All exemptions require the approval of the Chief Finance Officer (in consultation with the Monitoring Officer) who is ultimately responsible for procurement within the Council, as well as the approval of the relevant Strategic Director for the service concerned.~~

~~43.4—An exemption request form must be completed for every instance of an exception with a total value of £10,000 or more to inform the Chief Finance Officer and the relevant Strategic Director for the service of all the relevant implications associated with the proposed course of action and aid their decision making. The request must clearly document the exemption to be applied, along with the justifications and all necessary procurement, legal and financial risks.~~

~~43.5—A copy of all approved exemption requests must be provided to the Corporate Procurement Team, where a record of all approved exemptions will be maintained. The relevant Strategic Director is responsible for ensuring the appropriate Cabinet Member is kept informed. A summary of agreed exemptions will be reported in quarterly performance monitoring reports.~~

~~43.6—Where an exemption has been approved, the Authorised Officer must ensure that the best possible balance of value for money and quality is obtained for the Council. A specification and Terms and Conditions must be developed and a formal quote/tender must be requested from the chosen supplier. The supplier must not be told that they are the only company submitting a bid. A copy of the final Contract must be uploaded to the YORtender and managed in line with the requirements of these Standing Orders.~~

~~44—Framework Agreements and Dynamic Purchasing Systems~~

- ~~44.1—Officers must use a third party Framework Agreements and Dynamic Purchasing Systems procured by another public sector body or Professional Buying Organisation where these are available to the Council for the goods or services that are required.~~
- ~~44.2—The Chief Procurement Officer shall maintain a list of such Framework Agreements and Dynamic Purchasing Systems which officers are permitted to use and make the list available to officers.~~
- ~~44.3—Framework Agreements may also be procured and used by Strategic Directors, subject to legislative requirements and advice from the Chief Procurement Officer, as a procurement tool to manage the process of competition and sourcing of suppliers in an efficient way.~~
- ~~44.4—Where the relevant Strategic Director is satisfied that a requirement for works or services falls outside any Framework Agreement or contract that the Council has with a provider of such works or services, the particular works or services shall be procured in accordance with these Standing Orders.~~
- ~~44.5—Contracts based on Framework Agreements may be awarded by either—~~
- ~~44.5.1—applying the terms laid down in the Framework Agreement (where such terms are sufficiently precise to cover the particular call-off) without re-opening competition; or~~
 - ~~44.5.2—where the terms laid down in the Framework Agreement are not precise enough or complete for the particular call-off, by holding a mini-competition in accordance with the following procedure—~~
 - ~~44.5.2.1—inviting the organisations within the Framework Agreement that are capable of executing the subject of the contract to submit written tenders;~~
 - ~~44.5.2.2—fixing a time limit which is sufficiently long to allow tenders for each specific contract to be submitted, taking into account factors such as the complexity of the subject of the contract;~~
 - ~~44.5.2.3—awarding each contract to the tenderer who has submitted the best tender on the basis of the award criteria set out in the specification of the framework agreement.~~

~~45 — Contracts valued at less than £25,000~~

~~45.1 — This Standing Order is predicated on the presumption that the provision of works, services or supplies of goods or materials by internal trading organisations employed by the Council for that purpose is more economically efficient than inviting tenders for each contract.—~~

~~45.2 — This Standing Order applies to any internal trading organisation of the Council.—~~

~~45.3 — Where a contract for a work, service or supply of goods or materials is valued at less than £25,000 the order shall be placed with an internal trading organisation if the internal trading organisation can perform the work, carry out services or supply goods or materials and achieve value for money, after taking into consideration as appropriate—~~

~~45.3.1 — cost effectiveness;~~

~~45.3.2 — quality, aesthetics and functional characteristics;~~

~~45.3.3 — technical assistance and technical merit;~~

~~45.3.4 — the period for completion or delivery;~~

~~45.3.5 — running costs;~~

~~45.3.6 — after sales service; and~~

~~45.3.7 — profitability.~~

~~45.4 — A contract should be made with an external contractor on an Authorised Officer's list if but only if the condition specified in Standing Order [.] is not met.~~

~~45.5 — Except as required by law and subject to Standing Orders Standing Order [.] (frameworks) Standing Order [.] (prohibition on artificial division of a requirement for a work, goods, material or services into two or more contracts) and Standing Order [.] a contract made under Standing Order [.] where the estimated value is—~~

~~45.5.1 — less than £5,000 may be made without seeking competitive, written quotations;—~~

~~45.5.2 — £5,000 but less than £25,000 may be made after inviting at least two written quotations.~~

~~45.6 Authorised Officers must keep a written record of all quotations sought, including the full name and address of the contractor, details of the contract and the contractor's price for its performance.—~~

~~45.7 A written quotation must be obtained before an order is placed or a contract made in accordance with this Standing Order.—~~

~~46—Contracts valued at £25,000 or more~~

~~46.1 Where a contract for a work, service or supply of goods or materials is valued between £25,000 and the EU Threshold it should be let on a competitive basis, advertised to the open market on YORtender and Contracts Finder.~~

~~46.2 a sufficient (but not disproportionate) time limit is applied to allow potential bidders to respond. This therefore needs to be considered on a case by case basis, dependent upon any prior market engagement undertaken, the complexities of the specification and the level/amount of detail required within the tender response.~~

~~46.3 Tenders undertaken for procurements between these thresholds must not include a pre-qualification stage or a stage in the procurement process where the authority can assess the suitability of a candidate for the purpose of reducing the number of candidates to a smaller number who will proceed to a later stage of the process.~~

~~46.4 Suitability questions may be included within a procurement exercise, where they are relevant to the subject matter of the procurement and proportionate, and must be considered as part of the wider overall quality evaluation.~~

~~46.5 Where there is a need to determine the financial standing of a potential supplier as part of the evaluation process, this should be done through due diligence with the top scoring bidder only.~~

~~46.6 Where the value of the proposed Contract exceeds the EU Threshold (taking account of aggregation), it must be tendered in accordance with the Public Contracts Regulations 2015, i.e. using one of the following permitted procedures:~~

~~46.6.1—open tender;~~

~~46.6.2—restricted tender;~~

~~46.6.3—competitive procedure with negotiation;~~

~~46.6.4—competitive dialogue;~~

~~46.6.5—innovation partnership.~~

~~46.7 The Procurement Business Case should have identified which of the permitted procurement procedures would be most suitable for the procurement project and taken into account the resources and timescale needs to complete the procurement.~~

~~46.8 All tenders above the EU Threshold must be advertised in the Official Journal of the European Union (OJEU) using the YORtender portal.~~

~~46.9 All OJEU notices for non-routine procurements shall be referred in advance of sending to the OJEU, to the Chief Procurement Officer for advice on its wording.~~

~~47 Tender invitation and receipt of tenders~~

~~The Standing Guide contains guidance on e-procurement and e-auctions.~~

~~47.1 All tenderers invited to tender must be issued with the same information at the same time and subject to the same conditions and any supplementary information must be given on the same basis.~~

~~47.2 All invitations to tender must state that the Council is not bound to accept any tender submitted for the contract and should include the following—~~

~~47.2.1 a specification that describes the works, goods or services in sufficient detail for the tenderers to provide robust, competitive tenders which can be relied upon by the Council to be a sound basis for the subsequent contract;~~

~~47.2.2 the conditions of contract that will apply;~~

~~47.2.3 a requirement for tenderers to declare that the contents of their tender, including the price or any other figure or particulars, have not been disclosed by the tenderer to any other party (except where the disclosure is made in confidence for a necessary purpose);~~

~~47.2.4 a requirement for tenderers to complete fully and sign all tender documents including a form of tender and certificates relating to canvassing and non-collusion;~~

~~47.2.5 notification that tenders are submitted to the Council on the basis that they are compiled at the tenderer's expense;~~

- ~~47.2.6 — a description of the award procedure and, unless defined in a prior advertisement, a definition of the Council's tender evaluation criteria in objective terms and if possible in descending order of importance;~~
- ~~47.2.7 — the method by which any arithmetical error discovered in the submitted tenders is to be dealt with and, in particular, whether the overall price prevails over the rates in the tender or vice versa.~~
- ~~47.3 All invitations to tender should include any other information or instructions that the Monitoring Officer and Chief Finance Officer may require.~~
- ~~47.4 The Council uses an electronic supplier and contract management system (YORtender) which is designed to give suppliers, contractors, consultants and service providers direct access to procurement opportunities with the Council and other local authorities across the region. Tenderers shall be invited to submit tenders electronically.~~
- ~~47.5 The YORtender system shall be administered and managed by the corporate procurement team.~~
- ~~47.6 All tendering exercises for contracts valued at £25,000 or more shall be conducted using the YORtender system.~~
- ~~47.7 Tenderers must submit all of the tender documents electronically into the YORtender system prior to the deadline for the close of tenders otherwise the tender will be rejected.~~
- ~~47.8 The successful tenderers' details will be listed on the Council's contracts register.~~
- 48 — Evaluation of tenders**
- ~~48.1 Tenders shall be opened using the secure, auditable functionality of the YORtender system.~~
- ~~48.2 An evaluation panel must be convened for the evaluation of tenders. Representation on the panel must be from people who have knowledge of the subject area and be proportionate to the size and value of the procurement being undertaken.~~
- ~~48.3 For all Contracts, regardless of value, no person with a personal or financial interest in any of the tenderers invited to submit a quote/tender should be involved in evaluating quotations or tenders or involved in any way in influencing the decision as to which tenderer is to be awarded the Contract. A declaration of interest form must be completed by each officer involved in~~

~~the evaluation process and held on file by the Authorised Officer. No access to the tender responses should be granted until this declaration of interest form has been received.~~

~~48.4 It is essential that during the evaluation process the principles of Public Contract Regulations are applied, i.e:~~

~~48.4.1 non-discrimination~~

~~48.4.2 equal treatment~~

~~48.4.3 transparency~~

~~48.4.4 proportionality~~

~~48.4.5 open competition and~~

~~48.4.6 free movement of trade within Europe.~~

~~48.5 The evaluation of quotations/tenders must be in accordance with the evaluation criteria specified in the original request for quotation/tender documents. Under no circumstances should there be a deviation away from this.~~

~~48.6 The evaluation panel must keep detailed notes on the decision making process.~~

~~48.7 Where a tenderer submits a qualified or conditional quotation/tender, they must be given the opportunity to withdraw the qualification or condition without amendment to the bid submitted. If the tenderer fails to do so their bid must be rejected unless it is dealt with as an alteration to their submission in accordance with Standing Order [*].~~

~~48.8 Identifying and dealing with abnormally low bids shall be the responsibility of the Authorised Officer. Where a tender/quote appears to be abnormally low, the Council are under a statutory duty to request that the Contractor concerned provides a full and detailed response to explain the price/cost proposed. The Council may reject an abnormally low bid, where the justification does not satisfactorily account for the low level of price. Where consideration is being made to the rejection of a bid on these grounds advice must be sought from the Chief Procurement Officer.~~

~~48.9 Post tender negotiation is only permissible in limited circumstances. The advice of the Monitoring Officer and Chief Procurement Officer must be followed if an Authorised Officer considers there are issues which *might* be addressed in post tender negotiations.~~

~~49—Form and content of contracts~~

~~49.1 Every contract must be in writing in some form.—~~

~~49.2 As appropriate, a contract must specify—~~

~~49.2.1 the parties to the contract, including any surety or guarantor;~~

~~49.2.2 the goods, materials or services to be supplied or the work to be performed;~~

~~49.2.3 the price to be paid together with a statement as to the amounts of any discounts or other deductions;~~

~~49.2.4 the period within which the contract is to be performed;~~

~~49.2.5 the conditions and terms agreed between the Council and the contractor;—~~

~~49.2.6 in the case of a contract for building or construction related works, a term requiring the contractor to retain and produce at the Council's reasonable request all accounts, vouchers and documents in the contractor's possession, until the Council's accounts for the contract have been audited; and—~~

~~49.2.7 any other terms and conditions stipulated by the Monitoring Officer (who has general powers to set standard and particular contract conditions), including a condition that—~~

~~49.2.7.1 the contract may not be assigned without the prior written consent of the Council, and~~

~~49.2.7.2 the Council shall be entitled to cancel the contract with immediate effect and recover any loss it has suffered as a result of the contractor offering or agreeing to give an inducement or reward to anyone in order to obtain the contract or another contract with the Council, committing an offence under the Bribery Act 2010 or giving any fee or reward the receipt of which is an offence under section 117 disclosure by officers of interest in contracts) of the Local Government Act 1972.~~

~~49.3 Where appropriate, a contract with an estimated value of £50,000 or more should include standard terms and conditions, in the form approved from time to time by the Monitoring Officer, in respect of —~~

~~49.3.1 a right of access to relevant documentation and records of the contractor for monitoring and audit purposes;~~

~~49.3.2 data protection requirements;~~

~~49.3.3 discrimination and equalities requirements;~~

~~49.3.4 freedom of Information Act requirements;~~

~~49.3.5 health and safety requirements;~~

~~49.3.6 human rights requirements;~~

~~49.3.7 insurance requirements;~~

~~49.3.8 indemnification of the Council;~~

~~49.3.9 ombudsman requirements.~~

~~49.4 Where appropriate, a contract with an estimated value of £50,000 or more must provide for the contractor to pay liquidated damages (where these can be assessed and ascertained) or other damages to the Council if the terms of the contract are not carried out properly, including the method by which such damages are to be calculated and the circumstances in which they will be payable.~~

~~50 Security for performance of contract~~

~~*The Standing Guide contains guidance on performance bonds.*~~

~~50.1 Prior to the award of a contract with an estimated value of £100,000 or more, the Authorised Officer must consider whether the successful contractor should be required to provide security for the performance of the contract, in the form of a parent company guarantee or performance bond.~~

~~50.2 In considering the need for either form of security, the Authorised Officer must—~~

~~50.2.1 estimate the increase in the contract price that would result from requiring the contractor to provide security for the performance of the contract; and—~~

~~50.2.2 identify and assess the risks to which the Council could be exposed should the contractor fail to perform satisfactorily the contract.—~~

~~50.3 In identifying and assessing the risks, the Authorised Officer must have regard to any guidance issued from time to time by the Chief Finance Officer and —~~

~~50.3.1 to any advice from the Chief Finance Officer on the contractor's financial standing;—~~

~~50.3.2 to the value of the contract, particularly where this is significantly higher in value than contracts for similar works, goods or services let by the Council;—~~

~~50.3.3 to the complexity or degree of technical difficulty of the subject matter of the contract;—~~

~~50.3.4 to any technical or financial evaluation undertaken prior to the letting of the contract and whether this was based on an evaluation of the contractor or the contractor's parent company;~~

~~50.3.5 to any concerns about the contractor's stability or financial standing or both, particularly where the contract provides for staged or other payments in advance of receiving the whole of the subject matter of the contract; and—~~

~~50.3.6 to the need to repeat periodically any financial checks that were conducted prior to the award of the contract, particularly in the case of long term contracts such as partnering contracts.~~

~~—~~

~~51 Signing contracts and the Common Seal~~

~~Contracts under seal~~

~~51.1 The Common Seal of the Council must be affixed to any building contract or construction related contract with an estimated value of £100,000 or more and to any contract, instrument or other document that is required by law to be made by deed.—~~

~~51.2 Contracts that are required to be made by deed include contracts made without valuable consideration, conveyances or transfers of land or any interest in land and transfers of shares in certain companies.—~~

~~51.3 The affixing of the Common Seal of the Council to any contract, instrument or document shall be deemed to be duly authenticated if but only if the impress of the Seal is accompanied by the signature of —~~

~~51.3.1 the Chief Executive; or~~

~~51.3.2 the following officers in Legal Services, namely the Assistant Director of Legal Services, the deputy Monitoring Officer, the Service Manager of the Litigation and Social Care Teams, the Service Manager of the Property, Commercial and Information Governance Teams or the Team Manager of the Commercial Team (including any temporary appointment to any of those positions to cover a vacancy or long term absence);~~

~~whether or not, in the case of a contract that relates to the discharge of an executive function, a member of the Cabinet also attests the Seal.—~~

~~Contracts under hand~~

~~51.4 Strategic Directors have the power to sign contracts and agreements that are not required to be made by deed and, in accordance with their internal schemes of delegation, to authorise specified officers to sign such contracts on their behalf.~~

~~CHAPTER V CONTRACT MANAGEMENT~~

~~52 The role of Contract Manager~~

~~52.1 The arrangements for managing Council contracts should be in line with the National Audit Office's *Good Practice Contract Management Framework*.~~

~~52.2 For every contract the relevant Strategic Director shall appoint a suitably qualified, experienced and trained officer to be the Contract Manager.~~

~~52.3 The Contract Manager shall, as a minimum:~~

~~52.3.1 regularly review management information and supplier performance (as detailed in the tender and contract documentation);~~

~~52.3.2 for contracts valued at £50,000 or more, use the YORtender to record key information about the contract throughout its lifetime;~~

~~52.3.3 meet with the supplier at a frequency appropriate to the contract value (but no less frequent than annually) to discuss contract~~

~~compliance, , performance, service development, innovation, etc.;~~

~~52.3.4—deal with instances of off contract and non contract spend within the Council;~~

~~52.3.5—benchmarking the contract to ensure it continues to be good value for money;~~

~~52.3.6—monitoring any ongoing efficiency savings and reporting these to the Chief Procurement Officer;~~

~~52.3.7—monitor that all promised outputs and outcomes, including social outcomes, are achieved;~~

~~52.3.8—prepare a report for the Strategic Director at least annually on the supplier's performance, and the contract's value for money;~~

~~52.3.9—make recommendations about options for future procurements/extensions to the contract.~~

~~53—Contract variations and modifications~~

~~53.1 During the term of a contract, variations or modifications may be proposed, which if adopted would result in changes to the volume and/or nature of the works, goods and/or services being supplied to the Council. To the extent that such changes were anticipated in the tendering process and a change mechanism exists in the contract then the relevant Strategic Director may approve the variation/modification subject to it being value for money and there being sufficient budget provision for it.~~

~~53.2 Where variations or modifications are proposed (either by the Council or the supplier) which were not considered when the original procurement took place then there are significant limitations upon the Council being able to make such modifications. When considering an un-anticipated variation/modification to an existing contract, advice must be sought from the Chief Procurement Officer and Monitoring Officer.~~

~~54—Contract extensions~~

~~54.1 An extension to a contract may only be permitted where the details of any extension provisions were included within terms and conditions of the contract, tender/quotations documents and OJEU notice (where relevant).~~

- ~~54.2 If there is not a provision in the contract for an extension an exception to these Standing Orders must be identified and dealt with in accordance with Standing Order [*].~~
- ~~54.3 Prior to extending a contract, the Authorised Officer must ensure that an options appraisal is undertaken to determine if it is in the best interest of the Council to extend the current arrangement and then seek approval of the recommended option from the appropriate Strategic Director and the Chief Finance Officer.~~
- ~~54.4 When negotiating the terms of a contract extension (if such terms are not set out in the contract documentation) the Authorised Officer must make every effort to negotiate improved contract terms with regards to cost and/or quality of the goods, services and/or works being delivered.~~
- ~~54.5 Once a contract extension has been agreed with the supplier the Authorised Officer shall update the details of the contract held in YORtender.~~

CHAPTER VI

MISCELLANEOUS PROVISIONS

55—Community representatives

- ~~55.1 The Cabinet or the member of the Cabinet for the service area concerned may invite community representatives to appoint persons (who may not be members of the Council) to participate in the drawing up of specifications for council contracts, interviewing contractors and monitoring council contracts.~~
- ~~55.2 Community representatives are not Authorised Officers and, except where the law specifically allows, shall be observers with speaking rights at the discretion of the Authorised Officer.—~~
- ~~55.3 Community representatives may advise Authorised Officers where appropriate, but all decisions must be taken within the framework of the Council's Delegation Scheme for Members and Officers.—~~
- ~~55.4 Authorised Officers must ensure community representatives give a written undertaking to treat all information confidentially throughout the tender process and the life of the contract.~~

56.—Sale of land

- ~~56.1 In consultation with the Assistant Director of Legal and Democratic Services and the Strategic Director of Finance, the Director of Audit & Asset Management, who is responsible for reporting to and advising the Council on proposals to sell, lease or dispose of any interest in council land, shall~~

~~prepare and keep under review a code of practice ("the Code") prescribing the manner in which such interests may be sold, granted or disposed of.~~

~~56.2 At least every four years, the Director of Internal Audit & Asset Management must review the Code and submit it for the Council's approval.~~

~~56.3 For the purpose of this standing order, land includes buildings and "an interest in land" includes any interest in land and any easement or right in, to or over land.~~

57 32Suspension of ~~standing orders~~ Procedure Rules

(1) ~~Standing orders~~ Procedure Rules 1 to 9 and 19 may not be suspended.

(2) Subject to ~~standing order 55.1~~ Procedure Rule 32(1), a member may request the Mayor's permission to move the suspension of a ~~standing order procedure rule~~ for a stated purpose.

(3) On the granting of permission under ~~standing order 55.2~~ Procedure Rule 32(2), the question shall be put immediately and without amendment or debate to a vote of the members.

(4) If on the question being put or a division being taken it appears that not less than two-thirds of the members present and voting are in favour of the request, the motion for the suspension of the ~~standing order procedure rule~~ shall be put immediately and without amendment or debate to a vote.

PART V
SUSPENSION ETC AND INTERPRETATION OF ~~STANDING ORDERS~~
PROCEDURE RULES

58 33Variation, revocation or supersession of ~~standing orders~~ procedure rules

(1) These ~~Standing Orders~~ procedure rules shall not be altered, revoked or superseded without the prior recommendation of the Cabinet.~~—or the Council's Standards Committee.~~

59 34Interpretation of ~~Standing Orders~~ Procedure Rules

(1) The ruling of the Mayor on the construction or application of any of these ~~Standing Orders~~ Procedure Rules, or on any proceedings of the Council, shall be final and not challenged at any council meeting.

(2) Except for the powers and duties conferred or imposed on the Strategic Director of Finance and Customer Services and the Assistant Director of Legal Services, any power or duty conferred or imposed on a director of service, in accordance with these ~~Standing Orders~~ Procedure Rules, may be exercised by the Strategic Director for the programme area concerned or the Chief Executive.

(3) A reference in these ~~Standing Orders~~ Procedure Rules to the masculine gender includes the feminine and, where the context requires, the singular includes the plural and vice-versa.

(4) The term "committee" includes a joint committee or joint authority and a sub-committee.

