



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

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**Monday, 19 February 2018  
10.00 a.m.  
Council Chamber, Town Hall,  
Moorgate Street, Rotherham. S60 2TH**

**Cabinet Members:-**

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

**Commissioners:-**

Lead Commissioner Mary Ney  
Commissioner Patricia Bradwell  
Commissioner Julie Kenny

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

**Venue:** **Town Hall, The Crofts,  
Moorgate Street,  
Rotherham. S60 2TH**      **Date:** **Monday, 19th February, 2018**  
**Time:** **10.00 a.m.**

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

#### **1. Apologies for Absence.**

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

#### **2. Declarations of Interest**

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

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

To receive questions from members of the public who wish to ask a general question in respect of matters within the Council's area of responsibility or influence.

Subject to the Chair's discretion, members of the public may ask one question and one supplementary question, which should relate to the original question and answered received.

Councillors are also entitled to ask any questions under this agenda item.

#### **4. Minutes of the previous meeting (Pages 1 - 6)**

To receive the record of proceedings of the Cabinet and Commissioners' Decision Making Meeting held on 15 January 2018.

#### **5. Exclusion of the Press and Public**

Agenda Item 18 has an exempt appendix. Therefore, if necessary when considering that item, the Chair will move the following resolution:-

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

## **DECISIONS FOR COMMISSIONER BRADWELL**

### **6. Councillor Membership of Adoption and Fostering Panels (Pages 7 - 13)**

Report of the Assistant Chief Executive

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

Recommendations:

1. That two councillors be required to sit on hearings of the Adoption Panel and Fostering Panel.
2. That Councillors Allen and Elliot be appointed to the Adoption Panel.
3. That Councillors Cusworth and M. Elliott be appointed to the Fostering Panel.

### **7. Annual Childcare Sufficiency Report (Pages 15 - 133)**

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

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

Recommendation:

That the 2017-18 Childcare Sufficiency Report be approved for publication.

## **DECISIONS FOR CABINET**

### **8. Response to Recommendations from Improving Lives Select Commission - Alternative Management Arrangements for Children's Services (Pages 135 - 142)**

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

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

Recommendations:-

1. That Cabinet agree the response to the scrutiny review of Alternative Management Arrangements for Children and Young People's Services in Rotherham set out at Appendix A to this report.
2. That the response be referred to the next meeting of the Council on 28 February 2018 and to the next meeting of the Improving Lives Select Commission on 13 March 2018.

**9. Special Educational Needs and Disability (SEND) Sufficiency and Increase in Educational Provision - Phase 1 (Pages 143 - 165)**  
Report of the Strategic Director of Children and Young People's Services

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

Recommendations:

1. That approval be given to the increase in educational provision for Special Education Needs and Disability (SEND) across the Borough following consultation.
2. That approval be given to the projects that are to be linked to the Capital Programme within the Formal Budget & Council Tax 2018-19 report.

**10. Budget & Council Tax 2018-19 (Pages 167 - 282)**

Report of the Strategic Director of Finance and Customer Services

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

Recommendations:

That Cabinet recommend to Council:

- Approval of the Budget and Financial Strategy for 2018/19 as set out in the report and appendices, including the need to deliver £15.1m of budget savings and a basic Council Tax increase of 2.99%.
- Approval that the £965k additional Council Tax income generated from 1% of this increase is earmarked for kerbside collection of plastic waste and that the final decision on the operational model for waste services be determined by Cabinet following analysis of the public responses to the consultation and related options.
- Approval of the Government's proposals for the maximum Adult Social Care precept of 3% on Council Tax for 2018/19 to fund additional costs in relation to Adult Social Care Services.
- Approval that the precept figures from South Yorkshire Police Authority, South Yorkshire Fire and Rescue Authority and the various Parish Councils within the Borough be incorporated, when known, into the recommendation to the Council on 28th February 2018.
- That an updated Medium Term Financial Strategy (MTFS) is brought back to Cabinet in 2018/19 after the accounts for 2017/18 have been closed.

- Approval of the proposed use of reserves as set out in Section 3.5, noting that there may be a variation subject to the Final Local Government Finance Settlement and that the final determination will be approved as part of reporting the outturn for 2017/18.
- Approval that any changes resulting from the Final Local Government Finance Settlement be reflected in the Budget report to Council on 28<sup>th</sup> February with the balance of any change being reflected in a change in the required use of reserves.
- That it notes and accepts the comments and advice of the Strategic Director of Finance and Customer Services (Section 151 Officer), provided in compliance with Section 25 of the Local Government Act 2003, as to the robustness of the estimates included in the Budget and the adequacy of reserves for which the Budget provides (Section 3.9).
- That it notes the consultation feedback from the public, partners and trade unions following publication of Directorate budget savings proposals on the Council's website for public comment from 6<sup>th</sup> December 2017 to 4<sup>th</sup> January 2018 (Section 5).
- Approval that all Council Fees and Charges are increased for 2018/19 by the September CPI increase of 3% other than Fees and Charges which are determined by national statute and that lists of all proposed fees and charges for 2018/19 are submitted to Cabinet in March for approval.
- Approval to the proposed increases in Adult Social Care Provider contracts as set out in Section 3 of the report.
- Approval to use £200k of the Local Welfare Provision balance of grant funding to continue arrangements for Crisis Loan Support as set out in Section 3 of the report.
- Approval to the carry forward into 2018/19 of any unspent balances of funding for the Community Leadership Fund and Delegated Ward Revenue Budgets.
- Approval of the use of in-year Capital Receipts up to 2020/21 to maximise capitalisation opportunities arising from service reconfiguration to deliver efficiencies and improved outcomes for clients and residents, and thereby minimise the impact of costs on the revenue budget as included in the Flexible use of Capital Receipts Strategy 2018/19 (Appendix 4).

- Approval of the proposed Capital Strategy and Capital Programme as presented in Section 3.7 and Appendices 2A to 2E, to a value of £248m for the General Fund and £177m for the HRA. This requires prudential borrowing of £65m to fund non-HRA schemes over the five year period, for which provision has been made in the revenue budget for the associated financing costs.
- That the approved Capital Strategy budget be managed in line with the following key principles:
  - (i) Any underspends on the existing approved Capital Programme in respect of 2017/18 be rolled forward into future years, subject to an individual review of each carry forward to be set out within the Financial Outturn 2017/18 report to Cabinet.
  - (ii) In line with Financial Regulation 13.8, any successful grant applications in respect of capital projects will be added to the Council's approved Capital Programme on an ongoing basis. .
  - (iii) Capitalisation opportunities and capital receipts flexibilities will be maximised, with capital receipts earmarked to minimise revenue costs.
  - (iv) Decisions on the financing of capital expenditure for individual capital projects are delegated to the Council's Section 151 Officer.
- Approval of the Treasury Management Matters for 2018/19 as set out in Appendix 3 of this report including the Prudential Indicators, the Minimum Revenue Provision Policy, the Treasury Management Strategy and the Investment Strategy

## **11. December Financial Monitoring Report 2017/18 (Pages 463 - 483)**

Report of the Strategic Director of Finance and Customer Services

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

Recommendations:

1. That Cabinet note the current General Fund Revenue Budget forecast overspend for 2017/18 of £992k.
2. That Cabinet note that management actions continue to be developed to address areas of overspend and to identify alternative and additional savings to mitigate shortfalls in achieving planned savings in 2017/18.

3. That Cabinet note the current forecast outturn position on the approved Capital Programme for 2017/18.
4. That Cabinet agree the changes to the Business Rates Revaluation Support Scheme as set out in paragraphs 3.67 to 3.69 of the report.

**12. Recommendations from Improving Places Select Commission - Emergency Planning (Pages 485 - 493)**

Report of the Strategic Director of Regeneration and Environment

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

Recommendations:

1. That the response to the recommendations of the Improving Places Select Commission scrutiny review of Emergency Planning (as set out in Appendix A) be approved.
2. That the response be referred to the next meeting of the Council on 28 February 2018 and the next meeting of the Improving Places Select Commission on 14 March 2018.

**13. Monetary Penalties relating to the Housing and Planning Act 2016 (Pages 495 - 545)**

Report of the Strategic Director of Regeneration and Environment

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

Recommendations:

1. That the tools, powers and policy for the Use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004 as amended and Houses in Multiple Occupation Guidance and Amenity Standards (Appendix A) be adopted.
2. That the Council's General Enforcement Policy be amended to include the *Policy for use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004 as amended*, referred to at 4.5 in this report.

**14. The Safer Rotherham Partnership (SRP) Domestic Abuse Strategy 2017 - 2020 (Pages 547 - 564)**

Report of the Strategic Director of Regeneration and Environment

Cabinet Member: Councillor Hoddinott

Commissioner: Commissioner Ney (in advisory role)

Recommendation:

That the Domestic Abuse Strategy 2017-2020 be endorsed.

**15. Allotment Rents 2019/20 (Pages 565 - 571)**

Report of the Strategic Director of Regeneration and Environment

Cabinet Member: Councillor Hoddinott

Commissioner: Kenny (in advisory role)

Recommendations:

1. That allotment rents for the 2019-20 financial year be set at levels shown in Appendix 1.
2. That the requirement for existing allotment tenants to be notified of the new rents at least 12 months in advance of their introduction on 1<sup>st</sup> April 2019 be noted.

**16. Renewal of agreement with Rotherham Rugby Club Ltd, known as Rotherham Phoenix Rugby Club (Pages 573 - 587)**

Report of the Strategic Director of Regeneration and Environment

Cabinet Member: Councillor Lelliott

Commissioner: Kenny (in advisory role)

Recommendations:

1. That approval be given to the surrender of the existing Asset Transfer Lease and the grant of a new 25 year Asset Transfer Lease with Rotherham Rugby Club Ltd without any break clauses.
2. That the Assistant Director of Planning, Regeneration and Transport be authorised to negotiate the terms of the lease; and the Assistant Director Legal Services be authorised to complete the necessary documentation.
3. That the Assistant Director of Culture Sport and Tourism be authorised to negotiate a new Service Level Agreement to monitor activities relating to sports development, community engagement and equalities.

**17. Neighbourhood Planning: Neighbourhood Area Application from Dalton Parish Council (Pages 589 - 594)**

Report of the Strategic Director of Regeneration and Environment

Cabinet Member: Councillor Lelliott

Commissioner: Kenny (in advisory role)

Recommendations:

1. That approval be given to the Neighbourhood Area application from Dalton Parish Council as the relevant neighbourhood planning body.
2. That approval be given to designate Dalton Parish as a Neighbourhood Area.

**18. Business Rates Discretionary Relief Renewals in 2018-19 (Pages 595 - 616)**

Report of the Strategic Director of Finance and Customer Services

Cabinet Member: Councillor Alam

Commissioner: Ney (in advisory role)

Recommendations:

1. That approval be given to the applications for Discretionary Business Rate Relief for the organisations listed in Appendix 1 of this report and in accordance with the details set out in Section 7 to this report for 2018/19.
2. That approval be given to extend Discretionary Relief in the 2018/19 financial year for qualifying rural ratepayers & qualifying public houses.

**19. Recommendations from Overview and Scrutiny Management Board**

To receive a report detailing the recommendations of the Overview and Scrutiny Management Board in respect of the following items that were subject to pre-decision scrutiny on 14 February 2018:

- Annual Childcare Sufficiency Report
- Special Educational Needs and Disability (SEND) Sufficiency and Increase in Educational Provision
- Budget & Council Tax 2018-19
- Renewal of agreement with Rotherham Rugby Club Ltd, known as Rotherham Phoenix Rugby Club



**SHARON KEMP,**

Chief Executive.

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**CABINET/COMMISSIONERS'  
DECISION MAKING MEETING  
15th January, 2018**

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

Apologies for absence were received from Commissioner Bradwell and Commissioner Ney.

Also in attendance were Councillor Steele, Chair of the Overview and Scrutiny Management Board, and Councillors Cowles and Short.

The webcast of Cabinet and Commissioners' Decision Making Meetings can be viewed at:-

<https://rotherham.public-i.tv/core/portal/webcasts/enctag/Executive%252BArea>

**94. DECLARATIONS OF INTEREST**

There were no Declarations of Interest reported.

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

There were no questions from members of the public.

**96. MINUTES OF THE PREVIOUS MEETING**

**Resolved:-** That the minutes of the Cabinet and Commissioners' Decision Making Meeting held on 11<sup>th</sup> December, 2017, be agreed as a true and correct record of the proceedings.

**97. CALCULATION OF THE COUNCIL TAX BASE FOR 2018/19**

Consideration was given to the report which set out the calculation of the Council's proposed Council Tax base for the forthcoming financial year 2018/19.

The formula for calculating the Council's Tax Base was set out by the Local Authorities (Calculation of Council Tax Base) Regulations 2012 and the projected Tax Base was shown in Appendix A. The Tax base was set in Band D equivalent properties – that was properties placed into one of eight valuation bands (A-H) and these were converted to Band D Equivalent properties using the proportions set out in the 1992 Act which were weighted in relation to the Band D property - Band A being 6/9<sup>ths</sup>, Band B 7/9<sup>ths</sup> and so on.

This calculation took into account the Council's own Local Council Tax Support Scheme (CTSS), discretionary discounts and premiums on second homes, projected in-year council tax collection rate in 2018/19 and estimates of the changes and adjustments in the tax base that occur during the financial year.

In accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 governing its calculation, it was determined that the Council's Tax Base for the financial year 2018/19 be 69,240.35 Band D Equivalent Properties.

**Resolved:-** That Council be recommended to approve the amount calculated by Rotherham Metropolitan Borough Council as its Council Tax Base and those of the Parish Councils shown at Appendix A for 2018/19 shall be a total of 69,240.35 Band D Equivalent Properties.

## **98. INCREASE IN COUNCIL TAX EMPTY PROPERTY PREMIUM**

Consideration was given to a report that detailed how from 2013/14 the Government introduced changes affecting the way that Council Tax was charged on certain types of empty property or second homes, by allowing Local Authorities increased discretion to set the level of charges locally.

One option available to Local Authorities was the introduction of a 50% Premium for long term empty properties which had been unoccupied and substantially unfurnished for a period of over two years. The principle of the introduction of the Premium was to incentivise owners to bring empty properties back into use.

The Council introduced the Council Tax Premium with effect from 1<sup>st</sup> April, 2013 with the 50% Premium being charged on the two year anniversary of a property becoming unoccupied and substantially unfurnished.

In the November, 2017 Budget statement, the Chancellor of the Exchequer announced that authorities would be given the power to increase the Council Tax empty homes premium from the current level of 50% to 100% as further encouragement to owners to bring empty properties back into use.

No further detail had yet been released by the Government regarding the implementation timeline or any exceptions that may be introduced and the change would require legislation meaning the earliest implementation date could not yet be confirmed.

This report had been considered by the Overview and Scrutiny Management Board as part of the pre-scrutiny process who were in support of the recommendations with a further suggestion that clarity about the appeals process was provided to affected residents.

**Resolved:-** That Council be recommended to approve an increase in the Empty Property Premium from 50% to 100% from the 1st April, 2018 or any later date upon which the Autumn Budget 2017 provision to increase the Empty Homes Premium was implemented.

**99. HOUSING REVENUE ACCOUNT BUSINESS PLAN 2018-19**

Consideration was given to the report which detailed how the Housing Revenue Account (HRA) recorded all expenditure and income relating to the provision of council housing and related services, and how the Council was required to produce a HRA Business Plan setting out its investment priorities over a thirty year period.

A series of options were considered as part of scenario modelling, these were detailed at Appendix D of the report. Details of the preferred HRA Business Plan Base Case Option D were set out in the main body of the report. This would result in the HRA having an Operating Surplus of £83m by Year 30 and provide support to the housing growth agenda and the Council's General Fund position. Additional resources had also been redeployed to manage the modelling process.

Following the introduction in 2012 of HRA self-financing, whereby the Council was awarded control over its HRA in return for taking on a proportion of national housing debt, Rotherham's HRA was in a strong position with a healthy level of reserves. However a number of policies have been introduced by Central Government that resulted in a reduction to HRA resources, namely:-

- 1% per annum reduction in Council rents over four years.
- Reinvigoration of the Right to Buy (reduction of qualifying period to three years): Reducing stock.
- Welfare reform - bedroom tax, universal credit and benefits cap: Impacting on tenants' ability to pay their rent, and increasing the resources required by the Council to collect rent from tenants in receipt of benefits.
- Introduction in the future of mandatory fixed term tenancies.
- Introduction in the future of the enforced sale of high value properties/ equivalent levy meaning the Council would have to pay in the region of £2m annually to the Treasury, to cover the costs of the discounts housing associations must offer now they could offer the Right to Buy to their tenants.

Whilst significant savings were required to ensure the HRA Business Plan was balanced over the thirty year period the extent of these pressures had reduced somewhat following recent policy announcements; the most significant of which was the return of the previous rent formula from 2020-21 onwards i.e. CPI + 1% for five years. This policy change increased HRA balances by over £104m over the life of the Plan.

The subsequent review of the HRA Business Plan for 2018-19 was now focused on achieving:-

- Contributing to the borough's housing growth target of 900 homes per annum through building and/ or purchasing new properties.
- Maintaining and continuing to improve our 20,500 Council homes.
- Contributing to the development of low cost home ownership products that are needed locally and will play a critical role in Rotherham's overall economic growth.
- Continued investment to support the General Fund budget position.

The report further detailed a technical overview of the current position and the reason for changes to the Plan and considered alongside proposed 2018-19 rents, service charges and budgets.

Going forward whilst the financial position of the HRA deteriorated over the next two years due to the ongoing 1% per annum rent reduction this was against a backdrop of a healthy reserves position. These levels of reserves represented a significant opportunity to support housing growth throughout the borough over the next five years. Consequently it was proposed that £57m of HRA resources would be invested in building new homes over the next five years. This included grant from the HCA of £6.8m. Assuming all properties developed for private sale were sold at forecast values, this would result in sales income of circa £16m.

This report had been considered by the Overview and Scrutiny Management Board as part of the pre-scrutiny process who were in support of the recommendations. Further detail had also been requested on the options discounted for the Base Case and this had been provided and circulated to Overview and Scrutiny Management Board Members prior to the meeting taking place.

Cabinet Members noted the potential for adverse changes in rental income as a result of universal credit and the impact on vulnerable residents alongside the spare room subsidy which would have to be managed locally. However, it was hoped the Government would reverse the currently deferred decision on the sale of higher value Council Properties and this would be removed from the Plan.

**Resolved:-** (1) That Council be recommended to approve the proposed 2018-19 Base Case for the HRA Business Plan and investment in services detailed within.

(2) That the plan be reviewed annually to provide an updated financial position as new Government regulations come into force.

**100. HOUSING REVENUE ACCOUNT RENTS & SERVICE CHARGES 2018/19**

Consideration was given to the report which sought approval for the proposed values for the setting of the housing rents, non-dwelling rents and service charges for 2018/19.

Changes to the Government's policy on social housing rents resulted in the requirement to reduce dwelling rents by 1% over four years from April 2016. To comply with the legislation it was proposed that rents would be reduced by 1% for a third year from April, 2018.

In previous years increases to charges for non-dwelling rents have been linked to changes in CPI. As at September 2017 CPI was 3% and, therefore, it was proposed to increase charges for garages and communal facilities including laundry and cooking gas by 3%.

This report had been considered by the Overview and Scrutiny Management Board as part of the pre-scrutiny process who were in support of the recommendations.

**Resolved:-** (1) That Council be recommended to approve that dwelling rents be reduced by 1% for 2018/19 in line with the requirements outlined in the Welfare Reform and Work Act 2016.

(2) That there is a 3% increase to charges for garage rents, communal facilities, cooking gas and laundry facilities in 2018/19 in line with the increase in Consumer Price Index as at September 2017.

(3) That the unit charge per Kwh for District Heating Schemes remains at the same level as agreed by the Council in December, 2017.

(4) That the draft Housing Revenue Account budget for 2018/19 be approved.

**101. INTRODUCTION OF A CHARGING SCHEME FOR FOOD HYGIENE RATING RE-INSPECTION VISITS**

Consideration was given to the report which detailed how the food hygiene rating displayed at food premises reflected the standards of food hygiene found on the date of inspection or visit by the Council. The food hygiene rating was not a guide to food quality, but rather to the standards at the premises. Very often, where a business had received a low food hygiene rating, the owners requested a re-visit from the Council following improvements to standards.

The Food Standards Agency had issued guidance which allowed Councils to charge for undertaking requested re-inspections under the Food Hygiene Rating Scheme. It was proposed that a fee of £150 be charged for such re-inspections.

The South Yorkshire Food Liaison Group, which was attended by the Food Hygiene Principal Officers considered the introduction of a re-inspection fee and it was agreed by the group that a county wide re-inspection fee should be considered.

Sheffield City Council already introduced charging for re-visits (£150) in accordance with the revised Brand Standard. The Brand Standard was guidance set by the Food Standards Agency which Local Authorities were required to follow when they operated the Food Hygiene rating Scheme.

Adopting this charging scheme brought with it advantages to business in that the timescale for re-inspections shortened and more than one re-inspection could be requested.

This report had been considered by the Overview and Scrutiny Management Board as part of the pre-scrutiny process who were in support of the recommendations.

**Resolved:-** (1) That a charging scheme for re-inspections of food businesses be introduced, when requested, in respect of the Food Hygiene Rating Scheme, with effect from 1st February, 2018.

(2) That the fee for re-inspections of food business, upon request as part of the Food Hygiene Rating Scheme, be set at £150 per inspection.

**102. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

Consideration was given to the circulated report, the contents of which were included as part of the relevant items and the details included accordingly.



Public Report

## Cabinet and Commissioners' Decision Making Meeting

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### Summary Sheet

#### Committee Name and Date of Committee Meeting

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

#### Report Title

Councillor Representation on Adoption and Fostering Panels

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

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

#### Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

#### Report Author(s)

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

#### Ward(s) Affected

All

#### Summary

Whilst their inclusion is no longer a legal requirement, councillors have proved to be a valuable asset to the Council's adoption and fostering panels. This report outlines the reasoning behind the view that councillor representation should be increased on the Council's Adoption and Fostering panels and how this is best achieved.

#### Recommendations

1. That two councillors be required to sit on hearings of the Adoption Panel and Fostering Panel.
2. That Councillors Allen and Elliot be appointed to the Adoption Panel.
3. That Councillors Cusworth and M. Elliott be appointed to the Fostering Panel.

#### List of Appendices Included

Nil

#### Background Papers

The Adoption Agencies Regulations 2005 (as amended)  
The Fostering Services (England) Regulations 2011

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**  
No

**Council Approval Required**  
No

**Exempt from the Press and Public**  
No

## **Councillor Representation on Adoption and Fostering Panels**

### **1. Recommendations**

- 1.1 That a minimum of two councillors be required to sit on hearings of the Adoption Panel and Fostering Panel.
- 1.2 That Councillors Allen and Elliot be appointed to the Adoption Panel.
- 1.3 That Councillors Cusworth and M. Elliott be appointed to the Fostering Panel.

### **2. Background**

- 2.1 Until 31 March 2011, it was a legal requirement for local authority Adoption and Fostering Panels to include at least one elected Member of the local authority. Amendments made to the Adoption Agencies Regulations 2005 and the introduction of the new regulations, namely the Fostering Services (England) Regulations 2011 that govern Adoption and Fostering Panels mean that this legal requirement is no longer imposed upon relevant local authorities. It has become an option.
- 2.2 Following continued improvement of the authority's governance arrangements and services for children, young people and families, it is considered appropriate to review the level of councillor involvement with both the Adoption Panel and Fostering Panel.

### **3. Key Issues**

- 3.1 Both panels are statutorily required in that their role, responsibilities and make up is determined by the provisions of regulations from the Secretary of State. The roles of the two bodies are set out below.

#### **3.2 Adoption Panel**

- 3.2.1 The Panel considers the suitability of anyone who applies to become an adopter, and whether or not to recommend that they are suitable to adopt; and also considers the placement of any child with a particular adopter. A councillor is a full member of the Panel.
- 3.2.2 Under the performance objectives of the Panel, each member is asked to attend 75% of the meetings, which are currently held monthly, and in addition is asked to attend any training events and induction events that are held at least annually, and undergo an annual appraisal.
- 3.2.3 The role of the Adoption Panel and the appointment of elected Members are governed by the Adoption Agency Regulations 2005 as

amended by the Adoption Agencies and Independent Review of Determinations (Amendments) 2011, and the Adoption and Children Act 2002. The Adoption Panel is made up of a central list and currently comprises of the following:-

- Chair
- Medical Advisor
- Agency Members
- Social Workers (2)
- Councillor (1)
- Independent Members (3)
- Additional Members (2)

### 3.3 ***Fostering Panel***

- 3.3.1 The establishment of Fostering Panels is laid down by the Fostering service (England) Regulations 2011. Regulation 23(1) requires the fostering service to provide a central list of persons considered to be suitable members of the panel, similar to that of the Adoption Panel.
- 3.3.2 The Fostering Panel makes timely and appropriate recommendations in line with the overriding objective to promote the welfare of children in foster care. The Panel considers and advises on the suitability of persons who apply to be foster carers for children who are “cared for” by the local authority. It states what its recommendations are in respect of a particular child or children and clarifies whether the prospective carers matching considerations are to be for certain ages or categories of children.
- 3.3.3 It considers the continuing approval of foster carers following their annual carer’s review or other significant changes in their circumstances.
- 3.4 When the regulations changed in 2011, a number of authorities elsewhere adopted a positive view in respect of the role of councillors on Adoption and Fostering Panels and determined to maintain a higher number.
- 3.5 The Council did not take a decision on the level of councillor involvement with both panels and followed the previous provisions for the statutory minimum. There are currently six councillors in the pool for the Adoption Panel and five councillors in the pool for the Fostering Panel. In the 2017-18 municipal year, those councillors are:-

<b>Adoption Panel</b>	Councillors Albiston, Allcock, Allen, Cusworth, Elliot and Senior
<b>Fostering Panel</b>	Councillors Albiston, Allcock, Allen, Cusworth and Senior

- 3.6 One councillor from the pool for both panels is selected by staff in Children and Young People’ Services to attend Adoption and Fostering Panel Hearings.

- 3.7 In the context of greater openness and transparency in decision making as part of the authority's improvement journey, it is considered timely to review the level of councillor involvement in the Adoption and Fostering Panels to ensure that there is sufficient Elected Member representation on these bodies.
- 3.8 A panel must have sufficient members and individual members must have between them the experience and expertise necessary to effectively discharge the functions of the panel. It is considered that Corporate Parenting would be enhanced by the appointment of two councillors each to both the Adoption and Fostering Panels. Councillors bring knowledge of the wider authority, and of their own area of work. They would and contribute to the consistency and independence of the panels, as well as enabling Panel Members to develop a deep understanding of the role, knowledge of policy and cases as they progress. It is further considered that the contribution of councillors would be beneficial to the other members of the Adoption and Fostering Panels and to the authority's adoption and fostering services.
- 3.9 The Deputy Leader of the Council, who is also the Cabinet Member for Children and Young People's Services, has consulted the existing members of the Adoption and Fostering Panel membership pools on the proposed changes. Further to this, he has nominated Councillors Cusworth and M. Elliott to be members of the Adoption Panel and Councillors Allen and Elliot to be members of the Fostering Panel.
- 3.10 If the proposal in this report were to be agreed, there would be a need to provide sufficient training and development for those Members appointed.

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

- 4.1 The Council has the option of maintaining the current position which reflects the statutory provisions from the regulations in respect of both Adoption and Fostering Panels. This current position increases dependence on one councillor, rather than sharing responsibilities amongst the wider membership of the authority. In the event of that councillor not being available on either panel, there would be no elected representation on either body. Whilst there is no statutory requirement to have any elected members on the panels, for the reasons set out paragraph 3.7 above, it is considered that this approach is not appropriate and is not recommended.
- 4.2 Strengthened governance arrangements and better outcomes for children and young people are key to the Council's improvement journey. Councillors have an important role in driving forward the improvement journey in respect of the policy direction and increasing public confidence in and the outcomes of local democratic decision making. Increasing the number of councillors sitting on Adoption and Fostering Panel hearings to two Members would be considered to be appropriate and meet the requirement to increase democratic representation.

## **5. Consultation**

5.1 This report has been prepared in response to feedback from councillors currently involved in the adoptions and fostering decision making process. There has vocal support from the body of councillors that an increase would be beneficial in ensuring that there is a continued presence of democratically elected representatives involved in decision making.

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

6.1 The decision sought is an executive function in respect of children's social care and is consequently a matter for Commissioner determination under the directions of the government's intervention.

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

7.1 As no allowances or payments are made to councillors who are representatives on the Adoption and Fostering Panels, there are no financial or procurement implications associated with this report.

## **8. Legal Implications**

8.1 The statutory provisions governing the operation of both the Adoption Panel and Fostering Panel are set out elsewhere in the report. Beyond these, there are no 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 direct implications for children and young people beyond the changes discussed earlier in the main body of the report.

10.2 There are no implications for vulnerable adults.

## **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 arising from this report.

12.2 If the proposal is agreed, this will need to be communicated to staff in Children and Young People's Services who are responsible for administering the Adoption Panel and Fostering Panel in order to implement the changes and ensure that there is increased councillor involvement on both bodies.

### 13. Risks and Mitigation

13.1 There are no specific risks arising from the proposal in this report.

### 14. Accountable Officer(s)

Ian Walker – Head of Service – Children in Care  
James McLaughlin – Democratic Services Manager

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Judith Badger	01/02/2018
Assistant Director of Legal Services	Dermot Pearson	31/01/2018
Head of Procurement (if appropriate)		
Head of Human Resources (if appropriate)		

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**Summary Sheet****Council Report**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

**Title**

Childcare Sufficiency Report 2017-18

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

Yes

**Strategic Director Approving Submission of the Report**

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

**Report Author(s)**

Aileen Chambers, Head of Service - Early Years and Childcare  
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**Ward(s) Affected**

All

**Summary**

The local authority has a statutory duty under the Childcare Act (2006 & 2016) to secure sufficient childcare and early education to meet the needs of parents. Statutory Guidance also includes a requirement to report annually to elected council members on how they are meeting their duty to secure sufficient childcare, and make this report available and accessible to parents. The attached 2017-18 Childcare Sufficiency report details the current position of the childcare / early education market in Rotherham.

**Recommendations**

That the 2017-18 Childcare Sufficiency Report be approved for publication.

**List of Appendices Included**

Childcare Sufficiency Report 2017-18

**Background Papers**

Early Education and Childcare Statutory Guidance for Local Authorities March 2017  
Childcare Act 2006 (amended 2016)

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**  
No

**Council Approval Required**  
No

**Exempt from the Press and Public**  
No

## Childcare Sufficiency Report 2017-18

### 1. Recommendations

1.1 That the 2017-18 Childcare Sufficiency Report be approved for publication.

### 2. Background

2.1 The local authority has a statutory duty under the Childcare Acts (2006 & 2016) to secure sufficient childcare, so far as is reasonably practicable, for working parents, or parents who are studying or training for employment, for children aged 0-14 (or up to 18 for disabled children). Statutory guidance includes a requirement to report annually to elected council members on how the Local Authority is meeting the duty to secure sufficient childcare, and make this report available and accessible to parents. Local authorities are responsible for determining the appropriate level of detail in their report, geographical division and date of publication.

2.2 The attached Childcare Sufficiency Report 2017-18 is based on the capture of data from childcare providers in June / July 2017 as this is the point in the year when take-up levels are highest. Data on the take-up of early education in schools and additional information held by the Families Information Service is also included. The data has been presented in the report by Children's Centre reach area and includes the:

- Range of childcare provision available in Rotherham
- Availability of childcare at unsociable hours (i.e. before 8am, after 6pm, evenings and weekends)
- Capacity of childcare – does our existing childcare provision have enough capacity to meet demand?
- Capacity of early education provision – is there enough capacity for all children to take up their early education entitlement?
- Unmet demand – have there been any recorded instances of unmet demand for childcare?
- Early Education take-up and capacity
- Projected demand and capacity for 30 Hour Childcare places

In addition the following information is provided at a borough wide level:

- Quality of Childcare
- Cost of Childcare
- Holiday Childcare
- Demographic Information

2.3 The purpose of the attached report is to identify the current childcare sufficiency position in Rotherham, and, as well as being circulated to elected members is of interest to existing and potential childcare providers to support decisions on the creation of additional childcare in the borough to meet demand.

## 2.4 The Key Findings reported on page four of the Childcare Sufficiency Report are:

- There is a wide range of Ofsted registered childcare provision in the borough with over 94% of all Ofsted Registered childcare at 'good or outstanding' Ofsted grade (98.4% of group providers, 94.5% of childminders)
- There is some spare childcare capacity across all areas.
- There is some spare capacity for three/four year olds to take up their **universal** 15 hour early education entitlement however in some areas there would not be sufficient capacity for all eligible children to take up a place at the business times.
- There is some spare capacity for eligible three/four year olds to take up their early education **30 hour extended entitlement** however in some areas there would not be sufficient capacity for all eligible children to take up a place at the business times.
- There is some spare capacity for two year olds to take up their early education entitlement, however in some areas there would not be sufficient capacity for all eligible children to take up a place at the busiest times.
- There have been no instances of unmet demand for childcare.
- The cost of childcare in Rotherham is lower than the national average.
- Early education take-up by three/four year olds remains high with 95% of all children taking up a place in the autumn term.
- Early education take-up by two year olds remains high with 89% of eligible children taking up a place in the spring term compared to 71% nationally. Early education take-up by two year olds varies on a termly basis but follows a pattern of higher take-up in autumn and spring with reduced take-up in the summer term. In summer 2017, 78% of eligible children were taking up a place

## 3. Key Issues

- 3.1 The local authority is responsible for managing the childcare market but has no direct control or regulatory responsibility over the childcare / early education provision delivered. Regular communication takes place with all sectors of the market and information is shared on an ongoing basis to enable providers to adapt to changes such as changes in policy to meet needs.
- 3.2 The take-up of 30 Hour Childcare places from the introduction of the entitlement in September 2017 has been positive with 1090 children taking up a place in the first term. Based on analysis of spare capacity and projected demand it is anticipated there will be a shortfall of places in some areas of the borough at the busiest times (summer term) and action is currently being taken to address this through submission of a funding bid to the Department for Education to increase capacity and enabling existing / potential providers to apply for existing capital funding to increase capacity in identified areas of need.

3.3 To ensure the local authority is best placed to manage the childcare market, the position is kept under ongoing review. Take-up of early education for two, three and four year olds is reviewed termly and a full childcare analysis is carried out annually to ensure there continues to be adequate provision to meet needs. Childcare sufficiency information is shared with existing and potential childcare providers to enable informed decisions to be made on the creation of additional childcare in the borough.

**4. Options considered and recommended proposal**

4.1 Not applicable.

**5. Consultation**

5.1 Not applicable.

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

6.1 The information within the Childcare Sufficiency Report 2017-18 will be useful for existing and potential childcare providers to influence decisions on creating new childcare / early education provision therefore a prompt decision on approval to publish would be beneficial.

**7. Financial and Procurement Implications**

7.1 Funding for two, three and four year old places is provided to the Local Authority by the Department for Education as part of the Dedicated Schools Grant (DSG). The value paid is calculated on the number of eligible children on the Early Years and Schools Census on annual basis and is adjusted mid-year.

7.2 Funding is allocated by the authority to school, private, voluntary and independent providers to ensure the authority can meet its statutory duties to provide childcare in the Borough in line with the Sufficiency Plan.

7.3 The current DSG budget allocation for two, three and four year old early education in 2017-18 is £15,909,540

**8. Legal Implications**

8.1 The local authority has a statutory duty (Childcare Acts 2006 and 2016) to ensure that sufficient childcare and early education places are available to meet the needs of qualifying children. Statutory guidance issued by the Department for Education requires local authorities to report annually to elected council members on how it is meeting the duty to secure sufficient childcare, and make this report available and accessible to parents.

## **9. Human Resources Implications**

9.1 There are limited human resource implications for Rotherham Metropolitan Borough Council. The 30 Hour Childcare Entitlement introduced in September 2017 is being delivered by private providers and schools. Where schools do not have capacity a number are working in partnership with private / independent childcare providers to meet the need for additional childcare / early education places. Should schools change their delivery models to accommodate the entitlement additional staffing / require staff to operate over different hours may be needed. This would require schools to complete the appropriate consultation with affected staff.

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

10.1 The Childcare Sufficiency Report 2017-18 demonstrates that at that time of analysis there was adequate provision to meet needs. At present the early years and childcare sector across Rotherham is effectively supporting the corporate vision priority:

- Every child making the best start in life

and the CYPS vision:

- Children and young people start school ready to learn for life.

The creation of additional childcare provision for working parents which parents can access free as part of their early education/childcare entitlement will also contribute to the corporate vision priority:

- Extending opportunity, prosperity and planning for the future

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

11.1 Children who are eligible for two year early education places and the new 30 hour childcare offer have an entitlement to access a place. The local authority has a duty to ensure that sufficient places are available across the borough to enable all children to have access to their entitlement.

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

12.1 The introduction of the 30 hour entitlement requires schools and childcare providers to work in partnership to create local delivery models to meet needs.

## **13. Risks and Mitigation**

13.1 There is a risk that there will be insufficient childcare / early education places to meet needs with the introduction of the 30 Hour Childcare entitlement. This risk is being mitigated through ongoing work with childcare providers.

13.2 There is a risk that without the creation of additional places to accommodate the increased 30 hour entitlement, schools and childcare providers could reduce the number of two year old places offered to vulnerable children, which is a corporate priority, to accommodate the additional 15 hour entitlement to existing three/four year old children. This risk is being mitigated through ongoing work with childcare providers.

**14. Accountable Officer(s)**

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

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Mick Wildman	21.12.2017
Assistant Director of Legal Services	Neil Concannon	04.01.2018
Head of Procurement (if appropriate)	N/A	
Head of Human Resources (if appropriate)	Theresa Caswell	22.12.2017

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# Rotherham

# Childcare Sufficiency

# Report

# 2017/18

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If you would like to comment on the Rotherham Childcare Sufficiency Assessment please send an e-mail to:

[earlyeducation@rotherham.gov.uk](mailto:earlyeducation@rotherham.gov.uk)

## **Section 1 - Introduction**

## 1.1 Childcare Sufficiency Duty

The Local Authority has a statutory duty under Sections 6 of the Childcare Act 2006 to ensure, as far as is reasonably practicable, that sufficient childcare places for children aged 0-14 (or up to 18 for disabled children) are available across the borough to enable parents to work, or undertake education or training leading to employment, and under Section 7 of the Childcare Act 2006 to secure free early education provision for each eligible young child in their area (i.e. all three / four year olds and eligible two year olds).

Local Authorities are responsible for determining the appropriate level of detail in their report, geographical division and date of publication.

## 1.2 Purpose of the Report

Statutory Guidance includes a requirement to report annually to elected council members on how the duty to secure sufficient childcare is being met, and to make this report available and accessible to parents.

This report and additional background data analysis are also used to assist Rotherham Metropolitan Borough Council in its duty to understand the childcare market and to assist in planning. The report is also useful to assist existing and potential childcare providers to inform ongoing development of childcare places.

Existing and potential childcare providers should always undertake their own market research to understand local childcare needs and use the information in this report as an indicator only. This report represents the position based on data gathered between June – August 2017 and changes may have taken place since the report was written.

## **Section 2 – Key Findings**

The childcare market in Rotherham has been relatively stable over the last year. There is sufficient childcare / early education capacity based on current take-up levels with some spare capacity across all age ranges. The main changes since 2016 include an increase in the number of registered childminders and a significant increase in the number of childminders offering early education places.

## 2.1 Choice and Availability

- There are 312 Ofsted registered early years childcare providers in Rotherham, plus 84 Out of School Clubs offering a combination of breakfast / after school and holiday care.
- Most areas of the borough have a range of childcare provision available (Day Nurseries, Pre-schools, Childminders and Out of School provision) with the exception of Arnold, Swinton and Valley where there are no Out of School Clubs; Thrybergh Dalton where there are no Day Nurseries or Out of School Clubs; Rotherham Central where there are no Pre-Schools and Coleridge where there are no Childminders or Out of School Clubs
- There is a wide range of Ofsted registered childcare in Rotherham with provision available before 8am in all areas. All areas have some availability of care after 6pm with the exception of Coleridge. Availability of childcare at evenings and weekends varies from area to area – see Appendix 1 for details.
- The majority of primary schools in Rotherham have some level of after school childcare (delivered either by an Out of School club or Childminders) with the exception of Canklow Woods Primary, St. Ann's Junior and Infants, Eastwood Village Primary, Thornhill Primary and Ferham Primary
- There is some spare **childcare** capacity across all areas.
- There is some **early education** capacity across all areas for 3 and 4 year olds to take up their universal 15 hour entitlement, including projected increase in capacity needed through new house building, however there would not be sufficient capacity in the Coleridge, Rotherham Central (Richmond Park / Meadowbank) and Valley (Broom / Moorgate), areas if all 3 year old children wished to take up their entitlement.

See Appendix 3 for Early Education take-up for 3 / 4 year olds and Appendix 5 for Early Education Capacity.

- There is some **early education** capacity across all areas for eligible 3 / 4 year olds to take up the extended 30 hour entitlement from September 2017, however there would not be sufficiency capacity in the Coleridge, Park View (Kimberworth / Kimberworth Park), Rawmarsh, Rotherham Central (Meadowbank / Richmond Park), Thrybergh / Dalton (Ravenfield), Valley (Broom / Moorgate / Canklow / Whiston) and Wath (Brampton) by the Summer term 2018 if all eligible children wished to take up their full entitlement.

See Appendix 6 for Projected Demand and Capacity for 30 Hour Childcare Places

- There is some **early education** capacity for 2 year olds in all areas of the borough including projected increase in capacity needed through new house building, however there would not be sufficient capacity in the Coleridge, Rotherham Central (Meadowbank / Richmond Park) and Valley (Broom / Moorgate), areas if all eligible 2 year old children wished to take up their entitlement.
- See Appendix 4 for Early Education take-up for 2 year olds and Appendix 5 for Early Education Capacity.
- Unmet demand: During the period 1.10.16 to 30.9.17 there have been 0 instances of unmet demand in the borough where parents were unable to find suitable childcare to meet their needs.

See table at Appendix 1 for a summary of Childcare Sufficiency

## 2.2 Costs

- The average costs of childcare in Rotherham are significantly lower than the national average costs. See Table 3 on p15 for details.
- The cost of childcare for a full day in Rotherham ranges from £30.25 to £49.75 depending on age of the child, type of provider and geographical area.
- The average childcare costs in Rotherham have increased slightly for group daycare providers (Day Nurseries) and remained relatively static for Childminders over the last year.

## 2.3 Quality

- The quality of childcare provision in Rotherham remains high with a further increase in the percentage who have achieved a 'Good' or 'Outstanding' Ofsted judgement in 2017; 98.4% in 2017 from 97% in 2016 for group providers and 94.5% in 2017 from 92.4% in 2016.

## 2.4 Early Education

- Take-up of early education for three / four year olds in Rotherham has increased slightly over the last year. The majority of children in Rotherham take up early education for at least three terms prior to starting full time school – although not all children take up their entitlement as soon as they are eligible (i.e. the term after their third birthday). In the Autumn term 95% of eligible children took up a place in Rotherham. This dropped to 92% of children eligible to start in January 2017 taking up a place at that time and 83% of those eligible to start in April 2017 took up their place at that time.
- In addition 33 Rotherham children took up their early education place outside the borough and 31 non-Rotherham children took up their early education place at a Rotherham provider. See Appendix 3 for take-up levels by each area.
- Take-up of early education for two year olds has remained high in Rotherham at 89% in Spring 2017 compared to 71% nationally. Early Education take-up by 2 year olds varies on a termly basis but follows a pattern of higher take-up in Autumn (87%) and Spring with reduced take-up in the Summer term. In Summer 2017 78% of eligible children were taking up a place. See Appendix 4 for take-up levels by each area

## 2.5 In Summary:

**There is currently adequate childcare and early education provision in the borough to meet needs.** However there is a risk that there will not be sufficient provision in a number of areas for all eligible children to take up the 30 hour childcare entitlement in the Summer term 2018.

The childcare market is kept under review on an ongoing basis. Take-up of early education for 2, 3 and 4 year olds is reviewed termly and a full childcare analysis is carried out annually to ensure there continues to be adequate provision to meet needs. Childcare sufficiency information is shared with existing and potential childcare providers to enable informed decisions to be made on the creation of additional childcare in the borough. Action is being taken to support the increase of provision in areas with identified sufficiency gaps.

Supply of out of school provision varies on an ongoing basis. The majority of primary school pick ups are provided by Childminders and coverage of individual schools varies depending on demand at any one time.

## **2.6 Policy Changes in 2017/18 and Implications**

The government is delivering on its commitment to double the amount of free childcare for working parents of three and four year-olds (from 15 hours a week to 30 hours a week) from September 2017. The aim is to ensure that parents are able to better combine work and caring responsibilities. Clause 2 of the Childcare Act 2016 ('the duty to secure 30 hours of free childcare for working parents') gives local authorities a responsibility to secure childcare provision free of charge to qualifying children.

### **Eligibility Criteria:**

- both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average:
- a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW); and
- less than £100,000 per year.

A range of national datasets were used to identify potentially eligible families in Rotherham. This analysis indicated that approximately 57.5% of three year olds may be eligible.

See Appendix 6 for details of projected demand and childcare place capacity in each Children's Centre area.

Based on anticipated take-up levels of 80%, it is projected that there may be a shortfall of childcare / early education places in the following areas:

<b>Children's Centre Area</b>	<b>Geographical Area</b>
Coleridge	Eastwood / Town Centre
Park View	Kimberworth / Kimberworth Park
Rawmarsh	Rawmarsh
Rotherham Central	Meadowbank / Richmond Park
Thrybergh / Dalton	Ravenfield
Valley	Canklow / Broom / Moorgate / Whiston
Wath	Brampton

The Early Years and Childcare Service will continue to work with existing and potential childcare providers in the above areas to support the increase in places to meet demand.

## **Section 3 – Borough Wide Information**

## Demographic Information

### 3.1 Population data:

Demographic and socio-economic data support us to build a picture of demand for childcare and a parent's ability to pay. For instance, changes to the population can have implications for the demand for childcare which would impact on childcare providers.

The population of Rotherham has grown steadily over the past fifteen years, rising from 248,300 in 2001 to reach 261,900 in 2016, a 5.5% increase. Higher numbers of births than deaths, net inward migration and longer life expectancy are all reasons why Rotherham's population has been growing.

Children's Centre reach areas with the largest growth in population between 2001 and 2011 were Wath (+10.6%), Aughton (+7.2%) and Valley (+6.2%). The highest population growth since 2011 has been in Wath (+10.5%) due to new housing development at Manvers and Brampton. The population of the Wath reach area increased by 22.3% between 2001 and 2015.

Mid-year estimates show that in 2016 the population of pre-school age children (0-4 years) was 16,000, and school aged children (5-17 years) totalled 40,600. NHS data shows that the birth rate has fluctuated over recent years but reduced since 2012. The 2016 mid-year estimate shows that there are between 2,850 and 3,400 children in each year group (0 to 17), the largest being 4 year olds.

### 3.2 Population Change

**Chart 1. Projected Rotherham Child Population (ONS 2014-based)**

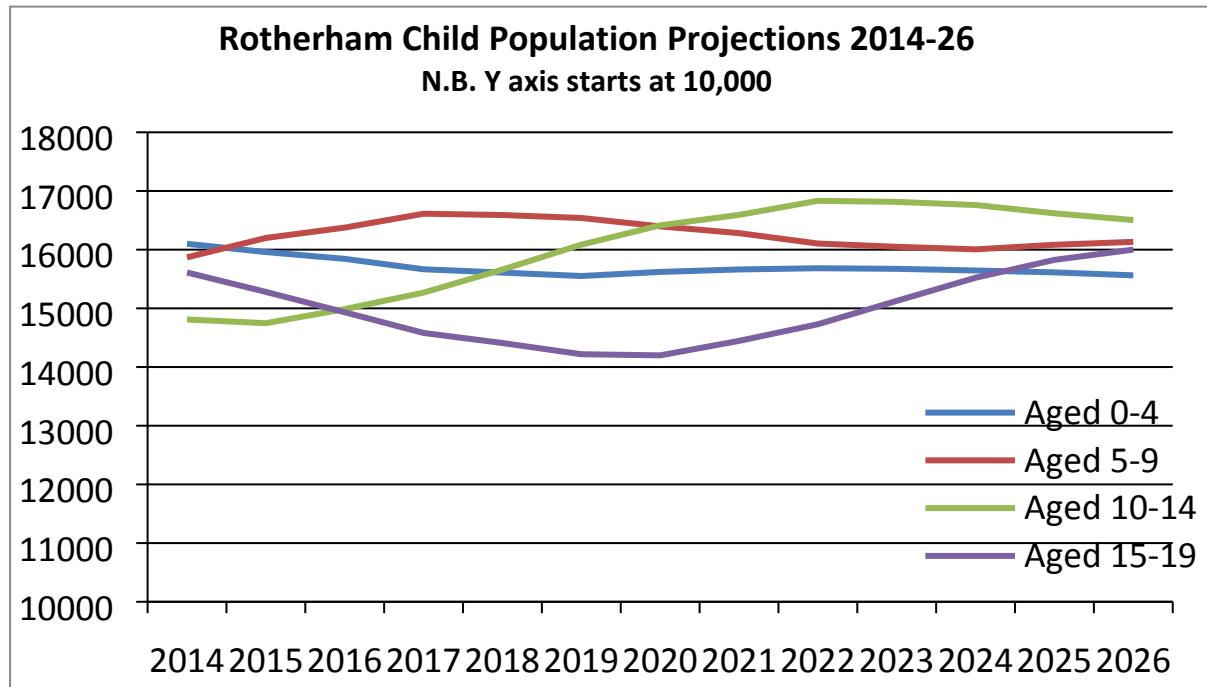


Chart 1 shows that if trends in births and migration over the last five years continue, the population of 0-4 year olds is projected to decrease very slowly until 2019 after which it will stabilise. The population aged 5-9 years is projected to increase until 2017 after which it will fall slowly before stabilising in 2024. The largest change will affect those aged 10-14 who will increase from 14,700 in 2015 to 16,800 in 2022, a 14% increase.

Further demographic information including the following details can be found at Appendix 7.

- Worklessness and Benefit Claimants
- Family Composition and Size
- Ethnicity
- Employment and Average Earnings
- Deprivation in Rotherham
- Child Poverty
- Early Years Achievement

## Childcare: availability / cost / quality

### 3.4 Childcare Availability

Childcare in Rotherham is provided by a range of Ofsted registered providers including Day Nurseries, Pre-schools, Childminders and Out of School care (before / after / holiday). See Appendix 8 for definitions of each type. The childcare offer varies across geographical areas of the borough and is detailed in each Children's Centre Childcare Area Sufficiency Analysis. The information provided relates to Ofsted registered childcare provision (with the exception of school breakfast clubs which do not require separate Ofsted registration). See Appendix 9 for details of the different types of Ofsted registration.

The table below details the changes in numbers of Ofsted registered childcare providers between September 2012 and September 2017. These figures are snapshots at fixed periods of time and show the Ofsted data that the Local Authority held at that time.

**Table1. Number of Ofsted Registered Providers in Rotherham**

Type of Provider	No. of Providers 30.09.2012	No. of Providers 30.09.2013	No. of Providers 30.09.2014	No. of Providers 30.09.2015	No. of Providers 30.09.2016	No of Providers 30.09.2017
Childminders	286	278	265	248	229	233
Day Nurseries	42	43	43	43	40	46
Pre-school Playgroup	34	36	38	39	43	33
Breakfast Clubs	39	39	41	39	44	44
After School	9	11	12	8	10	11
Before and After School	13	10	12	13	14	13
Holiday Clubs	14	13	13	13	16	16
Crèches	7	5	5	3	1	1
Maintained / Academy Foundation Stage Units	50	50	51	52	52	52
Maintained / Academy Nursery Schools & Classes	15	15	15	15	16	16
<b>TOTAL</b>	<b>509</b>	<b>500</b>	<b>495</b>	<b>473</b>	<b>465</b>	<b>465</b>

**Changes since 2016:** To reflect the correct delivery to parents, some Pre-Schools have been re-categorised as Day Nurseries as they deliver Full Day Care (term time only) which accounts for some of the changes between Day Nurseries and Pre-schools. In addition, 2 Pre-Schools and 3 Day Nurseries have de-registered and 1 new Day Nursery has opened. Childminder figures have risen slightly over the past

year. Over the year 18 childminders have de-registered and 22 new childminders have registered leading to an increase of 4 Childminders in September 2017 than 2016, where in recent years the number of Childminders has been steadily decreasing. This will continue to be monitored to inform promotion of becoming a Childminder across the borough.

The number of Childminders contracted to deliver early education places continues to grow. In September 2015 there were a total of 96 Childminders contracted to deliver early education, in September 2016 there were 105 and in September 2017 there were 152.

### **3.5 Holiday Childcare Availability:**

This childcare sufficiency analysis focused on sufficiency of group childcare provided over the holidays by dedicated Ofsted registered Holiday Childcare providers. There are seventeen group Holiday Childcare providers in the borough – an increase of three providers since 2016. The following table details the number of places and vacancies at the 17 group providers of Holiday childcare:

**Table 2. Holiday Childcare in Rotherham. Places and Vacancies**

	Age Range		
	3 – 4yrs	5 – 8yrs	8+
<b>Total Places</b>	126	217	200
<b>Demand</b>	36.6	106.1	78.6
<b>Current Spare Places</b>	89.4	110.9	121.4
<b>Average Cost per Day</b>	£30.00	£30.00	£30.00

A number of 'all year round' childcare providers (e.g. Day Nurseries and Childminders) also provide childcare for school age children (i.e. 3 years +) in the school holidays. In addition to the registered holiday clubs summarised above, there are also a number of activity providers which provide all day activities throughout the school holidays such as sports, music, arts and crafts and performance that could also be used as holiday childcare.

### 3.6 Cost of Childcare:

The Family and Childcare Trust publish an annual national survey of childcare costs. The latest 2017 edition is based on information gathered in November 2016. Comparing costs of childcare in Rotherham in Summer 2017 to the national survey shows that the average costs of childcare in Rotherham are significantly lower than the national average costs - see table below for details:

**Table 3. Comparison of Childcare Costs: Regional / National / Local**

Area	Nursery 25 hours (under 2)	Nursery 25 hours (2 and over)	Childminder 25 hours (under 2)	Childminder 25 hours (2 and over)
Yorkshire and Humberside	£101.50	£95.35	£100.02	£99.01
National Average Costs	£116.25	£112.38	£109.84	£109.29
Rotherham	£102.55	£96.13	£85.90	£85.91

Area	Nursery 50 hours (under 2)	Childminder 50 hours (2 and over)
Yorkshire and Humberside	£202.73	£198.02
National Average Costs	£222.36	£210.99
Rotherham	£205.10	£171.83

Average costs in Rotherham for childcare in day nurseries have increased slightly since 2016, however childcare providers have faced rising running costs due to increases in staffing costs with the introduction of the National Living Wage and changes to workplace pension arrangements.

The table below provides a breakdown of the average cost of childcare in Rotherham for different age ranges / types of childcare by each area. The cost of childcare varies across age ranges, with fees at group care slightly higher for younger children due to the level of staffing ratios required.

**Table 4. Comparison costs in Rotherham by Type of Setting/ Geographical Area**

CC Reach Area	Full Day Care			Sessional		Childminders					
	Cost per Age of Children for a 10 hour day*			Cost per Age of Children for a 3 hour session**		Cost per Age of Children for a 10 hour day*					
	Under 2	2	3-4	2	3-4	Under 2	2	3-4	5-7	8+	
Arnold	£40.00	£39.00	£39.00	£9.30	£9.30	£30.25	£30.25	£30.25	£30.25	£30.25	
Aughton	£38.00	£37.52	£36.93	£9.82	£9.82	£35.67	£35.67	£35.67	£35.67	£35.67	
Coleridge	£48.75	£41.02	£40.85	£10.30	£8.50	£30.43	£30.43	£30.43	£30.43	£30.43	
Dinnington	£38.09	£36.58	£36.50	£11.91	£11.62	£35.26	£35.26	£35.26	£35.68	£35.68	
Maltby	£42.14	£41.64	£40.31	£11.20	£11.20	£34.96	£34.96	£35.12	£35.12	£35.12	
Park View	£44.98	£41.49	£41.49	£9.75	£9.50	£30.88	£30.88	£30.88	£30.88	£30.88	
Rawmarsh	£40.98	£40.88	£40.48	£13.50	£13.50	£37.80	£37.80	£37.80	£37.80	£37.80	
Rotherham Central	£34.03	£34.01	£33.67			£36.66	£36.66	£36.66	£36.66	£36.66	
Swinton Brookfield	£38.55	£38.40	£37.12			£36.05	£36.05	£36.05	£36.58	£36.58	
Thrybergh/Dalton				£11.00	£11.00	£35.86	£35.86	£35.86	£35.86	£35.86	
Valley	£49.75	£40.25	£40.00	£9.63	£9.63	£35.70	£35.70	£35.70	£35.70	£35.70	
Wath	£35.97	£34.80	£33.94			£32.80	£32.80	£32.80	£32.80	£32.80	
<b>Average Costs 2017/18</b>	<b>£41.02</b>	<b>£38.69</b>	<b>£38.21</b>	<b>£10.71</b>	<b>£10.45</b>	<b>£34.36</b>	<b>£34.36</b>	<b>£34.37</b>	<b>£34.45</b>	<b>£34.22</b>	
<b>Average Costs 2016/17</b>	<b>£38.99</b>	<b>£37.46</b>	<b>£36.73</b>	<b>£11.01</b>	<b>£10.70</b>	<b>£35.25</b>	<b>£35.28</b>	<b>£35.30</b>	<b>£35.11</b>	<b>£34.89</b>	

The average costs for childcare have been calculated in order to be comparable to each other as follows:

\*Daily charge divided by number of hours open multiplied by 10 (hours)

\*\*Sessional charge divided by number of hours in a session multiplied by 3 (hours)

### 3.7 Quality of Childcare Provision:

Although registration and inspection of childcare provision is carried out by Ofsted, Local Authorities have a responsibility to ensure that childcare provision is of the highest quality. There is a wealth of evidence from reports such as Effective Provision of Pre-school Education (EPPE) which show that attending quality provision can positively impact on a child's development and attainment.

The key indicator of quality is the Ofsted grade which childcare providers receive when inspected by Ofsted, the regulatory body for childcare providers. Providers are inspected on a four point scale and receive one of the following grades; Outstanding, Good, Requires Improvement or Inadequate. The table below shows the percentage of providers who have achieved a 'Good' or 'Outstanding' Ofsted grades by provider type between June 2011 and August 2017. The Local Authority has prioritised support and challenge to providers who do not have or are at risk of not achieving a good outcome, and there has been a very positive increase in quality of provision across all childcare types with a continued trajectory. National and regional data for August 2017 was not available when this report was produced.

**Table 5. Percentage of Childcare Providers who have achieved a 'Good' or 'Outstanding' Ofsted Judgement**

	Jun-11	Aug-12	Aug-13	Aug-14	Aug-15	Aug-16	Aug-17
Childminders – Rotherham	55.4%	68.9%	68.6%	79.2%	82.9%	92.4%	94.5%
Childminders – National	69.3%	71.3%	74.7%	78.4%	84.0%	88.7%	92.2%*
Childminders – Yorkshire & Humber	65.1%	68.0%	71.5%	77.9%	84.1%	89.2%	93.2%*
Group Childcare Providers – Rotherham	76.6%	80.3%	80.8%	88.6%	90.5%	97.0%	98.4%
Group Childcare Providers – National	75.5%	78.9%	81.8%	83.3%	86.4%	94.8%	95.4%*
Group Childcare Providers – Yorkshire & Humber	72.1%	76.5%	80.2%	84.5%	87.6%	94.5%	96.1%*
ALL CHILDCARE – Rotherham	59.9%	71.7%	71.6%	81.4%	85.1%	93.7%	95.5%
ALL CHILDCARE – National	71.4%	74.0%	77.2%	80.1%	84.9%	91.0%	93.4%*
<b>ALL CHILDCARE – Yorkshire &amp; Humber</b>	<b>67.3%</b>	<b>70.0%</b>	<b>74.3%</b>	<b>80.0%</b>	<b>85.2%</b>	<b>90.9%</b>	<b>94.1%*</b>

\*Please note these figures for National and Yorkshire & Humber are as 31<sup>st</sup> March 2017 as no further data has been released to date.

## Early Education

### 3.8 Early Education for 3 and 4 Year Olds:

Early education in Rotherham is provided by schools (the maintained sector and academies) and providers in the Private / Voluntary / Independent (PVI) sector e.g. Day Nurseries, Pre-school / Playgroups and some Childminders. Children are entitled to an early education place from the term after their 3<sup>rd</sup> birthday until they start full time school (a maximum of 5 terms depending on birth date). Schools generally provide 3 terms of early education provision in Foundation 1 classes starting in September each year. A number of schools take in additional children as they become eligible in January and April. Parents can choose whether they want their child to take up their entitlement at a PVI provider or a school.

During the summer term 2017, 4,742 children were accessing an early education place.

Take-up of Foundation 1 (F1) early education in Rotherham is high. The majority of children in Rotherham take up early education prior to starting full time school – although not all children take up their entitlement as soon as they are eligible (i.e. the term after their third birthday). 95% of Rotherham children eligible to start in September 2016 took up a place. The overall percentage take-up drops in the Spring and Summer terms as more children become eligible to take up their entitlement: 92% of children eligible to start in January 2017 took up a place at that time and 83% of those eligible to start in April 2017 took up their place then. This is an increase in take-up levels of 8% and 1% respectively for Spring and Summer 2017 on 2016 figures. Those who do not take up their place as soon as they become eligible usually do so from the following September – at which point usually all children are taking up their entitlement.

The above figures detail Rotherham children regardless of where they take up their early education entitlement. In Summer 17 a total of 33 Rotherham children accessed their entitlement outside of Rotherham and 31 non Rotherham children took up their early education place in the borough.

There is some **early education** capacity across all areas for 3 and 4 year olds to take up their universal 15 hour entitlement, including projected increase in capacity

needed through new house building, however there would not be sufficient capacity in the Rotherham Coleridge (Eastwood) and Valley (Broom / Moorgate) areas if all 3 year old children wished to take up their entitlement

See Appendix 3 for a table detailing take-up of early education in each area and Appendix 5 for Early Education Capacity.

### 3.9 Early Education Provision for 2 Year Olds:

As part of the 2010 Spending Review, the Government introduced a free entitlement to 15 hours of nursery education to disadvantaged 2 year olds. This entitlement became statutory for the first time in September 2013 when the 20% most disadvantaged 2 year olds were able to access a free place. This figure increased to 40% in September 2014 when approximately 1600 two year olds in Rotherham became eligible for a free place.

The eligibility criteria for a 2 year early education place is:

<b>Parent/carer is in receipt of:</b>
• Income Support
• Income-based Jobseeker's Allowance (JSA)
• Income-related Employment and Support Allowance (ESA)
• Support through part 6 of the Immigration and Asylum Act
• Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual income under £16,190
• Working Tax Credit and have an annual income under £16,190
• The guaranteed element of State Pension Credit
• The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
<b>Or if the child:</b>
• Is looked after by a local council
• Has a current statement of <a href="#">special education needs (SEN)</a> or an education health and care plan
• Gets <a href="#">Disability Living Allowance</a>
• Has left care under a special guardianship order, child arrangements order or adoption order

In the Summer term 2017, 1089 two year olds were taking up a free early education place in Rotherham – 78% of all eligible children. The take-up of early education by two year olds follows a pattern with the Summer term historically having the lowest

level of take-up with the childcare places being at their fullest and new children becoming eligible having less choice of provision. Take-up levels in Autumn 2016 and Spring 2017 were 87% and 90% respectively.

There is some **early education** capacity for 2 year olds in all areas of the borough including projected increase in capacity needed through new house building, however there would not be sufficient capacity in Coleridge (Eastwood) and Valley (Broom / Moorgate) areas if all eligible 2 year old children wished to take up their entitlement.

Each term, the Families Information Service contact families that have been eligibility checked for the 2 year funding but have not accessed a place to ascertain the reason for not accessing a place and to give support if needed. The findings from the families that were contacted in Summer 2017 are:

- 8 families were accessing a place out of area and 2 had moved out of the area.
- 86 of these families had started in a place by September. The delay in them starting their free place varied, for some it was personal choice and for others they were awaiting a vacancy at their chosen provider.
- 6 families did not want to take up their place because they felt their child was too young
- Unable to contact 45 of these families by phone and therefore a letter reminding them of their entitlement was sent.

See Appendix 4 for a breakdown of early education take-up by two year olds in each area and Appendix 5 for Early Education Capacity.

Early education capacity has been calculated using two datasets:

School data: take-up of places has been deducted from pupil admission numbers to give a number of vacant early education places

Childcare data: Vacancy information for the early education age groups for each provider is converted into hours using a calculation based on their delivery model.

The number of vacant hours is then divided by 15 to give the maximum number of 15 hour early education places the provider could offer.

## **Section 4 – Geographical Analysis**

## Geographical Childcare Sufficiency Analysis

The following sections contain a detailed childcare sufficiency analysis for the 12 Children's Centre reach areas in the borough.

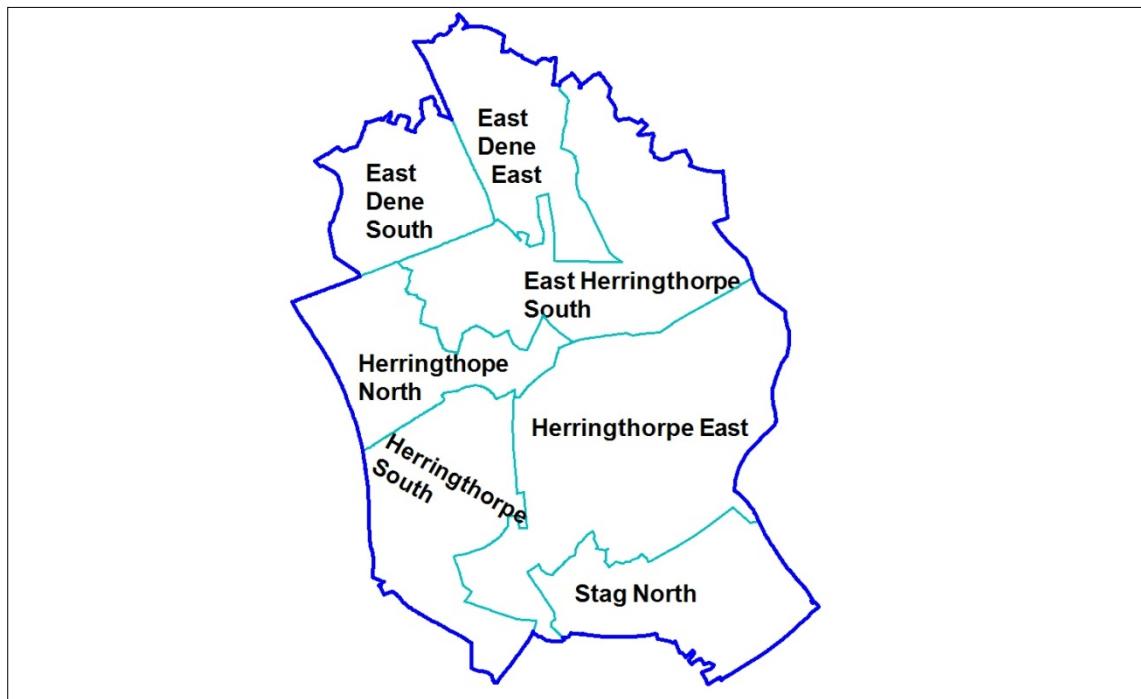
Each section includes:

- Demographic information
- Range of childcare provision available in Rotherham
- Availability of childcare at unsociable hours (i.e. before 8am, after 6pm, evenings and weekends)
- Availability of out of school care
- Capacity of childcare – does the existing childcare provision have enough capacity to meet demand?\*
- Unmet demand – have there been any recorded instances of unmet demand for childcare?
- Details of early education providers in the area
- Key Findings

See Appendices 3, 4 and 5 for details of the capacity of early education provision

\*The childcare capacity is calculated by gathering details of daily occupancy levels by age range to calculate the total places occupied each week for each provider. This figure is then deducted from total places offered by each provider to give vacancy levels.

#### 4.1 Arnold Children's Centre Area



The Arnold Centre reach area includes Herringthorpe, part of East Herringthorpe, part of East Dene and part of Brecks areas.

The map above details the Super Output Areas (SOA) within The Arnold Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

The following SOAs from Coleridge Children's Centre reach area: East Dene North East, East Dene North West, Clifton East, and from Valley Children's Centre reach area: Clifton West, have been added to the Arnold Centre area for the purpose of this analysis.

#### Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
2%	East Dene East
3%	East Herringthorpe South
8%	East Dene South
9%	Herringthorpe North
14%	Herringthorpe South
79%	Brecks West
85%	Brecks North West

Key:

	In the 5% most deprived areas
	In the 5-10% most deprived areas
	In the 10- 20% most deprived areas
	In the 20-30% most deprived areas

\*In order of most deprived to least deprived

## Ofsted Registered Childcare Provision

There are 14 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	8
Day Nursery	3
Pre-School	3

Since the above data was captured one new Day Nursery has opened in the area.

The table below details the **availability of childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	1	1	0	0	0	8	0
Full Day Care	0	0	0	0	0	0	0	0

The table below details the **type of out of school provision which offers a drop off and/or collection service to the schools listed**.

Arnold Area				
School	Childminder	After School Club	Breakfast Club	
Badsley Moor Primary	✓			
East Dene Primary	✓		✓*	
Herringthorpe Infant School	✓		✓*	
Herringthorpe Junior School	✓		✓*	
St Mary's Catholic Primary School (Herringthorpe)	✓			

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity**.