APPENDIX 1

LEGISLATION

~~Some of the provisions of the Local Government Act 1972 and other Acts, which are referred to in these standing orders, are reproduced in this Appendix. Statutory provisions cannot be varied, revoked or suspended, except by statutory authority.~~

~~In this Appendix, references to the "1972 Act" mean the Local Government Act 1972; and references to "Schedule 12" mean Schedule 12 to the 1972 Act.~~

STANDING ORDER 1

~~Section 99 of the 1972 Act~~

~~99 Meeting and proceedings of local authorities~~

~~The provisions of Schedule 12 to this Act shall have effect with respect to the meetings and proceedings of local authorities, joint authorities, police authorities established under section 3 of the Police Act 1996 and the Service Authority for the National Crime Squad and their committees, parish meetings and their committees and community meetings.~~

~~Paragraphs 1 to 4 of Schedule 12~~

~~1. (1) A principal council shall in every year hold an annual meeting.~~

~~(2) The annual meeting of a principal council shall be held—~~

~~(a) in a year of ordinary elections of councillors to the council, on the eighth day after the day of retirement of councillors or such other day within the twenty-one days immediately following the day of retirement as the council may fix;~~

~~(b) in any other year, on such day in the month of March, April or May as the council may fix.~~

~~(3)...~~

~~(4) An annual meeting of a principal council shall be held at such hour as the council may fix, or if no hour is so fixed at twelve noon.~~

~~2 (1) A principal council may in every year hold, in addition to the annual meeting, such other meetings as they may determine.~~

~~(2) Those other meetings shall be held at such hour on such days as the council may determine.~~

~~3.____(1) An extraordinary meeting of a principal council may be called at any time by the chairpersons of the council.~~

~~(2) If the chairpersons refuses to call an extraordinary meeting of a principal council after a requisition for that purpose, signed by five members of the council, has been presented to him, or if, without so refusing, the chairpersons does not call an extraordinary meeting within seven days after the requisition has been presented to him, then, any five members of the council, on that refusal or on the expiration of those seven days, as the case may be, may forthwith call an extraordinary meeting of the council.~~

~~4.____(1) Meetings of a principal council shall be held at such place, either within or without their area, as they may direct.~~

~~(2) Five clear days at least before a meeting of a principal council—~~

~~(a) notice of the time and place of the intended meeting shall be published at the council's offices, and where the meeting is called by members of the council the notice shall be signed by those members and shall specify the business proposed to be transacted thereat; and~~

~~(b) a summons to attend the meeting, specifying the business proposed to be transacted thereat, and signed by the proper officer of the council, shall, subject to sub-paragraph (3) below, be left at or sent by post to the usual place of residence of every member of the council.~~

~~(3) If a member of a principal council gives notice in writing, to the proper officer of the council, that he desires summonses to attend meetings of the council to be sent to him at some address specified in the notice other than his place of residence, any summons addressed to him and left at or sent by post to that address shall be deemed sufficient service of the summons.~~

~~(4) Want of service of a summons on any member of a principal council shall not affect the validity of a meeting of the council.~~

STANDING ORDER 2

Paragraphs 6 & 45 of Schedule 12

~~6.____Subject to paragraph 45 below, no business shall be transacted at a meeting of a principal council unless at least one quarter of the whole number of members of the council are present.~~

~~45.____Where more than one third of the members of a local authority become disqualified at the same time, then, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference to the number of members of the authority remaining qualified instead of by reference to the whole number of members of the authority.~~

STANDING ORDER 3

~~Section 3 of the 1972 Act~~

~~3 Chairpersons~~

~~(1) The chairpersons of a principal council shall be elected annually by the council from among the councillors.~~

~~(1A) A member of the Executive of a principal council may not be elected as the chairpersons of the council.~~

~~(2) The chairpersons shall, unless he resigns or becomes disqualified, continue in office until his successor becomes entitled to act as chairpersons.~~

~~(3) During his term of office the chairpersons shall continue to be a member of the council notwithstanding the provisions of this Act relating to the retirement of councillors.~~

~~(4) The chairpersons of a district council shall have precedence in the district, but not so as prejudicially to affect Her Majesty's royal prerogative.~~

~~(5) A principal council may pay the chairpersons for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.~~

~~Section 5 of the 1972 Act~~

~~5 Vice-chairpersons~~

~~(1) A principal council shall appoint a member of the council to be vice-chairpersons of the council.~~

~~(1A) A member of the Executive of a principal council may not be appointed as the vice-chairpersons of the council.~~

~~(2) The vice-chairpersons shall, unless he resigns or becomes disqualified, hold office until immediately after the election of a chairpersons at the next annual meeting of the council and during that time shall continue to be a member of the council notwithstanding the provisions of this Act relating to the retirement of councillors.~~

~~(3) Subject to any standing orders made by the council, anything authorised or required to be done by, to or before the chairpersons may be done by, to or before the vice-chairpersons.~~

~~(4) A principal council may pay the vice-chairpersons for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.~~

~~Paragraph 5 of Schedule 12~~

~~5. (1) At a meeting of a principal council the chairpersons, if present, shall preside.~~

~~(2) If the chairpersons is absent from a meeting of a principal council, then—~~

~~(a) the vice chairpersons of the council, if present, shall preside;~~

~~(b)...~~

~~(c)...~~

~~(3) —If—~~

~~(a) in the case of a principal council, both the chairpersons and vice chairpersons of the council are absent from a meeting of the council;~~

~~(b)...~~

~~(c)...~~

~~another member of the council chosen by the members of the council present shall preside.~~

STANDING ORDER 4

~~Section 4 (1) of the 1972 Act~~

~~4 Election of chairpersons~~

~~(1) The election of the chairpersons shall be the first business transacted at the annual meeting of a principal council.~~

~~Paragraph 5 of Schedule 12~~

~~5. Except in the case of business required by or under this or any other Act to be transacted at the annual meeting of a principal council and other business brought before that meeting as a matter of urgency in accordance with the council's standing orders, no business shall be transacted at a meeting of the council other than that specified in the summons relating thereto.~~

~~Section 41 of the Local Government Act 1985~~

~~41 Questions on discharge of functions~~

~~Arrangements shall be made (whether by standing orders or otherwise) for enabling questions on the discharge of the functions of a joint authority to be put in the course of proceedings of any constituent council by members of that council for answer by a member of it who is also a member of the authority and is nominated by the authority for that purpose.~~

STANDING ORDER 6

~~Paragraph 41 of Schedule 12~~

~~41. (1) Minutes of the proceedings of a meeting of a local authority shall, subject to sub-paragraph (2) below, be drawn up and entered in a book kept for that purpose and shall be signed at the same or next suitable meeting of the authority by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof.~~

~~(2) Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of the proceedings of meetings of a local authority may be recorded on loose leaves consecutively numbered, the minutes of the proceedings of any meeting being signed, and each leaf comprising those minutes being initialled, at the same or next suitable meeting of the authority, by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof.~~

~~(3) Until the contrary is proved, a meeting of a local authority a minute of whose proceedings has been made and signed in accordance with this paragraph shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified.~~

~~(4) For the purposes of sub-paragraphs (1) and (2) above the next suitable meeting of a local authority is their next following meeting or, where standing orders made by the authority in accordance with regulations under section 20 of the Local Government and Housing Act 1989 provide for another meeting of the authority to be regarded as suitable, either the next following meeting or that other meeting.~~

~~Paragraph 2 of Schedule 2 to the Local Authorities (Standing Orders) Regulations 1993~~

~~Signing minutes—extraordinary meetings~~

~~2. Where in relation to any meeting of the authority the next such meeting is a meeting called under paragraph 3 (extraordinary meetings) of Schedule 12 to the Local Government Act 1972, the next following meeting of the authority (being a meeting called otherwise than under that paragraph) shall be treated as a suitable meeting for the purposes of paragraph 41 (1) and (2) (signing of minutes) of that Schedule.~~

~~Paragraph 39 of Schedule 12~~

STANDING ORDER 14

~~39. (1) Subject to the provisions of any enactment (including any enactment in this Act) all questions coming or arising before a local authority shall be decided by a~~

~~majority of the members of the authority present and voting thereon at a meeting of the authority.~~

~~(2) Subject to those provisions in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.~~

~~Paragraph 1 of Schedule 2 to the Local Authorities (Standing Orders) Regulations 1993~~

~~1.____(1) Where immediately after a vote is taken at a meeting of a relevant body any member of that body so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his/her vote for the question or against the question or whether he abstained from voting.~~

~~(2) In this paragraph "relevant body" means the authority, a committee or sub-committee of the authority or a relevant joint committee or sub-committee of such a committee.~~

STANDING ORDER 16

~~Section 1 (8) of the Public Bodies (Admission to Meetings) Act 1960~~

~~1 Admission of public to meetings of local authorities and other bodies~~

~~(8) The provisions of this section shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.~~

STANDING ORDER 19

~~Paragraph 40 of Schedule 12~~

~~40.____The names of the members present at a meeting of a local authority shall be recorded.~~

STANDING ORDER 25

~~Paragraph 44 of Schedule 12~~

~~44.____(1) Paragraphs 39 to 43 above (except paragraph 41 (3)) [provisions relating to local authorities generally] shall apply in relation to a committee of the local authority (including a joint committee) or a sub-committee of any such committee as they apply in relation to a local authority.~~

~~(2) Until the contrary is proved, where a minute of any meeting of any such committee or sub-committee has been made and signed in accordance with paragraph 41 above as applied by this paragraph, the committee or sub-committee shall be deemed to have been duly constituted and to have had power to deal with~~

~~the matters referred to in the minute, the meeting shall be deemed to have been duly convened and held and the members present at the meeting shall be deemed to have been duly qualified.~~

STANDING ORDERS 30 & 31

~~Section 8 (1) of the Local Government and Housing Act 1989~~

~~8 Duty to adopt standing orders with respect to staff~~

~~(1) The Secretary of State may by regulations require relevant authorities, subject to such variations as may be authorised by the regulations—~~

~~(a) to incorporate such provision as may be prescribed by the regulations in standing orders relating to their staff; and~~

~~(b) to make or refrain from making such other modifications of any such standing orders as may be so prescribed.~~

~~The regulations are the Local Authorities (Standing Orders) Regulations 1993.~~

Summary Sheet

Council – 12 July 2017

Proposed Amendment – Member Allowances Scheme

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

Not applicable

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Author(s)

James McLaughlin, Democratic Services Manager

Ward(s) Affected

All

Summary

Following changes to the terms and conditions of staff in April 2017, Members indicated their support for a similar reduction to be applied to Member Allowances. The Council is required to have regard to the recommendations of the Independent Remuneration Panel in respect of any changes to its Member Allowances Scheme.

The Independent Remuneration Panel has expressed its support for the proposed reduction of 1.15% to be applied to both the basic and special responsibility allowances paid to Members. This report is submitted for the Council to formally determine to amend its Member Allowances Scheme accordingly.

Recommendations

1. That the Basic Allowance for Members be reduced by 1.15% from £11,605 to £11,471, with the reduction to be effective from 1 April 2017
2. That Special Responsibility Allowances be reduced by 1.15%, with the reduction to be effective from 1 April 2017.
3. That Appendix 8 of the Constitution, detailing the Member Allowances Scheme, be updated accordingly.

List of Appendices Included

None

Background Papers

Appendix 8 – Member Allowances Scheme

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Independent Remuneration Panel

Council Approval Required

Yes

Exempt from the Press and Public

No

Proposed Amendment – Member Allowances Scheme

1. Recommendations

- 1.1 That the Basic Allowance for Members be reduced by 1.15% from £11,605 to £11,471, with the reduction to be effective from 1 April 2017.
- 1.2 That Special Responsibility Allowances be reduced by 1.15%, with the reduction to be effective from 1 April 2017.
- 1.3 That Appendix 8 of the Constitution, detailing the Member Allowances Scheme, be updated accordingly.

2. Background

- 2.1 In April 2017, following extensive consultation, the Council implemented a change to the terms and conditions of staff to the effect of an average reduction in salaries by 1.15%, in order to meet a previously agreed budget commitment. In agreeing that change, Members indicated that they wished to reduce Member Allowances, both the basic allowance and special responsibility allowances, by the same amount.
- 2.2 When reviewing a scheme the Council must have regard to the recommendations of its Independent Remuneration Panel. However, it is the responsibility of the Council to determine the scheme having regard to all appropriate matters and the Council is not bound by the recommendations of the Panel.

3. Key Issues

- 3.1 The Independent Remuneration Panel has considered the proposed reduction to both the basic allowance and special responsibility allowances and has indicated its support.
- 3.2 It is recommended that the effective date for the reductions be agreed as 1 April 2017, so as to be commensurate with the reduction in staff salaries which were effective from that date. If this recommendation were agreed by the Council, the deductions would take effect from the August payroll. In view of the effective date being five months before the date of implementation, Members will notice a higher level of deduction from the August payroll.
- 3.2 The effect of reducing by 1.15% will change the basic allowance from £11,605 to £11,471. This is a reduction of £134. The total saving from all 63 councillors will be £8,442.
- 3.3 The effect of reducing 1.15% will change the total spend on special responsibility allowances from £205,740 to £203,374. This would represent a reduction of £2,366 in total. The change in respect of each position with a special responsibility allowance is set out in the table below:-

Role	Current Allowance	Reduced Allowance
Leader of the Council	£26,152	£25,851.25
Deputy Leader of the Council	£14,383	£14,217.60
Cabinet Members and Chair of Overview & Scrutiny Management Board	£13,076	£12,925.63
Chairs of Scrutiny Select Commissions, Planning Board, Licensing Board, Audit Committee	£8,717	£8,616.75
Vice Chairs of Scrutiny Select Commissions, Planning Board, Licensing Board and Audit Committee	£1,234	£1,219.81
Chair of Standards and Ethics Committee	£3,500	£3,459.75
Vice-Chair of Standards and Ethics Committee	£1,750	£1,729.86

- 3.5 At its annual meeting on 19 May 2017, the Council agreed to abolish Area Assemblies and the associated positions and special responsibility allowances paid with those former positions. The budget for these former positions of £30,506 has been reallocated to support the delivery of the new neighbourhood working model.

4. Options considered and recommended proposal

- 4.1 The Council must have regard to the recommendations of the Independent Remuneration Panel, but is not bound by their recommendation. The Panel has expressed its support for the proposal. Members are therefore recommended to consider a reduction of 1.15% to be applied to the basic allowance and special responsibility allowances.

5. Consultation

- 5.1 The Independent Remuneration Panel has been consulted in respect of this proposal and expressed its support for the reduction of 1.15% to be applied to Member Allowances.

6. Timetable and Accountability for Implementing this Decision

- 6.1 The Council is the accountable body for Member Allowances and, if agreed, the proposal will be implemented immediately after the meeting, with reductions being backdated to April 2017. As referred to in paragraph 3.2 above, the reduction in allowances will be effective from the August payroll.

7. Financial and Procurement Implications

- 7.1 The proposal to reduce the basic and special responsibility allowances by 1.15% will generate an overall saving of £10,808.
- 7.2 If Council is minded to agree the proposal, it will have, when combined with the abolition of the allowances for the former Chairs of Area Assemblies, reduced the cost of Member Allowances by £41,314 in the current financial year.

8. Legal Implications

- 8.1 The proposals within this report are consistent with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003, which require local authorities, before they amend a Members' Allowances Scheme, to have regard to the recommendations of an independent remuneration panel.

9. Human Resources Implications

- 9.1 There are no Human Resources implications associated with this report.

10. Implications for Children and Young People and Vulnerable Adults

- 10.1 There are no implications for children and young people and vulnerable adults associated with this report.

11 Equalities and Human Rights Implications

- 11.1 There are no equalities or human rights implications associated with this report.

12. Implications for Partners and Other Directorates

- 12.1 There are no implications for partners or other directorates.

13. Risks and Mitigation

- 13.1 There are no new risks associated with the proposal in this report.

14. Accountable Officer(s)

Shokat Lal, Assistant Chief Executive
James McLaughlin, Democratic Services Manager

Approvals Obtained from:-

	Named Officer	Date
On behalf of Strategic Director of Finance & Customer Services	Judith Badger	04/07/2017
On behalf of Assistant Director of Legal Services	Dermot Pearson	04/07/2017
Head of Procurement (if appropriate)	N/A	
Head of Human Resources (if appropriate)	N/A	

Report Author: James McLaughlin, Democratic Services Manager

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Summary Sheet

Council – 12 July 2017

Title:

Overview and Scrutiny Annual Report 2016-17

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

No

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Authors

James McLaughlin, Democratic Services Manager and Statutory Scrutiny Officer
01709 822477 or james.mclaughlin@rotherham.gov.uk

Ward(s) Affected

All

Summary

This report presents the final draft of the Scrutiny Annual Report for 2016-17 for Members' approval, having been endorsed by the Overview and Scrutiny Management Board on 21 June 2017.

Recommendations

That the Overview and Scrutiny Annual Report 2016-17 be approved.

List of Appendices Included

Appendix 1 – Overview and Scrutiny Annual Report 2016-17

Background Papers

Minutes of OSMB and Select Commissions during 2016-17
Review Reports from 2016-17

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Overview and Scrutiny Management Board – 21 June 2017

Council Approval Required

Yes

Exempt from the Press and Public
No

Overview and Scrutiny Annual Report 2016-17

1. Recommendations

- 1.1 That the Overview and Scrutiny Annual Report 2016-17 be approved.

2. Background

- 2.1 The Scrutiny Annual Report aims to provide a retrospective look over the past year in terms of work completed and outcomes achieved. It also offers a look ahead for the coming municipal year in terms of future priorities through a headline work programme.
- 2.2 It is an opportunity to provide vital information to Members, officers, partner agencies and the general public about the role and work of Scrutiny and to formally thank the co-optees for their contributions.
- 2.3 The aim is to show tangible outcomes that have been achieved and which may be directly attributable to the work of Scrutiny, providing added value to the work of the Council. The draft report is attached as Appendix 1.

3. Key Issues

- 3.1 The scrutiny work programme, as outlined in the annual report, helps to achieve corporate priorities by addressing key policy and performance agendas and the outcomes focus on adding value.
- 3.2 The report is a key tool for engaging Members, officers and the general public in the detail of Scrutiny work and hopes to encourage wider involvement in scrutiny, as an important aspect of local democracy.

4. Options considered and recommended proposals

- 4.1 The Annual Report has been considered by the Overview and Scrutiny Management Board at its meeting on 21 June 2017, where it was agreed for recommendation to Council for approval.

5. Consultation

- 5.1 This section is not applicable to this report.

6. Timetable and Accountability for Implementing the Decision

- 6.1 As Council is recommended to approve the Annual Report, there are no further stages in the decision making process.
- 6.2 The Democratic Services Manager and Statutory Scrutiny Officer is accountable for the publication of the report.

7. Financial and Procurement Implications

- 7.1 There are no financial or procurement implications associated with the Overview and Scrutiny Annual Report.

8. Legal Implications

- 8.1 The Council's Overview and Scrutiny Procedure Rules and Article 8(6) of the Constitution require the Overview and Scrutiny Management Board to submit an annual report to the Council on the operation of the overview and scrutiny select commissions and this is that report.

9. Human Resources Implications

- 9.1 There are no Human Resources implications associated with this report.

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 associated with this report, however the scrutiny function has undertaken work throughout the past year to support both groups.

11. Equalities and Human Rights Implications

- 11.1 Scrutiny focuses on promoting equality through improving access to services and support for all and ensuring the needs of groups sharing an equality protected characteristic are taken into account.

12. Implications for Partners and Other Directorates

- 12.1 There are no implications for partners or other directorates associated with this report.

13. Risks and Mitigation

- 13.1 There are no risks associated with the Overview and Scrutiny Annual Report.

14. Accountable Officer(s)

James McLaughlin, Democratic Services Manager and Statutory Scrutiny Officer

Approvals Obtained from:

Section 151 Officer:- Judith Badger, Strategic Director of Finance & Customer Services

Monitoring Officer:- Dermot Pearson, Assistant Director of Legal Services

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Overview and Scrutiny in Rotherham



Annual Report 2016-17 and Work Programme 2017-18

C h e c k , C h a l l e n g e , C h a n g e

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Welcome

Councillor Brian Steele, Chair of Overview and Scrutiny Management Board



Welcome to the 2016-17 Annual Report of Overview and Scrutiny here in Rotherham.

This report presents a summary of the busy work programme undertaken last year by the Overview and Scrutiny Management Board (OSMB) and the three Select Commissions - Health (HSC), Improving Lives (ILSC) and Improving Places (IPSC). It also provides a flavour of joint scrutiny work undertaken with our neighbouring local authorities.

A new dimension has been added to the scrutiny function this year with the introduction of pre-decision scrutiny. This is now fully embedded with OSMB scrutinising a small number of the key decisions going to each Cabinet and Commissioners' Decision Making meeting and adding value, either through making additional recommendations or suggesting alternatives. All the scrutiny recommendations have been accepted and some examples of these are shown on page 7.

Public involvement in scrutiny has always been welcomed and it is positive to have service users coming in to the Town Hall to share their experiences first hand with Scrutiny Members. With many services subject to transformation and development programmes I hope this interaction with the public will be developed further next year, especially going out more into communities.

It is also pleasing to see past reviews which have resulted in positive changes over a longer period. One such example is the previous review of private sector housing by IPSC and their work with regard to Selective Licensing. A recent report has shown that the additional controls and enforcement tools the scheme has provided is already ensuring landlords take more responsibility for their properties and tenants.

Once again working with Rotherham Youth Cabinet was a pleasure when they took over an OSMB meeting to discuss issues regarding young people's access to public transport, providing a constructive challenge to partner agencies. Over the previous three years the young people have focused on mental health and wellbeing and they continue to have a valued role in service development in this area. Recently they worked with officers on a full refresh of the *My Mind Matters* website and provided well-informed feedback to health partners on their policy for transition from children's to adult mental health services.

Finally, I would like to take the opportunity to thank all scrutiny members for their hard work last year and their commitment to undertaking effective scrutiny in Rotherham. I would also like to thank the co-optees (past and present) who have given their time voluntarily to enhance the scrutiny process. As last year, we have benefited from the expertise of the Centre for Public Scrutiny, through the Local Government Association (LGA), and my thanks go to Dianne Thomas for her support throughout the year.

2016-17 has seen new approaches to scrutiny adopted, including the successful inception of pre-decision scrutiny, clearly demonstrating the added value that scrutiny affords the Council and its democratic decision making processes. I fully anticipate that we will consolidate and build on this progress during 2017-18, continuing to achieve positive outcomes through scrutiny by delivering another work programme focused on key policy and performance agendas.

C h e c k , C h a l l e n g e , C h a n g e

Enhancing the scrutiny function

Introduction

In essence, over the last two years, scrutiny in Rotherham has been strengthened significantly. Effective scrutiny is viewed as being central to the improvement plans for the Council and its growing impact is visible both within the organisation and more broadly in the work with our partner agencies.

Longer standing scrutiny members perceive positive changes in the culture of the organisation towards the scrutiny function. There is now more corporate support from senior managers, and access to officers and information have both improved. 2016-17 saw a new Link Officer role established to facilitate links between Directorates and Scrutiny, with each scrutiny committee having at least one Link Officer at Director or Assistant Director level. Cabinet Members are attending scrutiny meetings more often than a few years ago.

Each year the scrutiny work programme is developed and agreed using a prioritisation process to ensure the focus is on the right issues. Core themes running through the work programme since 2015 have been performance management and financial management, for both OSMB and the Select Commissions, to ensure the Council is achieving its priorities and making the progress needed after Government intervention. As the Council has now had many of its decision-making powers restored to Cabinet by the Secretary of State for Communities and Local Government, effective scrutiny remains pivotal to the Council's governance arrangements, ensuring transparency and accountability.

Further work to enhance the scrutiny function by reviewing and reflecting on our approaches and considering alternatives, coupled with support to enable all Scrutiny Members to feel confident in undertaking their scrutiny role, will help to achieve better outcomes for the Borough.

Scrutiny roles

Scrutiny is an important means of engaging Members, Council officers, partner agencies and the public in local democracy by considering major issues that affect the Borough and our communities.

- ♦ Holding to account - As stated above scrutiny is a formal part of the Council's governance processes; providing a "critical friend" to decision makers in ensuring that their decisions reflect the views and priorities of local people and that decisions are implemented properly. The Executive may be held to account by scrutiny reviewing its decisions before they are implemented, known as "call in".
- ♦ Policy development - Our scrutiny committees undertake reviews into areas of concern, consider policies and practices, and look at performance information before making recommendations or suggestions to Cabinet, Commissioners and partners about how policies and services could be improved.
- ♦ Pre-decision scrutiny - One of the successful new approaches to scrutiny introduced in 2016 has been OSMB using the Forward Plan of Key Decisions to select a small number of key decisions to scrutinise in advance of them going to the Cabinet and Commissioners Decision Making meetings. Further details of some of the policies chosen and additional recommendations made by OSMB are on page 7.

Cllr Cowles commented about OSMB: *"Currently scrutiny is the most interesting committee to be a member of. Split into pre-scrutiny and scrutiny, as opposition we are allowed to select items for scrutiny and with care we can bring some of our own agenda to the group. It is a group that is very much non-political, that aspect is reserved for the council chamber; it works together in the best interests of the people of Rotherham."*

Approaches to scrutiny

Building on last year when new ways of working with each Select Commission were introduced, a variety of approaches have featured in the Scrutiny work programme as Members looked to find the most effective approach depending on the issue they were scrutinising. For example:

- ♦ Task and finish groups - such as the emergency planning group from IPSC
- ♦ Spotlight reviews - HSC held a short one-off session to look at future delivery of older people's housing
- ♦ Visits to other local authorities to learn from good practice
- ♦ Members accompanied officers on visits to the schools in the mental health pilot
- ♦ Visits to service providers
- ♦ Focused single item meetings

C h e c k , C h a l l e n g e , C h a n g e

Enhancing the scrutiny function

- ◆ Full in-depth reviews incorporating visits and multiple sources of evidence
- ◆ Teleconferencing
- ◆ Hearing directly from service users - ILSC
- ◆ Reports or presentations to full meetings - with a large number of newly elected members this helped to build core knowledge, especially around large and complex agendas

Sub-regional scrutiny

This year has seen the growth of more sub-regional scrutiny, with RMBC scrutiny members working together with their counterparts from neighbouring local authorities. This is likely to feature increasingly in the future with the devolution agenda and greater collaboration between local authorities and partner organisations. It is important for Rotherham to be represented on these new bodies to ensure our priorities and concerns are taken into account. Current examples include:

- ◆ Sheffield City Region Combined Authority Overview and Scrutiny Committee - the Chair of OSMB regularly attends the joint scrutiny committee. The work programme has not commenced but the committee has agreed the principles for how it will undertake its scrutiny role.
- ◆ Joint Health Overview and Scrutiny Committee for the Commissioners Working Together Programme - scrutinising NHS service reconfiguration proposals
- ◆ Police and Crime Panel

Development programme

Running in tandem with the scrutiny work programme has been a comprehensive Member induction and development programme, as 26 Members of the Council were newly elected in 2016-17. The programme has focused on honing scrutiny skills through five bespoke learning and development sessions for scrutiny members, also opened up to longer standing Members as refresher sessions.

- ◆ Understanding overview and scrutiny
- ◆ Scrutiny questioning skills
- ◆ Scrutinising external organisations
- ◆ Understanding performance information (tailored sessions for each scrutiny committee)
- ◆ Effective challenge with regard to children's safeguarding

All members of Cabinet, plus the Chairs and Vice Chairs of Scrutiny, Audit, Planning and Licensing were offered LGA peer mentors, with the majority taking up this opportunity.

"The LGA mentors have been impressed by the commitment of the Rotherham councillors they have been working with to tackle the challenges facing the Council and to strive to turn things round." (Commissioners' letter)

Next steps

After a number of reflective sessions with Members and officers the following areas will be considered in order to build on the positive achievements in 2016-17:

- ◆ continuing to develop the Forward Plan with more detail to facilitate pre-decision scrutiny
- ◆ reviewing and redefining the Link Officer role
- ◆ reflecting on and refining pre-decision scrutiny, for example having core information available sooner to facilitate earlier discussion, creating more time to make changes or to consult
- ◆ developing a new approach to budget scrutiny now the Medium Term Financial Strategy is in place
- ◆ encouraging more public involvement in scrutiny, directly and on-line

Cllr Cusworth, one of the new Elected Members in 2016 reflected:

"My first year on scrutiny has proved to be thoroughly enjoyable, challenging and rewarding. It has allowed me to increase my knowledge in certain subject matters, develop questioning skills and suggest recommendations as part of a team. The training provided has been invaluable and I have particularly enjoyed the subgroups and reviews as they have encouraged looking at best practice in other authorities, digging down beneath performance data and achieving a deeper understanding of how scrutiny can influence, support and hold to account services provided by the Council as well as our partners."

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Getting Involved

Scrutiny Services constantly look at ways to raise public awareness of scrutiny work and to encourage more people to become involved and give their views. Information about the scrutiny process and getting involved is on our webpages at www.rotherham.gov.uk/scrutiny. This includes a “have your say” form to let us know if you would like to submit evidence for a review, make a suggestion or raise a query about scrutiny. We hope this will encourage people to communicate with us on-line and contribute to scrutiny.

Broad themes for the 2017-18 scrutiny work programme are on page 22, providing a flavour of the work coming up. All scrutiny meetings take place in public and include a dedicated slot for members of the public to ask questions or raise issues of concern or interest. We are also happy to receive suggestions for future issues or topics for review.

You can find out more about the range of different issues looked at in previous reviews on our website. Two recent examples are waste management/fly tipping and children's mental health services. The responses from Commissioners and Cabinet, plus partners where applicable, to the recommendations made by the scrutiny committees are also available. The next section in this report highlights where scrutiny has successfully had a positive impact.

Once the work programmes have been confirmed we will regularly update the webpages about the work underway and forthcoming work and welcome your involvement.

You can email: scrutiny.works@rotherham.gov.uk or telephone 01709 822776

Alternatively you can write to us:-

Scrutiny Services
Rotherham MBC
Town Hall, The Crofts
Moorgate Street,
Rotherham S60 2TH

Public engagement during 2016-17

- ♦ ILSC valued hearing directly from local people about their experiences of using Early Help and Special Educational Needs and Disability services. Chair Cllr Clark enthused: *“Meeting with service users opens up a different level of scrutiny and helps to see the end results.”*
- ♦ On HSC the co-optees frequently identify where improvements could be made in communicating effectively with patients or service users. Follow up discussions between Speak Up and the Clinical Commissioning Group on the access to GPs workstream resulted from one HSC meeting.
- ♦ RotherFed regularly update IPSC on tenant involvement and also undertook a specific tenant scrutiny review focusing on engagement with young people. A young tenant and a representative from Rush House were involved in presenting the findings of the review to the commission.

Select Commissions have continued to welcome members of the public to their meetings as observers and co-opted committee members. Scrutiny Members appreciated their input in reviews and discussions and would like to extend thanks to the co-optees that have served on the Commissions in 2016-17.

Health

Victoria Farnsworth and Robert Parkin, Speakup

Improving Lives

Joanna Jones, Voluntary Sector

Mark Smith, Children and Young People's Voluntary Sector Consortium

Improving Places

Patrick Cahill and Lilian Shears, RotherFed

Brian Walker, Individual

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Outcomes from Scrutiny

Pre-decision Scrutiny

Although this has only been in place since July 2016, the timescale for seeing positive outcomes is swift as any recommendations made by OSMB are usually for papers at the following Cabinet and Commissioners' decision making meeting. The Board made successful recommendations with regard to a number of policy decisions during the year, as shown below. In addition, OSMB has requested various follow up reports in 2017-18 (either to OSMB or the relevant Select Commission) to monitor progress on policy implementation, or to scrutinise the actual impact of policy changes for local people. These include the Financial Inclusion Plan for Rotherham Council Tenants; new model of Neighbourhood Working; Regional Adoption Agency; Learning Disability Offer; and Budget Consultation Process 2018-19.

Day Care and Transport charges

- ◆ An update report on access to and usage of Day Care for the Cabinet and Commissioners' meeting in July 2017, to monitor the impact of the first increase in charges prior to the proposed further increase in October 2017.

Corporate Safeguarding Policy

- ◆ Political groups of the Council were instructed to mandate their members to undertake relevant training on safeguarding matters.

Outcome of the consultation on the proposal for a planned closure of 'Silverwood' and 'Cherry Tree House' Children's Residential Care Homes

- ◆ Service proposals to include provision for emergency placements for vulnerable children and young people, including the provision of 'crash pads'.
- ◆ To carry out a service review to ensure that, appropriate to their individual care needs, vulnerable children and young people have foster placements within the borough or no more than twenty miles from the borough area boundary.

Outcome of consultation on proposed Foster Carers Payments Scheme, Support and Development

- ◆ Monitoring the recruitment of additional foster carers, to ensure targets are being achieved.
- ◆ To explore the possible use of a Council Tax reduction or discount as an additional benefit for foster carers registered with this Council.
- ◆ To examine whether the proposed payment of fees and allowances to individual foster carers may have a detrimental impact upon their receipt of other state benefits.

Capital Programme - Operational Property Investment Programme 2016/17 to 2020/21

- ◆ Further detail in the Asset Strategy on the ongoing maintenance schedule for land and buildings owned by the Council.

Review of Neighbourhood Working

- ◆ Training to be arranged and delivered for Ward Councillors on developing Ward Plans.
- ◆ Development of an overall strategy for Neighbourhood Working.

Review of Petitions Scheme

- ◆ Petitions with 600 signatures will be referred to OSMB for review or investigation with lead petitioners given 15 minutes to present the petition to the meeting.
- ◆ Where appropriate petitions will be logged corporately as complaints.

Asset Management Policy and Strategy

- ◆ Follow up report to OSMB showing the linkages between the asset management strategy and policy and the Medium Term Financial Strategy.

Relocation of Intermediate Care provision at Netherfield Court

- ◆ Relevant staff trained to the required standard before implementation and a full skills audit undertaken.
- ◆ Future service change proposals be subject to consultation with professional bodies, the local Healthwatch and client users.

C h e c k , C h a l l e n g e , C h a n g e

Outcomes from Scrutiny

Scrutiny

Children's Commissioner's Takeover Challenge 2016

As a result of the takeover challenge, Rotherham Youth Cabinet (RYC) worked with Public Health to devise a question for the Invitation to Tender for the new 0-19 health services contract: *"How will you raise the profile, increase the awareness and accessibility, and ensure effective two-way communication between young people and the school nursing service?"* They then scored the responses from the prospective providers in a workshop session with Public Health, following an explanation on the tendering and moderation process. The young people were positive about the experience and gained an insight into how services are commissioned.

Access to GPs

Rotherham Clinical Commissioning Group (CCG) integrated the recommendations from a detailed scrutiny review within its Interim GP strategy/Rotherham response to *GP Forward View*. One outcome is that the CCG reviews medical capacity in the GP practices surrounding an area where new housing developments are proposed at an earlier stage, to ensure increased demand can be met. For example at the Waverley development, subject to planning, building a new health centre is due to commence in September, but in the interim an improvement project has been instigated at Treeton Medical Centre to increase capacity. It was also recommended that GPs should adopt a more flexible approach to appointments and one recent pilot initiative has been three GP "hubs" opening on Saturdays for routine appointments.

Waste Management

Following a recommendation from IPSC, a partnership has been established between FCC Environment (Household Waste Recycling Operator), Advantage Waste Brokers and the social enterprise Refurnish to deliver a re-use project. Under this scheme people can donate their old bicycles and small domestic electrical appliances to be used again. Other recommendations made by the task and finish group are being incorporated in the service development plans of the Regeneration and Environment Directorate.

Child and Adolescent Mental Health Services (CAMHS)

This joint review by HSC and ILSC focused on identifying barriers that impact on access to CAMHS from Rotherham Doncaster and South Humber NHS Trust (RDASH). Members had recommended that RDASH prioritise the roll out of locality working to schools and community settings; and that training with partners/schools should focus on improving the quality of referrals to reduce delays. Work last year encompassed refreshing the guidance for referring C&YP to the appropriate service; training sessions, including for Early Help staff, school nurses and Special Educational Needs Coordinators; and distributing information packs to schools, with referral information and details of the support that schools would receive from their respective locality workers. Closer working between RDASH CAMHS and Early Help Services has reduced the number of referrals being inappropriately signposted between the services.

Housing Allocations Policy Amendment

A programme of pre-tenancy workshops for prospective council housing new tenants with either no prior experience of managing a tenancy, or who have had a failed tenancy, should improve tenancy sustainment levels, particularly for vulnerable young people. These workshops will be developed with the help of young people, RotherFed and Members of IPSC and reflect the links between the Tenant Involvement Strategy and work by RotherFed to engage young tenants. In addition to their input in developing the workshops Scrutiny Members will also be involved in reporting on their effectiveness.

Adult Safeguarding Annual Report

As a result of considering the annual report, ILSC requested that Cllr Clark write to the Chief Executive to ask that she ensures that performance and audit information continues to be provided to the Adult Safeguarding Board on a timely and consistent basis. The Chief Executive outlined what action had been taken in response to this request and committed to updating the Commission should there be further cause for concern in the future.

"The whole process promotes openness and transparency, but really it's all about asking the 'right' questions about the 'right' things. When we do this, I think we make people think." Cllr Albiston

C h e c k , C h a l l e n g e , C h a n g e

Overview and Scrutiny Management Board

OSMB's remit is as follows:

- Leading on pre-decision scrutiny
- Monitoring the Council's budget, medium term financial strategy and achievement of efficiencies
- Designated Crime and Disorder Committee
- Scrutinising the annual budget setting process
- Monitoring and holding to account the performance of service delivery
- Call-in and Councillor Call for Action
- Assigning overview and scrutiny work as appropriate to the Select Commissions

Budget and Medium Term Financial Strategy 2015-16 - 2019-2020 (MTFS)

With the continuing financial challenges facing the Council, the work of OSMB had a strong focus on the continuing development of the MTFS and the budget proposals for the coming year, in addition to requesting regular reports to monitor financial performance in year. The Board noted that the outline MTFS approved in March 2016 had been updated to include the period to 2020 and to reflect changes in the design of the local government finance system. It also incorporated additional known budget pressures in order to identify an updated funding gap of around £42m to 2019/20 (£24m in 2017-18), that would need to be addressed.

A number of projects were reviewing areas across the council to seek value for money, not only efficiencies through cross-cutting projects and procurement, but analysing how the Council could generate further income without having to make additional savings. Members sought assurances in respect of monitoring commissioned services and savings achieved through that approach. They also enquired how services would be reshaped and delivered and it was confirmed that all options would be examined and that the digital agenda required further development.

In the autumn OSMB closely scrutinised the savings proposals for 2017-18, which had been developed in accordance with clear budget principles. They also considered the proposed strategic framework for 2018-19 onwards that would make sure individual savings proposals, or those proposed for each directorate, would not be considered in isolation, but rather with regard to alignment to the Corporate Plan and MTFS.

Members questioned Executive Members and senior managers in depth, seeking clarification on various issues, particularly with regard to what were statutory/non-statutory services, and requesting further details on specific proposals. One of their main areas of concern related to the review and redesign of Housing Related Support Contracts as this included some very vulnerable people. The aim was to co-produce a new service offer with existing service providers, users of all services and stakeholders.

The review of Transport Assistance Policies and Usage in CYPS also prompted detailed probing from the Board. This seeks to reduce reliance on costly transport provision which currently fosters dependency, to a model which promotes independence and offers a quality of service which safeguards children and young people to the standards expected. The CYPS business support review and plans to review commissioned services which support children and young people were discussed at length.

OSMB identified a number of areas for further work, either by officers or the Scrutiny Committees:

- ◆ an evaluation of the service proposals in the Revenues, Benefits and Payments service was asked for after six months to ascertain how this was affecting the most vulnerable
- ◆ a detailed follow up report on the review of Housing Related Support Contracts was discussed at a later meeting, showing how it was intended to consult with user groups and who the budget proposal would affect, with a further update on the review requested in six months
- ◆ take up of the pest control service should be monitored following the increase to charges
- ◆ OSMB to receive a report in six months on the newly formed Rotherham Construction Partnership
- ◆ HSC to monitor the review of Adult Social Care community packages

OSMB accepted the revenue budget savings proposals and agreed they be referred to the Cabinet and Commissioners for further consideration. Feedback from scrutiny, together with the outcomes of public consultation, informed the final decisions for the 2017-18 budget agreed by Full Council in March 2017.

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Overview and Scrutiny Management Board

Children's Commissioner's Takeover Challenge 2017

"The day was a fantastic opportunity to gain an insight into how a formal meeting in the Council Chamber is carried out. It was empowering to know that so many Elected Members were passionate about helping us achieve our aims, which I think is extremely important."
(Tom Jackson, RYC)

In this national scheme children and young people take over an organisation or a meeting and assume management or leadership roles. OSMB once again showed its commitment to this initiative by supporting RYC in a spotlight session in February. The young people undertook their own planning and preparation beforehand, supported by two OSMB members and the scrutiny team.

RYC decided on public transport as the theme as it was one of the five priorities in their manifesto. They launched their report "Get in Gear: Accessibility of Public Transport for Young People" in October 2016, triggering an approach from South Yorkshire Passenger Transport Executive (SYPTe) about forming a new South Yorkshire Youth Transport User Group. The young people used the takeover challenge to explore how the recommendations in their report might be progressed, leading an in-depth question and answer session, involving the Cabinet Member, SYPTe and representatives from local bus, tram and rail operators.

As a number of the questions related to subsidised/free travel one immediate outcome was a firm commitment to hold a session for the Youth User Group on how budgets were decided at the SYPTe, how young people could influence them and how to improve advertising and promotion of the offer. Transport operators highlighted areas where ideas and input from RYC would be welcome, including at training sessions and with advertising and promoting tickets and timetable changes.

In May 2017 SYPTe announced the introduction of a new South Yorkshire-wide 16-18 travel pass available to all young people in that age group. The new passes last two years and may be used during the August school holidays. This is a great outcome for RYC as these issues featured in their recommendations.

CLr Mallinder praised the young people: *"I think it was a very professional performance. It makes you feel that the future is in good hands."*

Implementation of the Regional Adoption Agency (RAA)

The Government views regionalising adoption as a key strategy to meet its aims of adoption reform, with all councils required to become part of a RAA. This is intended to speed up the process for children by ensuring authorities pool their resources for assessing prospective adopters and matching children to placements.

A paper outlining proposals for the RAA was referred directly to OSMB by Commissioner Bradwell in September 2016 for pre-decision scrutiny. This report recommended that RMBC build on the existing regional consortium framework to explore the potential to establish a RAA for South Yorkshire, comprising the four South Yorkshire local authorities and Doncaster Children's Services Trust (DCST). The preferred option was the favoured approach across South Yorkshire by consensus, as it would have the least impact on employees and had the least negative impact on Rotherham and the other local authorities.

Members raised concerns in respect of the proposal for the DCST to be the host body given the historical failings of Children's Services in Doncaster. They also questioned whether having both DCST and DMBC on the management board could mean they would be able to exert undue influence over future service delivery models. Assurance was given that children in Rotherham would be central to the process of developing the RAA and that any aspects of the project that were identified as a potential risk to positive outcomes for those children would be strenuously opposed.

Whilst broadly supportive of the direction of travel outlined, OSMB expressed further concerns regarding governance of the RAA and recommended that robust terms of reference and appropriate arrangements for Member oversight were necessary prior to any decision regarding implementation. Following this recommendation Commissioner Bradwell agreed that Improving Lives would receive a further report on the proposed implementation once the full business case had been developed.

For other examples and outcomes of pre-decision scrutiny - see page 7.

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Overview and Scrutiny Management Board

Revenue Budget Monitoring - CYPS

The main financial pressures in CYPS continued to be the budgets for Looked After Children (LAC) and staffing, and also the High Needs block in the Dedicated Needs Grant. The current LAC budget would support approximately 400 placements but there were 488 as at 31 December 2016. The pressure on the staffing budget was due to the need to engage agency social workers and team managers with the experience to reverse poor performance, fill vacancies and reduce average caseloads. Members probed more deeply into these issues and the underlying causes. They requested and then scrutinised a further report on the profile of LAC and those coming through the care system, plus a breakdown relating to placements. It was agreed ILSC would continue to monitor progress for LAC and to receive progress updates on the feasibility study and performance in due course.

At the February meeting OSMB considered the Looked After Children and Care Leavers Sufficiency Strategy 2017-2021. This sets out how Rotherham Children's Services will fulfil its role as a Corporate Parent and meet its statutory sufficiency duty by providing good quality care, effective parenting and support to children and young people in and leaving our care. This paper was also considered by ILSC who requested a follow up report in six months providing information on the budget monitoring for this service.

Revenue Budget Monitoring - Adult Social Care

Increased demand for services mainly in respect of direct payments, domiciliary care and residential care across all client groups was the primary source of budget pressures. Clarification was sought on several areas and Members then scheduled follow up reports specifically on Older People and on Physical and Sensory Disability for more in-depth scrutiny.

Our wider work

Safer Rotherham Partnership (SRP)

Members listened to a presentation outlining the six SRP priority areas and asked questions on the statistics regarding offences and about public perceptions of crime and safety. The retention of PCSO numbers in Rotherham was welcomed but Members reiterated their previous concerns about the 101 non-emergency service. Poor performance was acknowledged and a strategic plan and staff training had been put in place to address this. The SRP was asked for ward-based statistics in future reports and for an update on 101 Non-Emergency Services, child sexual exploitation, domestic violence and so called honour based marriage, addressing some of the issues on data and referrals discussed in the meeting.

Employee Pulse Survey and Other Employee Feedback

Summarised findings from the Pulse survey and focus groups and subsequent staff briefing sessions were presented to the Board. Members noted management actions taken to address the themes and ideas raised by employees and that there would be a full Employee Opinion Survey in 2017. OSMB suggested some amendments to the action plans, including more specific timescales, and also suggested adopting more of a strength and asset based approach with staff.

Corporate Plan 2016-17 Performance Reports

The Corporate Plan is the core document that underpins the Council's overall vision, setting out headline priorities, indicators and measures that will demonstrate its delivery. Alongside the plan is a performance report and scorecard with an analysis of performance against 14 key delivery outcomes and 102 measures, plus an overview of progress on key projects and activities.

OSMB commented on the report format and stressed the need to see changes in performance from one quarter to the next and greater clarity on which indicators were improving and which were off target. They discussed measures that were not on track and verified what action would be taken if performance did not improve. Members asked about sickness absence and noting the plans to address this through the Health and Safety Panel requested an update in December. They also plan follow up work on agency spending.

For further information contact:

James McLaughlin, Democratic Services Manager Tel: 01709 822477 or
email james.mclaughlin@rotherham.gov.uk

C h e c k , C h a l l e n g e , C h a n g e

Health Select Commission

The remit is to carry out overview and scrutiny as directed by the OSMB in relation to:

- being the council's designated scrutiny body for any health issue relating to health and public health
- partnerships and commissioning arrangements for health and well-being and their governance
- scrutinising the integration of health and social care services and budgets
- health improvements and the promotion of wellbeing for adults and children of Rotherham
- measures to address health inequality
- food law and environmental health
- issues referred from Healthwatch

Learning Disability Offer

As part of the wider Adult Care Development programme the Council is implementing a strategic approach to commissioning and delivery of services for people with learning disabilities through a market position statement. The overarching intention is to support people to be more independent and to fulfil their potential through a greater choice of services.

Following a request from the Leader, a cross-party sub-group held a workshop session to develop a clear understanding of what the Learning Disability Offer should be in order to deliver desired outcomes for Rotherham people.

Members increased their awareness of the legislative, demographic and financial drivers for change and of how Rotherham benchmarks against similar comparator and neighbouring authorities. They heard in detail about the current learning disability offer in Rotherham and explored how a revised offer would deliver better outcomes and improve quality of life. The session provided the sub-group with a good knowledge base to inform discussion on proposals as they evolve following public consultation and to enable effective future scrutiny of the offer. Members requested regular updates to HSC, including a progress report on implementing the Carers Strategy as this would also be a key element in service change.

Schools Mental Health Pilot

One of the actions being implemented following the scrutiny review of CAMHS is a pilot initiative in six local schools to take a whole school approach to promoting mental health and wellbeing, based on eight principles outlined in national guidance produced by Public Health England and the Children and Young People's Mental Health Consortium. Each school benchmarked themselves against the principles and selected two or three priorities to focus on in an Emotional Wellbeing and Mental Health Plan.

Mental health is a recurrent theme in the HSC's work programme and the Commission was keen to learn more about the pilot and what each school was working on. Six Members volunteered to accompany officers on a progress update meeting, one for each school, and Cllr Cusworth attended meetings of the Whole School Steering Group to have a good overview. Full evaluation of the pilot will take place in July 2017.

Good progress in all the schools was reported back and the Members who had undertaken the visits were impressed by the work carried out and the commitment shown by staff. As it is important to ensure the schools are able to sustain their progress once the pilot has ended, with the wider learning shared with other schools, HSC will be scrutinising the evaluation and future plans as part of its work programme in 2017-18.

Older People's Housing

One important aspect of HSC's work programme is scrutiny of transformation and integration of health and adult care services. Members also wished to include older people's housing, given the close links between housing, adult social care and health in terms of maintaining people's independence and enabling people to live in their own home with the right care and support in place.

A cross-party task and finish group undertook a spotlight session regarding increasing the number of homes suitable for older people in the borough. Consultation and the strategic housing market assessment indicated insufficient specialist housing for older people, with a growing waiting list for extra care housing. HSC members discussed the key issues involved in the planning and delivery of housing for older people and the factors that older people prioritised as important.

C h e c k , C h a l l e n g e , C h a n g e

Health Select Commission

Ten recommendations resulted from the spotlight session, mainly focused on consultation; ensuring quality and security in older people's housing; and communication and marketing. These were all accepted by Adult Social Care and Housing, have been taken into account in drafting their detailed plans and will continue to be reflected in consultation plans and future proposals/reports to Cabinet.

Adult Social Care Performance (ASC)

"HSC worked closely with officers to determine and refine requirements for performance reporting, resulting in more accountability and transparency on the impact of the evolving new ASC model." - Cllr Sansome

In view of the demographic and financial pressures on adult social care, coupled with the work to transform both health and care services, HSC members wished to have a good understanding of current performance on key measures as a baseline in order to scrutinise the impact of the ASC development programme over time. 2015-16 was a transitional year with the directorate seeking to change the existing customer journey and business processes in order to improve the customer experience and deliver better outcomes.

The Commission considered both the provisional performance report on the national Adult Social Care Outcomes Framework (ASCOF) and later in the year the final report with benchmarking data for Yorkshire and Humber and nationally. This provided a good synopsis of performance and in particular where improvements were being made and which measures remained a challenge. 19 of the 22 ASCOF measures showed an improvement and the benchmarking enabled Rotherham to measure any change in its relative position with other local authorities. To complete the picture HSC interrogated the data in progress reports on the local measures and targets for 2016-17 plus a summary of complaints regarding ASC.

Members questioned how the data collected was used to improve services, how the complaints process operated and how the annual user surveys were undertaken. It was agreed to have regular updates on the local measures for reviews carried out, support packages provided and waiting times for assessments and care packages as these measures were not on target, in part due to the preparatory work for moving to the Liquid Logic system.

Rotherham's Integrated Health and Social Care Place Plan (RPP)

In September HSC discussed a presentation from the CCG introducing and setting the context for the new Rotherham Place Plan that was being developed in partnership by health and social care partners. The RPP forms part of the wider South Yorkshire and Bassetlaw Sustainability and Transformation Plan (STP). Five priorities for the plan, which were examined in detail, are:

- ◆ Prevention, self-management, education and early intervention
- ◆ Rolling out our integrated locality model – 'The Village' pilot
- ◆ Opening an integrated Urgent and Emergency Care Centre
- ◆ Further development of a 24/7 Care Co-ordination Centre
- ◆ Building a Specialist Re-ablement Centre

Enablers for the new approaches, such as better use of public buildings, technology and improved data sharing; expected benefits and required investment for the plan, and a high level implementation plan with key milestones were also covered.

Members fed back a number of issues to the officers working on the plan, particularly around the following:

- ◆ Use of language and being very clear with the public about what was happening and explaining what was really meant by the efficiency challenge and whether that equated to cuts or managing growth in demand.
- ◆ For the plan to be realistic in what could be achieved, distinguishing between planned work that would happen and what was more aspirational or to be taken forward through drawing down additional funding.
- ◆ Concerns about reaching those who were less engaged but most in need of services i.e. addressing health inequalities.
- ◆ Getting the care homes on board to support transformation, plus reassurance on the level of care provided would be critical for patients and family members for the project to upskill staff in care homes.
- ◆ Reassurance for the public that the A&E times would be feasible and not overly raising expectations.

C h e c k , C h a l l e n g e , C h a n g e

Health Select Commission

Following on from the RPP presentation the Commission received several progress updates on aspects of the health and social care transformation and integration work:

- ◆ Presentation and briefing on the wider STP
- ◆ Update on the ASC development programme and Better Care Fund initiatives
- ◆ Presentation on Acute and Community Transformation by Rotherham Hospital

This theme will continue to be central to the work programme in 2017-18, commencing with an evaluation paper on The Village integrated locality pilot.