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4yrs
Population	454	225	547	1226
Total Places	24	24	56	104
Demand (number of places taken up)	12	16	46	73
Current Spare Capacity	12	8	10	30
Demand as % of Places (how full is the setting?)	51%	65%	82%	71%
Demand as % of Population ( % of children taking up a place)	3%	7%	8%	6%

Term Time - Full Day Care Providers	Under 2	2 yrs	3-4 yrs	0-4yrs
Population	454	225	547	772
Total Places	0	16	16	32
Demand (number of places taken up)	0	16	16	32
Current Spare Places	0	0	0	0
Demand as % of Places (how full is the setting?)	n/a	99%	100%	100%
Demand as % of Population (% of children taking up a place)	0%	7%	3%	4%

Term time Provision- Pre-schools	2yrs	3-4yrs	2-4yrs
Population	225	547	772
Total Places	31	59	90
Demand (number of places taken up)	14	39	52
Current Spare Capacity	17	20	38
Demand as % of Places (how full is the setting?)	44%	65%	58%
Demand as % of Population (% of children taking up a place)	6%	7%	7%

Childminders (not delivering early education places)	Under 2	2yrs	3-4yrs	0-4yrs
Population	454	225	547	1226
Total Places	2	2	2	6
Demand (number of places taken up)	0	0	0	0
Current Spare Capacity	2	2	2	6
Demand as % of Places (how full is the setting?)	0%	0%	4%	1%
Demand as % of Population (% of children taking up a place)	0%	0%	0%	0%

Out of School	3-4yrs	5-7yrs	8-13 yrs
Population	547	704	1381
Total Places	18	33	28
Demand (number of places taken up)	8	3	3
Current Spare Capacity	10	30	25
Demand as % of Places (how full is the setting?)	44%	9%	9%
Demand as % of Population (% of children taking up a place)	1%	0%	0%

\*Breakfast only Clubs on school sites not included

## Early Education for 2, 3 and 4 year olds

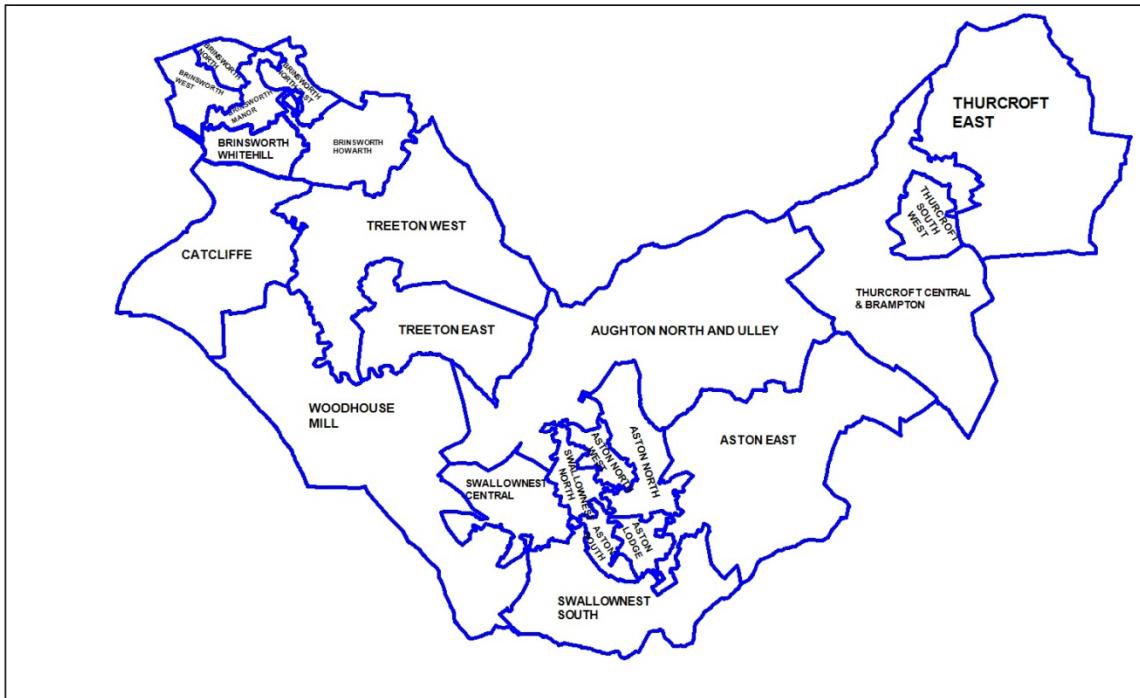
The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures.

Type of Early Education Provider	Name of Provider
Childminder	6*
Day Nursery	Happy Kids Clifton*
	The Arnold Centre*
	Dream Catchers*
Pre-School	Ducklings Nursery*
	Clifton Playgroup*
	Happy Kids East Dene*
School	East Dene Primary
	The Arnold Centre
	Herringthorpe Infant School
School without F1	Badsley Moor Primary
	St Mary's Catholic Primary

## Key Findings

- There is a range of registered childcare provision with the exception of out of school clubs
- Childcare is available before 8am and after 6pm with occasional care available at weekends. No care is available overnight
- An out of school pick up service is available to all schools in the area provided by Childminders and 3 of the 5 schools provide Breakfast Clubs
- There is some childcare and early education capacity across all age ranges, however there is limited capacity for 3 / 4 year olds at provision available all year round
- There should be adequate capacity for children eligible for 30 hour places to take up their entitlement
- There have been no recorded instances of unmet demand in this area

#### 4.2 Aughton Children's Centre Area



The Aughton Children's Centre reach area includes the Aston, Aughton, Swallownest, Treeton, Brinsworth, Catcliffe, Woodhouse Mill and Thurcroft areas.

The map above details the Super Output Areas (SOA) within The Aughton Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

## Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
5%	Aston North West
9%	Thurcroft South West
13%	Thurcroft Central & Brampton
19%	Treeton West
24%	Aston Lodge
24%	Catcliffe
25%	Swallownest North
31%	Brinsworth North East
35%	Thurcroft East
35%	Brinsworth Manor
44%	Woodhouse Mill
49%	Brinsworth Howarth
49%	Brinsworth Whitehill
52%	Brinsworth North
54%	Aston North
60%	Treeton East
61%	Aughton North & Ulley
62%	Brinsworth West
68%	Swallownest Central
78%	Aston South
81%	Swallownest South
88%	Aston East

\*In order of most deprived to least deprived

Key:	
<span style="background-color: #c8a282; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	In the 5% most deprived areas
<span style="background-color: #ffff99; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	In the 5-10% most deprived areas
<span style="background-color: #99ff99; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	In the 10- 20% most deprived areas
<span style="background-color: #8099ff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	In the 20-30% most deprived areas

## Ofsted Registered Childcare Provision

There are 44 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	32
Day Nursery	6
Pre-School	6

Since 2016 one provider has changed from pre-school to full daycare delivery.

The table below details the **availability of childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	1	4	3	0	1	26	2
Full Day Care	0	0	2	0	0	0	5	0

The table below details the **type of out of school provision which offers a drop off and/or collection service to the schools listed**.

Aughton Area			
School	Childminder	After School Club	Breakfast Club
Aston All Saints CE (A) Primary School	✓	✓	✓
Aston Fence Junior and Infant School	✓	✓	✓
Aston Hall Junior and Infant School	✓	✓	✓*
Aston Lodge Primary School	✓	✓	✓*
Aston Springwood Junior and Infant School		✓	
Aughton Primary School		✓	
Brinsworth Howarth Primary School	✓	✓	✓*
Brinsworth Manor Infant School	✓	✓	✓*
Brinsworth Manor Junior School	✓	✓	✓*
Brinsworth Whitehill Primary School	✓	✓	✓*
Catcliffe Primary School	✓	✓	✓*
Swallownest Primary School	✓	✓	✓*
Thurcroft Infant School	✓		✓*
Thurcroft Junior Academy	✓		✓*
Treton CofE (A) Primary School	✓	✓	✓

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity**.

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4yrs
Population	911	476	943	2330
Total Places	73	98	145	316
Demand (number of places taken up)	41	53	84	178
Current Spare Capacity	32	45	61	138
Demand as % of Places (how full is the setting?)	57%	54%	58%	56%
Demand as % of Population (% of children taking up a place)	5%	11%	9%	8%

Term Time - Full Day Care Providers	Under 2	2 yrs	3-4 yrs	0-4yrs
Population	911	476	943	2330
Total Places	3	12	12	24
Demand (number of places taken up)	0	6	7	13
Current Spare Capacity	3	6	5	11
Demand as % of Places (how full is the setting?)	0%	48%	59%	54%
Demand as % of Population (% of children taking up a place)	0%	1%	1%	1%

Term Time Provision- Pre-schools	2 yrs	3-4 yrs	2-4 yrs
Population	476	943	1419
Total Places	58	115	173
Demand (number of places taken up)	36	83	118
Current Spare Capacity	22	32	55
Demand as % of Places (how full is the setting?)	61%	72%	68%
Demand as % of Population (% of children taking up a place)	7%	9%	8%

Childminders (not delivering early education places)	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	911	476	943	2330
Total Places	13	14	15	42
Demand (number of places taken up)	3	3	3	10
Current Spare Places	10	11	11	32
Demand as % of Places (how full is the setting?)	26%	23%	23%	24%
Demand as % of Population (% of children taking up a place)	0%	1%	0%	0%

Out of School	3-4 yrs	5-7 yrs	8-13 yrs
Population	943	1409	2541
Total Places	106	249	261
Demand (number of places taken up)	26	87	67
Current Spare Places	80	162	194
Demand as % of Places (how full is the setting?)	25%	35%	26%
Demand as % of Population (% of children taking up a place)	3%	6%	3%

\*Breakfast only Clubs on school sites not included

## Early Education for 2, 3 and 4 year olds

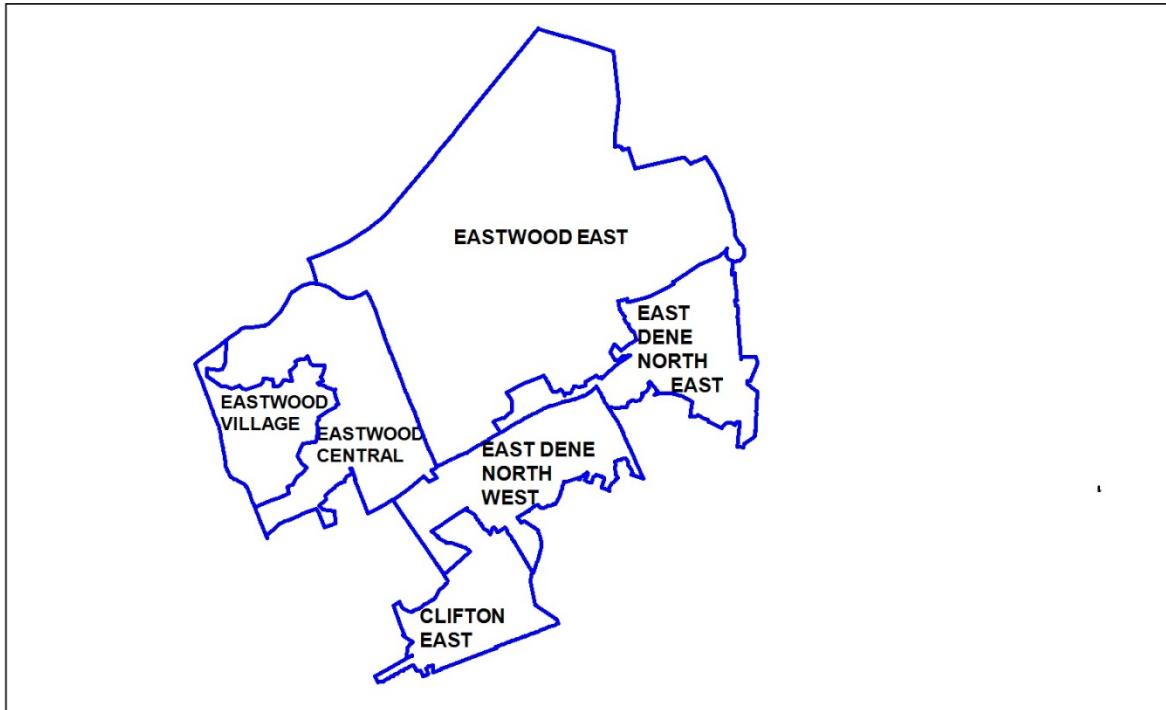
The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures. Schools without F1 marked with '\*\*' have PVI provision on site delivering F1

Type of Early Education Provider	Name of Provider
Childminder	14*
Day Nursery	Just 4 Kidz* Aughton Early Years Centre* Pollywiggle Day Nursery* Railway Children Day Nursery* Thurcroft Early Years The Nursery*
Pre-School	Aston Springwood Whizzkids* Aughton Early Years Centre* The Meadows Community Pre School* Swallownest Pre-School* Tiny Explorers* Funtime Community Pre-School*
School	Aston Lodge Primary School Aughton Early Years Centre* Brinsworth Howarth Primary School Brinsworth Manor Infant School Brinsworth Whitehill Primary School Catcliffe Primary School Swallownest Primary School Thurcroft Infant School Treeton CE Primary School
School without F1	Aston All Saints CE Primary Aston Fence Junior and Infant School Aston Hall Junior and Infant School Springwood Junior Academy School** Aughton Primary School

## Key Findings

- There is a range of registered childcare provision
- Childcare is available before 8am and after 6pm with occasional care available at weekends and overnight
- An out of school pick up service is available to all schools in the area provided both by Childminders and out of school clubs and 10 of the 15 schools provide breakfast clubs
- There is some childcare and early education capacity across all age ranges
- There should be adequate capacity for children eligible for 30 hour places to take up their entitlement
- There have been no recorded instances of unmet demand in this area

#### 4.3 Coleridge Children's Centre Area



The Coleridge Children's Centre reach area includes the Clifton East, Eastwood and part of East Dene areas.

The map above details the Super Output Areas (SOA) within The Coleridge Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

For the purpose of childcare / early education sufficiency analysis, the following SOAs from Coleridge Children's Centre reach area: East Dene North East, East Dene North West, Clifton East, have been added to the Arnold Centre Reach area. The Coleridge Children's Centre childcare sufficiency data analysis includes the Eastwood area only.

#### Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
2%	Eastwood East
4%	Eastwood Central
5%	East Dene North East
7%	Eastwood Village
14%	East Dene North West
28%	Clifton East

Key:

	In the 5% most deprived areas
	In the 5-10% most deprived areas
	In the 10- 20% most deprived areas
	In the 20-30% most deprived areas

\*In order of most deprived to least deprived

## Ofsted Registered Childcare Provision

There are 3 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	0
Day Nursery	2
Pre-School	1

Since 2016 one provider has changed from pre-school to full daycare delivery.

The table below details the **availability of childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	0	0	0	0	0	0	0
Full Day Care	0	0	0	0	0	0	1	0

The table below details the **type of out of school provision which offers a drop off and/or collection service to the schools listed**.

Coleridge Area				
School	Childminder	After School Club	Breakfast Club	
Coleridge Primary	✓			✓*
St Ann's Junior and Infant School				✓*
Eastwood Village Primary School				✓*

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity**.

All Year round - Full Day Care Providers including childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4
Population	232	138	271	641
Total Places	0	10	18	28
Demand (number of places taken up)	0	7	13	20
Current Spare Places	0	4	5	8
Demand as % of Places (how full is the setting?)	0%	65%	73%	70%
Demand as % of Population (% of children taking up a place)	0%	5%	5%	3%

Term Time only – Full Day Care Providers	Under 2	2 yrs	3-4 yrs	0-4
Population	232	138	271	641
Total Places	8	16	16	40
Demand (number of places taken up)	0	5	10	16
Current Spare Places	8	11	6	25
Demand as % of Places (how full is the setting?)	5%	31%	64%	39%
Demand as % of Population (% of children taking up a place)	0%	4%	4%	2%

Term time Provision- Pre-schools	2yrs	3-4 yrs	2-4 yrs
Population	138	271	409
Total Places	10	20	30
Demand (number of places taken up)	9	13	21
Current Spare Places	2	8	9
Demand as % of Places (how full is the setting?)	85%	63%	70%
Demand as % of Population((% of children taking up a place)	6%	5%	5%

## Early Education for 2, 3 and 4 year olds

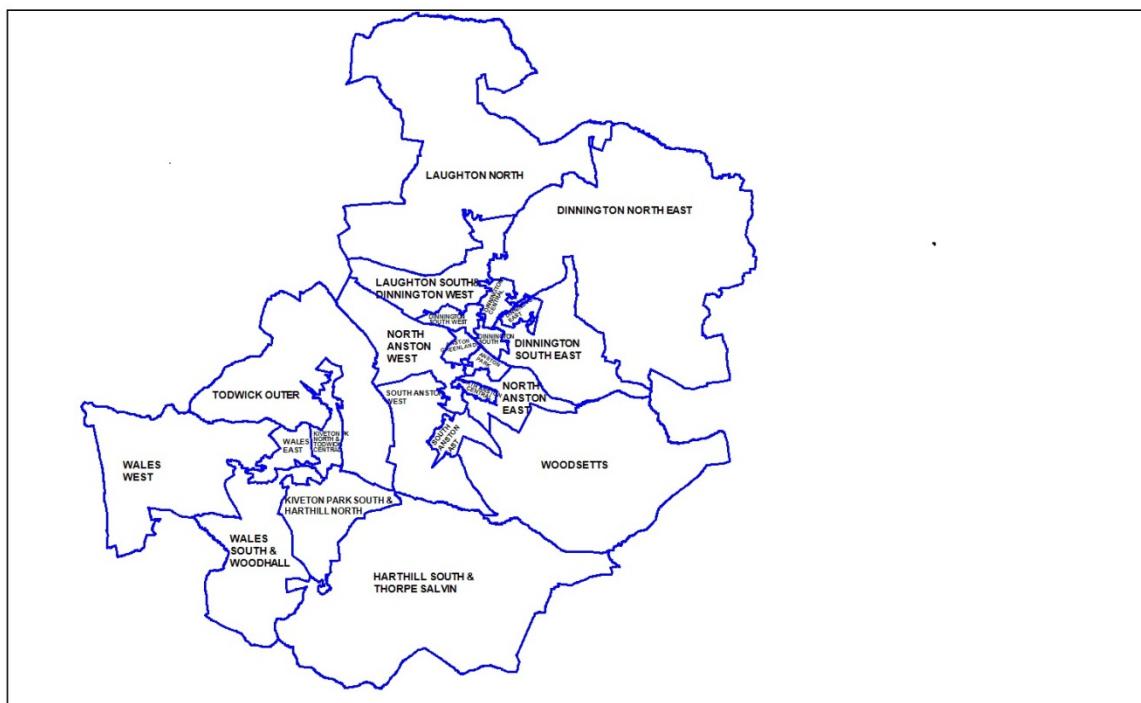
The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures.

Type of Early Education Provider	Name of Provider
Childminder	0
Day Nursery	Lime Tree ( Eastwood)*
	Flutterbies Unity*
Pre-School	Coleridge Children's Centre*
School	Coleridge Primary School
	St Ann's Junior and Infant School
	Eastwood Village Primary

## Key Findings

- The only registered childcare provision is offered by two Day Nurseries and one Pre-school. There are no Childminders or out of school clubs
- Childcare is available before 8am. No childcare is available after 6pm at weekends or overnight
- An out of school pick up service is available to one of the schools in the area provided by a Childminder (from outside of the Children's Centre area) and all 3 schools provide breakfast clubs
- There is some childcare and early education capacity across all age ranges. There would not be adequate capacity for all eligible children to take up early education however demand in this area is low
- There would not be adequate capacity for children eligible for 30 hour places to take up their entitlement, however demand in this area is low
- There have been no recorded instances of unmet demand in this area

#### 4.4 Dinnington Children's Centre Area



The Dinnington Children's Centre reach area includes the Dinnington, Laughton, North and South Anston, Woodsetts, Todwick and Wales areas.

The map above details the Super Output Areas (SOA) within The Dinnington Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

## Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
4%	Dinnington Central
11%	North Anston Central
11%	Dinnington East
16%	Laughton South & Dinnington North West
31%	Wales East
37%	Dinnington North East
39%	Wales South and Woodall
39%	Dinnington South East
40%	Harthill South & Thorpe Salvin
48%	Dinnington South
49%	Wales West
58%	Laughton North
61%	Anston Greenlands
63%	Todwick Outer
65%	Anston Park
66%	North Anston West
68%	Woodsetts
70%	North Anston East
70%	South Anston West
76%	Dinnington South West
77%	Kiveton Park North & Todwick Central
85%	South Anston East
89%	Kiveton Park South & Harthill North

\*In order of most deprived to least deprived

Key:

	In the 5% most deprived areas
	In the 5-10% most deprived areas
	In the 10- 20% most deprived areas
	In the 20-30% most deprived areas

## Ofsted Registered Childcare Provision

There are 56 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	43
Day Nursery	6
Pre-School	7

There has been a significant reduction in the number of Childminders in this area, however 5 childminders are still registered with Ofsted but currently inactive. Inactive childminders are not included in this data analysis.

The table below details the **availability of childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	1	5	6	3	0	1	34	1
Full Day Care	0	0	0	0	0	0	5	0

The table below details the **type of out of school provision which offers a drop off and/or collection service to the schools listed**.

Dinnington Area			
School	Childminder	After School Club	Breakfast Club
Anston Brook Primary School	✓		✓*
Anston Greenlands Junior and Infant School	✓	✓	✓*
Anston Hillcrest Primary School	✓		✓
Anston Park Infant School	✓	✓	✓*
Anston Park Junior School	✓	✓	✓*
Dinnington Community Primary School	✓		✓*
Harthill Primary School	✓		✓
Kiveton Park Infant School	✓	✓	✓*
Kiveton Park Meadows Junior School	✓	✓	✓
Laughton All Saints CE (A) Primary School	✓		✓*
Laughton Junior & Infant School	✓		✓*
St Joseph's Catholic Primary School (Dinnington)	✓		✓*
Todwick Primary School	✓	✓	✓
Wales Primary School	✓	✓	✓
Woodsetts Primary School	✓	✓	✓*

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity**.

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	627	354	809	1790
Total Places	83	121	177	381
Demand (number of places taken up)	38	65	123	225
Current Spare Places	45	56	54	156
Demand as % of Places (how full is the setting?)	45%	54%	69%	59%
Demand as % of Population (% of children taking up a place)	6%	18%	15%	13%

Term Time only – Full Day Care Providers	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	627	354	809	1790
Total Places	0	12	24	36
Demand (number of places taken up)	0	11	23	34
Current Spare Places	0	1	1	2
Demand as % of Places (how full is the setting?)	n/a	90%	96%	94%
Demand as % of Population (% of children taking up a place)	n/a	3%	3%	2%

Term time Provision- Pre-schools	2 yrs	3-4 yrs	2-4 yrs
Population	354	809	1163
Total Places	72	80	152
Demand (number of places taken up)	52	55	107
Current Spare Places	20	25	45
Demand as % of Places (how full is the setting?)	72%	69%	70%
Demand as % of Population (% of children taking up a place)	15%	7%	9%

Childminders(not delivering early education places)	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	627	354	809	1790
Total Places	15	16	19	50
Demand (number of places taken up)	6	3	3	12
Current Spare Places	9	13	16	38
Demand as % of Places (how full is the setting?)	38%	17%	17%	23%
Demand as % of Population (% of children taking up a place)	1%	1%	0%	1%

Out of School	3-4 yrs	5-7 yrs	8-13yrs
Population	809	1230	2366
Total Places	92	333	371
Demand (number of places taken up)	30	112	80
Current Spare Places	62	221	291
Demand as % of Places (how full is the setting?)	33%	34%	22%
Demand as % of Population (% of children taking up a place)	4%	9%	3%

## Early Education for 2, 3 and 4 year olds

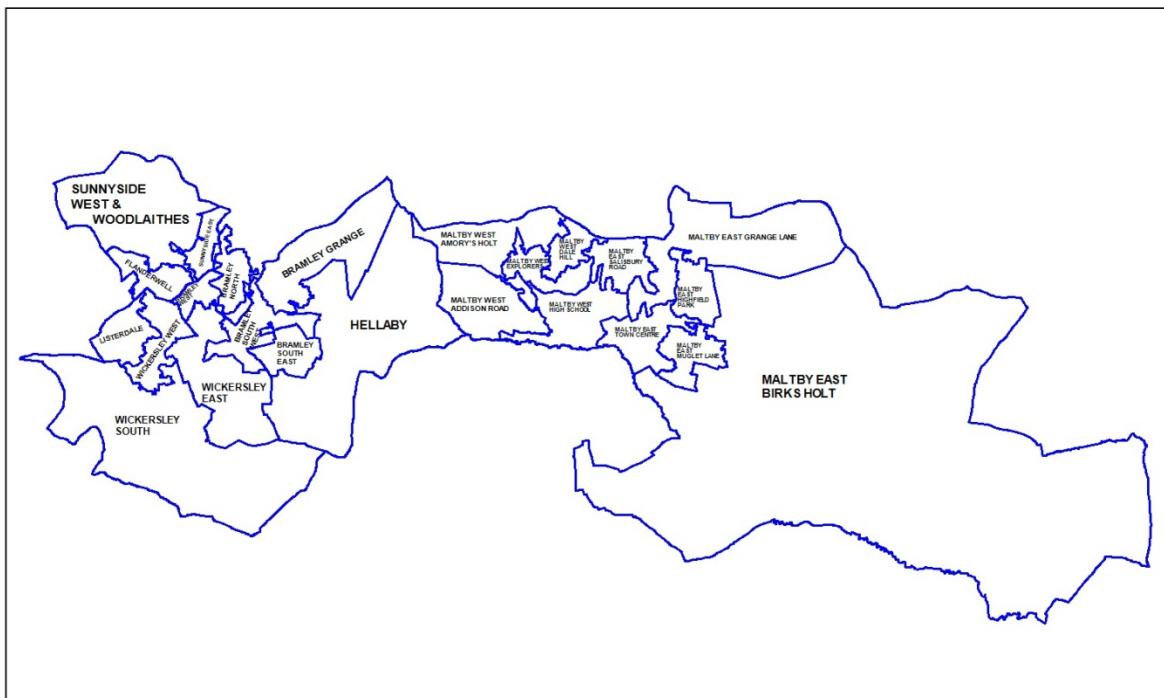
The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures. Schools without F1 marked with '\*\*' have PVI provision on site delivering F1

Type of Early Education Provider	Name of Provider
Childminder	23*
Day Nursery	Bright Skies*
	Kiddiwinks Day Nursery*
	Pollywiggle @ The Hall*
	Little Explorers Day Nursery*
	Kiveton and Wales Nursery*
	Wales Childcare Partnership*
Pre-School	Todwick Early Years*
	Harthill Pre-School*
	Dinnington Pre-School*
	Anston Stones Early Years*
	Hillcrest Early Years*
	Woodsetts Pre-School*
School	Anston Brook Primary School
	Anston Hillcrest Primary School
	Dinnington Community Primary School & Toddlers Room*
	Kiveton Park Infants School
	Laughton Junior and Infant School
	St Joseph's Catholic Primary School
	Woodsetts Primary School
School without F1	Anston Greenlands Junior and Infant School
	Anston Park Infant School
	Harthill Primary School **
	Laughton All Saints CE Primary School
	Todwick Primary School**
	Wales Primary School**

## Key Findings

- There is a range of registered childcare provision
- Childcare is available before 8am, after 6pm and at weekends with occasional care available overnight
- An out of school pick up service is available to all schools in the area provided both by Childminders and Out of School Clubs and 10 of the 15 schools provide breakfast clubs
- There is some childcare and early education capacity across all age ranges
- There should be adequate capacity for children eligible for 30 hour places to take up their entitlement
- There have been no recorded instances of unmet demand in this area

#### 4.5 Maltby Stepping Stones Children's Centre Area



The Stepping Stones Children's Centre reach area includes the Maltby, Hellaby, Sunnyside, Flanderwell, Bramley, Wickersley and Listerdale areas.

The map above details the Super Output Areas (SOA) within The Stepping Stones Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

## Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
4%	Maltby East - Maltby Main
6%	Maltby East - Muglet Lane
9%	Maltby East - Town Centre
10%	Flanderwell
15%	Maltby East - Highfield Park
17%	Maltby East - Salisbury Road
28%	Maltby West - Addison Road
34%	Maltby West - High School
34%	Bramley West
37%	Maltby East - Grange Lane
43%	Listerdale
46%	Sunnyside
49%	Wickersley East
50%	Bramley South West
53%	Bramley Grange
57%	Bramley North
60%	Sunnyside East
60%	Maltby West - Amory's Holt
63%	Maltby West - Dale Hill
64%	Wickersley West
65%	Bramley South East
73%	Maltby West - Explorers
74%	Hellaby
90%	Wickersley South

\*In order of most deprived to least deprived

### Key:

	In the 5% most deprived areas
	In the 5-10% most deprived areas
	In the 10- 20% most deprived areas
	In the 20-30% most deprived areas

## Ofsted Registered Childcare Provision

There are 51 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	41
Day Nursery	6
Pre-School	4

The table below details the **availability of childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	2	2	8	0	2	34	2
Full Day Care	0	0	0	0	0	0	2	0

The table below details the **type of out of school provision which offers a drop off and/or collection service to the schools listed**.

Maltby Area			
School	Childminder	After School Club	Breakfast Club
Bramley Grange Primary School	✓	✓	✓*
Bramley Sunnyside Infant School	✓	✓	✓
Bramley Sunnyside Junior School	✓	✓	✓
Flanderwell Primary School	✓	✓	✓
Maltby Crags Community School	✓		✓*
Maltby Lilly Hall Primary	✓	✓	
Maltby Manor Academy	✓	✓	✓*
Maltby Redwood Academy	✓	✓	
St Alban's CE Primary School	✓	✓	✓
St Mary's Catholic Primary School (Maltby)	✓	✓	
Wickersley Northfield Primary School	✓	✓	✓*

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity**.

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	777	370	815	1962
Total Places	115	110	158	383
Demand (number of places taken up)	63	76	107	247
Current Spare Places	52	34	51	136
Demand as % of Places (how full is the setting?)	55%	69%	68%	64%
Demand as % of Population (% of children taking up a place)	8%	21%	13%	13%

Term time Provision- Pre-schools	2 yrs	3-4 yrs	2-4 yrs
Population	370	815	1185
Total Places	56	78	134
Demand (number of places taken up)	36	55	91
Current Spare Places	20	23	43
Demand as % of Places (how full is the setting?)	65%	71%	68%
Demand as % of Population (% of children taking up a place)	10%	7%	8%

Childminders (not delivering early education places)	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	777	370	815	1962
Total Places	9	13	20	42
Demand (number of places taken up)	3	5	9	17
Current Spare Places	6	8	11	25
Demand as % of Places (how full is the setting?)	32%	37%	45%	40%
Demand as % of Population (% of children taking up a place)	0%	1%	1%	1%

Out of School	3-4 yrs	5-7 yrs	8-13 yrs
Population	815	1327	2581
Total Places	92	207	148
Demand (number of places taken up)	38	74	41
Current Spare Places	54	133	107
Demand as % of Places (how full is the setting?)	41%	36%	28%
Demand as % of Population (% of children taking up a place)	5%	6%	2%

## Early Education for 2, 3 and 4 year olds

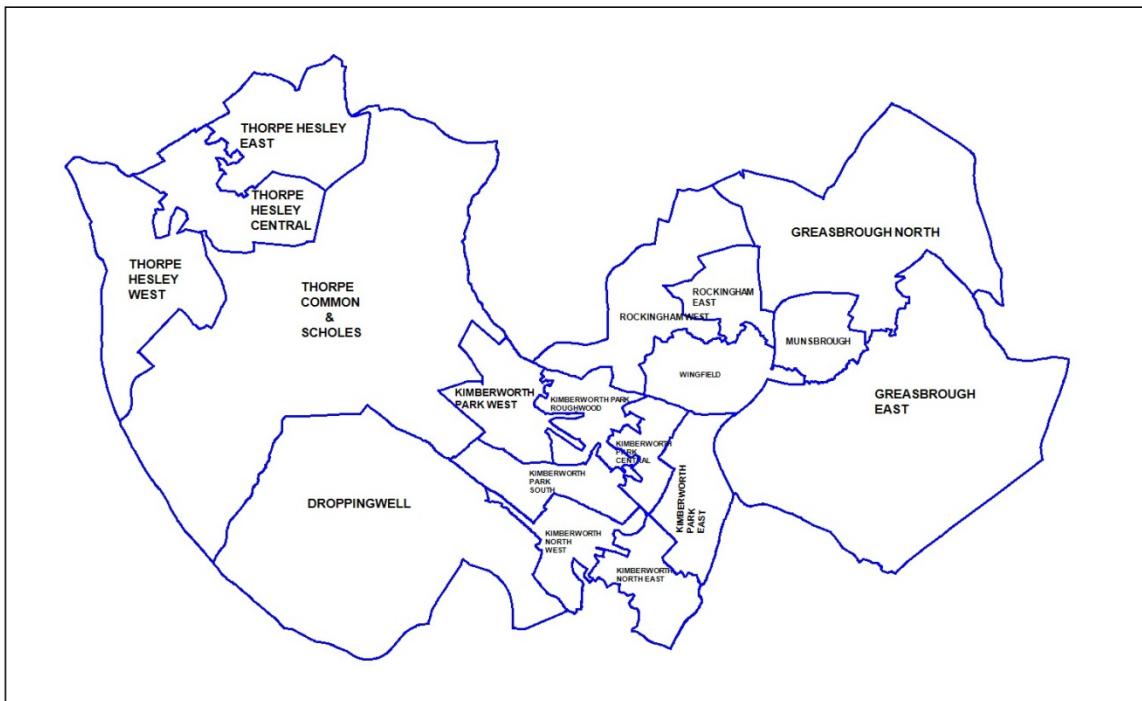
The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures.

Type of Early Education Provider	Name of Provider
Childminder	23*
Day Nursery	Wickersley Nursery* Northfield Under 5's* Lime Tree Day Nursery Granby House Nursery* Hopscotch* Once Upon a Time*
Pre-School	Wickersley Community Pre-School* Linx Pre-School* Sunbeams*
School	Bramley Grange Primary School Bramley Sunnyside Infant School Crags Community School & 2 Year Provision* Flanderwell Primary School Maltby Lilly Hall Academy Maltby Manor Academy Maltby Redwood Academy St Albans CE Primary School St Mary's Catholic Primary School Wickersley Northfield Primary School

## Key Findings

- There is a range of registered childcare provision
- Childcare is available before 8am and after 6pm with occasional care available at weekends and overnight
- An out of school pick up service is available to all schools in the area provided both by Childminders and Out of School Clubs and 4 of the 11 schools provide Breakfast Clubs
- There is some childcare and early education capacity across all age ranges
- There should be adequate capacity for children eligible for 30 hour places to take up their entitlement
- There have been no recorded instances of unmet demand in this area

#### 4.6 Park View Children's Centre Area



The Park View Children's Centre reach area includes the Kimberworth Park, Rockingham, Wingfield, Greasbrough, Munsbrough, Thorpe Hesley, Dropping Well and part of Kimberworth areas.

The map above details the Super Output Areas (SOA) within The Park View Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

## Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
11%	Rockingham West
12%	Greasbrough South
12%	Kimberworth Park Roughwood
15%	Wingfield
16%	Kimberworth Park West
17%	Kimberworth Park Central
17%	Kimberworth Park East
22%	Rockingham East
35%	Kimberworth North West
36%	Kimberworth Park South
41%	Thorpe Hesley West
42%	Greasbrough North
42%	Greasbrough East
61%	Kimberworth North East
63%	Thorpe Hesley Central
63%	Dropping Well
66%	Thorpe Common & Scholes
79%	Thorpe Hesley East

\*In order of most deprived to least deprived

Key:

	In the 5% most deprived areas
	In the 5-10% most deprived areas
	In the 10- 20% most deprived areas
	In the 20-30% most deprived areas

## Ofsted Registered Childcare Provision

There are 24 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	18
Day Nursery	2
Pre-School	4

A number of providers have changed the type of delivery since last year and one pre-school has ceased trading.

The table below details the **availability of childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	2	2	8	0	2	17	4
Full Day Care	0	0	0	0	0	0	1	0

The table below details the **type of out of school provision which offers a drop off and/or collection service to the schools listed.**

Park View Area			
School	Childminder	After School Club	Breakfast Club
Greasbrough Primary School	✓		✓*
Redscope Primary School	✓		✓*
Rockingham Junior and Infant School		✓	✓*
Roughwood Primary School	✓		✓*
St Bede's Catholic Primary School	✓		✓*
Thorpe Hesley Primary School	✓		✓*
Wentworth CE Junior and Infant School	✓		

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity.**

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	434	250	492	1176
Total Places	27	26	25	78
Demand (number of places taken up)	12	17	21	50
Current Spare Places	15	9	4	28
Demand as % of Places (how full is the setting?)	43%	67%	84%	64%
Demand as % of Population (% of children taking up a place)	3%	7%	4%	4%

Term Time only – Full Day Care Providers	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	434	250	492	1176
Total Places	0	16	21	37
Demand (number of places taken up)	0	8	11	19
Current Spare Places	0	8	10	18
Demand as % of Places (how full is the setting?)	n/a	51%	52%	52%
Demand as % of Population (% of children taking up a place)	n/a	3%	2%	2%

Population	250	492	742
Total Places	40	56	96
Demand (number of places taken up)	27	52	79
Current Spare Places	13	4	17
Demand as % of Places (how full is the setting?)	67%	93%	82%
Demand as % of Population (% of children taking up a place)	11%	10%	11%

Childminders (not offering early education places)	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	434	250	492	1176
Total Places	3	3	3	9
Demand (number of places taken up)	0	1	1	2
Current Spare Places	3	2	2	7
Demand as % of Places (how full is the setting?)	6%	33%	18%	19%
Demand as % of Population (% of children taking up a place)	0%	0%	0%	0%

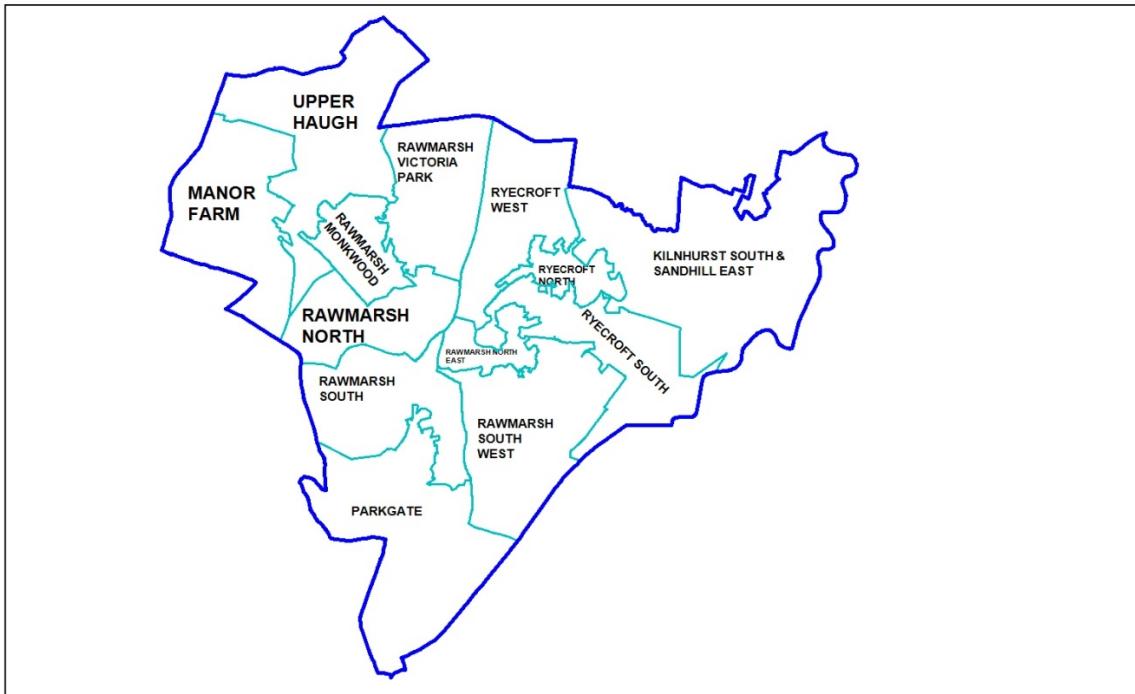
Out of School	3-4 yrs	5-7 yrs	8-13yrs
Population	492	787	1491
Total Places	38	86	77
Demand (number of places taken up)	24	22	20
Current Spare Places	14	64	57
Demand as % of Places (how full is the setting?)	63%	26%	26%
Demand as % of Population (% of children taking up a place)	5%	3%	1%

## Early Education for 2, 3 and 4 year olds

The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures.

Type of Early Education Provider	Name of Provider
Childminder	13*
Day Nursery	Brookhill Nursery*
	Rockingham Early Years*
Pre-School	Redscope Early Years*
	Little Stars *
	Greasbrough Rising 5's*
	Wingfield Pre School*
School	Redscope Primary
	Rockingham Junior and Infant School
	Roughwood Primary School
	St Bede's Catholic Primary School
	Thorpe Hesley Primary School
Schools without F1	Greasbrough Primary**
	Wentworth CE Junior and Infant School

#### 4.7 Rawmarsh Children's Centre Area



The Rawmarsh Children's Centre reach area includes the Rawmarsh, Upper Haugh, and part of Kilnhurst (Kilnhurst South and Sandhill East SOA) areas.

The map above details the Super Output Areas (SOA) within The Rawmarsh Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

#### Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
5%	Rawmarsh North East
12%	Upper Haugh West
15%	Parkgate
16%	Rawmarsh South
18%	Rawmarsh North
19%	Kilnhurst South & Sandhill East
21%	Ryecroft North
23%	Rawmarsh South West
23%	Ryecroft South
23%	Rawmarsh Monkwood
39%	Rawmarsh Victoria Park
52%	Ryecroft West
66%	Upper Haugh East

Key:

<span style="background-color: #c8512e; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 5% most deprived areas
<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 5-10% most deprived areas
<span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 10- 20% most deprived areas
<span style="background-color: #668dca; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 20-30% most deprived areas

\*In order of most deprived to least deprived

## Ofsted Registered Childcare Provision

There are 17 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	11
Day Nursery	5
Pre-School	1

The table below details the **availability of childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	1	1	2	0	0	9	3
Full Day Care	0	0	0	0	0	0	0	0

The table below details the **type of out of school provision which offers a drop off and/or collection service to the schools listed**.

Rawmarsh Area			
School	Childminder	After School Club	Breakfast Club
Monkwood Primary School	✓	✓	✓*
Rawmarsh Ashwood Academy	✓	✓	✓*
Rawmarsh Rosehill Junior School	✓	✓	✓
Rawmarsh Ryecroft Infant School	✓	✓	✓
Rawmarsh Thorogate Junior and Infant School	✓	✓	✓
Sandhill Primary Academy	✓	✓	✓
St Joseph's Catholic Primary School (Rawmarsh)	✓	✓	✓*

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity**.

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	486	219	490	1195
Total Places	86	94	95	275
Demand (number of places taken up)	43	62	90	196
Current Spare Places	43	31	5	79
Demand as % of Places (how full is the setting?)	50%	67%	95%	71%
Demand as % of Population (% of children taking up a place)	9%	29%	18%	16%

Term time Provision- Pre-schools	2 yrs	3-4 yrs	2-4 yrs
Population	219	490	709
Total Places	24	33	57
Demand (number of places taken up)	14	32	46
Current Spare Places	10	1	11
Demand as % of Places (how full is the setting?)	59%	98%	81%
Demand as % of Population (% of children taking up a place)	6%	7%	7%

Childminders (not delivering early education places)	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	486	219	490	1195
Total Places	5	5	5	15
Demand (number of places taken up)	1	1	1	2
Current Spare Places	4	4	4	13
Demand as % of Places (how full is the setting?)	21%	10%	14%	15%
Demand as % of Population (% of children taking up a place)	0%	0%	0%	0%

Out of School	3-4 yrs	5-7 yrs	8-13 yrs
Population	490	708	1404
Total Places	21	82	64
Demand (number of places taken up)	6	26	26
Current Spare Places	15	56	38
Demand as % of Places (how full is the setting?)	28%	32%	40%
Demand as % of Population (% of children taking up a place)	1%	4%	2%

## Early Education for 2, 3 and 4 year olds

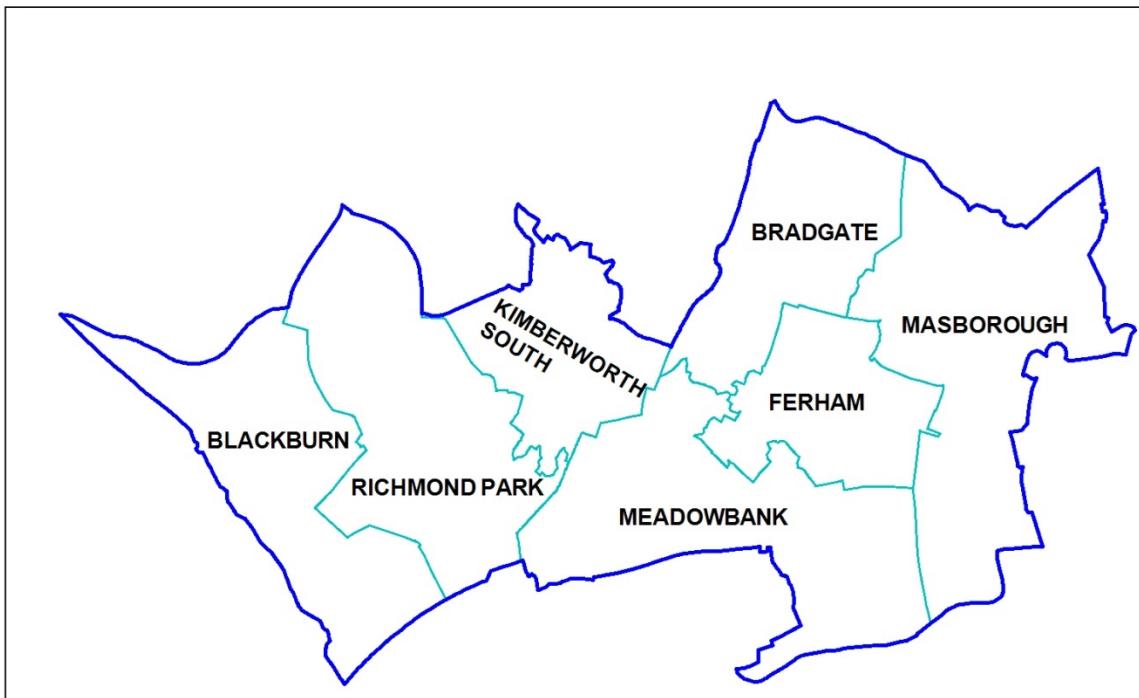
The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures.

Type of Early Education Provider	Name of Provider
Childminder	7*
Day Nursery	Flutterbies*
	Granby House Nursery*
	Rawmarsh Nursery School and Children's Centre*
	Fenwood House Ltd.*
	Youngsters*
Pre-School	Victoria Park Hall Pre-School*
School	Monkwood Primary Academy
	Rawmarsh Ashwood Academy
	Rawmarsh Nursery School and Children's Centre*
	Sandhill Primary Academy
School without F1	Rawmarsh Ryecroft Infant School
	Rawmarsh Thorogate Junior and Infant School
	St Joseph's Catholic Primary School

## Key Findings

- There is a range of registered childcare provision
- Childcare is available before 8am and after 6pm with occasional care at the weekends. No overnight care is available
- An out of school pick up service is available to all schools in the area provided both by Childminders and Out of School Clubs and 3 of the 7 schools provide Breakfast Clubs
- There is some childcare for under 2's and 2 year olds however childcare/early education capacity for 3 / 4 year olds is limited
- There is unlikely to be sufficient capacity for children eligible for 30 hour places to take up their entitlement in the summer term 2018. Action is needed in this area to increase capacity
- There have been no recorded instances of unmet demand in this area

#### 4.8 Rotherham Central Children's Centre Area



The Rotherham Central Children's Centre reach area includes the Masbrough, Thornhill, Bradgate, Richmond Park, Blackburn, Meadowbank and part of Kimberworth areas.

The map above details the Super Output Areas (SOA) within The Rotherham Central Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

#### Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name	Key:
3%	Masbrough East	In the 5% most deprived areas
3%	Masbrough West	In the 5-10% most deprived areas
7%	Meadowbank	In the 10- 20% most deprived areas
15%	Bradgate	In the 20-30% most deprived areas
17%	Richmond Park	
28%	Kimberworth South	
40%	Blackburn	

\*In order of most deprived to least deprived

## Ofsted Registered Childcare Provision

There are 6 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	3
Day Nursery	3
Pre-School	0

The table below details the availability of **childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	1	0	1	0	1	3	0
Full Day Care	0	0	0	0	0	0	0	0

The table below details the **type of out of school provision which offers a drop off and/or collection service to the schools listed**.

Rotherham Central Area			
School	Childminder	After School Club	Breakfast Club
Blackburn Primary School		✓	✓*
Ferham Junior & Infant School			✓*
Kimberworth Community Primary School	✓	✓	✓*
Meadow View Primary School	✓		✓*
Thornhill Primary School			✓*

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity**.

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	368	186	382	936
Total Places	22	25	41	88
Demand (number of places taken up)	7	20	26	53
Current Spare Places	15	5	15	35
Demand as % of Places (how full is the setting?)	32%	82%	63%	61%
Demand as % of Population (% of children taking up a place)	2%	11%	7%	6%

Term Time only – Full Day Care Providers	Under 2	2 yrs	3-4 yrs	2-4 yrs
Population	368	186	382	936
Total Places	0	35	33	68
Demand (number of places taken up)	0	25	22	48
Current Spare Places	0	10	11	20
Demand as % of Places (how full is the setting?)	n/a	72%	67%	70%
Demand as % of Population (% of children taking up a place)	n/a	14%	6%	5%

Childminders (not delivering early education places)	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	368	186	382	936
Total Places	2	2	2	6
Demand (number of places taken up)	0	1	1	2
Current Spare Places	2	1	1	4
Demand as % of Places (how full is the setting?)	10%	58%	30%	33%
Demand as % of Population (% of children taking up a place)	0%	1%	0%	0%

Out of School	3-4 yrs	5-7 yrs	8-13 yrs
Population	382	480	935
Total Places	35	75	82
Demand (number of places taken up)	6	27	18
Current Spare Places	29	48	64
Demand as % of Places (how full is the setting?)	17%	36%	22%
Demand as % of Population (% of children taking up a place)	2%	6%	2%

## Early Education for 2, 3 and 4 year olds

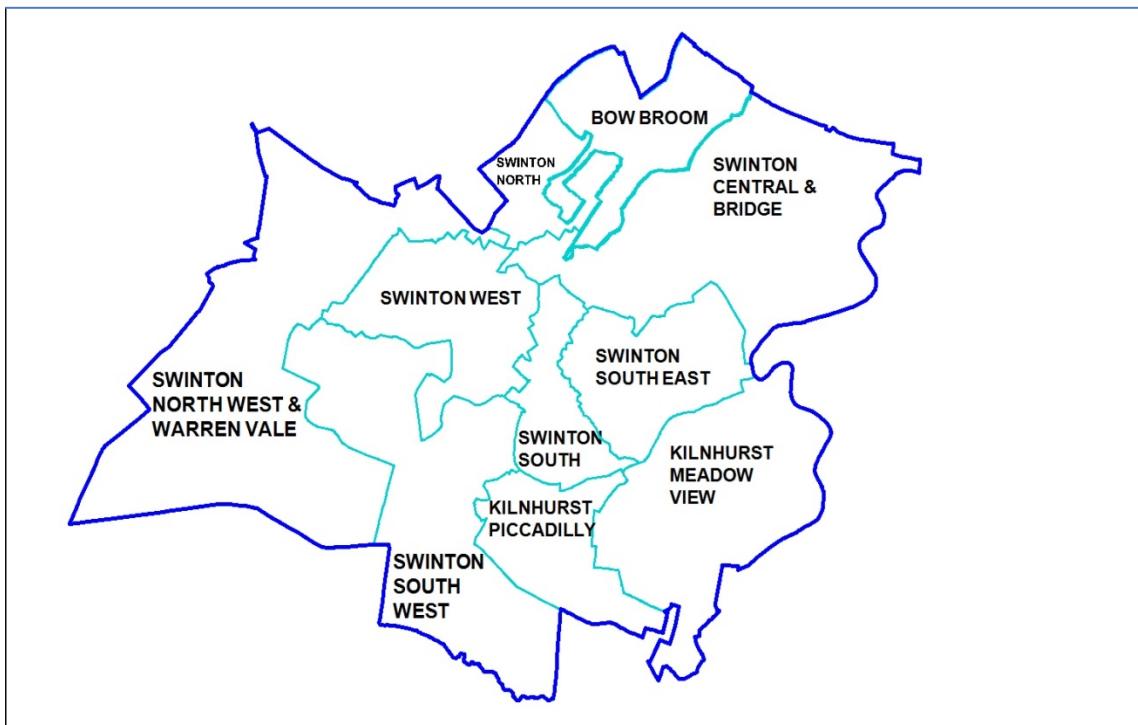
The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures.

Type of Early Education Provider	Name of Provider
Childminder	1*
Day Nursery	Happidayz Day Nursery*
	Kimberworth Early Years*
School	Blackburn Primary School
	Ferham Primary School & Daycare*
	Kimberworth Community Primary School
	Meadow View Primary School
	Thornhill Primary School

## Key Findings

- There is a range of registered childcare provision with the exception of Pre-Schools
- Childcare is available before 8am with occasional care after 6pm and at weekends. There is no overnight care
- An out of school pick up service is available to 3 out of the 5 schools in the area provided both by Childminders and Out of School Clubs all of the 5 schools provide Breakfast Clubs.
- There is some childcare capacity across all age ranges however early education capacity for 2, 3 / 4 year olds is limited in the Richmond Park / Meadowbank area
- There is unlikely to be sufficient capacity for children eligible for 30 hour places to take up their entitlement in the summer term 2018 in the Richmond Park / Meadowbank area. Action is needed in this area to increase capacity
- There have been no recorded instances of unmet demand in this area

#### 4.9 Swinton Brookfield Children's Centre Area



The Swinton Brookfield Children's Centre reach area includes the Swinton and part of Kilnhurst areas.

The map above details the Super Output Areas (SOA) within The Swinton Brookfield Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

#### Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
9%	Swinton South
15%	Swinton North
21%	Kilnhurst Meadow View
22%	Swinton West
27%	Swinton South West
28%	Swinton Central & Bridge
31%	Bow Broom
54%	Kilnhurst Piccadilly
61%	Swinton South East
66%	Swinton North West & Warren Vale

Key:	
<span style="background-color: #c8512e; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 5% most deprived areas
<span style="background-color: #f9a86a; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 5-10% most deprived areas
<span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 10- 20% most deprived areas
<span style="background-color: #6a8dca; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 20-30% most deprived areas

\*In order of most deprived to least deprived

## Ofsted Registered Childcare Provision

There are 15 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	11
Day Nursery	3
Pre-School	1

The table below details the availability of **childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	0	1	0	0	0	11	0
Full Day Care	0	0	0	0	0	0	2	0

The table below details the **type of out of school provision which offers a drop off and/or collection service to the schools listed**.

Swinton Brookfield Area			
School	Childminder	After School Club	Breakfast Club
Brookfield Primary Academy	✓	✓	
Kilnhurst Primary School		✓	✓*
St Thomas CE Primary School (Kilnhurst)	✓	✓	
Swinton Queen Primary School	✓	✓	✓*
Swinton Fitzwilliam Primary School	✓	✓	✓*

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity**.

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	306	138	321	765
Total Places	25	44	58	127
Demand (number of places taken up)	15	25	41	81
Current Spare Places	10	19	17	46
Demand as % of Places (how full is the setting?)	58%	58%	70%	63%
Demand as % of Population (% of children taking up a place)	5%	18%	13%	11%

Term time Provision- Pre-schools	2 yrs	3-4 yrs	2-4 yrs
Population	138	321	459
Total Places	8	24	32
Demand (number of places taken up)	6	23	28
Current Spare Places	3	1	4
Demand as % of Places (how full is the setting?)	69%	95%	88%
Demand as % of Population (% of children taking up a place)	4%	7%	6%

Childminders (not delivering early education places)	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	306	138	321	765
Total Places	0	1	1	2
Demand (number of places taken up)	0	0	1	1
Current Spare Places	0	1	0	1
Demand as % of Places (how full is the setting?)	n/a	0%	58%	29%
Demand as % of Population (% of children taking up a place)	n/a	0%	0%	0%

Out of School	3-4 yrs	5-7 yrs	8-13 yrs
Population	321	499	912
Total Places	13	39	38
Demand (number of places taken up)	8	3	4
Current Spare Places	5	36	34
Demand as % of Places (how full is the setting?)	60%	7%	9%
Demand as % of Population (% of children taking up a place)	2%	1%	0%

### Early Education for 2, 3 and 4 year olds

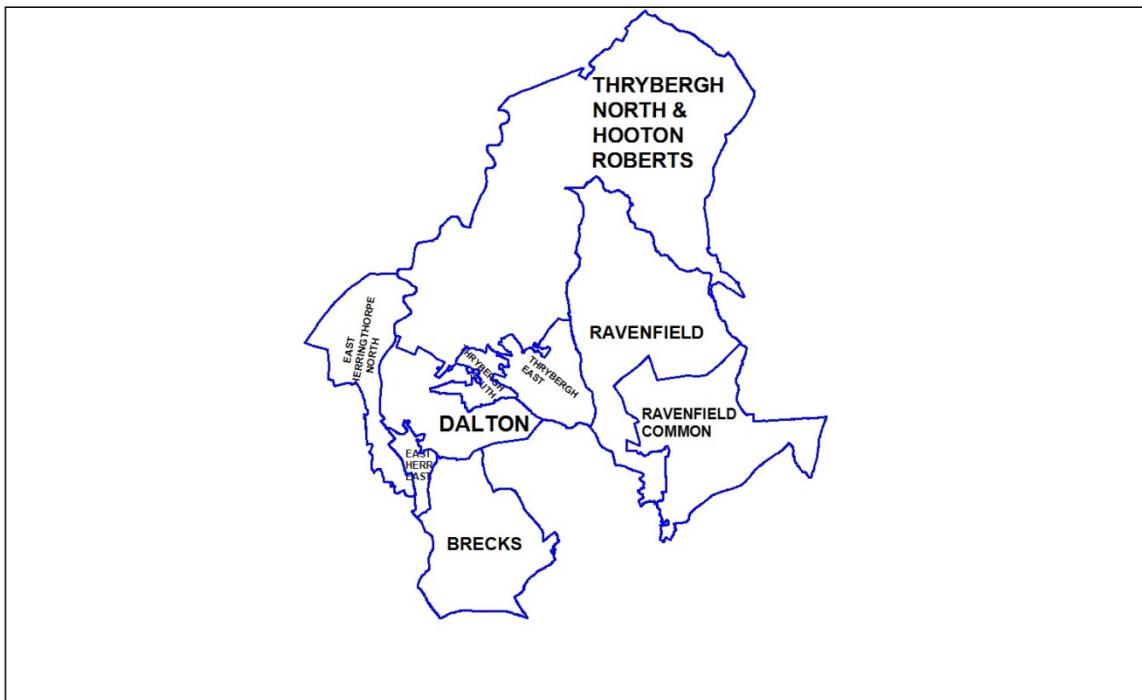
The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures. Schools without F1 marked with '\*\*' have PVI provision on site delivering F1

Type of Early Education Provider	Name of Provider
Childminder	9*
Day Nursery	Fenwood House Community Day Nursery*
	Fenwood House Day Nursery*
	Pollywiggle Day Nursery Swinton*
Pre-School	Kilnhurst St Thomas Pre-School*
School	Brookfield Primary Academy
	Kilnhurst Primary School
	Swinton Fitzwilliam Primary School
	Swinton Queen Primary School
School without F1	Kilnhurst St Thomas CE Primary School**

## Key Findings

- There is a range of registered childcare provision with the exception of Out of School Clubs, however, out of school club services are provided by clubs outside this immediate area
- Childcare is available before 8am and after 6pm. No weekend or overnight care is available
- An out of school pick up service is available at all of the schools in the area provided by Childminders and an Out of School Club and 3 out of the 5 schools provides a Breakfast Club
- There is some childcare and early education capacity across all age ranges. Provision
- There should be adequate capacity for children eligible for 30 hour places to take up their entitlement
- There have been no recorded instances of unmet demand in this area

#### 4.10 Thrybergh Dalton Children's Centre Area



The Thrybergh Dalton Children's Centre reach area includes the Thrybergh, Dalton, Ravenfield, part of East Herringthorpe and part of Brecks areas.

The map above details the Super Output Areas (SOA) within The Thrybergh Dalton Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

#### Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
1%	East Herringthorpe North
3%	Thrybergh South
7%	Dalton
9%	East Herringthorpe East
9%	Thrybergh East
25%	Thrybergh North & Hooton Roberts
53%	Ravenfield
59%	Brecks East
67%	Ravenfield Common

Key:	
<span style="background-color: #e69138; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 5% most deprived areas
<span style="background-color: #ffff99; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 5-10% most deprived areas
<span style="background-color: #99ff99; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 10- 20% most deprived areas
<span style="background-color: #668dca; border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>	In the 20-30% most deprived areas

\*In order of most deprived to least deprived

## Ofsted Registered Childcare Provision

There are 18 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	15
Day Nursery	0
Pre-School	3

The table below details the availability of **childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	0	3	2	0	0	9	2
Full Day Care	0	0	0	0	0	0	0	0

The table below details the **type of out of school provision which offers a drop off and/or collection service to the schools listed**.

Thrybergh/Dalton Area			
School	Childminder	After School Club	Breakfast Club
Foljambe Primary Campus	✓		✓*
High Greave Infant School	✓		✓*
High Greave Junior School	✓		✓*
Listerdale Junior and Infant School	✓	✓	✓
Ravenfield Primary School	✓	✓	✓
St Gerard's Catholic Primary School	✓		
Thrybergh Fullerton CE Primary School	✓		
Thrybergh Primary School	✓		
Trinity Croft CE Junior and Infant School	✓		✓*

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity**.

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	331	150	342	823
Total Places	13	15	16	44
Demand (number of places taken up)	6	5	10	20
Current Spare Places	7	10	6	24
Demand as % of Places (how full is the setting?)	43%	33%	60%	46%
Demand as % of Population (% of children taking up a place)	2%	3%	3%	2%

Term time Provision- Pre-schools	2 yrs	3-4 yrs	2-4 yrs
Population	150	342	492
Total Places	43	45	88
Demand (number of places taken up)	30	31	60
Current Spare Places	13	15	28
Demand as % of Places (how full is the setting?)	70%	68%	69%
Demand as % of Population (% of children taking up a place)	20%	9%	12%

Childminders	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	331	150	342	823
Total Places	50	4	5	59
Demand (number of places taken up)	1	0	2	4
Current Spare Places	49	4	3	55
Demand as % of Places (how full is the setting?)	2%	10%	50%	7%
Demand as % of Population (% of children taking up a place)	0%	0%	1%	0%

Out of School	3-4 yrs	5-7 yrs	8-13 yrs
Population	342	535	941
Total Places	21	58	55
Demand (number of places taken up)	12	6	9
Current Spare Places	9	52	46
Demand as % of Places (how full is the setting?)	57%	10%	16%
Demand as % of Population (% of children taking up a place)	4%	1%	1%

### Early Education for 2, 3 and 4 year olds

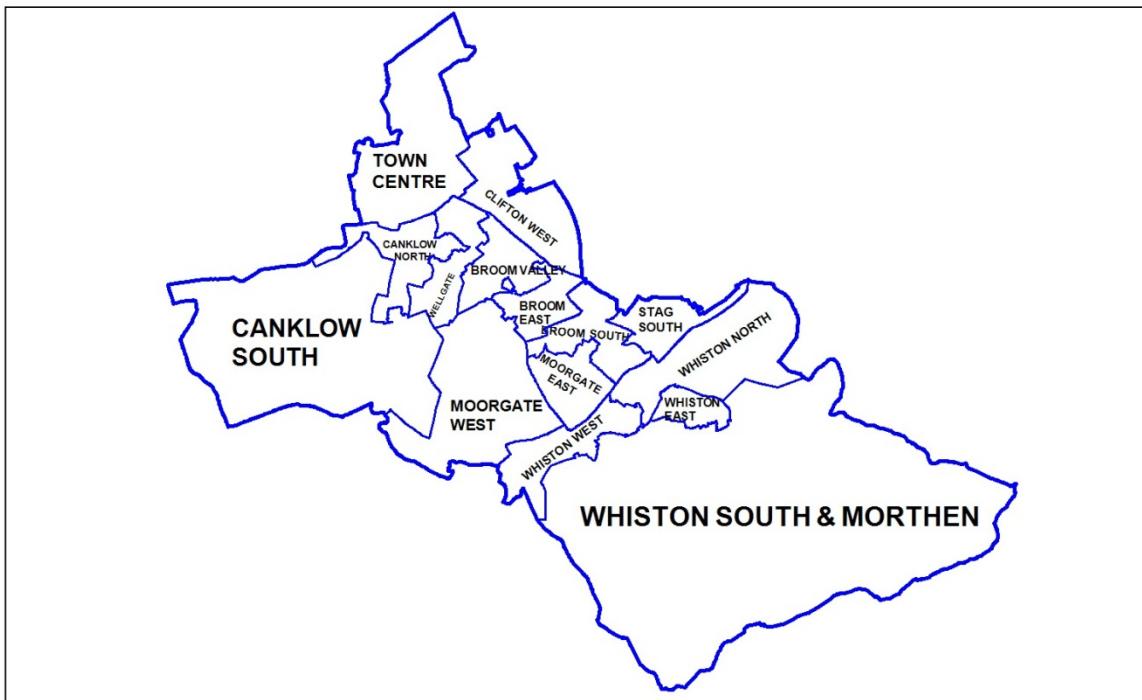
The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures. Schools without F1 marked with '\*\*' have PVI provision on site delivering F1

Type of Early Education Provider	Name of Provider
Childminder	11*
Pre-School (on school site)	Ravenfield Pre-School Playgroup*
	Dalton Willow Tree Centre*
	Thrybergh Rainbow Centre Daycare*
School	Foljambe Primary Campus
	High Greave Infant School
	Listerdale Primary School
	Thrybergh Fullerton CE Primary
	Thrybergh Primary Academy
School without F1	Trinity Croft CE Junior and Infant School
	Ravenfield Primary School**
	St Gerard's Catholic Primary School

## Key Findings

- There is a range of registered childcare provision with the exception of Day Nurseries and Out of School Clubs, however, out of school club services are provided by clubs outside this immediate area
- Childcare is available before 8am and after 6pm. No weekend or overnight care is available
- An out of school pick up service is available at all of the schools in the area provided by Childminders and Out of School Clubs and 4 out of the 9 schools provides a Breakfast Club
- There is some childcare and early education capacity across all age ranges
- There should be adequate capacity for children eligible for 30 hour places to take up their entitlement with the exception of the Ravenfield area where there is limited capacity. Action is needed to increase provision in this area
- There have been no recorded instances of unmet demand in this area

#### 4.11 Valley Children's Centre Area



The Valley Children's Centre reach area includes the Canklow, Town Centre (SOA), Clifton West, Broom, Moorgate, Whiston and part of Brecks areas.

The map above details the Super Output Areas (SOA) within The Valley Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

For the purpose of childcare / early education sufficiency analysis, the Clifton West SOA from Valley Children's Centre reach area has been added to the Arnold Centre Reach area.

## Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
1%	Canklow North
2%	Town Centre
11%	Clifton West
20%	South Central and Boston Castle
20%	Whiston East
23%	Canklow South
31%	Broom East
38%	Broom Valley
42%	Whiston West
56%	Whiston South and Morthen
60%	Whiston North
71%	Broom South
77%	Moorgate West
81%	Moorgate East
82%	Brecks South West

Key:

Orange	In the 5% most deprived areas
Yellow	In the 5-10% most deprived areas
Green	In the 10- 20% most deprived areas
Blue	In the 20-30% most deprived areas

\*In order of most deprived to least deprived

## Ofsted Registered Childcare Provision

There are 14 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	9
Day Nursery	2
Pre-School	3

The table below details the availability of **childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	0	1	0	0	0	9	0
Full Day Care	0	0	0	0	0	0	0	0

The table below details the type of **out of school provision which offers a drop off and/or collection service to the schools listed.**

Valley Area			
School	Childminder	After School Club	Breakfast Club
Broom Valley Community School	✓		✓*
Canklow Woods Primary School			
Sitwell Infant School	✓	✓	✓
Sitwell Junior School	✓	✓	✓
Whiston Junior and Infant School	✓		
Whiston Worrygoose Junior & Infant School	✓	✓	✓*

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity.**

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	578	266	587	1431
Total Places	28	26	55	109
Demand (number of places taken up)	20	23	48	91
Current Spare Places	8	3	7	18
Demand as % of Places (how full is the setting?)	72%	88%	88%	84%
Demand as % of Population (% of children taking up a	4%	9%	8%	6%

Term Time only – Full Day Care Providers	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	578	266	587	1431
Total Places	0	12	39	51
Demand (number of places taken up)	0	10	31	42
Current Spare Places	0	2	8	9
Demand as % of Places (how full is the setting?)	n/a	86%	81%	82%
Demand as % of Population (% of children taking up a place)	n/a	4%	5%	3%

Term time Provision- Pre-schools	2 yrs	3-4 yrs	2-4 yrs
Population	266	587	853
Total Places	23	57	80
Demand (number of places taken up)	15	50	65
Current Spare Places	8	7	15
Demand as % of Places (how full is the setting?)	66%	88%	81%
Demand as % of Population (% of children taking up a place)	6%	9%	8%

Childminders (not delivering early education places)	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	578	266	587	1431
Total Places	1	3	2	6
Demand (number of places taken up)	0	1	0	2
Current Spare Places	1	2	2	4
Demand as % of Places (how full is the setting?)	n/a	39%	20%	26%
Demand as % of Population (% of children taking up a place)	n/a	0%	0%	0%

Out of School	3-4 yrs	5-7 yrs	8-13 yrs
Population	587	861	1670
Total Places	13	28	33
Demand (number of places taken up)	6	3	4
Current Spare Places	7	25	29
Demand as % of Places (how full is the setting?)	47%	12%	13%
Demand as % of Population (% of children taking up a place)	1%	0%	0%

## Early Education for 2, 3 and 4 year olds

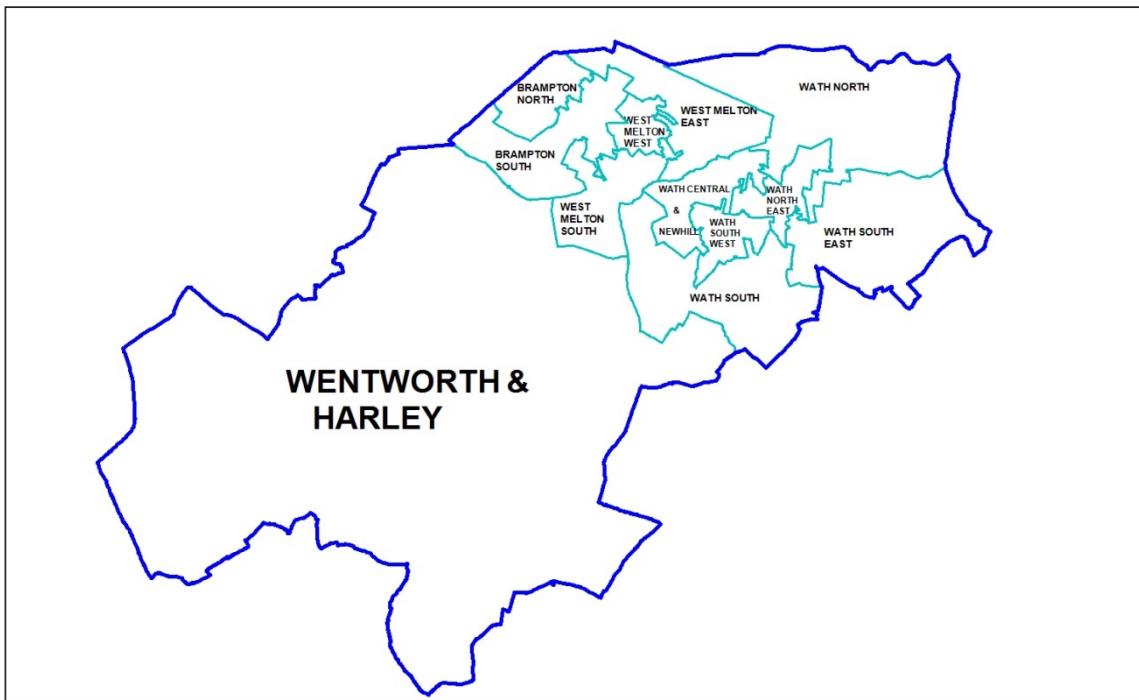
The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures. Schools without F1 marked with '\*\*' have PVI provision on site delivering F1

Type of Early Education Provider	Name of Provider
Childminder	7*
Day Nursery	Busy Bees Day Nursery*
Pre-School	Whiston Pre-School*
	Grange Kindergarten/Rising 5's*
School	Broom Valley Community School & Daycare*
	Canklow Woods Primary School & First Steps Pre-School*
	Whiston Worrygoose Junior and Infant Academy
Schools without F1	Sitwell Infant School
	Whiston Junior and Infant Academy**

## Key Findings

- There is a range of registered childcare provision with the exception of Out of School Clubs however out of school club services are provided by clubs outside this immediate area
- Childcare is available before 8am and after 6pm. No weekends or overnight care is available.
- An out of school pick up service is available to 4 out of the 6 schools in the area provided by Childminders and Out of School Clubs and 2 out of the 6 schools provides a Breakfast Club
- There is some childcare capacity across all age ranges however early education capacity for 2 / 3 4 year olds is limited across the children's centre area
- There is unlikely to be sufficient capacity for children eligible for 30 hour places to take up their entitlement in the summer term 2018. Action is needed in this area to increase capacity.
- There have been no recorded instances of unmet demand in this area

#### 4.12 Wath Children's Centre Area



The Wath Children's Centre reach area includes the Wath, West Melton, Brampton, Wentworth and Harley areas.