Our wider work

NHS Commissioners Working Together Programme (CWTP)

This programme focuses on collaborative work across the health service to consider how to improve the health of communities and health services across seven local authorities. There are several workstreams, with options for proposed changes to hyper acute stroke care (first 72 hours after a stroke) and children's surgery and anaesthesia consulted on during 2016-17. A mandatory joint health overview and scrutiny committee (JHOSC) was established as the service proposals affect more than one local authority. Cllr Sansome represented RMBC on the joint body, feeding back from the JHOSC in order to involve and update the full commission and raising issues at the JHOSC on behalf of HSC.

The HSC had the CWTP as a standard agenda item and also held two workshop sessions, firstly to comment on the draft public consultation materials and engagement plan; and secondly to discuss the report with the overall consultation outcomes before it was presented to the JHOSC. Members had also requested information from Rotherham Hospital on stroke care and the Chair and Vice Chair met with Yorkshire Ambulance Service to discuss stroke care and service capacity, which also fed into their consultation responses for both proposals. The final decision on the proposals will be taken by the Joint Committee of Clinical Commissioning Groups this summer.

“Starting and Growing Well” - Director of Public Health Annual Report 2015-16

Members discussed the report at length and probed into specific work areas including engagement with schools, ways of improving breastfeeding rates, local work on pornography and its damaging impact on young people, take up of free school meals, oral health and mental health. They developed a clear understanding of the key issues, inequalities and challenges regarding children and young people's health in Rotherham. HSC supported the eight far-reaching recommendations and made a number of suggestions that fed into the action plan. They also requested and received additional information on a number of issues. A further recommendation was that the Council should lobby the Government regarding mandatory PHSE/sex and relationships education.

Scrutiny Review - RDaSH CAMHS

HSC considered an initial monitoring report on the implementation of the scrutiny review recommendations in October. As the service reconfiguration at RDaSH and staff recruitment had taken longer to complete than originally envisaged, this had impacted on progress on several of the recommendations. Revised and realistic timescales were agreed for the actions and a further report was discussed in March.

The Emotional Wellbeing and Mental Health Needs analysis was now complete and had shown a need for improved links between CAMHS and SEND. A common performance framework across the whole mental health system had been developed and was being tested with service providers. This captured numbers of contacts, caseloads and referrals, plus waiting times and interventions.

Members noted the progress made since October and requested that the next update focus on waiting time data, performance management information, impact of the single point of access and locality working, training and development across the wider CAMHS workforce, and transition from CAMHS.

For further information contact:

Janet Spurling, Scrutiny Officer Tel: 01709 254421 or
email janet.spurling@rotherham.gov.uk

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Improving Lives Select Commission

The remit is to carry out overview and scrutiny as directed by the OSMB in relation to:

- the implementation of Rotherham's plans to tackle Child Sexual Exploitation
- the Every Child Matters agenda (for every child to be safe, healthy, enjoy and achieve; make a positive contribution and achieve economic well-being)
- the early intervention and prevention agendas
- other cross-cutting services provided specifically for children and young people

Alternative Management Arrangements for Children's Services

The Government policy document "*Putting Children First – delivering our vision for excellent children's social care*" (July 2016) sets out a challenge to all councils to think about how they can make and sustain improvements across children's services. In light of this, and following a request by Commissioners, ILSC was asked by the Leader and Chief Executive to undertake this work through an in-depth scrutiny review.

A small cross-party group of Members, chaired by Cllr Maggi Clark, examined how improvements have been made in children's services elsewhere and how these may be applied to secure the long-term success of Rotherham's Children's and Young People's Services (CYPS).

By means of visits or teleconferences, the review group directly engaged with five other local authorities, including some that operate or were considering alternative management arrangements such as a trust or arms-length company. There was a high-level sector challenge through a visit to the Local Government Association's Children's Improvement Board and participation in a facilitated workshop, using an independent research-based methodology, to enable an objective assessment of the improvements in CYPS to date.

The review examined the potential for CYPS to collaborate on a sub-regional and regional basis, and different ways to commission services. Members also considered evidence from external peer reviews, practice partner feedback, Commissioner reports, and Ofsted monitoring visits in order to validate and provide assurance of the progress and improvements made in Rotherham's children's services.

The review is currently coming to conclusion and will report to the Improving Lives Commission and will be shared with the Department for Education.

Rotherham Local Safeguarding Children Board (RLSCB) - Annual Report 2015-2016

Each year RLSCB is required to publish an annual report on the performance and effectiveness of services for safeguarding children. ILSC explored a number of key lines of inquiry on the report, focusing on:

- educational initiatives in secondary schools to raise awareness of child sexual exploitation
- addressing young people's concerns about personal safety in Rotherham town centre
- identifying young girls at risk of female genital mutilation
- voice and influence of young people in safeguarding
- how weaknesses identified by Ofsted in 2014 had been tackled
- impact of Early Help
- numbers of Looked After Children and available placements

Members sought clarification on certain definitions in the report and requested further statistical information, including comparator data with other local authorities. They also requested details of the sufficiency strategy regarding emergency accommodation for vulnerable children and children missing from home, and information about any unregistered schools in the Rotherham Borough area. Officers confirmed they would update the Commission on the outcome and impact of the audits and case reviews referred to in the report.

Two specific recommendations were made to the LSCB to request that:

- appropriate questions be added to future Lifestyle Surveys on harassment of female pupils in schools.
- the Corporate Parenting Panel to undertake a review of Looked After Children's health assessments in order to improve both the regularity of provision and the attendance rate by children and young people.

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Child Sexual Exploitation (CSE) - Post Abuse Services Update

Scrutiny of partnership plans and services to tackle CSE in Rotherham was the overarching priority in the work programme of ILSC during 2015-16. After an initial update and overview of the plans, ILSC scrutinised particular aspects of the work in detail during subsequent meetings. The focus was on the new CSE strategy *Child Sexual Exploitation - The Way Forward for Rotherham 2015-18; Tackling CSE - Delivery Plan*; Rotherham CSE Needs Analysis; and progress on three specific workstreams - Voice and influence impact, Work in Rotherham schools and the Prevent workstream of the CSE strategy.

As a follow up, in November 2016, ILSC received a full report and presentation on the progress of the CSE post-abuse support services established since the publication of the Jay Report. Significant investment in developing and commissioning CSE support services by both RMBC and NHS Rotherham Clinical Commissioning Group has resulted in a comprehensive range of services to support victims and survivors. These include practical, emotional support and advocacy; and also evidence based therapeutic interventions. Members gained a good understanding of the services and support offered by each provider, including outreach work in schools and localities and support for vulnerable young people.

Members' questions also focused on evaluation and evidence to confirm that the services offered were making a difference. Monitoring and evaluation arrangements for the commissioned services would be evidenced for activity through monthly reports submitted to the three commissioning managers, plus visits and spot checks, which had commenced towards the end of 2016. Services are required to include voice and influence elements in their support, monitored alongside the other outcome monitoring arrangements.

ILSC requested case studies and data to supplement the monitoring process as part of future performance reporting, with further evidence of outcomes. It was agreed updates on any areas for improvement of the commissioned services would be reported back to ILSC, with a further progress report in summer 2017.

Domestic Abuse

In September ILSC discussed a presentation outlining the proposed inspection framework for children living with domestic abuse. This led to the inclusion of the following in the work programme:

- ♦ a targeted review of support services to ascertain whether the levels of funding and other resources were sufficient to meet local needs in the borough
- ♦ exploring effective means of gathering evidence about the perpetrators of domestic violence, including evidence of the use of coercive behaviour within the borough
- ♦ a comparison with and study of the Doncaster MBC model of service provision, which has been validated by the Government and is the subject of independent audit and evaluation (to follow review)

The Safer Rotherham Partnership (SRP) was requested to carry out an initial health check of current domestic abuse service provision, especially methods of identifying perpetrators of domestic abuse, and to report back. In December 2016 Members scrutinised a detailed report and presentation from the SRP on domestic and sexual abuse provision in Rotherham. Their questions focused on current services; funding; commissioning; agencies working together strategically and operationally; how the effectiveness of services is evaluated; work with perpetrators; and how Rotherham's provision compares with statistical neighbours.

It was recognised that although progress had been made further work was needed and the SRP's new plan identified domestic abuse as one of its key priorities, together with community cohesion and hate crime. At its meeting on 5 December 2016, SRP Board had reviewed domestic and sexual abuse and recommended:

- ♦ a full review and refresh of the SRP Domestic and Sexual Abuse Strategy 2013/17
- ♦ that an action plan is developed to underpin the partnership delivery of the refreshed strategy
- ♦ reconvening the SRP multi-agency domestic and sexual abuse priority group
- ♦ commissioning an independent peer review of the SRP's domestic and sexual abuse offer

The Commission supported the recommendations made by the SRP Board and were appreciative that the discussion from the ILSC meeting would help to inform the strategy refresh. Members made additional recommendations and requested a further progress report in six months. Their recommendations were:

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- To reconsider the recommendations from the previous 2013 scrutiny review In light of the discussion.
- To undertake a cost benefit analysis of the Perpetrator Programme and use this to inform future commissioning of services.
- That the Rotherham Safeguarding Adults and Safeguarding Children's Boards are involved in the development of the strategy and pathways.
- That domestic abuse is included in the future refresh of the Joint Strategic Needs Assessment.

Our wider work

Child-Centred Borough and the Rotherham Voice of the Child Lifestyle Survey

"Every child making the best start in life" is one of Rotherham's four priorities and supporting this is the aspiration for Rotherham to become a 'Child-Centred Borough'. The Commission learned that a key factor would be considering and acting upon the findings of the Rotherham Voice of the Child Lifestyle Survey. The 2015 survey would be the baseline, with future surveys used to track progress. Subsequently, ILSC also scrutinised the 2016 survey and three year trend data at its February meeting.

Members posed questions with regard to the survey findings on issues such as mental health, contraceptive use, young carers and young people having a voice. The Commission unanimously supported the ambition to become a Child-Centred Borough and recommended exploring the exemplar Child-Centred Borough approach in Leeds in more detail and to consider how it could be adapted to work in Rotherham. This was included in the work of the review group considering alternative management arrangements for children's services, who will be making recommendations about information sharing and Member engagement.

Children and Young People's Services (CYPS) - the improvement journey and performance

The Strategic Director delivered a comprehensive overview of the key themes in the improvement journey, highlighting progress but recognising there was still more to do. Members probed a number of areas with regard to placements, referrals, staff supervision and child protection plans. It was agreed ILSC would keep a watching brief on the number of Rotherham children and young people sent to out-of-authority provision.

Linking in with this, the Commission scrutinised performance reports during the year - the CYPS Year End Performance Report 2015-16 and a summary of performance under key themes for Children's Social Care and Early Help Services (as at January 2017). Due to concerns over exclusions and persistent absence ILSC wish to look at this issue in greater depth in 2017-18.

Members also heard a presentation providing an overview of services for children and young people with Special Educational Needs and Disability (SEND) at the same meeting, prompting them to request SEND performance data in future reports for a fuller picture. They noted the strengths and areas for development in the SEND service and explored provision in schools, including capacity to meet increased future demand. A sufficiency strategy is being produced and ILSC asked for this to be submitted to a future meeting.

Rotherham Safeguarding Adults Board (RSAB) 2015-16 Annual Report

The annual report set out the achievements, contributions from partners, key facts and figures and priorities for 2016-18. Members sought clarification on several points and noted the work to improve the provision of performance and audit information to support the work of the RSAB, which they wish to see continue. ILSC supported the suggestion to have a representative from the independent care sector on the Board.

Early Help and Family Engagement

ILSC considered a report outlining priorities, current performance and progress against the budget savings proposals for 2016 - 2017. Key issues discussed were developing relationships with partners, auditing case files for quality assurance and the effectiveness of the referral process. Members requested more detail on the exit surveys completed by service users and a further progress report in 12 months.

Looked After Children and Care Leavers Sufficiency Strategy 2017 – 2021 - see OSMB

For further information contact:

Caroline Webb, Senior Adviser (Scrutiny and Member Development) Tel: 01709 822765 or email caroline.webb@rotherham.gov.uk

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Improving Places Select Commission

The remit is to carry out overview and scrutiny as directed by the OSMB related to:

- Housing and Neighbourhood strategies
- Economic development and regeneration strategies
- Environment and sustainable development strategies
- Community cohesion and social inclusion
- Tourism, culture and leisure

Emergency Planning

A shared service has been in place since June 2011 to oversee the Emergency Planning and Business Continuity functions of both Rotherham and Sheffield Councils and to deliver a joint resilience service to both councils. As there have been significant personnel changes recently within RMBC, and the last major update of the Emergency Plan was in 2012/13, IPSC prioritised this issue in their work programme due to the importance of having appropriate arrangements in place.

Members decided to focus on testing the resilience of the Emergency Plan, ultimately through a simulated emergency exercise, with a full evaluation afterwards. Of particular interest were the governance arrangements, systems in directorates, and arrangements between the Council and external agencies such as the police, Fire and Rescue, NHS and Yorkshire Water.

The desired outcomes for the review were:

- ♦ an improved Emergency Plan
- ♦ ensuring adequate resources to meet any potential major incident which could happen
- ♦ confirming that the governance structure in place is robust, effective and efficient

A full scrutiny review was carried out with evidence from various services across the Council. Three task and finish group members observed at first hand an Emergency Planning table-top, simulation exercise. The review group also visited the Cleveland Emergency Planning Unit, where a shared service arrangement involving four local authorities is in place. Members considered the emergency planning operations in Cleveland and participated in a workshop on community resilience and community involvement.

At the time of writing the annual report recommendations from the review were being finalised before going through the approval process. This work will inform the refresh of the Emergency Plan currently underway.

Dignity plc - bereavement services

RMBC entered into a 35-year contract with Dignity plc in 2008 for the management of bereavement services across the Borough. Dignity assumed responsibility for capital works and maintenance of East Herringthorpe Cemetery and Crematorium, along with maintenance of the eight other municipal cemeteries. The Council retained responsibility for certain aspects of the service, such as cemetery chapels, associated buildings and boundary walls on some cemetery sites. Glendale Countryside Management Ltd. is sub-contracted by Dignity for grounds maintenance.

Investigations had revealed that there had been “under-management” of the contract by the Council and a lack of democratic oversight. Members had a number of concerns on issues such as grass cutting and general grounds maintenance, dog fouling, anti-social behaviour, Muslim burial times, burials into lined graves, footpaths and roadways within the cemeteries, and the costs of burials and memorials. They also wished to explore the flexibility of the contract, in terms of potential for any renegotiation on certain aspects.

IPSC received a detailed presentation regarding the Council’s contract with Dignity plc, facilitating a better understanding of the nature of the contract and dispelling some of the negative stories in circulation. They requested additional evidence - a copy of Dignity’s annual report, information about fee setting and an analysis of complaints about the service. Members visited Rotherham Crematorium and held a site meeting at Maltby Cemetery, where they met with representatives from Dignity, Glendale Countryside Management, and Maltby Town Council to gain a better understanding of the issues.

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The service appears to be generally well received by members of the public, with only a very small number of complaints requiring the Council to act as an intermediary, as the vast majority are resolved by Dignity to the satisfaction of the customer. Members recognised the significant investment made by Dignity in undertaking the various improvements required as part of the contract, including to the chapel and reception facilities at East Herringthorpe, development of the cemetery grounds and improved security. In addition to the issues raised above, IPSC considered the costs to the Council of maintaining the chapels and whether it would be feasible to set up “friends groups”. The benefit of establishing a Bereavement Services Forum involving the local authority, Dignity, funeral directors and local faith communities was also discussed.

This workstream will continue in 2017-18 as the Commission has requested a future progress report on the service to include information on:

- ◆ performance of Glendale Countryside Management regarding grounds maintenance at Maltby cemetery
- ◆ options available for the provision of memorial benches within cemeteries (including a pricing structure)
- ◆ fees and charges for the cemeteries and crematorium service, plus benchmarking data with other LAs
- ◆ further consideration of the opening hours and the hours available for burials (including requirements in respect of Muslim burials)
- ◆ an update in respect of the availability of land for a possible extension to Maltby cemetery
- ◆ improvements to footpaths and roadways within cemeteries

Rotherham's Housing Strategy 2016-19

In September IPSC considered a presentation and the first progress report on the commitments in the new Housing Strategy that was approved in February 2016. HSC members were also invited to attend by the Chair as older people's housing would feature in their work programme later in the year (see page 12). Detailed discussions took place on the work under each of the five core themes – housing growth, social housing, private rented sector, affordable home ownership, and specialist housing.

Members asked questions about the quality of housing stock and were concerned that the position regarding repairs and maintenance appeared to have deteriorated. Although the quarter 1 outturn for “repairs right first time” was just below target it was still top quartile performance and the service was confident the year end target would be achieved. Significant funding was in the Decent Homes budget to ensure homes were brought back into decency in-year and the target would be met. Asset Management and Investment plans were in place to improve stock, with good progress on external wall insulation and properties targeted that lacked cavity wall insulation or were fuel poor. It was noted that many performance measures were annual indicators that would not be available until after the year end.

Assurance was sought about Right to Buy fraud and officers confirmed there were low levels in Rotherham. Credit checks and face-to-face meetings were being instigated and although not precluding children from purchasing the property for their parents, the Council needed to understand the source of the money.

Officers circulated additional information after the meeting as requested with regard to the definition of people with complex needs; the prioritisation banding system under the Housing Allocation Policy based on needs, and support available for vulnerable housing applicants, including help to bid for properties. They also provided details of the number of people classed as homeless and an indication of numbers of people with different specialist needs on the housing register at that time.

Linking in with the private rented sector core theme of the Housing Strategy, the Commission scrutinised a report on the review of Selective Licensing at its April meeting and will revisit this in 2017-18.

Housing Allocations Policy Review

IPSC discussed a report outlining proposed amendments to the policy, which aim to increase housing tenancy sustainability and reduce expenditure. The proposals took into account lessons learned, changes brought about by the Welfare Reform and Work Act 2016 and the future Homelessness Reduction Bill. The proposals included mandatory pre-tenancy workshops and support for housing applicants without prior experience of running their own home, or where a previous tenancy has failed, and housing options interviews before people join the housing register.

Improving Places Select Commission

Following debate and clarification on a number of issues Members supported the amendments. They requested a progress report during 2017, once the changes had been approved, including further detail on the two week allowance without payment of rent in respect of the death of existing housing tenants. They also wished to be actively involved in the workshops.

Our wider work

Rotherham Economic Growth Plan 2015 - 2025 Annual Progress Update

IPSC noted the performance monitoring information and where good progress had been made on business growth, higher numbers of residents with NVQs and reducing unemployment. Members raised a number of points regarding progress on the delivery plans for each of the seven core themes of the Growth Plan, focusing in particular on proposals for Rotherham town centre, transport and business development. They explored the implications of the plans for social inclusion, equalities and deprived communities. Details of the broadband installation and construction programme affecting the borough were requested, plus more information on the Rotherham Investment and Development Office apprenticeship scheme.

RotherFed Tenant Scrutiny - Investigation into Engaging Young Tenants in Rotherham

RMBC commissioned RotherFed to undertake two scrutiny reviews each year as part of our contract with them. Their first review considered the engagement of young tenants in Rotherham Council housing, as the 2016 STAR survey of tenants and residents showed younger tenants aged 16-34 were generally more dissatisfied with their landlord's services.

RotherFed regularly updated the other members of IPSC on this work during the year, culminating in the presentation of their final report and recommendations in April. The Adult Care and Housing directorate will work with RotherFed on an action plan to deliver against the recommendations. Members appreciated the investigation and requested a progress report on the action plan in six months.

Regeneration and Environment Performance Update April – September 2016

Members scrutinised the performance and quality of the services provided by the Directorate through its performance scorecard of 40 key indicators and learned that the majority of indicators were on target. After its work last year on the Clean and Green agenda IPSC noted the increase in household waste sent for recycling and composting, and the reduction sent to landfill. Questions were asked about enforcement, in particular regarding fly tipping and the stringent new taxi licencing policy. Members requested a breakdown of anti-social behaviour incidents (figures rather than percentages) and usage figures for individual libraries.

Housing Revenue Account (HRA) 30 Year Business Plan

The Council is required to produce a HRA Business Plan setting out its investment priorities over a 30 year period. IPSC discussed at length a report providing a detailed technical overview of the current position and reasons for changes to the plan due to recent Government policies that will lead to reduced HRA resources. Key policies are changes to Right to Buy, welfare reform and the introduction of Pay to Stay and mandatory fixed term tenancies. The Commission requested future updates, including the financial position as new Government regulations came into force.

At a later meeting Members discussed a presentation outlining the changes to fixed term tenancies and the impact for landlords and tenants, and on long term sustainability of communities. IPSC were asked to comment on proposals for five year fixed term tenancies in Rotherham as the norm and tenancy renewals.

Refresh of Tenancy Agreement for Rotherham's Council Housing Tenants

The tenancy agreement defines the relationship between the Council and its tenants, clarifying expectations and establishing roles and responsibilities. IPSC asked several questions around the operation of the agreement in practice. They considered the terms and conditions and suggested a small number of variations to the wording, which were included in the final version. These related to nuisance and anti-social behaviour, and animal fouling. Members also requested an update once the new agreement was in place.

For further information contact:

Christine Bradley, Scrutiny Officer Tel: 01709 822738 or
email christine.bradley@rotherham.gov.uk

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Our Work Programme 2017-18

Overview and Scrutiny Management Board

- ◆ Budget and Medium Term Financial Strategy
- ◆ Use of Agency and Interim Employees
- ◆ Commissioning
- ◆ Shared Services
- ◆ Approach to Commercialisation
- ◆ Revenue Budget Monitoring
- ◆ Energy
- ◆ Prevent Strategy
- ◆ Children's Commissioner's Takeover Challenge
- ◆ Pre-decision Scrutiny

Health

- ◆ Adult Care Performance Management
- ◆ Learning Disability
- ◆ Public Health
- ◆ Health & Social Care Integration - Rotherham Place Plan
- ◆ Locality Working
- ◆ Mental Health - all ages
- ◆ Emergency Centre
- ◆ Carers Strategy (*possibly with ILSC*)
- ◆ Sustainability and Transformation Plan and Commissioners Working Together Programme
- ◆ NHS Trust Quality Accounts

Improving Lives

- ◆ Child Sexual Exploitation - Preventative and Post Abuse Services
- ◆ Domestic Abuse
- ◆ Special Educational Needs and Disability (SEND) Sufficiency Strategy
- ◆ Safeguarding - Children and Adults
- ◆ Looked After Children
 - Sufficiency Strategy and Budget Update
 - Apprenticeships
 - Fostering Outcomes and Stability of Placements
- ◆ Children Missing from Home/Education, Exclusions and Home Education
- ◆ Progress on Early Help Service

Improving Places

- ◆ Regeneration and Environment Performance
- ◆ Enforcement Activity and Joint Contract with Doncaster
- ◆ Dignity - Bereavement Services
- ◆ Housing Strategy
- ◆ Tenant Involvement
- ◆ Implementation of Neighbourhood Working
- ◆ Housing Revenue Account - 30 year Business Plan
- ◆ Housing - Allocations and Adaptations
- ◆ Financial Inclusion Plan - Council Tenants
- ◆ Asset Management

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Scrutiny Membership 2017-18

Overview and Scrutiny Management Board

Meetings are held on a fortnightly basis on Wednesdays at 11.00am

Cllr Brookes

Cllr Napper

Cllr Clark

Cllr Sheppard

Cllr Cusworth

Cllr Short

Cllr Evans

Cllr Walsh

Cllr Mallinder

Cllr Wyatt



Chair: Councillor Brian Steele

Vice-Chair: Cllr Allen Cowles

Contact: James McLaughlin - Tel: 01709 822477

The Board is supported by three select commissions.

Health

Chair:
Cllr Simon Evans

Vice-Chair:
Cllr Peter Short



The commission meets (usually) at 9.30am on Thursdays at 6 weekly intervals

Cllr Allcock

Cllr Jarvis

Cllr Williams

Cllr Andrews

Cllr Keenan

Cllr Wilson

Cllr Bird

Cllr Marriott

Cllr R Elliott

Cllr Rushforth

Two places tbc

Cllr Ellis

Cllr Tweed

Cllr Ireland

Cllr Whysall

Contact: Janet Spurling - Tel: 01709 254421

Improving Lives

Chair:
Cllr Maggi Clark

Vice-Chair:
Cllr Victoria Cusworth



The commission meets (usually) at 5.30pm on Tuesdays at 6 weekly intervals

Cllr Allcock

Cllr Hague

Cllr Napper

Cllr Beaumont

Cllr Jarvis

Cllr Pitchley

Cllr Brookes

Cllr Khan

Cllr Sansome

Cllr Cooksey

Cllr Marles

Cllr Senior

Cllr Elliot

Cllr Marriott

Cllr Short

Cllr Fenwick-Green

Contact: Caroline Webb - Tel: 01709 822765

Improving Places

Chair:
Cllr Jeanette Mallinder

Vice-Chair:
Cllr David Sheppard



The commission meets (usually) at 1.30pm on Wednesdays at 6 weekly intervals.