The map above details the Super Output Areas (SOA) within The Wath Children's Centre reach area. Detailed information is available at SOA level and analysis of early education is carried out at this level. Analysis of childcare places is carried out at children's centre reach area level.

#### Deprivation

The following table details the different deprivation levels of each of the areas identified in the above map as identified by the national Indices of Multiple Deprivation 2015. The lower the percentage figure the more deprived the area is in the country.

National Level of Disadvantage*	Super Output Name
10%	Wath Central & Newhill
17%	West Melton West
18%	Brampton North
27%	Wath North East
29%	Wath South West
30%	Wath North
30%	Wath South East
31%	West Melton East
38%	Wath South
44%	Wentworth & Harley
48%	West Melton South
59%	Brampton South

Key:	
<span style="background-color: #c8512e; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	In the 5% most deprived areas
<span style="background-color: #ffff99; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	In the 5-10% most deprived areas
<span style="background-color: #99ff99; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	In the 10- 20% most deprived areas
<span style="background-color: #668dbf; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	In the 20-30% most deprived areas

\*In order of most deprived to least deprived

## Ofsted Registered Childcare Provision

There are 28 registered childcare providers in this area offering a range of childcare types:

Provider Type	Provider Total
Childminders	23
Day Nursery	4
Pre-School	1

1 pre-school has closed in this area in the last year.

The table below details the availability of **childcare provision covering unsociable hours in the area**. 'Evenings' relates to care provided after 6pm and 'Early' relates to care provided before 8am.

	Weekends		Evenings		Overnight		Early	
	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally	Permanent	Occasionally
Childminders	0	1	2	1	0	1	13	5
Full Day Care	0	0	0	0	0	0	3	0

The table below details the type of **out of school provision which offers a drop off and/or collection service to the schools listed**.

Wath Area				
School	Childminder	After School Club	Breakfast Club	
Brampton Cortonwood Infant School	✓	✓	✓	
Brampton the Ellis CofE Primary School	✓	✓	✓	
Our Lady and St Joseph's Catholic Primary School	✓	✓	✓*	
Wath Victoria Primary School	✓	✓	✓*	
Wath CE Primary School	✓	✓	✓*	
Wath Central Primary School	✓	✓	✓*	
West Melton Junior and Infant School	✓			

\*Breakfast Club provided by school

There have been no instances of unmet demand in this area.

A figure of 80% occupancy has been used as a childcare sufficiency marker for the purpose of this analysis. If a childcare provider is 80% full they have limited capacity to offer additional places. If a provider is under 80% full it shows capacity to offer places should there be increased demand. The tables below detail the **childcare places available, occupancy levels (demand) and spare capacity**.

All Year round - Full Day Care Providers including Childminders offering early education places	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	530	262	633	1425
Total Places	60	100	123	283
Demand (number of places taken up)	39	56	80	176
Current Spare Places	20	44	43	107
Demand as % of Places (how full is the setting?)	66%	56%	65%	62%
Demand as % of Population (% of children taking up a place)	7%	22%	13%	12%

Term Time only – Full Day Care Providers	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	530	262	633	1425
Total Places	0	16	16	32
Demand (number of places taken up)	0	6	5	11
Current Spare Places	0	10	11	21
Demand as % of Places (how full is the setting?)	0%	35%	33%	34%
Demand as % of Population (% of children taking up a place)	0%	2%	1%	1%

Term time Provision- Pre-schools	2 yrs	3-4 yrs	2-4 yrs
Population	262	633	895
Total Places	12	12	24
Demand (number of places taken up)	11	8	20
Current Spare Places	1	4	5
Demand as % of Places (how full is the setting?)	93%	70%	81%
Demand as % of Population (% of children taking up a place)	4%	1%	2%

Childminders (not delivering early education places)	Under 2	2 yrs	3-4 yrs	0-4 yrs
Population	530	262	633	1425
Total Places	2	2	5	9
Demand (number of places taken up)	0	0	2	3
Current Spare Places	2	2	3	6
Demand as % of Places (how full is the setting?)	17%	21%	50%	36%
Demand as % of Population (% of children taking up a place)	0%	0%	0%	0%

Out of School	3-4 yrs	5-7 yrs	8-13 yrs
Population	633	911	1693
Total Places	61	152	137
Demand (number of places taken up)	34	44	55
Current Spare Places	27	108	82
Demand as % of Places (how full is the setting?)	56%	29%	40%
Demand as % of Population (% of children taking up a place)	5%	5%	3%

## Early Education for 2, 3 and 4 year olds

The following schools / providers offer early education places. All schools / providers listed offer places for 3 / 4 year olds. Those marked '\*' also offer places for 2 year olds. See Appendices 3 and 4 for details of current early education take-up figures.

Type of Early Education Provider	Name of Provider
Childminder	19*
Day Nursery	Tiny Tots Day Nursery*
	Dearne Valley Day Nursery*
	West Melton Early Years*
School	Brampton Cortonwood Infant School & Smarties Pre-School*
	Brampton The Ellis C of E Primary School
	Our Lady St Joseph's Catholic Primary School
	Wath Victoria Primary School & Sunbeams*
	Wath CE Primary School
	Wath Central Primary School
	West Melton Primary

## Key Findings

- There is a range of registered childcare provision
- Childcare is available before 8am and after 6pm with occasional care overnight care and at the weekend
- An out of school pick up service is available to all schools in the area provided both by Childminders and Out of School Clubs and 4 of the 7 schools provide Breakfast Clubs
- There is some childcare capacity across all age ranges however early education capacity for 2 year olds is limited in the Brampton area
- There is unlikely to be sufficient capacity for children eligible for 30 hour places to take up their entitlement in the summer term 2018 in the Brampton area. Action is needed in this area to increase capacity
- There have been no recorded instances of unmet demand in this area

## **Section 5 – Appendices**

**APPENDIX 1 – Childcare Sufficiency Summary Table**

Area	There is a Range of Registered Provision	Childcare is available (✓ yes, X no, O occasional)				Childcare Capacity	Early Education Capacity		Unmet Demand	
		Before 8am	After 6pm	Week-ends	Over-night		Some across all age ranges	Adequate spare capacity	Limited Capacity for?	No instances recorded
Arnold	✓	✓	✓	O	X	✓	✓		✓	
Aughton	✓	✓	✓	O	O	✓	✓		✓	
Coleridge	X	✓	X	X	X	✓		2/3/4's & 30 hour places	✓	
Dinnington	✓	✓	✓	✓	O	✓	✓		✓	
Maltby Stepping Stones	✓	✓	✓	O	O	✓	✓		✓	
Park View	✓	✓	✓	O	O	✓	✓	30 hour places	✓	
Rawmarsh	✓	✓	✓	O	X		✓	30 hour places	✓	
Rotherham Central		✓	✓	O	O	X	✓	2/3/4's & 30 hour places in Richmond Park and Meadowbank	✓	
Swinton	✓	✓	✓	X	X	✓	✓		✓	
Thrybergh Dalton	✓	✓	✓	X	X	✓	✓	30 hour places in Ravenfield	✓	
Valley	✓	✓	✓	X	X	✓		2/3/4's & 30 hour places	✓	
Wath	✓	✓	✓	O	O	✓		30 hour places in Brampton	✓	

## APPENDIX 2 – Potential Housing Developments In Rotherham 2017-2019

Children's Centre Areas	Building Area	No. of Proposed New Dwellings			Total 2017 - 20			
		2017/18	2018/19	2019/20	Potential Additional Children by Age		Total	
		0-1	2	3				
Arnold	Herringthorpe	13.3	2.1	0	0.9	0.5	0.5	1.8
Aughton		13.3	2.1	0	0.9	0.5	0.5	1.8
		<b>291.2</b>	<b>241.5</b>	<b>216.3</b>	<b>44.9</b>	<b>22.5</b>	<b>22.5</b>	<b>89.9</b>
	Aston	30.8	3.5	0	2.1	1.0	1.0	4.1
	Aughton	3.5	0	0	0.2	0.1	0.1	0.4
	Brampton en le Morthen	2.8	0	0	0.2	0.1	0.1	0.3
	Brinsworth	23.1	21	0	2.6	1.3	1.3	5.3
	Catcliffe	137.2	146.3	171.5	27.3	13.7	13.7	54.6
	Fence	2.8	0	0	0.2	0.1	0.1	0.3
	Morthen	1.4	0	0	0.1	0.0	0.0	0.2
	North Anston	7	9.1	0	1.0	0.5	0.5	1.9
	South Anston	13.3	7.7	10.5	1.9	0.9	0.9	3.8
	Swallownest	23.8	0.7	0	1.5	0.7	0.7	2.9
	Thurcroft	36.4	51.8	34.3	7.4	3.7	3.7	14.7
	Treeton	7.7	1.4	0	0.5	0.3	0.3	1.1
	Ulley	1.4	0	0	0.1	0.0	0.0	0.2
Central		<b>31.5</b>	<b>2.8</b>	<b>0</b>	<b>2.1</b>	<b>1.0</b>	<b>1.0</b>	<b>4.1</b>
	Kimberworth	15.4	2.8	0	1.1	0.5	0.5	2.2
	Masbrough	14	0	0	0.8	0.4	0.4	1.7
	Thornhill	2.1	0	0	0.1	0.1	0.1	0.3
Dinnington		<b>134.4</b>	<b>43.4</b>	<b>7.7</b>	<b>11.1</b>	<b>5.6</b>	<b>5.6</b>	<b>22.3</b>
	Brookhouse	1.4	0	0	0.1	0.0	0.0	0.2
	Carr	1.4	0	0	0.1	0.0	0.0	0.2
	Dinnington	28	8.4	0	2.2	1.1	1.1	4.4
	Firbeck	1.4	0.7	0	0.1	0.1	0.0	0.2
	Gildingwells	0	0.7	0	0.0	0.0	0.0	0.1
	Harthill	17.5	0.7	0	1.1	0.5	0.5	2.2
	Kiveton Park	42.7	28	7.7	4.7	2.4	2.4	9.4
	Laughton Common	9.8	0.7	0	0.6	0.3	0.3	1.3
	Laughton-en-le-Morthen	6.3	0	0	0.4	0.2	0.2	0.8
	Lindrick	2.8	0	0	0.2	0.1	0.1	0.3
	Thorpe Salvin	4.9	0	0	0.3	0.1	0.1	0.6
	Todwick	8.4	3.5	0	0.7	0.4	0.4	1.4
	Wales	7	0	0	0.4	0.2	0.2	0.8
	Woodall	1.4	0	0	0.1	0.0	0.0	0.2
	Woodsetts	1.4	0.7	0	0.1	0.1	0.1	0.3
Maltby		<b>87.5</b>	<b>15.4</b>	<b>0</b>	<b>6.2</b>	<b>3.1</b>	<b>3.1</b>	<b>12.3</b>
	Bramley	34.3	4.9	0	2.4	1.2	1.2	4.7
	Hooton Levitt	0.7	0	0	0.0	0.0	0.0	0.1
	Maltby	30.1	2.1	0	1.9	1.0	1.0	3.9
	Wickersley	22.4	8.4	0	1.8	0.9	0.9	3.7
Park view		<b>19.6</b>	<b>0</b>	<b>0</b>	<b>1.2</b>	<b>0.6</b>	<b>0.6</b>	<b>2.4</b>
	Greasbrough	1.4	0	0	0.1	0.0	0.0	0.2
	Kimberworth Park	2.8	0	0	0.2	0.1	0.1	0.3
	Scholes	4.2	0	0	0.3	0.1	0.1	0.5
	Thorpe Hesley	11.2	0	0	0.7	0.3	0.3	1.3
Rawmarsh		<b>71.4</b>	<b>35</b>	<b>24.5</b>	<b>7.9</b>	<b>3.9</b>	<b>3.9</b>	<b>15.7</b>
	Nether Haugh	0.7	0	0	0.0	0.0	0.0	0.1
	Parkgate	16.1	2.1	0	1.1	0.5	0.5	2.2
	Rawmarsh	54.6	32.9	24.5	6.7	3.4	3.4	13.4
Swinton		<b>76.3</b>	<b>43.4</b>	<b>24.5</b>	<b>8.7</b>	<b>4.3</b>	<b>4.3</b>	<b>17.3</b>
	Kilnhurst	37.1	37.8	24.5	6.0	3.0	3.0	11.9
	Swinton	39.2	5.6	0	2.7	1.3	1.3	5.4
Thrybergh/Dalton		<b>48.3</b>	<b>37.8</b>	<b>24.5</b>	<b>6.6</b>	<b>3.3</b>	<b>3.3</b>	<b>13.3</b>
	Dalton	1.4	3.5	0	0.3	0.1	0.1	0.6
	Hooton Roberts	0.7	0	0	0.0	0.0	0.0	0.1
	Ravenfield	6.3	2.8	0	0.5	0.3	0.3	1.1
	Thrybergh	39.9	31.5	24.5	5.8	2.9	2.9	11.5
Valley		<b>141.4</b>	<b>99.4</b>	<b>19.6</b>	<b>15.6</b>	<b>7.8</b>	<b>7.8</b>	<b>31.2</b>
	Broom	4.9	5.6	0	0.6	0.3	0.3	1.3
	Moorgate	36.4	3.5	0	2.4	1.2	1.2	4.8
	Rotherham Town Centre	91	89.6	19.6	12.0	6.0	6.0	24.0
	Upper Whiston	1.4	0	0	0.1	0.0	0.0	0.2
	Whiston	7.7	0.7	0	0.5	0.3	0.3	1.0
Wath		<b>94.5</b>	<b>12.6</b>	<b>38.5</b>	<b>8.7</b>	<b>4.4</b>	<b>4.4</b>	<b>17.5</b>
	Brampton Bierlow	7.7	1.4	17.5	1.6	0.8	0.8	3.2
	Harley	1.4	0.7	0	0.1	0.1	0.1	0.3
	Hoober	1.4	0	0	0.1	0.0	0.0	0.2
	Wath-Upon-Dearne	83.3	10.5	21	6.9	3.4	3.4	13.8
	Wentworth	0.7	0	0	0.0	0.0	0.0	0.1
Grand Total		<b>1009.4</b>	<b>533.4</b>	<b>355.6</b>	<b>113.9</b>	<b>57.0</b>	<b>57.0</b>	<b>227.8</b>

### APPENDIX 3 – Early Education Take-up for 3 & 4 Years Olds: Summer 2017

Reach Area	Rotherham Children taking up an Early Education Place (within and outside the Borough)												Rotherham Children NotAccessing their Early Education Entitlement	
	2016/17 Foundation 1 Year (DOB 01/09/2012 - 31/08/2013)			Additional Children Eligible to Start January 2017 (DOB 01/09/2013 - 31/12/2013)			Additional Children Eligible to Start April 2017 (DOB 01/01/2014 - 31/03/2014)			Totals				
	Eligible No.	Take Up No.	Take Up %	Eligible No.	Take Up No.	Take Up %	Eligible No.	Take Up No.	Take Up %	Eligible No.	Take Up No.	Take Up %		
Arnold	168	166	99%	53	44	83%	39	27	69%	260	237	91%	23	
Aughton	428	435	102%	162	155	96%	125	121	97%	715	711	99%	4	
Brookfield	165	163	99%	51	51	100%	32	36	113%	248	250	101%	0	
Coleridge	217	180	83%	70	44	63%	59	37	63%	346	261	75%	85	
Dinnington	398	374	94%	138	129	93%	115	104	90%	651	607	93%	44	
Park View	243	235	97%	74	66	89%	57	50	88%	374	351	94%	23	
Rawmarsh	236	242	103%	84	74	88%	56	45	80%	376	361	96%	15	
Rotherham Central	183	161	88%	59	48	81%	49	40	82%	291	249	86%	42	
Stepping Stones	415	407	98%	126	113	90%	101	82	81%	642	602	94%	40	
Thrybergh Rainbow	172	163	95%	58	47	81%	41	37	90%	271	247	91%	24	
Valley	307	275	90%	107	94	88%	84	63	75%	498	432	87%	66	
Wath	337	305	91%	97	83	86%	70	46	66%	504	434	86%	70	
<b>Grand Total</b>	<b>3269</b>	<b>3106</b>	<b>95%</b>	<b>1079</b>	<b>948</b>	<b>88%</b>	<b>828</b>	<b>688</b>	<b>83%</b>	<b>5176</b>	<b>4742</b>	<b>92%</b>	<b>434</b>	

**APPENDIX 4 – Early Education Take-up for 2 Years Olds: Summer 2017**

Reach Area	Rotherham children taking up a place at a Rotherham Provider			Rotherham children taking up a place out of area		Out of area children taking up a place in Rotherham		All Rotherham children taking up a place in or out of the Borough		All children taking up a place in Rotherham		Eligible Rotherham children not taking up a place
	Eligible No.	Take Up No.	Take Up %	Take Up No.	Take Up %	Take Up No.	Take Up %	Take Up No.	Take Up %	Take Up No.	Take Up %	
Arnold	74	58	78%		0%	2	3%	58	78%	60	81%	16
Aughton	173	134	77%	4	2%	6	3%	138	80%	140	81%	35
Brookfield	65	50	77%	1	2%	4	6%	51	78%	54	83%	14
Coleridge	151	84	56%		0%		0%	84	56%	84	56%	67
Dinnington	114	96	84%	1	1%	3	3%	97	85%	99	87%	17
Park View	109	96	88%	2	2%	3	3%	98	90%	99	91%	11
Rawmarsh	115	89	77%	1	1%	1	1%	90	78%	90	78%	25
Rotherham Central	127	100	79%	1	1%	1	1%	101	80%	101	80%	26
Stepping Stones	142	120	85%		0%		0%	120	85%	120	85%	22
Thrybergh Rainbow	84	63	75%		0%		0%	63	75%	63	75%	21
Valley	141	89	63%	1	1%		0%	90	64%	89	63%	51
Wath	100	76	76%		0%	14	14%	76	76%	90	90%	24
<b>Grand Total</b>	<b>1395</b>	<b>1055</b>	<b>76%</b>	<b>11</b>	<b>0.8%</b>	<b>34</b>	<b>2%</b>	<b>1066</b>	<b>76%</b>	<b>1089</b>	<b>78%</b>	<b>329</b>

**APPENDIX 5 – Early Education Capacity: Summer 2017**

Children's Centre Reach Area	Sufficiency Sub Areas	Early Education for 3 & 4 year olds: under/over supply	Early Education for 2 year olds: under/over supply
Arnold	Herringthorpe/East Dene/Clifton	71	29
Aughton	Aughton / Aston	39	40
	Brinsworth / Catcliffe	56	35
	Thurcroft	76	27
	Treeton	144	64
Coleridge	Eastwood / Town Centre	-19	-15
Dinnington	Dinnington / Laughton / Anston / Woodsetts	152	126
	Harthill	1	2
	Kiveton	32	11
	Wales / Todwick	49	49
Maltby	Bramley / Wickersley	196	24
	Maltby	202	89
Park View	Greasbrough / Rockingham / Wingfield	45	37
	Kimberworth / Kimberworth Park	37	3
	Thorpe Hesley	27	13
Rawmarsh	Rawmarsh	8	92
Rotherham Central	Masbrough / Bradgate / Blackburn / Dropping Well	106	27
	Meadowbank / Richmond Park	-3	-9
Swinton Brookfield	Kilnhurst / Swinton	106	51
Thrybergh / Dalton	Thrybergh / Dalton	45	27
	Ravenfield	4	5
Valley	Broom / Moorgate	-10	-12
	Canklow	7	1
	Whiston	1	-1
Wath	Brampton	30	-2
	Wath	79	135
	West Melton South / West	55	11

**APPENDIX 6 - Projected Demand and Capacity for 30 Hour Childcare Places**

Children's Centre Reach Area	Sufficiency Sub Area	Potential Number of eligible children (based on 80% take up rate)	Number of 3 & 4 Year Old Children already taking up additional chargeable sessions	Remaining Number of Eligible Children	Potential spare/lack of capacity for 80% take-up (3/4 year old vacancies only)	Potential spare/lack of capacity for 80% take-up (taking into account 2,3 & 4 year vacancies)
Arnold	Herringthorpe/East Dene/Clifton	199	52	147	-19	10
Aughton	Aughton / Aston	223	54	169	-9	31
	Brinsworth / Catcliffe / Treeton	133	28	105	-21	14
	Thurcroft	65	20	45	45	72
	Brinsworth / Catcliffe / Treeton	35	7	28	125	189
Coleridge	Eastwood / Town Centre	67	9	58	-61	-76
Dinnington	Dinnington / Laughton / Anston / Woodsetts	273	79	194	21	147
	Harthill	12	5	7	-3	-1
	Kiveton / Wales / Todwick	110	58	52	51	111
Maltby	Bramley / Wickersley	199	50	149	107	131
	Maltby	177	42	135	106	195
Park View	Greasbrough / Rockingham / Wingfield	63	17	46	13	50
	Kimberworth / Kimberworth Park	91	14	77	-7	-4
	Thorpe Hesley	62	14	48	-9	4
Rawmarsh	Rawmarsh	202	39	163	-104	-12
Rotherham Central	Masbrough / Bradgate / Blackburn / Dropping Well	85	13	72	58	85
	Meadowbank / Richmond Park	49	6	43	-35	-44
Swinton Brookfield	Kilnhurst / Swinton	244	27	217	21	72
Thrybergh / Dalton	Thrybergh / Dalton	106	16	90	1	28
	Ravenfield	34	13	21	-10	-5
Valley	Broom / Moorgate	117	38	79	-52	-64
	Canklow	32	3	29	-16	-15
	Whiston	53	28	25	-7	-8
Wath	Brampton	72	12	60	-13	-15
	Wath	185	33	152	-29	106
	West Melton South / West	36	5	31	34	45

## APPENDIX 7 – Demographic Information

### Worklessness and Benefit Claimants

The Annual Population Survey shows that 20,250 people in Rotherham were either unemployed or long term sick in 2016/17. This is 12.7% of the working age population (16-64), well above the English average of 8.6%. Benefits which can be claimed by working age people who are unable to work or are seeking work include:

- Job Seeker's Allowance
- Income Support
- Employment and Support Allowance
- Incapacity Benefit (being phased out)
- Carer's Allowance

Job Seekers Allowance (JSA) claimants in Rotherham numbered 3,070 in February 2017 or 2.6% of the workforce, well above the national average of 1.5%. The number claiming JSA has reduced by two thirds since February 2013 when 8,900 were claiming.

Others on benefits include 13,040 long term sick, 4,830 carers and 2,240 lone parents (November 2016). 40% of the 10,700 children in workless households receiving benefits live in lone parent families on Income Support, 33% have a parent(s) who are long term sick, 16% have a parent(s) who are unemployed (claiming JSA) and 8% have a parent(s) who are full time carers (claiming Carers Allowance).

Since December 2015, Universal Credit (UC) has started to replace Income Support, Job Seeker's Allowance, Employment and Support Allowance, Housing Benefit and Tax Credits which will become a single payment to a household on a monthly basis. 1,778 households in Rotherham were on Universal Credit in December 2016 but almost none of these included children.

HMRC data for 2015/16 relating to tax credits and benefits showed that there were 6,200 workless families in Rotherham receiving benefits and 14,900 working families receiving tax credits or benefits. Of 12,600 working families receiving child tax

credits, 40% are lone parent families. Of children in families claiming benefits or tax credits, 24,100 live in working families and 12,200 in workless families.

There has been a significant drop in the number of families receiving benefits from 28,200 in 2011/12 to 21,100 in 2015/16, mainly because the removal of the second income threshold means that most families that used to receive the Family Element or less are no longer entitled to receive anything.

Coleridge reach area has the highest proportion of lone parent households (10.7% of households compared to the borough average of 7.3%) and a higher associated proportion of young people with 26% of the population under 15 years old. In Coleridge, 30% of households with dependent children are lone parents whereas in Valley the figure is only 19%.

### **Family Composition and Size**

Table 1 indicates that 48.3% of families with children in the Borough have only one child and 36% have two children. Only 15.7% of families have three or more children and these are concentrated in central Rotherham, with 30% in Coleridge, 22% in Valley and 21% in Rotherham Central. 30% of children live in families with 3 or more children although in many central areas, the figure exceeds 50%, being highest in Ferham (59%). In some suburban areas, less than 15% of children live in large families.

**Table 1. Family Size 2016 (from Child Benefit data)**

Children's Centre Reach Area	All Families with children	1 Child	2 Children	3+ Children
Arnold	1,465	670	500	290
Aughton	4,605	2,250	1,790	555
Brookfield	1,735	900	635	205
Coleridge	1,600	640	485	465
Dinnington	4,185	2,045	1,575	575
Park View	2,845	1,440	1,050	350
Rawmarsh	2,505	1,280	850	380
Rotherham Central	1,750	830	545	365
Stepping Stones	4,560	2,185	1,755	620
Thrybergh Rainbow	1,745	870	570	290
Valley	2,830	1,240	965	630
Wath	2,935	1,435	1,085	420
Rotherham Borough	32,795	15,840 (48.3%)	11,810 (36.0%)	5,145 (15.7%)

29.8% of Rotherham households include dependent children, the highest proportion being in the Coleridge reach area (35.9%) and the lowest being in Brookfield (27.7%). Of households with dependent children, the Valley reach area (56.7%) has the highest proportion based on married couples where the Rotherham average is 49.5%. The highest proportion based on co-habiting couples is in Rawmarsh (20.5%) and the lowest is in Valley (12.2%).

### **Ethnicity**

**Table 2. Young Children by Ethnic Group in Rotherham 2011 & 2017**

Ethnic Group	Children aged 0-4 (2011)	Percent of all aged 0-4 (2011)	Percent of Primary Pupils (2017)
White British	13,398	85.1%	81.5%
Other White	327	2.1%	4.8%
Multiple Heritage	515	3.3%	3.2%
Pakistani / Kashmiri	817	5.2%	6.5%
Other Asian	309	2.0%	1.6%
Black African / Caribbean	242	1.5%	1.7%
Other ethnic group	130	0.8%	0.7%
Total aged 0-4	15,738	100%	100%

The Black and Minority Ethnic (BME) population of Rotherham more than doubled between 2001 and 2011 to reach 8.1% of the population. Coleridge (36.3% BME), Valley (25.8% BME) and Rotherham Central (23.9% BME) were the most ethnically diverse reach areas in 2011. The percentage of BME residents in Rotherham in 2016 is estimated at around 10%, based on changes in the school population.

Table 3 shows a high level of variation in ethnicity across the reach areas. In the three inner reach areas of Coleridge, Valley and Rotherham Central, 46% of children aged 0-4 were BME in 2011, with 21% of Pakistani ethnicity. Only one other reach area, Arnold (20% BME), had a higher proportion of children aged 0-4 from BME communities than the Borough average of 15%. In 8 of the 12 reach areas, the proportion of BME children under 5 was less than 8%.

**Table 3. Ethnic Groups by Reach Area 2011 Census**

Reach Area	Children 0-4	White British	Other White	Pakistani	Other Asian	Black	Other	Percent BME
Arnold	697	558	6	68	10	13	9	19.9%
Aughton	2,208	2,050	18	23	21	27	12	7.2%
Brookfield	778	747	5	0	4	3	1	4.0%
Coleridge	910	453	86	163	71	45	28	50.2%
Dinnington	1,903	1,811	26	3	11	5	1	4.8%
Park View	1,164	1,093	13	6	7	8	3	6.1%
Rawmarsh	1,212	1,120	16	2	22	12	3	7.6%
Rotherham Central	952	555	43	191	23	55	18	41.7%
Stepping Stones	2,316	2,202	24	20	16	8	8	4.9%
Thrybergh Rainbow	857	801	8	7	5	12	2	6.5%
Valley	1,466	781	65	334	115	50	43	46.7%
Wath	1,275	1,227	17	0	4	4	2	3.8%
Rotherham Borough	15,738 (100%)	13,398 (85%)	327 (2%)	817 (5%)	309 (2%)	242 (2%)	130 (1%)	14.9%

Over recent years there has been a considerable migration of East European Roma people from Slovakia, Czech Republic and Romania, mainly into the reach areas of Coleridge (Eastwood), Rotherham Central (Ferham/Masbrough) and Valley (Wellgate) but overall they remain a relatively small percentage of the population (about 2.5% of those aged 0-4).

Table 3 shows that children aged 0-4 are more ethnically diverse than the overall population with 15% being from BME groups in 2011, almost twice the average for all ages of 8%. Continued growth in the number of BME children is illustrated by the school census (see Table 2) which shows that BME pupils increased from 13.7% in 2011, to 17.2% in 2017, reaching 18.5% in the case of primary pupils. The school census showed a significantly higher proportion of “Other White” and Pakistani children than the 2011 Census, many of the former being Roma children.

### Employment and Average Earnings

The economic recession in 2008/09 caused high unemployment in Rotherham although this has reduced significantly over recent years. In 2016/17, Rotherham's average unemployment rate of 7.4% remained above the national rate of 5.1%.

Rotherham's employment rate has risen from 65.5% in 2011/12 to 67.5% in 2016/17, still below the English average of 74.2%.

Average gross weekly earnings in Rotherham fell from £358 in 2010 to £353 in 2011 but have since recovered to £388 in 2016, 88% of the English average. Average weekly full time earnings in the Borough were £451 per week in 2011 and have increased to £485 in 2016, 89% of average earnings in England.

Rotherham women's full time earnings averaged £411 per week in 2016, only 74% of men's full time earnings locally and 85% of women's full time earnings nationally. For all workers in Rotherham, men averaged £506 per week compared with £273 for women who earned just 54% of male earnings. Nationally, women earn 66% of male earnings so female workers in Rotherham are clearly at a relative disadvantage.

**Table 4. Median Full Time Earnings**

2014 Annual Survey of Hours & Earnings	Median FT Earnings	Median Male FT Earnings	Median Female FT Earnings	Female Earnings as % of Male
Rother Valley Constituency	£566	£628	£424	68%
Rotherham Constituency	£433	£468	£351	75%
Wentworth & Dearne Constituency	£471	£495	£418	84%
Rotherham Borough	£485	£552	£411	74%
England	£545	£585	£483	83%

Average earnings data is not available by reach area but Table 4 shows that earnings in Rotherham Constituency (central urban area) are the lowest in the Borough, only 77% of earnings in Rother Valley (south of the Borough). Male full time earnings in Rother Valley are higher than the English average but female earnings are lower. The discrepancy between male and female full time pay is greatest in Rother Valley where women only earn 68% of male earnings. Male earnings in Wentworth & Dearne (north of the Borough) are below the borough average but female earnings are above average.

## Deprivation in Rotherham

According to the Indices of Deprivation 2015, Rotherham is the 52<sup>nd</sup> most deprived district in England, amongst the 16% most deprived areas. 19% of the population lives in poverty (deprived of income), including 24% of children.

- Deprivation in Rotherham has become increasingly concentrated in the most deprived parts of the Borough
- There is a great range of inequality of income and other life chances within Rotherham
- 35% of Rotherham workers earn less than the national living wage including 27% of full time workers.

The main drivers of deprivation in Rotherham are high worklessness, low qualification levels, poor health and high rates of disability. The number of Rotherham people living in areas amongst the 10% most deprived in England has increased from 30,400 in 2007 to 50,400 in 2015. Whilst education deprivation in Rotherham has reduced slightly overall, there have been increases in the most deprived areas where attainment and participation post 16 are low. Within Rotherham, the highest deprivation rankings are in the Education and Skills domain, with 5 areas amongst the most deprived 0.2% in England.

## Child Poverty

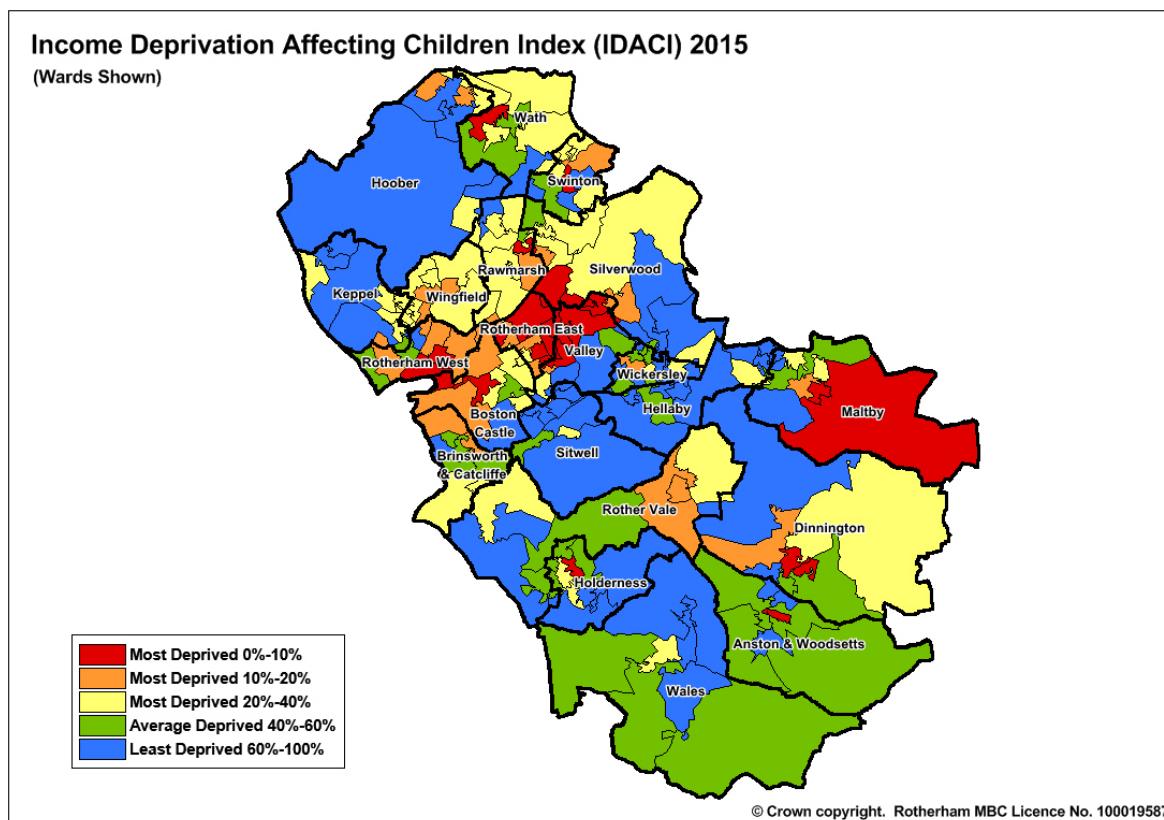
24.7% of children aged 0-15 in Rotherham were living in relative poverty in 2014 (the latest available HMRC data), an increase compared with 22.8% in 2013. Based on this measure, there were 12,340 children under 16 living in relative poverty in Rotherham in 2014 (HMRC data published in 2016). At ward level, child poverty ranges from 11% in Hellaby to 42% in Rotherham East (Coleridge and Arnold), 35% in Rotherham West (Rotherham Central) and 34% in Valley (Thrybergh Rainbow).

The Income Deprivation Affecting Children Index (IDACI) from the Indices of Deprivation 2015 shows 12,050 (24.3%) children aged 0-15 in Rotherham affected. This is based on 2012 data with a slightly different definition than used by HMRC. 8,400 Rotherham children, 17% of the total, live in areas within the 10% most deprived nationally using the IDACI. Within these areas, 4,170 children (50%) are living in poverty.

Map 1 below shows the distribution of child poverty, as measured by the IDACI across the Borough. This shows a high concentration of child poverty within the reach areas of Coleridge (Eastwood), Arnold (East Dene), Thrybergh Rainbow (East Herringthorpe & Thrybergh), Rotherham Central (Ferham & Masbrough) and Valley (Canklow). Other reach areas have pockets of high child poverty in Wath, Swinton, Rawmarsh, Maltby, Dinnington, Aston and North Anston. There are 9 neighbourhoods where over 50% of children are affected by income deprivation, the highest being Canklow in Rotherham Central, at 62.5%.

Compared to other South Yorkshire districts, Rotherham has very similar levels of child poverty to Barnsley, Doncaster and Sheffield, all around 25% (0-15).

### Map 1. Income Deprivation Affecting Children 2015



**Table 5. Families in receipt of Child Tax Credits 2014/15**

Reach Area	Total Families	Families not in work	Couples with Children	Lone Parents	Total Children
Arnold	1,205	410 (34%)	660	230	2,065
Aughton	2,660	750 (28%)	1,635	685	4,470
Brookfield	1,205	350 (29%)	715	310	1,920
Coleridge	1,465	585 (40%)	705	235	2,760
Dinnington	2,395	690 (29%)	1,450	595	4,095
Park View	2,020	580 (29%)	1,160	530	3,115
Rawmarsh	1,800	560 (31%)	1,055	430	2,975
Rotherham Central	1,470	500 (34%)	800	295	2,660
Stepping Stones	2,810	785 (28%)	1,730	780	4,715
Thrybergh Rainbow	1,260	480 (38%)	640	275	2,130
Valley	2,070	515 (25%)	1,215	350	3,760
Wath	1,925	580 (30%)	1,145	485	3,250
Rotherham Borough	22,215	6,765 (30.5%)	12,935 (58.2%)	5,195 (23.4%)	37,915 (65.7%)

Child Tax Credits are paid to families on low to average incomes. 37,915 Rotherham children lived in families in receipt of child tax credits in 2014, 66% of the 57,700 dependent children in the Borough. Coleridge was the reach area with the highest percentage of children in such families at 86%, showing that low incomes predominate in the area, reflected in the highest percentage of families not in work (40%). Across Rotherham, 970 lone parents (19%) and 590 couple families (5%) benefitted from the Childcare Element of Working Tax Credit.

Over recent years there has been a marked increase in the number of families resorting to using food banks and using doorstep or payday lenders. Rotherham mirrors the national picture whereby families with young children, large families and lone parent families are most at risk of poverty. Table 6 shows that a child aged 0-4 is 35% more likely to live in poverty than a child aged 16-19. Some families with young children are workless whilst other parents reduce their hours of work when children are young. This can be compounded by increased costs including childcare. Larger families have higher costs such as higher rent for larger homes and lone parents are often unable to work as many hours as couples who can share childcare.

**Table 6. Children Living In Poverty by Age, 2014**

Rotherham Borough	0-4	5-10	11-15	16-19	Total
Children (child benefit count)	15,650	18,675	14,755	8,620	57,700
Children in Poverty	4,535	4,480	3,330	1,850	14,195
Percentage of children	29.0%	24.0%	22.6%	21.5%	24.6%

Table 7 shows that Coleridge has the highest level of child poverty of the 12 reach areas, both for young children and all children. Rotherham Central has the second highest rate of child poverty and both Arnold and Thrybergh Rainbow have levels well above average. Southern parts of Rotherham generally have lower levels of child poverty with Dinnington being the reach area with the lowest rate.

**Table 7. Child Poverty by Reach Area 2014 (HMRC)**

Reach Area	Children aged 0-4	Children aged 0-4 in Poverty	Dependent Children 0-19	Children in Poverty
Arnold	710	260 (36.6%)	2,720	865 (31.8%)
Aughton	2,180	520 (23.9%)	7,760	1,515 (19.5%)
Brookfield	785	220 (28%)	3,000	650 (21.7%)
Coleridge	950	440 (46.3%)	3,275	1,435 (43.8%)
Dinnington	1,960	440 (22.4%)	7,515	1,350 (18%)
Park View	1,230	325 (26.4%)	4,865	1,090 (22.4%)
Rawmarsh	1,165	385 (33%)	4,230	1,165 (27.5%)
Rotherham Central	945	370 (39.2%)	3,335	1,210 (36.3%)
Stepping Stones	2,045	510 (24.9%)	8,260	1,515 (18.3%)
Thrybergh Rainbow	855	315 (36.8%)	3,205	975 (30.4%)
Valley	1,415	345 (24.4%)	5,600	1,385 (24.7%)
Wath	1,410	390 (27.7%)	5,090	1,105 (21.7%)
<b>Rotherham Borough</b>	<b>15,650</b>	<b>4,535 (29%)</b>	<b>57,700</b>	<b>14,195 (24.6%)</b>

### Early Years Achievement

The Early Years are central to the life chances of children and Early Years Foundation Stage (EYFS) assessments show that the Borough's performance continues to improve year on year.

Since 2013, Early Years achievement has been measured against a new benchmark indicating a Good Level of Development (GLD). From 2013 to 2017 Rotherham has achieved better than nationally for a 'good level of development', with an upward trajectory each year.

The Local Authority average for a 'good level of development' has increased by 14.7% from 57.7% in 2013 to 72.1% in 2017. This is 1.4% above the national average at 70.7%. 2017 GLD outcomes for Rotherham are ranked 1<sup>st</sup> against our statistical neighbour comparisons and joint 2<sup>nd</sup> against other Local Authorities in the Yorkshire and Humber region.

**APPENDIX 8 – Definitions of Childcare****What is childcare?**

Childcare is defined in Section 18 of the Childcare Act 2006 as “any form of care for a child” including “education … and any other supervised activity.”

This childcare analysis in this report looks specifically at Ofsted registered childcare plus out of school provision delivered on a school site.

The early education analysis in this report includes early education delivered by childcare providers and nursery schools and nursery / foundation 1 classes.

**Childminder**

Registered Childminders look after children, usually in their own home. They are self-employed and they decide on working hours and as such can be flexible in offering early mornings, evenings and weekends, as well as part-time. All registered Childminders must meet the requirements within the Statutory Framework for the Early Years Foundation Stage (EYFS)

**Day Nursery (Full Daycare)**

A Day Nursery provides care and education for children between the ages of 6 weeks and 5 years. (Many may also offer out of school care for 5 to 11 year olds.). They must meet the requirements within the Statutory Framework for the Early Years Foundation Stage. Opening times are from around 8am to 6pm (hours vary but some nurseries may start before 8am), some are open all year round while others offer term time only provision. There are usually a range of sessions available which enable parents to send their child full or part time.

**Pre-School / Playgroup (Sessional)**

Pre-schools or Playgroups provide care and most offer early education for children between 2 and 5 years old. They offer sessions from 2<sup>1/2</sup> hours to 5 hours, during term time. Some are developing their services to offer longer sessions or full-time day care in line with the extended entitlement to Early Education Funding. They must meet the requirements within the Statutory Framework for the Early Years Foundation Stage.

## **Breakfast Clubs and After School Clubs**

Breakfast clubs are normally open from 8am and After-School clubs are typically open from 3.30pm and up to 6pm. These services can be based in a range of venues including on school sites, youth clubs, community centres or nurseries. Some schools organise the childcare themselves, but others will work with local voluntary groups, or private providers who will provide staff and sometimes facilities.

## **Holiday Play Schemes**

Holiday Play Schemes tend to be open from 8am to 6pm and run outside of term time.

These services can be based in a range of venues including on school sites, youth clubs, community centres or nurseries.

## **Maintained Nursery School / Maintained/Academy Nursery classes**

Nursery schools and Nursery classes provide early education (Foundation 1) for children between 3 and 4 years old. Nursery schools / classes are open during school hours in term time. Many offer full or half-day sessions. Many have extended their provision to cater for the needs of working parents. Some may also offer out of school care before or after school during term time and in the school holidays. They must meet the requirements within the Statutory Framework for the Early Years Foundation Stage.

## **Maintained/Academy Foundation Stage Units**

Foundation units provide early education (Foundation 1) for children between 3 and 4 years old in provision which also includes Foundation 2/Reception age children. Foundation units are open during school hours in term time. Many offer full or half-day sessions. Many have extended their provision to cater for the needs of working parents. Some may also offer out of school care before or after school during term time and in the school holidays. They must meet the requirements within the Statutory Framework for the Early Years Foundation Stage.

**Maintained/Academy 2 year old provision**

Some schools have lowered their age range to provide early education for children from the age of 2 years. 2 year old provision in schools is open during term time. Many offer full or half day sessions. They must meet the requirements within the Statutory Framework for the Early Years Foundation Stage, including the relevant staffing requirements for 2 year olds. The 2 year old provision is inspected as part of the main school inspection.

## APPENDIX 9 – Ofsted Registration

The Childcare Act 2006 says childcare is 'any form of care for a child, including education or any other supervised activity'.

Most childcare providers caring for children under eight years old must register with Ofsted, unless the law says they do not need to.

- Anyone who cares for children under the age of eight **for more than two hours a day** in England must register with Ofsted or as applicable, a Childminder agency unless they are exempt. It is an offence to provide such childcare without being registered or on premises that have not been approved.

There are two registers:

- **the Early Years Register** – for providers caring for children aged from birth to 31 August following their fifth birthday; providers on this register must meet the 'Statutory Framework for the Early Years Foundation Stage'<sup>1</sup>
- **the Childcare Register**, which has two parts:
  - Part A: Compulsory – for providers caring for children from the 1 September after the child's fifth birthday up until their eighth birthday
  - Part B: Voluntary – for providers caring for children aged eight and over, and other providers who are exempt from compulsory registration, such as nannies.
- The registration requirements and the processes will differ depending on the type of childcare provided and the ages of the children looked after.

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<sup>1</sup> *Statutory framework for the early years foundation stage*, Ofsted, 2014; [www.gov.uk/government/publications/early-years-foundation-stage-framework](http://www.gov.uk/government/publications/early-years-foundation-stage-framework).

Type of childcare	Definition
Childminding	<p>Childminding is provided on domestic premises where up to a maximum of three people work together at any one time. They look after one or more children to whom they are not related, for reward.</p> <p>‘Domestic premises’ means premises which are wholly or mainly a private dwelling.</p> <p>It does not count as Childminding if it is the home of one of the children being cared for, unless the care is for more than two different families at the same time.</p> <p>A Childminder can spend up to 50% of their time working on approved non-domestic premises under their Childminding registration.</p>
Childcare on domestic premises	<p>Childcare on domestic is where there are four or more people working together, for example four Childminders, or two Childminders and two assistants, or one Childminder and three assistants.</p> <p>These providers can spend up to 50% of their time working on approved non-domestic premises.</p>
Childcare on non-domestic premises	<p>This is where childcare is provided on premises which are not somebody’s home, for example in purpose-built premises, village halls, and school premises.</p> <p>Such childcare normally includes nurseries, pre-/after-school clubs and holiday clubs.</p>
Home childcarer (sometimes known as a nanny or au pair)	<p>Home childcarers care for children from birth upwards in the child’s own home. Home childcarers may care for children from two different families at the home of one of the families.</p> <p>If more than two families use the care at the same time, then it is classed as Childminding.</p>

Ages of children being cared for	Type of register
Birth to 31 August after their fifth birthday	The Early Years Register
From 1 September after their fifth birthday up to their eighth birthday	The compulsory part of the Childcare Register
Eight years and over	The voluntary part of the Childcare Register
Children from birth up to age 17 where the provision is exempt from registration	The voluntary part of the Childcare Register

## Ofsted Inspections

- Once a provider is registered on the Early Years Register, Ofsted carries out regular inspections to evaluate the overall quality and standards of the early years provision, in line with the principles and requirements of the 'Statutory framework for the Early Years Foundation Stage'. Ofsted will normally inspect providers within 30 months of their registration and at least once in every inspection cycle thereafter. Information on how Ofsted inspects providers on the Early Years Register is provided in the 'Early Years inspection handbook'.
- Providers registered on the Childcare Register are inspected on a 10% sample basis each year, using a proportionate and risk based approach. Childminders and childcare on domestic premises who operate on non-domestic premises for up to 50% of the time will have their provision inspected at either of the premises depending on where they are operating at the time the inspection is arranged. Information on how Ofsted inspects providers registered on the Childcare Register is provided in the guidance 'Conducting Childcare Register inspections'.

Providers on the Early Years Register, will usually be inspected within the first 30 months of [registration](#) and then at least once in every inspection cycle. The current Early Years inspection cycle finishes on 31 July 2020 and the previous inspection cycle ran from 1 September 2012 to 31 July 2016.

Providers could be inspected at any time if they are only on the Childcare Register.

If a providers in on both registers they will be inspected for the Childcare Register only when they are inspected for the Early Years Register. They could also be inspected if someone reports concerns about the childcare they are providing.

Providers do not have to register with Ofsted in the following cases (for full details see the Early years and childcare registration handbook)

- If they care for children who are aged eight and over.
- If they provide care where a child does not stay with them for more than two hours a day, even if the childcare service is open for longer than two hours.

- If they only care for a child or children aged under eight who they are related to. A relative means a grandparent, aunt, uncle, brother or sister of a child (or half-brother or sister) or someone they are related to through marriage or civil partnership.
- If they are a school or academy that provides education or care for children aged two and over, where at least one child being cared for is a pupil of the school.

**APPENDIX 10 – Local Authority Support for Parents / Providers:****Families Information Service:**

The Families Information Service (FIS) provides free and impartial advice on childcare, early education and activities for children and young people as well as support services and benefits. They hold details of all registered and unregistered childcare across Rotherham to support parents in finding childcare provision to meet their needs. The FIS also offers extra support to families experiencing difficulty finding suitable childcare, for example, if short term/emergency, overnight or out of hours childcare is needed, children with SEND, parents/carers for whom English is a second language or if no suitable childcare was found from their initial request. The FIS help by offering support such as providing one-to-one support, advice and guidance, contacting providers to find out whether they are able to offer the service the family requires and where appropriate, arranging for parents/carers to be accompanied on their initial visits.

The service is available via a Freephone helpline, email, or website [www.rotherhamfis.co.uk](http://www.rotherhamfis.co.uk) providing parents and professionals with access to information on a wide range of subjects.

The FIS also carry out the eligibility checks for all 2 year old early education places. Parents can apply for the funding via the freephone helpline, postal application or online form. The FIS notify parents of the eligibility check outcome and give support to access their free place (for example, by providing details on local early education providers, explaining the process to access the place and referring to the Inclusion Officer for support for children with SEND).

**Support for Children with Special Educational Needs and Disabilities (SEND):**

The Families Information Service (FIS) offers 'brokerage' assistance to families with children with additional needs by offering the support needed to find the right childcare for the child and family. The support offered varies depending on individual circumstances; for example, the FIS may contact childcare providers on a parent's behalf to check if the provision is suitable or search for childcare with particular experience and/or training of children with additional needs. The FIS has links with the Disabled Children's Information Officer who promotes access to childcare to all parents/ carers of children who are undergoing a medical assessment at the Child

Development Centre. The FIS also work closely with the Early Years Inclusion team who then support the family and the childcare provider to ensure the child's individual needs are met. The Early Years Inclusion team support settings to be inclusive to all children and families. Specialist transitions are put in place for children with SEND into childcare or an early education place.

Individualised support is offered to childcare settings and parents of children with complex SEND to identify specialist needs and ensure that settings are equipped with the resources and specialised training needed to meet the child's individual needs. This may include medical care plans, specialist equipment needed, individualised risk assessments and individual fire evacuation plans.

Settings and schools are also supported to ensure some children with SEND are in a setting with specialist enhanced support through an Inclusion Support Grant. Disability Access funding is available for settings who have children aged 3 and 4 years whose parents are in receipt of Disability Living Allowance for a child with SEND this can then be used to purchase resources or support from specialist services.

### **Support for Black & Minority Ethnic (BME) families:**

Additional support to access childcare and early education can be offered to BME families. The Families Information Service offers a telephone translation service to ensure that the family's needs are clearly understood and the information and advice given is clear and that the family's needs have been met. If further support is required a referral to a Children's Centre Outreach Worker is made to offer supported visits to local childcare providers. Children's Centre staff work closely with local communities and organisations to increase the awareness of childcare and early education, working with families to remove barriers by visiting families at home, engaging them in Children's Centre services, building trust and relationships between families and local childcare and early education providers.

### **Support for Childcare and Early Education Providers:**

A range of support is provided to early years childcare providers to ensure quality standards are maintained and increased on an ongoing basis. This support is targeted at new providers and those with a 'Requires Improvement' or 'Inadequate' Ofsted grade, or where the setting is identified as at risk of not getting at least a

Good Ofsted outcome at their next inspection. This risk is identified through an annual evaluation conversation between setting leader(s) and the setting's allocated Early Years Specialist Teacher.

Childcare Officers provide a range of support to registered Childminders and Out of School Clubs. Support is available throughout the Ofsted registration process and also in preparation for Ofsted inspections. Childcare Officers offer support visits to providers, in particular those providers who are due an Ofsted inspection, to offer advice and guidance on Ofsted requirements and the Early Years Foundation Stage (EYFS). Follow up visits are carried out as necessary to ensure all actions have been implemented and provide further support as required prior to Ofsted inspections.

A Childminder Pre-registration Course is delivered in-house through the Early Years and Childcare Service to potential Childminders before they register with Ofsted. The Childminder Pre-registration Course is an 8 week course that aims to provide a wider knowledge and understanding of the Early Years Foundation Stage (EYFS) and Ofsted requirements to support the Childminder Ofsted registration process.

Each early years group setting is allocated an Early Years Specialist Teacher to complete the annual evaluation conversation which identifies their likelihood of achieving a good or better Ofsted outcome at their next inspection, support with meeting the requirements of the Early Years Foundation Stage Statutory Framework and the development of high quality provision and practice. Where a setting has 0-3 year provision that is identified as needing support by the Early Years Specialist Teacher this support is then provided by the Early Years Lead Practitioner (Birth to 3 years).

In addition, a range of networking and training events are offered to group settings to keep them up to date with early years developments and expectations and support the development of effective practice. For good and outstanding settings this is the main source of support offered to them.

Settings may also receive support from the Inclusion Outreach Service to support complex need children during transition into F1. Inclusion Outreach workers enable a wide range of mainstream schools and childcare settings to consider and

implement inclusive strategies to meet children's' needs. Access to this service is via a multi-agency referral.

All registered providers with an Outstanding, Good or Requires Improvement Ofsted grade can now offer early education places to 3 / 4 year olds and those with a 'Good or Outstanding' Ofsted grade can offer place to eligible 2 year olds. All new providers awaiting their first inspection can also offer early education places for eligible 2 year olds and 3/4 year olds. Support for all new providers is given to ensure that they fully understand the contractual requirements.

One to one support is available for childcare providers to enable them to understand and produce electronic Personal Education Plans for looked after children.

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### **Summary Sheet**

#### **Committee Name and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

#### **Report Title**

Response to Recommendations from Improving Lives Select Commission – Alternative Management Arrangements for Children and Young People's Services in Rotherham

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

Yes

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

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

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

Ian Thomas, Strategic Director of Children and Young People's Services  
01709 334162 or [ian.thomas@rotherham.gov.uk](mailto:ian.thomas@rotherham.gov.uk)

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

All

#### **Summary**

The Improving Places Lives Commission established a Task and Finish Group to consider the lessons learnt from other trust models and also look objectively at other alternative management arrangements which might secure the long-term success of Rotherham's Children and Young People's Services. The group completed its review in the autumn of 2017 and submitted a final report to Council on 18 October 2017.

Under the Overview and Scrutiny Procedure Rules, the Cabinet is required to respond to any recommendations made by scrutiny and this report is submitted to meet that requirement.

#### **Recommendations**

1. That Cabinet agree the response to the scrutiny review of Alternative Management Arrangements for Children and Young People's Services in Rotherham set out at Appendix A to this report.
2. That the response be referred to the next meeting of the Council on 28 February 2018 and to the next meeting of the Improving Lives Select Commission on 13 March 2018

**List of Appendices Included**

Appendix A - Cabinet's Response to Scrutiny Review of Alternative Management Arrangements for Children and Young People's Services in Rotherham

**Background Papers**

Report of the Improving Lives Select Commission – Scrutiny Review of Alternative Management Arrangements for Children and Young People's Services in Rotherham

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

Improving Lives Select Commission – 13 March 2018

**Council Approval Required**

No

**Exempt from the Press and Public**

No

**Response to Recommendations from Improving Lives Select Commission – Alternative Management Arrangements for Children and Young People’s Services in Rotherham**

**1. Recommendations**

- 1.1 That the Cabinet’s response to the scrutiny review of Alternative Management Arrangements for Children and Young People’s Services in Rotherham be approved.
- 1.2 That the response be referred to the next meeting of the Council on 28 February 2018 and the next meeting of the Improving Lives Select Commission on 13 March 2018.

**2. Background**

- 2.1 The review report presented the latest analysis and current thinking of the Improving Lives Select Commission on the range of Alternative Management Arrangements (AMAs) for children’s services. It evaluated the relative strengths and challenges of the primary options available to the Council. The paper then provided initial recommendations for future management arrangements.
- 2.2 Members of the Select Commission were asked by the Commissioners to consider the lessons learnt from other trust models and look objectively at other AMAs which might secure the long-term success of Rotherham’s Children and Young People’s Services. The supporting evidence underpinning the report was gathered through visits and conversations with other areas to identify the impact their delivery arrangements had on improvements. In addition, Isos Partnership (with the support of the Local Government Association) used an independent research methodology to enable an objective assessment of the model/s most likely to secure sustainable improvements in Children and Young People’s Services.
- 2.3 The review report was submitted to Council on 18 October 2017, which represented the formal publication of the report. Under the Overview and Scrutiny Procedure Rules, the Cabinet is required to respond to any recommendations made by scrutiny and this report is submitted to meet that requirement.

**3. Key Issues**

- 3.1 There are five broad recommendations arising from the scrutiny review of Alternative Management Arrangements for Children and Young People’s Services, which are detailed in Appendix A. The schedule provides detail in respect of whether the recommendations are agreed, not agreed or deferred. Where recommendations are agreed, the schedule details what action will be taken, by when and who will be responsible.

**4. Options considered and recommended proposal**

- 4.1 The proposed response of the Cabinet to the recommendations is set out in Appendix A.

## **5. Consultation**

5.1 The Improving Lives Select Commission consulted with a wide range of organisations across local government and the social care sector as part of the review. The Commissioner for Children's Social Care and Cabinet Member for Children and Young People's Services were also consulted in the preparation of the report from the Select Commission.

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

6.1 The formal Cabinet response will be agreed at the Cabinet and Commissioners' Decision Making Meeting on 19 February 2018. Following this, the formal response will be submitted to the Improving Lives Select Commission. It will be a matter for the Members of the Select Commission to determine what ongoing monitoring and review of the agreed actions will be required.

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

7.1 Whilst there may be significant financial implications that would require careful consideration should there be a future decision on the move to alternative management arrangements, these are difficult to quantify at this time. However the preferred model would avoid high transition and operating costs associated with each of the options whilst securing more rapid and sustainable improvement.

## **8. Legal Implications**

8.1 There are no direct legal implications from the recommendations contained in this report. There would be significant legal implications that would require careful consideration should there be a future decision on the adoption of alternative management arrangements.

## **9. Human Resources Implications**

9.1 There are no direct HR implications arising from this report.

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

10.1 The quality of services provided to children and young people can be impacted on by a range of factors. At the current time there is no evidence to suggest that one organisational model is better than the others at improving and sustaining the improvements in the quality of services. The response schedule (Appendix 1) indicates that the Council will continue to make use of the regional peer review programme and other quality assurance processes to continue to improve the quality of services to Children and Families.

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

11.1 There are no direct equalities or human rights implications arising from this report.

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

12.1 There are no implications for partners or other directorates arising from the response to the recommendations.

## **13. Risks and Mitigation**

13.1 No risks have been identified.

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

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

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Michael Wildman	01.02.2018
Assistant Director of Legal Services	Neil Concannon	01.02.2018
Head of Procurement (if appropriate)	N/A	
Head of Human Resources (if appropriate)	N/A	

*Report Author: Ian Thomas, Strategic Director of Children and Young People's Services  
01709 334162 or ian.thomas@rotherham.gov.uk*

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

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## **Cabinet's Response to Scrutiny Review of Alternative Management Arrangements for Children and Young People's Services in Rotherham**

<b>Recommendation</b>	<b>Cabinet Decision (Accepted/ Rejected/ Deferred)</b>	<b>Cabinet Response</b> <i>(detailing proposed action if accepted, rationale for rejection, and why and when issue will be reconsidered if deferred)</i>	<b>Officer Responsible</b>	<b>Action by (Date)</b>
1. A Practice Partner model would secure the most rapid and sustainable improvements in the short term (two years) and present the lowest risk to the Improvement journey.		We agree that a PiP model has made a significant contribution to the first stage of the improvement journey, however a self-improving culture will be required to get from Good to Outstanding.	Ian Thomas	
2. The Practice Partner model will: <ul style="list-style-type: none"> <li>Establish the right balance of political ownership, oversight and accountability for CYPs at the same time as rigorous external challenge;</li> <li>Enable the good progress being made on the Improvement programme to continue at an accelerated pace with minimal disruption to partners, wider council priorities or management focus; and</li> <li>Avoid high transition and operating costs associated with each of the AMAs.</li> </ul>		We agree for the first stage of the improvement journey from Inadequate to Good.	N.F.A required	
3. The Council will continue to work effectively with our Peer Practice Partner, and once assessed as "Requiring Improvement", we would want to continue with Lincolnshire as a partner in practice given their knowledge and understanding of Rotherham.		No longer relevant given the recent 'Good' rating achieved, however the Council will continue to participate in the Regional Review model.	Ian Thomas	Annual Participation

<p>4. Once there is consistent front line practice, the Council will actively consider other options to work with others knowing that integration, collaboration or further commissioning will be underpinned by strong and robust operational activity and management oversight.</p>		<p>The Department has achieved a Good rating however improvement is a continuous process and the Council will commit to participate in the development of other service models that will enhance Social Worker practice and outcomes.</p>	<p>Ian Thomas</p>	
<p>5. Whilst continuing with the Practice Partner is the preferred option based on the information, evidence and research available today, this is not a closed decision. The Council remains open to other Alternative Management Arrangements such as establishing a Trust/CIC, including the potential to integrate with another Children's Trust who is rated as "Good", if there is evidence in the future that this would secure more rapid and sustainable improvement.</p>		<p>The Department has achieved a Good rating and is committed to participating in the Regional Peer Review Process to support continuous Improvement.</p>	<p>Ian Thomas</p>	

### **Summary Sheet**

#### **Name of Committee and Date of Committee Meeting**

Cabinet and Commissioners Decision Making Meeting – 19 February 2018

#### **Report Title**

Special Educational Needs and Disability (SEND), Sufficiency and increase in educational provision - Phase 1

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

Yes

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

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

#### **Report Authors**

Paula Williams, Head of Inclusion

Dean Fenton, Head of School Planning, Admissions and Appeals

Steven Harrison, Strategic Commissioning Manager – CYPS

Robert Holsey (Children and Young People's Services Asset Manager - Regeneration and Environment)

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

All

#### **Summary**

This report outlines the outcome of the consultation and seeks approval in relation to the proposals to increase Special Educational Needs and Disability SEND provision across the Borough following the SEND Sufficiency report to Cabinet on 16<sup>th</sup> October 2017. Consultation was undertaken in line with the requirements of the Department for Education (DfE) – Special Provision Capital Fund guidance which states that Local Authorities need to plan how to invest their allocation and other funding to achieve the best outcomes for children and young people with special educational needs and disabilities.

#### **Recommendations**

1. That approval be given to the increase in educational provision for Special Education Needs and Disability (SEND) across the Borough following consultation.
2. That approval be given to the projects that are to be linked to the Capital Programme within the Formal Budget & Council Tax 2018-19 report.

**List of Appendices Included**

Appendix 1 – Consultation summary

**Background Papers**

Report to Cabinet on 16<sup>th</sup> October 2017 seeking approval to consult on proposals to increase capacity of provision across the Borough.

SEND Sufficiency report (appendix 1 to the above report)

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

No

**Council Approval Required**

No

**Exempt from the Press and Public**

No

## **Special Educational Needs and Disability (SEND), Sufficiency and increase in educational provision – phase 1**

### **1. Recommendations**

- 1.1 That approval be given to the increase in educational provision for Special Education Needs and Disability (SEND) across the Borough following consultation.
- 1.2 That approval be given to the projects that are to be linked to the Capital Programme within the Formal Budget & Council Tax 2018-19 report.

### **2. Background**

- 2.1 Approval was given by Cabinet on 16<sup>th</sup> October 2017 to commence a period of consultation in relation to proposals to increase SEND capacity of provision across the Borough by 125 places by 2021.
- 2.2 The report outlined the growth in the general pupil population in recent years and the subsequent increased need for school places for pupils with a range of SEND needs.
- 2.3 The report further outlined that following completion of the SEND sufficiency report, an additional 125 SEND places will be needed across the Borough to meet current and expected future demand up to 2021. 75 places are required to reduce out of authority placements by half and 50 places to add additional capacity and provision within the Borough to support future increase in demand from population increase.
- 2.4 The implications of not having enough SEND provision in the Local Authority area are that there are rising numbers of Rotherham children with Special Educational Needs and Disabilities having their needs met in provisions outside Rotherham. This means some of the most vulnerable children have to travel the furthest distance to school. The number of pupils currently placed outside the Local Authority is approximately 150 which fluctuates fortnightly as a result of Education, Health and Care Plans being finalised following panel decisions.
- 2.5 The Dedicated Schools Grant (High Needs Budget) is significantly overspent in this area. Indications are that there will continue to be significant increases in out of authority placements should 'in authority' capacity not be increased, leading to further demand on high needs funding allocation as 'out of authority' placements are significantly more expensive than 'in authority' placements.
- 2.6 The Table below outlines the proposed projects required to create the additional 125 places needed to accommodate current demand for SEND places and reduce the financial burden on the high needs funding allocation in future years. The table also outlines proposals for moving forward to create additional places post 2021 for anticipated future cohort number increases and also outlines the project costs.

## 2.7 Key to acronyms:

ASC	Autism Spectrum Condition
EY	Early Years
CLD	Complex Learning Difficulties
SEMH	Social, Emotional and Mental Health
SLD	Severe Learning Difficulties
HNB	High Needs Block funding

Phase 1 – 2018 to 2021 SEND sufficiency of provision

Type of provision required and number of places	Location and rationale	Priority and Timeline for building works start	Cost and Funding Stream
10 primary ASC places	New Waverley Junior Academy  Outlined in prospectus seeking a sponsor	New school scheduled to open in September 2020	Part of the Waverley new school capital project
10 SLD places	Cherry Tree House / Nexus Trust  Building on existing expertise	High priority Year 1	£113k DfE Grant First £166k allocation
10 primary ASC places (replacement for Flanderwell)	Rowan Centre  Refurbishment of existing building  Building on existing expertise	High Priority Year 1	£50k DfE First £166k allocation
20 complex needs primary / secondary places	Abbey School Nexus Trust  x 2 classrooms  Building on existing expertise	High Priority Year 1	£3k DfE First £168k allocation £195k Capital Programme
15 High level SEMH therapeutic places (Primary and Secondary)	Rowan Centre  Refurbishment of existing building  Building on existing expertise	High Priority Year 1	£100k Capital Programme

10 secondary ASC places	Wales High School x 1 classroom  Building on existing expertise	Medium Priority Year 2	£200k DfE Second allocation £166k + £34k Capital Programme
10 EY transition places	Newman Special school  Refurbishment of existing building  Building on existing expertise	High Priority Year 1	200k Capital Programme
15 High Level SEMH therapeutic places (Primary and Secondary)	Aspire  Refurbishment of setting  Building on existing expertise	Medium Priority Year 2	£75k Capital Programme
10 Complex Needs primary / secondary places	Milton School x 1 classroom  Building on existing expertise	Medium Priority Year 3	£200k DfE Grant Third allocation £166k + £34k Capital Programme
10 Complex LD/ASC places	The Willows School x 1 classroom  Building on existing expertise	High Priority Year 1	£200k Capital Programme
5 possibly 10 commissioned places for highest level of SEMH provision	Private provider  Sub -regional forum to offer security of place funding to the settings  Commissioned specialist places	Medium Priority Year 2	Commissioned places from high needs funding
32 place SEMH special provision	CLPT  Sub -regional forum to offer security of place funding to the settings  Building on existing expertise within the Trust	Medium Priority Year 3	Local Authority to support a free school bid from Central Learning Partnership Trust to create a provision for the region

Post 16 provision Commissioned place provision	Private providers Commissioned specialist places	High Priority Year 1	Commissioned places from high needs funding
			£500k – DfE Allocations (over 3 years)
Total funding			£838k a bid for inclusion in the Capital programme

### 3. Key Issues

- 3.1 The increase in SEND provision within the Authority is necessary due to the increased pupil population since 2010 as outlined in section 2.1 of the report approved by Cabinet on 16<sup>th</sup> October 2017.
- 3.2 The creation of additional in borough provision will lead to a longer term saving on high needs funding as in borough placements cost on average £17.5k per annum as opposed to an out of authority placement which costs £35K on average but can rise significantly up to £60k and beyond per annum dependant on the type of provision required.
- 3.3 Due to a national rise in Education, Health and Care Plans (EHCP's), the sufficiency plan will be reviewed annually. With this in mind a review of the current figures from the December 2016 report has taken place which revises the number of new SEND places required, upwards by 13 (to 138 places) as of December 2017. This will be reviewed and monitored annually to assist forward planning in relation to the phase 2 identification of additional provision needed from 2021 onwards.
- 3.4 Partnership working with schools and a government agenda to support mental health needs in schools, is likely to affect the ability of the education sector to better support children in schools. This will mean that in the coming years the volume of requests for EHCPs should reduce in this area, so affecting the number of planned special provision places needed.

### 4. Options considered and recommended proposal

- 4.1 The report approved by Cabinet on 16<sup>th</sup> October 2017 considered options available including the recommended option to consult on proposals to increase provision in borough to ensure pupils are able to access high quality provision close to home reducing the longer term demands on the high needs block was approved.
- 4.2 Following a period of consultation, section 2.7 of this report details the recommended options to create in Borough solutions to the need for additional high quality SEND provision and also create longer term savings on the demands being placed on the high needs block of the Dedicated Schools Grant.

4.3 Beyond the financial benefits to the high needs budget there are additional benefits to creating further high quality SEND provision within Rotherham:

- Less travelling for our most vulnerable children
- Greater involvement in quality assurance of provision
- The opportunity for dual placement and inclusive opportunities for young people with their locality mainstream school where appropriate

## 5. Consultation

5.1 As the individual projects outlined in section 2.7 of this report fall below the threshold for completion of 'prescribed alterations', under the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 a period of consultation with relevant stakeholders is required to be completed to ascertain the views and opinions of stakeholders on proposals. This is also required as part of the SEND grant funding allocation from DfE of £500K referenced in section 7.1 of this report and the consultation requirements set by DfE are outlined in the quoted guidance below in section 5.2 and 5.3 of the report.

### 5.2 DfE - Special provision capital fund Guidance (extract):

*Local authorities need to plan how to invest their allocation and other funding to achieve the best outcomes for children and young people with SEN and disabilities.*

*Local authorities will need to:*

- **Consult with parents and carers.** Effective engagement with parents and carers is crucial in building and implementing a strategy that develops support for changes. This helps local authorities ensure that services will meet the needs of children and families.
- **Consult with schools, FE colleges and other institutions, which offer special educational provision.** Local authorities should work with providers to identify how capital investment can best improve the quality of provision available for children and young people with EHC plans.
- **Consider how to invest revenue and capital funding strategically** to maximise the benefit of both in the context of the current infrastructure and programmes. This might include looking at how to expand participation in an existing learning programme by making capital adjustments so that children and young people with SEN and disabilities can also attend.
- **Collaborate with other local authorities** to form partnerships to work effectively across borders.

### 5.3 DfE - Special provision capital fund Guidance (extract):

*Before receiving the SEND funding allocation, local authorities need to:*

- **Consult with parents and carers of children with SEN and disabilities and young people with SEN and disabilities.**
- **Work with education providers to agree how the capital can best be targeted.**

- *Fill in the short plan template, confirming that the requirement to consult with parents, carers and young people has been met and including information about the other groups that they have consulted.*
- *Publish a plan on their local offer page showing how they plan to invest their funding, before the deadline specified below.*  
*Note:*
  - *Where local authorities work collaboratively on projects, these must be listed on each local authorities' plan with an explanation of which other local authorities they have collaborated with and how.*
  - *Where a project will both create additional places and improve facilities for current and future pupils, local authorities should show on the plan how much funding will be spent on each of the two objectives. This may involve estimating how much of the project's investment would go towards each of these two aims.*

*Local authorities do not need to send the completed form to the Department for Education.*

*Local authorities should not include costings where this would have a negative commercial impact. Where not all costings are included in the first publication of the plan, local authorities should re-publish the plan as soon as it is no longer commercially sensitive to publish this information.*

5.4 Consultation took place between 23<sup>rd</sup> October 2017 and 8<sup>th</sup> December 2017 and consultees included:

- SEND specialists including Autism Communication Team, Inclusion Support Services, Educational Psychology Service, Special School leadership, Mental Health Services and the Children's Disability Team.
- Focus / parent groups, specialist groups, Parents and Carers and children including - Rotherham Parents Forum, SEND Information and Advice Support Service, Rotherham Private, Voluntary and Independent Consortium, Young Person's Consultation Forum and Autism Stakeholders Group.
- Elected Members including Borough Councillors, Parish Councils and Members of Parliament for the three Rotherham Area constituencies.
- Schools, Further Education Colleges and private providers within the Borough.
- Neighbouring Local Authorities.
- Other interested parties and stakeholders.

5.5 The purpose of the consultation was to raise awareness of the proposal to increase the number of SEND school places and provide an opportunity to all interested stakeholders to contribute, with the aim of establishing any concerns and issues affecting the local community and the longer term development of the SEND provision.

5.6 The range of responses received during the consultation process were broadly very positive and supportive. Responses were received from The Parents forum, Young People's forum and 12 individual responses were received via email from Schools, members of the public, neighbouring local authority, private providers and specialist support service. The responses were used to inform the provision requirements and locations to maximise existing synergies and expertise.

5.7 Stakeholders were consulted directly via email as well as Parents Forum and Young Persons Forum. Responses were noted and included in the Consultation report at Appendix 1.

## 6. Timetable and Accountability for Implementing this Decision

6.1 Timeline for implementation (as set by DfE in their guidance)

<b>By Wednesday 14 March 2018</b>	Local authorities must publish the short plan on their local offer page (template provided)
<b>Summer 2018</b>	local authorities that have published the plan and consulted with parents, carers and young people will receive the first tranche of funding
<b>March 2019</b>	local authorities should update and republish their plan to show what they have spent on so far
<b>Summer 2019</b>	local authorities will receive the second tranche of funding
<b>March 2020</b>	local authorities should update and republish their plan again
<b>Summer 2020</b>	local authorities will receive the second tranche of funding
<b>March 2021</b>	local authorities should update and republish their plan a final time, to show how all money was eventually spent

6.2 Individual capital projects will be project managed by the Council's Asset Management Service with accountability for delivery to the Strategic Director of Regeneration and Environment.

6.3 Project implementation work with respective schools and Academy Trusts to implement the proposals will be led by Officers in Education and Skills and overseen by the Strategic Director of Children and Young People's Services.

## 7. Financial and Procurement Implications

7.1 A new grant funding allocation of £500k in total has been allocated to the Council from the Department for Education and payable in 3 equal instalments for the 2018/19, 2019/20 and 2020/21 financial years to support the development of SEND strategies and provision, subject to meeting the requirements to consult on and publish proposals as outlined above.

7.2 The total cost of the projects as detailed in paragraph 2.7 is £1,338k and this is forecast to be split between the three years £863k, £275k and £200k respectively. It should be noted that the initial indicative costs of £1.2m in the report to Cabinet on 16<sup>th</sup> October 2017 has increased by £138k following more detailed analysis of individual projects. The £500k grant will be applied evenly across the three-year period leaving a shortfall of £696k, £108k and £34k, a total of £838k.

- 7.3 The October Cabinet report also made reference to using £240k of funding from the Special Educational Needs capital grant allocation. However additional works required within the capital projects for the redevelopment of the SEND hub and SEMH provision mean that this allocation has now been fully utilised.
- 7.4 To address the £838k shortfall in funding, the Budget & Council Tax 2018-19 report to Cabinet and Council in February recommends that the scheme is added to the Capital Programme with the balance of funding to be met from corporate capital resources.
- 7.5 The projected annual savings on the High Needs budget made possible from this programme of spend is estimated to be in the region of £3.5m. These savings will offset spend allocated to the Dedicated Schools Grant (DSG) High Needs budget and will not fall on the Council's revenue budget. The savings will be achieved in two ways. Firstly, through reducing the need for high numbers of newly assessed children and young people to be educated outside Rotherham, and being able to offer high quality provision in borough. Secondly, for those children and young people currently placed in provision outside Rotherham, investigation with families about whether a child's needs can be better met in a Rotherham provision at annual review of the Education Health and Care plan. This will significantly reduce the escalating costs to the Dedicated Schools Grant High Needs budget.
- 7.6 The proposals would also have a positive impact on the Council's Home to School Transport budget and provision, as the proposals and the proposed changes to transport provision would reduce budget pressures as the increased number of places in borough, would reduce reliance on out of authority placement and the additional transport costs incurred.

## **8. Legal Implications**

- 8.1 None of the individual proposals meet the requirement threshold to complete a full prescribed alteration under, the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 (guidance dated April 2016). The regulations however require a minimum period of 4 weeks consultation with relevant stakeholders be undertaken when proposals are below the threshold.
- 8.2 The guidance is set out to ensure that alterations can be made quickly where they are needed; that Local Authorities and governing bodies do not take decisions that will have a negative impact on other schools in the area, and that changes can be implemented quickly and effectively where there is a strong case for doing so.

8.3 The specific proposals set out in this report are limited changes which fall outside of the statutory process. Despite this, however, part 4 of the guidance requires Local Authorities and / or governing bodies to adhere to the usual principles of public law. They must:

- act rationally;
- take into account all relevant and no irrelevant considerations; and
- follow a fair procedure.

8.4 Section 14 Education Act 1996 requires a local authority to have regard to securing SEN provision is made for pupils with SEN Needs. Following enactment of The Children and Families Act 2014, the local authority retains responsibility for commissioning services for vulnerable children and young people with SEN and to keep such provision for children and young people with SEN and disabilities under review including its sufficiency (s.315 Education Act 1996), and to promote wellbeing and improve quality, working in concert with parents, young people, and providers. The Act is clear that, when considering any re-organisation of provision, decision makers must be clear how they are satisfied that the proposed alternative arrangements will lead to improvements in the standard, quality and/or range of educational provision for children with SEN.

8.5 Consultation has taken place with relevant stakeholders and a summary of consultation outcomes has been published on the Local Offer website as a requirement by the DfE as part of the SEND grant funding allocation.

## **9. Human Resources Implications**

9.1 The proposals will create teaching and learning and support staff employment opportunities and recruitment to these posts will be required following Rotherham Metropolitan Borough Council recruitment procedures for Local Authority maintained provision and Academy Trust recruitment procedures where proposals are linked to Academy status schools.

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

10.1 The additional SEND places created within the borough will give more children and young people the opportunity to access high quality provision closer to home to meet their educational needs.

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

11.1 Section 149 of the Equality Act 2010 requires that public bodies, in exercising their functions, have due regard to the need to:

- i. eliminate discrimination, harassment, victimisation and other unlawful conduct under the Act,
- ii. advance equality of opportunity and
- iii. foster good relations between persons who share a protected characteristic and persons who do not share it.

- 11.2 An Equalities Impact Assessment has been undertaken on the proposed increase in SEND provision. The assessment has not identified any potential for unlawful conduct or disproportionate impact and concludes that all opportunities to advance equality are being addressed. The increase in SEND provision within Rotherham will help to ensure sufficient provision for the increasing numbers of children within Rotherham and ensure that appropriate provision is made within mainstream education where this accords with parental preference. By acting to ensure children in Rotherham have access to a high quality school place, RMBC is promoting equality of opportunity for all children and young people.
- 11.3 The Council must ensure it meets its public law duties when making decisions, including meeting its public sector equality duty. It must consider all relevant information, disregard irrelevant information, act in accordance with the statutory requirements and make its decision in a fair and transparent manner. The Council has consulted on this strategy with the various interested parties cited above. When determining whether to approve the increase Cabinet must take account of these views.
- 11.4 The additional specialist provision will allow more parents and carers to access education for their child within the local area in future years, in an inclusive and innovative learning environment.

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

- 12.1 There will need to be further involvement and engagement with Planning Department, Asset Management Services, Transport services, SEND Specialist Services, Finance Section and Schools and Academies, who will all be engaged and involved in the development of the new provision. This will be overseen by the Strategic School Organisation Group and SEND Board, reporting to the Strategic Director of Children and Young People's Services, Chief Executive and Elected Members as necessary and appropriate.

## **13. Risks and Mitigation**

- 13.1 There are always risks and uncertainties when school place provision is considered, since future pupil numbers are based on estimations. Over provision at one school could influence pupil numbers at other schools. However, current provision is full or over-subscribed and this trend is set to continue, meaning that more pupils are being placed in provision out of authority increasing the financial burden on the High Needs Block.
- 13.2 Local Authorities are obliged, under the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, to provide sufficient education places, promote diversity and increase parental preference.

**14. Accountable Officer(s)**

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

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Michael Wildman	21.12.2017 31.01.2018
Assistant Director of Legal Services	Ruairi Wilson Neil Concannon	12.01.2018

Report Authors: Paula Williams (Head of Service – Inclusion Services)  
Dean Fenton (Head of Service – School Planning, Admissions and Appeals)  
Steven Harrison (Strategic Commissioning Manager – CYPS)  
Robert Holsey (CYPS Asset Manager – Regeneration and Environment)

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

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

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## Appendix 1

### SEND Sufficiency Consultation Report

#### Overview

##### **a) Area**

Rotherham Metropolitan Borough Council commissioned an independent organisation, SEND4CHANGE, to undertake a sufficiency exercise concerned with specialist provision for pupils with special educational needs and/or disability (SEND). Data was gathered by SEND4CHANGE in close collaboration with key officers of the Council from the Inclusion, Pupil Place Planning and School High Needs Finance teams. The main focus of the project has been to assist with projecting future demand for SEND educational provision in the Borough of Rotherham from 2017 to 2021.

##### **b) Introduction**

This consultation statement provides the details of the consultation process undertaken as part of the Rotherham Metropolitan Borough Council (RMBC) proposal to increase the Special Educational Needs and Disability (SEND) provision in the borough, as set out in the SEND Strategy 2017/18

Rotherham Metropolitan Borough Council have undertaken work on the SEND Sufficiency development program since April 2015 and have undertaken a range of consultation activities as outlined below.

The consultations elicited a range of responses which have all been recorded and considered as part of the development of the RMBC SEND Sufficiency program

##### **c) Consultation undertaken**

RMBC's aim was to involve all stakeholders internal, external and in the community as much as possible through this consultation stage and to engage as wide a range of people as possible.

- To involve all stakeholders internal, external and in the community as much as possible through this consultation stage and to engage as wide a range of people as possible using a variety of approaches and communication and consultation techniques.
- To ensure that the consultation events take place at critical points in the process where decisions need to be made.

- To ensure that the results of consultation are fed back to local people and available as soon after the consultation events.
- As part of the requirement to consult and to publish details, a frequently asked questions page will also be added to the local offer site.

The purpose of the consultation was to raise awareness of the proposal to increase the number of SEND school places and provide an opportunity to all interested stakeholders to contribute, with the aim of establishing any concerns and issues affecting the local community and the longer term development of the SEND provision.

Consultation took place from 23<sup>rd</sup> October 2017 to 8<sup>th</sup> December 2017.

**d) Details of stakeholders consulted**

- SEND Specialists including; Autism Communication Team, Inclusion Support Services, Educational Psychology Service, Special School Leadership, Mental Health Services, Childrens Disability Team.
- Focus/Parent Groups, Specialist Groups and Parents 7 Carers including; Rotherham Parents Forum, SEND Information and Advice Support Service, Rotherham PVI Consortium, Young Person's Consultation Forum, Autism Stakeholders Group
- Elected Members, MP's, Parish Councils, Unions
- Schools/FE Colleges/ Private Providers
- Neighbouring Local Authorities and other interested parties

**e) How**

Stakeholders were consulted through various medium and events via the following:

Consultation Activity Date	Consult with	Consultation Method & Activities
27 <sup>th</sup> October 2017	SEND specialists:  Autism Communication Team, Inclusion Support Services, Educational Psychology Service, Special School leadership, Mental Health Services, Children's Disability Team	Email
23 <sup>rd</sup> October	Focus / parent groups, specialist groups, Parents and Carers:	Email - for information to RPCF; SENDIASS; VAR – (Face to Face consultation with

2017	Rotherham Parents Forum, SEND Information and Advice Support Service, Rotherham PVI Consortium Young Person's Consultation Forum, Autism Stakeholders Group	parents and young people sent to CYP Consortium 'Different But Equal Board'  Request made to SENDIASS for a child friendly version.
<b>23<sup>rd</sup> October 2017</b>	Elected Members, MP's, Parish Councils, Unions	Email sent  Members All  MPs  Parish Councils – with follow up letter to Committee Services.  Unions email sent via Committee Service
<b>23<sup>RD</sup> October 2017</b>	Schools All / FE Colleges / Private providers/ Diocesan colleagues	Email - Schools All mainstream  FE colleges and private providers  Early Years providers – SENT to Nursery School settings and Children's Centres
<b>26<sup>th</sup> October 2017</b>	Neighbouring Local Authorities	
<b>26<sup>TH</sup> October 2017</b>	Other interested parties and stakeholders	SEND Local Offer
<b>29<sup>th</sup> November</b>	Parent Carer Forum	Consultation event

### Consultation Responses

The responses from this consultation and focus groups were collated and are captured below:

**12 Email** responses received from the following areas:

2 Professionals  
1 Provider  
4 Schools  
4 Public  
1 Other – Local Authority

The SENDIASS Consultation involved **45 young people aged 3 to 19 (and 23 accompanying parents or staff)** at:

School (8 children, 4 parents, 4 staff members)  
School (22 children, 4 staff members)  
Resource (6 children)  
Telephone consultations (4 children, 4 parents)  
SEND Youth Forum Meeting (5 children, 3 parents, 4 staff members)  
A separate report has been produced.

Parent Carer Forum Consultation

**10 Parents (including members from Parents Forum)**

The following responses were recorded from the above;

*'Firstly, I think it that having a plan around sufficiency, and that it is so well structured is excellent.*

*I would urge that taken into account is staff specialism and ensuring all the right therapeutic services are commissioned to support with regard to the provision is also taken into account. Having specialist speech and language therapists, occupational therapists and educational psychology support can make a massive difference and ensure that needs can be considered holistically by a robust team around the child. When new local specialist provision has been opened in the past this has not always been the case and some of our provisions have needed to close – my view is this has been a factor.*

*I would cite ..... as a good example of a holistic approach working; the external specialist support and specialism from staff has been thought about carefully. There is also real commitment to partnership with families and creative, sensitive outreach.*

*I do feel these are vital factors to be incorporated into the new provisions.'*

*'Fantastic news! '*

*'I am writing to support the proposals for the additional places across Rotherham so that we can better meet the needs of students in the borough. This makes economical sense for the LA but more importantly social and emotional sense for the children and their families.'*

*'Youth and community leaders are paid far to much '*

*'It is a good idea to have more local educational provision.'*

*'However the information only mentions locations and 'types' of provision but there are many other important considerations in my view.*

*One of the (important) things on offer in many of the independent out of area schools in which our local children and young people are placed (out of area) are appropriately trained therapists (sensory trained occupational therapists, general occupational therapists, speech and language therapists, psychologists to name a few). If these new provisions do not have these staff (even if not on site all time they will need to be enough capacity to visit each site regularly) as well as teachers and TA's, then they will not be replacing like for like provision, and these in area 'units' will not be providing all of what the young people need. The type of support and advice provided in the independent schools will not be available from the NHS provision (OT, SALT, psychologist) in our area.*

*I hope that if the units are attached to mainstream schools, then the budgets will be protected and not absorbed into everyday running of the whole school; and also that children will not be forced into mainstream classrooms before they are ready.*

*I also wonder about post 16 provision. This is an area for which there is very little available at present, particularly for those with more complex needs.*

*Consideration also needs to be given to the design of the new provisions and I hope that input will be sought from children, young people and families as well as local practitioners e.g. autism communication team as to what would be a more suitable environment for someone with e.g. autism '*

*'There doesn't seem to be any provision for physically disabled children who need 1 to 1 support in mainstream settings. The Academy chains are making it impossible for children within this group to have the correct provision and support within a mainstream setting. No one is overseeing the inadequate provision provided or even policing it as the Education authority have no jurisdiction over the Academies. Because of this mainstream schools are failing Disabled children even though EHCP plans are in place as they are not being adhered to. Sadly I speak from personal experience and believe this is another group of children who are being failed as mainstream schools battle to keep funding for these children separate to other funding so they can spend on what they want.'*

*'The overall response from participants to the proposals was positive. All participants thought increasing the number of places within Rotherham was good and necessary, and that the proposal of increasing provision in a number of locations throughout the borough had some benefits. Some wondered if less locations, with more children at each, might improve access staff expertise, and to friendship groups (in and out of school) which was the priority for almost all participants.*

*Whilst we expected the topic of transport to the settings to be a major factor, this was rarely raised. Young people did feel that a long journey should be avoided where possible, but were pragmatic about the need to travel to the right school, and therefore this subject does not feature significantly in the report.*

*Participants volunteered their opinions and ideas willingly. Art activities enabled young people with limited verbal capacity to contribute. Participants in general seemed to enjoy the opportunity to communicate their ideas directly to the local authority and were impressed that they were able to ask questions with a promise of an answer.*

*For some children and young people, this consultation may have been their first taste of being asked to share their opinions and thoughts about something such as SEND provision. As such, there were some comments such as "I do think we should have animals but they won't really do it." Some young people showed an awareness of financial and practical restrictions, making comments like "I have loads of ideas, but they will just do whatever's cheapest."*

*The young participants had high aspirations for themselves, and wanted their schools to be places where they might be encouraged to believe their ambitions were possible. The atmosphere was one of hope that this might happen, and an acceptance that this might not. "Don't just say it. Do it"*

*'..... have read the information about supporting children with additional needs and extending their support.*

*The info only seems to relate to children who are of full time school age and does not include or discuss children who are in Early Years. Is there a reason for this?'*

*'The proposals below are an outline and do not constitute the full detail to do with the proposals by ..... to support RMBC with the Sufficiency Plan. We see the value of additional provision in Rotherham based on a site with 70 years of experience and staff fully trained and adaptable. There is a need to retain and extend our provision and we also see the opportunity to widen the scope for pupils to mix and support each other and to be able to develop staff to meet internally a wider level of need and externally to advise and support educational provision to assist them with the challenges in their setting.*

*Newman has pioneered the value, efficiency and quality of additional provision within a Specialist setting. The ..... is not only a high quality, well managed provision but it is also efficiently run and integrated with the main school at ..... School. It provides Rotherham with an exemplar provision and for ..... School it also provides a chance to make a difference with the educational provision across the school, shared expertise in behavioural management and an inclusive approach which is having a major impact on pupil development in both areas of the school. The ..... I believe it would work better and more efficiently if we were able to offer a separate Primary provision for up to 10 places for Complex Needs/ASC adjacent to the current building and run as with ..... within the school setting, but also separate to ensure pupil safety and familiarity. Within this additional provision I think there is capacity to extend beyond 20 the numbers for ..... , within a remodelling of provision on site.*

*I think the sufficiency report for EYFS places is off the mark with 10 places, however more importantly it is off the mark in not addressing the process change around placement that is required. ..... is keen to build upon its excellent EYFS provision and we would welcome a revised brief not only to extend provision to include the additional 10 additional places but to have an assessment role for a number of young people on a short term basis with eventual signposting to either mainstream (with on-going support and outreach) to MLD Special School with an established relationship with ..... for example or for continuity in ..... School. The proposed EYFS provision would be in the ..... which is a separate building and would facilitate quality continuous provision inside and outside. It would offer a separate entrance and would allow a separation between a Special School offer and one similar to a PVI type setting. I have worked with an assessment model before*

*and believe linking with ..... at RMBC we can offer outstanding, integrated and personalised provision. It would also facilitate the opportunity to move our existing provision from the inadequate area and changing facilities to a fit for purpose building.*

*Post 16 and post 19.*

*..... has traditionally accepted young people from a variety of schools whose needs do not fit within an FE provision model. I am committed to developing positive and dynamic 16-25 provision in Rotherham for the long term needs of Employability and Independent Living. Far too many of our young people see the answer to out of area or part-time repetition at FE Colleges in provision which does nothing to provide good outcomes for their adult life in terms of work or independent housing. I would aim for ..... to be the centre of a partnership to facilitate provision with outstanding outcomes for young people. The partnership goal would be to ensure that our young people are always less dependent and where possible fully independent. Costing will always be less if economies of scale are accepted. Therefore the proposal would include MLD, SLD, ASC as well as some PMLD pupils. The provision would be for about 70 16-19 year olds and about 50 19-25 year olds, costings would be at the levels within a school setting or slightly higher if staffing levels are higher for a particular activity. It would include a ..... Supported Internship model and would have strong links to the adult disability team for independent living skills. In addition the provision would include both a social centre for pupils to support their social life and out of college activities and would also enable parents to visit to get advice, support and signposting if and when required. Using ESFA funding the Element 1 and 2 costs would be paid and would represent excellent value for money. I personally have experience in establishing a 19-25 Employability College, a ..... model and working with adult social care to reduce dependency in independent living.*

*In conclusion the offer of ..... to develop EYFS provision, to extend and expand ..... and to lead and co-ordinate 16-25 provision meets the needs of RMBC and offers tremendous value for money for the HNB. It would build on current practice and skills and offer pupils and parents security. It would mean that we could work with RMBC to enhance the building environment to better meet the current pupils as well as expand to meet the new needs of the pupils. We have set out three areas, but we feel that the approach of the school and the Governors mean we are happy to engage in a dialogue to see whether the needs of RMBC and the opportunities at ..... could go beyond the outline case of these three areas.'*

*'It is certainly clear that specialist provision for pupils with special educational needs and/or disabilities in Rotherham is oversubscribed with places in high demand. We recognise this at ..... and would be happy to contribute towards future planning to ensure sufficient places are available to those pupils who require specialist provision. The benefit of extending a current provision is that pupils would benefit from the outstanding elements of an established provision, such as experienced and skilled staff. ..... could offer to increase pupil places by 17% to create an additional 20 places for pupils with ASD and/or complex needs. This would require an initial capital investment for building costs and continued funding in line with current/proposed school funding. On the ..... we have large playground spaces, with large grassed areas and a substantial field that is mainly only used through the spring and summer months due to the ground often being damp. These spaces could potentially be utilized better. In addition to the above suggestions we would also like to move the ..... After a recent site visit and discussions with an independent buildings*

*manager we identified potential areas of school that could either be built around or where new buildings could be added. Potentially the two developments could both alleviate the difficulties of a split site school and help to accommodate some of the growth in numbers of pupils with special educational needs and/or disabilities. .... School is keen to work with RMBC to improve local capacity to meet the needs of a growing population. We are happy to discuss these proposals further if they offer any possible solutions to the provision required as identified in the sufficiency plan. '*

*'Sounds great to have more childrens services. However my concern is that having a son (12) who has been diagnosed asd by Rotherham camhs and discharged because they can only offer a diagnose service, there is no other clear provision for help and support within the borough..... How is situation to change so my son gets his means met? '*

Parents Carer Forum Consultation made a number of points that they wanted to be taken into consideration as work on improving and increasing SEND provision progressed. These were;

- *There is a legacy of scepticism from some parents due to past experiences but they want to work closely with the Local Authority to improve provision moving forward*
- *There should be more challenge to and accountability from mainstream schools and colleges who are not delivering a graduated response for all types of need.*
- *Schools receiving funding for special education should be held accountable for that funding*
- *There is a need for more training as parents feel that some mainstream teachers do not understand the needs of SEND children, in some cases, the basic knowledge of a need is absent.*
- *There needs to be a culture change around education so that inclusive schools are recognised for their work, in the same way that schools are recognised for their work to improve academic standards*
- *There is a strong feeling amongst parents that the system within mainstream needs to change or the need for specialist places will continue to rise.*
- *Children should be able to access provision which ensures they can reach their academic potential, even if they have additional or special needs.*
- *Would like to do a piece of work that investigates what improved and 'good' SEND provision would look like for parents and children.*
- *There is no mention of bespoke packages in the plan to increase places and how they fit in*
- *There was no description in the plan of what staffing in the increased provision will look like*
- *Access to therapies is vital for schools to put in place for children*
- *There was agreement in the room that more provision is needed for children and young people with autism who are able.*
- *Too much of an increase in special provision will look like segregation rather than inclusion*
- *Parents stated they would be happy with less 'special' provision if the offer within mainstream was of higher quality.*

- *There needs to be more work on the post 16 offer which is felt to be very poor in Rotherham by parents*
- *Parents need to know the LA is listening to their concerns about mainstream education*
- *Is there any scope for schools who provide good inclusive education to be financially rewarded?*
- *There is no mention of any additional provision for severe dyslexia*
- *We need to consider how the use of personal budgets can contribute to a better offer*
- *Parents wished to express their concern over the challenges faced by mainstream schools in relation to academic outcomes, and the difficulty this can cause when trying to be inclusive.*
- *We should use this opportunity to replicate good practice within and outside the LA to ensure children can access quality in borough.*
- *There is an acknowledgement from parents that to make the culture change that is needed to improve the whole system will take some time but they are keen to work together to do this.*

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Public Report  
Cabinet and Commissioners' Decision Making Meeting

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### **Summary Sheet**

#### **Name of Committee and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

#### **Report Title:**

Budget and Council Tax 2018/19

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

Yes

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

Judith Badger, Strategic Director of Finance and Customer Services

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

Graham Saxton, Assistant Director Financial Services  
01709 822034 or [graham.saxton@rotherham.gov.uk](mailto:graham.saxton@rotherham.gov.uk)

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

All

### **Executive Summary**

This report proposes the Council's Budget and Council Tax for 2018/19 based on the outcome of the Council's Provisional Local Government Financial Settlement, budget consultation and the consideration of Directorate budget proposals through the Council's formal Budget and Scrutiny process (Overview and Scrutiny Management Board) alongside a review of the financial planning assumptions within the Medium Term Financial Strategy.

In setting the proposed 2018/19 Budget, Cabinet are asked to recommend to Council an increase of 2.99% in the Council's basic Council Tax and a further 3% increase for the Adult Social Care precept; a combined increase of 5.99% for 2018/19.

Although this report contains proposals to balance the revenue budget for 2018/19, work is ongoing to bring forward proposals to address the challenging financial position for future years and to enable the Council to establish a clear and sustainable financial plan which addresses the estimated £30m financial gap that remains over the next two years (2019/20 to 2020/21).

This Budget has focussed on continuing to protect and support Rotherham's most vulnerable children and adults whilst trying to ensure that a wide range of services continue to be provided to all residents. As such there are no new savings to come from Adult Social Care and a continuation of the investment in Children's

safeguarding as approved by Council in 2017 with no savings required from Children's safeguarding services. The Budget recognises the ongoing demand pressures on both Children's and Adult Social Care services but also that to continue to spend at current levels on these services is unaffordable in the long term. There is therefore no additional base budget funding for these services and the current demand pressures are to be managed within the Council's overall resources until such time as the costs can be reduced to levels more representative of other authorities.

The Budget provides sufficient funding to maintain payment of the Joseph Rowntree Foundation Living Wage rate for the Council's own lowest paid staff and continues to provide funding to help to partially mitigate the impact of Welfare Reform on the most vulnerable through the provision of a budget for food parcels and crisis loans. Whilst changes to the Council Tax Support Scheme have been recently approved by Council, the amended scheme continues to protect those on the very lowest incomes.

There have been substantial savings from central and corporate budgets and also a range of general efficiencies identified following a thorough review of all budgets. There are also a number of investment and income generation proposals including the development of a caravan park at Rother Valley Country Park to complement the Gullivers development.

The Budget includes the maximum Adult Social Care Precept in order to maximise resources to directly support Adult Social Care and the maximum Council Tax increase allowable in order to minimise adverse impact on services and also to ensure there are resources set aside to enable genuine consideration of the feedback from the public on the recent Waste Review. The Budget also maximises the allowable flexibilities in the use of capital receipts to support the revenue budget. The Capital Programme has funding allocated to allow for the continuation of annualised and essential investment and also includes the addition of a small number of highways schemes plus funding for items that will make a difference to residents in terms of public realm such as improvements in pavements, CCTV cameras to deal with fly tipping and other environmental crime and the provision of larger or different public litter bins.

The Budget has been exceptionally challenging given the requirement to save £162m over the last 7 years since 2011/12, mainly as a result of a reduction in Government funding. Given that over half of the Council's budget is spent on Childrens and Adults Services with increasing demand nationally in these services, the need to eliminate the current overspends in these areas and to find a further £30m over the following 2 years, the next few years will prove very challenging for the Council.

## **Recommendations**

That Cabinet recommend to Council:

- Approval of the Budget and Financial Strategy for 2018/19 as set out in the report and appendices, including the need to deliver £15.1m of budget savings and a basic Council Tax increase of 2.99%.

- Approval that the £965k additional Council Tax income generated from 1% of this increase is earmarked for kerbside collection of plastic waste and that the final decision on the operational model for waste services be determined by Cabinet following analysis of the public responses to the consultation and related options.
- Approval of the Government's proposals for the maximum Adult Social Care precept of 3% on Council Tax for 2018/19 to fund additional costs in relation to Adult Social Care Services.
- Approval that the precept figures from South Yorkshire Police Authority, South Yorkshire Fire and Rescue Authority and the various Parish Councils within the Borough be incorporated, when known, into the recommendation to the Council on 28th February 2018.
- That an updated Medium Term Financial Strategy (MTFS) is brought back to Cabinet in 2018/19 after the accounts for 2017/18 have been closed.
- Approval of the proposed use of reserves as set out in Section 3.5, noting that there may be a variation subject to the Final Local Government Finance Settlement and that the final determination will be approved as part of reporting the outturn for 2017/18.
- Approval that any changes resulting from the Final Local Government Finance Settlement be reflected in the Budget report to Council on 28<sup>th</sup> February with the balance of any change being reflected in a change in the required use of reserves.
- That it notes and accepts the comments and advice of the Strategic Director of Finance and Customer Services (Section 151 Officer), provided in compliance with Section 25 of the Local Government Act 2003, as to the robustness of the estimates included in the Budget and the adequacy of reserves for which the Budget provides (Section 3.9).
- That it notes the consultation feedback from the public, partners and trade unions following publication of Directorate budget savings proposals on the Council's website for public comment from 6<sup>th</sup> December 2017 to 4<sup>th</sup> January 2018 (Section 5).
- Approval that all Council Fees and Charges are increased for 2018/19 by the September CPI increase of 3% other than Fees and Charges which are determined by national statute and that lists of all proposed fees and charges for 2018/19 are submitted to Cabinet in March for approval.
- Approval to the proposed increases in Adult Social Care Provider contracts as set out in Section 3 of the report.
- Approval to use £200k of the Local Welfare Provision balance of grant funding to continue arrangements for Crisis Loan Support as set out in Section 3 of the report.

- Approval to the carry forward into 2018/19 of any unspent balances of funding for the Community Leadership Fund and Delegated Ward Revenue Budgets.
- Approval of the use of in-year Capital Receipts up to 2020/21 to maximise capitalisation opportunities arising from service reconfiguration to deliver efficiencies and improved outcomes for clients and residents, and thereby minimise the impact of costs on the revenue budget as included in the Flexible use of Capital Receipts Strategy 2018/19 (Appendix 4).
- Approval of the proposed Capital Strategy and Capital Programme as presented in Section 3.7 and Appendices 2A to 2E, to a value of £248m for the General Fund and £177m for the HRA. This requires prudential borrowing of £65m to fund non-HRA schemes over the five year period, for which provision has been made in the revenue budget for the associated financing costs.
- That the approved Capital Strategy budget be managed in line with the following key principles:
  - (i) Any underspends on the existing approved Capital Programme in respect of 2017/18 be rolled forward into future years, subject to an individual review of each carry forward to be set out within the Financial Outturn 2017/18 report to Cabinet.
  - (ii) In line with Financial Regulation 13.8, any successful grant applications in respect of capital projects will be added to the Council's approved Capital Programme on an ongoing basis.
  - (iii) Capitalisation opportunities and capital receipts flexibilities will be maximised, with capital receipts earmarked to minimise revenue costs.
  - (iv) Decisions on the financing of capital expenditure for individual capital projects are delegated to the Council's Section 151 Officer.
- Approval of the Treasury Management Matters for 2018/19 as set out in Appendix 3 of this report including the Prudential Indicators, the Minimum Revenue Provision Policy, the Treasury Management Strategy and the Investment Strategy

### **List of Appendices Included**

Appendix 1 – Summary of Directorate Budget Savings Proposals 2018/19 – 2019/20

Appendix 2A – Capital Strategy and Capital Programme 2017/18-2020/21- Proposed additions to the General Fund Capital Programme

Appendix 2B/C – Detailed General Fund Capital Programme 2017/18 – 2021/22 by Project and funding summary

Appendix 2D/E –	Detailed HRA Capital Programme 2017/18 – 2021/22 by Project and funding summary
Appendix 3 –	Treasury Management Matters
Appendix 4 –	Flexible use of Capital Receipts Strategy 2018/19
Appendix 5 –	Statutory Resolution of Council Tax 2018/19. ( <i>This information is not available in time for the Cabinet Report but will be included in the Budget Report to Council on 28 February 2018</i> ).
Appendix 6 –	Reserves – value and use
Appendix 7 –	Consultation Report

### **Background Papers**

- Council Tax Base Report 2018/19 – Council 24<sup>th</sup> January 2018
- Housing Rents 2018/19 – Council 24<sup>th</sup> January 2018
- Provisional Local Government Financial Settlement – 19th December 2017
- Budget and Council Tax 2017/18 Report – Council 8<sup>th</sup> March 2017
- October Financial Monitoring Report and Update on the Council's Medium Term Financial Strategy 2019/20 – Cabinet 11<sup>th</sup> December 2017
- December 2017/18 Financial Monitoring report – Cabinet 19<sup>th</sup> February 2018
- Mid-Year Treasury Management and Prudential Indicators Monitoring Report 2017/18 – Audit Committee 21<sup>st</sup> November 2017
- CIPFA – The Prudential Code for Capital Finance in Local Authorities 2011 (as amended 2012) and related Guidance Notes 2013
- Service Budget Options Documents

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

Overview and Scrutiny Management Board (OSMB) meetings – 7th, 14<sup>th</sup> & 20th December 2017, 10<sup>th</sup> January and 14<sup>th</sup> February 2018  
Council – 28<sup>th</sup> February 2018

### **Council Approval Required:**

Yes

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

No

## Budget and Council Tax 2018/19

### 1. Recommendations

That Cabinet recommend to Council:

- 1.1 Approval of the Budget and Financial Strategy for 2018/19 as set out in the report and appendices, including the need to deliver £15.1m of budget savings and a basic Council Tax increase of 2.99%.
- 1.2 Approval that the £965k additional Council Tax income generated from 1% of this increase is earmarked for kerbside collection of plastic waste and that the final decision on the operational model for Waste Services be determined by Cabinet following analysis of the public responses to the consultation and related options.
- 1.3 Approval of the Government's proposals for the maximum Adult Social Care precept of 3% on Council Tax for 2017/18 to fund additional costs in relation to Adult Social Care Services.
- 1.4 Approval that the precept figures from South Yorkshire Police Authority, South Yorkshire Fire and Rescue Authority and the various Parish Councils within the Borough, be incorporated, when known, into the recommendation to Council on 28th February 2018.
- 1.5 That an updated Medium Term Financial Strategy (MTFS) is brought back to Cabinet in 2018/19 after the accounts for 2017/18 have been closed.
- 1.6 Approval of the proposed use of reserves as set out in Section 3.5, noting that there may be a variation subject to the Final Local Government Finance Settlement and that the final determination will be approved as part of reporting the final outturn for 2017/18.
- 1.7 Approval that any changes resulting from the Final Local Government Finance Settlement be reflected in the Budget report to Council on 28<sup>th</sup> February with the balance of any change being reflected in a change in the required use of reserves.
- 1.8 That it notes and accepts the comments and advice of the Strategic Director of Finance and Customer Services (Section 151 Officer), provided in compliance with Section 25 of the Local Government Act 2003, as to the robustness of the estimates included in the Budget and the adequacy of reserves for which the Budget provides (Section 3.9).
- 1.9 That it notes the consultation feedback from the public partners and trade unions following publication of Directorate budget savings proposals on the Council's website for public comment from 6<sup>th</sup> December 2017 to 4<sup>th</sup> January 2018 (Section 5).
- 1.10 Approval that all Council Fees and Charges are increased for 2018/19 by the September CPI increase of 3% other than Fees and Charges which are

determined by national statute and that lists of all Fees and Charges proposed for 2018/19 are submitted to Cabinet in March for approval.

- 1.11 Approval to the proposed increases in Adult Social Care Provider contracts as set out in Section 3 of the report.
- 1.12 Approval to use £200k of the Local Welfare Provision balance of grant funding to continue arrangements for Crisis Loan Support as set out in Section 3 of the report.
- 1.13 Approval to the carry forward into 2018/19 of any unspent balances of funding for the Community Leadership Fund and Delegated Ward Budgets
- 1.14 Approval of the use of in-year Capital Receipts up to 2020/21 to maximise capitalisation opportunities arising from service reconfiguration to deliver efficiencies and improved outcomes for clients and residents, and thereby minimise the impact of costs on the revenue budget as included in the Flexible use of Capital Receipts Strategy 2018/19 (Appendix 4).
- 1.15 Approval of the proposed Capital Strategy and Capital Programme as presented in Section 3.7 and Appendices 2A to 2E, to a value of £248m for the General Fund and £177m for the HRA. This requires prudential borrowing of £65m to fund non-HRA schemes over the five year period, for which provision has been made in the revenue budget for the associated financing costs.
- 1.16 That the approved Capital Strategy budget be managed in line with the following key principles:
  - (i) Any underspends on the existing approved Capital Programme in respect of 2017/18 be rolled forward into future years, subject to an individual review of each carry forward to be set out within the Financial Outturn 2017/18 report to Cabinet.
  - (ii) In line with Financial Regulation 13.8, any successful grant applications in respect of capital projects will be added to the Council's approved Capital Programme on an ongoing basis.
  - (iii) Capitalisation opportunities and capital receipts flexibilities will be maximised, with capital receipts earmarked to minimise revenue costs.
  - (iv) Decisions on the financing of capital expenditure for individual capital projects are delegated to the Council's Section 151 Officer.
- 1.17 Approval of the Treasury Management Matters for 2018/19 as set out in Appendix 3 of this report including the Prudential Indicators, the Minimum Revenue Provision Policy, the Treasury Management Strategy and the Investment Strategy.

## 2. Background

**This section of the report incorporates the following financial matters related to the Budget and Financial Strategy for 2018/19 and the medium term, which need to be considered by Council.**

- 2.1 Local Context – Government Intervention & the impact on the Council of Public Sector Funding Cuts.
- 2.2 Revenue Budget Position 2017/18 – as at December 2017.
- 2.3 Provisional Local Government Finance Settlement 2018/19.
- 2.4 Approach to the Budget Strategy for 2018/19 and the Medium Term Financial Plan to 2020/21.
- 2.5 Fees and Charges.

### 2.1 Local Context

- 2.1.1 The Council has made significant progress since the findings of Professor Alexis Jay were reported in August 2014 followed by an 'Inadequate' Ofsted report in November 2014 and the devastating findings of the Corporate Governance Inspection reported in February 2015. With significant progress made against the Improvement Plan, the Government appointed Commissioners now only retain responsibility for Children's Social Care with a 'Power of Direction' over Adult Social Care and Domestic Abuse. All other services are back under the democratic control of the Council. In September 2017 the Council's external auditors gave the Council an unqualified Value for Money opinion for the first time in 3 years reflecting the strengthened Governance arrangements within the Council and in January 2018 the Council received an Ofsted rating of 'Good' demonstrating the significant improvement in the Council's approach and practice over recent years in relation to Children's Social Care. The intervention is due to end completely in March 2019.
- 2.1.2 However, this improvement has come at a high financial cost. Over £20m p.a. has been invested in Children's Social Care and whilst it can be demonstrated that the investment is achieving what was intended, the service continues to overspend on this increased budget as more children than anticipated have been identified as requiring care and protection by the local authority, many with particularly complex needs. This has had a knock on impact on legal costs and led to a need for more childcare solicitors, putting additional pressure on corporate budgets. The current high cost of Adult Care arrangements and the progression of the modernisation of this service alongside an aging population has meant that Adult Care budgets are also under severe pressure and the timing for delivery of previous savings plans have had to be re-profiled across a longer period of time. The demand pressures on care services in Rotherham reflect the national picture being experienced across the country with these services consuming an increasing proportion of the Councils' available resources. Whilst the national picture reflects Rotherham's position, this knowledge does not resolve the problem or change the fact that resources are insufficient to sustain the demand without severe impact on services provided by other areas of the Council in the future.
- 2.1.3 All of these factors have been taken into consideration in the development of the Budget for 2018/19 and the setting out of the Medium Term Financial Plan

to 2020/21. The Council remains committed to protecting the most vulnerable Children and Adults and to delivering improved value for money but cannot sustain such high costs beyond the short to medium term. Therefore this budget reflects an expectation that social care services will, over time, need to be delivered within a financial envelope that more closely reflects the national unit cost position and bring down unit costs significantly.

- 2.1.4 Over the last 7 years from 2011/12 to 2017/18, the Council has had to make ongoing savings of £162m, mainly as a result of the financial reductions imposed on local government as part of the Government's austerity programme. For 2018/19 the Council is required to save a further £15.1m. This report contains the budget proposals to meet the significant challenge in 2018/19 and sets the direction for further savings through to 2020/21.
- 2.1.5 In developing this Budget, much work has been carried out to target efficiency savings and also to maximise income generation opportunities in order to minimise the impact on front line services to the public. There has been an in-depth review of all financial planning assumptions, a line by line assessment of all corporate budgets and consideration of budget risk. As a result only £5.3m of the £15.1m proposed savings are from service change or reduction. These are set out in summary in Table 4 and listed at Appendix 1 with the individual documents available as background papers.
- 2.1.6 The expected outturn financial position for 2017/18 has been taken into account along with the level of reserves and opportunities to manage risk within the budget. The final position will not be known until after the financial year end so following closure of the 2017/18 accounts by 31<sup>st</sup> May, a financial update report will be brought to Cabinet.
- 2.1.7 One of the Council's key priorities within its budget strategies in recent years has been to limit the impact of the cuts on services for the most vulnerable people and those in need whilst continuing to ensure delivery of universal services. This remains a priority, but it is also important to recognise that this commitment is becoming increasingly difficult to sustain in the face of the ongoing funding reductions. The Council's vision, as set out in the Corporate Plan, sets out four headline priorities, all of which aim to protect the most vulnerable in Rotherham and provide greater opportunities for more people to prosper, namely: *every child making the best start in life; every adult secure, responsible and empowered; a strong community in a clean, safe environment; and extending opportunity, prosperity and planning for the future.* This vision remains in place and relevant for this Budget.
- 2.1.8 The further cross-cutting theme, to be a *modern and efficient Council*, also remains valid and applies to service change and improvement work across the Council. The Customer Services and Efficiency Programme is one of the key drivers to this development alongside the specific work being carried out in the Social Care Services.
- 2.1.9 In meeting the year on year significant financial challenges presented, the Council has previously demonstrated a successful track record in delivering its financial plans. However, over the current year (2017/18) it has become clear that this is becoming increasingly difficult to sustain without impact on

services to residents and whilst the Council will continue to drive savings through continued modernisation and efficiency and improving value for money for Rotherham residents, it is not possible to commit to future delivery of the full range of services currently provided.

## **2.2 Revenue Budget Position 2017/18**

- 2.2.1 The December revenue financial monitoring position, reported elsewhere on this Cabinet agenda, shows a forecast outturn of £992k. The financial monitoring report notes that further reviews of all central services budgets and provisions will take place as part of finalising the Council's financial position for 2017/18. It is anticipated that these final reviews alongside continued strong controls on spend for the remainder of the financial year will achieve a balanced financial outturn for 2017/18.
- 2.2.2 Total Directorate budget savings agreed for 2017/18 were £17.3m. Some of these savings totalling £6.8m have not been able to be delivered as planned in the current year and have been re-profiled for future years.
- 2.2.3 Whilst some alternative savings have been identified to mitigate the impact of the delayed delivery of these savings, a combination of the shortfall in savings and a continuation of escalating demand within Children's and Adults Services has resulted in a forecast £10m overspend on Directorate budgets.
- 2.2.4 The 2017/18 budget remains under close scrutiny with monthly monitoring reports and updates being provided to the Strategic Leadership Team (SLT) and Cabinet Members.

## **2.3 Provisional Local Government Settlement 2018/19**

- 2.3.1 Table 1 below shows the Provisional Local Government Settlement for the Council announced on 19th December 2017. The Final Settlement is anticipated early February.

**Table 1 – Provisional Settlement 2018/19**

	<b>Provisional Settlement</b>
	£'000
Revenue Support Grant	21,923
Business Rates Top Up	28,295
<b>Provisional Settlement – Government Funding</b>	<b>50,218</b>
Business Rates Retained – Council's Estimate	34,623
<b>Provisional Settlement – Total RSG &amp; Business Rates</b>	<b>84,841</b>

- 2.3.2 Within the Provisional Settlement figures the Government has recalculated the values of Business Rates Top Up grants to reflect updated information from the Valuation Office Agency with regard to the impact of the 2017 revaluation of Business Rates. This has resulted in a reduction of £222k to the

Council's top-up grant for 2018/19 which is reflected in the above figures. The government is also applying this adjustment retrospectively to 2017/18 top up grants and will claw back a further £222k grant related to 2017/18 in 2018/19. A provision for this clawback will be made in the 2017/18 financial accounts.

2.3.3 The Government has also restricted the increase in Business Rates for 2018/19 to the September year on year increase in the Consumer Prices Index (3.0%) rather than the standard application of the Retail Prices Index which showed a 3.9% increase. Councils are being compensated for the impact of the difference between the indices on both Business Rates Income Retained and Top Up Grant by means of a S31 Grant payment and is included within the total S31 grant payments below.

2.3.4 Other Provisional Settlement related resources are shown in Table 2 below. The Final Settlement for 2018/19 is expected to be announced in early February. Any variations to the Provisional Settlement will be dealt with through reserves.

**Table 2 - Further Provisional Settlement Resources 2018/19**

<b>Funding Source</b>	<b>£'000</b>
New Homes Bonus	3,013
Business Rates: Section 31 Grants and Multiplier Cap compensation	4,135
Business Rates: Renewable Energy	168
Business Rates: Enterprise Zone	543
Business Rates Administration	300
Public Health Grant (ring-fenced)	16,304
Improved Better Care Fund	10,104
Housing Benefit Administration Grant	985
Local Council Tax Support Administration Subsidy	409
<b>TOTAL</b>	<b>35,961</b>

2.3.5 In addition to the above the Council also receives funding for allocation to schools. From April 2018 there are a number of significant changes to the schools funding system. The Dedicated Schools Grant (DSG) is now split into four blocks and each block will be determined by a separate national funding formula:

- The Schools Block for 2018/19 is based on pupil numbers taken from the October 2017 census with funding calculated by separate primary and secondary units of funding, plus an amount based on historical information for growth, premises and mobility. The Primary unit of funding is £3,958.54 and the Secondary unit is £5,462.37.
- The rate per pupil for the Early Years Block remains unchanged at £4,085.00 following the introduction of a new national Early Years funding formula in 2017/18.

- The High Needs Block is now calculated by the following :
  - A basic entitlement per pupil, using pupils who attend special schools and academies in the local authority, and;
  - A historic spend factor plus proxy indicators of deprivation, health and disability and low attainment relating to the 2-18 year old population.
- The Central Services Block is a newly created block for 2018/19 and comprises of funding for ongoing statutory responsibilities of the local authority.

2.3.6 School's Pupil Premium is additional funding provided to schools, the value of which is based on 3 elements:

- 'Disadvantaged Premium' will continue to be £1,320 per pupil for Primary School children and £935 for Secondary School children, the same as in 2017/18. Pupils who have been eligible for Free Schools Meals in the last 6 months will attract this premium.
- The Looked After Children Premium for children who have been looked after for one day or more, and including children who have been adopted from care or who leave care under a special guardianship or residence order (referred to as Pupil Premium Plus), will be £2,300 per eligible pupil, up from £1,900 in 2016/17.
- The Service Child Premium which funds children of Armed Services personnel remains at £300 per pupil.

2.3.7 Year 7 Literacy and Numeracy Catch-up Premium is an additional resource for schools directed at additional literacy and numeracy catch-up support during Year 7. In 2017/18 schools were allocated £500 for each pupil not achieving level 4 at Key Stage 2 in reading and/or maths. The rate per eligible pupil is to be confirmed early in 2018.

2.3.8 Devolved Formula Capital funding for Schools is estimated at £348k for 2017/18. The allocation for 2017/18 was £1.949m.

2.3.9 Sixth form funding from the Education Funding Agency (EFA) is yet to be confirmed. (2016/17 was £2.667m).

#### **2.4 Approach to the Budget for 2018/19 and the Medium Term Financial Strategy to 2020/21**

2.4.1 During 2016/17 the Council set the strategic framework to support the development of the budget for 2017/18 through to 2019/20, and in particular the approach to developing investment and savings options to address the funding gap to 2019/20. The proposed approach was designed to ensure that investment and savings options are not considered in isolation or directorate silos, but instead contribute to the principles and priorities as set out within the Corporate Plan and Medium Term Financial Strategy. Throughout 2017/18 this approach has been developed further and has helped in the development of budget options for 2018/19 and beyond. The approach remains valid into the future and is described further below.

2.4.2 Rotherham MBC has previously had a track record of delivering significant savings but the challenge has increased considerably in recent years with the service and governance improvements required and implemented since the Jay and Casey reports of 2014 and 2015 and with the continuing trajectory of increasing demand on social care services. This has meant that the cost of maintaining and improving services has increased whilst funding has reduced. Since 2011 the Council has had to make savings of £162m and has reduced its headcount by 1,800 staff (over 1,000 full time equivalent staff), whilst minimising the tax burden on households as much as possible when real term incomes for Rotherham residents have not been increasing. As set out below, the Council, like other Councils, is facing ongoing and increasing financial challenges. Further reductions in Government funding as a result of its deficit reduction plans; rising cost pressures such as 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 all contribute to the financial challenges ahead.

2.4.3 This budget challenge means that the Council must be responsible in its budget setting approach, prioritising investment and savings proposals that best contribute to the Council's priorities and the needs of Rotherham's residents, and ensure that best value is demonstrated across the breadth of Council services.

2.4.4 However, whilst the Council is inevitably becoming *smaller in size*, the strategy for the future continues to ensure that the Council is *bigger in influence*. This means a changing role for the Council. Stronger civic leadership, greater collaboration, integration and shared services with other public services are all progressing and will continue to do so. It also means a new social contract between residents and the Council that 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. It also means a clear focus and prioritisation of resource – and in some cases stopping doing things that the Council has traditionally done before.

2.4.5 It is also important to underline the continuing spending power of the Council despite funding cuts. With a current proposed revenue budget of £215.070m in 2018/19, the Council will remain a key lever for growth and investment in Rotherham and the wider Sheffield City Region. The challenge is to ensure the sustainability of the Council to deliver services, keep the Council Tax rate as low as possible for residents and deliver against the Council's stated priorities. This means making carefully considered investment and savings decisions through to 2021 and in some cases making real cuts and reductions in service provision. The Capital Programme updated within this report includes £425m of capital investment over the 5 years 2017/18 to 2021/22.

2.4.6 This budget strategy is set against the particular demand pressures and cost challenges facing Rotherham. In part these pressures arise from the good news that more new homes are being built in Rotherham, attracting more people into the area. But this impacts on the provision of universal services such as environment and waste services. Residents are living longer, but with more long term conditions which is stretching already squeezed health

and social care budgets. Rotherham's schools are performing well but this is placing strain on the school budgets and much work has been done and continues to develop a sustainable approach for the dedicated schools grant budget which has also been under increasing pressure.

2.4.7 The particular challenges factored into the budget strategy for investment and savings include:

- **Demographic changes** – Using ONS population projections, Rotherham's population is forecast to grow by 4,500 or 1.7% between 2017 and 2022. However this population growth is within particular age groups likely to increase pressure on Council services, especially social care. This includes a significant rise in the over 75 population, by 19% from 22,600 to 27,000, including a rise in the over 85 population by 17% from 6,000 to 7,100. Within the older population a significant proportion are living with frailty and other long term conditions. For example, on average Rotherham men live for 18 years and women 26 years with poor health. At the other end of the age spectrum, there is a forecast increase of 1,300 (or 3.9%) of the predominantly school age (5-15) population. Only by changing the way the Council delivers support to older people in Rotherham, particularly focusing on connecting people to community assets to keep people as independent as possible for as long as possible and integrating care pathways with the Clinical Commissioning Group (CCG) and acute service providers, will it be possible to respond to this increasing demand and deliver high quality care. This means joining up health, housing and social care services more effectively and much work has progressed in this regard with strong relationships developed to ensure better outcomes for residents.
- **Increasing safeguarding costs, particularly with children and young people** – As the Council has transformed the way it delivers children's services and has pressed ahead with becoming a child centred borough, there has been a corresponding increase in the numbers of Looked After Children in Rotherham and this increase is continuing. Analysis last year suggested that without further investment and intervention the LAC population would continue to rise from 489 (as at December 2016) by 48 per year. At the time of writing this number has reached 605 despite the investment and interventions which have prevented this figure being even higher. The budget challenge remains to safely and sustainably reduce the LAC population through the investment agreed in 2016 and 2017 and to provide coordinated early help, targeted and evidence based early intervention, and drive down the unit costs of high cost placements where it is safe to do so.
- **Poor health, low incomes and worklessness** – Rotherham is one of the 20% most deprived districts/unitary authorities in England and about 24% (12,340) of children live in low income families. Life expectancy for both men and women is lower than the England average and within the Borough, life expectancy is 9.5 years lower in the most deprived areas compared with the least deprived areas. Worklessness is concentrated in particular local neighbourhoods of the Borough predominantly near the town centre. Today, Rotherham has 13,040 residents claiming sickness

benefits, of which 75% have been claiming for more than 2 years (9,780), despite the economic gains in the City Region. Within these claimants, almost half are as a result of mental and behavioural disorders. The budget challenge is to leverage the investment at a city region and national level directed at employment support, including the forthcoming Work and Health Programme. Similarly, the Council must make the most of its investment in public health interventions (such as drug and alcohol and mental health services) and other levers at its disposal (including housing) to ensure that employment is at the front and centre of wider health and social support services in Rotherham.

- **A productivity gap, predominantly due to low skills, with competitor Boroughs and regions** - Skills already account for the significant gap in productivity between Rotherham and the Sheffield City Region and the South East of England. Within Rotherham, 35% of people aged 16-64 have no qualifications or are qualified to below NVQ level 2 (Dec-16). Forecast employment patterns suggest that the move towards higher level skills requirements will only increase over the next ten years. The Rotherham Together Partnership is ensuring the coordination of all partners to develop a skills and employment strategy to support this overall approach. The budget challenges include continuing to drive educational attainment in Rotherham schools so that young people are equipped with the skills in demand by the workforce of tomorrow and to maximise the benefit gained from the £700k Apprenticeship Levy contribution. This Government levy has been introduced with a target that 2.3% of the workforce (for organisations with more than 250 employees) should be apprentices. For the Council this would be around 125 apprentices.
- **Changing expectations and perceptions of public services** – Residents and communities are becoming more informed, and more assertive, demanding more flexibility and in some cases choice of provider. Expectations for public services now mirror features typically attributed to private sector services – delivery, timeliness, information, professionalism, and staff attitude, often on a 24/7 basis. The budget challenge is to respond to these changes through a faster paced transformation of the Council's corporate core, building the enabling functions to make the council more efficient and effective. Much work has been undertaken over the last year and will continue into 2018/19. However, there must also be an increase in the active involvement of local residents and communities so that they are better able to help themselves and each other, through a strength and asset based approach to delivery of services such as adult social care and children's services.
- **Changing access routes and shift to different technology and media** – The speed of development of new forms of communication, information sharing and data processing enables people to work, learn, socialise and connect in different ways. Public services are struggling in many cases to keep pace with different ways of choosing, accessing and using public services but the Customer Services and Efficiency Programme launched during 2017/18 will be an important mechanism for delivering on this challenge. The budget challenge is to drive the pace of change to digital

and digital assist, rationalising out-dated delivery models whilst ensuring accessibility for all.

2.4.8 The budget strategy for 2018-2021 also reflects the potential impact of the devolution deal, which includes a commitment from Government to provide an additional £30m per year for 30 years to the SCR, as well as wider funding and powers. Whilst the position in relation to this remains uncertain it is anticipated that a devolution agreement would positively impact on the budget in terms of:

- Increasing funding in the drivers for growth, including skills, infrastructure, housing and transport, directly benefiting Rotherham residents, enabling Rotherham's regeneration resources and budget to go further.
- Stronger City Region working and collaboration, which, when taken on a case by case basis, will enable efficiency gains to be made where services are duplicated or where centres of excellence can be established.
- Increased (and retained) business rate income as a result of faster economic growth facilitated by better business support and infrastructure, such as ultra-fast broadband.

2.4.9 Whilst these upside opportunities as a result of the devolution agreement are unquantified at the moment, the Council will continue to work closely with the LEP and City Region colleagues to factor forecasts into the ongoing budget work where possible. Similarly, work continues to identify further collaboration / shared services opportunities where it makes sense for Rotherham to do so.

2.4.10 The health and social care landscape continues to evolve at a City Region level, with a greater focus on the integration of health and social care to improve outcomes and address the considerable system wide budget challenge. Within Rotherham, work remains focused on locality working to ensure that the health and social care system is safe and sustainable, and addresses key budget challenges such as unplanned admissions to residential care and delayed discharge.

2.4.11 Last year a set of 5 budget principles were developed to guide decision making and ensure the budget and associated investment/savings options are focused, coherent and reflect the wider priorities of the Borough. During 2017 an additional principle was identified making 6 principles in total and this has been included in this section of the report. The principles are outlined below, including the particular strategic priorities in developing options to address the funding gap, ensuring that Rotherham's public services are sustainable, affordable and fit for the future.

***1) Keep residents, particularly vulnerable children and adults, safe from harm and enable more people to live independently for longer***

2.4.12 The biggest areas of spend in the Council are adult and children's social care services. Significant investment has been made in the delivery of the Children's Improvement Plan and this has already produced significant improvements but demand continues to increase negating some of the impact of these investments. LAC numbers will only begin to decrease in the medium term as the impact of early help and more targeted earlier

intervention takes effect. The demographic pressures highlighted above will continue to put pressure on adult care services. However unless demand for high cost care packages can be reduced, particularly reactive and unplanned spend, the Council will be unable to deliver the wider budget priorities. This requires increased collaboration across different areas of Council spend, including specialist housing, public health and the role of the voluntary and community sector. The strategic approach is therefore to:

- Continue to strengthen early help and early intervention work with both children and adults to prevent complex problems escalating, collaborating with partner agencies in Rotherham to deliver support in a joined up, sequenced and integrated way;
- Collaborate with City Region and CCG commissioning partners to integrate health and social care work at a locality and local neighbourhood level, reducing unplanned admissions to residential care and strengthening step down care provision;
- Further develop an asset and strength based approach to engaging and supporting residents and communities, working with children and families rather than doing things for them, providing high support and high challenge and empowering children and families to make positive decisions about their lives;
- Focus on identifying alternative delivery models for very high cost cohorts across learning disabilities, children and adults, ensuring best value is achieved from commissioned services and explore the latest commercial vehicles such as social investment and outcome based contracting;
- Ensure public health provision is integrated with the wider health, care and wellbeing priorities of the Council, including for example ensuring sufficient prioritisation and focus on employment as a meaningful outcome. The Council will also explore alternative investment and delivery models to ensure maximum value is gained from our contracted provision where this is in place;
- Increase the volume and quality of housing options for older people (reflecting the Rotherham Housing Strategy 2016-19 and the Older People Housing Delivery Plan), including building more new specialist homes in the right locations; increasing the use of assistive technology; pilot a 'health village' service offer within people's homes; and improve hospital discharge and step down accommodation from hospital;
- Increase the pace and scale of alternative delivery models such as telehealth and telecare, to enable more older people with long term conditions to live independently in their homes, joining up housing support and adult care services; and
- Manage (and regularly report on) key risks to the budget, particularly monitoring the transition from children's to adult services.

**2) Drive inclusive growth and ensure Rotherham's residents are connected to local good quality job opportunities**

2.4.13 The Rotherham Growth Plan 2015-2025 maps out a programme of investment in economic growth and infrastructure including transport, housing, the town centre, skills and business support. This will be delivered through a capital investment strategy which will prioritise investment in these drivers for growth, particularly critical infrastructure and housing, and a focus on strategic development projects / sites including the Advanced Manufacturing Innovation District; widening the network of Business Incubation Centres and driving the pace of the Town Centre Master Plan with the Forge Island development. This investment will facilitate increased income to the Council through the New Homes Bonus, Council Tax income and retained Business Rates. To make this happen, the strategic budget priorities are to:

- Continue to strengthen the Corporate Enabling Services to provide more capacity and capability to lead the growth agenda in Rotherham, particularly the work required to influence and negotiate with SCR partners and investors;
- Continue to invest resources to work closely with the LEP and wider Sheffield City Region colleagues to influence strategic investments and commissioned programmes that best benefit Rotherham. This includes for example devolved responsibilities within employment and skills support to better connect residents to growth opportunities, particularly targeting people on long term sickness related benefits;
- Build homes of a high standard that meet the needs of Rotherham's growing population, accelerating delivery of three strategic housing areas at Waverley, Bassingthorpe Farm, and Dinnington East. This means shifting from delivering 600 homes a year to 900 homes as indicated in the HRA Business Plan;
- Work with SCR and LEP colleagues to ensure that Work and Health Programme provision directly benefits Rotherham's residents, and work closely in the design of devolved employability and skills programmes within SCR; and
- Make the most of the Council's £700k Levy commitment for Apprenticeships, ensuring the delivery of high quality Apprenticeship provision linked to the Council's priorities.

**3) Protect Rotherham's green spaces and improve the quality of the public realm, ensuring our streets are clean and safe**

2.4.14 Economic growth is not only about investing in bricks and mortar – the strategy is to promote Rotherham as good place to live and work, which means a vibrant cultural sector, good quality green spaces, clean and tidy streets and neighbourhoods that residents are proud to call home. The strategic budget priorities are therefore to:

- Ensure the effective delivery of the additional £10m investment in the quality of roads in Rotherham, removing pot holes and responding to resident feedback on high priority street scene improvements;

- Ensure that street, waste and environment services are delivered through the most effective and efficient delivery models. This includes reviewing the infrastructure and rationalising the estate (including depots) required to meet future population needs;
- Provide a high quality, comprehensive library service to Rotherham residents that shifts money from property to tangible resources that benefit users directly including books, technology, and research;
- Complete the review of waste management arrangements including opportunities to maximise income from commercial waste and residential waste; and
- Complete the review of corporate transport and fleet arrangements to identify cost savings, income generation opportunities and methods of improving customer outcomes. This will include passenger transport arrangements; fleet; and staff travel.

***4) Become a smaller, more efficient, more connected organisation, working as one Council with a stronger leadership and influencing role***

2.4.15 Over the last six years the Council has experienced a significant fall in overall funding with a corresponding reduction in staffing, with good strides made towards greater efficiency savings. However, more needs to be done to become a leaner, more efficient organisation – ensuring that precious resources are spent where they are needed most. This means stripping out unnecessary cost and duplication in buildings and services; developing the behaviours within the council away from departmental silos; changing the way the Council works to be more digitally enabled; investing in functions that will enable the Council to perform better at lower cost; and ensuring value for money from the considerable commissioned spend in Rotherham. To achieve this, the strategic approach to the budget is to:

- Complete the review of procurement activity within the Council to identify where, how and when better value can be created from the £240m of addressable spend (recognising both committed and uncommitted spend) across Social Care, Public Health, Capital Projects, Housing Improvement and General Revenue Funds;
- Work with managers, staff and unions to develop a more flexible workforce, recognising the greater integration of services and the shift towards more generic competencies and skills across previous departmental silos such as family based working; asset and strength based approaches; and more commercially aware decision making.
- Centralise enabling functions and areas of spend to improve strategic fit and oversight of impact and value for money, including workforce development and communications;
- Continue to identify and strip out unnecessary agency and consultancy spend, further strengthening the more robust recruitment and approval

mechanisms introduced during 2017 to ensure that where consultancy/agency staff are used it is business critical;

- Ensure the infrastructure and estate is fit for purpose for a smaller, leaner organisation and offers good value for money. This includes estate and property rationalisation, facilitated by digital access to Council services;
- Continue to strengthen the enabling services, building capacity and capability to enable the council to lead and influence within Rotherham and the Sheffield City Region; drive the quality and performance of front line services; and build on the good work already carried out to improve governance and accountability. Progress the re-direction of spend from transactional to strategic resources including performance, commissioning, research and intelligence; and
- Continue the progress made towards having more digitally assisted services, increasing the pace of transformation to enable more residents to access services online across multiple access points.

**5) *Adopt a more commercial, outward facing approach to doing business, generating income and leveraging the resources and assets of our partners in Rotherham***

2.4.16 As the role of Rotherham MBC evolves, and the Council becomes a smaller, more focused organisation, so the way in which the Council collaborates with other public sector partners in Rotherham and Sheffield City Region must develop and change. The devolution agreement and opportunities to collaborate presents new opportunities to make savings and secure income. Similarly, the Council must better lever the assets, resources and capacity of the thriving voluntary and community sector that has weathered the storm of significant budget cuts across the public sector. There are clear opportunities to generate increased income to the Council by adopting a more commercial approach, ensuring the best possible deal for Rotherham's tax payers is achieved. The Council will look to capitalise on new and emerging alternative delivery models and funding vehicles to share risk and reward linked to long term economic and social outcomes. The strategic priorities for the budget are to:

- Continue to invest in building the capacity of the voluntary and community sector, streamlining funding, ensuring grant and application processes are proportionate, and prioritising investment in those areas that help to build community capacity, resources and assets;
- Ensure a commercial approach to housing and development that secures a good deal for the Council and enables the re-investment of surplus. Similarly, implementing the housing strategy will ensure the housing stock profile better meets demographic changes and alternative specialist housing options including extra care developments are accelerated to meet demand and reduce cost for high cost residential care placements;
- Build on the existing collaboration with other local authorities and public service partners in the SCR to increase the scope and level of collaboration where it makes sense to do so for Rotherham. This includes

potential strategic projects linked to high cost social care services such as SCR-wide adoption services; different areas of Adult Social Care; and strategic planning and transport;

- Consider alternative delivery vehicles and funding models across the Council where there is a strong evidence base, exploring the role of social investment, outcome based contracting and risk/reward contracting models; and
- Complete a comprehensive review of traded services and charged for services, developing options for more enterprising, commercially focused traded service models, including services delivered to schools; the level of subsidy and/or cost recovery from residents for particular services.