Cllr Albiston

Cllr Jepson

Cllr Julie Turner

Cllr Allen

Cllr Jones

Cllr Vjestica

Cllr Atkin

Cllr McNeely

Cllr Walsh

Cllr Buckley

Cllr Price

Cllr Wyatt

Cllr B Cutts

Cllr Reeder

Cllr Elliot

Cllr Taylor

Contact: Christine Bradley - Tel: 01709 822738

Check, Challenge, Change



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

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or by email to: scrutiny.works@rotherham.gov.uk

Slovak

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

Kurdish Sorani

کوردی سۆرانی
نەگەر تۆ یان کەسێک کە تۆ دەناسی پێویستی بەیارمەتی هەبێت بۆ ئەوەی ئەم بەنگەنامە یە تێبگات یان بێخوێنتەوه،
تکایە پەیوەندیمان پێوه بکە لەسەر ئەو ژمارە یە سەرەو دا یان بەو نێمەینە.

Arabic

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

Urdu

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

Farsi

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

Summary Sheet

Council – 12 July 2017

Appointment of Councillors to Committee, Boards, Panels and Other Bodies

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

Not applicable

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Author(s)

James McLaughlin, Democratic Services Manager

Ward(s) Affected

All

Summary

At the Annual Meeting on 19 May 2017, the Council appointed the membership of its committees, boards and panels for the 2017-18 municipal year. Since that time, political group leaders have indicated that further appointments or changes to appointments are necessary.

Council is also asked to confirm Member appointments to a number of other positions or bodies.

Recommendations

1. That Councillor Jeanette Mallinder replace Councillor Tajamal Khan on Standards and Ethics Committee.
2. That appointments be made to the bodies and positions set out on the schedule at Appendix A

List of Appendices Included

None

Background Papers

The Council's Constitution

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

Yes

Exempt from the Press and Public

No

Appointment of Councillors to Committee, Boards, Panels and Other Bodies

1. Recommendations

- 1.1 That Councillor Jeanette Mallinder replace Councillor Tajamal Khan on Standards and Ethics Committee.
- 1.2 That appointments be made to the bodies and positions set out on the schedule at Appendix A

2. Background

- 2.1 In accordance with Standing Order 21, the Council at its annual meeting on 19 May 2017 appointed members to serve on committees, boards and panels to discharge non-executive, regulatory and scrutiny functions.
- 2.2 There are a number of other bodies to which the Council appoints that are separate from the formal appointments to committees, boards and panels. These appointments also include a number of Member Champion roles.

3. Key Issues

- 3.1 The Proper Officer has been advised that the Labour Group proposes to change its membership of the Standards and Ethics Committee, with Councillor Jeanette Mallinder replacing Councillor Tajamal Khan.
- 3.2 The other roles and bodies that Council is recommended to appoint to are set out below:-

Adoption Panel
Champion for Carers
Champion for Armed Forces
Champion for Mental Health
Chesterfield Canal Members' Steering Group
Complaints Panels
Corporate Parenting Group
Education Consultative Committee
Education School Transport Appeals
Emergency Planning Shared Service Joint Committee
Fostering Panel
Health, Welfare and Safety Panel
Local Admissions Forum
Member Development Panel
RMBC/Trade Unions Joint Consultative Committee
Rotherham Schools Forum
Standing Advisory Committee for Religious Education (SACRE)
Transport Liaison Group

4. Options considered and recommended proposal

- 4.1 The Council may appoint Members to serve on committees in accordance with the requirements of political balance and the nominations received from political groups to fill any vacancies or change memberships.
- 4.2 The Council may appoint Members to serve on bodies or roles, which are not required to be politically balanced. The bodies and roles listed in Appendix A set out what is required in respect of membership.

5. Consultation

- 5.1 The appointment of Members to the various roles referred to within this report will have been subject to consultation within individual political group structures.

6. Timetable and Accountability for Implementing this Decision

- 6.1 The appointments arising from this report will be effective immediately from the point of the Council's determination of the recommendation.

7. Financial and Procurement Implications

- 7.1 There are no financial or procurement implications associated with this report

8. Legal Implications

- 8.1 There are no direct legal implications associated with this report.

9. Human Resources Implications

- 9.1 There are no Human Resources implications associated with this report.

10. Implications for Children and Young People and Vulnerable Adults

- 10.1 There are no implications for children and young people and vulnerable adults associated with this report.

11 Equalities and Human Rights Implications

- 11.1 There are no equalities or human rights implications associated with this report.

12. Implications for Partners and Other Directorates

- 12.1 There are no implications for partners or other directorates.

13. Risks and Mitigation

- 13.1 There are no risks associated with the proposal in this report.

14. Accountable Officer(s)

James McLaughlin, Democratic Services Manager

Approvals Obtained from:-

	Named Officer	Date
On behalf of Strategic Director of Finance & Customer Services	Judith Badger	04/07/2017
On behalf of Assistant Director of Legal Services	Dermot Pearson	04/07/2017
Head of Procurement (if appropriate)	N/A	
Head of Human Resources (if appropriate)	N/A	

Report Author: James McLaughlin, Democratic Services Manager

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

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

APPENDIX A

**NOMINATIONS TO COUNCIL'S PANELS, BOARDS AND SUB-COMMITTEES BE
MADE FOR THE 2017/2018 MUNICIPAL YEAR**

ADOPTION PANEL*

Councillor Jayne Elliot and members of the Fostering Panel

CHAMPION FOR CARERS

Councillor Mallinder

CHAMPION FOR ARMED FORCES

Cllr Ian Jones

CHAMPION FOR MENTAL HEALTH

Councillor Leon Allcock

CHESTERFIELD CANAL MEMBERS' STEERING GROUP

Relevant Ward Members.

Cabinet Member

COMPLAINTS PANELS

Three number of non-Executive Councillors.

CORPORATE PARENTING GROUP

Councillor Watson, Deputy Leader of the Council

Councillor Clark, Chair of Improving Lives Select Commission

Councillor Elliot, Member of Fostering Panel

Councillor Cusworth, Member of Adoption Panel

Councillor M. Elliott, Opposition Member

EDUCATION CONSULTATIVE COMMITTEE

Councillor Watson, Deputy Leader of the Council

Councillor Pitchley, Scrutiny Representative

EDUCATION SCHOOL TRANSPORT APPEALS

Panel of six non-Executive Councillors from a pool

EMERGENCY PLANNING SHARED SERVICE JOINT COMMITTEE

Councillor Lelliott, Cabinet Member for Jobs and the Local Economy

Councillor Alam, Cabinet Member for Corporate Services and Finance

FOSTERING PANEL

Councillors Cusworth, Albiston, Senior, Allen, Allcock.

HEALTH, WELFARE AND SAFETY PANEL

Councillor Alam, Cabinet Member for Corporate Services and Finance

Two Members to be appointed by the Cabinet Member

One Member each appointed by the Overview and Scrutiny Management Board and
by the Select Commissions

LOCAL ADMISSIONS FORUM

Councillor Watson, Deputy Leader, along with two Councillors appointed within the 'Community Representative' category of the Forum's membership, one of whom will be the Cabinet Member with responsibility for Education

MEMBER DEVELOPMENT PANEL

To be appointed by the Cabinet Member for Neighbourhood Working and Cultural Services

RMBC/TRADES UNIONS JOINT CONSULTATIVE COMMITTEE

Deputy Leader of the Council

Cabinet Members

Chair of the Overview and Scrutiny Management Board

Member of the Opposition

ROTHERHAM SCHOOLS FORUM

Councillor Watson, Deputy Leader

Councillor Pitchley

STANDING ADVISORY COMMITTEE FOR RELIGIOUS EDUCATION (SACRE)

Councillor Watson, Deputy Leader

Councillor Alam

Councillor Keenan

TRANSPORT LIAISON GROUP

In political proportion

Leader and Deputy Leader

Two representatives to the Sheffield City Region Transport Committee

One representative of each electoral Ward

Two representatives of the Parish Councils

Summary Sheet

Council Report

Council – 12 July 2017

Report Title

Local Government Boundary Commission for England's Review of Ward Boundaries in Rotherham

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

No

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Author

James McLaughlin, Democratic Services Manager
01709 822477 or james.mclaughlin@rotherham.gov.uk

Wards Affected

All

Summary

The Council has now received the Local Government Boundary Commission for England's (LGBCE) recommended approach for the future warding of Rotherham.

The Commission's proposals were published on 4 July 2017 and confirm that there should be 59 councillors in the borough elected from 25 wards, which is four wards more, but four councillors fewer than there are at present. The Commission also proposes changes to all of the current ward boundaries in the borough.

This report details what is involved in the next stage of the review and outlines a recommended approach for the Council to respond to the proposals from the LGBCE.

Recommendations

1. That the Local Government Boundary Commission for England's draft recommendations on the new electoral arrangements for Rotherham be noted.
2. That the timetable for the remainder of the ward boundary review be noted.

3. That authority be delegated to the Chief Executive, in consultation with the Constitution Working Group, to submit a response on behalf of the Council in respect of warding arrangements to the Local Government Boundary Commission for England.

List of Appendices Included

Appendix 1 – Letter from the Chief Executive of the Local Government Boundary Commission for England dated 4 July 2017.

Appendix 2 – Draft recommendations on the new electoral arrangements for Rotherham Borough Council

Background Papers

Report to Council – Review of Ward Boundaries and the Size of the Council – 13 July 2016

Report to Council – Review of Ward Boundaries and the Size of the Council – 7 September 2016

Report to Council – Local Government Boundary Commission for England's Review of Ward Boundaries in Rotherham – 8 March 2017

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Constitution Working Group

Council Approval Required

Yes

Exempt from the Press and Public

No

Local Government Boundary Commission for England's Review of Ward Boundaries in Rotherham

1. Recommendations

- 1.1 That the Local Government Boundary Commission for England's draft recommendations on the new electoral arrangements for Rotherham be noted.
- 1.2 That the timetable for the remainder of the ward boundary review be noted.
- 1.3 That authority be delegated to the Chief Executive, in consultation with the Constitution Working Group, to submit a response on behalf of the Council in respect of warding arrangements to the Local Government Boundary Commission for England.

2. Background

- 2.1 The Local Government Boundary Commission for England (LGBCE) initiated a review of the local government ward boundaries within Rotherham following the move to whole council elections in May 2016. The objective of the review is to deliver effective and convenient local government, with a presumption that there is no longer a requirement to have three councillors representing each ward.
- 2.2 The LGBCE is an independent statutory body which was established by and is accountable to Parliament. The role of the LGBCE is:
 - to provide electoral arrangements for English principal authorities that are fair and deliver electoral equality for voters; and
 - to keep the map of English local government in good repair by working with councils to help them deliver effective and convenient local government to citizens.
- 2.3 There are two distinct stages to a Boundary Review:-
 - a) Preliminary Stage – for the Council to indicate what size of membership will be appropriate for the future to undertake the functions and responsibilities of the authority
 - b) Second Stage – for the LGBCE to identify and consult upon the warding pattern for the Borough. Within the overall number of councillors, there will be a need to create wards which address the criteria of electoral equality, community identity and effective and convenient local government.
- 2.4 In September 2016, the Council indicated to the LGBCE that the preferred size of membership of the authority from May 2020 was 59 councillors.

- 2.5 In February 2017, the LGBCE indicated that it was minded to recommend a membership of 59 to Parliament, subject to the completion of the remainder of the review. For a two month period from February to May 2017, the LGBCE ran a consultation on the future warding arrangements for Rotherham. The Council submitted a response to the consultation, which was supported by the two political groups on the Council.

3. Key Issues

- 3.1 The Council has now received the draft recommendations on the new electoral arrangements for Rotherham (see Appendix 2). The LGBCE has confirmed its recommendation that the Council should be made up of 59 councillors serving 25 wards, representing 16 two Member wards and 9 three Member wards.
- 3.2 The LGBCE's stated aim was to propose a pattern of wards for Rotherham which would deliver:
- Electoral equality: each local councillor represents a similar number of voters
 - Community identity: reflects the identity and interests of local communities
 - Effective and convenient local government: helping the council to discharge its responsibilities effectively.
- 3.3 The proposed ward arrangements from May 2020 would be:

Ward Name	Number of Councillors	Electorate (2022)	Number of Electors per Councillor
Anston & Woodsetts	3	9,714	3,238
Aston & Todwick	2	7,348	3,674
Aughton & Swallownest	2	6,849	3,425
Boston Castle	3	10,526	3,509
Bramley & Ravenfield	2	7,423	3,712
Brinsworth	2	7,715	3,858
Dalton & Thrybergh	2	7,503	3,752
Dinnington	3	10,089	3,363
Greasbrough	2	6,567	3,284
Hoover	3	10,286	3,429
Keppel	3	11,058	3,686
Kilnhurst & Swinton East	2	6,342	3,171
Maltby East	2	6,764	3,382
Maltby West	2	6,648	3,324
Rawmarsh East	2	7,365	3,683
Rawmarsh West	2	7,286	3,643

Ward Name	Number of Councillors	Electorate (2022)	Number of Electors per Councillor
Rother Vale	2	6,550	3,275
Rotherham East	3	10,917	3,639
Rotherham West	3	10,812	3,604
Sitwell	3	10,285	3,428
Swinton Rockingham	2	6,466	3,233
Thurcroft & Wickersley South	2	7,194	3,597
Wales	2	7,480	3,740
Wath	2	6,835	3,418
Wickersley North	3	10,241	3,414

4. Options considered and recommended proposal

- 4.1 The LGBCE has now reached the final stage of its review of warding arrangements in Rotherham, which involves:
- Consultation on draft arrangements – when LGBCE has published its draft recommendations for new electoral arrangements (number of wards, number of councillors representing each ward, ward names and ward boundaries) for an area, the Council, public and partners will have the chance to comment on them.
- 4.2 The period of consultation in respect of the draft arrangements commenced on 4 July 2017 and will end on 4 September 2017. On 7 September 2016, the Council resolved that the Constitution Working Group be authorised to continue to lead on the Review of Ward Boundaries for the duration of the review, subject to any further proposals being agreed by Council for submission to the Local Government Boundary Commission for England.
- 4.3 There are no more Council meetings scheduled during the consultation period. Therefore, if the Council is minded to submit a response to the consultation in respect of the draft warding arrangements, it will be necessary to delegate authority to the Chief Executive, in consultation with the Constitution Working Group, to submit the response to the LGBCE. In doing so, any response will be subject to the agreement of a proposal by the Constitution Working Group. This is the recommended approach.
- 4.4 The Council is not required to submit a response to the LGBCE.

5. Consultation

- 5.1 The Council has the opportunity to respond directly to the consultation being run by the LGBCE. In this sense, the Council is consultee, rather than running a consultation. However, the Constitution Working Group may seek views from the wider membership of the Council prior to finalising its response to the LGBCE.

- 5.2 It should be noted that partners and members of the public will be able to independently submit their own response to the draft warding arrangement proposals directly to the LGBCE. The letter from the Chief Executive of the Local Government Boundary Commission dated 4 July 2017, which is appended to this report, has been copied to all town and parish councils in the borough, along with various other public bodies that operate within Rotherham.

6. Timetable and Accountability for Implementing this Decision

- 6.1 If Council is minded to agree to delegate authority to the Chief Executive, in consultation with the Leader of the Council, to formally submit a response to the LGBCE, it will be necessary for the decision to be made at this meeting. There are no further scheduled Council meetings before the end of the consultation period on 4 September 2017.
- 6.2 The timetable for the final stage of the review is set out below:

	Date from:	Date to:
LGBCE Consultation on warding arrangements	4 July 2017	4 September 2017
Final recommendations published	31 October 2017	

7. Financial and Procurement Implications

- 7.1 There are no financial or procurement implications directly arising from this report. However, changing the number of councillors and the number of wards will have financial consequences in terms of member allowances and the cost of running elections.

8. Legal Implications

- 8.1 LGBCE will undertake an electoral boundary review in accordance with the statutory criteria detailed in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009, which requires LGBCE to have regard to the need to:

- Secure equality of representation;
- Reflect the identities and interests of local communities; and
- Effective and convenient local government

9. Human Resources Implications

- 9.1 There are no Human Resources implications directly arising from this report.

10. Implications for Children and Young People and Vulnerable Adults

- 10.1 There are no implications for Children and Young People or vulnerable adults arising from this report.

11. Equalities and Human Rights Implications

- 11.1 Securing equality of representation and reflecting the identities and interests of local communities are key aspects of electoral boundary reviews.

12. Implications for Partners and Other Directorates

- 12.1 There are no implications for partners or other directorates in respect of the recommended approach.

13. Risks and Mitigation

- 13.1 Failure to ensure electoral representation is fair and equitable restricts the Council's ability to deliver services reflective of local need, demands and choice.

14. Accountable Officers

Sharon Kemp, Chief Executive
Dermot Pearson, Assistant Director – Legal Services

Approvals Obtained from:-

Strategic Director of Finance and Customer Services:- Judith Badger

Assistant Director of Legal Services:- Dermot Pearson

*James McLaughlin, Democratic Services Manager
01709 822477 or james.mclaughlin@rotherham.gov.uk*

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

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



Ms Sharon Kemp
Chief Executive
Rotherham Metropolitan Borough Council
Riverside House
Main Street
Rotherham
S60 1AE

4 July 2017

Dear Ms Kemp,

ELECTORAL REVIEW OF ROTHERHAM: DRAFT RECOMMENDATIONS

The Local Government Boundary Commission for England has opened a public consultation on its draft recommendations for new electoral arrangements for Rotherham Borough Council.

The consultation opens today (4 July 2017) and closes on 4 September 2017.

The draft recommendations propose that 59 borough councillors should be elected to Rotherham Borough Council in future. The recommendations also propose new electoral ward boundaries across the borough.

Once the Commission has considered all the responses to the consultation, we aim to publish final recommendations in October 2017. We will then lay a draft order in both Houses of Parliament under the negative resolution procedure. Subject to parliamentary scrutiny, the new electoral arrangements are scheduled to come into effect at the borough elections in 2020.

All information relating to the draft recommendations is available on our website. The Commission's report on its draft recommendations can also be found at: www.lgbce.org.uk. In addition, hard copies of the report and accompanying map will be dispatched to the council shortly.

Interactive maps of the proposals are also posted on the Commission's consultation portal at: <https://consultation.lgbce.org.uk>. The portal also allows visitors to submit comments and alternative proposals.

Publicising the consultation

The Commission will shortly dispatch hard copies of the recommendations to the council for distribution to local information points. In the meantime, I would be grateful if you could bring the consultation to the attention of elected members.

We have also provided information on the draft recommendations directly to local councils and community organisations as well as notifying local press and media.

I would be grateful if you could also take steps to bring the consultation to the attention of the public and interested parties. In particular, please include details of the consultation:

- On your website;
- Promote the consultation through social media and;
- Use any other channels you would normally employ to engage residents in local consultations (newsletters, press releases, publications etc).

The Commission would be happy to provide information and/or copy to help you promote the consultation locally.

Draft recommendations

The Commission considered all the submissions it received in the previous stages of the review before drawing up the draft recommendations.

We have sought to balance the criteria we must follow when drawing up recommendations, namely:

- To deliver electoral equality where each borough councillor represents roughly the same number of electors as others across the borough.
- That the pattern of wards should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

The Commission will consider all representations made on the draft recommendations and has an open mind about amending the scheme if an alternative pattern of wards would better meet the statutory criteria above. It is also important for respondents to the consultation to indicate where and why they support the draft recommendations.

Further information on drawing up a pattern of electoral wards and putting forward alternative proposals is available in our guidance document: *Electoral reviews: technical guidance* which can be found at:
www.lgbce.org.uk/data/assets/pdf_file/0006/10410/technical-guidance-2014.pdf .

We also publish a practical guide for putting forward submissions called *How to propose a pattern of wards* which is available at:
http://www.lgbce.org.uk/data/assets/pdf_file/0008/25694/Proposing-new-wards-guidance-2015-08-04.pdf.

Our website includes information about previous electoral reviews of borough councils where you can see how the Commission came to its conclusions and how other counties, districts and parishes responded to consultations on draft recommendations.

As ever, please feel free to contact us if you have any questions about the consultation.

Correspondence and enquiries

Correspondence relating to the review – and consultation responses - should be addressed to:

Review Officer (Rotherham)
Local Government Boundary Commission for England
14th Floor
Millbank Tower
Millbank
London
SW1P 4QP

Email: reviews@lgbce.org.uk

Responses to the consultation can also be made directly through our specialist consultation portal: <https://consultation.lgbce.org.uk>.

Further information on electoral reviews can also be found at our main website at: www.lgbce.org.uk.

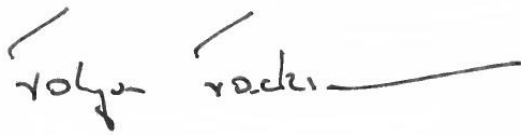
Your direct contacts for the review:

David Owen, Review Officer, with specific responsibility for the day-to-day running of the review.

Richard Buck, Review Manager, leads the team dealing with this and other electoral reviews.

I am copying this letter to the organisations and individuals listed below.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jolyon Jackson', followed by a long horizontal line.

Jolyon Jackson CBE

Chief Executive

reviews@lgbce.org.uk

0330 500 1525

cc MPs and MEPs with constituency interests in Rotherham
 Police and Crime Commissioner for South Yorkshire
 Rotherham Clinical Commissioning Group
 South Yorkshire Fire and Rescue Service
 Parish and Town Councils in Rotherham
 Local Organisations in Rotherham

Draft recommendations on the new electoral arrangements for Rotherham Borough Council

Electoral Review

July 2017

Translations and other formats

To get this report in another language or in a large-print or Braille version contact the Local Government Boundary Commission for England:

Tel: 0330 500 1525

Email: reviews@lgbce.org.uk

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Summary

Who we are and what we do

1 The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament. We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.

2 Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

3 An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements decide:

- How many councillors are needed
- How many wards or electoral divisions should there be, where are their boundaries and what should they be called
- How many councillors should represent each ward or division

Why Rotherham?

4 We are conducting a review of Rotherham Borough Council as elections to the Council are now held for all seats on the council rather than for a third of seats at each election. This means that there is no longer a requirement for each ward to be elected by three members, creating an opportunity to better reflect the distinct communities in the borough. Furthermore, the value of each vote in borough council elections varies depending on where you live in Rotherham. Some councillors currently represent many more or fewer voters than others. This is 'electoral inequality'. Our aim is to create 'electoral equality', where votes are as equal as possible, ideally within 10% of being exactly equal.

Our proposals for Rotherham Borough Council

- Rotherham Borough Council should be represented by 59 councillors, four fewer than there are now.
- Rotherham Borough Council should have 25 wards, four more than there are now.
- The boundaries of all wards should change, none will stay the same.

Have your say

5 We are consulting on our draft recommendations for a nine-week period, from 4 July to 4 September 2017. We encourage everyone to use this opportunity to

contribute to the design of the new wards – the more public views we hear, the more informed our decisions will be when analysing all the views we receive.

6 We ask everyone wishing to contribute ideas for the new wards to first read this report and look at the accompanying map before responding to us.

You have until 4 September 2017 to have your say on the draft recommendations. See page 19 for how to send us your response.

What is the Local Government Boundary Commission for England?

7 The Local Government Boundary Commission for England is an independent body set up by Parliament.¹

8 The members of the Commission are:

- Professor Colin Mellors (Chair)
 - Peter Knight CBE, DL
 - Alison Lowton
 - Peter Maddison QPM
 - Sir Tony Redmond
-
- Chief Executive: Jolyon Jackson CBE

¹ Under the Local Democracy, Economic Development and Construction Act 2009.

1 Introduction

9 This electoral review is being carried out to ensure that:

- The wards in area are in the best possible places to help the Council carry out its responsibilities effectively.
- The number of voters represented by each councillor is approximately the same across the borough.

What is an electoral review?

10 Our three main considerations are to:

- Improve electoral equality by equalising the number of electors each councillor represents
- Reflect community identity
- Provide for effective and convenient local government

11 Our task is to strike the best balance between them when making our recommendations. Our powers, as well as the guidance we have provided for electoral reviews and further information on the review process, can be found on our website at www.lgbce.org.uk

Consultation

12 We wrote to the Council to ask its views on the appropriate number of councillors for Rotherham. We then held a period of consultation on warding patterns for the borough. The submissions received during consultation have informed our draft recommendations.

13 This review is being conducted as follows:

Stage starts	Description
21 February 2017	Number of councillors decided
28 February 2017	Start of consultation seeking views on new wards
8 May 2017	End of consultation; we begin analysing submissions and forming draft recommendations
4 July 2017	Publication of draft recommendations, start of second consultation
4 September 2017	End of consultation; we begin analysing submissions and forming final recommendations
31 October 2017	Publication of final recommendations

How will the recommendations affect you?

14 The recommendations will determine how many councillors will serve on the Council. They will also decide which ward you vote in and which other communities are in that ward and, in some instances, which parish council ward you vote in. Your borough and parish ward names may also change.

2 Analysis and draft recommendations

15 Legislation² states that our recommendations should not be based only on how many electors³ there are now, but also on how many there are likely to be in the five years after the publication of our final recommendations. We must also try to recommend strong, clearly identifiable boundaries for our wards.

16 In reality, we are unlikely to be able to create wards with exactly the same number of electors in each; we have to be flexible. However, we try to keep the number of electors represented by each councillor as close to the average for the council as possible.

17 We work out the average number of electors per councillor for each individual local authority by dividing the electorate by the number of councillors, as shown on the table below.

	2016	2022
Electorate of Rotherham	201,314	206,263
Number of councillors	59	59
Average number of electors per councillor	3,412	3,496

18 When the number of electors per councillor in a ward is within 10% of the average for the authority, we refer to the ward as having 'good electoral equality'. All of our proposed wards for Rotherham will have good electoral equality by 2022.

19 Our recommendations cannot affect the external boundaries of the borough or result in changes to postcodes. They do not take into account parliamentary constituency boundaries. The recommendations will not have an effect on local taxes, house prices, or car and house insurance premiums and we are not able to take into account any representations which are based on these issues.

Submissions received

20 See Appendix C for details of the submissions received. All submissions may be viewed at our offices by appointment, or on our website at www.lgbce.org.uk

Electorate figures

21 The Council submitted electorate forecasts for 2022, a period five years on from the scheduled publication of our final recommendations in 2017. These forecasts were broken down to polling district level and predicted an increase in the electorate of around 2.5% by 2022.

² Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009.

³ Electors refers to the number of people registered to vote, not the whole adult population.

22 We considered the information provided by the Council and are satisfied that the projected figures are the best available at the present time. We have used these figures to produce our draft recommendations.

Number of councillors

23 Rotherham Borough Council currently has 63 councillors. We have looked at evidence provided by the Council and have concluded that decreasing by four will make sure the Council can carry out its roles and responsibilities effectively.

24 We therefore invited proposals for new patterns of wards that would be represented by 59 councillors – for example, 59 one-councillor wards, or a mix of one-, two- and/or three-councillor wards.

25 We received three submissions about the number of councillors in response to our consultation on ward patterns. One submission supported the proposal for a council size of 59 whilst two proposed a reduction in council size to 42 or fewer. These submissions contained no new evidence relating to governance or representational matters. We have therefore based our draft recommendations on a 59-member council.

Ward boundaries consultation

26 We received 23 submissions to our consultation on ward boundaries. These included a detailed borough-wide proposal from the Council. Other submissions made particular reference to localised parts of the borough.

27 The borough-wide scheme would provide for a mix of two- and three-councillor wards for Rotherham. We carefully considered this proposal and concluded that the proposed ward boundaries would, in general, have good levels of electoral equality. We also considered that they generally used clearly identifiable boundaries.

28 Our draft recommendations are based on the Council's borough-wide proposal. However, in some areas of the borough we have also taken into account the local evidence that we received, which provided evidence of community links and locally recognised boundaries. In some areas, we considered that the proposals did not provide for the best balance between our statutory criteria. We also visited the area in order to look at the various different proposals on the ground. This visit to Rotherham helped us to decide between different boundaries proposed and helped us to form our own alternatives.

29 Our draft recommendations are for nine three-councillor wards and 16 two-councillor wards. We consider that our draft recommendations will provide for good electoral equality while reflecting community identities and interests where we have received such evidence during consultation.

30 A summary of our proposed new wards is set out in the table on page 16 and on the large map accompanying this report.

31 We welcome all comments on these draft recommendations, particularly on the location of the ward boundaries, and the names of our proposed wards.

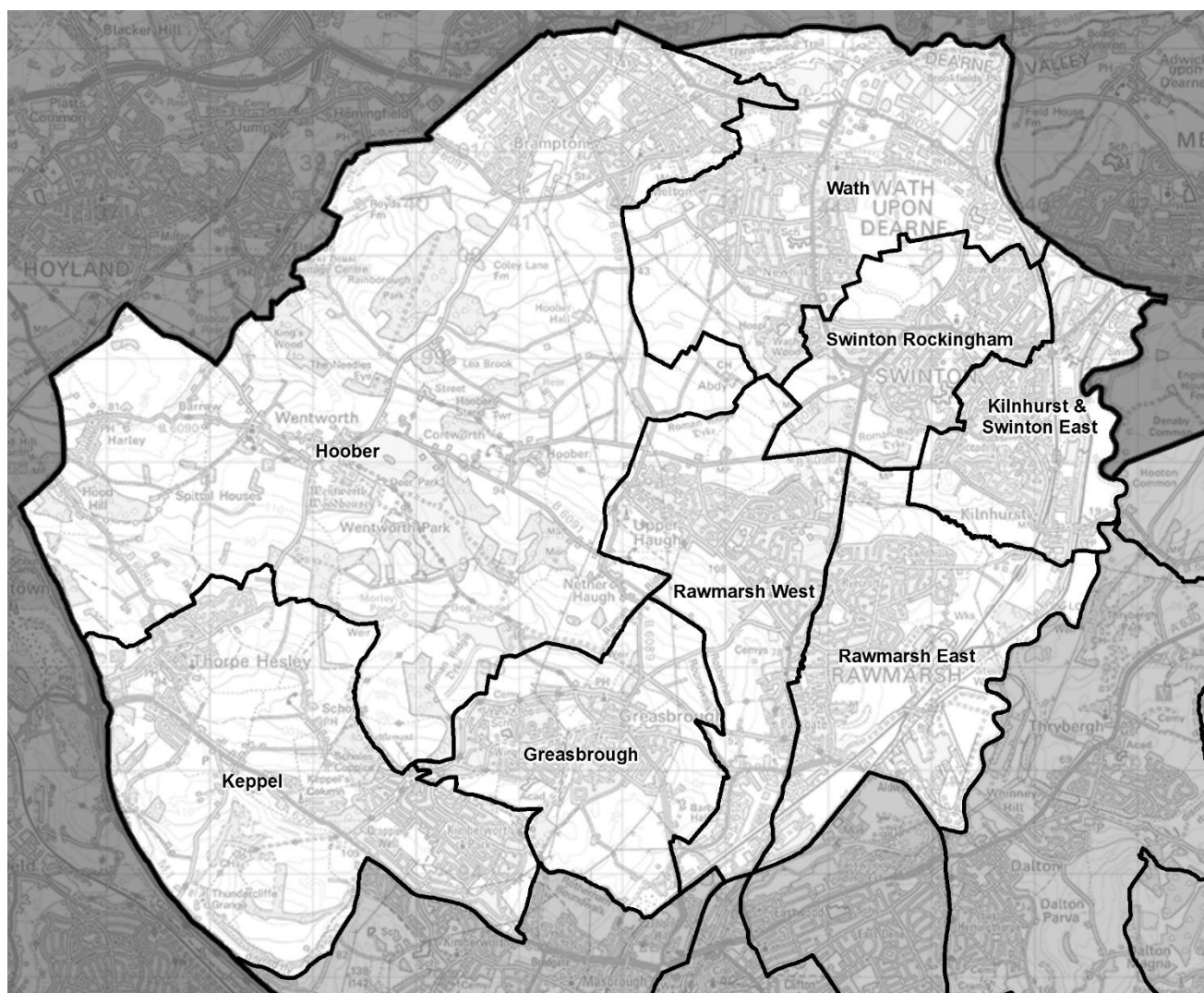
Draft recommendations

32 The tables and maps on pages 8–15 detail our draft recommendations for each area of Rotherham. They detail how the proposed warding arrangements reflect the three statutory⁴ criteria of:

- Equality of representation
- Reflecting community interests and identities
- Providing for effective and convenient local government

⁴ Local Democracy, Economic Development and Construction Act 2009.

The northern wards



Ward name	Number of Cllrs	Variance 2022
Greasbrough	2	-6%
Hoober	3	-2%
Keppel	3	5%
Kilnhurst & Swinton East	2	-9%
Rawmarsh East	2	5%
Rawmarsh West	2	4%
Swinton Rockingham	2	-8%
Wath	2	-2%

Greasbrough

33 The Council proposed a two-councillor ward for Greasbrough, describing the communities that make up its proposed ward. We received no other representations about this area. We consider that the ward boundaries proposed by the Council to be clear and the level of electoral equality to be satisfactory. We therefore recommend the Greasbrough ward proposed by the Council as part of our draft recommendations.

Hoober and Keppel

34 The Council proposed two three-councillor wards in this area, having clear boundaries and good levels of electoral equality. One resident advocated the combination of these two areas in a single ward. However, the number of electors in these areas warrants two three-councillor wards, and we are unwilling to recommend wards represented by more than three councillors. The Council's proposal would achieve the outcome sought by another resident: the inclusion of the whole of the Kimberworth Park area in Keppel ward. We recommend the Hoober and Keppel wards proposed by the Council as part of our draft recommendations.

Kilnhurst & Swinton East, Rawmarsh East, Rawmarsh West, Swinton Rockingham and Wath

35 The Council proposed five two-councillor wards in this area, generally having clear boundaries. Whilst the Kilnhurst & Swinton East and Swinton Rockingham wards would have 9% and 8% fewer electors per councillor than the average for the borough by 2022, respectively, we recognise that the pattern of wards facilitates a good representation of community identities not just in these areas but also in adjacent parts of Rotherham.

36 The parish councils of Ravenfield and Thrybergh argued, in their submissions to us, that the boundaries of current wards link their areas with both Kilnhurst and Rawmarsh which they consider to be inappropriate. Rotherham Council's proposal would make those areas distinct from both parishes. One resident suggested that the whole of Kilnhurst and Swinton should form a single ward. However, the number of electors in these areas warrants representation by four councillors and, as described above, we are unwilling to recommend wards represented by more than three councillors.

37 Whilst touring the area to examine the submissions made to us, we noted a small group of houses on Golden Smithies Lane and nearby housing that we considered would be better represented in a Swinton Rockingham ward than with more distant housing areas in Wath ward. We also took the view that the Wedgewood Close and Greenfield area of Rawmarsh would be better represented with adjoining residential areas in Rawmarsh East ward rather than in Rawmarsh West ward.

38 Subject to making these small changes, our draft recommendations are for Kilnhurst & Swinton East, Rawmarsh East, Rawmarsh West, Swinton Rockingham and Wath wards, largely as proposed by the Council

The western wards



Ward name	Number of Cllrs	Variance 2022
Boston Castle	3	0%
Brinsworth	2	10%
Rother Vale	2	-6%
Rotherham East	3	4%
Rotherham West	3	3%
Sitwell	3	-2%

Boston Castle and Rotherham East

39 The Council proposed two three-councillor wards for these areas, broadly having clear boundaries and good levels of electoral equality. We received one further submission, from a local resident who argued that whilst the proposed ward boundaries would be appropriate, the Boston Castle ward would be better named Rotherham Central. We are not persuaded by this suggestion, as the Boston Castle ward would extend considerably to the south of the town's central area, and the castle and park are notable features of the area.

40 On our visit to the area, however, we noted that housing on the north and south sides of Wickersley Road in Herringthorpe appeared to be part of the same community and we therefore propose that both sides of the road be included in a Rotherham East ward. Making this small change, our draft recommendations are for Boston Castle and Rotherham East wards, largely as proposed by the Council.

Brinsworth and Rother Vale

41 The Council proposed two two-councillor wards for these areas, broadly having clear boundaries. We received a submission from a local resident who argued that Catcliffe should not be separated from Brinsworth as to do so would weaken the position of Brinsworth. We are not persuaded by this argument, noting that the Council's proposed ward would be coterminous with (have the same boundaries as) Brinsworth parish.

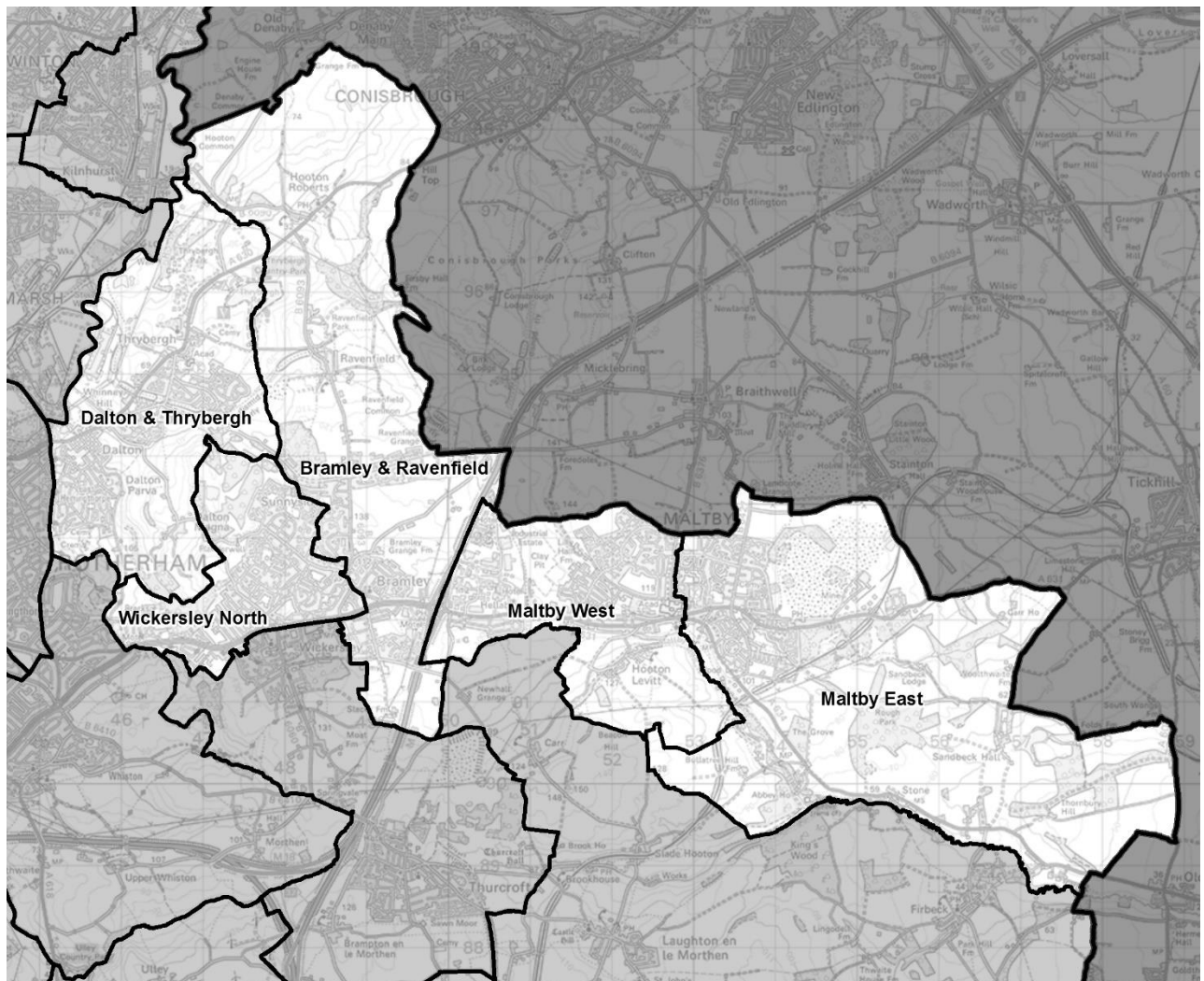
42 We received further submissions from Orgreave Parish Council, the Waverley Residents' Association and from local residents. They argued that the Waverley development, a modern and continuing large-scale residential development, should be represented in a single ward. This development area lies on the boundary between Catcliffe and Orgreave parishes, and is currently split between two wards.

43 The Council's proposal would achieve the outcome sought in these submissions. We note that the proposal would mean that Orgreave parish would be represented in two wards, but also that Orgreave Parish Council considers that the Waverley area and the older Orgreave community do not share a common identity and that there ought to be a separate Waverley parish. It is not within our power to alter parish boundaries or to create new parishes, but we are able to divide a parish between borough wards. Where we do so, we must provide parish wards, and we propose to do so as part of our draft recommendations. With this in mind, our draft recommendations are for Brinsworth and Rother Vale wards as proposed by the Council.

Rotherham West and Sitwell

44 The Council proposed two three-councillor wards for these areas, broadly having clear boundaries and good levels of electoral equality. The Council also described the community identities of these areas persuasively. We received no further submissions about these areas. Our draft recommendations are for Rotherham West and Sitwell wards as proposed by the Council.

The eastern wards



Ward name	Number of Cllrs	Variance 2022
Bramley & Ravenfield	2	6%
Dalton & Thrybergh	2	7%
Maltby East	2	-3%
Maltby West	2	-5%
Wickersley North	3	-2%

Bramley & Ravenfield

45 The Council proposed a two-councillor ward for this area which includes Hooton Roberts parish. Whilst we note that the ward would have around 200 more electors per councillor than the average for Rotherham by 2022, we consider that the Council's proposed ward would have good boundaries. We also note that it provides for the separation of Ravenfield from Kilnhurst and Rawmarsh as suggested by Ravenfield Parish Council. We propose, as part of our draft recommendations, one minor change to the Council's proposal by including within a Wickersley North ward, properties at Coppins Close and the southern end of Holyrood Rise.

Dalton & Thrybergh and Wickersley North

46 The Council proposed a two-councillor Dalton & Thrybergh ward and a three-councillor Wickersley North ward. Dalton Parish Council proposed a ward having the same boundaries as the parish, whilst Thrybergh Parish Council proposed that the whole of its parish be included within a single ward, preferably with Dalton parish rather than with Kilnhurst or Rawmarsh.

47 A ward consisting solely of Dalton parish would not have good electoral equality, either as a two-councillor or a three-councillor ward, and would also increase electoral inequality in adjacent areas to levels we would not be prepared to accept. A three-councillor ward consisting of Dalton and Thrybergh parishes in their entirety would have an acceptable level of electoral equality, but again, at the expense of electoral equality in adjoining areas. Furthermore, we visited the south-eastern part of Dalton parish in order to gauge its community links with the northern part of Wickersley. We concluded that this part of Dalton does appear to have greater commonality with Wickersley than with the northern and western parts of Dalton. We are therefore not persuaded that a ward having the same boundaries as Dalton parish would satisfy our statutory considerations.

48 We also noted, however, a considerable disparity in levels of representation between the Council's proposed Wickersley North ward and its Thurcroft & Wickersley South ward. We visited the Sledgate Lane and the Moorlands area to ascertain whether its inclusion in Wickersley North would reflect community identity while minimising electoral variances. We observed that whilst Bawtry Road is a major urban highway, provision has been made for pedestrian and vehicular crossing and that the road also provides the sole means of access from this area to the Wickersley shopping and services centre which itself spans Bawtry Road.

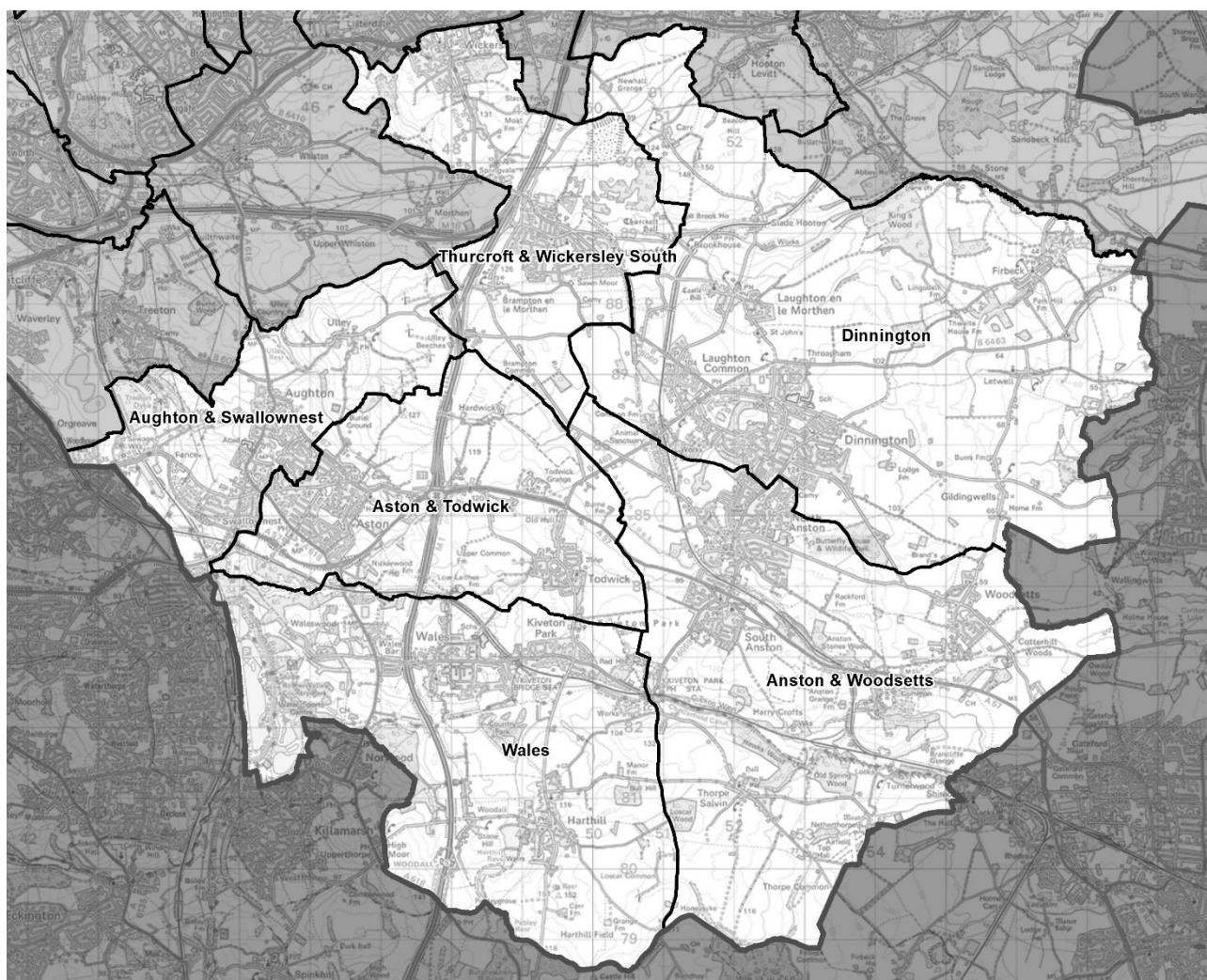
49 We therefore propose, as part of our draft recommendations, a Dalton & Thrybergh ward as proposed by the Council and a Wickersley North ward, largely as proposed by the Council but including the Sledgate Lane and Moorlands area.

Maltby East and Maltby West

50 The Council proposed two two-councillor wards for this area, Maltby East having almost the exact number of electors per councillor as the average for Rotherham by 2022 whilst Maltby West would have 8% fewer. One local resident commented that current ward boundaries as they relate to Hellaby should change.

51 We visited Maltby to ascertain whether Braithwell Road represented a significant division between communities and concluded that it does not appear to do so. We therefore propose to modify the Council's proposal in order to provide a better balance of representation by including all the properties fronting or gaining sole access to Braithwell Road in a Maltby West ward, along with Church Lane and Church Close.

The southern wards



Ward name	Number of Cllrs	Variance 2022
Anston & Woodsetts	3	-7%
Aston & Todwick	2	5%
Aughton & Swallownest	2	-2%
Dinnington	3	-4%
Thurcroft & Wickersley South	2	3%
Wales	2	7%

Anston & Woodsetts and Dinnington

52 The Council proposed two three-councillor wards for this area. Its proposed Anston & Woodsetts ward would comprise the parishes of North & South Anston, Thorpe Salvin, Woodsetts and the Laughton Common area of Dinnington St John's. Woodsetts Parish Council argued that its inclusion in a ward with North & South Anston would mean that the parish would be ineffectively represented, advocating a ward to represent Woodsetts, Gildingwells, Letwell and Firbeck. A single-councillor ward for that area would have 45% fewer electors per councillor than the average for Rotherham by 2022, a degree of electoral inequality that we are not prepared to recommend. The addition of Thorpe Salvin parish would not resolve this over-representation, giving an electoral variance of 35%.

53 In his submission to us, Councillor Jepson commented that the Council's proposal would split the Laughton Common area inappropriately. He added that the Council's proposal to divide the Borrowdale Crescent area between Anston & Woodsetts and Dinnington wards would also split a localised community. We visited both areas in order to consider the points he raised. We agree that the Council's proposal would split the Laughton Common community. Whilst the argument for the Lakeland Drive area is less clear-cut, we consider that modifying the Council's proposal will provide a better balance of our statutory considerations.

54 Our draft recommendations therefore propose that the Laughton Common area of Dinnington parish be included in the Dinnington ward and that the Borrowdale Crescent and Park Avenue area be included in our Anston & Woodsetts ward.

Aston & Todwick and Aughton & Swallownest

55 The Council proposed two two-councillor wards for this area, broadly having good boundaries and electoral equality. We received no other submissions regarding this area. On our visit to the area, we noted, however, that the Manvers Road, Eden Grove and Egerton Road area is served by cul-de-sacs. We consider the orientation of this area to be towards Worksop Road and our draft recommendation is to include it in Aston & Todwick ward. To maintain good levels of electoral equality, we propose to include Rosedale Road and Town End Avenue in Aughton & Swallownest.

Thurcroft & Wickersley South

56 The Council proposed a two-councillor Thurcroft & Wickersley South ward, having good boundaries but having 8% more electors per councillor than the average for Rotherham by 2022. This compares with 8% fewer in Wickersley North ward. We received no other submissions regarding this area. As described in paragraph 48 above, we propose, as part of our draft recommendations, to modify the Council's proposal in the Sledgate Lane and Moorlands area in order to improve levels of electoral equality.

Wales

57 The Council proposed a two-councillor Wales ward, made up of the parishes of Harthill with Woodall and Wales, which would have good electoral equality. We received no other submissions regarding this area. We consider that the Council's proposal satisfies our statutory considerations, and include it as part of our draft recommendations.

Conclusions

58 The table below shows the impact of our draft recommendations on electoral equality, based on 2016 and 2022 electorate figures.