**6) *Work with communities and local neighbourhoods to develop independence, wellbeing and resilience***

2.4.17 As the council's resources continue to diminish it is critical that the strengths of communities and neighbourhoods are utilised to maximum effect. Communities can contribute significantly to the future direction of the Council and the needs of local neighbourhoods will drive service delivery and prioritisation going forwards. The Council needs to embrace the knowledge and skills held by residents and organisations across the borough in order to ensure that future services are tailored appropriately within the resources available. The strategic priority for the budget is to:

- Ensure that communities are at the heart of all decisions. In this sense this additional budget principle is not a standalone item but is one which will be embedded within and across all the others;

2.4.18 Taken together, the above principles and priorities give a strong sense of the strategic direction of the budget and the associated investment/saving requirements to both deliver the Council's priorities and achieve a balanced budget, including addressing the £30m funding gap going forwards beyond this budget.

2.4.19 Some of the work set out in last year's Budget has been completed and forms part of the proposals in this report whilst other items are underway. recognising that some areas require significant, complex and detailed analysis whilst others are more straightforward quick wins.

**2.5 Fees and Charges**

2.5.1 It is proposed to increase all Council fees and charges by the September 2017 CPI rate of inflation of 3%.

2.5.2 Some specific increases to charges fees and charges were consulted on as part of the 2018/19 Budget consultation including:

- Planning Fees
- Riverside House Cafe

- Civic Theatre
- Parks & Country Parks

2.5.3 Detailed schedules of fees and charges proposed for each service for 2018/19 will be submitted to Cabinet in March 2018 for approval.

### 3. Key Issues

**This section of the report incorporates the following financial matters related to the Budget and Financial Strategy for 2018/19 and the medium term, which need to be considered by Council.**

- 3.1 Budget Proposals 2018/19 to 2019/20.
- 3.2 Future Challenges for Services and the Impact of Spending Reductions and Savings Plans.
- 3.3 Council Tax Proposals for 2018/19.
- 3.4 Financing the proposed 2018/19 Revenue Budget.
- 3.5 Reserves and Balances within the Council's Budget Strategy.
- 3.6 Medium Term Financial Plan 2018/19 – 2020/21.
- 3.7 Capital Strategy / Capital Programme Update.
- 3.8 Treasury Management Matters.
- 3.9 Report of the Strategic Director of Finance and Customer Services (the Council's Responsible Financial Officer).

#### 3.1 Budget Proposals 2018/19 to 2020/21

##### Budget Savings

3.1.1 The Council's updated Medium Term Financial Strategy as reported to Cabinet in December 2017 identified a Budget Gap of £15.1m for 2017/18. £9.8m of this Budget Gap has been met from a range of corporate initiatives and savings as shown in Table 3 below.

**Table 3 Corporate Budget Savings 2018/19**

Budget Savings Proposal	Budget Saving £000
Treasury Management Strategy	1,500
Efficiencies on General Non-Pay Spend	1,000
Budget realignment – General Fund/Housing Revenue Account	1,000
Remove provision to fund salary increments – services contain any costs	824
Capitalisation	632
Increase all Fees and Charges for inflation	1,000
Review of Council Tax Support Scheme	450
Reduction in South Yorkshire PTE Levy	315
Increase Council Tax Premium on Empty Homes to 100%	175
No replenishment of reserves	3,000
<b>Total</b>	<b>9,896</b>

3.1.2 The Council consulted with the public, staff and partners on budget savings proposals for specific services totalling £5.3m for 2018/19. The proposed budget for 2018/19 includes implementation of these savings as adjusted following consultation. The summary of the proposals by Directorate is set out in Table 4 below. More detailed information is available at Appendix 1.

**Table 4 – Summary New Directorate Budget Savings Proposals 2018/19**

Directorate	2018/19	2019/20
	£'000	£'000
Assistant Chief Executive	144	40
Finance & Customer Services	672	200
Adult Care & Housing	0	0
Public Health	275	56
Children & Young People's Service	1,432	288
Regeneration & Environment	2,765	1,200
<b>TOTAL</b>	<b>5,288</b>	<b>1,784</b>

3.1.3 In addition there are some Directorate budget savings which have been approved in previous years but which take effect, or reach full year effect in 2018/19. These are summarised by Directorate in Table 5

**Table 5 – Summary Directorate Budget Savings Proposals 2018/19 – 2019/20 previous years' approvals**

Directorate	2018/19	2019/20
	£'000	£'000
Assistant Chief Executive	95	0
Finance & Customer Services	418	0
Adult Care & Housing	3,324	0
Public Health	378	0
Children & Young People's Service	891	0
Regeneration & Environment	1,408	(500)
<b>TOTAL</b>	<b>6,514</b>	<b>(500)</b>

## Independent Adult Care Sector Provision – Residential and Nursing Care Homes

There are a total of 35 independent sector care homes contracted to support older people in Rotherham. They provide a range of care types.

3.1.4 The independent sector care home market in Rotherham supplies 1782 beds and accommodates around 1558 older people. The Council is the dominant purchaser.

3.1.5 The pressures that the older people's care home market faces are well documented and are highlighted below:

- The lack of nurses and enhanced terms and conditions of employment (pay, pensions, workplace support) offered by the NHS are a challenge for the independent sector market who are not able to compete to attract qualified nurses to work in care homes.
- High cost of agency nurses.
- The National Living Wage will increase from £7.50 per hour for people aged 25 and over to £7.83 in April 2018.
- Compulsory employers' contribution to pension currently set at 1% up to April 2018 (rising to 3% by April 2019).
- Increasing care requirements of residents for acute periods resulting in an intense demand on staff resource.
- Recently announced rise in interest rates which will affect those providers with financial obligations to lenders.

3.1.6 There is a requirement for the market to keep pace with demand and deliver high quality provision to the most vulnerable people in Rotherham. Both the Council and its health partners require an adequate level of care home capacity.

3.1.7 It is proposed that an increase of 3% is applied across all fees based on the Consumer Price Index (CPI) as at September 2017. The additional cost would be **£618,000** per annum based on current activity. This approach allows for an uplift that keeps pace with inflation and supports care homes to meet the increased staffing costs within available resources.

<b>2018/19 Proposed Fees</b>	<b>Residential</b>	<b>Residential EMI</b>	<b>Nursing Care*</b>	<b>Nursing EMI*</b>
Rotherham	£445	£481	£449	£534

\*Excluding Funded Nursing Care element at £155.05.

## Independent sector provision – Home Care

3.1.8 The Community and Home Care Service providers respond flexibly to fluctuating demand and currently deliver around 14000 hours of home care per week to approximately 1284 people, with a cost of around £200,000 per week.

3.1.9 Nationally, regionally and locally the community and home care sector is facing a number of pressures:

- **Increased staff costs** - a high percentage of the running cost of home care to providers is associated with staffing. Providers are required by legislation to remunerate care workers for travel expenses to a level that prevents care workers pay being forced under the National Minimum Wage. This will increase from £7.50 to £7.83 from April 2018. The price of petrol remains high at circa 117 pence per litre and the nature of home care service and a mobile workforce means that significant cost are incurred to support travel time/travel expense.

In addition the compulsory employer's contribution to pension schemes currently at 1% on employee earnings will rise to 3% by the year 2019.

- **Competitive retail sector attracting care and support staff** - competitive retail sector pay rates means the care sector has less ability to attract staff. Whilst the skill requirement for a 'customer assistant' in a retail environment is lesser in comparison to that of a care worker, retailers offer pay rates that are higher than the majority of contracted home care providers. In addition more favourable working conditions and less personal responsibility means potential recruits are attracted away from the care sector.
- **Retention of staff** – The turnover rate for independent sector home care services is around 33% per annum, on average two thirds of the workforce in home care services are recruited from within adult social care, which suggests that there is a high degree of 'churn' within the sector resulting in employers going through the recruitment process, with its associated costs but does however mean skills are kept within the sector.
- **Consistent demand for high quality** - Contracted home care providers are required to comply with regulation and a service specification that demands safe, flexible, high quality care delivery. The regulator for health and social care, the Care Quality Commission recognise the pressures that social care providers are under and take account of the issues that contribute to this.

3.1.10 The level of fees paid for home care must sustain a market that will provide an appropriate, skilled, competent, compassionate workforce for Rotherham residents who are eligible to receive such service as per Care Act requirements.

3.1.11 In order to address issues facing the sector, it is proposed that the Council applies a uniform 3% increase for all providers based on the Consumer Price Index rate as at September 2017. This would contribute to the increased staffing costs that providers face in the coming financial year. A 3% increase would equate to an additional cost of **£350,000** per annum based on current activity.

3.1.12 In addition, there are approximately 300 Personal Assistants employed through a Direct Payment who are currently paid the National Living Wage, which from 1st April 2018 will increase from £7.50 to £7.83 per hour. It is therefore recommended that the hourly rates for Personal Assistants are increased in line with the NLW increase from 1 April 2018. This will result in an additional cost of **£115,000** based on current activity.

Independent sector provision – Learning Disability

3.1.13 The Council currently provides financial support to 728 learning disabled people with an aging demographic and increased complexity from young people transitioning into the services.

3.1.14 The Council's strategic direction is for people with a Learning Disability to remain in their own home and communities as long as possible. This will require some current provision to be replaced by:

- increasing the uptake of Community Services
- greater use of Shared Lives and Key Ring Schemes
- designing a new framework for Supported Living
- developing alternative Day Opportunities.

3.1.15 The Council has historically taken an ad hoc approach to fee uplift requests from the independent Learning Disability sector, on the basis that costs are predominately bespoke to meet individual needs and have arisen incrementally. The Council has maintained a position that the combination of rates paid for waking hours and sleep-in payments were sufficient to allow providers to meet their legal obligations. However, changes in the Care Act 2014, increases in National Minimum Wage to £7.83 per hour, employer pension cost increases, and case law in regards to Sleep-in payments (*Whittlestone vs BJP Homecare and Royal Mencap Society v Tomlinson Blake*), mean that the Council now needs to develop a unified methodology to uplifts across independent sector provision.

3.1.16 In order to meet obligations and support a sustainable market, it is proposed that the Council applies:

(1) a 3% increase in current rates to Residential Care and Nursing Care provision, predicated on the Consumer Price Index rate as at September 2017. This would contribute to the increased costs that providers face in the coming financial year. Based on current activity levels, the cost to the Council will be **£315,214** per annum.

(2) a variable increase to Supported Living providers hourly rates between 3-4%. This allows for alignment of divergent providers hourly rates, broken down by day support and waking night support, applying the Consumer Price Index rate as at September 2017 and also factoring in additional compliance challenges due to historical low rates which in some instances have not changed since 2012. Based on current activity levels, the cost to the Council will be **£176,191** per annum.

(3) a flat Sleep-in rate of £80.16 for an 8 hour shift. Based on current activity levels, the cost to the Council will be an additional £163,581 per annum on top

of the increase in 2017/18 of £345,028, therefore a total additional **£508,610** on current base budget.

Summary Proposals:

It is recommended that Council approve increases on the following Adults Social Care provider contracts:

- Independent Sector Residential and Nursing Care homes – both older people and those with Learning Disabilities – increase by 3%,
- Community and Home Care Services – increase by 3%,
- The hourly rate for Personal Assistants are increased from £7.50 to £7.83 in line with the increase in the National Living wage,
- Supported Living providers – increase in hourly rates of between 3 and 4% to allow for alignment of rates across providers,
- Sleep-in rate set at £80.16 for an 8 hour shift.

Crisis Support (Local Welfare Provision)

3.1.17 The Government ended the national Discretionary Social Fund provision of community care grants and crisis loans in April 2013 and passed the responsibility for Local Welfare Provision to councils. Grant funding was provided to councils for these additional responsibilities in 2013/14 and 2014/15 but the grant funding was then cut completely after 2014/15 and no further Government funding resources have been provided. The Council agreed to set aside unspent amounts of the grant funding in order to provide some level of continued support following the ending of Government grant support.

3.1.18 Cabinet agreed in February 2017 that the Council should continue arrangements to provide crisis support for a further year. £350k of funding remains reserved from the Government grants for Local Welfare Provision and Cabinet and Council are now asked to agree that £200k of this funding is used to enable crisis support to continue for a further two years and that the appropriate contractual arrangements are put into place for the provision for the provision of this support.

Neighbourhood Working

3.1.19 Cabinet agreed new budget arrangements for Neighbourhood Working in April 2017. This included agreement that the Community Leadership Fund of £1,000 per ward member should be continued and that a delegated revenue budget of £1,428 per ward should be established. The principle of the allocation of these funds for Neighbourhood Working is that the funds are spent according to the priorities of Ward Members. It is therefore proposed that any remaining funds for 2017/18 pending agreement of priority spend are carried forward into 2018/19.

### **3.2 Focus & Priorities for Services and Impact of Budget Options**

3.2.1 The Budget outlined above will:

- focus on continuing to protect and support Rotherham's most vulnerable children and adults whilst trying to ensure that a wide range of services continue to be provided to all residents.
- progress the ongoing transformation of the Council's Adult Social Care Services to provide better services enabling more vulnerable adults to live independently, safely and improve their quality of life;
- enable the Council to continue to positively take forward and address the findings in the Professor Jay, Ofsted and Louise Casey reports to help the Council become 'fit for purpose' at the earliest opportunity;
- focus on corporate and service transformation, ensuring services continue to be equipped to deliver a high standard of service for the citizens, businesses and stakeholders of the Borough that is fully aligned to the Borough's new Community Strategy and the Council's Corporate Plan priorities; and
- Continue to reduce management, administration and support costs as far as is sensible to do so.

3.2.2 The key impact of the proposed budget on each Directorate is shown below:

#### **Adult Care, Housing and Public Health**

##### **Adult Care**

3.2.3 Adult Care is responsible for the provision of social care support and services for vulnerable groups of adults in the borough, including older people and adults with mental health problems, learning disabilities and physical and/or sensory impairments.

3.2.4 Adult Care has responsibility for managing and delivering:

- Information, advice and advocacy
- Prevention and recovery
- Safeguarding
- Assessment and care planning
- Care, at home and in residential settings

3.2.5 The directorate faces a number of significant demand challenges as a result of changes in population demographics. There is sustained budget pressure as a result of an aging population; a rising population of working age adults with long term health and care support needs; and increasing acuity and complexity of need for those residents who need support.

- 3.2.6 The directorate faces increased cost pressures including rising inflation and the implementation of policy decisions such as the Apprenticeship Levy; the National Living Wage; and the remuneration of sleep in carers. Additionally, the borough has a higher proportion of its residents in residential care (rather than family or community-based care) compared to other localities, with a higher cost of care.
- 3.2.7 These demand and budget pressures have resulted in an over-spend in 2017/18 and the focus for 2018/19 is to both continue the complex set of changes needed to reduce demand, working with health and social care partners in the Borough, alongside making significant changes to the way care services are delivered to make care more personalised, responsive and cost effective.
- 3.2.8 Quality of care will be developed and improved through further integration between health and care partners in the borough. Firstly, it will ensure that residents are better supported at the front door through an integrated point of contact that connects residents with the most appropriate type and level of support. An integrated rapid response service will be tasked with delivering short, tailored interventions to support unplanned episodes of care and an improved discharge model will support timely transition from hospital to home and reduce delayed transfers of care.
- 3.2.9 Supporting people to live well at home, for as long as possible, will be a key focus and will improve quality of life for residents, while reducing cost. This will be achieved through investment in preventative care, to reduce acute and long-term interventions; access to appropriate, coordinated support including more effective support to carers; and personalised care delivered by skilled care workers, family and through new technology.
- 3.2.10 Residential care for adults with complex support needs will be transformed to enable residents to access both high quality primary care and a broader range of care pathways, and stronger connections to family and community support. Similarly, we will work together with health partners to continue the remodelling of Mental health services, with a greater focus on early intervention, improved accessibility and more responsive, personalised service.
- 3.2.11 The priorities, as outlined, can only be achieved if there is a high quality, motivated social care workforce in place. By working with social care teams, provider staff, educational institutes and professional bodies, changes will be made that will strengthen the recruitment, retention, skills and stability of the workforce and offer consistent advice and support to residents.
- 3.2.12 These priorities are designed to deliver a long term, sustainable reduction in demand pressures facing the directorate, as well as addressing the overspend from previous years. As such there are no new savings to come from Adult Social Care and the focus will be on delivery of savings agreed in

previous years with the phasing of those re-profiled to ensure they are delivered in a robust and carefully managed way.

### **Public Health**

3.2.13 Public Health is an integral element of the Borough's health and social care system, promoting wellbeing and independence. Public Health is responsible for the commissioning of public health services, including drug and alcohol services, weight management and sexual health.

3.2.14 Public Health provides advice, advocacy and challenge to ensure that the health of residents is safeguarded. This includes providing public health advice to the NHS and working across council directorates to optimise the council's contribution to improving health and reducing inequalities.

3.2.15 The Public Health grant for 2018/19 has been reduced by 2.6% (£430k) to £16.304m. It is anticipated that the grant will continue to be reduced by 2.6% for a further two years through to 2019/20. The grant is ring-fenced and supports the delivery of public health functions for residents of all ages.

3.2.16 Life expectancy in Rotherham is almost two years below the English average, which is indicative of a range of health inequalities in the borough. This is further demonstrated by a nine-year difference in life expectancy for men, and a seven-year difference for women between the borough's most and least deprived areas. While issues such as smoking, alcohol and obesity are not significantly worse than the national average, each has a greater prevalence in the borough's more deprived areas.

3.2.17 Changes to public health services is already underway to create health enhancing work, places and communities that enable residents to tackle the causes of ill-health and poor wellbeing. This process of change will be further accelerated through deeper integration between adult services and CCG commissioners, to address health inequalities through improved alignment.

3.2.18 Public Health will strengthen its influencing role, to ensure that health and wellbeing issues are integrated into public service delivery, e.g. by coordinating local services via an Integration Board alongside the Work and Health Programme, promoting work as a route to improved wellbeing.

3.2.19 Public Health will also deliver efficiency savings through three measures. Firstly, by re-designing pathways to reduce cost and duplication of effort. This includes service re-design for the healthy weight pathway. Secondly, internal staff savings, for example through not filling staff vacancies. And thirdly, through negotiating contractual savings with partners in the Borough through close collaboration to ensure no impact on front line service delivery. These savings measures represent a series of small changes that will improve efficiency and deliver more integrated services, with no material impact on service users.

## **Housing and Neighbourhood Services**

3.2.20 Housing and neighbourhood services hold overall responsibility for the management and maintenance of the borough's 21,000 council homes. They provide information, advice and guidance on the housing options available to residents and oversee any adaptations to homes required by residents, e.g. for accessibility/health reasons. Housing and neighbourhood services are also responsible for building new, affordable, high quality homes in the borough.

3.2.21 Housing and neighbourhood services hold a ring-fenced gross budget of £84.5m. There is currently a forecast underspend of £286k from the Housing General Fund and £1.6m from the Housing Revenue Account.

3.2.22 The primary focus of the service in 2018/19 is to ensure that a robust, sustainable Housing Revenue Account 30-year Business Plan is in place. The effective delivery of this plan will ensure that the borough's 21,000 council homes are maintained effectively, and that new homes (that meet resident need) are built to replace those lost through the right to buy scheme.

3.2.23 The general fund budget of £0.593m will continue to be used to support Neighbourhood Partnerships, address homelessness and deliver aids and adaptations to homes. A new model of neighbourhood working will be implemented that will realise improvements across each of these areas.

3.2.24 Efficiencies will be delivered through the new housing income team service, including improved performance on void turnaround times; rent recovery and leasehold income collection. A one-off budget saving has been created through increased income and by holding staff vacancies. These measures will both increase income and deliver efficiencies, with no significant impact on residents in the borough.

## **Children and Young People's Services**

3.2.25 The directorate for Children and Young People's Services (CYPS) is responsible for social care services, education and skills, and early help and family engagement. It has a statutory responsibility for the safeguarding of children and young people and is supported by a dedicated performance, quality, commissioning and business support team.

3.2.26 Nationally, children's social care services are operating in a tough budget and demand context. 75% of councils overspent their children's services budget by in excess of £0.5m in 2015/16. There has been an unprecedented surge in demand for children's social care support in recent years - a trend that shows no signs of abating. There has been an increase of 140% in the last 10 years of the number of children subject to child protection enquiries.

3.2.27 Furthermore, there is a sustained national increase in the number of young people with complex learning difficulties and disabilities. Requirement for specialist school provision for pupils with special educational needs and

difficulties (SEND) has increased from 5.6% to 8.5%, creating further pressure on the system nationally. Within Rotherham, almost double the number of children and young people are receiving additional support via an Education, Health and Care Plan.

- 3.2.28 Within the directorate, the significant investment and root and branch reviews of children's social work have made a demonstrable positive impact on the safeguarding of children in Rotherham. In January 2018 the Council received an Ofsted rating of 'Good' with one of the items within that rated 'Outstanding', demonstrating the significant improvement in the Council's approach and practice over recent years in relation to Children's Social Care. However, the improvement journey has increased the number of children in care, owing to earlier interventions that have ensured children have been protected. This increase in care demand has occurred despite the significant improvements made to early help, where it is anticipated that the transformation will take time to work through the system.
- 3.2.29 In 2018/19 the directorate priorities are to continue the sustained improvements in children's social work, ensuring the improvements continue and are embedded system wide; to focus on building in-borough capacity for both Looked After Children and additional school places for children with learning difficulties and disabilities; and to further develop interventions and services designed to better manage demand earlier.
- 3.2.30 There is a continuation of the investment in Children's safeguarding as approved by Council in 2017 with no savings required from Children's safeguarding services.
- 3.2.31 Proposed changes to service delivery, including savings initiatives, will build on the success of the improvement journey and on the success of the invest to save initiatives within the 2017/18 budget. This includes, for example, improving preventative and edge of services care, scaling up the family group conferencing model successfully introduced in 2017, and expanding multi systemic therapy interventions. A concerted focus on increasing of in-house foster care capacity will similarly support this outcome.
- 3.2.32 Changes to early help will continue, with a focus on ensuring early help interventions are targeted at the root causes of children entering the care system, as well as alternatives to care that have a strong evidence base. These changes will also deliver savings in a sustainable way.
- 3.2.33 The education and skills service operating model will be reviewed to ensure that it is as efficient and effective as possible, while continuing to improve educational outcomes, particularly at GCSE level and for children with SEND. Children with SEND will be further supported through the development of an effective, integrated social care, education and health assessment, planning and commissioning service.

3.2.34 Efficiencies will also be delivered through changes to CYPS' business support arrangements, ensuring that front line staff are supported in the most cost-effective way, using technology to streamline business processes.

3.2.35 Alongside efficiency savings, the directorate will also focus on increasing income, maximising the Troubled Families Payment by Results (PBR) funding and by using the Dedicated Schools Grant (DSG) funding differently, in full consultation with schools in the borough.

3.2.36 The proposed changes to services and budget are specifically designed not to de-stabilise the significant investment that has already been made, particularly at a time of great pressure on the system.

### **Regeneration and Environment**

3.2.37 The regeneration and environment directorate deliver frontline services to ensure the borough's neighbourhoods are clean, safe, inclusive and create an environment where people want to live, work and play. The directorate has a broad portfolio of responsibilities including:

- Community safety
- Environmental protection
- Schools' catering and cleaning
- Waste collection, management and disposal
- Parks and green spaces
- Leisure, sport and tourism
- Culture, history and arts (including theatre and museum)
- Planning
- Regeneration (including business support)
- Transport and highways

3.2.38 Rotherham's economy is currently the fastest growing in Yorkshire, and the 7<sup>th</sup> fastest in the UK. The Council's strategy of maintaining investment in the conditions for growth is having a positive impact, despite the fiscal challenges faced by the council. A Masterplan has been developed for the Town Centre which details how major development will take place including a vibrant leisure quarter at Forge Island.

3.2.39 The directorate's focus is to create neighbourhoods where people are proud to live, that are clean, safe, green, healthy and inclusive and have access to high-quality affordable housing. Creating the right conditions for residents to participate and take responsibility for themselves and their community, whilst encouraging others to do the same will be a central feature of the directorate's work.

3.2.40 Further integration, and partnership working, with key stakeholders within the council and with partners across housing, the police, health, and the voluntary and community sector will be a priority.

3.2.41 The directorate will work to attract investment and new business, while ensuring that the borough's existing businesses receive the support they need to grow and make further investment. To achieve this, attention will be given to ensuring that the wider conditions for growth are nurtured and developed, including integrated transport in South Yorkshire, housing, vocational skills needed to meet local job opportunities, and good quality green spaces and cultural offer.

3.2.42 A more commercial approach, focused on income generation and using the borough's assets and resources creatively, will help to ease budget pressures on some front-line services. This includes Beighton Link; the new camping and caravan park at Rother Valley Country Park and developing the commercial waste collection service.

3.2.43 New operating models for key functions and services such as waste, transport, community safety and culture and leisure services will be designed, developed and mobilised to improve efficiency, customer focus and deliver sustainable reductions in budgets without impacting on local resident access and use of services.

3.2.44 As well as these longer-term developments, additional income/savings opportunities have been identified across the directorate to deliver savings in 2018/19. This includes reducing headcount (e.g. dog warden and grounds maintenance); increasing revenue streams (e.g. theatre income); increased sponsorship income (particularly town centre events); and service re-design (e.g. transport). These smaller scale, internal initiatives have been designed to mitigate impact on residents.

### **Corporate Support Services**

3.2.45 The role of the two directorates making up the corporate services (Finance & Customer Services and Assistant Chief Executives) is to support the delivery of front line council services by promoting the most effective use of resources while ensuring services are compliant with council regulation and national legislation. These services provide leadership, influence, advice and a cross-cutting perspective and enable the council to operate safely. They are responsible for delivering a range of support services to other directorates, including HR and IT, to ensure they run efficiently and provide effective support across all council services.

### **Finance and Customer Services**

3.2.46 The directorate provides services in the following four areas:

- Financial Services
  - Finance, Accounting, Insurance
  - Local Taxation, Housing Benefit, Income Collection and Financial Assessments for care services
  - Procurement

- Legal Services
  - Legal
  - Elections
  - Print and Post Services
- Customer, Information and Digital Services
  - ICT
  - Customer Services
  - Information Management
- Internal Audit

3.2.47 The directorate is committed to providing outstanding, high quality professional and support services that are valued by its customers, both internal and external. This commitment is realised through the ongoing development of the skills of the directorate's staff to ensure they can meet the current and future challenges of local government.

3.2.48 To provide the support the council requires, the directorate must be strong and appropriately resourced. It is a reality however, that future service provision must be planned within the context of ongoing reductions in funding for local government.

3.2.49 Customer Services will be the subject of significant transformation with a channel shift being effected where possible, moving from face to face services and making use of improved technology to enable residents to 'self-serve' and more quickly access the service they need online.

3.2.50 The increased demand for legal services means that no budget savings are proposed in this area. Instead, the focus will be ensuring that the high standard of legal support services will be safeguarded, particularly with regard to protection of children and adults.

3.2.51 The finance service will continue to focus on realising savings, as it has done effectively in recent years. A particular focus will be on driving efficiencies through procurement savings; reducing overtime in directorates where peaks and troughs arise; council tax and business rates collection; and the recovery of benefit overpayments.

3.2.52 Improvements in the targeted collection of benefits overpayments and income collection (council tax and business rates) will result in increased income. Savings will be realised from the Information Management Service, but it is important to note that this will not result in a reduction in service-levels in this important service area.

3.2.53 The Internal Audit team will not be subject to any budget changes, following its significant progress in the last twelve months. The actions outlined in the Audit Improvement Plan for the service will be completed in the coming months.

3.2.54 The re-structuring of the customer service function will improve efficiency and result in a reduction in headcount (25 over 2 years) creating savings, while improving the service available to residents.

## **Assistant Chief Executive's Office**

3.2.55 The directorate has six distinct areas of responsibility:

- Human Resources
- Communications
- Democratic Services
- Policy and Partnerships
- Performance and Risk
- Change and Innovation

3.2.56 Significant progress has been made over the last 12 months in strengthening all functions through recruitment into key posts, improved governance arrangements and the re-allocation of decision making powers to local democratic control, with respect of HR and performance management.

3.2.57 There have been a number of delivery achievements in 2017, including the launch of the new Rotherham Plan and game-changers; the development of the Rotherham Story; and the development of the Rotherham Compact agreement, all of which were a result of effective partnership work with the Rotherham Together Partnership.

3.2.58 Other key achievements include the development of the Council Plan 2017 – 2020; the council performance framework; the introduction of quarterly performance reporting and the embedding of the council risk policy and guide. In May 2017, the Building Stronger Communities Strategy (BSC) was approved and the BSC Forum established.

3.2.59 A Change and Innovation Team is currently being established to support major change initiatives and deliver transformational change in the council.

3.2.60 Each service within the directorate has reviewed its structure and working arrangements and has implemented, or is implementing, a revised structure that will ensure it is better able to meet the council's requirements.

3.2.61 This coordinated re-structuring will ensure that the directorate as a whole is better positioned to join-up corporate functions to support service based directorates, Members and the overall authority.

3.2.62 In the coming twelve months, the directorate is expected to face further challenge that will mean it needs to constantly review its practices and develop and modernise its service offer. Continuous improvement will be founded on the principles of best value and sustainable change.

3.2.63 Proposals to develop a new corporate performance function, which would result in the merger of the functions currently based in service directorates are currently being considered. This centralisation would realise savings, however, it should be noted that the current corporate performance team is small when compared to councils of a comparable scope, so only limited benefits may be realised before service standards are reduced

### 3.3 Council Tax Proposals for 2018/19

3.3.1 The Council is proposing to increase its own Council Tax (i.e. excluding Parish, Fire and Police precepts) by a total of 5.99%. This consists of two elements:

- A 2.99% increase in respect of contributing towards the Council's overall budget position; and
- A further 3% increase specifically in respect of a precept for Adult Social Care services (following a Government announcement allowing Authorities with Adult Social Care responsibilities to generate an extra 3% income by applying this precept).

3.3.2 It is proposed that the £965k Council Tax income derived from 1% of this increase is earmarked for developments in Waste Services

3.3.3 The 3% Adult Social Care precept will generate an additional £ 2.897m income to support the Adult Social Care budget.

3.3.4 The 3% Adult Social Care precept will be utilised to fund most of the additional investment in Adult Social Care services as shown in Table 6 below:

**Table 6 – Use of Adult Social Care Precept 2018/19**

<b>Use of Adult Social Care Precept</b>	<b>£'000</b>
Meeting the cost pressure of children who reach adulthood (Transitions)	890
Contribute to the increased cost of Adult Social Care contracts with care providers linked to the National Living Wage and other contractual indexation	1,100
Estimated Pay Award and Living Wage impact	540
Investment in Brokerage Team	210
Investment in Social Work practice – strengths based locality approach	650
<b>TOTAL</b>	<b>3,390</b>

3.3.5 A total 5.99% increase on the tax levied in 2017/18 would mean a Band D Council Tax (for the Council only) of £1,478.01 and would mean a Band A Tax of £985.34 per year. 86.3% of properties in Rotherham are classed as Band A to C with 53.8% being Band A.

3.3.6 The budget for 2018/19 also takes account of a planned use of £3m of surplus from the Council's Collection Fund for Council Tax. This is a direct result of the Council continuing to achieve a high performance in collecting Council Tax and minimising cumulative arrears.

3.3.7 The proposed increase in Council Tax is not recommended lightly. The alternative was to further reduce valued, frontline services at a time when demand for these services by vulnerable children and adults is increasing and the Council, alongside the Sheffield City Region, are proactively looking to stimulate the economy to bring about jobs and prosperity in the borough and city region which will bring about an increase in the future resources available to the Council.

3.3.8 As required by legislation (the Local Government Finance Act 1992), and as in previous years, a formal report will be brought to Council on 28<sup>th</sup> February setting out details of the proposed Council Tax calculations for the Council, parished areas and including the precepts from the South Yorkshire Police and South Yorkshire Fire and Rescue Authorities as advised to the Council.

3.3.9 The Council meeting on 24th January 2018 approved Rotherham's Council Tax Base for 2018/19 of 69,240.35 Band D equivalent properties after adjusting for expected losses on collection, the impact of the Council's Council Tax Support Scheme and discretionary discounts and exemptions for empty properties and second homes. At the same Council meeting, a revised Council Tax Support Scheme was approved which is reflected in this Tax Base.

3.3.10 Based on the number of properties in the Tax Base and the proposed increase in Council Tax by 5.99%, this will generate a total Council Tax of £101.372m available to support the Council to fund services in 2018/19.

#### **3.4 Financing the Proposed 2018/19 Revenue Budget**

3.4.1 The table below shows the total available resources to support the proposed revenue budget of £215.070m for 2018/19:

**Table 7 – Funding the 2018/19 Revenue Budget**

	£'000
Provisional Settlement – RSG and Business Rates	84,841
New Homes Bonus	3,013
Business Rates: Section 31 Grants, Renewable Energy, Enterprise Zones and Multiplier Cap compensation	5,146
Public Health Grant	16,304
Housing Benefit Administration Grant and Local Council Tax Support Subsidy	1,394
Use of Collection Fund Balance	3,000
Council Tax	101,372
<b>Funding Total</b>	<b>215,070</b>

Proposed Directorate Budgets 2018/19

3.4.2 Set out below in Table 8 is the proposed Net Revenue Budget for 2018/19 including the Directorate Cash Limit Budgets utilising the funding resources set out in Table 7 above and based on approval and implementation of the proposed savings included within this report and detailed at Appendix 1:

**Table 8 – Directorate Budgets 2018/19**

<b>Directorate</b>	<b>Proposed Budget 2018/19</b>
	<b>£'000</b>
Adult Care & Housing	57,322
Public Health	15,997
Children & Young People's Service	56,720
Regeneration & Environment Services	38,128
Finance, Customer Services	14,382
Assistant Chief Executive	5,896
Central Services	26,625
<b>TOTAL NET REVENUE BUDGET</b>	<b>215,070</b>

3.4.3 The proposed Central Services budget (£26,625m) shown in the table above includes the following key budgets and provisions:

- Levies - Integrated Transport Authority, Coroners, Environment Agency . (£11.6m)
- Capital Financing (£2.8m)
- Capitalisation and Flexible Use of Capital Receipts (£3.2m credit)
- Central Provision for pay and price inflation, contract indexation and investment, pending allocation to Directorates (10m)
- Budget Risk Provision (£4m)

3.4.4 It is important to note that the Directorate budgets shown above include the impact of budget savings for 2018/19 but do not as yet include budget allocations for pay awards, inflation and investment. A significant proportion of the £10m centrally held provision will be allocated to Adults and Children's Services once the final impact of pay awards and price and contract inflation is known and investment confirmed.

### **3.5 Reserves and Balances within the Council's Budget Strategy**

3.5.1 The Council's balance of reserves and revenue grants as at 31<sup>st</sup> March 2017 is £57.1m, excluding Housing Revenue Account and Schools balances. This is £2.75m more than anticipated when the 2017/18 budget report was

approved due to a more favourable financial outturn for 2016/17. Appendix 6 details the Council's General Fund Reserves.

- 3.5.2 The 2017/18 budget includes the planned use of reserves of £10.45m. The actual use of reserves will be finalised within the financial outturn for 2017/18.
- 3.5.3 Within the proposed Medium Term Financial Strategy is the planned replenishment of reserves over the medium term in order to secure the Council's ongoing financial stability and to provide the capacity for future budget planning choices or investment decisions.
- 3.5.4 These reserves and grant balances are set aside for specific purposes and are planned for current and future use within previous budget decisions and in the medium term financial planning assumptions.
- 3.5.5 Whilst the majority of these reserves are either ring-fenced and subject to conditions of use or are earmarked for specific use determined previously by the Council, the approach taken in this budget is to replenish them in future years and hence maintain the value over the medium term or to fund within the base budget the costs that would have been funded from the reserves. This approach allows the Council to establish a £10m budget risk contingency for 2018/19, comprising of £4m budget provision and £6m potential support from reserves.
- 3.5.6 The budget risk contingency is to enable the Council to deal with in-year budget pressures/investment, particularly for Children's and Adults services. The funding from the risk contingency would only be drawn down on the basis of a business case and if required to manage demand pressures.
- 3.5.7 The proposed budget includes £3m per annum from 2019/20 to replenish the reserves that are being used to support the 2017/18 budget and to provide part of the budget risk contingency for 2018/19. However the demand pressures associated with children's and adults services are reflected in the national picture and it might be that the Council is unable to replenish reserves as planned, but this will be reviewed annually.
- 3.5.8 The above proposals are the basis used for the formulation of the proposed budget and revised medium term financial strategy but the final determination will be formally approved when the outturn for the current financial year is known and reported. All future planned use of reserve will be subject to further future consideration as part of budget planning in future years.

### **3.6 Medium Term Financial Strategy 2018/19 – 2020/21**

- 3.6.1 The Council has undertaken a complete review of its Medium Term Financial Strategy and underpinning financial planning assumptions. Alongside this review, there has also been a thorough review of corporate budgets and provisions, corporate funding, accounting classifications and apportionments, including classification of expenditure between capital and revenue and between General Fund and HRA.
- 3.6.2 Some of the benefit of these reviews is reflected in the 2017/18 forecast financial outturn and how the Council is mitigating the impact of the costs of service demand pressures towards achieving a balanced outturn position. The

updated Budget Gaps for 2018/19 and 2019/20 were reported to Cabinet in December 2017. The MTFS update in this report now extends to a further year to 2020/21.

- 3.6.3 The Council's budget strategy has been to limit, as far as possible, the impact of funding cuts on front line services – particularly on the most vulnerable residents, whilst looking to grow the local economy to maximise future income generation potential.
- 3.6.4 The climate of continued funding cuts from Government and the pace of growth in the local economy has made this strategy difficult to maintain. More will be done to review how services can be further transformed to deliver further savings and to look for opportunities for joining up or rationalising service arrangements where this is sensible to do so and will reduce costs. However, the further planned government funding cuts over the period to 2020/21 mean that it is inevitable that some of the future savings the Council will have to deliver will inevitably impact on frontline services.
- 3.6.5 This report proposes a balanced budget for 2018/19. However more work is to be done to address the estimated £29.7m funding gap in the MTFS in the next two financial years. The summary MTFS position is shown in Table 9 below.

**Table 9 – MTFS Estimated Funding Gap 2019/20 – 2020/21**

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Cumulative Budget Gap	15.1	33.6	47.5
Budget Savings	-15.1	-17.8	-17.8
<b>Remaining Cumulative Budget Gap</b>	<b>0</b>	<b>15.8</b>	<b>29.7</b>
<b>Annual Budget Gap</b>	<b>0</b>	<b>15.8</b>	<b>13.9</b>

### **3.7 Capital Strategy / Capital Programme Update**

- 3.7.1 The Capital Strategy and proposed Capital Programme to 2021/22, which sets out the Council's future capital investment plans, will ensure that investment decisions are clearly aligned with the Council's strategic priorities and vision for Rotherham.
- 3.7.2 The Council's Capital Strategy and Capital Programme to 2020/21 was approved by Council in March 2017 within the Budget and Council Tax 2017/18 report.
- 3.7.3 The Financial Outturn 2016/17 report approved by Cabinet in July 2017 set out an updated capital programme taking into account slippage on capital schemes during 2016/17 which was mostly re-profiled into future years.

3.7.4 Further individual new capital projects already approved during 2017/18 are incorporated into the updated capital programme which is set out as Appendix 2B

3.7.5 This report proposes a number of further additions to the capital programme to 2021/22 which are set out in Appendix 2A. The amendments proposed are summarised as :

- Annual ongoing expenditure commitments to 2021/22
- Capitalisation of expenditure to support the revenue budget
- Further flexible use of capital receipts for revenue transformational expenditure for 2019/20 and 2020/21 subject to the Council's approval of the flexible use of capital receipts strategy which is attached as Appendix 4
- Priority Capital Investment

These are summarised below:

3.7.6 Annual Ongoing Expenditure Commitments to 2021/22

- ICT Refresh £1.75m
- Operational Buildings £550k
- Commercial Property £75k
- Neighbourhood Working £840k per year to 2021/22

3.7.7 Capitalisation and flexible use of capital receipts

- Capitalisation options to support the 2017/18 revenue budget £632k
- Capitalisation options to support the 2018/19 revenue budget £1,562k
- Capitalisation of Leisure PFI lifecycle costs to 2021/22 £2.183m
- Further flexible use of capital receipts to support revenue £4.0m

3.7.8 Priority Capital Investment – General Fund

- Street Cleansing Equipment and Bins (£610k)

Funding for service improvement for cleansing and bins. Options for Solar Compactor Bins to be explored. Individual projects, setting out costs and efficiency savings, to be brought to Cabinet for approval

- Pavement Improvements (£1m)

The Council has over 1,515km of adopted footways and like many Highway Authorities Rotherham's footway network has been gradually deteriorating after suffering from years of under investment. Winter freeze / thaw actions and severe weather events have served to accelerate the already deteriorating footways and highlight the poor structural condition.

The condition of the footway network in 2016/17 had deteriorated to a level where 33.98% of the total footway network is graded as RED - (Requires Planned maintenance work). With over 5,600 hazardous defects (potholes) having to be repaired on the footway network in 2016/17.

In order to arrest the decline in condition of the footway network it is essential that this part of the highway network is adequately maintained and accorded sufficient priority for funding over the coming years. The Council recognises the importance of the network being well maintained, to avoid a negative impact on Rotherham's economy. The importance of maintaining the footways is aligned with Sheffield City Region Local Transport Plan goal; which is to "Support Economic Growth by ensuring our highway networks are well maintained to keep people and goods moving effectively".

The proposal is to prioritise an initial investment of £1m in the Council's footway network in 2018/19 to slow the decline of the condition, which is currently around 4% per year. A footway repair programme will be developed to maximise the investment, prioritising and focusing on surfacing rather than remodelling. The programme will also be informed by Ward Members. Whereby, in accordance with the above priority Members will be contacted seeking their suggestions for works in their areas.

- Replacement of Mobile CCTV cameras (£60k)

Mobile CCTV cameras to deal with fly tipping and other environmental crime

- Provision of new controlled pedestrian crossings (£360k)

Currently there is a backlog of controlled pedestrian crossings (Puffin, Toucan, Zebra crossings) awaiting implementation as a result of limited funding available from the LTP Highways Capital Programme. These are all crossings that meet the Council's criteria for the provision of controlled crossings in terms of identified difficulty for pedestrians to cross the road. Current funding will allow one crossing per year to be implemented which means that the current list of crossings will take 6 years to implement. Use of Council Capital funding will halve the time taken to implement the crossings by allowing 2 per year to be implemented, thus securing the road safety and accessibility benefits of these facilities earlier.

- College Road Roundabout – match funding (£1.390m)

The Council has been successful in its bid for Department for Transport funding in respect of the National Productivity Investment Fund (NPIF). Funding of £3.24m has been secured, however, Council match funding of £1.39m (30%) is required. Therefore the total scheme cost is £4.63m.

- Crinoline Bridge Repair Works (£1.312m)

Repair and refurbishment of Crinoline Bridge on the A630. The estimated cost of this project is £1.312m. The bridge carries nearly 30,000 vehicles per day and is a key element of the town's transport infrastructure.

The recent inspection reports show a deterioration of the overall bridge condition, with several components of the bridge in a poor state of repair, such that any further deterioration could lead to the bridge being unable to

entirely fulfil its function with a risk that this could result in partial or total closure of the A630.

The option remains to continue to monitor the condition of Crinoline Bridge, but with the risk that the bridge becomes unsafe and needs to be partially or completely closed at short notice. This risks long term closures while repair tenders are prepared and/or additional extra costs due to the short notice of repair works contracts.

The option exists to arrest the deterioration only to Crinoline Bridge with works to the deck joints and surfacing. However this will not address the repair need nor ensure the long term integrity of the bridge. This option has been estimated at £300,000.

The recommended option is to repair and refurbish Crinoline Bridge, to include for protection measures to ensure its long term integrity, at a cost of £1.312m

- Increase SEND provision – top-up funding (£838k)

The Primary mainstream school population has increased by 15% and the Secondary mainstream school population has increased by 1% since 2010 as confirmed by the latest Department for Education (DfE) School Capacity and Planning (SCAP) scorecard for Rotherham. There is a projected further 5% increase in the school aged pupil population by 2021, further increasing the need for additional SEND places to be created in the Local Authority area. Following completion of the SEND sufficiency analysis, an additional 125 SEND places will be needed across the Authority to meet current and expected future demand up to 2021. 75 places are required to reduce out of authority placements by half and 50 places to add additional capacity and provision within the Borough to support future increase in demand from population increase. This will generate a recurrent £3.5m in DSG savings.

The option of providing further funding from schools related capital grants will also continue to be explored

#### Housing Revenue Account (HRA)

3.7.9 The Housing Revenue Account Capital Programme has also been updated to 2021/22 with a further £22.8m investment in improving council housing and £1.8m in adaptations. Additionally, a re-alignment of £551k is proposed to be made between the refurbishments allocation and the aids and adaptations allocation in recognition that demand for aids and adaptations has increased significantly over the past year. HRA capital programme information is set out in Appendices 2D and 2E.

3.7.10 The Capital Strategy will deliver a Capital Programme that is affordable and sustainable, and contributes to the Borough's economic growth. It will also ensure that the Council is able to fully contribute to the delivery of the SCR Strategic Economic Plan and maximise the potential for securing capital funding from the SCR and the Devolution Deal.

3.7.11 One of the key aims of improving the Council's management of its capital resources is to embed the importance of having an integrated approach across revenue and capital within the organisation. This is to ensure that the two key strategic documents, the Capital Strategy and Medium Term Financial Strategy (MTFS) interlink, to ensure that the delivery and financing of the Capital Programme fully reflects the principles of the MTFS. This has been achieved by ensuring that the revenue implications of capital projects are reflected within the MTFS and in revenue budgets (such as the cost of borrowing and savings generated through invest to save schemes).

3.7.12 The revenue impact of the Capital Strategy is reflected in the Council's Revenue Budget and Council Tax Setting Report and the prudential borrowing requirement arising from the Capital Programme is reflected in the Prudential Indicators and Treasury Management and Investment Strategy.

### **Funding the Capital Programme**

3.7.13 Appendix 2 shows how the Council proposes to fund the projects and changes to the Capital Programme for which approval is being sought, together with the funding of the existing approved Capital Programme projects. As indicated above, the Council's revenue budget and medium term financial strategy contains provision for the revenue implications of the capital programme including prudential borrowing costs.

3.7.14 The Council held £20.867m of capital receipts as at 31<sup>st</sup> March 2017 of which £18.077m are committed to funding schemes within the Capital Programme as approved at Council in March 2017 leaving £2.790m uncommitted receipts. The Council anticipates a further £10m of capital receipts to be generated across the Capital Programme period 2017/18 to 2021/22. The total £12.790m is planned to be utilised to support the Capital Programme as put forward for approval within this report.

3.7.15 The Council's funding strategy in respect of the Capital Programme will be based on the following key principles:

- (i) Capitalisation opportunities will be maximised, where accounting rules allow.
- (ii) The Government's capital receipts flexibilities will be maximised to fund revenue transformational expenditure, with an indicative £2m of capital receipts built into the revenue budget for 2017/18 and 2018/19. As a general principle, capital receipts will be earmarked to minimise revenue costs.
- (iii) This report recommends that all decisions on capital financing are delegated to the Council's Section 151 Officer.

### **3.8 Treasury Management Issues**

3.8.1 Treasury Management is the management of the Council's cash flows, its banking, money market and capital transactions, the effective control of risks associated with these activities and the pursuit of optimum performance associated with those risks.

- 3.8.2 The Treasury Strategy has associated Prudential Indicators (PIs) which have to be approved by Council prior to 1<sup>st</sup> April each financial year in order to comply with the various statutory frameworks within which the treasury function has to operate.
- 3.8.3 The Prudential Code requires the Council to approve and monitor a minimum number of PIs in order to inform the capital decision making process and support capital investment decisions. These PIs are mandatory.
- 3.8.4 The Capital Finance Regulations 2008 require the Council to approve a Minimum Revenue Provision (MRP) statement which sets out the methods the Council will use to determine the appropriate amount of MRP to charge against the revenue budget.
- 3.8.5 The Treasury Management Strategy is integral to the overall Budget Strategy and to the management of the Capital Programme.
- 3.8.6 Details of the Treasury Management matters are contained in Appendix 3. The proposed Treasury Management Strategy for 2018/19 is the same as the current strategy approved by Council for 2017/18 with one exception related to Money Market Funds. The current strategy limits investments in Money Market Funds to a total of £20m, based on an estimated 20% of the total investment portfolio. The proposed strategy is to limit the investment in an individual Money Market Fund to £10m.

### **3.9 Report of the Strategic Director of Finance and Customer Services (the Council's Responsible Financial Officer)**

- 3.9.1 Section 25 of The Local Government Act 2003 requires the 'Chief Financial Officer' (The Strategic Director of Finance & Customer Services at Rotherham Council) to report to Council on the following matters in making decisions on the budget and financial strategy:
  - the robustness of the estimates made for the purposes of the calculations;
  - the adequacy of the proposed financial reserves.
- 3.9.2 In addition, it is recognised as good financial management for the Council to identify target levels for reserves and balances that are based on a thorough understanding of its needs and risks.
- 3.9.3 The contents of this budget and financial strategy report is the mechanism by which positive assurances are made by the Strategic Director of Finance & Customer Services about the adequacy of the proposed financial reserves.
- 3.9.4 The Strategic Director of Finance & Customer Services gives her assurance that the budget estimates for 2018/19 are robust overall when considered in conjunction with the budget risk contingency identified within the report and alongside the identification of the reserves which would need to be utilised if that risk should be realised. The current spending levels in social care services are not sustainable beyond 2018/19 and need to be addressed during 2018/19 in order that the Council can maintain a sound financial position.

3.9.5 This assurance is therefore predicated on the Council securing plans and actions to ensure that a number of significant risk areas within the budget are addressed and savings delivered, in particular:

- Successful application of the investment in Children's Safeguarding as well as robust management of demand pressures to secure a sustainable financial position in line with the budget allocated for Children and Young People's Services.
- Successful management of the demand pressures in Adult Social Care within the budget allocated through completion of the service development programme.

3.9.6 Additionally, early progress in addressing budget savings for 2019/20 and beyond is essential if the Council is to maintain a robust approach to its budget and financial management. The required savings are significant and the challenge and time required to identify options, develop robust proposals and implement decisions should not be underestimated.

3.9.7 The key fundamental principles of the report's recommendations which the Strategic Director of Finance & Customer Services has considered in giving this assurance are:

- That the budget strategy for 2018/19 is approved as set out in the report and incorporating the agreement to the delivery of £15.1m of net budget reductions including £5.3m of direct service budget savings.
- That directorates manage their finances within the clearly defined cash-limits approved as part of this budget. Whilst the budget risk is recognised, Strategic Directors must bring forward options to mitigate any cost overruns in accordance with Financial Procedure Rules in order that formal decisions can be made where necessary.
- That Council approves the updates to the Medium Term Financial Strategy to 2019/20 and agrees to the ongoing delivery of efficiencies and savings to address the remaining £30m shortfall in resources over current spending plans across 2019/20 and 2020/21. Any extent to which budgets overspend will increase the £30m shortfall.
- That the General Reserves Minimum Balance is maintained at its current level and is not called upon for other purposes save in exceptional circumstances with the agreement of the Leader of the Council, Chief Executive and the Strategic Director of Finance & Customer Services and approved by the appropriate body of the Council in accordance with the Constitution.
- That the use of all other General Fund reserves is frozen pending a full review and a report back to Cabinet once the financial outturn for 2017/18 is known and there has been a full assessment of options to address pressures. Exceptions to this are only allowable by virtue of there being a formal partnership agreement already in place and with the approval of the Chief Finance Officer.

3.9.8 Section 3.5 of this report sets out the planned use of reserves in support of the budget while Appendix 6 shows the total General Fund revenue reserves currently held and set aside to mitigate additional financial risks and future known costs. The reserves position will need to be kept under review to ensure that the Council maintains a robust budget and sound financial base. This budget strategy proposes replenishing reserves over the medium term. The updated Medium Term Financial Strategy includes a budget provision that £3m per year is put back into reserves.

3.9.9 The Council continues to operate in a tight financial climate by continuing to exercise the additional spending controls implemented towards the end of the 2016/17 including the application of stringent recruitment and procurement controls along with regular directorate budget challenge sessions involving Cabinet Members. However, there are significant cost overruns taking place and this needs to be stemmed if the Council is to remain financially stable and sustainable. Therefore consideration will be given to any further measures that can be taken to ensure that spending is contained within budget.

3.9.10 Within the current financial climate, effective and carefully planned use of reserves is ever more critical to the Council's ability to maintain a robust balanced budget whilst delivering its budget objectives to protect the most vulnerable people and those in need. The Council is continuing to use its reserves to enable the delivery of sustainable cost reductions in a managed way.

3.9.11 The planned use of reserves across the medium term will be reviewed in the early part of the forthcoming year as further information becomes available to inform future budget planning. This will include an in-depth analysis of service performance against spend and consideration of options to reduce spend. This will be reported back to Cabinet in the early part of 2018/19.

3.9.12 Achieving budget savings of this magnitude, whilst seeking to protect priority services as far as possible, requires a significant amount of service and financial planning. This can only be done effectively with the support of an integrated strategic approach to the level and use of the Council's reserves.

3.9.13 In considering the overall robustness of the budget proposals for 2018/19, account has been taken of the degree of transformation required in some areas and the time it will take to deliver some of the savings over the period. There are risks with some items until projects and plans have been fully developed but that is inevitable given the scale of the cuts involved. The planned use of reserves linked to both the revenue and capital budgets is integral and critical to this budget strategy and the overall robustness of the Council's finances. The importance of this should not be underestimated.

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

4.1 These are set out in Section 3 above.

## 5. Consultation

- 5.1 From 6<sup>th</sup> December 2017 to 4<sup>th</sup> January 2018 the Council consulted with the public, staff and partners around the Directorate cuts and savings proposed for the 2018/19 budget. The Council asked the public to provide feedback on budget proposals via; local media, the Council website and social media.
- 5.2 The Council's Overview and Scrutiny Management Board (OSMB) has also closely reviewed and challenged the budget proposals included in this report and raised some specific queries requiring further information to be presented on some of the proposals.
- 5.3 A report setting out the feedback on the consultation is attached at Appendix 7.
- 5.4 With regard to the proposed changes to the Capital Strategy and Capital Programme, consultation has taken place with elected Members and officers engaged in capital projects across Directorates.

## 6. Timetable and Accountability for Implementing this Decision

- 6.1 The Council is required to set its annual budget by no later than 10<sup>th</sup> March each year. Strategic Directors are responsible for ensuring the delivery of savings proposals within their Directorate Cash Limit approvals.
- 6.2 Where appropriate, detailed Implementation Plans will be drawn up and maintained to ensure close monitoring of savings delivery or providing early warnings if there is a potential for the savings target not to be achieved. In this instance this will provide maximum opportunity to identify potential remedial actions to be identified and implemented to maintain spend within the approved budget limit.

## 7. Financial and Procurement Implications

- 7.1 The financial implications are set out in detail in Section 3 above.
- 7.2 In summary, the report recommends **a 5.99% increase in Council Tax (excludes precepts other than the Adult Social Care precept) and a 2018/19 General Fund Revenue Budget for the Council of £215.070m.**
- 7.3 It should be noted that the proposed revenue budget includes:
  - Provision for pay awards and contractual inflation
  - Where known in relation to specific items of expenditure, a specific provision for inflation. **In line with Council policy, it is expected that any other inflationary pressures will be contained within Directorate Cash Limit budgets.**
  - Income inflation – a 3% increase in Council Fees and Charges in line with the September 2017 CPI increase.
- 7.4 Any revenue implications from the Approved Capital Programme are fully reflected in the Council's 2018/19 Revenue Budget, its Medium Term

Financial Strategy and the Prudential Indicators and Treasury Management and Investment Strategy.

- 7.5 There is a requirement for all projects within the Capital Programme to be procured in line with the Council's Standing Orders and Financial Regulations. The Authority utilises national and regional framework arrangements for many of its capital contracts, including the YORbuild framework lists. This speeds up the procurement process, and ensures that the Council achieves value for money in the procurement of its capital contracts.
- 7.6 There also is a requirement for all new projects to follow the new Capital Programme Governance procedures. This includes the requirement to bring forward detailed business cases for full sign off, before the delivery of the project commences.
- 7.7 Treasury Management forms an integral part of the Council's overall financial arrangements. The assumptions supporting the capital financing budget for 2018/19 and for the future years covered by the MTFS of the Council have been reviewed in light of the current economic and financial conditions and the revised future years' capital programme.
- 7.8 The proposed Treasury Management and Investment Strategy is not forecasted to have any further revenue consequences other than those identified and planned for in both the Council's 2018/19 Revenue Budget and approved MTFS.

## **8. Legal Implications**

- 8.1 When setting the budget, the Council must be mindful of the potential impact on service users. In particular, Section 149 of the Equality Act 2010 imposes an obligation on Members to have due regard to protecting and promoting the welfare and interests of persons who share a relevant protected characteristic (age; disability; gender re-assignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation). The detail of the analysis of the budget proposals undertaken so far is described in section 11 below. However, case law has clarified that there is no obligation on a local authority to carry out an equality impact analysis of the high level strategic budget setting process. Once the budget has been set and as spending decisions are made service by service, and as policies are developed within the constraints of the budgetary framework, proposals will be further considered by Members and will be subject to an appropriate and proportionate assessment of any equality implications.
- 8.2 In coming to decisions in relation to the revenue budget and Council Tax the Council has various legal and fiduciary duties. The Council is required by the Local Government Act 1992 to make specific estimates of gross revenue expenditure and anticipated income leading to the calculation of the council tax requirement and the setting of the overall budget and Council Tax. The amount of the council tax requirement must be sufficient to meet the Council's legal and financial commitments, ensure the proper discharge of its statutory duties and lead to a balanced budget.

- 8.3 In exercising its fiduciary duty the Council should be satisfied that the proposals put forward are a prudent use of the Authority's resources in both the short and long term; that the proposals strike a fair balance between the interests of Council Tax payers and ratepayers on the one hand and the community's interests in adequate and efficient services on the other; and that they are acting in good faith for the benefit of the community whilst complying with all statutory duties. Officers have addressed the duty to strike a fair balance between different elements of the community and the interests of Council Tax and Business Rate payers in developing the budget proposals set out in this report.
- 8.4 All capital projects require input from Legal Services in relation to contracts. The Council must ensure that robust contractual arrangements are put in place, specifications are clearly defined, and it is clear which project risks are the responsibility of the Contractor and which remain with the Council. This is to avoid potential contractual disputes and limit the financial impact on the Council arising from them.
- 8.5 It is a requirement that changes to the Council's prudential indicators are approved by Council.
- 8.6 It is also a requirement that the Council's Minimum Revenue Provision Policy Statement for each financial year is approved by Council.

## **9. Human Resources Implications**

- 9.1 The expected impact of the budget proposals within this report on the number of Full Time Equivalent (FTE) posts to be lost is 83 with further breakdown set out in Appendix 1.
- 9.2 Since 2010 the Council has reduced its headcount by over 1,800.

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

- 10.1 See sections 3.2.3 to 3.2.12 and sections 3.2.25 to 3.2.36 above.
- 10.2 There has been significant investment in Children and Young People Services in recent years demonstrating the Council's commitment to improving the service and better protecting children and young people. This budget includes continuing investment in children's safeguarding as approved in the Budget last year. The proposed 2018/19 budget utilises all of the Adult Social Care Precept to support Adult care services and there are no new savings included within this budget area.
- 10.3 There is additional investment within the Capital Programme to increase SEND provision, contributing to meeting current and expected future demand and to reduce out of authority placements.

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

- 11.1 All budget savings proposals requiring full, detailed Equalities Assessments will be included in the report to Council on 28<sup>th</sup> February 2018.

11.2 Projects within the Capital Programme will ensure that as far as possible Council buildings are fully accessible, to enable all users to access Council services. In addition, projects within the Council's Digital Council Strategy will ensure that individual customer needs are met. The development of the Children's and Adults' Social Care ICT system will ensure equality of opportunity for a range of vulnerable groups, by providing timely and robust data, to enable all partners to work together and ensure that care and protection is available to those people who need it most.

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

12.1 The implications for Partners and Other Directorates of revenue budget savings proposals at Appendix 1 and in the Equalities Assessments.

12.2 Where the Council is working with partner organisations on specific capital projects, for example in Health, the Police and other government agencies, proposals have been developed in conjunction with these organisations.

## **13. Risks and Mitigation**

13.1 Over the last year the budget has been subject to further in-depth work by the senior leadership team and Cabinet Members to ensure a better understanding of previous decisions and detail within budgets. This has included line by line deep dive reviews and also a thorough review of all financial planning assumptions. However there is significant risk within demand led budgets which is being mitigated through a restriction to the use of reserves beyond risk mitigation. The balance of reserves is sufficient to mitigate overall budget risk in the short term only. The proposals include replenishing reserves and hence support a sustainable financial plan.

13.2 The Capital Programme is funded through a number of sources: Prudential borrowing, capital grants and contributions, revenue contributions and capital receipts. Any uncertainty over the funding of the Programme rests on confirmation that grants/contributions and capital receipts continue to be available in future years.

13.3 Finance work closely with Project Managers and the Corporate Property Unit, to monitor project expenditure and performance. Improvements that are being introduced to the Capital Programme governance arrangements and enhanced reporting requirements will ensure that Members will receive early notice of any specific project issues. This will enable early intervention to take place to bring projects back on timetable and cost, or if necessary, agree an additional capital programme funding approval. Where elements of the Programme are reliant on future grant funding, future projects will be continually reviewed to match the programme against funding availability.

13.4 The proposed Treasury Management and Investment Strategy seeks to minimise the risks inherent in operating a Treasury Management function during these difficult economic and financial conditions.

13.5 Operational Treasury Management guidelines will continue to be kept in place and reviewed to ensure they are appropriate given the circumstances faced,

supported by regular monitoring to ensure that any risks and uncertainties are addressed at an early stage and hence kept to a minimum.