Summary of electoral arrangements

	Draft recommendations	
	2016	2022
Number of councillors	59	59
Number of electoral wards	25	25
Average number of electors per councillor	3,412	3,496
Number of wards with a variance more than 10% from the average	3	0
Number of wards with a variance more than 20% from the average	1	0

Draft recommendation

Rotherham Borough Council should be made up of 59 councillors serving 25 wards representing 16 two-councillor wards and nine three-councillor wards. The details and names are shown in Appendix A and illustrated on the large map accompanying this report.

Mapping

Sheet 1, Map 1 shows the proposed wards for Rotherham.

You can also view our draft recommendations for Rotherham on our interactive maps at <http://consultation.lgbce.org.uk>

Parish electoral arrangements

59 As part of an electoral review, we are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards, so that each parish ward lies wholly within a single ward. We cannot recommend changes to the external boundaries of parishes as part of an electoral review.

60 Under the 2009 Act we only have the power to make changes to parish electoral arrangements where these are as a direct consequence of our

recommendations for principal authority warding arrangements. However, Rotherham Borough Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

61 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Aston cum Aughton, Bramley, Dalton, Dinnington St John's, Maltby, Orgreave and Wickersley.

62 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Aston cum Aughton parish.

Draft recommendation	
Aston cum Aughton Parish Council should comprise 15 councillors, as at present, representing three wards:	
Parish ward	Number of parish councillors
Aston cum Aughton North	5
Aston cum Aughton South	7
Aston cum Aughton West	3

63 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Bramley parish.

Draft recommendation	
Bramley Parish Council should comprise seven councillors, as at present, representing three wards:	
Parish ward	Number of parish councillors
Bramley North	3
Bramley South	3
Bramley West	1

64 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Dalton parish.

Draft recommendation	
Dalton Parish Council should comprise 16 councillors, as at present, representing three wards:	
Parish ward	Number of parish councillors
Dalton East	9
Dalton North	5
Dalton South	2

65 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Dinnington St John's parish.

Draft recommendation

Dinnington St John's Parish Council should comprise 15 councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Dinnington Park Avenue	1
Dinnington Town	14

66 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Maltby parish.

Draft recommendation

Maltby Parish Council should comprise 18 councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Maltby East	10
Maltby West	8

67 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Orgreave parish.

Draft recommendation

Orgreave Parish Council should comprise seven councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Orgreave	2
Waverley	5

68 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Wickersley parish.

Draft recommendation

Wickersley Parish Council should comprise 16 councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Wickersley North	9
Wickersley South	7

3 Have your say

69 The Commission has an open mind about its draft recommendations. Every representation we receive will be considered, regardless of who it is from or whether it relates to the whole borough or just a part of it.

70 If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Rotherham Borough Council, we want to hear alternative proposals for a different pattern of wards.

71 Our website has a special consultation area where you can explore the maps and draw your own proposed boundaries. You can find it at consultation.lgbce.org.uk

72 Submissions can also be made by emailing reviews@lgbce.org.uk or by writing to:

Review Officer (Rotherham)
The Local Government Boundary Commission for England
14th Floor, Millbank Tower
Millbank
London SW1P 4QP

73 The Commission aims to propose a pattern of wards for Rotherham which delivers:

- Electoral equality: each local councillor represents a similar number of voters
- Community identity: reflects the identity and interests of local communities
- Effective and convenient local government: helping your council discharge its responsibilities effectively

74 A good pattern of wards should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of voters
- Reflect community interests and identities and include evidence of community links
- Be based on strong, easily identifiable boundaries
- Help the council deliver effective and convenient local government

75 Electoral equality:

- Does your proposal mean that councillors would represent roughly the same number of voters as elsewhere in the council area?

76 Community identity:

- Community groups: is there a parish council, residents' association or other group that represents the area?
- Interests: what issues bind the community together or separate it from other parts of your area?

- Identifiable boundaries: are there natural or constructed features which make strong boundaries for your proposals?

77 Effective local government:

- Are any of the proposed wards too large or small to be represented effectively?
- Are the proposed names of the wards appropriate?
- Are there good links across your proposed wards? Is there any form of public transport?

78 Please note that the consultation stages of an electoral review are public consultations. In the interests of openness and transparency, we make available for public inspection full copies of all representations the Commission takes into account as part of a review. Accordingly, copies of all representations will be placed on deposit at our offices in Millbank (London) and on our website at www.lgbce.org.uk. A list of respondents will be available from us on request after the end of the consultation period.

79 If you are a member of the public and not writing on behalf of a council or organisation we will remove any personal identifiers, such as postal or email addresses, signatures or phone numbers from your submission before it is made public. We will remove signatures from all letters, no matter who they are from.

80 In the light of representations received, we will review our draft recommendations and consider whether they should be altered. As indicated earlier, it is therefore important that all interested parties let us have their views and evidence, **whether or not** they agree with the draft recommendations. We will then publish our final recommendations.

81 After the publication of our final recommendations, the changes we have proposed must be approved by Parliament. An Order – the legal document which brings into force our recommendations – will be laid in draft in Parliament. The draft Order will provide for new electoral arrangements to be implemented at the all-out elections for Rotherham Borough Council in 2020.

Equalities

82 This report has been screened for impact on equalities, with due regard being given to the general equalities duties as set out in section 149 of the Equality Act 2010. As no potential negative impacts were identified, a full equality impact analysis is not required.

Appendix A

Draft recommendations for Rotherham Borough Council

	Ward name	Number of councillors	Electorate (2016)	Number of electors per councillor	Variance from average %	Electorate (2022)	Number of electors per councillor	Variance from average %
1	Anston & Woodsetts	3	9,816	3,272	-4%	9,714	3,238	-7%
2	Aston & Todwick	2	7,118	3,559	4%	7,348	3,674	5%
3	Aughton & Swallownest	2	6,910	3,455	1%	6,849	3,425	-2%
4	Boston Castle	3	10,112	3,371	-1%	10,526	3,509	0%
5	Bramley & Ravenfield	2	7,445	3,723	9%	7,423	3,712	6%
6	Brinsworth	2	7,864	3,932	15%	7,715	3,858	10%
7	Dalton & Thrybergh	2	6,917	3,459	1%	7,503	3,752	7%
8	Dinnington	3	9,663	3,221	-6%	10,089	3,363	-4%
9	Greasbrough	2	6,375	3,188	-7%	6,567	3,284	-6%
10	Hoover	3	9,750	3,250	-5%	10,286	3,429	-2%

	Ward name	Number of councillors	Electorate (2016)	Number of electors per councillor	Variance from average %	Electorate (2022)	Number of electors per councillor	Variance from average %
11	Keppel	3	11,088	3,696	8%	11,058	3,686	5%
12	Kilnhurst & Swinton East	2	6,025	3,013	-12%	6,342	3,171	-9%
13	Maltby East	2	6,684	3,342	-2%	6,764	3,382	-3%
14	Maltby West	2	6,674	3,337	-2%	6,648	3,324	-5%
15	Rawmarsh East	2	7,324	3,662	7%	7,365	3,683	5%
16	Rawmarsh West	2	6,975	3,488	2%	7,286	3,643	4%
17	Rother Vale	2	5,013	2,507	-27%	6,550	3,275	-6%
18	Rotherham East	3	11,046	3,682	8%	10,917	3,639	4%
19	Rotherham West	3	10,604	3,535	4%	10,812	3,604	3%
20	Sitwell	3	10,209	3,403	0%	10,285	3,428	-2%
21	Swinton Rockingham	2	6,490	3,245	-5%	6,466	3,233	-8%
22	Thurcroft & Wickersley South	2	6,851	3,426	0%	7,194	3,597	3%
23	Wales	2	7,165	3,583	5%	7,480	3,740	7%
24	Wath	2	6,950	3,475	2%	6,835	3,418	-2%

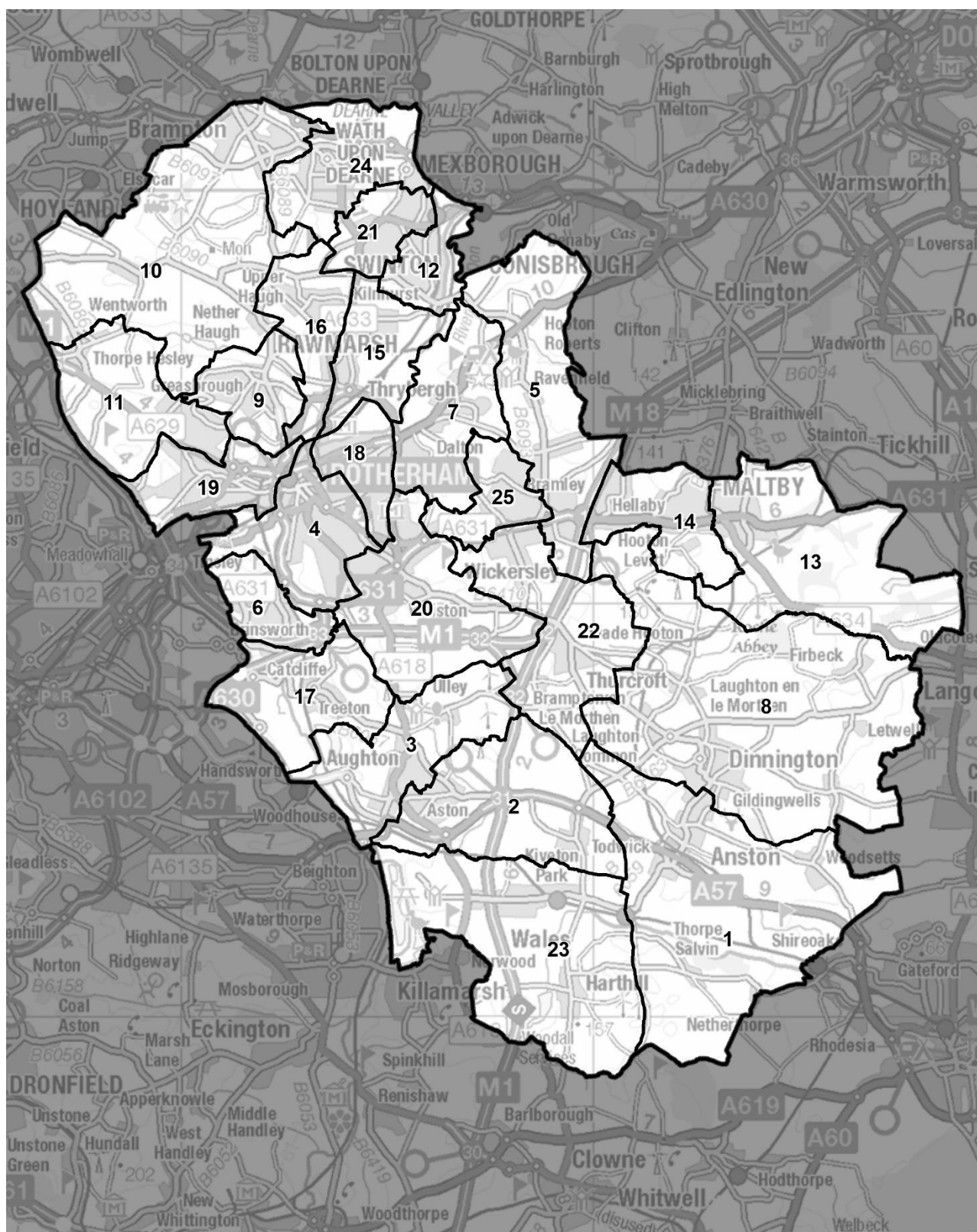
	Ward name	Number of councillors	Electorate (2016)	Number of electors per councillor	Variance from average %	Electorate (2022)	Number of electors per councillor	Variance from average %
25	Wickersley North	3	10,246	3,415	0%	10,241	3,414	-2%
	Totals	59	201,314	–	–	206,263	–	–
	Averages	–	–	3,412	–		3,496	–

Source: Electorate figures are based on information provided by Rotherham Borough Council.

Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral ward varies from the average for the borough. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.

Appendix B

Outline map



Key

- | | |
|------------------------------|----------------------------------|
| 1. Anston & Woodsetts | 14. Maltby West |
| 2. Aston & Todwick | 15. Rawmarsh East |
| 3. Aughton & Swallownest | 16. Rawmarsh West |
| 4. Boston Castle | 17. Rother Vale |
| 5. Bramley & Ravenfield | 18. Rotherham East |
| 6. Brinsworth | 19. Rotherham West |
| 7. Dalton & Thrybergh | 20. Sitwell |
| 8. Dinnington | 21. Swinton Rockingham |
| 9. Greasbrough | 22. Thurcroft & Wickersley South |
| 10. Hooper | 23. Wales |
| 11. Keppel | 24. Wath |
| 12. Kilnhurst & Swinton East | 25. Wickersley North |
| 13. Maltby East | |

A more detailed version of this map can be seen on the large map accompanying this report, or on our website: <https://www.lgbce.org.uk/current-reviews/yorkshire-and-the-humber/south-yorkshire/rotherham>

Appendix C

Submissions received

All submissions received can also be viewed on our website at <https://www.lgbce.org.uk/current-reviews/yorkshire-and-the-humber/south-yorkshire/rotherham>

Local Authority

- Rotherham Borough Council

Councillors

- Councillor A. Carter (Rotherham Borough Council)
- Councillor C. Jepson (Rotherham Borough Council)

Local Organisations

- Waverley Residents' Association

Parish and Town Council

- Dalton Parish Council
- Orgreave Parish Council
- Ravenfield Parish Council
- Thrybergh Parish Council
- Ulley Parish Council
- Whiston Parish Council
- Woodsetts Parish Council

Local Residents

- 12 local residents

Appendix D

Glossary and abbreviations

Council size	The number of councillors elected to serve on a council
Electoral Change Order (or Order)	A legal document which implements changes to the electoral arrangements of a local authority
Division	A specific area of a county, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever division they are registered for the candidate or candidates they wish to represent them on the county council
Electoral fairness	When one elector's vote is worth the same as another's
Electoral inequality	Where there is a difference between the number of electors represented by a councillor and the average for the local authority
Electorate	People in the authority who are registered to vote in elections. For the purposes of this report, we refer specifically to the electorate for local government elections
Number of electors per councillor	The total number of electors in a local authority divided by the number of councillors
Over-represented	Where there are fewer electors per councillor in a ward or division than the average

Parish	A specific and defined area of land within a single local authority enclosed within a parish boundary. There are over 10,000 parishes in England, which provide the first tier of representation to their local residents
Parish council	A body elected by electors in the parish which serves and represents the area defined by the parish boundaries. See also 'Town council'
Parish (or Town) council electoral arrangements	The total number of councillors on any one parish or town council; the number, names and boundaries of parish wards; and the number of councillors for each ward
Parish ward	A particular area of a parish, defined for electoral, administrative and representational purposes. Eligible electors vote in whichever parish ward they live for candidate or candidates they wish to represent them on the parish council
Town council	A parish council which has been given ceremonial 'town' status. More information on achieving such status can be found at www.nalc.gov.uk
Under-represented	Where there are more electors per councillor in a ward or division than the average
Variance (or electoral variance)	How far the number of electors per councillor in a ward or division varies in percentage terms from the average

Ward	A specific area of a district or borough, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever ward they are registered for the candidate or candidates they wish to represent them on the district or borough council
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HEALTH AND WELLBEING BOARD
31st May, 2017

Present:-

Councillor D. Roche	Cabinet Member for Adult Social Care and Health (in the Chair)
Dominic Blaydon	Associate Director of Transformation, RFT (representing Louise Barnett)
Tony Clabby	Healthwatch Rotherham
Dr. Richard Cullen	Strategic Clinical Executive, Rotherham CCG
Chris Edwards	Chief Operating Officer, Rotherham CCG
Sharon Kemp	Chief Executive, RMBC
Carole Lavelle	NHS England
AnneMarie Lubanski	Strategic Director, Adult Social Care
Councillor J. Mallinder	Chair, Improving Places Select Commission
Mel Meggs	Deputy Strategic Director, CYPS (representing Ian Thomas)
Dr. Jason Page	Governance Lead, Rotherham CCG
Terri Roche	Director of Public Health
Kathryn Singh	RDaSH
Councillor G. Watson	Deputy Leader
Janet Wheatley	Voluntary Action Rotherham

Report Presenters:-

Richard Hart	Public Health
Giles Ratcliffe	Public Health

Officers:-

Kate Green	Policy Officer, RMBC
Gordon Laidlaw	Communications Lead, Rotherham CCG

Observers:-

Councillor Evans	Chair, Health Select Commission
Dr. Sophie Holden	Rotherham CCG
Shafiq Hussain	Voluntary Action Rotherham
Ruth Nutbrown	Rotherham CCG
Janet Spurling	Scrutiny Officer, RMBC

Apologies for absence were submitted by Louise Barnett (Chief Executive, RGT), Superintendent Rob O'Dell (South Yorkshire Police) and Ian Thomas (Strategic Director, CYPS).

1. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

2. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

There were no members of the public or the press in attendance.

3. COMMUNICATIONS/UPDATES

Discussion took place on the following items:-

Sensory Impairment Centre

The Sheffield Royal Society for the Blind, in conjunction with the Council, was to open a centre for the partially sighted and hard of hearing. The premises were located on Ship Hill, Rotherham.

National Review of Children's Mental Health Services

Tony Clabby, Healthwatch Rotherham, reported that the CQC led review had set up an expert advisory group of which he had been asked to be a member. Rotherham was the only Healthwatch in the country to be invited.

Tony would keep the Board updated on progress made.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of the Health and Wellbeing Board, held on 8th March, 2017, were considered.

Matters arising updates were provided in relation to the following items:-

Minute No. 60(3) (Adult Care Development Programme (Better Care Fund), it was not known if the Sub-Group had met as yet.

Action:- AnneMarie Lubanski to follow up

Minute No. 60(4) (Better Care Fund) should read "Draft" Plan.

Minute No. 61(b), it was noted that no comments had been received with regard to the new protocol development between the two Rotherham Safeguarding Boards (Adults and Children's), the Health and Wellbeing Board, the Safer Rotherham Partnership and the Children and Young People's Partnership.

Accordingly, the Board approved the protocol.

Minute No. 61(c), it was noted that a launch of the 'I Age Well' online resource was taking place on 12th July at the New York Stadium which was a tool to help individuals map and manage their ageing journey.

The Healthy Ageing Framework had been re-submitted to the Older People's Forum on 8th March who had helped in its development. Feedback from members of the public had been received to make it more friendly and easy to read.

The Active for Health 12 month evaluation had taken place and a poster presentation was to take place on the progress of the programme.

Minute No. 67 (Loneliness and Isolation), it was noted that the working group had met twice with a provisional date of 19th September for a workshop session. The aim of the session was to bring together all interested organisations to look at the work already taking place and identifying any gaps.

Resolved:- That the minutes of the meeting held on 8th March, 2017, be approved as a correct record subject to the correction of Debbie Smith in the list of observers stating RDaSH and not Rotherham NHS Foundation Trust.

5. HEALTH AND WELLBEING STRATEGY ACTION PLAN AND PROGRESS UPDATE

Terri Roche, Director of Public Health, introduced a progress update on the Health and Wellbeing Strategy together with the full suite of action plans for each aim (Appendix A) highlighting the activity taking place/planned.

Since 2015 the Board had worked well with partnerships vastly improved. It was now in a stronger position to consider what the real challenges were locally and how it could best work together to add value. There had been a number of national strategic drivers influencing the role of local Health and Wellbeing Boards including:-

Sustainability and Transformation Plans
Rotherham's Integrated Health and Social Care Place Plan
Better Care Fund
The Rotherham Plan
Children and Young People's Strategy Partnership
Safer Rotherham Partnership
Local Safeguarding Partnership Protocol

It was suggested that there was a need to consider all of the above and look to streamline the Health and Wellbeing Strategy whilst ensuring the Board's key roles and functions were delivered in the most appropriate way. This should include how the Board was able to influence other agendas, plans and strategies.

The Board sponsors (or their representatives) gave a brief summary of the progress made for each of the objectives relevant to their Aim.

Discussion ensued on the progress updates with the following issues raised/clarified:-

- Future updates must include the "so what" element
- Exploration of joint commissioning of the Midwifery Service which paid for the Smoking Cessation initiative
- Development of Ward profiles which would assist in understanding the inequalities throughout Rotherham

- Young people not in education, employment or training, particularly care leavers, were a vulnerable group with some not ready to go straight into apprenticeships. It was, therefore, suggested that organisations should consider pre-apprenticeship programmes
- Improving Lives Select Commission was to conduct a piece of work on Looked After Children apprenticeships. This could be reported back to the Board at a future date
- There was a suggestion that Aims 1 and 2 of the Strategy be merged to become a single aim in relation to children and young people with Ian Thomas as the Board sponsor
- Rotherham's aspirational Social Prescribing initiative was being recognised nationally
- Social isolation was not just felt by the older population
- Use of Social Prescribing in the social isolation work
- Need to capture the measure of actions of Social Prescribing and include within the Aims to highlight the valuable outcome of the work
- Need for all Aims to consider what they contributed to the Mental Health Strategy
- Making Every Contact Count was underway with regard to the 2 previously agreed themes – Alcohol and Tobacco. Work had been taking place with commitment from RDaSH and the Foundation Trust with further discussions around the voluntary and community sector. Initial training was to start in June
- Increase opportunities in the Town Centre for people to use outdoor space for improving their health and wellbeing and ensuring it was an age friendly place
- Need to ensure everyone who was entitled to free school meals took up the entitlement

Resolved:- (1) That the action plans for each aims be noted.

(2) That future action plans should consider the “so what” element.

(3) That future reports provide the statistical contribution the Board had made and how successful they had been using the performance scorecards as a way of presenting this information.

(4) That a report be submitted to a future meeting on Social Prescribing.

Action: Kathryn Singh

(5) That the Town Centre Team present the draft Town Centre Masterplan to the Board as part of the consultation process to allow Board members to consider it in terms of the impact on health and wellbeing.

Action:- Kate Green to liaise with the relevant officer(s) to arrange

6. ACCOUNTABLE CARE SYSTEM

Chris Edwards, Chief Operating Officer CCG, gave a verbal report on the proposed Rotherham Accountable Care System (ACS).

Work had been taking place designing the governance arrangements with the Health and Wellbeing Board being at the centre thereof.

An ACS Board would be established and meet in June to prepare the proposal. The proposals would then be submitted to the Board's 5th July meeting for feedback.

The newly formed ACS Board would then meet on 12th July and report progress and actions to the Health and Wellbeing Board on a routine basis as it went forward.

9 areas had been selected as exemplars within the national STP process. Although South Yorkshire and Bassetlaw was not an exemplar, Rotherham's designed ACS governance would be used as national practice to inform Government policy. Rotherham's model was slightly different to other areas as it was much more inclusive.

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

(2) That the proposed Accountable Care System governance be submitted to the next Board meeting.

Action: Chris Edwards

7. SOCIAL CARE GRANT

AnneMarie Lubanski, Strategic Director of Adult Care and Housing, gave a verbal update on the Social Care Grant.

Guidance was still awaited in terms of the funding allocation to Adult Care and would not be released until after the General Election. It was thought that it would be for the purposes of Adult Care and how it impacted upon the system with a clear pathway to discharges from hospital. Rotherham had had a review carried out of the discharge pathway.

The CQC had been requested to identify 20 Section 48 reviews 15 of which would be areas where the system did not work particularly well. No-one knew who would be chosen but Rotherham could potentially be one.

It was noted that this partly referred to hospital admissions and re-admissions but also care homes. The overall percentage of care homes nationally that were inadequate was 23-25% - Rotherham was 23.3%. Rotherham had far fewer of its care homes requiring improvement than any other council or area in the whole of Yorkshire and Humber with the exception of Doncaster (18.4%).

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

(2) That AnneMarie Lubsanski meet with the CCG and Foundation Trust to discuss further.

Action:- AnneMarie Lubanski

8. DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT

Terri Roche, Director of Public Health, introduced the 2015/16 independent report which highlighted some of the successes in Rotherham as well as a frank assessment of some of the challenges faced as a community. A powerpoint presentation was given on healthy ageing living well and living longer as follows:-

Why focus on healthy ageing?