**14. Accountable Officer(s)**

Judith Badger, Strategic Director of Finance and Customer Services  
Graham Saxton, Assistant Director of Financial Services

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Judith Badger	06.02.2018
Assistant Director of Legal Services	Dermot Pearson	06.02.2018
Head of Procurement (if appropriate)		
Head of Human Resources (if appropriate)		

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## Budget Savings Proposals 2018 - 19

## Appendix 1

Ref. per template	Directorate / Savings Option	Budget Saving 2018/19 £000	Additional Budget Saving 2019/20 £000	Total Budget Saving £000	Saving Type - Efficiency, Income Generation, Front Line	FTE's 2018/19	FTE's 2019/20	FTE's Total
<b>Directorate Savings</b>								
	Assistant Chief Executive							
ACX 1	Centralisation of Performance Management & Quality Function	64	0	64	E	1.00	0.00	1.00
ACX 2	Infrastructure Services for Voluntary & Community Sector support	0	25	25	E	0.00	0.00	0.00
ACX 3	Immigration Advice	30	0	30	E	1.00	0.00	1.00
ACX 4	Reorganisation of Communications Function	50	15	65	E	2.00	0.00	2.00
		144	40	184				
<u>Finance &amp; Customer Services</u>								
FCS CIDS1	Consolidate Riverside House Customer Services	200	200	400	E	8.00	10.00	18.00
FCS CIDS2	Information Governance Team - van hire	2	0	2	E	0.00	0.00	0.00
FCS CIDS3	Information Governance Team - staff savings	30	0	30	E	1.00	0.00	1.00
FCS CIDS4	Restructure of Digital Service Management	100	0	100	E	5.00	0.00	5.00
FCS – Fin 1	Revenues & Benefits Service - reduction in overtime	50	0	50	E	0.00	0.00	0.00
FCS – Fin 2	Revenues & Benefits - recovery of housing benefit overpayments	200	0	200	E	0.00	0.00	0.00
FCS - Fin 3	Corporate Procurement - staffing savings in P2P service	50	0	50	E	2.00	0.00	2.00
CW 3	Review of Income Collection Arrangements - Contract Savings	40	0	40	E			
		672	200	872				
<u>Children &amp; Young People</u>								
CYPS 1	Early Help - whole service review	175	175	350	FL	10.56	0.00	10.56
CYPS 2	Education Psychology Service - funding from DSG	383	0	383	E	0.00	0.00	0.00
CYPS 3	Revise the funding of the trading model for admissions and appeals	84	0	84	E	0.00	0.00	0.00
CYPS 4	Troubled Families - payment by results	30	0	30	E	0.00	0.00	0.00
CYPS 5	Rotherham Youth Enterprise Service	133	0	133	E	5.00	0.00	5.00
CYPS 6	Sufficiency - Independent Fostering Agencies, first preference	150	0	150	E	0.00	0.00	0.00
CYPS 7	Sufficiency - Block Contracts (residential)	50	0	50	E	0.00	0.00	0.00
CYPS 8	Sufficiency - Foster Care Recruitment	100	0	100	E	0.00	0.00	0.00
CYPS 9	Sufficiency - Edge of Care Interventions	112	113	225	E	0.00	0.00	0.00
CYPS 10	Regional Agreement for Agency Social Workers	200	0	200	E	0.00	0.00	0.00
CYPS 11	Early Years reduced staffing	15	0	15	E	1.00	0.00	1.00
		1,432	288	1,720				
<u>Public Health</u>								
PH 1	Reduction in contribution to Active Rotherham	13	0	13	FL	2.00	0.00	2.00
PH 2	Homelessness	25	0	25	E	0.00	0.00	0.00
PH 3	Sexual Health	0	56	56	FL	0.00	0.00	0.00

## Budget Savings Proposals 2018 - 19

## Appendix 1

Ref. per template	Directorate / Savings Option	Budget Saving 2018/19 £000	Additional Budget Saving 2019/20 £000	Total Budget Saving £000	Saving Type - Efficiency, Income Generation, Front Line	FTE's 2018/19	FTE's 2019/20	FTE's Total
<b>Directorate Savings</b>								
PH 4	Redesign of children's weight management service and contract	128	0	128	FL	0.00	0.00	0.00
PH 8	Reduction in HIV prevention budget	15	0	15	FL	0.00	0.00	0.00
PH 9	Staff vacancies	94	0	94	E	1.80	0.00	1.80
		275	56	331				
<u>Regeneration &amp; Environment</u>								
R&E1	Restructure of corporate health and safety and emergency planning	30	0	30	IG	0.00	0.00	0.00
R&E2a	Increased income/reduced costs from Markets Service	50	25	75	IG	0.00	0.00	0.00
R&E 2b	RIDO - delete vacant post	44	0	44	E	1.00	0.00	1.00
R&E 2b-1	Highway fee income (Parkway) - one off	30	-30	0	IG	0.00	0.00	0.00
R&E2b-2	Planning Income	30	30	60	IG	0.00	0.00	0.00
R&E3-1	Revenue Income through Property Investment	0	269	269	IG	0.00	0.00	0.00
R&E3-2	Lease Riverside House Space to Partner	140	20	160	IG	0.00	0.00	0.00
R&E 3 – 9,10	Reallocation of Community Engagement & Community Property Work	15	0	15	IG	0.00	0.00	0.00
R&E3-3,4,5,7	Charging for the Provision of Asset Management Services	87	9	96	IG	0.00	0.00	0.00
R&E3-6,8	Energy Efficiency Measures and Utility Procurement	32	20	52	E	0.00	0.00	0.00
R&E4	Stage 2 Implementation of Transport Review	0	83	83	E	3.00	0.00	3.00
R&E 5	Transformation of Community Safety and Street Scene	250	0	250	E	8.00	0.00	8.00
R&E6a3&5	Revision to Grounds Maintenance Service	388	0	388	FL	10.00	0.00	10.00
R&E 6b 1 - 3	Revisions to Ad hoc Cleansing Arrangements	56	0	56	FL	2.00	0.00	2.00
R&E 6e	Integration of the Dog Warden Service into the Pest Control Service	61	0	61	E	1.50	0.00	1.50
R&E 7a	Waste Review	899	484	1,383	FL	0.00	0.00	0.00
R&E 7c	Introduce Bank Holiday Monday collections on a Saturday	24	0	24	E	0.00	0.00	0.00
R&E 7d	Introduce advertising/sponsorship on waste collection vehicles	20	0	20	IG	0.00	0.00	0.00
R&E 7e	Bulky Item Collection Charges	23	0	23	IG	0.00	0.00	0.00
R&E 8 - 3	Cleaning Provision in Corporate Landlord buildings	22	0	22	E	1.54	0.00	1.54
R&E 8 - 4	Caretaker vehicle provision	10	0	10	E	0.00	0.00	0.00
R&E 8 - 5	Riverside House Café increase charges	7	0	7	IG	0.00	0.00	0.00
R&E 8b - 2	Riverside House Cleaning	16	0	16	E	1.01	0.00	1.01
R&E 9a	Culture Sport and Tourism Staffing Reconfiguration	100	0	100	E	3.00	0.00	3.00
R&E 9b	Rother Valley Country Park - Development of a new caravan site	0	399	399	IG	0.00	0.00	0.00
R&E 9c	Increase Income at Civic Theatre	40	61	101	IG	0.00	0.00	0.00
R&E 9e	Temporarily suspend non-essential maintenance at Countryside sites	94	-94	0	FL	0.00	0.00	0.00
R&E 9f	Increase Income across parks, countryside and green spaces	98	0	98	IG	0.00	0.00	0.00
R&E 9g	Clifton Park & other urban green spaces - reduced repair, maintenance & cleansing	77	-30	47	FL	1.50	0.00	1.50

**Budget Savings Proposals 2018 - 19**

**Appendix 1**

Ref. per template	Directorate / Savings Option	Budget Saving 2018/19 £000	Additional Budget Saving 2019/20 £000	Total Budget Saving £000	Saving Type - Efficiency, Income Generation, Front Line	FTE's 2018/19	FTE's 2019/20	FTE's Total
	<b>Directorate Savings</b>							
R&E 9h	Expansion of Nationality Checking Service	47	-47	0	IG	0.00	0.00	0.00
R&E 11	Sponsorship for Christmas Illuminations	46	0	46	IG	0.00	0.00	0.00
R&E 11 - 4	Cenotaph Cleaning	11	0	11	E	0.00	0.00	0.00
R&E13	Recycling of Old Street Lighting Lanterns	2	1	3	IG	0.00	0.00	0.00
R&E 14	Realignment of Highway Budget	16	0	16	E	0.00	0.00	0.00
		2,765	1,200	3,965				
	<b>Total Directorates Savings Options</b>	<b>5,288</b>	<b>1,784</b>	<b>7,072</b>		<b>72.91</b>	<b>10.00</b>	<b>82.91</b>

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Proposed Additions to the General Fund Capital Programme to 2021/22						
	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	Total £000
<u>Annual/Committed Expenditure to 2021/22</u>						
ICT refresh	0	0	0	0	1,775	1,775
Operational Buildings	0	0	0	0	550	550
Commercial Property	0	0	0	0	75	75
Neighbourhood Working	0	840	840	840	840	3,360
Replacement HR/Payroll System	0	1,000	0	0	0	1,000
<u>Capitalisation</u>						
Various capitalisations to support 2017/18 revenue budget outturn	632	0	0	0	0	632
Various capitalisations to support 2018/19 revenue budget & deliver savings	0	517	0	0	0	517
Leisure PFI Lifecycle costs	223	383	247	482	848	2,183
Tractors purchase instead of lease	0	1,045	0	0	0	1,045
Clifton Park car parking and tennis courts funded from income generation	121	0	0	0	0	121
Further flexible use of capital receipts to support revenue transformation costs	0	0	2,000	2,000	0	4,000
<u>Priority Investment</u>						
Street cleansing equipment and bins	0	610	0	0	0	610
Pavement improvements	0	1,000	0	0	0	1,000
Replacement of Mobile CCTV Cameras	0	60	0	0	0	60
New controlled pedestrian crossings - top-up funding	0	120	120	120	0	360
College Road Roundabout match funding to £3.24m grant	0	320	1,070	0	0	1,390
Crinoline Bridge repairs	0	1,312	0	0	0	1,312
Increase SEND provision - top-up funding	0	696	108	34	0	838
<b>Total Proposed Additions</b>	<b>976</b>	<b>7,903</b>	<b>4,385</b>	<b>3,476</b>	<b>4,088</b>	<b>20,828</b>

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Capital Programme General Fund 2017/18 to 2021/22

APPENDIX 2B

Directorate	Service	Service Area	Sub Service		Current Year	Future Years				Total Project	
						2018/19	2019/20	2020/21	2021/22		
						Budget	Budget	Budget	Budget		
Adult Care & Fair Access to Aids and	Neighbourhood		CNF101	Adapts - WDP - Private Major	288,257	0	0	0	0	288,257	
			CNF102	Adapts - MFS - Private Major	216,031	0	0	0	0	216,031	
			CNF103	Adapts - OTHERS - Private Major	934,135	0	0	0	0	934,135	
			CNF201	Adapts - WDP - Private Minor	282,169	0	0	0	0	282,169	
			CNF202	Adapts - MFS - Private Minor	179,408	0	0	0	0	179,408	
			CNFBUN	Private Adaps Bud Unall	0	1,900,000	1,900,000	1,900,000	1,900,000	7,600,000	
			<b>Total</b>		<b>1,900,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>9,500,000</b>	
			<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Neighbourhood	Bellows Road	CP0600	Bellows Road		116,043	0	0	0	0	116,043	
	Monksbridge Demolition	CP0401	Monksbridge, Dinnington		0	72,000	0	0	0	72,000	
	Canklow Clearance	CP0100	Canklow Clearance Project		141,627	0	0	0	0	141,627	
	Extra Care Housing	CPZBUN	Extra Care Housing Scheme		0	2,000,000	8,000,000	0	0	10,000,000	
	<b>Total</b>		<b>257,670</b>		<b>2,072,000</b>	<b>8,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,329,670</b>	
	<b>Total</b>		<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Total</b>		<b>2,157,670</b>		<b>3,972,000</b>	<b>9,900,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>19,829,670</b>	
Adult Services	Adult Services	Assistive Technology	CU0700	Assistive Technology Equipment	680,000	680,000	680,000	680,000	0	2,720,000	
		REWS Equipment	CU0701	REWS Capital	190,000	190,000	190,000	190,000	0	760,000	
		Grants	Unallocated		0	2,140,000	0	0	0	2,140,000	
	<b>Total</b>		<b>870,000</b>		<b>3,010,000</b>	<b>870,000</b>	<b>870,000</b>	<b>0</b>	<b>0</b>	<b>5,620,000</b>	
	<b>Total</b>		<b>870,000</b>		<b>3,010,000</b>	<b>870,000</b>	<b>870,000</b>	<b>0</b>	<b>0</b>	<b>5,620,000</b>	
Neighbourhood	Neighbourhood	Allocations	CPC001	Rother Valley South CPTL	10,400	0	0	0	0	10,400	
			CPC003	Rotherham North CPTL	15,000	0	0	0	0	15,000	
			CPC004	Rotherham South CPTL	10,345	0	0	0	0	10,345	
			CPC005	Wentworth North CPTL	4,620	0	0	0	0	4,620	
			CPC007	Wentworth Valley CPTL	9,640	0	0	0	0	9,640	
			CPC008	Capt'l Inv't Ward Anst wdsets	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC009	Capt'l Inv't-Ward - Dinnington	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC010	Capt'l Inv't-Ward - Wales	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC011	Capt'l Inv't-Wd-Brinwth/catffe	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC012	Capt'l Inv't-Ward - Holderness	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC013	Capt'l Inv't-Ward - RotherVale	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC014	Capt'l Inv't-Ward - Keppel	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC015	Capt'l Inv't-Ward - Roth West	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC016	Capt'l Inv't-Ward - Wingfield	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC017	Capt'l Inv't-Ward - Bostn Ctle	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC018	Capt'l Inv't-Ward - Roth East	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC019	Capt'l Inv't-Ward - Sitwell	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC020	Capt'l Inv't-Ward - Hoobier	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC021	Capt'l Inv't-Ward - Swinton	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC022	Capt'l Inv't-Ward - Wath	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC023	Capt'l Inv't-Ward - Rawmarsh	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC024	Capt'l Inv't-Ward - Silverwood	10,000	10,000	10,000	10,000	10,000	50,000	
			CPC025	Capt'l Inv't-Ward - Valley	10,000	10,000	10,000	10,000	10,000	50,000	

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Directorate	Service	Service Area	Sub Service		Current Year	Future Years				Total Project	
						2018/19	2019/20	2020/21	2021/22		
						Budget	Budget	Budget	Budget		
				CPC026	Capt'l Inv't-Ward - Maltby	10,000	10,000	10,000	10,000	50,000	
				CPC027	Capt'l Inv't-Ward - Hellaby	10,000	10,000	10,000	10,000	50,000	
				CPC028	Capt'l Inv't-Ward - Wickersley	10,000	10,000	10,000	10,000	50,000	
			Furnished Homes CPTL	CPA001	Furnished Homes New CPTL	1,134,000	1,134,000	1,134,000	1,134,000	5,670,000	
				CPA002	Furnished Homes Replace CPTL	72,000	72,000	72,000	72,000	360,000	
			Fuel Poverty Vulnerable People	CP0802	Fuel Poverty-Vulnerable People	48,486	0	0	0	48,486	
			Total			1,514,491	1,416,000	1,416,000	1,416,000	7,178,491	
			Total			1,514,491	1,416,000	1,416,000	1,416,000	7,178,491	
			Total			4,542,161	8,398,000	12,186,000	4,186,000	32,628,161	
				CE1014	Thrybergh CC Satelite CPTL	14,775	45,225	0	0	60,000	
				CE1025	Thorpe Hesley Pr Childcare dev	39,668	0	0	0	39,668	
				CE1026	Thurcroft Jnr Childcare dev	244,753	0	0	0	244,753	
				CE1027	Flanderwell Pri Childcare dev	194,796	0	0	0	194,796	
				CED900	Adaptations - Foster Care	500,000	919,637	0	0	1,419,637	
				CEL900	Early Years Grant for 2 yr old	0	104,916	0	0	104,916	
			Total			993,992	1,069,778	0	0	2,063,770	
			Schools	Schools - Capitalised Enh	C0006N	Aston Lodge Primary	1,710	0	0	0	1,710
				C0014N	Brinsworth Howarth Primary	107,160	0	0	0	107,160	
				C0018N	East Dene Primary	3,704	0	0	0	3,704	
				C0025N	Newman Special	0	0	0	0	0	
				C0027N	Redscope Primary	5,650	0	0	0	5,650	
				C0028N	Redscope Primary	6,201	0	0	0	6,201	
				C0032N	Sitwell Infants	0	0	0	0	0	
				C0033N	St Anns Junior & Infant	0	0	0	0	0	
				C0034N	St Thomas CofE	9,912	0	0	0	9,912	
				C0035N	Swallownest Primary	56,106	0	0	0	56,106	
				C0052N	Kitchen Canopies Asbestos surv	5,227	0	0	0	5,227	
				C0053N	Anston Park Jnr Kitchen Canopy	99,939	0	0	0	99,939	
				C0054N	Arnold Centre Replace boilers	41,102	0	0	0	41,102	
				C0055N	Badsley Pri Kitchen Canopy	28,233	0	0	0	28,233	
				C0056N	Badsley Pri Curtain wall Ph 2	5,000	150,000	0	0	155,000	
				C0057N	Badsley Pri Re-Roofing Ph 2	111,503	0	0	0	111,503	
				C0058N	Bramley S'side Inf Re-roof Ph1	149,907	0	0	0	149,907	
				C0059N	Brins Manor Inf Kitchen Canopy	66,797	0	0	0	66,797	
				C0060N	Brins Manor Inf Damp Works	5,000	95,000	0	0	100,000	
				C0061N	Broom Valley Comm Sch Fencing	3,000	0	0	0	3,000	
				C0062N	Kilnhurst Pri-Canalside Autism	12,556	0	0	0	12,556	
				C0063N	Ferham Pri Changing room	10,000	0	0	0	10,000	
				C0064N	Harthill Pr Fire alarm upgrade	25,781	0	0	0	25,781	
				C0065N	Kiveton Pk Mdws Kitchen Canopy	114,627	0	0	0	114,627	
				C0066N	Kiveton Pk Mdws DDA work	10,000	0	0	0	10,000	
				C0067N	Laughton J&I Kitchen Canopy	47,000	0	0	0	47,000	
				C0068N	Laughton JI Reception entrance	40,000	0	0	0	40,000	
				C0069N	Newman Special Re-Roofing	9,366	0	0	0	9,366	

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Directorate	Service	Service Area	Sub Service		Current Year	Future Years				Total Project	
						2018/19		2019/20			
						Budget	Budget	Budget	Budget		
			C0071N	Redscope Pri Kitchen Canopy	114,627	0	0	0	0	114,627	
			C0072N	Redscope Pri Brickwork repairs	31,310	0	0	0	0	31,310	
			C0073N	Rockingham J&I Kitchen Canopy	70,936	0	0	0	0	70,936	
			C0074N	Sitwell Inf Reception entrance	27,975	0	0	0	0	27,975	
			C0075N	St Ann's J&I Kitchen Canopy	114,627	0	0	0	0	114,627	
			C0076N	Swallownest Fire alarm replace	20,509	0	0	0	0	20,509	
			C0077N	Thorpe Hes Pri Kitchen Canopy	85,000	0	0	0	0	85,000	
			C0078N	Thorpe Hes Pri Heating boiler	5,000	0	0	0	0	5,000	
			C0079N	Todwick Pri Kitchen Canopy	103,987	0	0	0	0	103,987	
			C0080N	Wales Pri Fencing	2,300	0	0	0	0	2,300	
			C0081N	West Melton Pr Legionella reme	3,746	0	0	0	0	3,746	
			C0082N	Bramley S'side Jnr DDA works	30,132	0	0	0	0	30,132	
			C0083N	Kimb'worth Pri 15/16projCEN002	13,466	0	0	0	0	13,466	
			C0084N	Broom Valley CC Boiler replac	6,935	0	0	0	0	6,935	
			C0085N	Rawmarsh Rye Inf Boiler replac	1,850	0	0	0	0	1,850	
			C0086N	Maltby Lillyhall Boiler replac	10,710	0	0	0	0	10,710	
			C0087N	Thorpe Hes Pri Duct work	2,692	0	0	0	0	2,692	
			C0088N	Dinnington Pri MUGA floodlight	17,809	0	0	0	0	17,809	
			C0089N	BroomValley Comm Sch Duct work	2,000	0	0	0	0	2,000	
			C0090N	Clifton School Drainage work	47,495	0	0	0	0	47,495	
			CEN002	CapRep-L&B non-roof Alter	0	0	0	0	0	0	
			CENBUN	Capitalised Enhancements Unallocated	65,631	1,181,060	900,000	900,000	0	3,046,691	
			CENF02	CEN FWT Remedials CNTL CPTL	40,000	40,000	0	0	0	80,000	
	Schools - Prims - Major		CE1005	New Central Prim School	4,748	0	0	0	0	4,748	
			CE1016	Kiveton Park Inf -Nursery Prov	6,000	0	0	0	0	6,000	
			CE1018	Dalton Foljambe Primary	7,533	0	0	0	0	7,533	
			CE1019	Brampton Cortw'd Inf class rm	306,809	0	0	0	0	306,809	
			CE1020	Laughton J&I add classrooms	1,084,595	0	0	0	0	1,084,595	
			CE1021	Wath CofE Primary Classroom Pr	60,864	839,136	0	0	0	900,000	
			CE1022	R'marsh Sandhill Pri add class	0	50,000	500,000	0	0	550,000	
			CE1024	Maltby Hall Infants-Demolition	106,771	0	0	0	0	106,771	
			CE1028	Waverley New Primary School	25,000	385,000	3,930,000	1,260,000	0	5,600,000	
			CE1029	Bramley S'side Jnr mod classrm	2,334	58,558	0	0	0	60,892	
	Schools - PRUs		CE8902	Riverside (Catcliffe) PRU CPTL	0	49,530	0	0	0	49,530	
			CE8903	Hutton Park Campus CPTL	0	0	0	0	0	0	
	Schools - Secs - Major		CE8904	Rowan Centre PRU adaptations	25,000	125,000	0	0	0	150,000	
			CE5001	Wickersley SSC Expansion.	4,236	322,210	0	0	0	326,446	
			CE5002	Wales School add. classrooms	300,800	778,360	0	0	0	1,079,160	
	Schools - Spcls - Major		CE5003	Wath Comp add. classrooms	15,000	1,285,000	0	0	0	1,300,000	
			CE5004	Aston Acad replace classrooms	0	0	2,000,000	1,800,000	0	3,800,000	
			CE7000	Wingfield Academy - SEND provi	15,000	0	0	0	0	15,000	
			CE7002	Newman School swimming pool	20,438	79,562	0	0	0	100,000	
			CE7003	Welcome Ctr - SEND Hub Refurb	110,154	0	0	0	0	110,154	
			CE7004	Cherry Tree Hse- Refurb (SEND)	40,000	72,922	0	0	0	112,922	

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APPENDIX 2B

Directorate	Service	Service Area	Sub Service		Current Year	Future Years				Total Project	
						2018/19		2019/20			
						Budget	Budget	Budget	Budget		
DFC	F&CS	F&CS	F&CS -	Transformation Projects	Special BUDGET UNALLOC	0	424,957	166,667	166,666	0	758,290
					SEND top-up funding	0	696,000	108,000	34,000	0	838,000
					Schools PFI Life Cycle Program	1,577,000	902,000	1,200,000	1,764,000	0	5,443,000
					Schools - Prims - Major	TBC	Mini-bus capitalisation	30,000			30,000
					EFA Grants	To Allocate	5,146,110	4,062,188	2,612,066	1,899,706	4,241,511
					<b>Total</b>	<b>10,682,610</b>	<b>11,596,483</b>	<b>11,416,733</b>	<b>7,824,372</b>	<b>4,241,511</b>	<b>45,761,709</b>
					<b>Total</b>	<b>11,676,602</b>	<b>12,666,261</b>	<b>11,416,733</b>	<b>7,824,372</b>	<b>4,241,511</b>	<b>47,825,479</b>
					DFC - RMBC	DFC - RMBC all	CEXBUN	DFCG Unallocated			
					<b>Total</b>	<b>419,260</b>	<b>383,815</b>	<b>364,590</b>	<b>354,163</b>	<b>0</b>	<b>1,521,828</b>
					<b>Total</b>	<b>419,260</b>	<b>383,815</b>	<b>364,590</b>	<b>354,163</b>	<b>0</b>	<b>1,521,828</b>
					<b>Total</b>	<b>12,095,862</b>	<b>13,050,076</b>	<b>11,781,323</b>	<b>8,178,535</b>	<b>4,241,511</b>	<b>49,347,307</b>
Finance & ICT	F&CS	F&CS	F&CS -	Transformation Projects	2,000,000	2,000,000	2,000,000	2,000,000	0	8,000,000	
					F&CS - RMBC	CTR004	Acq Mayors Car	18,600	0	0	18,600
					<b>Total</b>	<b>2,018,600</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0</b>	<b>8,018,600</b>
					<b>Total</b>	<b>2,018,600</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0</b>	<b>8,018,600</b>
					ICT	ICT Refresh	CTT218	ICT Digital Strategy	397,000	797,000	195,000
						CTT219	Computer Refresh	275,000	830,000	760,000	910,000
						CTT220	Network Equipment Refresh Proj	25,312	304,903	832,000	630,000
						CTT221	Replacement of server equip	64,100	255,416	267,000	235,000
						CTT222	Telephony System Replacement	0	1,242,000	0	0
						CTT223	Storage area network replace	240,000	60,000	0	0
					<b>Total</b>	<b>1,001,412</b>	<b>3,489,319</b>	<b>2,054,000</b>	<b>1,775,000</b>	<b>1,775,000</b>	<b>10,094,731</b>
					ICT 2	ICT 2	CTT208	Finl Systs Upgrdes-ICT2	2,475	0	0
						CTT211	RMBCWebsite Enhncmnt-ICT2	2,949	0	0	0
						CTT213	Customer Access-hard ICT2	12,881	0	0	0
						CTT283	Spend Analytics (BI) - ICT2	5,725	0	0	0
						CTT286	Iken cedar upgrade Capitalisation	10,000	0	0	0
						CTT287	Planned Print Leased machines Capitalisation	10,000	0	0	0
						CTT288	Fleet of MFD printers Capitalisation	138,000	0	0	0
						CTT291	Social Care IT System - CNTL C	15,600	0	0	0
						CTT294	ICT RESILIENCE	9,341	0	0	0
					<b>Total</b>	<b>206,971</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>206,971</b>
					<b>Total</b>	<b>1,208,383</b>	<b>3,489,319</b>	<b>2,054,000</b>	<b>1,775,000</b>	<b>1,775,000</b>	<b>10,301,702</b>
					<b>Total</b>	<b>3,226,983</b>	<b>5,489,319</b>	<b>4,054,000</b>	<b>3,775,000</b>	<b>1,775,000</b>	<b>18,320,302</b>
Regeneration & Environment	Community	Network	Drainage	Wath Flood Alleviation	CGF005	43,226	0	0	0	0	43,226
					CGF008	AstonAughtonSwinst PropProtPh2	5,737	0	0	0	5,737
					CGF009	Herringthorpe V Flood Defence	14,630	270,000	0	0	284,630
					CGF010	Whiston Brook Flood Storage	59,621	0	0	0	59,621
					CGF011	Parkgate FAS	30,000	0	0	0	30,000
			Street Lighting	Replacemnt/Upgrade Street Lght	CGL002	630,000	729,297	0	0	0	1,359,297
					CGL005	St Lighting LTP 15/16 - 19/20	170,000	220,663	172,759	0	563,422
					CGL006	Upgrade PLL lighting to LED	570,000	530,000	550,000	0	1,650,000
					CGL007	Capitalisation Lighting	150,000	150,000	150,000	150,000	750,000
					CGL008	Capitalisation litter bins signs benches etc	0	117,000	0	0	117,000

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Directorate	Service	Service Area	Sub Service		Current Year	Future Years				Total Project	
						2018/19	2019/20	2020/21	2021/22		
					Budget	Budget	Budget	Budget	Budget	Budget	
Highways Delivery	Carriageway Resurfacing	CGR001	Carriageway Resurfacing		3,469,462	0	0	0	0	3,469,462	
			CGR007	DFT Pothole Grant 1718	295,000	0	0	0	0	295,000	
			CGR008	Unclassified Rds 17/18 ? 19/20	3,000,000	4,000,000	3,000,000	0	0	10,000,000	
			CGR010	Capitalisation Carriageways	500,000	500,000	0	0	0	1,000,000	
		CGR011	Pavement Improvements		0	1,000,000	0	0	0	1,000,000	
			Multi Hog Capitalisation		116,000	0	0	0	0	116,000	
			Three Tippers Capitalisation		160,713	0	0	0	0	160,713	
	Waste Management	Total			9,214,389	7,516,960	3,872,759	150,000	150,000	20,904,108	
		Street Scene Services	CGY004	Bins	150,775	150,775	150,775	150,775	150,775	753,875	
		Street Cleansing	Equipment & Bins		0	610,000	0	0	0	610,000	
				Replacement of Mobile CCTV Cameras	0	60,000	0	0	0	60,000	
	Safer Neighbourhoods	Total			150,775	820,775	150,775	150,775	150,775	1,423,875	
		Safer Neighbourhoods	CN0100	Carhill Landfill Site	45,000	0	0	0	0	45,000	
		CN0105	Wath Landfill Site		21,011	0	0	0	0	21,011	
					66,011	0	0	0	0	66,011	
		Total			9,431,175	8,337,735	4,023,534	300,775	300,775	22,393,994	
Culture, Sport & Tourism	Cultural Heritage & Sports	Libraries	CLL001	Brinsworth Library	497,290	0	0	0	0	497,290	
		CLL002	Strat Review of Libraries		77,954	0	0	0	0	77,954	
					48,515	0	0	0	0	48,515	
		Total			623,759	0	0	0	0	623,759	
	Leisure & Community Service	Green Spaces	CLC008	RVCP Caravan Park	383,000	4,336,000	62,000	0	0	4,781,000	
					44,000					44,000	
		CLS003	Leisure PFI Aston Car Park Extension Capitalisation		223,000	383,000	247,000	482,000	848,000	2,183,000	
					0	450,000	0	0	0	450,000	
		CLS004	Leisure PFI lifecycle Capitalisation		0	0	0	0	0	0	
					6,652	0	0	0	0	6,652	
		CLD001	Treeton St Helen Church Yard		5,379	0	0	0	0	5,379	
					20,000					20,000	
		CLR004	Firsby Reservoir Phase 2		121,000					121,000	
					0	1,045,000				1,045,000	
		CLU010	Alexandra Park Play Area		36,500	0	0	0	0	36,500	
					0	20,000	0	0	0	20,000	
		CLU012	Sanctuary Fields s106		39,637	0	0	0	0	39,637	
					40,000	0	0	0	0	40,000	
		CLU017	Clifton Park Bollards		3,039	86,961	0	0	0	90,000	
					922,207	6,320,961	309,000	482,000	848,000	8,882,168	
		Total			1,545,966	6,320,961	309,000	482,000	848,000	9,505,927	
Planning, Regen & Transport	Corp Property Unit	Corporate Property Cap Proj	CSD005	Charnwood House Demo	81,221	0	0	0	0	81,221	

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Directorate	Service	Service Area	Sub Service		Current Year	Future Years				Total Project	
						2018/19		2019/20			
						Budget	Budget	Budget	Budget		
				CSR043	Premises Fund Capitalisation	160,000				160,000	
				CSR050	Caretakers Premises Capitalisation	36,000				36,000	
				CSD006	Greasbrough TH Demo	47,000	0	0	0	47,000	
				CSR003	Bailey House Condition+	75,117	0	0	0	75,117	
				CSR015	Eric Manns relo Evolve team	5,215	0	0	0	5,215	
				CSR018	Dalton YC - Refurb	15,031	0	0	0	15,031	
				CSR019	Kiveton YC - Alterations	24,000	0	0	0	24,000	
				CSR021	Rawmarsh CSC - Alterations	64,155	0	0	0	64,155	
				CSR023	The Place - Alterations	190,341	0	0	0	190,341	
				CSR024	Winterhill Early Help - ICT Up	7,700	0	0	0	7,700	
				CSR025	Catcliffe Primary Early Help	8,800	0	0	0	8,800	
				CSR027	Nelson Street Refurb	8,227	0	0	0	8,227	
				CSR028	Wath YC	7,925	0	0	0	7,925	
				CSR030	RotherValley CP-Heating	290,000	0	0	0	290,000	
				CSR031	Maltby Library Relocation	315,000	0	0	0	315,000	
				CSR032	Barbers Depot-Shutters	35,000	0	0	0	35,000	
				CSR033	Wath Library -Concrete	95,000	0	0	0	95,000	
				CSR034	Bailey House-WorksD12	177,864	0	0	0	177,864	
				CSR035	Hellaby Roof	198,690	0	0	0	198,690	
				CSR036	Markets Imps -O16	55,651	0	0	0	55,651	
				CSR037	Barbot Hall Ind	113,191	0	0	0	113,191	
				CSR038	Hellaby DepotAC	0	0	0	0	0	
				CSR039	Bailey House Roof	29,000	0	0	0	29,000	
				CSR040	Civic Theatre-refurb	17,000	0	0	0	17,000	
				CSR041	Vic Park-Drainage	20,000	0	0	0	20,000	
				CSR045	Middle Lane South, Clifton	22,000	0	0	0	22,000	
				CSR046	Cranworth Centre	10,475	0	0	0	10,475	
				CSR047	Relocation of visitor centre	63,400				63,400	
				CSR048	Greasbrough Library	35,000				35,000	
				CSR049	Dale Rd Community Centre Heating	28,000				28,000	
				CSRBUN	Ops Buildings Cap Inv	2,244	1,271,809	976,000	549,000	550,000	3,349,053
				CSXBUN	Corps CYPS BUN	169,670	0	0	0	0	169,670
				CSY001	Commercial Property Cap	8,000	300,000	142,000	75,000	75,000	600,000
				CSY002	Riverside House lease space to partner	0	400,000				400,000
				<b>Total</b>		<b>2,415,917</b>	<b>1,971,809</b>	<b>1,118,000</b>	<b>624,000</b>	<b>625,000</b>	<b>6,754,726</b>
	RIDO	Business Growth	CSS001	Private-Twn Ctr Business Vit	5,000	54,739	0	0	0	0	59,739
		Inv & Economic Initiatives	CSS002	RMBC-Twn Ctr Business Vit	5,000	9,026	0	0	0	0	14,026
			CSA005	Acq Forge Island	30,000	0	0	0	0	0	30,000
			CSA006	Acq. of Riverside Precinct	347,000	0	0	0	0	0	347,000
			CSA007	Magistrates Court Demo	360,000	0	0	0	0	0	360,000
			CSA009	Town Centre Masterplan Capitalisation	80,000						80,000
			CSABUN	Town Centre Investment	0	2,000,000	13,956,383	200,000	0	0	16,156,383
			CSC006	Bassingthorpe Farm	235,000	50,000	50,000	50,000	0	0	385,000
			CSC007	Pithouse West Investigations	46,434	0	0	0	0	0	46,434
			CSCBUN	Growth Fund	5,000,000	0	0	0	0	0	5,000,000

Directorate	Service	Service Area	Sub Service	Current Year	Future Years				Total Project	
					2018/19		2019/20			
					Budget	Budget	Budget	Budget		
			<b>Total</b>	<b>6,108,434</b>	<b>2,113,765</b>	<b>14,006,383</b>	<b>250,000</b>	<b>0</b>	<b>22,478,582</b>	
	Transportation & Highways	Connectivity	CGCBUN	Unallocated Connectivity	425,000	0	0	0	425,000	
		Major Schemes	CGA012	A618 Growth Corridor Phase 2	448,619	0	0	0	448,619	
			CGA013	Parkway Widening ph2	0	0	10,059,000	18,948,000	13,250,000	
			CGA014	Waverley Link Rd Main Works	0	31,000	5,139,000	4,085,000	9,800,000	
			CGC047	A630 Pool Green Roundabout	140,000	0	0	0	140,000	
			CGF007	Holmes Tail Golt Pumping Stn	41,702	1,557,632	0	0	1,599,334	
			CGN002	A57 (T) M1 NATA	50,000	23,875	0	0	73,875	
			CGN020	SYITS infrastructure	4,369	0	0	0	4,369	
			CGN051	SYITS Com Database	129,199	0	0	0	129,199	
			CGN055	A630 Sheffield Parkway widenin	400,000	1,521,946	296,581	0	2,218,527	
			CGN056	Waverley Link Road	1,000	0	0	0	1,000	
			CGS005	Traffic Signal Refurb Prog	40,000	48,583	0	0	88,583	
			CGS006	Traff Signal renewal Prog	50,000	350,000	300,000	300,000	1,000,000	
			CGS007	Trafsig redlight cam digi upgra	247,573	0	0	0	247,573	
			CGY010	Com Infra Levy (CIL) software	19,950	0	0	0	19,950	
				New Controlled Pedestrian Crossings addtl funding	0	120,000	120,000	120,000	0	
				College Road Roundabout	0	1,065,000	3,565,000	0	4,630,000	
		Bridges		Crinoline Bridge Repairs	0	1,312,000	0	0	1,312,000	
		Bridges	CGBBUN	Bridges unallocated	412,443	57,359	0	0	469,802	
		Local Safety Schemes	CGLBUN	Unallocated Local Safety S	600,000	675,000	0	0	1,275,000	
		LSTF & Smarter Choices	CGSBUN	Unallocated Smarter Choices	70,081	0	0	0	70,081	
		Sustainable Tran Exemplar Prog	CGTBUN	Unallocated Step 2	1,795,000	0	0	0	1,795,000	
		Network Management	CGNBUN	Unallocated Network Man	599,000	0	0	0	599,000	
		LTP		Transport to allocate	0	1,166,000	1,166,000	1,166,000	4,664,000	
		LTP		Highway Maintenance to allocate	0	2,774,337	2,822,241	2,995,000	2,995,000	
			<b>Total</b>		<b>5,473,936</b>	<b>10,702,732</b>	<b>23,467,822</b>	<b>27,614,000</b>	<b>17,956,000</b>	
					<b>13,998,287</b>	<b>14,788,306</b>	<b>38,592,205</b>	<b>28,488,000</b>	<b>18,581,000</b>	
					<b>24,975,428</b>	<b>29,447,002</b>	<b>42,924,739</b>	<b>29,270,775</b>	<b>19,729,775</b>	
ACX				Replacement HR/Payroll System	0	1,000,000	0	0	1,000,000	
<b>Total</b>					<b>44,840,434</b>	<b>57,384,397</b>	<b>70,946,062</b>	<b>45,410,310</b>	<b>29,062,286</b>	
									<b>247,643,489</b>	

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## Capital Programme Summary and Funding to 2021/22 - General Fund

### APPENDIX 2C

#### Expenditure:

Directorate	Current Year		Future Years		Total Project
			Budget		Budget
Adult Care & Housing	4,542,161		28,086,000		32,628,161
Children & Young Peoples Serv	12,095,862		37,251,445		49,347,307
Finance & Customer Services	3,226,983		15,093,319		18,320,302
Regeneration & Environment	24,975,428		121,372,291		146,347,719
Assistant Chief Executive	0		1,000,000		1,000,000
<b>Total</b>	<b>44,840,434</b>		<b>202,803,055</b>		<b>247,643,489</b>

#### Funding:

Funding Stream	Current Year		Future Years		Total Project
			Budget		Budget
Grants And Contributions	20,704,624		118,294,821		138,999,445
Prudential Borrowing	18,536,856		46,895,032		65,431,888
Revenue Contribution	15,850		12,298,500		12,314,350
Usable Capital Receipts	5,583,104		25,314,702		30,897,806
<b>Total</b>	<b>44,840,434</b>		<b>202,803,055</b>		<b>247,643,489</b>

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Capital Programme 2017/18 to 2021/22 - HRA

APPENDIX 2D

Directorate	Service	Service Area	Sub Service	Current Year	Future Years					Total Project
					2018/19	2019/20	2020/21	2021/22	Budget	
					Budget	Budget	Budget	Budget	Budget	
HRA	Neighbourhood Capital Programm	Fair Access to All	Aids and Adaptations (Public S	CJF301	Adapts - WDP - Public Major	564,871	0	0	0	564,871
				CJF302	Adapts - MFS - Public Major	540,590	0	0	0	540,590
				CJF303	Adapts - OTHERS - Public Major	455,733	0	0	0	455,733
				CJF401	Adapts - WDP - Public Minor	146,373	0	0	0	146,373
				CJF402	Adapts - MFS - Public Minor	92,433	0	0	0	92,433
				CJFBUN	Public Adaps Bud Unall	550,668	1,800,000	1,800,000	1,800,000	7,750,668
			<b>Total</b>		<b>2,350,668</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>9,550,668</b>
		Improving Council Housing & Ho	Asbestos	CJQ101	Asbestos-Testing & Removal	400,000	0	0	0	400,000
			Beaversleigh	CJS103	Beaversleigh Doors.Misc	100,000	0	0	0	100,000
			District Heating	CJ0602	District Heating Conversions	45,208	0	0	0	45,208
				CJJ15	Vine Close-Pipework to dwell's	219,582	0	0	0	219,582
				CJJ519	Vale Road	0	0	0	0	0
				CJJ520	Hampstead Green DH	38,750	0	0	0	38,750
				CJJ521	Glencairn Court - DH	0	0	0	0	0
				CJJ522	Grange Estate Heat Meters	21,092	0	0	0	21,092
				CJJ523	Shaftesbury Heat Meters	0	0	0	0	0
				CJJ524	District Heating St Annes	0	0	0	0	0
				CJTBU	District Heating Bud Unall	175,368	0	0	0	175,368
			Electrical Board & Bond	CJJ301	WDP - Board and Bond	129,166	0	0	0	129,166
			Environmental Programme	CJE220	Dawson Croft-Car Park Works	1,375	0	0	0	1,375
				CJE227	Wingfield Road Phase 2 Enviro	125,622	0	0	0	125,622
				CJE228	Markfield Drive Phase 2 Enviro	200,000	0	0	0	200,000
				CJE229	Albert Street Phase 2 Enviro	136,820	0	0	0	136,820
				CJE232	Badsley Moor Lane Boundary Imp	3,507	0	0	0	3,507
				CJE233	Warwick St Access.bin storage.	81,000	0	0	0	81,000
				CJE234	Fleming Way Park impts	163,733	0	0	0	163,733
				CJE235	Wellfield Lodge bin storage im	2,550	0	0	0	2,550
				CJE236	Leverton Creation of parking b	2,000	0	0	0	2,000
				CJE237	Pike Rd Bin store imp	15,000	0	0	0	15,000
				CJE238	St Philips Access improvements	2,000	0	0	0	2,000
				CJE239	Staple Green pathway imp	2,000	0	0	0	2,000
				CJE240	Tristford parking imp	8,470	0	0	0	8,470
				CJE241	Christchurch Rd Parking prov'n	31,000	0	0	0	31,000
				CJE242	Library Close access-surfacing	7,000	0	0	0	7,000
				CJE243	High Nook Pk, Dinn'ton impts	5,000	0	0	0	5,000
				CJE244	Lyme tree Play Area design	4,500	0	0	0	4,500
				CJE247	H'thorpeVilly Rd hway resurface	6,650	0	0	0	6,650
				CJEBU	Environmental Bud Unall	1,773	0	0	0	1,773
		External Insulation		CJN401	Thermal Improvments	110,000	0	0	0	110,000
				CJN402	Fitzwilliam - Swinton Thermal	390,000	0	0	0	390,000
				CJN403	Fitzwilliam Estate Fans	0	0	0	0	0
		Garage Site Investment		CJ0806	Unsustainable Garage Sites	250,000	0	0	0	250,000
		General Structures		CJM301	Capital Structural Work	750,000	0	0	0	750,000

Capital Programme 2017/18 to 2021/22 - HRA

APPENDIX 2D

Directorate	Service	Service Area	Sub Service	Current Year	Future Years					Total Project		
					2018/19		2019/20		2020/21			
					Budget	Budget	Budget	Budget	Budget			
			IHMS (IT System)	CJ1003	HIMS Computer System	342,162	0	0	0	0	342,162	
			Improving Council Housing	CJZBUN	Improving Council Housing	0	28,220,000	22,880,000	22,880,000	22,880,000	96,860,000	
			Major Voids Capital Prog	CJC101	WDP - Major Voids	1,291,659	0	0	0	0	1,291,659	
				CJC102	MFS - Major Voids	1,508,341	0	0	0	0	1,508,341	
			New Build DPU Bungalows	CJG201	New Build DPU Bungalows	0	0	0	0	0	0	
			Refurbishments	CJA102	MFS - Site Prelims	267,580	0	0	0	0	267,580	
				CJA105	East Dene Roofing	0	0	0	0	0	0	
				CJA112	Herr' thpe Roofg,Chim,FSB,RWG	0	0	0	0	0	0	
				CJA113	Rawmarsh External	366,000	0	0	0	0	366,000	
				CJA114	N Anston Roof,chim,RWG,Canpy	0	0	0	0	0	0	
				CJA117	Kimberworth Roofing	1,100,000	0	0	0	0	1,100,000	
				CJA118	Wharncliffe Flate RoofRWG Balc	499,312	0	0	0	0	499,312	
				CJA401	MFS - Internal-MFS C5 1A	985,821	0	0	0	0	985,821	
				CJA710	The Lanes Balconies	168,792	0	0	0	0	168,792	
				CJA714	Vine Close Communal	380,000	0	0	0	0	380,000	
				CJA715	Munsb'gh Roof,Chim,FSB,RWG	2,121,257	0	0	0	0	2,121,257	
				CJA718	Rock'ghm&Wingfd As'b'tos Gutt	290,000	0	0	0	0	290,000	
				CJA719	Durham Place Bungalows	274,000	0	0	0	0	274,000	
				CJA720	Rockingham House Lift	18,326	0	0	0	0	18,326	
				CJA801	Design & Appraisal	50,000	0	0	0	0	50,000	
				CJABUN	Refurb Bud Unall	54,538	0	0	0	0	54,538	
				CJB101	Replacement Windows	473,706	0	0	0	0	473,706	
			Replacement of Central Heating	CJJ101	WDP - Ad Hoc Boiler Repl'ts	1,402,090	0	0	0	0	1,402,090	
				CJJ102	WDP-Fires(gas2elec/elec2elec)	0	0	0	0	0	0	
				CJJ103	WDP - Magna Cleans	19,375	0	0	0	0	19,375	
				CJJ104	WDP - Hard Wire Stats	64,583	0	0	0	0	64,583	
				CJJ105	WDP-Boilers Scheme 1	884,786	0	0	0	0	884,786	
				CJJBUN	Central Heat Boilers Bud Unall	0	0	0	0	0	0	
			Replacement of Communal Doors	CJD101	Communal Doors (High Security)	150,000	0	0	0	0	150,000	
			Sheltered Housing Communal Are	CJR101	Community Centre Improvements	50,000	0	0	0	0	50,000	
				CJR103	Comm Centre Conv-Sorrel Sykes	25,000	0	0	0	0	25,000	
				CJR104	Comm Centre Conv-Arbour Drive	138,000	0	0	0	0	138,000	
				CJR107	Comm Centre Conv-Ash Grove	0	0	0	0	0	0	
				CJR109	Comm Centre Conv-Caperns Rd	0	0	0	0	0	0	
				CJR110	Comm Centre Conv-Normanville	0	0	0	0	0	0	
				CJR111	Comm C'tre Conv-Victoria Court	0	0	0	0	0	0	
				CJRBUN	Community Centre Imps-Bud Unal	537,000	0	0	0	0	537,000	
			Total			16,891,494	28,220,000	22,880,000	22,880,000	22,880,000	113,751,494	
	New Housing Provision	Site Clusters	CJP001	Site Cluster Braithwell	2,367,123	5,978,702	4,919,974	296,094	0	0	13,561,893	
			CJP002	Site Cluster Rotherview Road 1	86,296	1,255,870	1,511,752	132,274	0	0	2,986,192	
			CJP003	Site Cluster Rotherview Road 2	202,948	2,946,955	3,547,396	310,387	0	0	7,007,686	
			CJP004	Site Cluster Conway	667,257	1,472,646	0	0	0	0	2,139,903	

Directorate	Service	Service Area	Sub Service	Current Year	Future Years					Total Project		
					2018/19		2019/20		2020/21			
					Budget	Budget	Budget	Budget	Budget			
			Stock Conversions	CJP005	Site Cluster Farnworth	550,375	1,274,751	0	0	0	1,825,126	
				CJP006	Site Cluster Gaitskell	48,706	294,085	0	0	0	342,791	
				CJP007	Site Cluster Shakespear	23,019	323,125	467,619	0	0	813,763	
				CJH101	Grange Road Flats Conversion	280,303	0	0	0	0	280,303	
				CJP008	Bellows Road SOAHP	0	3,329,030	3,329,030	1,664,516	0	8,322,576	
				CJP009	Rothwell Grange SOAHP units	0	376,162	2,256,970	3,009,292	0	5,642,424	
				CJP010	Braithwell Rd SOAHP Bungalows	41,835	502,024	209,176	0	0	753,035	
			Strategic Acquisitions	CJP011	Arundel Ave Bungws SOAHP	41,835	502,024	209,176	0	0	753,035	
				CJP012	SOAHP Bungalows - 4 units	33,468	401,620	167,342	0	0	602,430	
				CJ0117	SA Waverley	812,862	95,000	0	0	0	907,862	
				CJ0118	Little London Maltby SA	0	1,700,000	0	0	0	1,700,000	
				CJ0120	Catherine Ave & St Marys Drive	439,172	424,596	0	0	0	863,768	
				CJ0122	Waverley HC5 Avant	343,960	755,640	0	0	0	1,099,600	
				CJ0123	Queens Ave KivetonPk 12 units	420,870	508,600	0	0	0	929,470	
				CJHBUN	LA Strat Acquisit'ns Bud Unall	121,394	4,366,166	0	0	0	4,487,560	
			Total			6,481,423	26,506,996	16,618,435	5,412,563	0	55,019,417	
			Total			25,723,585	56,526,996	41,298,435	30,092,563	24,680,000	178,321,579	
Total						25,723,585	56,526,996	41,298,435	30,092,563	24,680,000	178,321,579	
Total						25,723,585	56,526,996	41,298,435	30,092,563	24,680,000	178,321,579	

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## Capital Programme Summary and Funding to 2021/22 - HRA

## APPENDIX 2E

### Expenditure:

Directorate	Current Year		Future Years		Total Project
			Budget		Budget
HRA	25,723,585		152,597,994		178,321,579
<b>Total</b>	<b>25,723,585</b>		<b>152,597,994</b>		<b>178,321,579</b>

### Funding:

Funding Stream	Current Year		Future Years		Total Project
			Budget		Budget
Grants And Contributions	1,345,076		18,417,769		19,762,845
Major Repairs Allowance	17,776,709		69,635,000		87,411,709
Revenue Contribution	6,601,800		58,545,225		65,147,025
Usable Capital Receipts	0		6,000,000		6,000,000
<b>Total</b>	<b>25,723,585</b>		<b>152,597,994</b>		<b>178,321,579</b>

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## Appendix 3

### Prudential Indicators and Treasury Management and Investment Strategy 2018/19 – 2020/21

#### 1. Purpose of the report

To seek approval of the Treasury Management Matters for 2018/19, including the Prudential Indicators, the Minimum Revenue Provision Policy, the Treasury Management Strategy and the Investment Strategy.

#### 2. Background

2.1 The Local Government Act 2003 and supporting regulations require the Council to 'have regard to' the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice and prepare, set and publish prudential indicators and treasury indicators that ensure the Council's capital expenditure plans are affordable, prudent and sustainable in the long-term.

The prudential indicators consider the affordability and impact of capital expenditure plans, and set out the Council's overall capital framework. Each prudential indicator either summarises the expected activity or introduces limits upon the activity, and reflects the underlying capital programme.

Within the overall prudential framework there is a clear impact on the Council's treasury management activity, either through borrowing or investment activity. As a consequence a Treasury Management Strategy is prepared which considers the effective funding of the capital expenditure decisions and complements the prudential indicators.

2.2 The Prudential Indicators and Treasury Management Strategy together form part of the process which ensures the Council meets the balanced budget requirement under the Local Government Finance Act 1992. It is a statutory requirement under Section 33, revised under Section 31 of the Localism Bill 2011, for the Council to produce a **balanced budget**. In particular, Section 31 requires the Council to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions.

This, therefore, means that increases in capital expenditure must be limited to a level whereby charges to revenue remain affordable within the projected income of the Council for the foreseeable future. These increased charges may arise from:

- increases in interest charges and debt repayment caused by increased borrowing to finance additional capital expenditure; and
- any increases in operational running costs from new capital projects.

2.3 Treasury management is, therefore, an important part of the overall financial management of the Council's affairs and is defined as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

Specific treasury indicators are prepared and included in the Treasury Management Strategy which requires Member approval.

The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice (the CIPFA Code of Practice on Treasury Management – revised November 2009). The Council adopted the Code of Practice on Treasury Management (Cabinet, March 2004) and adopted the revisions to the Code in March 2010.

2.4 The Council's constitution (via Financial Regulations) requires the annual Treasury Management Strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. As a minimum a mid-year monitoring report is produced with a further report produced after the year-end to report on actual activity for the year.

Reports on Treasury matters are also required to be adequately scrutinised before being recommended to the Council and this role is undertaken by Audit Committee.

### **3. Key Issues**

#### **3.1 Overview**

The Council's 2017/18 Prudential Indicators and Treasury Management Strategy was approved by Council on 8<sup>th</sup> March 2017, whilst a Mid-Year report which updated the 2017/18 approved indicators was considered by Audit Committee on the 21<sup>st</sup> November 2017 and more recently by Cabinet on 9<sup>th</sup> January 2017. This report provides an update for the period 2017/18 to 2019/20 and proposes the indicators and forecasts for 2020/21.

Section 3.2 of the report details the key elements of the Council's Capital Expenditure Plans and associated Prudential Indicators. The Treasury Management Strategy (including the Investment Strategy) is detailed in Sections 3.3. Supporting detail is provided in the Appendices.

The Treasury Management Strategy has been drawn up in association with the Council's treasury management advisors, Link Asset Services (formerly Capita Asset Services).

This is a technical and complex report however the key messages are:

- Investments – the primary governing principle will remain **security** over return and the criteria for selecting counterparties reflect this. Cash available for investment will remain low, resulting in low returns.
- Borrowing – overall, this is estimated to year on year increase over the period covered by this report as the Council plans to incrementally reduce its under-borrowing position as part of managing its daily and long term liquidity position. New borrowing will only be taken up as current portfolio debt matures and where approved capital investment is to be financed by borrowing; and,
- Governance – strategies are reviewed by the Audit Committee with continuous monitoring which includes the Mid-Year and Year End reporting.

## 3.2 **CAPITAL EXPENDITURE PLANS & PRUDENTIAL INDICATORS 2017/18 TO 2020/21**

### 3.2.1 **The Capital Expenditure Plans**

The Council's capital expenditure plans are summarised below and form the first of the prudential indicators. A certain level of capital expenditure is grant supported by the Government; any decisions by the Council to spend above this level will be considered unsupported capital expenditure. This unsupported capital expenditure needs to have regard to:

- Service objectives (e.g. strategic planning);
- Stewardship of assets (e.g. asset management planning);
- Value for money (e.g. option appraisal)
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing);
- Affordability (e.g. implications for the council tax and rents)
- Practicality (e.g. the achievability of the forward plan).

The revenue consequences of capital expenditure, particularly the unsupported expenditure, will need to be paid for from the Council's own revenue resources.

This capital expenditure can be paid for immediately (by applying capital resources such as capital receipts, capital grants etc., or revenue resources), but if these resources are insufficient any residual expenditure will add to the Council's borrowing need.

3.2.2 The key risks to the plans are that the level of Government support has been estimated and is therefore subject to change. Similarly some of estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For example, anticipated asset sales resulting from the Council's on-going asset rationalisation programme may be deferred due to the on-going impact of the current economic & financial conditions on the property market.

3.2.3 The revised capital expenditure plans in the updated Capital Strategy and Capital Programme being taken to Council on 28<sup>th</sup> Feb 2018, are summarised in the table below.

It should be noted, that these represent the capital investment forecasts under traditional forms of financing and exclude assets acquired under PFI and finance lease arrangements which are a type of borrowing but which are budgeted for separately outside of the capital financing budget.

	2017/18 Estimated £m	2018/19 Estimated £m	2019/20 Estimated £m	2020/21 Estimated £m
Adult Care & Housing – Non HRA	4.542	8.398	12.186	4.186
Children & Young People's Services	12.095	13.050	11.781	8.179
Regeneration & Environment	24.975	29.447	42.925	29.271
Finance & Customer Services	3.227	6.489	4.054	3.775
<b>Total Non HRA</b>	<b>44.839</b>	<b>57.384</b>	<b>70.946</b>	<b>45.411</b>
HRA	25.724	56.527	41.298	30.092
<b>Total HRA</b>	<b>25.724</b>	<b>56.527</b>	<b>41.298</b>	<b>30.092</b>
<b>Total expenditure</b>	<b>70.563</b>	<b>113.911</b>	<b>112.244</b>	<b>75.503</b>
Capital receipts	5.583	2.000	2.000	2.000
Capital grants, capital contributions & sources other capital funding	46.443	106.008	107.859	72.027
<b>Total financing</b>	<b>52.026</b>	<b>108.008</b>	<b>109.859</b>	<b>74.027</b>
<b>Prudential borrowing requirement for the year</b>	<b>18.537</b>	<b>5.903</b>	<b>2.385</b>	<b>1.476</b>

3.2.4 **The Capital Financing Requirement (the Council's Borrowing Need)**

The Council's Capital Financing Requirement (CFR) is the total outstanding capital expenditure which has not yet been financed from either revenue or

capital resources. It is essentially a measure of the Council's underlying borrowing need.

As can be seen in the table in 3.2.3 above, the latest revised estimated prudential borrowing requirement over the period 2017/18 to 2020/21 based on the updated Capital Strategy and Capital Programme is £28.301m. This will be added to the existing CFR.

The CFR is then reduced by the amount the Council sets aside from revenue for the repayment of debt and other financing movements.

As explained in 3.2.3, in addition to the underlying borrowing need arising from the Council's capital investment programme, the overall CFR also includes other long term liabilities (OLTL) brought onto the Balance Sheet as a result of the recognition of PFI and Finance lease assets. This is a technical adjustment to recognise the underlying borrowing facility taken out by the PFI or Finance lease provider and does not require the Council to take out any additional borrow in its own right.

The CFR projections for which approval is being sought are set out in the table below:

	2017/18 Estimated £m	2018/19 Estimated £m	2019/20 Estimated £m	2020/21 Estimated £m
CFR – General Fund	503.768	505.879	501.045	491.608
CFR – HRA	304.125	304.125	304.125	304.125
<b>Total CFR</b>	<b>807.893</b>	<b>810.004</b>	<b>805.170</b>	<b>795.733</b>
<b>Movement in CFR</b>	<b>15.354</b>	<b>2.111</b>	<b>-4.834</b>	<b>-9.437</b>
Of which:				
CFR – capital investment	675.104	680.378	678.394	672.482
OLTL	132.789	129.626	126.776	123.251
<b>Movement in CFR represented by:</b>				
Prudential borrowing requirement for the year (table at 3.2.3 above)	18.537	5.903	2.385	1.476
Net financing need for the year for OLTL	-2.766	-3.163	-2.850	-3.525
<b>Less</b> Minimum Revenue Provision and other financing movements	<b>-0.417</b>	<b>-0.629</b>	<b>-4.369</b>	<b>-7.388</b>
<b>Movement in CFR</b>	<b>15.354</b>	<b>2.111</b>	<b>-4.834</b>	<b>-9.437</b>

### **3.2.5 Minimum Revenue Provision Policy Statement**

3.2.5.1 The Council is required to pay off an element of the accumulated General Fund CFR each year through a revenue charge (the Minimum Revenue Provision - MRP). In addition, it is also allowed to make additional voluntary payments (VRP) where it is prudent to do so. Repayments included in annual PFI charges or finance lease payments are also applied as MRP.

No MRP charge is currently required for the HRA. The HRA charges depreciation on its assets, which is a revenue charge. Previously to alleviate the impact of this charge falling on the tenants, HRA regulations allowed the Major Repairs Allowance to be used as a proxy for depreciation for the first five years under self-financing. From April 2017, depreciation is determined in accordance with proper accounting practice.

3.2.5.2 CLG Regulations require full Council to approve an MRP Statement in advance of each financial year setting out how it will discharge its duty to charge an amount of MRP which the Council considers 'prudent'.

The Strategic Director of Finance & Customer Services will, where it is prudent to do so, use discretion to review the overall financing of the capital programme and the opportunities afforded by the regulations to maximise the benefit to the Council whilst ensuring it meets its duty to charge a 'prudent' provision. To provide maximum flexibility the recommended MRP policy includes the use of the annuity method and the equal instalments method.

The wording of the proposed MRP Policy Statement for which Council approval is being sought is shown at Appendix A.

### **3.2.6 Affordability Prudential Indicators**

Affordability prudential indicators are used to assess the affordability of the capital expenditure plans by reference to their impact on the Council's finances overall. Cabinet will recommend that the Council be asked to approve the following indicators.

#### **3.2.6.1 Actual and Estimates of the ratio of financing costs to net revenue stream**

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream of the Council.

The estimates of financing costs include all current commitments, the proposals contained in the proposed 2018/19 Revenue Budget and updated future years' capital expenditure plans.

Ratio of financing costs to Net Revenue Stream				
	2017/18 Estimated %	2018/19 Estimated %	2019/20 Estimated %	2020/21 Estimated %
Non-HRA	6.24	5.56	6.18	6.93
HRA	15.99	15.95	15.69	15.35

### 3.2.6.2 Estimates of the incremental impact of capital expenditure plans on Council Tax

This indicator identifies the revenue costs associated with proposed changes to the capital programme compared to the Council's existing commitments and current plans.

Only schemes in the Council's approved capital programme are included in the indicators and there may be further schemes pending approval. Any additional approvals will normally have to be funded from unsupported borrowing as all identified available resources have been allocated. This would impact on the prudential indicators above.

The impact on Band D Council Tax, as shown in the table below, indicates the impact of the Council's capital expenditure plans as already budgeted for within the proposed Revenue Budget for 2018/19 and the Council's Medium Term Financial Strategy, and does not indicate additional requirements of Rotherham council tax payers.

Incremental impact of capital expenditure plans on the Band D Council Tax				
	Estimated 2017/18 £	Estimated 2018/19 £	Estimated 2019/20 £	Estimated 2020/21 £
Council Tax – Band D	9.30	13.26	12.50	11.96

### 3.2.6.3 Estimates of the incremental impact of capital expenditure plans on Housing Rent levels

Similar to the Council tax calculation, this indicator identifies the revenue cost of proposed changes in the housing capital programme compared to the Council's existing approved commitments and current plans expressed in terms of the impact on weekly rent levels. Given the latest HRA 30 Year Business Plan does not currently forecast any change in borrowing levels over the period and therefore the incremental financing costs are assumed to be £Nil in each year.

<b>Incremental impact of capital expenditure plans on the Housing Rent levels</b>				
	<b>Revised 2017/18 £</b>	<b>Proposed Budget 2018/19 £</b>	<b>Estimated 2019/20 £</b>	<b>Estimated 2020/21 £</b>
<b>Weekly Housing Rent levels</b>	£0.00	£0.00	£0.00	£0.00

### **3.3 TREASURY MANAGEMENT STRATEGY 2017/18 – 2019/20**

The Treasury Management Strategy covers:

- a) The Council's borrowing and investment projections (para. 3.3.1);
- b) The Council's estimates and limits to borrowing activity (para. 3.3.2 to 3.3.5);
- c) The expected movement in interest rates (para. 3.3.6);
- d) The Council's borrowing and debt strategy (para. 3.3.7);
- e) The Council's investment strategy (para. 3.3.8);
- f) Treasury Management prudential indicators and limits on activity (para. 3.3.9);
- g) Treasury performance indicators (para. 3.3.10); and
- h) Policy on the use of external service advisers (para. 3.3.12).

#### **3.3.1 Borrowing and Investment Projections 2018/19 – 2020/21**

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed.

The effect on the treasury position over the next three years for both the Council and the ex-SYCC debt that the Council administers on behalf of the other South Yorkshire authorities is shown in the table attached at Appendix B. The table also highlights the expected level of investment balances.

#### **3.3.2 Limits to Borrowing Activity**

There are a number of key indicators to ensure the Council operates its activities within well-defined limits.

For the first of these, the Council needs to ensure that its total borrowing, does not, except in the short term, exceed the total of the CFR at the end of the preceding year plus the estimated additional CFR for the current year (2017/18) and the following three financial years. This is designed to ensure that in the medium term debt is only for a capital purpose. The purpose of including the estimated additional CFR for the following two financial years, is that it allows some flexibility for limited early borrowing for future years (para. 3.3.4).

The Strategic Director of Finance & Customer Services reports that the Council has complied with this indicator in the current year and does not envisage difficulties for the future (the table below refers). This view takes into account approved commitments and existing plans.

Whilst the forecast changes in the CFR assume significant reductions in the amount of under-borrowing by the Council, the actual change in the year on year level of under-borrowing will be determined by the Strategic Director – Finance and Customers Services, after consideration of all relevant factors in determining the appropriate strategy for borrowing levels within the Council's overall financial strategy.

RMBC	2017/18 Estimated £m	2018/19 Estimated £m	2019/20 Estimated £m	2020/21 Estimated £m
CFR – excl. OLTL	675.104	680.378	678.394	672.482
CFR – OLTL	132.789	129.626	126.776	123.251
<b>Total CFR</b>	<b>807.893</b>	<b>810.004</b>	<b>805.17</b>	<b>795.733</b>
<hr/>				
Borrowing (loans outstanding)	554.644	558.953	635.525	654.370
Borrowing - OLTL	132.789	129.626	126.776	123.251
<b>Total Borrowing</b>	<b>687.433</b>	<b>688.579</b>	<b>762.301</b>	<b>777.621</b>
<hr/>				
<b>CFR less Borrowing (underborrowed)</b>	<b>120.46</b>	<b>121.425</b>	<b>42.869</b>	<b>18.112</b>

### 3.3.3 The Overall Level of Borrowing

A further two prudential indicators control or anticipate the overall level of borrowing. These are:

- The Authorised Limit for External Debt
- The Operational Boundary for External Debt

#### 3.3.3.1 The Authorised Limit for External Debt

The Authorised Limit represents the maximum amount an authority can borrow for capital and cash flow purposes. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Authorised Limit is set by the Council and any breach must be reported. The Government retains an option to control either the total of all council's plans, or those of a specific council, although no such Government control has yet been exercised.

Cabinet is asked to recommend to Council the approval of the following Authorised Limit for RMBC:

Authorised Limit for External Debt (RMBC)	2017/18 Estimated £m	2018/19 Estimated £m	2019/20 Estimated £m	2020/21 Estimated £m
Borrowing	708.859	714.397	712.314	706.106
OLTL	135.445	132.219	129.312	125.716
Total	844.304	846.615	841.625	831.822

Cabinet is also asked to recommend approval to Council of the following Authorised Limit for the former SYCC:

Authorised Limit for External Debt (Former SYCC)	2017/18 Estimated £m	2018/19 Estimated £m	2019/20 Estimated £m	2020/21 Estimated £m
Borrowing	76.709	37.000	36.189	36.189
OLTL	0.000	0.000	0.000	0.000
Total	76.709	37.000	36.189	36.189

3.3.3.2 Separately, the Council is also limited to a maximum HRA CFR through the HRA self-financing regime. This limit remains unchanged until there is any change in Government legislation. The difference between the HRA CFR and HRA Debt Cap of £32.498m represents the maximum additional amount of borrowing the HRA could take up to finance its capital investment. Interest calculated with reference to the HRA CFR is charged on a fair & equitable basis.

HRA Debt Limit	2017/18 Estimated £m	2018/19 Estimated £m	2019/20 Estimated £m	2020/21 Estimated £m
HRA Debt Cap	336.623	336.623	336.623	336.623
HRA CFR	304.125	304.125	304.125	304.125
<b>HRA Headroom (+)</b>	<b>32.498</b>	<b>32.498</b>	<b>32.498</b>	<b>32.498</b>

### 3.3.3.3 The Operational Boundary for External Debt

This is the amount beyond which external borrowing (for capital and cash flow purposes) is not normally expected to exceed. Its purpose is to act as a tool for monitoring day to day treasury activity. Occasionally, for operational reasons it may be necessary temporary breaches are not a cause for concern but sustained breaches may be an indication that the Council is acting imprudently or getting into major financial difficulty.

In most cases the operational boundary would be a similar figure to the CFR, but as a result of the planned continued under-borrowed position shown in the table in 3.3.2 above, the Operational Boundary for which Council approval is being sought set out in the table below is substantially less than the CFR:

<b>Operational Boundary for External Debt (RMBC)</b>	<b>2017/18</b> Estimated £m	<b>2018/19</b> Estimated £m	<b>2019/20</b> Estimated £m	<b>2020/21</b> Estimated £m
Borrowing	554.644	558.953	635.525	654.370
Other long term liabilities	132.789	129.626	126.776	123.251
<b>Total</b>	<b>687.433</b>	<b>688.579</b>	<b>762.301</b>	<b>777.621</b>

Cabinet is asked to recommend to Council that it approves the following Operational Boundary for the former SYCC:

<b>Operational Boundary for External Debt (Former SYCC)</b>	<b>2017/18</b> Estimated £m	<b>2018/19</b> Estimated £m	<b>2019/20</b> Estimated £m	<b>2020/21</b> Estimated £m
Borrowing	76.709	37.000	36.189	36.189
Other long term liabilities	0.000	0.000	0.000	0.000
<b>Total</b>	<b>76.709</b>	<b>37.000</b>	<b>36.189</b>	<b>36.189</b>

### 3.3.4 Policy on Borrowing in Advance of Need

The Council has some flexibility to borrow funds in advance for use in future years. The Strategic Director of Finance & Customer Services may do this under delegated powers where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or help meet budgetary constraints.

Whilst the Strategic Director of Finance & Customer Services will adopt a prudent approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund debt maturities.

Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year and annual reporting mechanism.

### 3.3.5 Debt Rescheduling

As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. These savings will need to be considered in the light of the current treasury position and the value of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- The generation of cash savings and/or discounted cash flow savings;
- Helping to fulfil the treasury strategy; and,

- Enhancing the balance of the portfolio (amending the maturity profile and/or the balance of volatility).

### 3.3.6 **Expected Movement in Interest Rates**

The Bank Rate, currently 0.50%, underpins investment returns. There remains a great deal of economic uncertainty affecting growth forecasts for the UK economy and the rate of inflation both of which are key factors influencing the Bank Rate.

The uncertainty surrounds the UK's final terms for the leaving the EU, on-going issues in areas of the world economy which could result in weak growth or recession in the UK's main trading partners, Sterling's devaluation which may have seen upward pressure on the rate of inflation, and, pay growth in the UK which is expected to rise more slowly than inflation squeezing disposable incomes.

As a consequence, the Bank of England have given an indication that the increases in the Bank Rate will be limited and gradual over the medium term. As a result short-term borrowing rates are expected to remain at favourably low levels. The outlook for longer-term interest rates also remains favourable in the near future, but the current capital economics projection is that the rate will rise gradually to 1.75% by the December 2019.

This challenging outlook has several key treasury management implications:

- Investment returns are likely to remain low in the short to medium term with target returns of around 0.50%;
- Borrowing interest rates are likely to remain attractive in the short to medium term, but are less likely to remain so going forward. The Council has adopted a policy of delaying new borrowing by utilising spare cash balances over the last few years. This approach will continue to be carefully reviewed to minimise the risk of incurring higher future borrowing costs, when the Council will not be able to delay new borrowing to finance new capital expenditure and/or to refinance maturing debt. The timing of any borrowing will, therefore, be monitored carefully; and
- There will remain a cost of carrying capital – any borrowing undertaken that results in an increase in investments will incur an incremental cost as the cost of borrowing is greater than the likely investment return.

### 3.3.7 **Borrowing and Debt Strategy 2018/19 – 2020/21**

As shown in the table in 3.3.2, the Council is currently maintaining an under-borrowed position. This means that the CFR has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk remains relatively high.

The uncertainty over future interest rates increases the inherent risks associated with treasury activity. As a result the Council will continue to take a prudent approach to its treasury strategy.

The Strategic Director of Finance & Customer Services, under delegated powers, will take the most appropriate form of borrowing depending on the prevailing interest rates at the time, taking into account the risks shown in the forecast above. It is likely shorter term fixed rates may provide lower cost opportunities in the short to medium term.

### 3.3.8 **Investment Strategy 2018/19 – 2020/21**

The primary objectives of the Council's investment strategy are:

- Firstly to safeguard the timely repayment of principal and interest (security);
- Secondly to ensure adequate liquidity; and
- Thirdly to produce an investment return (yield).

3.3.8.1 As part of this Strategy, Members need to consider and approve security and liquidity benchmarks in addition to yield benchmarks which are currently widely used to assess investment performance and have previously been reported to Members. The proposed benchmarks are set down in Appendix D.

3.3.8.2 The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle the Council will ensure:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the Specified and Non-Specified investment sections of Appendix C.
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested as set out in Appendix D.

3.3.8.3 The Strategic Director of Finance & Customer Services will maintain a counterparty list in compliance with the criteria set out in 3.3.8.5 and will revise the criteria and submit them to Council for approval as necessary. These criteria are different to those which are used to select Specified and Non-Specified investments.

The rating criteria use the lowest common denominator method of selecting counterparties and applying limits. This means that the application of the Council's minimum criteria will apply to the lowest available rating for any institution. For instance if an institution is rated by two agencies, one meets the Council's criteria, the other does not, the institution will fall outside the lending criteria. This is in compliance with a CIPFA Treasury Management Panel recommendation in March 2009 and the CIPFA Treasury Management Code of Practice.

3.3.8.4 Credit rating information is supplied by our treasury advisors on all active counterparties that comply with the criteria in section 3.3.8.5. Any counterparty failing to meet the criteria would be omitted from the counterparty list. Any rating changes, rating watches (notification of a likely change) and rating outlooks (notification of a possible long term change) are provided to officers almost immediately after they occur and this information is considered before any investment decision is taken.

3.3.8.5 The criteria for providing a portfolio of high quality investment counterparties (both Specified and Non-Specified investments) are:

- **Banks** – The Council will use banks which are rated by at least two rating agencies and have at least the following Fitch, Moody's and Standard and Poor's ratings (where rated):

	Fitch	Moody's	Standards & Poor's
Short-term	F1	P-1	A-1
Long-term	A-	A3	A-

To allow for the day to day management of the Council's cash flow the Council's bankers will also be retained on the list of counterparties if ratings fall below the above minimum criteria.

- **Building Societies** – the Council will use the top 20 Building Societies ranked by asset size but restricted to a maximum of 20% of the investment portfolio
- **Money Market Funds** – AAA – restricted to a maximum investment of £10m per fund
- **UK Government** – Debt Management Office
- **UK Single Tier & County Councils** – (i.e. Metropolitan Districts, London Boroughs, County Councils, Unitary Authorities)

A limit of 35% will be applied to the use of Non-Specified investments within the investment portfolio, excluding day to day cash management through the Council's own bank.

Whilst the above criteria relies primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market and sovereign information will continue to be applied before making any specific investment decision from the agreed portfolio of counterparties.

3.3.8.6 The time and monetary limits for institutions on the Council's Counterparty List are as follows and represent no change from those currently approved (these will cover both Specified and Non-Specified Investments):

	Fitch	Moody's	Standard & Poor's	Money Limit	Time Limit
Upper Limit Category	F1+/AA-	P-1/Aa3	A-1+/AA-	£20m	5 years
Middle Limit Category	F1/A-	P-1/A3	A-1/A-	£10m	364 days
Lower Limit Category *	All Building Soc's ranked 1 to 10 All Building Soc's ranked 11 to 20			£5m £1m	6 mths 3 mths
Debt Management Office	-	-	-	Unlimited **	6 months
Money Market Funds	-	-	-	£10m	n/a
UK Single Tier & County Councils	-	-	-	£20m	5 years
Council's Bankers	-	-	-	£10m	364 days
The above money limits are exclusive of bank balances held by schools					
* Based on maximum of 20% of the investment portfolio					
** Provides maximum flexibility					

3.3.8.7 The proposed criteria for Specified and Non-Specified investments and monitoring of counterparties are shown in Appendix C for Member approval.

In the normal course of the Council's cash flow operations it is expected that both Specified and Non-specified investments will be utilised for the control of liquidity as both categories allow for short term investments.

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded. This will also be limited by the long term investment limits.

### 3.3.9 Treasury Management Prudential Indicators and Limits on Activity

3.3.9.1 There are four further treasury activity limits the purpose of which are to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs. The limits are:

- Upper limits on fixed interest rate exposure – This identifies a maximum limit for fixed interest rates based upon the fixed debt position net of fixed interest rate investments.
- Upper limits on variable interest rate exposure – as above this limit covers a maximum limit on variable interest rates based upon the variable debt position net of variable interest rate investments.

- Maturity structures of borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.
- Total funds invested for greater than 364 days – These limits are set to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

For the purposes of these indicators the Council's market debt with Financial Institutions is treated as variable where debt may be subject to variation on specific call dates each year. However, over the period covered by this Strategy it is considered very unlikely that any market debt will be called due to the prevailing historically low interest rates.

3.3.9.2 The activity limits (prudential indicators) for Member approval are as follows:

RMBC	2018/19	2019/20	2020/21
<b>Interest rate Exposures</b>			
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rate debt based on fixed net debt</b>	100%	100%	100%
<b>Limits on variable interest rate debt based on variable net debt</b>	30%	30%	30%

<b>RMBC Maturity Structure of fixed interest rate borrowing 2018/19</b>		
	<b>Lower</b>	<b>Upper</b>
Under 12 months	0%	35%
12 months to 2 years	0%	35%
2 years to 5 years	0%	45%
5 years to 10 years	0%	45%
10 years to 20 years	0%	45%
20 years to 30 years	0%	50%
30 years to 40 years	0%	50%
40 years to 50 years	0%	55%
50 years and above	0%	60%

<b>RMBC Maximum Funds invested &gt; 364 days</b>			
	1 to 2 years	2 to 3 years	3 to 5 years
Funds invested > 364 days	£m 10	£m 8	£m 6

Former SYCC	2018/19	2019/20	2020/21
<b>Interest Rate Exposures</b>			
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on total debt</b>	100%	100%	100%
<b>Limits on variable interest rates based on total debt</b>	30%	30%	30%

<b>Former SYCC Maturity Structure of fixed interest rate borrowing 2017/18</b>		
	<b>Lower</b>	<b>Upper</b>
Under 12 months	0%	60%
12 months to 2 years	0%	75%
2 years to 5 years	0%	100%

### 3.3.10 Treasury Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. The results of the following two indicators will be reported in the Treasury Annual Report for 2018/19:

- Debt – Borrowing - Average rate of borrowing for the year compared to average available
- Investments – Internal returns above the 7 day London Interbank Bid rate (LIBID) which is the rate at which a bank is willing to borrow from other banks

### 3.3.11 Training

The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to Members responsible for scrutiny. Training has recently been undertaken by Members of the Audit Committee and further training will be arranged as required. The training needs of treasury management officers are periodically reviewed.

### 3.3.12 Policy on the use of external service advisors

The Council uses Link Asset Services (formerly Capita Asset Services) as its treasury management advisors.

The company provides a range of services which include:

- Technical support on treasury matters, capital finance issues and the drafting of Member reports;
- Economic and interest rate analysis;

- Debt services which includes advice on the timing of borrowing;
- Debt rescheduling advice surrounding the existing portfolio;
- Generic investment advice on interest rates, timing and investment instruments; and,
- Credit rating/market information service comprising the three main credit rating agencies.

Whilst the advisers provide support to the internal treasury function, under current market rules and the CIPFA Code of Practice the Council recognises that responsibility for treasury management decisions remains with the Council at all times. The service is provided to the Council under a contractual agreement which is subject to regular review.

**Proposed Wording of Minimum Revenue Provision Policy Statement**

It is being recommended Council approve the following MRP policy in relation to the charge for the 2018/19 financial year:

- (a) The MRP charge in relation to capital expenditure incurred prior to 2007/08 where the expenditure was funded by either supported or unsupported borrowing will be calculated using the expected useful life of the asset and the calculation of the provision will be by the annuity method;
- (b) The MRP charge in relation to capital expenditure incurred since 2007/08 where the expenditure is funded by either supported or unsupported borrowing will be calculated using the expected useful life of the asset at the point the asset is brought into use. The calculation of the provision will be either the annuity method or the equal instalments method depending on which is most appropriate; and
- (c) The MRP charge in relation to capital expenditure incurred since 2007/08 where the expenditure is funded by a 'capitalisation directive' (e.g. equal pay) will be calculated on the basis of the specified period(s) set down within the regulations. The calculation of the provision will be either the annuity method or the equal instalments method depending on which is most appropriate.
- (d) For the sake of clarity, where MRP has been overcharged in previous years, the recovery of the overcharge will be effected by taking an MRP holiday in full or in part against future years charges that would otherwise have been made. The MRP holiday adjustment to the future years charge will be done in such a way as to ensure that:
  - the total MRP after applying the adjustment will not be less than zero in any financial year
  - the cumulative amount adjusted for will never exceed the amount overcharged;
  - the extent of the adjustment will be reviewed on an annual basis

Borrowing and Investment Projections 2016/17 to 2019/20

RMBC	2017/18 Estimated £m	2018/19 Estimated £m	2019/20 Estimated £m	2019/20 Estimated £m
<b>External Debt</b>				
Borrowing at 1 April	508.306	554.644	558.953	635.525
Expected change in debt	46.338	4.309	76.572	18.845
Borrowing at 31 March	554.644	558.953	635.525	654.370
Other long-term liabilities (OLTL) at 1 April	135.555	132.789	129.626	126.776
Expected change in OLTL	-2.766	-3.163	-2.850	-3.525
Other long-term liabilities (OLTL) at 31 March	132.789	129.626	126.776	123.251
<b>Total Borrowing &amp; OLTL at 31 March</b>	<b>687.433</b>	<b>688.579</b>	<b>762.301</b>	<b>777.621</b>
<b>Investments</b>				
Total Investments at 1 April	0.034	20.000	20.000	20.000
Investment change	19.966	0.000	0.000	0.000
Total Investments at 31 March	20.000	20.000	20.000	20.000
<b>Net borrowing at 31 March</b>	<b>667.433</b>	<b>668.579</b>	<b>742.301</b>	<b>757.621</b>

Ex SYCC	2017/18 Estimated £m	2018/19 Estimated £m	2019/20 Estimated £m	2020/21 Estimated £m
<b>External Debt</b>				
Borrowing at 1 April	76.709	37.000	36.189	19.689
Expected change in debt	-39.709	-0.811	-16.500	-19.689
Borrowing at 31 March	37.000	36.189	19.689	0.000
<b>Investments</b>				
Total Investments at 1 April	0.000	0.000	0.000	0.000
Investment change	0.000	0.000	0.000	0.000
Total Investments 31 March	0.000	0.000	0.000	0.000
Net borrowing at 31 March	37.000	36.189	19.689	0.000

**Treasury Management Practice (TMP) 1 (5) – Credit and Counterparty Risk Management****1. Overview**

1.1 The Office of the Deputy Prime Minister (now CLG) issued Revised Investment Guidance in March 2010, and this forms the structure of the Council's policy below.

The key intention of the Guidance is to maintain the current requirement for councils to invest prudently, and that priority is given to security and liquidity before yield.

1.2 In order to facilitate this objective the guidance requires this Council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. This Council has adopted the Code will apply its principles to all investment activity.

In accordance with the Code, the Strategic Director of Finance & Customer Services has reviewed and prepared its treasury management practices. This part, TMP 1(5), covering investment counterparty policy requires approval each year.

**2. Annual Investment Strategy**

2.1 The key requirements of both the Code and the investment guidance are to set an annual investment strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of the following:

- The guidelines for investment decision making, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which investments can be made.
- The specified investments the Council may use.
- The non-specified investments the Council may use.

This strategy is to be approved by full Council.

The investment policy proposed for the Council is detailed in the paragraphs below (sections 2.3 and 2.4).

**2.2 Strategy Guidelines**

The main strategy guidelines are contained in the body of the treasury strategy statement.

## 2.3 Specified Investments

2.3.1 These investments are sterling investments of not more than one-year maturity. If they are for a longer period then the Council must have the right to be repaid within 12 months if it wishes.

These are low risk assets where the possibility of loss of principal or investment income is small.

2.3.2 These would include the following investment categories:

1. The UK Government Debt Management Office.
2. UK Single Tier & County Councils – (i.e. Metropolitans District, London Boroughs, County Councils, Unitary Authorities)
3. Money Market Funds that have been awarded AAA credit ratings by Standard and Poor's, Moody's or Fitch rating agencies and restricted to £10m per fund.
4. A bank or a building society that has been awarded a minimum short-term rating of F1 by Fitch, P-1 by Moody's and A-1 by Standard and Poor's rating agencies. For Building Societies investments will be restricted to 20% of the overall investment portfolio and:
  - a maximum of £5m for a period not exceeding 6 months if the society is ranked in the top 10 by asset size; or
  - a maximum of £1m and a period not exceeding 3 months if the society is ranked 11 to 20 by asset size.

## 2.4 Non-Specified Investments

2.4.1 Non-specified investments are any other type of investment not defined as specified above.

The criteria supporting the selection of these investments and the maximum limits to be applied are set out below.

2.4.2 Non specified investments would include any sterling investments with:

1. A bank that has been awarded a minimum long term credit rating of AA- by Fitch, Aa3 by Moody's and AA- by Standard & Poor's for deposits with a maturity of greater than 1 year.
2. The Council's own bank if ratings fall below the above minimum criteria.

3. A Building Society which is ranked in the top 20 by asset size. Investments will be restricted to 20% of the overall investment portfolio and:

- a maximum of £5m for a period not exceeding 6 months if the Society is ranked in the top 10 by asset size; or
- a maximum of £1m and a period not exceeding 3 months if the Society is ranked 11 to 20 by asset size.

**3 The Monitoring of Investment Counterparties**

3.1 The credit rating of counterparties will be monitored regularly. The Council receives credit rating information from the Council Treasury Management advisors on a daily basis, as and when ratings change, and counterparties are checked promptly.

On occasions ratings may be downgraded after the date on which an investment has been made. It would be expected that a minor downgrading would not affect the full receipt of the principal and interest.

3.2 Any counterparty failing to meet the minimum criteria will be removed from the list immediately by the Strategic Director of Finance & Customer Services, and new counterparties will be added to the list if and when they meet the minimum criteria.

## Security, Liquidity and Yield Benchmarking

These benchmarks are targets and so may be exceeded from time to time with any variation reported, with supporting reasons in Mid-Year & Annual Treasury Reports.

### 1. Security and liquidity

These benchmarks are already intrinsic to the approved treasury strategy through the counterparty selection criteria and some of the prudential indicators, e.g. the maximum funds which may be invested for more than 364 days, the limit on the use of Non-specified investments, etc.

#### 1.1 **Security**

- 1.1.1 Security is currently evidenced by the application of minimum criteria to investment counterparties, primarily through the use of credit ratings supplied by the three main credit rating agencies. Whilst this approach embodies security considerations, benchmarking the levels of risk is more subjective and therefore problematic.
- 1.1.2 One method to benchmark security risk is to assess the historic level of default against the minimum criteria used in the Council's investment strategy. The default rates are little changed from last year.

Credit Rating	1 year	2 years	3 years	4 years	5 years
<b>AAA</b>	0.04%	0.10%	0.18%	0.27%	0.37%
<b>AA</b>	0.02%	0.04%	0.10%	0.18%	0.25%
<b>A</b>	0.06%	0.16%	0.29%	0.44%	0.62%
<b>BBB</b>	0.17%	0.47%	0.81%	1.23%	1.65%

- 1.1.3 The Council's minimum long term rating criteria (over one year) is "AAA" meaning the average expectation of default for a three year investment in a counterparty with a "AAA" long term rating would be 0.18% of the total investment (e.g. for a £1m investment the average potential loss would be £1,800).

The Council's minimum long term rating criteria (up to one year) is "BBB" and the average expectation of default for such an investment would be 0.17% (e.g. for a £1m investment the average loss would be £1,700).

These are only averages but do act as a benchmark for risk across the investment portfolio.

**The Council's maximum security risk benchmark for the estimated maximum portfolio during 2018/19 is 0.072% which means that for every £1m invested the average potential loss would be £725. This position remains largely unchanged from 2017/18 (benchmark was 0.091% or £910).**

1.1.4 The Council's Treasury advisers maintain a continuous review of the risk position by the inclusion of the Council's daily investment position within their online model.

## 1.2 **Liquidity**

1.2.1 This is defined as "having adequate, though not excessive cash resources, borrowing arrangements, overdrafts or standby facilities to enable the Council at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives" (CIPFA Treasury Management Code of Practice). The Council seeks to maintain:

- Bank overdraft – on a day-to-day basis the Council works to an agreed overdraft limit of £100,000 with the Council's bankers. Whilst a short-term increase could be negotiated less expensive short-term borrowing is accessed through the financial markets to remain within the agreed overdraft.
- Liquid, short term deposits of at least £6m available with a week's notice.

1.2.2 The availability of liquidity and the inherent risks arising from the investment periods within the portfolio is monitored using the Weighted Average Life (WAL) of the portfolio. This measures the time period over which half the investment portfolio would have matured and become liquid

A shorter WAL generally represents less risk and in this respect the benchmark to be used for 2018/19 is:

- 0.08 years which means that at any point in time half the investment portfolio would be available within 28 days.

## 2. **Yield**

These benchmarks are currently widely used to assess investment performance and the Council's local measure of yield is:

- Internal returns above the 7 day London Interbank Bid rate (LIBID) which is the rate at which a bank is willing to borrow from other banks

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# **Flexible use of Capital Receipts Strategy 2018/19**

## **1. Introduction**

The proposals within this Flexible use of Capital Receipts Strategy have been prepared based on guidance issued by the Secretary of State under section 15 (1)(a) of the Local Government Act 2003, effective from 1<sup>st</sup> April 2016 in respect of the Flexible Use of Capital Receipts.

## **2. The Guidance**

The Guidance issued by the Secretary of State under section 15(1)(a) of the Local Government Act specified that:

- “Qualifying expenditure is expenditure on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in such a way that reduces costs or demand for services in future years for any of the public sector delivery partners. Within this definition, it is for individual local authorities to decide whether or not a project qualifies for this flexibility”.
- “Set up and implementation costs of any new processes or arrangements can be classed as qualifying expenditure. The ongoing revenue costs of the new processes or arrangements cannot be classed as qualifying expenditure. In addition, one off costs, such as banking savings against temporary increases in costs/pay cannot be classified as qualifying expenditure”.
- In using the flexibility, the Council will have due regard to the requirements of the Prudential Code and to the CIPFA Local Authority Accounting Code of Practice.
- The Council is also required to prepare a Flexible use of Capital Receipts Strategy before the start of the year to be approved by the Council – this is that Strategy.

## **3 The Council's Proposals**

The Guidance sets out examples of qualifying expenditure which includes “funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation” and it is for this purpose that the Council is proposing to use Capital Receipts in

2018/19. The Provisional Local Government Finance Settlement 2018/19 announced on 19<sup>th</sup> December 2017 proposes to extend the option for Councils to make flexible use of capital receipts for revenue transformation purposes for a further two financial years to 2020/21. The Council is proposing to make use of this additional flexibility for both financial years 2019/20 and 2020/21.

4. The Council's Workforce Strategy recognises that people are key to the Council achieving improvement in its services and being representative of their communities. In order for the Council to deliver its Corporate Plan priorities, its Corporate Improvement Plan and its Medium Term Financial Strategy it is essential that the Council has the right people, with the right skills, in the right place and at the right time to maintain and improve existing and future service outcomes.
5. The Council adopts a "whole organisation" strategy approach that optimises potential structural and operational efficiencies at a corporate level, whilst recognising that it is equally important to ensure quality workforce planning at a local level. The Council is also delivering organisational and workforce change around the specific service improvement areas identified by recent inspections and reports. This Strategy focuses on the workforce essentials of an "Effective Rotherham Council".
6. Key workforce activities are:
  - Supporting achievement of budget savings targets for 2018/19 and later years through appropriate workforce interventions and the service reviews and health checks in the Fresh Start Improvement Plan; and
  - Responding to staffing pressures and remodelling the workforce corporately but also particularly in Children's Services, Adult Social Care and Regeneration & Environment.

## **7. 2018/19 Revenue Budget**

The above priorities have been recognised in the Council's 2018/19 Revenue Budget and Medium Term Financial Strategy (MTFS) to 2020/21. These include both revenue efficiency savings from the restructuring and reconfiguring of the Council's Services to meet both current and forecast levels of demand for services, and reshaping of services such as Early Help, Business Support, Transport, Adult Social Care and Children's Services to provide a more targeted approach to the provision of services that is focussed on improved customer outcomes and is delivered within a sustainable financial envelope.

8. To support this significant and continued reconfiguration of the Council's Services to deliver improvement and efficiencies, the current savings proposals will see a further downsizing of the Council's workforce by around 70 full time equivalent posts in 2018/19. Additionally, budget proposals to fully address the funding gap for 2019/20 – 2020/21 are yet to be identified and agreed, but will inevitably further

affect workforce numbers. It is therefore proposed that the costs associated with staff leaving the Council through service reconfiguration in 2018/19 should be funded through the flexible use of Capital Receipts. It is also proposed that any in-year Capital Receipts received which exceed the amount required to cover the release cost of these staff be used to fund revenue funded activities which are being incurred to support the Council's service development and delivery of savings and efficiencies. The legitimacy of this use will be determined by the s151 Officer in order to ensure that it meets the requirements set out by the Secretary of State.

9. **Business Case for Voluntary Release** - when considering the business case for the release of employees on Voluntary Severance/Early Retirement, the Councils' approach is to ensure that the cost of the release of the employee concerned, including both redundancy and pension strain costs, should be recovered from salary savings within 3 years of the employee leaving. This reflects the term of the period covered by the Medium Term Financial Strategy. There is also a requirement that any release would also be subject to meeting 'business need' and thereby retain the right people with the right skills to deliver the required outcomes for customers.

#### **10. The Prudential Code**

The Council will have due regard to the requirements of the Prudential Code and the impact on its prudential indicators from implementing the proposed scheme within this Efficiency Strategy.

11. As transformation proposals develop and the cost of Voluntary Severance is determined, the expenditure to be incurred will be included in the Council's Capital Programme to be funded by capital receipts generated in the financial year. The capital expenditure prudential indicators will be amended and approved as appropriate. In line with Golden Rule 3 of the Capital Strategy, the first call on capital receipts generated in the year will be utilised to meet the cost of voluntary severance. These receipts have not been earmarked as funding for any other proposed capital expenditure and therefore there is no anticipated additional impact on the Council's prudential indicators as set out in the Council's Treasury Management Strategy.
12. The Council will also have due regard to the Local Authority Accounting Code of Practice when determining and including the entries required from undertaking and funding this scheme within the 2018/19 Council's Statement of Accounts.

#### **13. Monitoring the Strategy**

Implementation of this Strategy will be monitored as part of regular financial reporting arrangements.

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## **Budget 2018/19**

### **Net Budget Requirement to be met by Council Tax Statutory Resolution**

The Council Tax for Rotherham MBC will be set inclusive of the South Yorkshire Police and Crime Commissioner and South Yorkshire Fire and Rescue Authority precepts. Confirmed information on the precepts is not available at the time of publishing this report but will be incorporated into the Statutory Resolution document to be presented separately for the Council Budget meeting.

The Statutory Resolution will also include adjustments to Council Tax where Parish precepts apply.

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## APPENDIX 6

REVENUE RESERVES 1<sup>st</sup> April 2017

**The total General Fund Revenue Reserve balances at 1<sup>st</sup> April 2017 were £57.070m.** This excludes Housing Revenue Account Reserves and School Balances, both of which are ring-fenced reserves not available for General Fund expenditure.

The General Fund Reserves balances are analysed as follows:

**General Reserve £11.269m** – working balance maintained to safeguard the Council against unforeseen events and potential financial risks beyond those for which specific reserves and provisions have been created.

**Ring-Fenced: Revenue Grants £9.546m** – represents revenue grants to be used to meet future spending plans appropriate to the terms and conditions of the grant.

**Earmarked: Transformation £2.733m** – to meet additional costs and/or liabilities in order to help bring about the Council's vision to be a modern, efficient council.

**Earmarked: Furnished Homes £3.050m** – committed to support the Revenue Budget and to meet capital financing costs in future years.

**Earmarked: Insurance £0.350m** – to cover claims incurred but not yet reported to the Council and not taken account of in the Insurance Provision.

**Earmarked: Business Rates £4m** – to mitigate residual risks relating to valuation appeals which have been lodged by businesses with the Valuation Office Agency but not yet assessed by the VOA.

**Earmarked: Pensions £6m** – to support current and future pension costs arising from actuarial valuation of the South Yorkshire Pension Fund including any impact of the EU referendum outcome on returns available through financial markets affecting the overall Scheme funding into the future

**Earmarked: Private Finance Initiatives (Schools, Leisure and Waste) £14.163m** – used to effectively manage the income, expenditure and grant profiles relevant to the schemes over the life of the contracts in line with the agreed finance and accounting models.

**Earmarked: Services £5.959m** earmarked to support the Revenue Budget on service specific items:

- Children & Young People Services - £3.290m
- Regeneration & Environment - £2.659m
- Adults, Communities & Health - £0.010m

In approving the Revenue Budget for 2017/18, Council agreed that an additional £10.467m of these reserves would be used to support the budget in 2017/18 beyond those previously planned.

This decision followed a review of all General Fund reserves and consideration given to use of reserves during 2017/18 to provide time for further action to be taken to deliver the substantial further savings required across 2018/19 and the medium term.

The proposed budget and MTFS for future years also included planned replenishment of these reserves over the medium term in order to secure the Council's ongoing financial stability and to provide the capacity for future budget planning choices or investment decisions.

The reserve balances of £57.070m is £2.753m more than had been anticipated at the time of setting the 2017/18 budget due to the 2016/17 financial outturn being more favourable than had been anticipated. Therefore the 2018/19 Budget does not include a replenishment of reserves in this year only resulting in savings that are £3m less than they otherwise would have been.

If the drawn down of reserves at the end of 2017/18 is as was planned when the Budget was set there will be approximately £42m remaining in General Fund Reserves including the minimum balance of £11m. This Budget identifies the potential requirement to use £6m of these reserves to manage budget risk in relation to social care demand in 2018/19 but also recognises the significant overall budget risk in relation to demand led services.

Given this risk, all remaining General Fund reserves are to be frozen pending a full review and report back to Cabinet once the financial outturn for 2017/18 is known and there has been a full assessment of options to address pressures. Exceptions to this are only allowable by virtue of there being a formal partnership agreement already in place and with the approval of the S151 Officer.

## APPENDIX 7

**Budget Consultation Report****Public and Partner Feedback on Budget Proposals 2018/19**

The council has proposed a series of budget options for 2018/19, to meet a further funding shortfall of £15m, on top of £162m worth of savings which have already had to be made since 2010, and a reduction in the workforce of over 1,800 staff.

Protecting the most vulnerable children and adults, whilst continuing to provide core services – like waste collection, road repairs and street cleansing – underpins the authority's budget for 2018/19.

From 6 December 2017 to 4 January 2018 the Council consulted with the public, staff and partners around the directorate cuts and savings proposed for the 2018/19 budget. The council asked the public to provide feedback on budget proposals via:

- Local media
- Council website
- Social media

A total of 55 responses were received to the corporate consultation exercise by the deadline (5pm Thursday 4 January 2018) by email, and separately responses from the Council's partners were received recognising the difficulties the council is facing.

From partners, individual responses were received from Rotherham Safeguarding Adults Board, Rotherham Local Safeguarding Children Board, Rotherham Clinical Commissioning Group (CCG), Sarah Champion MP and Unison:

- Rotherham Local Safeguarding Children Board – a response was received by Board Chair, Christine Cassell, on 19 January. The response acknowledges the significant budget challenges facing the council, but recognises and supports the council's ongoing commitment to children's social care services with no savings proposed in this area (other than through planned changes to Early Help provision). There is a request that the council continues to monitor the impact of any saving proposal on safeguarding issues
- Rotherham Safeguarding Adults Board – a response was received by Independent Chair, Sandie Keene, on 4 January 2018. In it Ms Keene welcomes the proposal not to assign a savings proposal to adult social care in 2018/19 as a positive corporate approach as the service works towards the improvements that are needed. It is acknowledged that this recognises the significant pressures on the service, but the response notes that spending reductions in previous years are still having an impact on delivery.
- Rotherham CCG – a response was received from the Chief Executive, Chris Edwards, on 20 December 2017, stating that he understood the significant budget pressures which the council is facing, but strongly supports the council's commitment to maintain the adult social care budget and that the

CCG will continue to work with the council to get the best from the Health and Social Care budget. He would also like to see the children's services budget maintained as far as possible, along with investment in jobs and homes as these issues also have an impact on health.

- Sarah Champion MP – a response was received from the Rotherham MP on 19 December 2017. In it Ms Champion asks the council to reconsider the proposal to combine the roles of dog warden and pest control officer, believing that the two roles are not compatible and it would damage the dog warden service, which was a long-standing function valued by the community.
- Unison – a response was received by the representative on 11 January 2018, setting out their opposition to the proposal within Regeneration and Environment (Grounds Maintenance) to reduce the service by 10 permanent members of staff, and reduce agency workers. Unison has concerns about the impact that this will have on the services delivered to local communities. They propose that Unison work with the service to identify new working practices and use of agency staff that could result in savings of an estimated £630,000. In January 2018 the Senior Leadership Team and Cabinet Members accepted offer this offer to work with management to avoid redundancies where possible and reasonable

The Council's Overview and Scrutiny Management Board (OSMB) has closely reviewed and challenged the budget proposals included in this report. The budget process has included the referral of outline savings proposals to OSMB for its formal consideration as part of the council's budget scrutiny process.

OSMB has held formal sessions to consider these savings proposals (14 and 20 December 2017 and 10 January 2018) with the associated information placed in the public domain).

The OSMB broadly supported all proposals in principle but raised specific queries and challenge and received further information on some of the proposed savings:

- R&E 2a – Markets – Members asked for further information on the future plans for 2019-20 and sought to understand the split between reduced cost and increased income.
- R&E 4 – Transport Review Stage 2 – this proposal was deferred pending receipt of an equality impact assessment.
- R&E 11-4 – Cenotaphs – Members requested further information in respect of which cenotaphs would be affected and which parish councils undertake their own cenotaph maintenance and cleaning.
- ACX 4 – Reorganisation of the Communications Function – Members asked for the new Head of Communications and Marketing to attend in April 2018 to provide an update on the communications strategy.
- CYPS 5 – School Improvement – Members asked for more detail in respect of where the saving will come from and the impact on the service, including a description of the minimum service requirement.

- PH2 – Withdrawal of £25k funding from homelessness service – further information required detailing the impact of the reduction on the delivery of the homelessness strategy.

Members considered the following proposals on 10 January 2018:-

R&E2A - Markets - Members supported the option after being provided with reassurances on queries raised on 14 December.

R&E4 - Transport Review Stage 2 - Members had previously requested the detail of the equality impact assessment. Having received the current version of the EIA, Members provided support in principle, but confirmed that OSMB would reserve its views until the final report from the review was presented for pre-decision scrutiny.

R&E11 - Cenotaphs - Having received details of the cenotaphs for which the Council held responsibility, Members supported this budget option.

CYPS5 - School Improvement Service - This was brought back following concerns expressed on 20 December. Members were not clear as to what the proposals related to and following an explanation from the Cabinet Member and Strategic Director, Members determined that a further paper would be required. The proposal submitted did not reflect the explanation provided at the meeting on 20 December. Therefore, it was agreed that a written briefing on the proposal would be submitted on 31 January 2018.

PH2 - Homelessness - Members were reassured by the information provided and resolved to support this budget proposal.

The Chair confirmed that he would write to the Chief Executive in due course to confirm OSMB's comments on the proposals.

The letter confirmed:

- OSMB formally supported all the proposals put forward with the exception of three items, two of which are subject to forthcoming reports to Cabinet – the Corporate Transport Review and the Waste Review.
- OSMB could not support the proposal from Children and Young People's Services (reference CYPS 5 – School Improvement Service). This was not supported on 20 December 2017 and when invited back to provide further information on 10 January 2018 Members were once again unable to support the proposal due to the ambiguity of the information presented. There was concern that the proposal was submitted was not consistent with what was described previously at OSMB on 10 January 2018. There are implications arising from this in respect of the public consultation. We recommend that Cabinet Members and SLT rigorously review any proposal prior to publication to ensure they are consistent with the intended action.

- OSMB is not due to consider the formal budget until 14 February 2018, therefore we are unable to provide OSMB's formal commentary on the budget as a whole at this stage. The recommendations will be reported to Cabinet on 19 February 2018.

A number of the service specific budget proposals have been subject to further consultation over recent months and in accordance with relevant statutory requirements, including:

- Council Tax support scheme
- Home to school transport
- Learning disability services
- Waste and recycling

Detailed responses to all representations formally received have been provided by the relevant service. Individual responses have also been provided to those who submitted representations and an FAQ detailing all of the responses can be found on the Council's website at: **\*\*\*\*\* (this is in progress)**

Generally, when moving proposals forward, services will continue to engage the Trade Unions as early as possible where service change proposals impact on employees. The council will follow its HR processes to ensure that change is implemented in a fair and transparent way, and that every opportunity is afforded to mitigate any potential job loss.

The following table below provides a summary of all issues covered in the consultation responses received. Please note that some responses covered multiple issues.

**Table: Summary of issues raised via invitation for public and partner comments on the budget proposals.**

Issue/ topic	Number of responses
Concerns around changes proposed as part of the waste consultation – the council should recycle plastics and shouldn't be charging for basic services	11 NB. As outlined above this is subject to a separate consultation which has received 6998 responses
Grounds maintenance workforce reduction / too much is being taken out of the gardener's budget – will lead to health and safety issues	5 NB. As outlined above this includes one which has been submitted by Unison which puts forward an alternative suggestion that they work with services to review working practices and models, to make the required savings
Concern that proposed changes to grass cutting cycles will leave some areas overgrown and untidy	2

for too long	
Reduction in senior management (one request to specifically reduce the number of Assistant Directors per directorate)	4
Reduce salaries of all senior managers	4
A reduction in the number of councillors and their salary	3
Councillors should give up their allowance	1
Concerns that the dog warden / pest control role should not be combined	2 NB. As outlined above includes one response from Sarah Champion MP asking the council to reconsider the proposals
The proposed reduction in the workforce in education support looks like a lot when schools need more support following the Ofsted report which suggested that Multi Academy Trusts are not delivery support for teacher training / Schools need more support, not less	2
Stop funding translation services and support for immigrants	2
Reduce the light usage in Riverside House	1
Concerned about cuts to Public Health services and these should be protected, e.g. children's weight loss and obesity support	1
Suggestion that Rotherham should have a Christmas market to generate income and attract visitors	1
Invest more in repairing the roads	1
No longer have the Mayoral car, and sell the number plate	1
Just want to see good quality basic services – good schools, waste and recycling and roads repaired	1
Provide more incentives for shops and businesses to locate in the town centre	1
Postpone the relocation of the Central library from Riverside House until the return of a more favourable economic climate	1
Remove the focus on the tourism and community arts, to focus on 'core' services	1
Make savings from the catering budget for events	1
Cut back on agency staff	1
Consolidation of customer services (face to face and telephony) would save money and provide a better service	1
Should not be reducing council tax support	1
Do not agree with making no savings in adult social care	1

Should not have invested money into an upgrade of streetlamps	1
A full review of housing needs to take place foreclose on rogue landlords forcible possession of derelict properties	1
When the council tax demands are sent out a fuller breakdown is required on where the funds go. Coupled with this the town councils and parish councils need to show their incomes as well as the precept to show where the money is spent this again should be made readily available be that on the website or posted with the bills	1
Remove 'nice' things that are costly and only benefit a few people such as firework display in Clift	1
The cost of district heating should be cut to 4.0 per kwh	1
Agree with the proposal to protect children's services	1
Agree with the proposal to protect adult social care given the challenges ahead	1

There were also 5 comments that the way the budget proposals had been presented was unclear and people were unable to therefore make comment as they were unsure what was being set out.

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 1	2017/18 £'000	2018/19 £'000	2019/20 £'000
		7	30	30

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Alam
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<b>Finance Business Partner</b>	Donna King
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<b>Proposal Description</b>	Review of Corporate Health and Safety
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<b>Details of Proposal (including implications on service delivery)</b>	<p><b>17/18 savings</b></p> <p><b>Car - £1,000</b> This would allow the budget to meet previous years demand however there are journeys undertaken which staff do not charge for, should this change it could lead to an overspend. This can be reduced permanently.</p> <p><b>Reducing the training budget - £6,000</b> Due to a delay in starting training this year there will be anticipated underspends in the region of £6,000. In the future, with the proposal laid out below (training and development officer), this training budget could be reduced further to only service the team members and could realise a saving in the region of £10,000 however, there is currently a level of risk due to the lack of formalised training, across the organisation and it is therefore recommended to safeguard this budget until assurance can be provided.</p> <p><b>Total In year savings: £7,000</b></p> <p>This proposed review of the Corporate Health and Safety function is indicative and subject to a detailed business case to be prepared by the new HoS. The proposal has been developed with a view to enhancing service delivery and develop opportunities to commercialise the function.</p> <p>To provide context around staffing levels, a benchmarking</p>
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## Appendix 1 – R&amp;E

	<p>exercise has been undertaken.</p> <p>In terms of this proposal, it presents an outline revision to the operating model of the Health and Safety service and highlights some potential savings as a result of this process, though they are small. The changes would also help to provide a much more effective internal service and commercially viable function.</p> <p>The structure needs to be reviewed and clarity of roles and responsibilities provided, in line with broader corporate roles and responsibilities.</p> <p>Finally, there is both a need and an opportunity to look at training development and commercialisation. It is therefore proposed that we would seek to deliver internal and external training along with a developmental role to support external organisations. By implementing this proposal not only do we reduce our own corporate risks by having a robust training package but also the ability to sell a service;. These developments could also utilised to reduce the training requirement on the Health and Safety officers, therefore freeing them up to ensure effective organisational risk management, response and development.</p> <p>This would offer a net staff saving in the region of £18,000 and may offer resources in the places that require it, though would not be realised until the next financial year.</p> <p><b>Commercialisation:</b></p> <p>In terms of the commercial aspects, each IOSH course costs around £3,000, if we were to run this course five times during the year, this could deliver £15,000 in income which would begin to offset the costs of the post. Internal recharges for delivery of the training would also be expected within the region of £9000 per annum initially, reducing to £3000 per annum following an initial intensive period to deliver compliance.</p> <p>In order to be equipped to deliver commercial aspects and effectively grow a business, resources will need to be realigned, with the outline proposals above being drawn up in detail.</p> <p>This could deliver potential income in the region of £11,000 to £25,000 following initial development, with potential for expansion thereafter.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	<p>Corporate Health and Safety function has a critical implication for every service area and the organisation as a whole. This proposal, whilst only delivering small saving, will realign the services to deliver improved assurance and risk management.</p>
<b>Support required from Corporate Services – Finance,</b>	<p>ICT/Business Support – Automating systems HR – Staffing restructure</p>

## Appendix 1 – R&amp;E

<b>HR, Legal, ICT (please specify)</b>	
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0
<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Officer

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Budget Option 2018/19 – 2019/20			
Cumulative Net Savings			
Reference:	2017/18 £'000	2018/19 £'000	2019/20 £'000
R&E 2a		50	75
<b>Director Responsible for Delivery</b>	Damien Wilson		
<b>Cabinet Portfolio Holder</b>	Cllr Lelliott		
<b>Finance Business Partner</b>	Jonathon Baggaley		
<b>Proposal Description</b>	Increased income/reduced costs from the Market Service.		
<b>Details of Proposal (including implications on service delivery)</b>	<p>Creation of additional trading areas on the Tuesday Street market comprising a combination of new pitches and opportunities for stall-holders to build out new side displays.</p> <p>Introduction of additional themed markets, such as:</p> <ul style="list-style-type: none"> <li>- Crafters Market</li> <li>- Revising Wednesday indoor market to allow sale of second hand clothes</li> <li>- Trial a Sunday Car Boot Market</li> <li>- Trial a Saturday Street Market</li> </ul> <p>New customer seating area to remove empty rates liability within Indoor Market.</p>		
<b>Implications on other Services (identify which services and possible impact)</b>	Additional street cleaning for Car Boot		
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	GenSupport for any legal, finance and HR documentation linked to the proposal.		
	0		

## Appendix 1 – R&amp;E

<b>Reduction in Staffing Posts (FTEs)</b>	
<b>Reduction in Head Count</b>	0
<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Management

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 2b - 1	2017/18 £'000	2018/19 £'000	2019/20 £'000
			30	0

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
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<b>Finance Business Partner</b>	Jonathan Baggaley
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<b>Proposal Description</b>	Increase fee income from A630 Parkway widening project for one year only
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<b>Details of Proposal (including implications on service delivery)</b>	To increase fee income from the A630 Parkway Widening project for one year only (2018/19) and divert staff resource away from revenue funded activity. This is a one-off saving due to the amount of work diverted to this major project and costs can be recovered from the scheme.
<b>Implications on other Services (identify which services and possible impact)</b>	Staff resource will be focused on the delivery on the A630 Parkway scheme. However, should any pressure be placed on the delivery of other key services such as, member/public requests and local transport issues, mitigation measures will be put in place to manage these priorities.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Support required from finance to ensure fees / staff charges are aligned and re-charged to the A630 project during 2018/19.
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0

<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Management Action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 2b - 2	2017/18 £'000	2018/19 £'000	2019/20 £'000
			30	60

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
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<b>Finance Business Partner</b>	Jonathon Baggaley
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<b>Proposal Description</b>	Increase in planning application income or reduce staffing levels if planning applications do not meet the additional target.
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<b>Details of Proposal (including implications on service delivery)</b>	<p>Given that the Local Plan will be adopted in 2018, it is likely that applications and fees will increase from when the plan is adopted - as applications to meet housing growth and employment growth targets are submitted on attractive sites. Therefore, a further £30k income generation can be offered in 18/19 and a further £30k in 2019/20. It is expected that the release of the new sites will mean an increase in applications (and look to meet the 900+ extra houses per year, with current levels being at circa 500-600 per year). If this does not materialise then the service will reduce staffing levels accordingly to meet the budget target.</p> <p>The risk of reducing the number of officers processing applications is that the fees associated with applications not determined within set timescales, have to be returned therefore the income generated by planning could decline as officer numbers are reduced. This could mean there will be no budget saving generated by reducing staff numbers as the income covers their salary.</p> <p>The growth agenda relies on an efficient planning service. A</p>
<b>Implications on other Services (identify which services and possible impact)</b>	Housing and Regeneration growth targets could be negatively impacted should staffing resources in Planning be reduced.

## Appendix 1 – R&amp;E

<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Support required from finance to monitor income levels from planning applications.
<b>Reduction in Staffing Posts (FTEs)</b>	None anticipated but should application and related fees not increase to the proposed levels then the numbers of staff will be reduced to meet the budget (would be 1FTE in 2018/19 and 1FTE in 2019/20).
<b>Reduction in Head Count</b>	None anticipated but potentially 2 (but only if additional income target is not met)
<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Management

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 2b	2017/18 £'000	2018/19 £'000	2019/20 £'000
			44	44

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
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<b>Finance Business Partner</b>	Jonathan Baggaley
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<b>Proposal Description</b>	RiDO
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<b>Details of Proposal (including implications on service delivery)</b>	<p>Reduce the Economic Strategy and Partnerships team in RiDO by 1 post (at Band J) – the Research, Policy and Funding post. The post is currently vacant.</p> <p>The post covers the following work areas:-</p> <ul style="list-style-type: none"> <li>- External funding and bids</li> <li>- Economic/ Regeneration research and strategy</li> <li>- Economic Growth Plan</li> <li>- Performance reporting</li> <li>- Facilitating Economic Growth Board, 3 sub-groups (Employment and Skills; Town Centre and Business Support), Town Centre Voice group</li> <li>- Support for projects arising from the boards</li> <li>- Interface with SCR</li> </ul> <p>The Growth Plan is reviewed and monitored at 6 monthly intervals so an option is to reduce this to annually.</p> <p>The Growth Board sub-groups could be reduced, merged or meet less often.</p> <p>Amount of research and strategy carried out by the team and the support on funding bids would be reduced.</p> <p>Reduction of 1 post would save £44,000. The section currently has 3 posts (Employment and Skills, Growth</p>
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## Appendix 1 – R&amp;E

	Board and Partnerships and the vacant Research, Policy and Funding post) and would reduce to the team to 2 posts (1.67 FTE.)
<b>Implications on other Services (identify which services and possible impact)</b>	Implications for Financial Services for work on external funding. Implications for the research and information team.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	HR support for reduction of 1 post.
<b>Reduction in Staffing Posts (FTEs)</b>	1
<b>Reduction in Head Count</b>	1
<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Management

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 3 - 1	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	0	269

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
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<b>Finance Business Partner</b>	Jonathon Baggaley
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<b>Proposal Description</b>	Revenue Income Through Property Investment
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<b>Details of Proposal (including implications on service delivery)</b>	<p>As approved at 11 September Cabinet 2017, the Council has the opportunity to enter into a development agreement to build business units at Brighton Link.</p> <p>Cabinet also agreed that subject to an assessment of the financial viability of the proposed final terms of the agreement and formal approval of the JESSICA funding bid, that the funding for the purchase is taken from the £5m Growth Fund, which was approved as part of the Capital Strategy 2017-2022.</p> <p>The expected net revenue return to the Council is £269,000 per annum from the completed business units.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	Asset Management – as eventual holder of the asset and landlord for tenants.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Finance as part of financial viability assessment and Capital funding allocation. Legal – Support in development / legal agreements.
<b>Reduction in Staffing Posts (FTEs)</b>	None

Appendix 1 – R&E

<b>Reduction in Head Count</b>	None
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<b>Decision Maker:</b> <b>Cabinet/Commissioner Decision or Management Action</b>	Cabinet approved 11 September 2017. Management for financial viability assessment
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 3 - 2	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	140	160

<b>Director Responsible for Delivery</b>	Damien Wilson
<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
<b>Finance Business Partner</b>	Jonathon Baggaley
<b>Proposal Description</b>	Riverside House Space to Partner

<b>Details of Proposal (including implications on service delivery)</b>	Sub-lease of space at Riverside House. An end-user has been identified and has a requirement to use an area of the ground floor to deliver front of house services and a number of desks on the upper floors. The fit out costs will be paid for/funded over the term of the lease and the costs are included within the proposal.
<b>Implications on other Services (identify which services and possible impact)</b>	Library Service and Customer Services in Riverside House to be reconfigured to release space.  Reconfiguration of Riverside House Office Space is planned and desk requirements will put additional pressure on space available for all services.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Finance – Capital and Business case. Legal – Support in agreeing a Lease and Landlords permission.
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None

Appendix 1 – R&E

<b>Decision Maker</b> <b>Cabinet/Commissioner Decision or Management Action</b>	Cabinet
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	2017/18 £'000	2018/19 £'000	2019/20 £'000
R&E 3 - 3,4,5,7	0	87	96

<b>Director Responsible for Delivery</b>	Damien Wilson
<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
<b>Finance Business Partner</b>	Jonathon Baggaley
<b>Proposal Description</b>	Income from Schools for the provision of Asset Management Services.

<b>Details of Proposal (including implications on service delivery)</b>	<p><b>3-3. Proposal: SLA for Building Facilities Management to Academies and Colleges.</b></p> <p><b>Value in each year (0, 58, 58)</b></p> <p>Academies that have stated they will sign the SLA but have yet to commit - 17 in total. Plus 3 Schools joining Multi-Academy Trusts that already take the SLA.</p> <p><b>3-4. Proposal: External Academy Asset Valuations</b></p> <p><b>Value in each year (0, 3, 10 net)</b></p> <p>The service restructure in Asset Management has created an opportunity to increase the number of asset valuations provided to Academy schools throughout the region. In previous years this fee earning activity brought in an average of £25,000 per annum in additional external fees from Schools throughout Yorkshire/North Midlands. Fee income from this activity is currently £12,000 per annum, and on completion of restructure is expected to increase back to the previous level of £25,000</p>
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	<p><b>3-5. Proposal; Carry out Display Energy Certificate surveys for all buildings with public access.</b></p> <p><b>(Value in each year (0,7,8))</b></p> <p>Energy Display Certificate Service sold to Schools.</p> <p><b>3-7. Proposal; Recover Energy Contract management fee on the new electricity supply contract for schools.</b></p> <p><b>Value in each year (0, 19, 20))</b></p> <p>A rate of 0.1p/kWh at current levels of 19,200MWh has been used to calculate the income. The Contract Management Fee covers energy procurement and contract management services.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	None
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None
<b>Decision Maker</b> <b>Cabinet/Commissioner Decision or Management Action</b>	Management

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 3 - 6,8	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	32	52

<b>Director Responsible for Delivery</b>	Damien Wilson
<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
<b>Finance Business Partner</b>	Jonathon Baggaley
<b>Proposal Description</b>	Energy Efficiency Measures and Utility Procurement.

<b>Details of Proposal (including implications on service delivery)</b>	<p><b>3.6 Proposal; Energy efficiency measures on the Operational Estate</b></p> <p><b>(Value in each year (0, 22, 42))</b></p> <p>Savings based on installing energy efficiency projects linked to property (e.g. . e.g. LED Lighting and more efficient building control systems.</p> <p><b>3.8. Proposal; New Water Supply Contract.</b></p> <p><b>(Value in each year (0, 10, 10))</b></p> <p>The current water supply contract is under tender/ e procurement and offers the potential to secure a reduced rate.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	None
<b>Support required from Corporate Services – Finance, HR, Legal, ICT</b>	Finance –Business cases for Energy Efficiency Schemes.

## Appendix 1 – R&amp;E

<b>(please specify)</b>	
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None

<b>Decision Maker</b> <b>Cabinet/Commissioner Decision or Management Action</b>	Management Action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 3 – 9,10	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	15	15

<b>Director Responsible for Delivery</b>	Damien Wilson
<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
<b>Finance Business Partner</b>	Jonathon Baggaley
<b>Proposal Description</b>	Reallocation of Community Engagement and Community Property Work

<b>Details of Proposal (including implications on service delivery)</b>	<p><b>To free up fee earning staff to earn income.</b></p> <p>Transfer the assessment of <b>Community Right to Bid</b> and <b>Community Asset Transfer</b> to the Community Engagement Team. This team are better placed to work with Community Groups and support them in developing funding bids and business cases.</p> <p>This reallocation of workload and responsibility will free up fee earning traded staff to carry out additional income producing work.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	Implications for the Community Engagement Team – discussed with the services senior management.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None

Appendix 1 – R&E

<b>Decision Maker</b> <b>Cabinet/Commissioner Decision or</b> <b>Management Action</b>	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 4	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	0	83

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Stage 2 Implementation of Transport Review
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<b>Details of Proposal (including implications on service delivery)</b>	Savings as per approved Budget 17/18:	710
	17/18	630
	18/19	80
	Remaining delivery savings from policy and service remodel	291
	Consultancy Costs Project support	139
	Investment Costs :-	
	Travel Training	30
	Routing Software	15
	Auction Costs	0
	Vehicle Tracking	24
	Estimated Saving	83
	The transport review will consider structural changes to the service including reviewing business processes as part of the transformation process. Procurement, route optimisation, operating times, insourcing of functions, staff training will all be factored into the review.	
<b>Implications on other Services (identify which services and possible impact)</b>	Possible impact on Children's Services, Adult Social Care and Corporate Transport Unit	

## Appendix 1 – R&amp;E

<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Finance, Legal, ICT and HR
<b>Reduction in Staffing Posts (FTEs)</b>	3 FTE's across CTU and Home to School Transport Office.
<b>Reduction in Head Count</b>	3

<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Cabinet
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

<b>Reference:</b>	R&E 5
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	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>
	0	250	250

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Community Safety and Street Scene Transformation and re-design
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<b>Details of Proposal (including implications on service delivery)</b>	<p>Council officers have reviewed Community Safety and Street Scene to identify options for savings proposals.</p> <p>This has identified some proposals which will enable savings of circa £250,000 per annum to be achieved by carrying out a review of management and support functions</p> <p>The impact on front line service delivery is likely to be minimal and the proposals will maximise the existing levels of vacant posts within the service area. The impact on jobs will also be minimised by aiming to redeploy staff that may be affected by service restructuring.</p> <p>In developing the service going forward, neighbourhood working will be explored as a priority</p>
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	<p>and the need for services to be able to respond flexibly to local issues will be maintained.</p> <p>In parallel with the above changes, officers will continue developing the business case for the service transformation work which would look at business process reviews and introduction of new technology, both as a service and across the Council. The conclusion of this work could result in further savings being identified for future years and form part of the modernisation programme for the service.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	None
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	HR and Finance support regarding restructure ICT regarding changes in requirements
<b>Reduction in Staffing Posts (FTEs)</b>	8
<b>Reduction in Head Count</b>	8

<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Management Action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 6a – 3 & 5	2017/18 £'000	2018/19 £'000	2019/20 £'000
			388	388

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	John Baggaley
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<b>Proposal Description</b>	Revision to the grounds maintenance service
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The proposal is to change the frequency of seasonal grass cuts and winter horticultural maintenance works.</p> <p>At present seasonal grass cutting is cut 10 times a year and the shrub beds are maintained annually as part of the winter horticultural maintenance programme. The housing bungalow sites will continue to receive the usual 13 cuts per year.</p> <p>This proposal will result in the grass being cut 8 times a year (bungalows will remain unchanged) and the shrub beds will be maintained over a two year cycle instead of the current annual cycle. Any visual impact will be minimised by pruning shrubs harder.</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	As part of the implementation process there will need to be support from HR, Finance and Legal services.
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## Appendix 1 – R&amp;E

<b>Reduction in Staffing Posts (FTEs)</b>	<p>It is anticipated that there will be a reduction of 10 permanent staff as well as a reduction in the use of agency staff.</p> <p>However, management will look to avoid redundancies and achieve the savings required by working with the Trade Unions to reduce the use of agency and seasonal workers by the introduction of a new framework for service delivery.</p>
<b>Reduction in Head Count</b>	10
<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Cabinet

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 6b 1_3	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	56	56

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	John Baggaley
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<b>Proposal Description</b>	<b>Changes to ad-hoc cleansing arrangements</b>
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<b>Details of Proposal (including implications on service delivery)</b>	<p>Reduce the ad-hoc cleansing team from 6 operatives to 4 working Monday – Thursday 7:30 – 15:30 and Friday 7:30 – 15:00</p> <p>This team deals with all ad-hoc cleansing requests received for example clearing up after road traffic collisions, collecting road kill, spillages, removing small fly tipping incidences and litter picking non-scheduled streets.</p> <p>Currently the service has to deal with urgent items such as spillages on the highway within 4 hours. Other less urgent tasks have a target response time of 5 working days.</p> <p>A reduction of this size would result in non-urgent tasks such as litter picking of non-scheduled streets, removal of dog fouling and road kill having an extended response time of 7 working days.(The response time for small fly tips will be unchanged)</p> <p>There is an out of hours team in Highways which will remain unaffected.</p> <p>The EPA gives the council statutory responsibility to restore land to an A class condition within a specific timeframe from receiving a request from the public about the presence of litter.</p> <p>These are:</p>
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## Appendix 1 – R&amp;E

	<ul style="list-style-type: none"> <li>• High intensity use for example town centres – ½ a day</li> <li>• Medium intensity use for example small commercial and retail areas – 1 day</li> <li>• Low intensity use for example residential streets 14 days</li> </ul>																																									
<table border="1"> <thead> <tr> <th data-bbox="557 399 954 512">Non Scheduled Activity</th><th data-bbox="954 399 1113 512">Current response time</th><th data-bbox="1113 399 1346 512">Post saving response time</th></tr> </thead> <tbody> <tr> <td data-bbox="557 512 954 631">Remove dog foul</td><td data-bbox="954 512 1113 631">5 working days</td><td data-bbox="1113 512 1346 631">7 working days</td></tr> <tr> <td data-bbox="557 631 954 750">Litter pick non-scheduled area</td><td data-bbox="954 631 1113 750">5 working days</td><td data-bbox="1113 631 1346 750">7 working days</td></tr> <tr> <td data-bbox="557 750 954 869">Empty over flowing litter bin</td><td data-bbox="954 750 1113 869">5 working days</td><td data-bbox="1113 750 1346 869">5 working days</td></tr> <tr> <td data-bbox="557 869 954 965">Remove road kill carcass</td><td data-bbox="954 869 1113 965">5 working days</td><td data-bbox="1113 869 1346 965">7 working days</td></tr> <tr> <td data-bbox="557 965 954 1001">Collect Sharps</td><td data-bbox="954 965 1113 1001">4 hours</td><td data-bbox="1113 965 1346 1001">4 hours</td></tr> <tr> <td data-bbox="557 1001 954 1073">RTC clear up - obstructing highway</td><td data-bbox="954 1001 1113 1073">4 hours</td><td data-bbox="1113 1001 1346 1073">4 hours</td></tr> <tr> <td data-bbox="557 1073 954 1170">RTC clear up- no obstruction</td><td data-bbox="954 1073 1113 1170">5 working days</td><td data-bbox="1113 1073 1346 1170">7 working days</td></tr> <tr> <td data-bbox="557 1170 954 1242">Leaf clearance not on programme</td><td data-bbox="954 1170 1113 1242">5 working days</td><td data-bbox="1113 1170 1346 1242">7 working days</td></tr> <tr> <td data-bbox="557 1242 954 1361">Small fly tip collection</td><td data-bbox="954 1242 1113 1361">5 working days</td><td data-bbox="1113 1242 1346 1361">5 working days</td></tr> <tr> <td data-bbox="557 1361 954 1455">Side waste collection from Public Litter Bins</td><td data-bbox="954 1361 1113 1455">5 working days</td><td data-bbox="1113 1361 1346 1455">5 working days</td></tr> <tr> <td data-bbox="557 1455 954 1551">Remove damaged litter bin</td><td data-bbox="954 1455 1113 1551">5 working days</td><td data-bbox="1113 1455 1346 1551">7 working days</td></tr> <tr> <td data-bbox="557 1551 954 1671">Collect up temporary signs</td><td data-bbox="954 1551 1113 1671">5 working days</td><td data-bbox="1113 1551 1346 1671">7 working days</td></tr> <tr> <td data-bbox="557 1671 954 1763">Remove fly posting</td><td data-bbox="954 1671 1113 1763">5 working days</td><td data-bbox="1113 1671 1346 1763">7 working days</td></tr> </tbody> </table>	Non Scheduled Activity	Current response time	Post saving response time	Remove dog foul	5 working days	7 working days	Litter pick non-scheduled area	5 working days	7 working days	Empty over flowing litter bin	5 working days	5 working days	Remove road kill carcass	5 working days	7 working days	Collect Sharps	4 hours	4 hours	RTC clear up - obstructing highway	4 hours	4 hours	RTC clear up- no obstruction	5 working days	7 working days	Leaf clearance not on programme	5 working days	7 working days	Small fly tip collection	5 working days	5 working days	Side waste collection from Public Litter Bins	5 working days	5 working days	Remove damaged litter bin	5 working days	7 working days	Collect up temporary signs	5 working days	7 working days	Remove fly posting	5 working days	7 working days
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	<p>There is a consideration for sites, which have additional safety requirements extending the period to 28 days. At the time of writing RMBC routinely meets the high intensity target and is borderline on the Medium and low intensity targets. The sites with additional safety requirements are rarely if ever attended to within 28 days because of the associated traffic management costs, and will typically be attended to once every 12 to 18 months.</p>																																									

## Appendix 1 – R&amp;E

	The impact of the proposed savings may impact on the Council's ability to meet EPA targets.
<b>Implications on other Services (identify which services and possible impact)</b>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Human Resources
<b>Reduction in Staffing Posts (FTEs)</b>	2
<b>Reduction in Head Count</b>	2
<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	

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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 6e	2017/18 £'000	2018/19 £'000	2019/20 £'000
			61	61

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	Jonathan Baggaley
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<b>Proposal Description</b>	Integration of the Dog Warden Service into the Pest Control Service.
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The Council has a statutory duty to provide a service to deal with stray dogs. The current level of service is very comprehensive and allows for the Council to offer advice and guidance to pet owners, to offer support for example in getting pets neutered and chipped as well as deal with stray dogs.</p> <p>It is proposed to combine the dog warden service with the pest control service.</p> <p>Going forward the pest control operatives will continue to carry out their normal duties. The service will also offer dedicated hours to dealing with stray dogs.</p> <p>It is also proposed to reduce the number of kennels retained by the council from 12 to 8.</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	Pressure on cleansing service to collect dogs when the warden is not in work.
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	HR
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<b>Reduction in Staffing</b>	1.5
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## Appendix 1 – R&amp;E

Posts (FTEs)	
Reduction in Head Count	2

<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Management action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 7a	2017/18 £'000	2018/19 £'000	2019/20 £'000
			899	1,383

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	Jonathan Baggaley
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<b>Proposal Description</b>	Waste Options Appraisal / Waste Review
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<b>Details of Proposal (including implications on service delivery)</b>	A full waste options appraisal has been undertaken and a report was considered by Cabinet on 13 <sup>th</sup> November requesting approval to commence a full public consultation on preferred options, which is now underway.  The proposal is to make changes to the household waste collection service including charging for a garden waste collection service which would no longer be provided as a free service if approved.
<b>Implications on other Services (identify which services and possible impact)</b>	N/A
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	The project requires finance, ICT, Legal and HR support
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0

<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Cabinet
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 7c	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	24	24

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Change Bank Holiday Monday waste collections to Saturday
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<b>Details of Proposal (including implications on service delivery)</b>	Remove Bank Holiday Monday working (4 days) and replace with working Saturdays . Christmas working will always continue on 3 Saturdays and Good Friday collection will remain.
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<b>Implications on other Services (identify which services and possible impact)</b>	None
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	HR
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<b>Reduction in Staffing Posts (FTEs)</b>	None
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<b>Reduction in Head Count</b>	None
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<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Management action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 7d	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	20	20

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Introduce advertising/sponsorship on waste collection vehicles.
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<b>Details of Proposal (including implications on service delivery)</b>	Joined up Council approach to be taken on vehicle advertising. The proposal is to use the Council's vehicles e.g. refuse vehicles, vans etc. to advertise services both for the Council and also private sector to generate income and save on advertising costs for Council departments.
<b>Implications on other Services (identify which services and possible impact)</b>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Legal
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None

<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Management action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 7e	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	23	23

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Increase the cost of bulky item collections and review policy on number of items per collection
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<b>Details of Proposal (including implications on service delivery)</b>	<p>Bulky items charges were last reviewed in 2011. Current charges are as follows:</p> <p>Bulky items - £21.00 for 3 items, DIY items - £39.93 per order (up to 3 items)</p> <p>This proposal would increase the charge by 30% for 3 items and review the number of items per collection.</p> <p>Currently the following items could be collected for £21.00:</p> <p>3 piece suite (1 item) Bed and mattress (1 item) Table and 4 chairs (1 item)</p> <p>This proposal would clarify that a 3 piece suite would constitute 3 items e.g. £27.00 and £51.00 for DIY respectively.</p> <p>Current income over 12 months approximately: £81,000.</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	
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<b>Support required from Corporate</b>	Legal
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## Appendix 1 – R&amp;E

<b>Services – Finance, HR, Legal, ICT (please specify)</b>	
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0
<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Cabinet

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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 8 - 3	2017/18 £'000	2018/19 £'000	2019/20 £'000
			22	22

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
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<b>Finance Business Partner</b>	Jonathon Baggaley
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<b>Proposal Description</b>	Review of cleaning provision in corporate landlord properties(excluding Riverside House)
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The service has assessed the potential for cleaning reductions in the buildings which fall within the corporate landlord portfolio.</p> <p>Many Council buildings have not received a daily clean for a number of years and are already at the minimal level which would be recommended by the British Institute of Cleaning Science (BICSc) for the respective building use.</p> <p>A number of buildings can have the cleaning schedule reduced.</p> <p>A risk assessment has taken place to ensure reductions do not jeopardise the health and safety of users, in particular children and adult centres have taken into consideration that the building users immune systems may have a lower tolerance threshold.</p> <p>The savings proposed have taken into account buildings deemed to be a minimum cleaning levels or those linked to external funding.</p> <p>Due to the requirement for consultation with staff over the reduction in hours/job losses there will be a limit to savings this financial year. Compensatory payment costs have been estimated only and removed from the savings.</p>
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## Appendix 1 – R&amp;E

<b>Implications on other Services (identify which services and possible impact)</b>	The reduction in cleaning services will result in lowering the hygiene levels within the buildings for users and could lead to an increase in complaints where there is a public use regarding the appearance of the buildings.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	HR – to support reductions in staffing.
<b>Reduction in Staffing Posts (FTEs)</b>	1:54 (FTE)
<b>Reduction in Head Count</b>	11
<b>Cabinet/Commissioner Decision or Management Action</b>	Management

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 8 - 4	2017/18 £'000	2018/19 £'000	2019/20 £'000
		10	10	10

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
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<b>Finance Business Partner</b>	Jonathon Baggaley
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<b>Proposal Description</b>	Review of caretaking vehicles provision
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The service has undertaken a review of vehicle provision in-line with the current service requirements. This has resulted in an in-year saving for 2017/18. However due to the increase in income generated by the caretaking team a full year saving can now be offered.</p> <p>For 2018/19 the full saving of £10,000 is submitted as a saving from this review.</p> <p>The service is currently evaluating income generation options and the vehicle reduction may have to be reviewed again going forward to avoid limiting the service capacity and options offered.</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	The vehicle reduction has resulted in the requirement to hire vehicles for re-location requests for larger items – this has increased the cost to colleagues as the charge has to be passed on. However, currently the service has no daily requirement for a larger vehicle and therefore cannot justify the permanent allocation.
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None
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<b>Reduction in Staffing Posts (FTEs)</b>	0
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Appendix 1 – R&E

<b>Reduction in Head Count</b>	0
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<b>Cabinet/Commissioner Decision or Management Action</b>	Management Action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 8 – 5	2017/18 £'000	2018/19 £'000	2019/20 £'000
			7	7

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
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<b>Finance Business Partner</b>	Jonathon Baggaley
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<b>Proposal Description</b>	Riverside House Café
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The service currently has a revenue budget of £7,000. An increase in prices from 1<sup>st</sup> October 2017 was made to remove this requirement going forward.</p> <p>An increase in price can a disproportionate effect on the demand and there is no guarantee that the price increases will result in an additional income return.</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	Through-out the planning period for the occupation of Riverside House, a series of surveys and consultations took place to establish the specific requirements for food service in the new Council Offices. The Cafe was part of the staff welfare facilities within the Riverside House WorkSmart Plan. Although the requirement to ensure that staff have an option for food provision on the premises is not a statutory requirement, at the time of the move it was felt it was an offer the Council wanted to make as a good employer. Previous price increases have resulted in some complaints from staff and members of the public.
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None
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<b>Reduction in Staffing Posts (FTEs)</b>	0
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Appendix 1 – R&E

<b>Reduction in Head Count</b>	0
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<b>Cabinet/Commissioner Decision or Management Action</b>	Management. Implemented
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<b>Budget Option 2018/19 – 2019/20</b>			
<b>Cumulative Net Savings</b>			
<b>Reference:</b>	<b>R&amp;E 8b - 2</b>		
	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>
		<b>16</b>	<b>16</b>
<b>Director Responsible for Delivery</b>	Damien Wilson		
<b>Cabinet Portfolio Holder</b>	Cllr Lelliott		
<b>Finance Business Partner</b>	Jonathon Baggaley		
<b>Proposal Description</b>	Riverside House Cleaning		
<b>Details of Proposal (including implications on service delivery)</b>	<p>To reduce the cleaning of desks and office floor areas to 1 day a week from the current 2 days a week at Riverside House.</p> <p>There will be no change to the daily cleaning of washrooms and break-out areas.</p>		
<b>Implications on other Services (identify which services and possible impact)</b>	<p>Main implications will be a lower level of health and hygiene for Council staff due to reduced cleaning levels. The reduced frequency of cleaning may lead to an increased risk of cross-contamination of infection, particularly in winter months when flu and similar infections are more prevalent.</p> <p>There will be a need to advise staff to use the anti-bacterial wipes provided in the kitchen areas more frequently to assist with the cleaning. Staff need to be aware of the saving proposal and the part they need to play in maintaining the cleanliness of the building.</p>		
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>			
<b>Reduction in Staffing Posts (FTEs)</b>	1.01 FTE		

## Appendix 1 – R&amp;E

<b>Reduction in Head Count</b>	3
<b>Cabinet/Commissioner Decision or Management Action</b>	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 9a	2017/18 £'000	2018/19 £'000	2019/20 £'000
			100	100

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Councillor Yasseen
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Culture Sport and Tourism Staffing Reconfiguration
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<b>Details of Proposal (including implications on service delivery)</b>	<p>This is a proposal for a staffing reconfiguration combined with an element of increased income generation in advance of consideration of a more fundamental redesign of the Culture Sport and Tourism service.</p> <p>The future redesign will create a new organisational model which will prioritise increasing participation in culture, leisure and green spaces and strengthen the department's ability to raise income from alternative sources.</p> <p>The redesign will be considered at a future time with the phase now proposed focussing on the short term:-</p> <table border="1"> <thead> <tr> <th>Estimates</th><th>2018/19</th></tr> </thead> <tbody> <tr> <td>Staffing, assumes the loss of 3 posts across the department (current staffing 200 fte)</td><td>90</td></tr> <tr> <td>Income generation and fundraising</td><td>10</td></tr> <tr> <td><b>Total</b></td><td>100</td></tr> </tbody> </table> <p>This overall proposal will also seek to increase the profile and visibility of key cultural and leisure assets, such as Clifton Park and Museum, Rother Valley Country Park and the Civic Theatre.</p>	Estimates	2018/19	Staffing, assumes the loss of 3 posts across the department (current staffing 200 fte)	90	Income generation and fundraising	10	<b>Total</b>	100
Estimates	2018/19								
Staffing, assumes the loss of 3 posts across the department (current staffing 200 fte)	90								
Income generation and fundraising	10								
<b>Total</b>	100								
<b>Implications on other</b>	This proposal should positively impact on the work of RIDO								

## Appendix 1 – R&amp;E

<b>Services (identify which services and possible impact)</b>	by strengthening the contribution to the visitor economy and Public Health by improving local health and wellbeing.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	This will at least need to include support from Finance and HR
<b>Reduction in Staffing Posts (FTEs)</b>	3
<b>Reduction in Head Count</b>	3
<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Management action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 9b	2017/18 £'000	2018/19 £'000	2019/20 £'000
				399

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Yasseen
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Rother Valley Country Park – development of a new caravan site
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<b>Details of Proposal (including implications on service delivery)</b>	Cabinet recently approved the proposal to develop and operate a touring caravan and camping site to meet AA '5 Pennant' standards on Council-owned land within Rother Valley Country Park, close to the site of the planned Gulliver's Valley Resort leisure attraction. The business plan is predicated on delivering to the high end of the market in order to generate the most profit. This supports the delivery of the emerging Cultural Strategy and associated tourism/visitor economy plan.
<b>Implications on other Services (identify which services and possible impact)</b>	The project positively supports the delivery of corporate priorities related to economic growth and 'child-friendly borough'.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Asset Management, Finance, Legal, Planning, Highways, Transportation and ICT will all need to play a role in establishing the caravan site and associated infrastructure.  Comms Team - will have a role to play in the communication and marketing of the new business.
<b>Reduction in Staffing Posts (FTEs)</b>	The proposal will create a number of new full time, part time and casual employment opportunities. The exact number will depend on the size and scope of the final project.
<b>Reduction in Head Count</b>	0

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Appendix 1 – R&E

<b>Cabinet/Commissioner Decision or Management Action</b>	Management action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 9c	2017/18 £'000	2018/19 £'000	2019/20 £'000
			40	101

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Councillor Yasseen
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Increase income at the Civic Theatre
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The Theatre Service has a successful, sustained track record of delivering increased income, which has enabled the Council to reduce its subsidy year on year. The Civic Theatre hosts approximately 300 performances throughout the year, attended predominantly by local audiences. 72,731 tickets were sold in 2016-17.</p> <p>The proposal will enable the Service to cover all remaining costs through managed growth in income over a two-year period.</p> <p>Based on evidence of historical achievement of income the proposal is to:</p> <ul style="list-style-type: none"> <li>• Increase ticket sales for professional productions, the annual pantomime and amateur shows</li> <li>• Increase income from theatre hire</li> <li>• Increase secondary spend per visitor, including catering</li> <li>• Reduce non-pay/property budgets where possible</li> </ul> <p>The increase in income is phased over 2 years to enable the Service to respond to any changes as a result of the forthcoming programming policy and to consider implications of the potential theatre development within the town centre masterplan.</p>
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## Appendix 1 – R&amp;E

<b>Implications on other Services (identify which services and possible impact)</b>	Marketing and communication – support for marketing of productions to improve ticket sales
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Finance – setting up and monitoring income focussed budgets  Asset management – maintenance of and alterations to building within timescales which minimise impact on programming and income generation
<b>Reduction in Staffing Posts (FTEs)</b>	N/A
<b>Reduction in Head Count</b>	N/A
<b>Decision Maker: Either Cabinet, Commissioner or Officer/Management Action</b>	Cabinet

Budget Option 2018/19 – 2019/20			
Cumulative Net Savings			
<b>Reference:</b>	R&E 9e		
	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>
	-	<b>94 (1 year only)</b>	<b>0</b>
<b>Director Responsible for Delivery</b>	Damien Wilson		
<b>Cabinet Portfolio Holder</b>	Cllr Yasseen		
<b>Finance Business Partner</b>	Jon Baggaley		
<b>Proposal Description</b>	Temporarily prioritise essential maintenance only at Countryside sites.		
<b>Details of Proposal (including implications on service delivery)</b>	This is an interim savings option to temporarily reduce maintenance budgets to prioritise expenditure on essential repairs and maintenance only. This will create a one year saving of £94k from a total maintenance budget of £202k. Sites affected include Rother Valley Country Park, Thrybergh Country Park, Ulley Country Park and other greenspaces and woodlands. This will prioritise spend on projects which would otherwise create risk to public safety, which prevent significant spend in future years or which protect income streams. This saving is one year only in recognition that expenditure on regular maintenance supports a quality visitor experience and reduces long term costs.		
<b>Implications on other Services (identify which services and possible impact)</b>	None		
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None		
<b>Reduction in</b>	None		

## Appendix 1 – R&amp;E

<b>Staffing Posts (FTEs)</b>	
<b>Reduction in Head Count</b>	None
<b>Cabinet/Commissioner Decision or Management Action</b>	Management action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 9f	2017/18 £'000	2018/19 £'000	2019/20 £'000
		-	98	98

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Yasseen
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Increase income across parks, countryside and green spaces
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<b>Details of Proposal (including implications on service delivery)</b>	Usage across parks is exceeding expectations and customers are enjoying an increasingly diverse range of events and activities which bring in income and support free access to the majority of our offer. Whilst performance can be affected by weather, the service is forecasting significantly increased footfall. Proposed new developments such as watersports, play and cycling activities, improved catering and increased car parking mean that the service is anticipating growth in income of £98k per year.
<b>Implications on other Services (identify which services and possible impact)</b>	None
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None
<b>Reduction in</b>	None

## Appendix 1 – R&amp;E

<b>Staffing Posts (FTEs)</b>	
<b>Reduction in Head Count</b>	0
<b>Decision Maker: Either Cabinet, Commissioner or Officer/Management Action</b>	Cabinet Decision

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 9g	2017/18 £'000	2018/19 £'000	2019/20 £'000
		-	77	47

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Yasseen
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Temporarily Prioritise Essential Maintenance Only at Clifton Park and other urban green spaces
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<b>Details of Proposal (including implications on service delivery)</b>	This is an interim savings option to temporarily reduce maintenance budgets to prioritise expenditure on essential repairs and maintenance only. This will create a one year saving of £77k and a second year saving of £47k. This will prioritise spend on projects which would otherwise create a risk to public safety, which would prevent significant spend in future years or which protect income streams. The saving includes a reduction in the number of seasonal site staff which means that some tasks will take longer to be carried out. This saving is reduced in year 2 in recognition that expenditure on regular maintenance supports a quality visitor experience and reduces long term costs.
<b>Implications on other Services (identify which services and possible impact)</b>	The team will work with Community Safety and Street Scene, Grounds Maintenance and Street Cleansing Service to ensure targeting of available resources in accordance with priorities for Parks and Green Spaces
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Grounds Maintenance and Street Cleansing Team – to help make decisions on service provision / standards  HR - to support the staffing proposal  Corporate / Comms Team - to support communication on the changes to service provision
<b>Reduction in Staffing</b>	1.5 FTE

## Appendix 1 – R&amp;E

<b>Posts (FTEs)</b>	
<b>Reduction in Head Count</b>	2

<b>Cabinet/Commissioner Decision or Management Action</b>	Cabinet
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 9h	2017/18 £'000	2018/19 £'000	2019/20 £'000
			47 (One year only)	0

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Councillor Yasseen
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<b>Finance Business Partner</b>	Jon Baggaley
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<b>Proposal Description</b>	Expansion of Nationality Checking Service
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The Nationality Checking Service (NCS) is a partnership between the Home Office Immigration and Nationality Directorate (IND), and local authorities across the United Kingdom.</p> <p>NCS is aimed at people wishing to apply for British citizenship and is intended to increase the proportion of applications received by the (IND) that may be completed without further enquiry. In return for an administration fee, local authorities check citizenship applications for completeness and accuracy before forwarding them to IND. They also photocopy and certify valuable documents such as passports and Residence Permits, before returning the originals to their owners.</p> <p>Local authorities offering the service are registered with the Office of Immigration Services Commissioner (OISC) to check nationality applications.</p> <p>The main aim of the Nationality Checking Service is to improve processing times for the customer and improve the quality of the application forms submitted to the Nationality Group.</p> <p>RMBC has held a licence to deliver the Nationality Checking</p>
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## Appendix 1 – R&amp;E

	<p>Service (NCS) since 2007. The service requirements have been kept up to date and are delivered currently at a low level.</p> <p>This will allow for the project to be expanded swiftly and in line with current legislation.</p> <p>Government have just announced that the face-to-face service will be phased out from next year, hence a one year only saving.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	Not applicable
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Finance – setting up and monitoring service budgets Legal – ensuring that the project is in line with guidance set out by the Office of the Deputy Prime Minister
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None
<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Management action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 11 - 4	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	11	11

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	Jonathan Baggaley
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<b>Proposal Description</b>	Reduce or Stop the provision / maintenance of highway assets - Cenotaphs
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<b>Details of Proposal (including implications on service delivery)</b>	<u>Cenotaphs</u> (Annual spend £13,000) There is no statutory minimum requirement for the maintenance of cenotaphs and the budget could be reduced to just an annual clean which would cost around £2k giving £11k saving. This does not include for any future structural safety work.
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<b>Implications on other Services (identify which services and possible impact)</b>	None
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None
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<b>Reduction in Staffing Posts (FTEs)</b>	None
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<b>Reduction in Head Count</b>	None
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<b>Decision Maker: Either Cabinet, Commissioner or Officer/Management Action</b>	Management Action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 11	2017/18 £'000	2018/19 £'000	2019/20 £'000
			46	46

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Lelliott
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<b>Finance Business Partner</b>	Jonathan Baggaley
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<b>Proposal Description</b>	Sponsorship for Town Centre events;  i. Christmas illuminations (£44,000) ii. Christmas tree (£2,000)
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The current revenue funding for the provision of the above services is £46,000 per annum. Savings will be achieved by exploring a range of sponsorship opportunities to fund or part fund town centre events.</p> <p>Officers in the R&amp;E Directorate and Corporate Communications team will work together develop a suite of incentives to attract sponsorship to support the above proposal. For example;</p> <ul style="list-style-type: none"> <li>• VIP areas at events</li> <li>• Free advertising in Council Take 5</li> <li>• Social media promotion</li> <li>• Herringthorpe Athletics stadium</li> <li>• Vintage Hop</li> <li>• A Slice of Summer Fun</li> <li>• Garden Lovers Fayre</li> <li>• Food and Drink Festival</li> <li>• Christmas Lights Switch On</li> <li>• Christmas Events</li> <li>• Rotherham Show</li> </ul> <p>The proposal would be to attract either a main sponsor or a</p>
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	<p>mix of sponsorship.</p> <p>Consideration was given to capitalising the hire or purchase of the Christmas illuminations element. However, the short-term lifespan of the illuminations means this is not financially viable. Additionally, the Council could undertake the storage / maintenance / installation / removal of the illuminations by training in-house staff but this would not deliver a significant saving.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	None
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Procurement Service Corporate Communications Team
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None
<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 13	2017/18 £'000	2018/19 £'000	2019/20 £'000
			2 (One off income)	3 (One off income)

<b>Director Responsible for Delivery</b>	Damien Wilson
<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
<b>Finance Business Partner</b>	John Baggaley
<b>Proposal Description</b>	One Off Income for Recycling of old Street Lighting Lanterns.