“Provides the opportunity to shine the light on the rich asset that older people are within our society and also to consider the changes that are developing within our older population”

Considerations include:-

- Ageing population
- Changing communities
- Older people as local asset
- Value of focussing on prevention
- Improving quality of later life

Local data highlights

- Rotherham’s over 65s population is growing the fastest. By 2025:-
21.7% of population will be over 65
Over 85s population will rise by over 40%
- Rotherham has lower life expectancy than England (men and women)
- Life expectancy and healthy life expectancy gap is greater than England average (men and women)
- Poor perception of “their own health” reported in Census surveys by older people in Rotherham

Healthy Ageing Framework Structure

Four sections

- Healthy behaviours and lifestyles
- Age friendly environment and community support health
- Encouraging social inclusion
- Quality integrated services and prevention interventions

Healthy behaviours and lifestyles – adding life to years and years to life

Includes

- Obesity
- Fruit and veg
- Inactivity
- Alcohol
- Tobacco

- Sexual health
- Living with long term conditions (LTCs)
- Making Every Contact Count (MECC)

Key messages

- To promote the 5 a day and balanced diet messages and their importance in later life including hydration
- Older adults to be more active and meet CMO guidelines of 150 minutes per week including strength and balance activities
- It is never too late to stop smoking
- Alcohol misuse in later life leads to increased hospital admissions
- Older people are made aware of the health risks of regular and excessive alcohol use

Recommendation 1

- All services should encourage lifestyle behaviour change in older people where appropriate particularly in the most disadvantaged communities. This could be achieved through taking a systematic approach to MECC

Age friendly environment and community supporting health

The impact of where we live on our health in later life and includes

- Role older people play in their communities (e.g. volunteering)
- WHO Age friendly cities and communities
- Excess winter deaths
- Poor quality housing impact
- Cold homes and fuel poverty
- Falls prevention and support

Key messages are to:

- Plan together
Use a Framework or plan to join activity and work towards a common goal for Healthy Ageing
Housing need to plan adequately for the ageing population, considering account of tenure changes and promoting independence
Preventing falls and providing early intervention for those who have fell is an important factor in maintaining independence
- Work together
A wide range of people can identify vulnerable people who may be at increased risk (e.g. cold weather, falls)

Recommendation 2

- Rotherham's Health and Wellbeing Board considers implementing the WHO 'Age Friendly Cities and Communities' and become the first area in South Yorkshire to achieve this accreditation, learning from other UK cities that have already begun this work. This would be complimentary to the Borough's aspiration to be young people and dementia friendly

Encouraging social inclusion

Challenges and opportunities that have an impact in later life includes:-

- Maintaining independence
- Carer responsibilities – for partners, friends, grandchildren
- Income, work, benefits and volunteering (giving back)
- Education and literacy
- Discrimination
- Mental health
- Dementia
- Loneliness and social isolation

Key messages

- Maintaining independence requires all stakeholders to work together and with individuals
- Older people play a significant role as car givers
- Opportunities for over 65s to remain in work are greater
- Volunteering is important as a social activity to combat social isolation and loneliness
- Health literacy is an important factor to support self-management
- Age discrimination needs to continue to be in policy developments
- Dementia prevention and support agenda needs to continue to be considered
- Mental health within later life needs to be responsibility of all organisations across the system

Recommendation 3

- The social inclusion of older people in Rotherham needs to be at the heart of policy and delivery across the Rotherham Partnership, addressing issues such as maintaining independence, income and participation, mental health, loneliness and isolation. To achieve this goal, older people must experience proactive involvement and participation in life and society as a whole

Quality integrated services and preventative interventions

Working together to commission and deliver the best services for older people in Rotherham. Includes:-

- Health and social care integration
- Asset based approaches
- Screening and immunisations
- NHS Healthchecks
- Personalised End of Life Care planning
- Integrated Wellness Services

Key Messages

- Health and social care integration is underway
- Screening programmes identify and treat individuals early
- People 65+ have higher health risks from flu, pneumococcal and shingles

- NHS Health checks detect early signs of illness and disease
- Personalised end of life care planning will increase in importance as our population ages
- Integrated wellness service will target communities and individuals of the greatest need providing a comprehensive behaviour change pathway

Recommendation 4

- All partners to deliver against the aspirations and commitments within the Rotherham Integrated Health and Social Care Place Plan and to continue to strive for the highest quality services for older people. This is to include an increased focus on prevention, early identification and self-management, with clear pathways for lifestyle behaviour change for older people that support individuals to make changes when the time is right for them

Next Steps

- Sharing the report with key stakeholders
- Facilitating the development of key actions
- Developing an action plan
- Monitoring and reporting on progress

Discussion ensued on the report and presentation with the following issues raised/clarified:-

- Were those less digitally competent being missed as self-care models increasingly moved to online access? Need to ensure there was always a backup system available and to publicise such facility
- Intergenerational and intercommunity work must not be forgotten
- The Council was in the process of developing a Digital Strategy
- Acknowledgement that in Rotherham, particularly for carers, there was low usage of the digital system
- There was a different perception of using digital on-line services to pay bills opposed to seeking assistance
- Some feared the loss of face-to-face contact
- Need for a future discussion on Rotherham being “age friendly” or “people friendly”

Resolved:- That the report be noted.

9. ROTHERHAM HEALTH PROTECTION ANNUAL REPORT 2016

Richard Hart, Health Protection Principal, presented the Health Protection annual report 2016 which highlighted the joint successes and challenges over the year as identified by the Health Protection Committee.

The organisations represented on the Health Protection Committee collectively acted to prevent or reduce the harm or impact on the health of the local population caused by infectious disease or environmental hazards, major incidents and other threats.

The Health Protection Committee, on behalf of the Director of Public Health, would continue to meet on a quarterly basis to oversee and discharge the Council's Health Protection duties.

Discussion ensued on the report with the following issues raised/clarified:-

- Air quality and the recent claims that it contributed to early deaths
- Rotherham's Environment Strategy was to be relaunched and currently out for consultation
- Rotherham had 2 Air Quality Zones

Resolved:- That the report be noted.

10. HEALTH AND WELLBEING BOARD/HEALTHWATCH/HEALTH SELECT COMMISSION - JOINT PROTOCOL

A copy of the existing joint protocol between the Health and Wellbeing Board, Health Select Commission and Healthwatch Rotherham was considered.

It was noted that the Association of Democratic Services Officers was undertaking a review of the Council's Constitution and the joint protocol may be amended from the Council's perspective.

Resolved:- That, upon completion of Council's Constitution review, the Scrutiny Officer, Chair of the Health Select Commission, Healthwatch Rotherham and the Health and Wellbeing Board Chair, meet and consider whether the joint protocol required amending and resubmit to the Board for consideration.

Action:- Kate Green

11. BETTER MENTAL HEALTH FOR ALL STRATEGY

Terri Roche, Director of Public Health, submitted Rotherham's Strategy to promote the mental health and wellbeing of Rotherham people 2017-2020 for information.

The Strategy's action plan would be submitted to the July Board meeting for discussion.

12. DATE, TIME AND VENUE OF THE FUTURE MEETING

Resolved:- (1) That the next meeting of the Health and Wellbeing Board be held on Wednesday, 5th July, 2017, at the Carlton Park Hotel, Rotherham.

This Board meeting was to form part of a full day of activity delivered jointly with the CCG including the CCG Annual General Meeting. Members of the public and stakeholders were being encouraged to attend – members of the Board were asked to forward the invitation to their contacts as appropriate.

(2) That future meetings of the Board take place on: -

- 20th September, 2017
- 15th November, 2017
- 10th January, 2018
- 14th March, 2018

All meetings to start at 9.00 a.m. and venues to be confirmed.

PLANNING BOARD
11th May, 2017

Present:- Councillor Atkin (in the Chair); Councillors Andrews, Cutts, Elliott, Jarvis, Khan, Price, Sansome, Sheppard, Tweed, Walsh and Whysall; and Councillor Sheppard (as substitute for Councillor Bird).

Apologies for absence were received from Councillors Bird, Ireland and John Turner.

85. DECLARATIONS OF INTEREST

Councillor M. Elliott declared a personal interest in application RB2017/0066 (erection of dwellinghouse at land to the rear of 1 The Beeches, Worksop Road, Swallownest) on the grounds that this application had been brought up at his Ward Surgery. He left the room and took no part in the discussion nor observed the vote.

Councillor Jarvis declared a disclosable pecuniary interest in application RB2017/0262 (erection of a three storey education building at former Rotherham Hospital, Doncaster Gate, Rotherham Town Centre) on the grounds of part time employment through an agency with Rotherham College of Arts and Technology. She remained in the room to observe the vote and discussion, but took no part in the discussion or vote.

86. MINUTES OF THE PREVIOUS MEETING HELD ON 20TH APRIL, 2017

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 20th April, 2017, be approved as a correct record for signature by the Chairman.

87. DEFERMENTS/SITE VISITS

There were no site visits nor deferments recommended.

88. DEVELOPMENT PROPOSALS

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, the following people attended the meeting and spoke about the following applications:-

- Erection of a dwellinghouse at land to the rear of 1 The Beeches, Worksop Road, Swallownest for Mr. D. Lanera (RB2017/0066)

Mr. D. Milner (Objector)
Mr. S. Carney (Objector)

- Application to vary condition 09 (car park controls – to allow new car park management measures to be introduced) imposed by application RB2011/1768 at corner of Nottingham Street/Drummond Street, Rotherham Town Centre for Tesco Stores Ltd. (RB217/0245)

Ms. A. Henderson (on behalf of the applicant)
Mr. R. Baguely (supporter)

- Erection of a three storey education building at former Rotherham Hospital, Doncaster Gate, Rotherham Town Centre for RNN Group (RB2017/0262)

Mr. Towey (Objector)

(2) That application RB2016/1130 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report.

(3) That application RB2017/0066 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report and subject to a further condition being included:-

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any Order revoking and re-enacting that Order with or without modification), the premises shall be used for C3 (Dwellinghouse) purposes only and no change of use to C4 (House in Multiple Occupation) shall be permitted.

Reason

In order to assess any proposed use of the property within Class C4, in the interests of the amenities of neighbouring residents.

(4) That application RB2017/0245 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report. A further letter of objection, received after the publication of the agenda papers, was read out at the meeting.

(5) That application RB2017/0262 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report, with the amendment to condition number 2 by the correction of the approved plan date from 03001 to 02001 and an amendment to condition number 22 to now read:-

“Prior to the commencement of development all subsoils/topsoils imported to site for soil capping works shall be tested at a rate and frequency to be agreed with the Local Planning Authority to ensure they are free from contamination. The results of testing thereafter shall be presented to the

Local Planning Authority in the format of a Validation Report. The development shall be undertaken in accordance with the agreed details.”

89. DEVELOPMENT MANAGEMENT PERFORMANCE REPORT 2016-2017

Consideration was given to the report which sought to inform Members of the current performance in relation to Development Management (DM) and the processing of planning applications.

As part of the continuous improvement programme, Development Management had consistently surpassed these figures. The aim was to continue to set high performance standards to ensure that the service was efficient, accountable and reflects the desire to ensure performance is comparable to other top performing planning teams in the Country.

Rotherham's planning performance on all three application types, has exceeded targets for this year. This represented a significant achievement across all three application types and demonstrated that the improvement measures incorporated into the daily workflow and the benefits of a fully electronic document management system continued to have a positive effect.

It was important that performance was maintained and monitored to ensure targets were achieved as the Government had introduced penalties for low performance by introducing measures which would require a refund of planning fees, should applications not be determined within a 26 week period.

The Government has also confirmed the introduction of the Planning Performance Guarantee and 'Special Measures Designation' enabling developers to bypass a Council and apply directly to the Planning Inspectorate for planning permission where that local authority had a track record of either poor performance in decision making or not acting positively to promote economic growth within its area.

The Government would also introduce further quality measures in 2018 against appeals. The threshold would be 10% decisions (as a total number of decisions on all applications made during the assessment period) being overturned at appeal. A two year assessment period ending March, 2017 would be used for designation decisions in 2018.

The new Housing and Planning Bill included the provision for the processing of planning applications to be undertaken within a competitive environment. This would potentially open up the opportunity for private individuals, local firms and neighbouring Local Planning Authorities to compete to process planning applications within Rotherham. There were significant implications of this which would have to be considered, but maintaining a Planning Service as an efficient and customer focussed function would minimise any risk.

The Service had been recognised by the Planning Advisory Service who named Rotherham as one of the ten top performing Local Planning Authorities nationally. Going forward the aim of the service was to continue to improve and offer a good level of service to customers.

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

90. UPDATES

The following update information was provided:-

Further to Minute No. 75(4) of the meeting of the Planning Board held on 30th March, 2017, following the decision to dispose to grant planning permission in respect of application RB2015/1530 which was development in the Green Belt, the application was referred to the Secretary of State for Communities and Local Government as a departure from the Development Plan.

As a local Member of Parliament had subsequently written to the Secretary of State expressing his support for the application, this application would now be subject to Minister approval, but consideration would be delayed due to the calling of a General Election on the 8th June, 2017.

PLANNING BOARD
1st June, 2017

Present:- Councillor Atkin (in the Chair); Councillors Andrews, Bird, Cutts, Fenwick-Green, Jarvis, Price, Taylor, Tweed, Vjestica and Walsh.

Apologies for absence were received from Councillors M. S. Elliott, Ireland, John Turner and Whysall.

1. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 11TH MAY, 2017

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 11th May, 2017, be approved as a correct record for signature by the Chairman.

3. DEFERMENTS/SITE VISITS

There were no site visits nor deferments recommended.

4. DEVELOPMENT PROPOSALS

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, the following person attended the meeting and spoke about the application shown below:-

- Erection of 1 No. bungalow at land rear of 125 Laughton Road, Thurcroft for Westwoods (RB2016/1677)

Mrs. Y. Read (objector)

- Change of use to residential institution (Use Class C2) at 34 Dale Hill Road, Maltby for Mr. R. S. Bains (RB2017/0464)

Mr. R. S. Bains (applicant)

Mrs. R. Parkin (objector)

Mr. J. C. Kirk (objector)

Mrs. Slack (objector)

PLANNING BOARD - 01/06/17

- Outline application for the erection of 9 No. dwellinghouses including details of access at land East of Welling Way and Crane Drive, Kimberworth for Keyland Developments Ltd. (RB2017/0581)

Mr. C. Darley (agent for the applicant)

(2) That applications RB2016/1677, RB2017/0464 and RB2017/0581 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report,

(3) That consideration of application RB2016/1539 be deferred until the next meeting.

5. UPDATES

There were no items to report.

**PLANNING BOARD
22nd June, 2017**

Present:- Councillor Atkin (in the Chair); Councillors Bird, D. Cutts, M. S. Elliott, Fenwick-Green, Jarvis, Taylor, R.A.J. Turner, Tweed, Vjestica, Walsh and Whysall.

Apologies for absence were received from Councillors Andrews and Ireland.

6. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

7. MINUTES OF THE PREVIOUS MEETING HELD ON 1ST JUNE, 2017

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 1st June, 2017, be approved as a correct record for signature by the Chairman.

8. DEFERMENTS/SITE VISITS

There were no site visits nor deferments recommended.

9. DEVELOPMENT PROPOSALS

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, the following persons attended the meeting and spoke about the applications shown below:-

- Application to vary conditions 01 (proposed plans), 02 (site restoration), 15 (restoration works), 16 (site opening hours), 17 (loading of stone), 18 (recycling), 23 (deliveries), 26 (field noise level), 28 (blasting operations), 29 (blasting charges), 33 (topsoil and subsoil workings), 34 (controlled skipping), 36 (restoration work), 37 (graded tipped surfaces), 40 (trees, shrubs and hedgerows), 41 (phase plans) imposed by RB2010/1308 at Harrycroft Quarry, Worksop Road, South Anston for Tarmac (RB2016/1539)

Mr. D. Walker (agent for the applicant)

Mr. K. Pendlebury (objector)

Parish Councillor Mr. S. Thornton (objector, speaking on behalf of Anston Parish Council)

Borough Ward Councillor C. Jepson (objector)

- Change of use to house in multiple occupation (sui generis) at 20 Lindum Terrace, Doncaster Road, Eastwood for Living Property Solutions (RB2017/0625)

Ms. A. Taylor (objector)

Mr. H. Fashi (objector)

Mr. S. Foers (objector)

Borough Ward Councillor R. McNeely (objector)

(2) That applications RB201670268, RB2017/0452 and RB2017/0625 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report,

(3) Resolved:- That the Planning Board declares that it is not in favour of application RB2016/1539 and that the application be refused on the grounds of highway safety, because the current highway conditions are inappropriate to serve this proposed development and that the Chairman and the Vice-Chairman be authorised to approve the precise wording of the reasons for refusal.

10. UPDATES

Further to Minute No. 75(4) of the meeting of the Planning Board held on 30th March, 2017 and Minute No. 90 of the meeting of the Planning Board held on 11th May, 2017, the Planning Board was informed that the Secretary of State for Communities and Local Government had decided not to call-in application RB2015/1530 (Erection of bonded warehouse and offices to replace existing warehouse, offices and repair buildings at The Green Group, Warwick Road, Maltby for The Green Group) and therefore the planning approval notice would now be issued.

STAFFING COMMITTEE
26th June, 2017

Present:- Councillor Watson (in the Chair); Commissioner Ney, Councillors Cowles, Read and Roche.

An apology for absence was received from Councillor Alam.

**INTEGRATED HEALTH AND ADULT CARE TRANSFORMATION -
CREATION AND APPOINTMENT OF A DEPUTY DIRECTOR -
INTEGRATED HEALTH AND SOCIAL CARE**

Consideration was given to the report presented by Judith Badger, Strategic Director of Finance and Customer Services, which detailed the Rotherham Integrated Health and Social Care Place Plan jointly produced by the Rotherham Clinical Commissioning Group (RCCG), Rotherham Metropolitan Borough Council (RMBC), The Rotherham NHS Foundation Trust, (TRFT), Rotherham, Doncaster & South Humber NHS Foundation Trust, (RDASH) and Voluntary Action Rotherham (VAR) which brought together health and social care as one single system and the creation of a joint post between the Council and the CCG.

This role would lead on effecting the transition and, equally as important, in assuring that service users and carers received the highest quality of care, ensuring that multi-agency safeguarding procedures were robust both across and within organisations as collaboration was progressed.

Trades Unions had been briefed and understood the rationale for such a position to take forward the emerging agenda.

A benchmarking exercise was undertaken and given the complexity of the position and the need to attract the right calibre of applicant the position was proposed at a salary of £90,000. As recruitment would take place part way through 2017/18, the full cost of the two-year position would stretch across the current and the next two financial years.

The salary range of broadly similar posts would be kept under review and a further report would be brought to Committee if continuation of the role beyond the two year period was deemed to be required.

Resolved:- That the creation of a new two year fixed term post of a jointly appointed Deputy Director - Integrated Adult Health and Social Care Transformation, to sit within the Adult Care and Housing Directorate of RMBC for reporting purposes be approved.

LICENSING BOARD SUB-COMMITTEE
Monday, 8th May, 2017

Present:- Councillor Ellis (in the Chair); Councillors Buckley, Napper, Sheppard and Taylor.

22. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the Police Act 1997 and Paragraphs 3 and 7 of Part I of Schedule 12A to the Local Government Act 1972 (business affairs and prevention of crime).

23. APPLICATIONS FOR THE GRANT AND RENEWAL OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES

The Sub-Committee of the Licensing Board considered a report, presented by the Business Regulation Manager, relating to applications for the grant and renewal of hackney carriage/private hire drivers' licences in respect of Messrs. N.R., D.N., and S.M. (Mr. N.R. was represented by his solicitor).

Messrs. N.R., D.N. and S.M. all attended the meeting and were interviewed by the Sub-Committee.

Resolved:- (1) That, further to Minute No. C41(4) of the Commissioner's Case Hearing meeting held on 22nd March, 2016, the application for the grant of a hackney carriage/private hire driver's licence in respect of Mr. N.R. be refused.

(2) That further to Minute No. C26(2) of the Commissioner's Case Hearing meeting held on 30th November, 2015, the application for the grant of a hackney carriage/private hire driver's licence in respect of Mr. D.N. be approved and he be granted a licence for a period of three years.

(3) That, further to Minute No. 7(1) of the meeting of the Licensing Board held on 16th June, 2010, the application for the renewal of a hackney carriage/private hire driver's licence in respect of Mr. S.M. be refused.

24. REQUEST FOR EXEMPTION FROM LICENSING POLICY REQUIREMENTS RELATING TO VEHICLE IDENTIFICATION

The Sub-Committee of the Licensing Board considered a report, presented by the Business Regulation Manager, relating to an application from Mr. S.T. for an exemption from the requirements of the Council's Hackney Carriage and Private Hire Licensing Policy in respect of licence

plates and door signs being affixed to one of his licensed vehicles (as stated within the submitted report).

Resolved:- (1) That the request from Mr. S.T. for an exemption from the Council's Licensing Policy in relation to the requirements to affix licence plates and door signs to one of his licensed vehicles be granted in respect of the licensed vehicle described in the report now submitted.

(2) That, further to resolution (1) above, a condition be attached to this permission granted to Mr. S.T., such that this specific exemption from the requirements of the Council's Licensing Policy shall be subject to both review and reconfirmation prior to each and every renewal of this vehicle licence and the power to determine the matter shall be delegated to the Assistant Director, Community Safety and Street Scene.

**LICENSING SUB-COMMITTEE
2nd May, 2017**

Present:- Councillor Ellis (in the Chair); Councillors Buckley and Wyatt.

**CLUB/PREMISES CERTIFICATE (LICENSING ACT 2003) - FHF
SUPERMARKET, 192 FERHAM ROAD, HOLMES**

Consideration was given to an application for the grant of a premises licence under the Licensing Act 2003, in respect of the premises known as the FHF Supermarket, 192 Ferham Road, Holmes, Rotherham.

The Licensing Authority received representations from the Borough Council's Enforcement Unit (as a responsible authority) and also from local residents and business people in the local area near to the premises, including a petition signed by 37 persons. These representations were not withdrawn and the Sub-Committee gave them due consideration. The applicant attended the meeting and presented the licence application and responded to the issues raised in the written representations considered by the Sub-Committee.

The applicant Mr. Faris outlined his application, stating that he was keen to establish this new business and that the grant of a premises' licence would enable him to attract more customers and make his business more profitable.

Mr. Faris stated that he had successfully completed the required course in respect of his application for a Personal Licence, in accordance with the Licensing Act 2003. However, Mr. Faris was still awaiting the return of his DBS check and therefore had not yet applied to the Local Authority for the grant of a Personal Licence.

The representative from the Borough Council's Enforcement Unit submitted evidence of the FHF Supermarket being open for business and selling alcohol products, but without the necessary premises' licence being in place for the supermarket. Alcoholic drinks were being stored on the premises and were on display within and visible to customers within the supermarket.

The Sub-Committee questioned Mr. Faris about the four Licensing objectives, as stated in the Licensing Act 2003. Members concluded, having listened to Mr. Faris's replies, that he did not have a sufficient knowledge or understanding of the 4 Licensing objectives and the overall Licensing legislation and their implications for the operation of his business. Mr. Faris conceded that he did not have a very good understanding of the written English language.

In addition, the Sub-Committee did not feel that Mr. Faris would be able to fulfil his responsibilities in respect of the Licensing Act 2003 and concluded that there were no additional conditions of any licence which would enable Mr. Faris to operate an off-licence business.

Resolved:- That the application for the grant of a premises licence under the Licensing Act 2003, in respect of the premises known as the FHF Supermarket, 192 Ferham Road, Holmes, Rotherham, as now submitted, be refused.

**LICENSING SUB-COMMITTEE
4th May, 2017**

Present:- Councillor Ellis (in the Chair); Councillors Buckley and McNeely.

**CLUB/PREMISES CERTIFICATE (LICENSING ACT 2003) - THE
SPORTSMAN INN, 55 BROAD STREET, PARKGATE**

Consideration was given to an application for a premises licence under the Licensing Act 2003, in respect of the premises known as the Sportsman Inn, 55 Broad Street, Parkgate, Rotherham.

The Licensing Authority received representations from the South Yorkshire Police and the Borough Council's Enforcement Unit (as responsible authorities) and also from local Ward Councillors, which were not withdrawn. The Sub-Committee considered those representations. The applicant attended the meeting and presented the licence application and responded to the issues raised in the written representations considered by the Sub-Committee.

The Sub-Committee gave due consideration to the application for a premises licence and the submissions of the various parties at the hearing.

Resolved:- (1) That the application for the grant of a premises licence in respect of the Sportsman Inn, 55 Broad Street, Parkgate, be approved, as follows:-

Licensable Activities: Monday to Sunday from 10.00 hours to 00.00 Midnight

Opening Hours of the Premises: from 10.00 hours to 00.30 hours.

(2) That the following conditions be attached to the premises licence:-

(a) Challenge 25 Scheme must operate including a refusals log, signage and the maintenance of staff training records.

(b) Staff to receive training on matters concerning underage sales, drugs policies and operating procedures. Records of such training will be kept and made available for inspection by the authorities on request.

(c) A colour CCTV system, to a specification required by South Yorkshire Police and in accordance with current Home Office Guidelines, to be installed and utilised at the premises during trading hours, covering all the licensed areas, with a sufficient storage capacity to store a minimum of 28 days footage.

(d) An Incident Book to be maintained and kept on the premises to record all incidents involving anti-social behaviour, injury and ejections from the premises.

(e) The record/log shall be retained for a period of at least 12 months from the entry date and made available for inspection on demand by an Authorised Officer of the Council or a Police Constable.

(f) A refusal log to be completed and kept at the premises at all times and to contain the following details as a minimum:-

Time, date and location of refusal

Reason for refusal

Each entry signed by the DPS or other responsible person employed at the premises and so authorised by the DPS

(g) The record/log to be retained for a period of at least 12 months from the entry date and made available for inspection on demand by an Authorised Officer of the Council or a Police Constable.

(h) No children should be allowed on the premise whilst conducting licensable activity.

(i) No customers apparently carrying open bottles or vessels upon entry shall be admitted to the premises at any time the premises are open to the public.

(j) No customers to be allowed to take from the premises open bottles or vessels.

(k) No relevant entertainment (as defined by paragraph 2A of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982) shall take place on the premise.

(l) Where appropriate, prominent clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly.

(m) The use of glass alternative drinking vessels shall be utilised in accordance with the premises' assessment of risk.

(n) Drinks may not be removed from the premise in open containers.

(o) At least one registered SIA door supervisor must be employed at each of the premises' entrances from 20.000 until the close of business whenever the premise is open.

(p) That the advertising/signage of the premises must be agreed with Licensing due to its situation on the main road and proximity to a school.