<b>Details of Proposal (including implications on service delivery)</b>	As part of the street lighting LED replacement programme the service is looking to work with a local recycling company and/or HM Prison Service to recycle the 15,000 old lanterns. The Prison Services has the facility to break down the lanterns into various components that can then be readily recycled.  It is anticipated that this will generate a one-off income of approximately £5,000 over the next two years. The project also gives experience and work skills to the inmates working on the project.
<b>Implications on other Services (identify which services and possible impact)</b>	None
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Procurement Team
<b>Reduction in Staffing Posts (FTEs)</b>	None

Appendix 1 – R&E

<b>Reduction in Head Count</b>	None
<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	R&E 14	2017/18 £'000	2018/19 £'000	2019/20 £'000
		183*	16	16

<b>Director Responsible for Delivery</b>	Damien Wilson
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<b>Cabinet Portfolio Holder</b>	Cllr Hoddinott
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<b>Finance Business Partner</b>	Jonathan Baggaley
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<b>Proposal Description</b>	Realignment of the Highways Budget – Street Lighting Energy and Highway Insurance Premiums
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<b>Details of Proposal (including implications on service delivery)</b>	<p>This proposal is to reduce the budget as a one off for 17/18 for the reduction in energy costs due to early implementation of the LED Programme and current energy costs giving a saving of <b>£80,000</b>.</p> <p>An additional saving has of <b>£87,000</b> has been identified against the insurance costs. The Insurance Officer has informed there is not expected to be an increase this financial year however advised insurance costs may increase next year so it is advised that this is a 17/18 saving only.</p> <p>A further £16,000 can be saved by reducing the budgets as follows:</p> <table> <tbody> <tr> <td>Staff clothing &amp; Uniforms</td> <td>£5,000</td> </tr> <tr> <td>Car Allowances</td> <td>£5,000</td> </tr> <tr> <td>Transport Insurance</td> <td>£5,000</td> </tr> <tr> <td>Postage</td> <td>£1,000</td> </tr> </tbody> </table> <p>Combine 17/18 savings of £183,000</p>	Staff clothing & Uniforms	£5,000	Car Allowances	£5,000	Transport Insurance	£5,000	Postage	£1,000
Staff clothing & Uniforms	£5,000								
Car Allowances	£5,000								
Transport Insurance	£5,000								
Postage	£1,000								
<b>Implications on other Services (identify)</b>	None								

## Appendix 1 – R&amp;E

<b>which services and possible impact)</b>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None
<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	FCS CIDS1	2017/18 £'000	2018/19 £'000	2019/20 £'000
		20	200	400

<b>Director Responsible for Delivery</b>	Judith Badger
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<b>Cabinet Portfolio Holder</b>	Leader
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<b>Finance Business Partner</b>	Lisa Williams / Jon Baggaley
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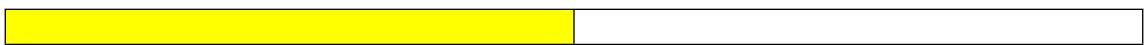
<b>Proposal Description</b>	Consolidate Riverside House Customer Services
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The Customer Services and Efficiency Programme was approved by Cabinet Budget Working group in July 2017. The business case for this programme outlined the new model for delivering customer services. The new single customer service delivery model will allow the Council to offer a more effective, efficient and consistent multi-channel service; increasing digital engagement and empowering customers by providing ease of access to transactions and information.</p> <p>This project forms part of this programme and will adopt a phased approach to maximise opportunities for efficiencies and customer service improvements.</p> <p>The project will establish a single corporate customer service team reporting to the Head of Customer Services, CIDS; amalgamating staff from Libraries and Neighbourhoods (Culture, Sports and Tourism) and various employees from Customer, Information and Digital Services (CIDS).</p> <p>A wholesale review of the processes and customer service interactions that fall within scope of the Corporate Customer Service Team will take place in order to identify priorities for business process re-engineering, channel 'switch offs', and strategies that drive the continuous evolution of digital service delivery and improved technology solutions. This</p>
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## Appendix 2 – F&amp;CS

	<p>will be underpinned by projects and activities approved by the Customer Service &amp; Efficiency Programme Board which was established to redesign and improve the way services are delivered in the future.</p> <p>Phase 1 of the project will be delivered by April 2018 through a reduction of 8 posts across the new team. This will be achieved through economies of scale and a reduction in face to face roles due to a recent increase in channel shift to online. A consultation with unions and staff will take place to establish and implement these changes.</p> <p>Phase 2 will be delivered by April 2019 and will deliver a further reduction in posts following improvement to business processes and further channel shift. The numbers of post reductions are expected to be no more than 17 people (10 FTE).</p> <p>The continued provision of essential front line services during this period of change is key and an escalation process will be established to ensure any concerns or risks can be immediately acted upon.</p> <p><b>Upfront Investment – Summary</b></p> <p>The following upfront investments have been identified as key enablers in the achievement of staffing reductions in 2019/20. All of these investments are within the current financial Digital Strategy capital investment programme:</p> <ul style="list-style-type: none"> <li>• Procurement of key IT systems (CRM, Contact Centre telephony offering omni-channel solutions) to support and underpin channel shift activity</li> <li>• Continued Investment and development of the Your Account portal.</li> </ul>
<b>Implications on other Services (identify which services and possible impact)</b>	<p>The Head of Customer Service will work with the Library service throughout the change to minimise any possible impact through the movement and reduction of staff.</p> <p>Carefully monitoring of any changes to front line customer service will take place to ensure that any impact is minimised and managed appropriately</p>
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	<p>HR Support will be required to deliver any restructure work that is required.</p>
<b>Reduction in Staffing Posts (FTEs)</b>	<p>2018/19 = 8 2019/20 ≈ 10 Total over 2 years approx. 18</p>
<b>Reduction in Head Count</b>	<p>2018/19 = 8 2019/20 ≈ 17 Total over 2 years approx. 25</p>

<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Management Action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	FCS CIDS2	2017/18 £'000	2018/19 £'000	2019/20 £'000
		1.3	2.3	2.3

<b>Director Responsible for Delivery</b>	Judith Badger
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<b>Cabinet Portfolio Holder</b>	Councillor Alam
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<b>Finance Business Partner</b>	Mike Hirst
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<b>Proposal Description</b>	To remove the cost of hiring a van for the Information Governance team to deliver historic paper records to staff across RMBC
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<b>Details of Proposal (including implications on service delivery)</b>	To stop delivering historical paper records to staff across RMBC and requiring that they will collect these records from Bailey House in future.
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<b>Implications on other Services (identify which services and possible impact)</b>	Every service will be impacted but the impact is seen as minimal. Staff time will be consumed in picking up documents from the IG team in Bailey House. Through careful planning this should be able to be managed to reduce any impact. Data protection is something which will need to be secured/enforced through training and accountability.
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None
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<b>Reduction in Staffing Posts (FTEs)</b>	None
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<b>Reduction in Head Count</b>	None
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<b>Decision Maker: Cabinet, Commissioner or Officer / Management Action</b>	Management Action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	FCS CIDS3	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	30	30

<b>Director Responsible for Delivery</b>	Judith Badger
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<b>Cabinet Portfolio Holder</b>	Councillor Alam
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<b>Finance Business Partner</b>	Mike Hirst
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<b>Proposal Description</b>	To reduce the Information Governance Team by one member of staff
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<b>Details of Proposal (including implications on service delivery)</b>	To remove one member of the Information Governance team as the service has previously run with less staff. The implementation of GDPR has increased the temporary and long term workloads for the service. Therefore it is impossible to compare the old service with the service required now and in the future. Also statutory levels of service delivery have never been achieved. Removing this member of staff produces a significant risk of failing to maintain GDPR standards. However it could be possible to reduce this risk by appropriately managing resources and the possible use of temporarily staff to achieve GDPR compliance. This would be sensible as the full GDPR requirements are not yet known.
<b>Implications on other Services (identify which services and possible impact)</b>	Service impact will be small. Advice from the unit may not be given as quickly as is currently but the IG team are currently supporting and training departments, to become better educated and more self-reliant. It is important to ensure that pressures on the team do not result in inappropriately passing on work to the service departments. Careful management can ensure this does not happen.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	HR – Redundancy/restructure
<b>Reduction in Staffing Posts (FTEs)</b>	1 FTE
<b>Reduction in Head</b>	1

Appendix 2 – F&CS

Count	
<b>Decision Maker:</b> <b>Cabinet, Commissioner or</b> <b>Officer/Management Action</b>	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	FCS CIDS4	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	100	100

<b>Director Responsible for Delivery</b>	Judith Badger
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<b>Cabinet Portfolio Holder</b>	Councillor Alam
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<b>Finance Business Partner</b>	Mike Hirst
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<b>Proposal Description</b>	Restructure the Management team across the Digital Service
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<b>Details of Proposal (including implications on service delivery)</b>	The Management team within the Digital Team is not well structured and efficiencies could be achieved. This would require a restructure of the team using fewer managers but at a higher grade. It will result in a possible degradation of service for a few months whilst all posts were filled and managers had taken fully responsibility for their new portfolios. Ultimately this change would not reduce service levels.
<b>Implications on other Services (identify which services and possible impact)</b>	Short term (approx. 3 months) dip in general performance from Digital Services. Longer term no impact.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	HR- Restructure/redundancies
<b>Reduction in Staffing Posts (FTEs)</b>	5 posts – 3 staff and 2 vacancies
<b>Reduction in Head Count</b>	3 staff

<b>Decision Maker: Cabinet, Commissioner or Officer/Management Action</b>	Management Action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CW 3	2017/18 £'000	2018/19 £'000	2019/20 £'000
		40	40	40

<b>Director Responsible for Delivery</b>	Judith Badger
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<b>Cabinet Portfolio Holder</b>	Cllr Alam
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<b>Finance Business Partner</b>	Mike Hirst
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<b>Proposal Description</b>	Review of Income Collection Arrangements
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<b>Details of Proposal (including implications on service delivery)</b>	<p>Currently income collection is undertaken across a variety of teams within most Directorates. The approach is inconsistent both in terms of processing and posting but also in terms of customer access.</p> <p>A review is to be undertaken with a view to developing a receivables/collections function that optimises the management of cash across the council. This could include for example the consolidation of most cash and payment handling functions across the Council into a single function that provides a quality service to council services, residents and businesses within the Borough. It should be noted that there will be services that receive cash within the Directorates that will continue to reside within the services, however consistent processing will be applied.</p> <p>The Procurement services have already identified a saving of £40k from undertaking a review of a cash collection contract, although some of this saving may accrue to schools.</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	The scope of the review will cover all services involved with cash collection arrangements.
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## Appendix 2 – F&amp;CS

<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Procurement team support with review of contractual arrangements
<b>Reduction in Staffing Posts (FTEs)</b>	Potential reduction in staffing posts depending on the outcomes of the review and any consequent rationalisation of arrangements
<b>Reduction in Head Count</b>	Potential reduction in staffing posts depending on the outcomes of the review and any consequent rationalisation of arrangements
<b>Decision Maker: Cabinet, Commissioner or Officer/Management Action</b>	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	FCS – Fin 1	2017/18 £'000	2018/19 £'000	2019/20 £'000
		50	50	50

<b>Director Responsible for Delivery</b>	Judith Badger
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<b>Cabinet Portfolio Holder</b>	Cllr Alam
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<b>Finance Business Partner</b>	Mike Hirst
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<b>Proposal Description</b>	Revenues & Benefits Service - reduction in overtime
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The Revenues and Benefits service has a budget of £100k for overtime. This is to provide some cover for peak workloads and holiday periods in order to maintain agreed performance levels.</p> <p>The use of overtime in the service was subject to further tight controls in the latter part of 2016/17 and actual expenditure against the £100k budget was £84k.</p> <p>Those tight controls remain in place and it is considered that the key performance measures for the service can be maintained with a lower use of overtime than provided for within the budget. For example, the in-year collection rate of council tax for 2016/17 was maintained at 97.3%, the same rate as that achieved in 2015/16, despite restrictions on overtime in the latter part of the year.</p> <p>It is proposed therefore to reduce the overtime budget by 50% from £100k to £50k, applicable from 2017/18.</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	None
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## Appendix 2 – F&amp;CS

<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None
<b>Decision Maker: Cabinet, Commissioner or Officer/Management Action</b>	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	FCS – Fin 2	2017/18 £'000	2018/19 £'000	2019/20 £'000
		200	200	200

<b>Director Responsible for Delivery</b>	Judith Badger
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<b>Cabinet Portfolio Holder</b>	Cllr Alam
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<b>Finance Business Partner</b>	Mike Hirst
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<b>Proposal Description</b>	Recovery of Housing Benefit Overpayments
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<b>Details of Proposal (including implications on service delivery)</b>	<p>Housing Benefit payments to claimants are covered by Government Grant and are not a cost to the Council. However housing benefit regulations allow local authorities to retain some benefit from the recovery of any overpayments of housing benefit made in error. The potential value of this varies depending on whether the overpayment is a result of claimant error or local authority error. This arrangement within the regulations is intended to provide an incentive to local authorities to pursue recovery of overpayments.</p> <p>Currently there is no income budget for this within the revenues &amp; benefits service, but the Council benefits by around £200k per year from successful recovery of overpayments. It is therefore proposed to include this value of estimated income in future years' budgets.</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	None
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT</b>	None
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## Appendix 2 – F&amp;CS

<b>(please specify)</b>	
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None
<b>Decision Maker: Cabinet, Commissioner or Officer/Management Action</b>	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	FCS - Fin 3	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	50	50

<b>Director Responsible for Delivery</b>	Judith Badger
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<b>Cabinet Portfolio Holder</b>	Cllr Alam
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<b>Finance Business Partner</b>	Mike Hirst
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<b>Proposal Description</b>	Staffing savings from the Procure to Pay service
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The Corporate Procurement service is currently structured into the Category Management team and the Purchase to Pay team. The Category Managers are responsible for the high-level complex strategic sourcing and planning of procurement activity and tender procedures and the Purchase to Pay team are responsible for the less contentious lower value tender procedures through to everyday sourcing and ordering of goods and services through to payment of all invoices.</p> <p>A new Head of Procurement commenced in June 2017 and an immediate priority is to review the structures of the service to ensure that there is sufficient capacity within Category Management to drive the changes in procurement activity set out in the Strategic Business Case for the service, which is the subject of a separate savings template, along with delivering efficiencies within Purchase to Pay, recognising the reducing size and spend of the Council. The staffing budget for 2017/18 is £76k greater than actual spend in 2016/17.</p> <p>It is envisaged that 2 FTE posts could be saved from this staffing review and that this will be deliverable from vacancies within the new structure.</p>
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## Appendix 2 – F&amp;CS

<b>Implications on other Services (identify which services and possible impact)</b>	The Corporate Procurement service is a support service for all services across the Council. Strengthening the category management capacity will improve support to other services and help to drive savings from more effective procurement activity. Reducing the capacity of the Purchase to Pay service may have some impact on service responsiveness but this should not be significant.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Support from HR and Finance as required to implement changes to structures.
<b>Reduction in Staffing Posts (FTEs)</b>	2.0 FTE
<b>Reduction in Head Count</b>	2
<b>Decision Maker: Cabinet, Commissioner or Officer /Management Action</b>	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	ACX 1	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	64	64

<b>Director Responsible for Delivery</b>	Shokat Lal
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<b>Cabinet Portfolio Holder</b>	Councillor Alam
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<b>Finance Business Partner</b>	Lisa Darnell
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<b>Proposal Description</b>	Centralisation of Performance Management & Quality Function
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The Corporate Performance team structure currently holds a vacant post for a Performance Manager at a cost of £63,884. Proposals are currently being developed to create a new corporate performance function which could ultimately mean the merger of the functions currently based in service directorates. The centralisation will help to realise savings by creating a corporate function for the Council.</p> <p>However, it should be noted that the current corporate performance team is very small and is a fraction of the size of comparable authorities. Deletion of this post, or failure to recruit to it, without the associated merger of other performance teams will ultimately lead to the continuation of the current lack of Corporate “grip” on performance over the Council as a whole.</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	The post cannot be deleted without the transfer of performance staff from CYPS, ACH, Regen and Public Health. The additional resources from these teams will enable an appropriate Corporate function to be operated.
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None at this time.
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## Appendix 3 - ACX

<b>Reduction in Staffing Posts (FTEs)</b>	1.0
<b>Reduction in Head Count</b>	1.0
<b>Decision Maker: Cabinet, Commissioner or Officer/Management Action</b>	Management Action

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	ACX 2	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	0	25

<b>Director Responsible for Delivery</b>	Shokat Lal
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<b>Cabinet Portfolio Holder</b>	Councillor Yasseen
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<b>Finance Business Partner</b>	Lisa Darnell
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<b>Proposal Description</b>	Reduction in grant for infrastructure to voluntary and community services
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The current grant made by the Council to fund infrastructure services/lead provider of services supporting voluntary and community sector organisations is £203,526 per annum.</p> <p>A tendering process is being commenced for a new 3 year contract to commence on 1<sup>st</sup> April 2018 with a 3 year value of £560,578. This is £203,526 in 2018/19 and £178,526 in each of the years 2019/20 and 2020/21 representing a £25k per annum saving from 2019/20.</p> <p>Cabinet have considered and approved this proposal on 13<sup>th</sup> November in order to enable the tendering process to commence in time to achieve a 1<sup>st</sup> April contract start.</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	None
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	At this stage there is no additional support required. An invitation to bid will be going out end of November and discussions are already underway with existing voluntary sector infrastructure support organisations.
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<b>Reduction in Staffing Posts (FTEs)</b>	Nil
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<b>Reduction in Head Count</b>	Nil
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Appendix 3 - ACX

<b>Decision Maker:</b> <b>Cabinet, Commissioner or Officer/Management Action</b>	Cabinet on 13 <sup>th</sup> November
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	ACX 3	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	30	30

<b>Director Responsible for Delivery</b>	Shokat Lal
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<b>Cabinet Portfolio Holder</b>	Councillor Alam
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<b>Finance Business Partner</b>	Lisa Darnell
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<b>Proposal Description</b>	Immigration Advice (RDF)/Reduction in advice services contract – linked to advice services review
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<b>Details of Proposal (including implications on service delivery)</b>	A total of £30,017 is currently budgeted for the provision of a post with the Rotherham Diversity Forum. This post has been in existence for a number of years but it is not clear what their reporting lines are and there is no SLA for the service. The member of staff is on the RMBC payroll and the post is being reviewed as part of the advice services review. As the service is not one that we are required to provide, there is the potential to cease providing the service following the completion of the review.
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<b>Implications on other Services (identify which services and possible impact)</b>	None known at this time.
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Potential need for support from HR (if personnel contracts need to be changed) and legal (if contracts with RDF need to be negotiated).
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<b>Reduction in Staffing Posts (FTEs)</b>	1.0
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<b>Reduction in Head Count</b>	1.0
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<b>Decision Maker: Cabinet, Commissioner or Officer/Management Action</b>	Management Action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	ACX 4	2017/18 £'000	2018/19 £'000	2019/20 £'000
		15	50	65

<b>Director Responsible for Delivery</b>	Shokat Lal
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<b>Cabinet Portfolio Holder</b>	Councillor Read
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<b>Finance Business Partner</b>	Mike Hirst
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<b>Proposal Description</b>	Reorganisation of Communications function
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<b>Details of Proposal (including implications on service delivery)</b>	It is proposed to reduce the Corporate Communications & Marketing resource available across the council and restructure the service once a new Head of Communications is appointed. There are also inconsistencies in terms of roles and responsibilities across the team.
<b>Implications on other Services (identify which services and possible impact)</b>	Currently every directorate has a dedicated Communications Business Partner and Adviser this way of working will no longer be sustainable. Furthermore, services as they have developed new ways of working are able to take on greater communications responsibilities.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	HR will need to support the review and changes to roles including the deletion of two posts.
<b>Reduction in Staffing Posts (FTEs)</b>	Reduction of 2 FTE posts and alignment of all Communications Managers roles. The service area is currently holding one vacancy.
<b>Reduction in Head Count</b>	2

<b>Decision Maker: Cabinet, Commissioner or Officer/Management Action</b>	Management Action
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 1	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	175	350

<b>Director Responsible for Delivery</b>	Ian Thomas
<b>Cabinet Portfolio Holder</b>	Councillor Watson
<b>Finance Business Partner</b>	Mick Wildman

<b>Proposal Description</b>	Early Help Phase 2. Whole Service Review
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<b>Details of Proposal (including implications on service delivery)</b>	<p>To implement Phase 2 of the Early Help Strategy. This is a whole service delivery redesign to develop new job roles and more efficient and effective ways of working to embed a shared responsibility across the partnership for meeting the needs of families earlier.</p> <p>In order to deliver proposed savings of £350K there is a proposed reduction in the total number of Early Help FTE from 249.84 to 239.28. There will also be a consultation on the number of Children Centres and Youth Centres as part of the review.</p> <p>There will be the development of locality Family Hubs, Early Help Team bases with staff co-located alongside RMBC services, social care and health partners and provide delivery points for the 0-19 Offer, alongside the introduction of a borough wide Intervention Hub which will expand upon the current evidenced based programmes used by Early Help Practitioners across the borough to ensure that children and families receive high quality, cost effective interventions.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	<p>The overriding risks are not following statutory processes, the potential negative impact on performance and quality during the review period and implementation stage and reputational damage as a result of a reduction in buildings and services across the borough. Officers will need to work closely with HR and the communications team to mitigate any risks normally associated with a Whole Service Review and restructure through Legal, Financial and HR compliance.</p>

## Appendix 4 - CYPS

<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Support will be required from Finance, HR, Legal and Trade Unions. A full 90 day consultation with staff/public is to run from 12 <sup>th</sup> Sept to 12 <sup>th</sup> Dec 2017 with the new structure to be implemented from 1 <sup>st</sup> April 2018.
<b>Reduction in Staffing Posts (FTEs)</b>	10.56 FTE across various grades.
<b>Reduction in Head Count</b>	To be determined – subject to confirmation

<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Commissioner Bradwell
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 2	2017/18 £'000	2018/19 £'000	2019/20 £'000
		383	383	383

<b>Director Responsible for Delivery</b>	Ian Thomas
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<b>Cabinet Portfolio Holder</b>	Councillor Watson
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<b>Finance Business Partner</b>	Mick Wildman
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<b>Proposal Description</b>	Education Psychology Service (to move net Council General Fund spend to DSG High Needs)
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<b>Details of Proposal (including implications on service delivery)</b>	The Education Psychology Service will be funded from the High Needs Block (Dedicated Schools Grant) rather than the Council's General Fund. No impact on service delivery.
<b>Implications on other Services (identify which services and possible impact)</b>	<p>The change in funding to High Needs DSG will initially create additional pressure on the High Needs Block which is currently over spending.</p> <p>This will reduce future funding allocations for other High Needs expenditure such as out of authority specialist education placements in independent Special Schools and Post 16 FE placements with colleges and independent specialist providers and element 3 top up funding payments to Schools for pupils with exceptional needs.</p> <p>The Education Psychology Service is a key component of the graduated response supporting early intervention with children with complex needs and preventing more expensive and often long term special education placements.</p>

<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	None
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0

<b>Decision Maker:</b> Cabinet, Commissioner or Officer/ Management Action	Commissioner Bradwell
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 3	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	84	84

<b>Director Responsible for Delivery</b>	Ian Thomas
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<b>Cabinet Portfolio Holder</b>	Cllr Watson
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<b>Finance Business Partner</b>	Mick Wildman
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<b>Proposal Description</b>	Revise the funding model for Admissions and Appeals
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<b>Details of Proposal (including implications on service delivery)</b>	<p>The service is currently funded from Dedicated Schools Grant (DSG) – £154K, income from Service Level Agreements (SLAs) with Schools – £150k and £84k Council revenue (for maintained schools).</p> <p>A report to Schools Forum outlining a proposal to fund all admissions and appeals work from the DSG will end the requirement for the Council to fund £84k for admissions and appeals on behalf of maintained schools.</p> <p>The proposal requires the approval of Schools Forum to implement which was agreed on 24<sup>th</sup> November 2017.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	The report will also specify an amount of DSG being allocated to Committee Services for appeals panel clerking and support time. This would then replace the current income received from SLA income.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	The service and finance
<b>Reduction in Staffing Posts (FTEs)</b>	Zero – if the proposal is accepted by Forum, statutory services can continue to be maintained within the same financial envelope – the funding stream would change only. The service operates on a low staffing profile achieving high outcomes and maintaining statutory compliance.
<b>Reduction in Head Count</b>	0

<b>Decision Maker:</b> Cabinet, Commissioner or Officer/ Management Action	Commissioner Bradwell
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 4	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	30	30

<b>Director Responsible for Delivery</b>	Ian Thomas
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<b>Cabinet Portfolio Holder</b>	Cllr Watson
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<b>Finance Business Partner</b>	Mick Wildman
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<b>Proposal Description</b>	Troubled Families – Payment by Results
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<b>Details of Proposal (including implications on service delivery)</b>	A planned approach for drawing down additional Payments by Results income from the Troubled Families programme by increasing both conversion rates and widening the cohort and number of families engaged on the programme.
<b>Implications on other Services (identify which services and possible impact)</b>	More families deemed to be 'turned around' with an impact on reduced youth offending, anti-social behaviour, school non-attendance and more adults moving into continuous employment.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Input from internal audit and finance in processing more claims
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0

<b>Decision Maker: Cabinet, Commissioner or Officer/ Management Action</b>	Commissioner Bradwell
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**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 5	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	132.5	132.5

<b>Director Responsible for Delivery</b>	Ian Thomas
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<b>Cabinet Portfolio Holder</b>	Cllr Watson
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<b>Finance Business Partner</b>	Mick Wildman
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<b>Proposal Description</b>	Rotherham Youth Enterprise
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<b>Details of Proposal (including implications on service delivery)</b>	<p>To support this proposal a functional analysis of the Rotherham Youth Enterprise service has been completed.</p> <p>A reduced amount of revenue investment is proposed to maintain a reduced staffing profile to continue to deliver priorities around business, education, enterprise and skills coordination. This would enable the local authority to develop the careers guidance, and labour market information offer across the borough in line with the government's career strategy launched in December 2017. The posts retained will be relocated to the RIDO service to enable synergies to be fully maximised given already established business links, current overlap and duplication of some functions, and opportunities to amalgamate business start-up facilities, resources, premises, administrative and finance and grant pursuance functions. This part of the proposal will deliver revenue savings of £132.5k</p>
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<b>Implications on other Services (identify which services and possible impact)</b>	
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<b>Support required from Corporate</b>	Support will be required from Finance in evaluating the options available.
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## Appendix 4 - CYPS

<b>Services – Finance, HR, Legal, ICT (please specify)</b>	
<b>Reduction in Staffing Posts (FTEs)</b>	5
<b>Reduction in Head Count</b>	5
<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Commissioner Bradwell

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 6	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	150	150

<b>Director Responsible for Delivery</b>	Ian Thomas
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<b>Cabinet Portfolio Holder</b>	Cllr Watson
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<b>Finance Business Partner</b>	Mick Wildman
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<b>Proposal Description</b>	Sufficiency - Independent Fostering Agencies, First Preference
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<b>Details of Proposal (including implications on service delivery)</b>	<p>Letters have been sent to all Rotherham Independent Fostering Agencies with a view to the Council securing a first preference agreement when placements become available.</p> <p>The new arrangement, to be in place by end of this financial year, will enhance the placement offer.</p> <p>This is part of the wider sufficiency work linked to the Looked After Children and Care Leavers Sufficiency Strategy 2017 – 2021. The priority is to ensure children in care are placed in the most appropriate placement available and that there is a market available to meet those needs.</p> <p>Ensuring sufficiency of all placement types in and close to Rotherham is important across foster care and residential provision.</p> <p>The needs of children and young people can only be met effectively if they live in an environment that provides a high quality of care and support, generally within a family home setting and in a geographical location that is familiar.</p> <p>Wherever possible, children and young people should be placed within their own community which enables them to continue to have contact with the people and community of</p>
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## Appendix 4 - CYPS

	<p>the most importance to them, thus promoting identify and a strong sense of self, fundamental to resilience in later life. In addition, placing children in Rotherham ensures a better oversight and control over educational provision and other support services.</p> <p>Expanding the fostering offer within Rotherham will help to address the placement shortage in the borough and redirect some children from more expensive placements outside of the authority.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Support will be required from Finance
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0
<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Commissioner Bradwell

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 7	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	50	50

<b>Director Responsible for Delivery</b>	Ian Thomas
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<b>Cabinet Portfolio Holder</b>	Cllr Watson
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<b>Finance Business Partner</b>	Mick Wildman
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<b>Proposal Description</b>	Sufficiency - Block contracts (residential)
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<b>Details of Proposal (including implications on service delivery)</b>	<p>This is part of the wider sufficiency work linked to the Looked After Children and Care Leavers Sufficiency Strategy 2017 – 2021. The priority is to ensure children in care are placed in the most appropriate placement available and that there is a market available to meet those needs.</p> <p>Ensuring sufficiency of all placement types in and close to Rotherham is important across both foster care and residential provision.</p> <p>Discussions are progressing with two potential providers with a view to block purchasing two placements in a residential home within Rotherham.</p> <p>The Council's aspiration is that children live in a family environment. However residential care will sometimes be the best option, either long term or as a short term transition to prepare them for family life.</p> <p>Nationally and regionally, ongoing demand for residential care outstrips the supply available due to the increase in the number of care proceedings and children coming into care, including the need for more specialist placements, and the reduction in group residential provision as more emphasis is placed on developing foster care and other family settings.</p> <p>This national shortage of residential placements is meaning</p>
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## Appendix 4 - CYPS

	<p>the Council's commissioning team are finding it more and more difficult to secure quality placements.</p> <p>Initial modelling indicates that, by purchasing placements in a Rotherham residential home, £25k per placement per year could be saved compared to some of the more expensive out of authority residential provision.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Support will be required from Finance
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0
<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Commissioner Bradwell

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 8	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	100	100

<b>Director Responsible for Delivery</b>	Ian Thomas
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<b>Cabinet Portfolio Holder</b>	Cllr Watson
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<b>Finance Business Partner</b>	Mick Wildman
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<b>Proposal Description</b>	Sufficiency - Foster Care Recruitment
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<b>Details of Proposal (including implications on service delivery)</b>	<p>This is part of the wider sufficiency work linked to the Looked After Children and Care Leavers Sufficiency Strategy 2017–2021. The priority is to ensure children in care are placed in the most appropriate placement available and that there is a market available to meet those needs.</p> <p>Ensuring sufficiency of all placement types in and close to Rotherham is important across foster care and residential provision.</p> <p>This proposal aims to build upon the success evidenced from the investment proposal for Foster Carer Recruitment in 2017/18.</p> <p>In 2015/16 only 13 new foster carer families were recruited. In 2016/17 this had increased to 22 approvals arising from 191 enquiries albeit at a conversion rate of only 12%.</p> <p>In 2017/18, between April and September, 7 new foster carers have been approved (covering 12 placements). A further 4 assessments have been completed and are awaiting presentation to the Fostering Panel by the end of December (would make 16 placements in total assuming that each of these 4 are only approved for one child). It is therefore looking likely that last year's performance (of 22) will be exceeded and that this year's performance will be much greater than the original target set of a net increase of</p>
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## Appendix 4 - CYPS

	<p>15 foster placements per year (covering 2017/18 to 2019/20).</p> <p>As this target is currently forecast to be surpassed in-year, a stretch target is recommended to 20 per year – an increase of 5 – for 2018/19 and 2019/20.</p> <p>It is estimated that the savings generated would be in the region on £20k per place based on a move from an Independent Foster Placement to an in-house carer.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Support will be required from Finance
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0
<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Commissioner Bradwell

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 9	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	112	225

<b>Director Responsible for Delivery</b>	Ian Thomas
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<b>Cabinet Portfolio Holder</b>	Cllr Watson
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<b>Finance Business Partner</b>	Mick Wildman
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<b>Proposal Description</b>	Sufficiency - Edge of Care Interventions
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<b>Details of Proposal (including implications on service delivery)</b>	<p>In 2017/18 enhanced 'Edge of Care' interventions within Early Help Services have been developed to support children and families where there is an immediate risk of family breakdown or to respond to families in crisis. This has ensured that the opportunity to intervene earlier when problems begin to emerge is enhanced by a robust continuum of evidence based practice across the children's workforce.</p> <p>The 'Edge of Care' Team offers a range of services to support children to remain living safely with their immediate or extended families to give them the best chance to thrive without long-term reliance on services.</p> <p>The Edge of Care Team is now established and will receive referrals in October 2017. Evidence of the team's impact will emerge in January 2018.</p> <p>Family Group Conferencing (FGC) is an effective tool for identifying and engaging with wider family members at an early stage of concern about a child. This service seeks to maximise the number of children able to live safely with their extended family and therefore reduce the number of children coming into care and for those in care on a voluntary basis, return them home sooner. This service improves outcomes for the children and young people and reduces the financial pressure within the LAC budget.</p>
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## Appendix 4 - CYPS

	<p>Performance to date suggests that this year the service will exceed its target and prevent 30+ children entering care.</p> <p>This proposal follows on from the success of the investment proposals in 2017/18. The longer term benefits are that children are diverted from becoming looked after children (LAC) with reduced spend on in-house and independent care provision.</p> <p>A stretch target of 15 children prevented from coming into care over and above the baseline targets for these initiatives will deliver savings of over £100k next year, i.e. 15 additional LAC prevented; at an additional saving of £15k (based on the cost of an in-house foster placement) per LAC prevented, spread pro-rata over the year.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Support will be required from Finance
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0
<b>Decision Maker:</b> <b>Either Cabinet, Commissioner or Officer/Management Action</b>	Commissioner Bradwell

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 10	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	200	200

<b>Director Responsible for Delivery</b>	Ian Thomas
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<b>Cabinet Portfolio Holder</b>	Cllr Watson
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<b>Finance Business Partner</b>	Mick Wildman
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<b>Proposal Description</b>	Regional Agreement for Agency Social Workers
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<b>Details of Proposal (including implications on service delivery)</b>	<p>A memorandum of co-operation between councils across Yorkshire and Humber will cap the hourly rate for temporary (agency) social workers at £32.95. Work is ongoing with this Regional Agency Agreement to progress the memorandum creating standard practice and costs for agency workers. This work is being led by Rotherham.</p> <p>This will represent a further reduction to the current Rotherham hourly rate of £35.95 which itself has seen a significant drop over the last 12 months following initial work with framework providers to agree a single rate (this work has brought the average social worker standard rate down to £38.50 per hour compared to £41.00 per hour in August 2016).</p> <p>It is expected that the agreement across the region will be signed in the new year with an implementation date planned for 1<sup>st</sup> April 2018.</p> <p>A £3.00 hourly reduction equates to an annual equivalent saving of £5k per agency worker. The Council currently engages 62 temporary agency staff within Children's social care and, although the direction of travel is one of falling reliance, there is recognition that some agency resource will always be needed. The national average is 16.1%. Rotherham's ambition is to reduce to 10%.</p> <p>10% of the social care workforce would equate to around 40</p>
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## Appendix 4 - CYPS

	FTE. This would deliver a reduction of £200k compared to current cost.
<b>Implications on other Services (identify which services and possible impact)</b>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Support will be required from Finance
<b>Reduction in Staffing Posts (FTEs)</b>	0
<b>Reduction in Head Count</b>	0
<b>Decision Maker:</b> Either Cabinet, Commissioner or Officer/Management Action	Commissioner Bradwell

**Budget Option 2018/19 – 2019/20****Cumulative Net Savings**

Reference:	CYPS 11	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	15	15

<b>Director Responsible for Delivery</b>	Ian Thomas
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<b>Cabinet Portfolio Holder</b>	Cllr Watson
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<b>Finance Business Partner</b>	Mick Wildman
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<b>Proposal Description</b>	Early Years Reduced Staffing
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<b>Details of Proposal (including implications on service delivery)</b>	A vacant post will be deleted within the Early Years' Service. This will save £15k. Professional assessment is that this can be achieved whilst maintaining strong performance. The impact will be kept under review throughout the year.
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<b>Implications on other Services (identify which services and possible impact)</b>	
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<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Support will be required from Finance.
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<b>Reduction in Staffing Posts (FTEs)</b>	1
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<b>Reduction in Head Count</b>	1
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<b>Decision Maker: Either Cabinet, Commissioner or Officer/Management Action</b>	Commissioner Bradwell
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Budget Option 2018/19 – 2019/20		
Public Health		
Cumulative Net Savings		
<b>Reference:</b> PH 1	<b>2017/18</b> £'000	<b>2018/19</b> £'000
		<b>12.7</b>
<b>2019/20</b> £'000		<b>12.7</b>
<b>Director Responsible for Delivery</b>	Terri Roche DPH	
<b>Cabinet Portfolio Holder</b>	Cllr Roche	
<b>Finance Business Partner</b>	Mark Scarrott/ Jo-Ann Shepherd	
<b>Proposal Description</b>	Active Rotherham savings – R&E reallocated funds	
<b>Details of Proposal (including implications on service delivery)</b>	R&E have proposed £12.7K of savings from the Active Rotherham budget. This proposal has been supported by PH who provides 100% of the funding from the reallocated PH budget.	
<b>Implications on other Services (identify which services and possible impact)</b>	<p>Implications proposed by R&amp;E, including equality impact assessment.</p> <p>The main implications are that an element of the PH grant to currently provided match funding for 2 externally funded posts. In addition the Sports England grant funding is due to end in March 2018. Loss of the 2 posts will reduce Sport Development capacity in Rotherham.</p>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	No further support	
<b>Reduction in Staffing Posts (FTEs)</b>	The PH Grant contribution provides match funding equating to approximately 10% of salaries of 2 WTE posts, the remainder of their salaries is from Sports England Funding	

## Appendix 5 - PH

<b>Reduction in Head Count</b>	which is due to end in March 2018. 2 people (see above)
<b>Decision Maker: Cabinet, Commissioner or Officer/Management Action</b>	Management Action

Budget Option 2018/19 – 2019/20		
Public Health		
Cumulative Net Savings		
<b>Reference:</b> PH 2	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>
	0	25
<b>Director Responsible for Delivery</b>	Terri Roche DPH	
<b>Cabinet Portfolio Holder</b>	Cllr Roche	
<b>Finance Business Partner</b>	Mark Scarrott/ Jo-Ann Shepherd	
<b>Proposal Description</b>	Withdrawal of £25k of Public Health re-allocated budget from the homelessness service	
<b>Details of Proposal (including implications on service delivery)</b>	The £25k reduction is Public Health's contribution of an existing much larger homelessness budget of £220.239. Only £15k was spent against this (PH) allocation in 2016/17.	
<b>Implications on other Services (identify which services and possible impact)</b>	<p>This funding contributes towards <b>Adult Social Care and Housing; homelessness service</b> that delivers all aspects of homeless prevention.</p> <p><b>Impact</b></p> <p>As the £25k is only 11% of the overall Adult Social Care and Housing; homelessness budget the impact of this saving is expected to be minimal.</p>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Finance to realign budgets	
<b>Reduction in Staffing Posts (FTEs)</b>	Nil	

## Appendix 5 - PH

<b>Reduction in Head Count</b>	Nil
<b>Decision Maker:</b> <b>Cabinet, Commissioner or Officer/Management Action</b>	Management Action

Budget Option 2018/19 – 2019/20		
Public Health		
Cumulative Net Savings		
<b>Reference:</b> PH 3	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>
	0	0
		<b>2019/20 £'000</b>
		56
<b>Director Responsible for Delivery</b>	Terri Roche DPH	
<b>Cabinet Portfolio Holder</b>	Cllr Roche	
<b>Finance Business Partner</b>	Mark Scarrott/ Jo-Ann Shepherd	
<b>Proposal Description</b>	<p>Reduction in Sexual Health contract value by a minimum of 2.6% of the total year contract value, to reflect the reduction in Public Health Grant.</p> <p>The contractual flexibility is being explored with procurement and PH are looking at what KPI's and service expectations could be modified to reduce the service but maintain compliant to the PH grant mandate and still meet core PH needs.</p>	
<b>Details of Proposal (including implications on service delivery)</b>	<p>As the service has recently been out to tender (new service started 1<sup>st</sup> April 2017, with just over a 9% reduction in budget and the service is also in a mobilisation phase for provision of sexual health services in primary care (GPs and pharmacy) which is due to start 1<sup>st</sup> April 2018 it is proposed that the savings should not be looked for until 2019/20.</p> <p>The proposed reduction would need to be negotiated with the provider, The Rotherham Foundation Trust (TRFT) during 2018/19.</p> <p>Where the savings could be made would need to be discussed with TRFT.</p> <p>Local Authorities are mandated to offer an open access sexual health service which provides access to a full range of sexually Transmitted Infections (STI)</p>	

## Appendix 5 - PH

	testing, treatment and a full range of contraceptive options.
<b>Implications on other Services (identify which services and possible impact)</b>	<p>Things to consider:</p> <ul style="list-style-type: none"> <li>• Potential risk of unwanted pregnancies and/or reduced capacity in the service for management of sexually transmitted infections</li> </ul>
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Commissioning
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None
<b>Decision Maker:</b> <b>Cabinet, Commissioner or Officer/Management Action</b>	Cabinet

Budget Option 2018/19 – 2019/20		
Public Health		
Cumulative Net Savings		
<b>Reference:</b> PH 4	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>
	<b>57.6</b>	<b>128</b>
<b>2019/20 £'000</b>	<b>128</b>	
<b>Director Responsible for Delivery</b>	Terri Roche DPH	
<b>Cabinet Portfolio Holder</b>	Cllr Roche	
<b>Finance Business Partner</b>	Mark Scarrott/ Jo-Ann Shepherd	
<b>Proposal Description</b>	Savings from redesigning children's obesity pathway/ decommissioning sections of the healthy weight pathway.	
<b>Details of Proposal (including implications on service delivery)</b>	Children's tier 3 service decommissioned from September 2017, 7 months early within year to incur an in year saving of £56.7k. This saving is offsetting other commitments created as part of the pathway redesign within the healthy weight framework.	
<b>Implications on other Services (identify which services and possible impact)</b>	<p>The continued commissioning of tier 2 children's services ensures families will still have access to high quality support to help them to lose weight and improve their lifestyles. The revised Rotherham offer is compliant with all up to date national guidance including: NICE Guidance (PH47, CG 43 &amp;189) and Department of Health Best Practice Guidance for Tier 2 Services.</p> <p>Redesigning healthy weight pathway, most children will be seen in tier 2 and have extended this contract until March 2019 with Places for People (with an option to extend to 2019/20). Pathway agreed with the CCG and TRFT. Those children who are eligible for tier 3 with additional clinical comorbidities requiring further investigation or whose needs could not be met by tier 2 will be referred to a paediatrician by their GP.</p>	

## Appendix 5 - PH

<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Legal have checked end of contract letter. Finance re-profiled children's obesity budgets
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None
<b>Decision Maker: Cabinet, Commissioner or Officer/Management Action</b>	Management Action

Budget Option 2018/19 – 2019/20		
Public Health		
Cumulative Net Savings		
<b>Reference:</b> PH 8	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>
	0	15
<b>Director Responsible for Delivery</b>	Terri Roche DPH	
<b>Cabinet Portfolio Holder</b>	Cllr Roche	
<b>Finance Business Partner</b>	Mark Scarrott/ Jo-Ann Shepherd	
<b>Proposal Description</b>	Reduce the amount spent on HIV prevention to £30k. This service had had previous savings made against it. (statutory function)	
<b>Details of Proposal (including implications on service delivery)</b>	<p>By taking £15k this leaves a budget of £30k for a provider to offer HIV prevention, information, awareness raising linking in with national campaigns</p> <p>Local authorities are mandated to prevent the spread of Sexually Transmitted Diseases (STIs) and, whilst NHS England is responsible for the treatment of HIV local authorities are responsible for HIV prevention and awareness raising.</p>	
<b>Implications on other Services (identify which services and possible impact)</b>	<p>This could potentially lead to a reduction in HIV prevention work. Rotherham, at present, is a low prevalence area but this could lead to an increase in cases of HIV which in turn can lead to increase in spread of disease.</p>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Commissioning	
<b>Reduction in Staffing Posts (FTEs)</b>	None	

## Appendix 5 - PH

Reduction in Head Count	None
<b>Decision Maker:</b> Cabinet, Commissioner or Officer/Management Action	Management Action

Budget Option 2018/19 – 2019/20		
Public Health		
Cumulative Net Savings		
<b>Reference:</b> PH 9	<b>2017/18</b> £'000	<b>2018/19</b> £'000
	0	94
<b>Director Responsible for Delivery</b>	Terri Roche DPH	
<b>Cabinet Portfolio Holder</b>	Cllr Roche	
<b>Finance Business Partner</b>	Mark Scarrott/ Jo-Ann Shepherd	
<b>Proposal Description</b>	Two staff vacancies (Public Health Specialist for substance misuse commissioning and Children's) posts disestablished	
<b>Details of Proposal (including implications on service delivery)</b>	To offer two staff vacancies created by two Public Health Specialists leaving in 2017.	
<b>Implications on other Services (identify which services and possible impact)</b>	<p>Losing both these posts will result in a team of 15 (13.20 whole time equivalents) comprising the Public Health Directorate.</p> <p>Public Health will, therefore, need to develop a new way of working with all staff gaining a broader range of skills and expertise.</p> <p>Public Health work will need to be prioritised with a focus on issues that have the highest impact on public health outcomes.</p>	
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Non	
<b>Reduction in Staffing</b>	1.8 WTE (current vacancies)	

## Appendix 5 - PH

Posts (FTEs)	
Reduction in Head Count	2 people
Decision Maker: Cabinet, Commissioner or Officer/Management Action	Management Action

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

<p><b>Under the Equality Act 2010 Protected characteristics</b> are age, disability, gender, gender identity, race, religion or belief, sexuality, civil partnerships and marriage, pregnancy and maternity. Page 6 of guidance. Other areas to note see guidance appendix 1</p>	
<b>Name of policy, service or function. If a policy, list any associated policies:</b>	Home to School Transport Policy 2018
<b>Name of service and Directorate</b>	Community Safety & Streetscene Regeneration & Environment
<b>Lead manager</b>	Martin Raper – Head of Service Streetscene
<b>Date of Equality Analysis (EA)</b>	21 <sup>st</sup> September 2017
<b>Names of those involved in the EA (Should include at least two other people)</b>	Andrew Barker – Fleet Transport Manager Julia Russell – Passenger Services Manager
<p><b>Aim/Scope</b></p> <p>This Equality Impact Assessment refers to the consultation stages of proposed changes to the Home to School Transport Policy for 2018.</p> <p>The proposals impact upon children, young people and vulnerable adults who currently are, or in future may be eligible for home to school/college transport assistance organised by the Council because they meet eligibility criteria</p>	
<p><b>What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?</b></p> <p>This Equality Impact Assessment refers to the consultation stages of the proposed changes to the Home to School Transport Policy for 2018.</p> <p>Information is being gathered during the consultation process on feedback provided by customers and stakeholders on the proposed changes.</p> <p>Once the consultation period has completed information will be used to determine any changes to the Home to School Transport Policy 2018 and a separate Equality Impact Assessment will be completed during the process.</p>	

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

<p><b>Engagement undertaken with customers. (date and group(s) consulted and key findings)</b> See page 7 of guidance step 3</p>	<p>The consultation period opens on 25<sup>th</sup> September 2017 and runs until 10<sup>th</sup> November 2017. During this time a number of drop in sessions and group presentations are being held across the borough at various locations. These include RMBC sites, Stakeholder sites, Customer Service Centres and Special Education Schools.</p> <p>Key customers for consultation are parents and carers who's children qualify for transport assistance through the Council's current policy and statutory duties.</p> <p>Key stakeholders for consultation are schools, academies, colleges and head teachers and governing bodies where children and young people are placed who may qualify for transport assistance.</p> <p>This list is not exhaustive and the Council requests that all customers, service users and stakeholders in relation to home to school transport assistance are invited to submit feedback.</p> <p>The following drop in sessions were held in autumn 2017:</p> <p>2 October at Rotherham Parent Carer Forum          4 October at Aston CSC/Library          9 October at Riverside House CSC/Library          10 October at Swinton CSC/Library          30 October at Riverside House CSC/Library          1 November at Riverside House CSC/Library</p> <p>These were attended by parents, carers and some extended family representatives of children and young people.</p> <p>School based sessions were also held with families and most of them had children who use the contracted transport journeys. These were in autumn 2017:</p> <p>3 October at Abbey School          5 October at Kelford School          6 October at Hilltop School          27 October at The Willows School</p> <p>RMBC's Customer Service Centre helpline had 84 telephone contacts and the Passenger Services Team had 27 follow up telephone contacts from parents and carers.</p> <p>The key findings from these consultation session have</p>
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**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

	been attached to the report for consideration by Cabinet on 11 December 2017.
<b>Engagement undertaken with staff about the implications on service users (date and group(s)consulted and key findings)</b>	<p>During the consultation period the engagement is with customers and stakeholders. Senior Managers and Directors within service areas affected by proposed changes have been in dialogue through a Corporate Transport Board.</p> <p>Following the consultation period feedback on proposed changes will be discussed at the Board for decisions to be made on implementation.</p>

**The Analysis**

**How do you think the Policy/Service meets the needs of different communities and groups?** Protected characteristics of age, disability, gender, gender identity, race, religion or belief, sexuality, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors.

As of January 2017, there were over 44,700 children and young people attending state funded schools in Rotherham. From these numbers, 2113 attend Rotherham school sixth forms. In July 2017 here were 1,699 children who had an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs (SEN). There are over 5,900 children who need a lower level of support around SEN. There are over 900 children living in Rotherham on the children's disability register. In January 2017 there were 624 children attending Rotherham special schools and 142 children attending a pupil referral unit within Rotherham.

Access to transport assistance is not determined by gender, race, religion or belief but disability is a protected characteristic that is used to assess entitlement. This includes physical disabilities, mental health issues, learning difficulties, progressive conditions, visual impairment and hearing impairment.

Eligibility for transport is assessed through an individual's application process. The type of additional need/SEN and disability forms part of this assessment. The Council must meet a statutory requirement to ensure that Home to school transport is provided and free for all children and young people who qualify under the age of 16.

For those young people over the age of 16 and attending further education provision there is a contributory charge towards daily transport. For those families who meet the low income threshold criteria this is currently free of charge.

This entitlement would remain; it is the type of the provision which forms the basis of the proposed changes.

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

Specific elements of these proposals impact upon

- Children under 16
- Children 16-18
- Adults 18+ accessing home to college transport

**Analysis of the actual or likely effect of the Policy or Service:**

See page 8 of guidance step 4 and 5

**Does your Policy/Service present any problems or barriers to communities or Group? Identify by protected characteristics Does the Service/Policy provide any improvements/remove barriers? Identify by protected characteristics**

This Equality Impact Assessment refers to the consultation stages of the proposed changes to the Home to School Transport Policy for 2018. A separate EIA will take place following the consultation process if changes to the policy are to be made. The Council will consider all feedback from customers and stakeholders following the consultation process. This feedback will be key information towards any decisions made on changes to the Home to School Policy for 2018.

**What affect will the Policy/Service have on community relations? Identify by protected characteristics**

This Equality Impact Assessment refers to the consultation stages of the proposed changes to the Home to School Transport Policy for 2018.

The Council is seeking feedback from customers and stakeholders to determine what affects these proposed changes would have on community relations.

Current and proposed future changes to policy will adhere to the Equality Act 2010 and the Special Educational Needs and Disability Regulations 2014.

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

**Website Key Findings Summary:** To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)

Equality Analysis Action Plan - See page 9 of guidance step 6 and 7

Time Period .....

Manager: Martin Raper..... Service Area: Streetscene..... Tel:.....

**Title of Equality Analysis: Consultation on Home to School Transport Policy 2018**

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

Action/Target	State Protected Characteristics (A,D,RE,RoB,G,GI O, SO, PM,CPM, C or All)*	Target date (MM/YY)
Any proposed future changes to home to school transport policy will need to adhere to the Equality Act 2010 and the Special Educational Needs and Disability Regulations 2014.	Disability	March 2018
Any proposed future changes to post 16/further education transport will need to take into account the new statutory guidance for local authorities issued by the Department for Education October 2017.	Disability	March 2018

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

Name Of Director who approved Plan		Date	
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\*A = Age, C= Carers D= Disability, G = Gender, GI Gender Identity, O= other groups, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage.

**Website Summary – Please complete for publishing on our website and append to any reports to Elected Members, SLT or Directorate Management Teams**

Completed equality analysis	Key findings	Future actions
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RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)

Completed equality analysis	Key findings	Future actions
Directorate: .....		
Function, policy or proposal name: ..... .....		
Function or policy status: ..... (new, changing or existing)		
Name of lead officer completing the assessment: .....		
Date of assessment: .....		

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**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

<p><b>Under the Equality Act 2010 Protected characteristics</b> are age, disability, gender, gender identity, race, religion or belief, sexuality, civil partnerships and marriage, pregnancy and maternity. Page 6 of guidance. Other areas to note see guidance appendix 1</p>	
<b>Name of policy, service or function. If a policy, list any associated policies:</b>	Voluntary and Community Sector Infrastructure Services
<b>Name of service and Directorate</b>	Performance, Intelligence and Improvement Team Assistant Chief Executive's Department
<b>Lead manager</b>	Jackie Mould
<b>Date of Equality Analysis (EA)</b>	25 <sup>th</sup> September 2017
<b>Names of those involved in the EA (Should include at least two other people)</b>	Waheed Akhtar Zaidah Ahmed
<p><b>Aim/Scope</b> (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1</p> <p>Infrastructure services provide support that helps voluntary and community sector (VCS) organisations across the borough to become more effective and sustainable. This is done through the provision of information, advice, training facilities and help with networking, partnerships, advocacy and campaigning. It includes specific support for volunteering, supporting people to set up voluntary and community organisations or social enterprises; and bringing VCS groups / organisations together in networks and forums to inform and influence strategic planning.</p> <p>The service is provided through a third party organisation (currently Voluntary Action Rotherham) under a funding agreement and services are open to the 1400 groups in the voluntary and community sector (VCS) in Rotherham. The Council's funding for infrastructure support enables capacity building across the VCS as a whole. Infrastructure support is vital to a strong, well-managed and connected sector that can adapt to a changing world.</p> <p>Voluntary Action Rotherham currently hold a service level agreement (SLA) with the council for the delivery of these services which ends on 31/3/2018. Some of this work is subcontracted by VAR to Rotherham Ethnic Minority Alliance (REMA). So for the purposes of this contract there has been a targeted focus on Black and Minority Ethnic (BME) organisations within the overall delivery of the SLA.</p> <p>In reviewing the provision, we need to ensure that the services will meet the needs of all the protected characteristic groups. Within the VCS there is a wide diversity of groups in terms of size, expertise, geographical areas and communities served and the type of issue in which they specialise.</p> <p>The Council is now seeking to undertake an exercise to procure new VCS infrastructure services for the period 1/4/2018 to 31/3/2021. A review into the infrastructure support needs of the VCS in Rotherham has been completed. The purpose of this review was to</p>	

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

ascertain to what extent the existing service specification needs to be adapted in readiness for a new three year funding agreement. The process has involved stakeholder engagement, review of existing delivery and user satisfaction, demand for services, challenges and future needs of the sector.

**What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?** See page 7 of guidance step 2

**The Review Process**

A Steering Group was convened to oversee this review with the following membership:

- Shokat Lal – Assistant Chief Executive
- Cllr Taiba Yasseen – Cabinet Member for Neighbourhood Working and Cultural Services
- Nathan Atkinson – Assistant Director, Strategic Commissioning
- Jackie Mould – Head of Performance, Intelligence and Improvement

The group was supported by:

- Carole Haywood – Policy and Partnership Manager
- Waheed Akhtar – Voluntary Sector Liaison Officer

**Methodology**

The following activities have contributed to the review:

- Desktop research looking at the existing service provision, specifications from other areas, advice from the Local Government Association (LGA), discussion with other local authority leads and web based information on the needs of the sector.
- Stake-holder engagement – further details given below.
- Consultation workshops combined with an online questionnaire
- Writing of a review report and a new service specification in light of the feedback and the council's needs.

**Stakeholder engagement**

A number of activities were undertaken to engage relevant stakeholders in the review as detailed below.

Joint sessions between SLT, Assistant Directors and voluntary sector representatives In September 2016 a joint 'speed networking' event was held between SLT, Assistant Directors and VCS groups represented in the Rotherham Together Partnership structures. A follow on session was held on Wednesday 14th June 2017 at the Unity Centre, at this session, some very productive discussions were held in four key areas:

- a. Commissioning, Procurement and Finances
- b. Locality and Neighbourhood Working
- c. Prevention and Early Intervention
- d. Building Stronger Communities

**Single Infrastructure Grant – presentation on delivery**

At its meeting of 3rd July 2017, VAR and REMA gave a presentation to the Review Steering Group on achievements in the last 3 years of delivery under the service level

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

agreement. The presentation and discussion also focussed on current demand, needs of the sector, challenges and future trends nationally and locally. Feedback was also given on a satisfaction survey carried out with local VCS groups.

**Consultation workshops**

Three consultation sessions were held during August 2017. Their purpose was to help inform the service specification for the provision of infrastructure services. The sessions were designed to cover the three locality areas (North, South and Central) and were held at different times of day (morning, afternoon and early evening) to enable a range of people to be involved.

**Review report**

A more detailed review report has been prepared and this is attached at Appendix A.

<b>Engagement undertaken with customers. (date and group(s) consulted and key findings)</b> See page 7 of guidance step 3	A more detailed review report has been prepared and this is attached at Appendix A.
<b>Engagement undertaken with staff about the implications on service users (date and group(s) consulted and key findings)</b> See page 7 of guidance step 3	

**The Analysis**

**How do you think the Policy/Service meets the needs of different communities and groups?** Protected characteristics of age, disability, gender, gender identity, race, religion or belief, sexuality, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors. This list is not exhaustive - see guidance appendix 1 **and** page 8 of guidance step 4

**Analysis of the actual or likely effect of the Policy or Service:**

See page 8 of guidance step 4 and 5

**Does your Policy/Service present any problems or barriers to communities or Group?** Identify by protected characteristics **Does the Service/Policy provide any improvements/remove barriers?** Identify by protected characteristics

Infrastructure services will be open to all the 1400 VCS groups in Rotherham.

The provider will be asked to monitor the support to the sector and to maintain flexibility to target sub-sectors or geographical areas within the 3 year term of the funding agreement.

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

**What affect will the Policy/Service have on community relations?** Identify by protected characteristics

There will be greater focus on promoting positive community relations as the future provider will be required to ensure their work supports the ethos of the Building Stronger Communities strategy.

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

**Website Key Findings Summary:** To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

**Equality Analysis Action Plan** - See page 9 of guidance step 6 and 7

**Time Period .....**

Manager:..... Service Area:..... Tel:.....

**Title of Equality Analysis:**

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

Action/Target	State Protected Characteristics (A,D,RE,RoB,G,GI O, SO, PM,CPM, C or All)*	Target date (MM/YY)
<b>Name Of Director who approved Plan</b>		<b>Date</b>

\*A = Age, C= Carers D= Disability, G = Gender, GI Gender Identity, O= other groups, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage.

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**Website Summary – Please complete for publishing on our website and append to any reports to Elected Members, SLT or Directorate Management Teams**

Completed equality analysis	Key findings	Future actions
Directorate: .....		
Function, policy or proposal name: .....		
.....		
Function or policy status: ..... (new, changing or existing)		
Name of lead officer completing the assessment: .....		
.....		
Date of assessment: .....		

## Appendix A – Report on the Contract Review and Recommissioning of Services

### 1. Introduction

1.1 Infrastructure services provide support that helps VCS organisations across the borough to become more effective and sustainable. This is done through the provision of information, advice, training facilities and help with networking, partnerships, advocacy and campaigning. It includes specific support for volunteering, supporting people to set up voluntary and community organisations or social enterprises; and bringing VCS groups / organisations together in networks and forums to inform and influence strategic planning.

1.2 A review of the Single Infrastructure Grant (SIG) service level agreement for the provision of infrastructure services to voluntary and community sector (VCS) groups has been carried out. The purpose of this is to inform the details of a new service specification for the three year period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2021.

1.3 The review considered the suitability of existing provision in light of the needs of the VCS and the Council. It also provided information on new areas that would need to be included in a revised service specification.

1.4 The Council's funding for infrastructure support enables capacity building across the VCS as a whole. It helps to support the development of the VCS to thrive and deliver by building capacity and capability in individual organisations and communities. Infrastructure support is vital to a strong, well-managed and connected VCS that can adapt to a changing world.

### 2. Current infrastructure services provision

2.1 Voluntary Action Rotherham (VAR) currently hold a service level agreement (SLA) with the Council to deliver infrastructure services in Rotherham. Some of the infrastructure support services are delivered through Rotherham Ethnic Minority Alliance (REMA) under a sub-contract arrangement.

2.2 VAR previously held a three year SLA with the council to deliver these services in Rotherham until 31<sup>st</sup> March 2017. This SLA was extended for a year following approval of a report on the service arrangements to the Cabinet / Commissioner Meeting held on 12<sup>th</sup> December 2016.

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2.3 The existing VAR SLA supports activity in line with strategic aims based on the needs and priorities identified by VCS organisations and partner agencies. These are:

a) Increasing individual and community engagement, resilience and self-help through:

- Provision of co-ordinated information, communications and consultation
- Support to increase volunteering opportunities and volunteering take up
- Support to small community groups

b) Increasing high quality VCS service delivery, innovation and effectiveness through:

- VCS representation, voice and influence
- Facilitating new forms of service delivery
- Supporting VCS organisations to develop business planning underpinned by robust governance and evidence bases

c) Targeted support to some of our most deprived communities and responding to the Welfare Reform agenda through:

- Targeted activity to increase involvement and take up of services and funding to deprived communities
- Continued involvement in the Welfare Reform Agenda and support on specific initiatives

d) Increasing the resources to the Borough and maximising value for money through:

- Liaison with external funding bodies to increase funding opportunities to the Borough on-going links with major funders e.g. Big Lottery, EU funding, Trust Funds
- Increase in donations and giving
- Funding and financial management advice to VCS organisations including specific support on bid writing
- Development of consortia/ lead body joint approaches to delivery of services, contract management, commissioning and purchasing

### 3. The Voluntary and Community Sector in Rotherham

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3.1 A Sheffield Hallam University report entitled “Rotherham: State of the Voluntary and Community Sector 2015” (published in January 2016 and funded by the Rotherham Together Partnership) was commissioned to enable a better understanding of the sector across Rotherham and improve awareness of the issues facing VCS groups.

3.2 The report shows in particular the economic and social contribution of VCS groups to the borough. The sector employs around 2,100 full-time paid and 1,500 part-time paid staff; 81% of these employees being women, and many employees live in the borough. £99m is contributed to the economy per annum by paid employees of Rotherham VCS organisations. There are around 49,000 volunteer roles and 12,300 committee/board members, together providing 85,300 hours of volunteering per week; and their economic contribution is estimated at a further £88 million.

3.3 In a time of public sector transformation, harnessing the power of the VCS is essential to helping communities remain resilient, promoting self-help, co-operation and enabling new forms of service delivery.

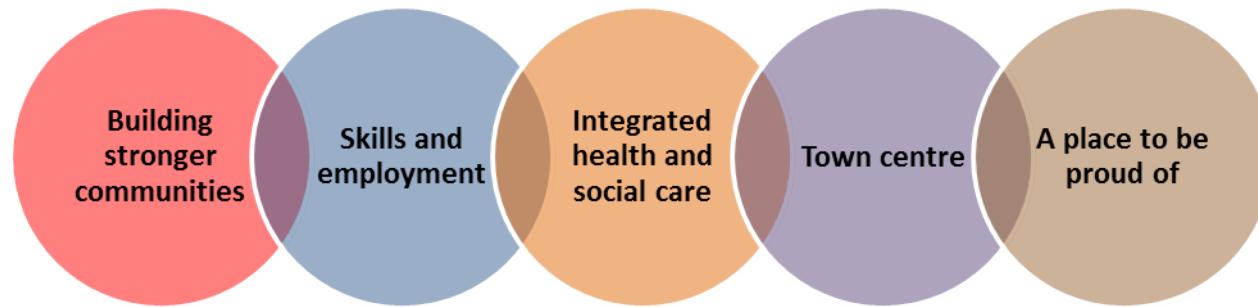
### 4. Review Context – strategic priorities

4.1 It is envisaged that all future infrastructure support service provision will operate within the strategic priorities for Rotherham. These are set through partnership arrangements such as Rotherham Together Partnership and through the council's own arrangements.

4.2 The Rotherham Plan 2025

4.3 The Rotherham Plan 2025 was launched in March 2017 alongside the Rotherham Compact. This plan is available on the internet ([http://rotherhamtogetherpartnership.org.uk/downloads/file/7/the\\_rotherham\\_plan\\_a\\_new\\_perspective\\_2025](http://rotherhamtogetherpartnership.org.uk/downloads/file/7/the_rotherham_plan_a_new_perspective_2025)) and it outlines the priorities for the borough.

4.4 It shows a number of game changers which will be integral to our plans. And the Council can't deliver that without us all working together – including the voluntary and community sector. The VCS will have an impact on all of these game changers. Further information is available in the Rotherham Plan document itself.



#### 4.5 Health and Well Being Strategy

4.6 The Rotherham Health and Wellbeing Board sets out its strategic priorities in the local Health and Wellbeing Strategy, which all partners contribute to and support delivery of; including Voluntary Action Rotherham, which helps ensure the voice of the voluntary sector is heard at the board and included in the strategy.

4.7 The strategy includes five aims which have been chosen because the delivery of them is important to all partners, and no single agency is able to tackle the issues alone, the VCS therefore have an impact on each one of these:

- All children get the best start in life
- Children and young people achieve their potential and have a healthy adolescence and early adulthood
- All Rotherham people enjoy the best possible mental health and wellbeing and have a good quality of life
- Healthy life expectancy is improved for all Rotherham people and the gap in life expectancy is reducing
- Rotherham has healthy, safe and sustainable communities and places

4.8 Further information about the board and strategy can be found here: <http://www.rotherhamhealthandwellbeing.org.uk/>

#### 4.9 Rotherham Council's priorities

4.10 In the last two years the Council has redefined what it stands for, through a clear vision for the organisation and the borough. This includes changing how the Council makes decisions, so that it is more open and accountable than

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ever before; redesigning how it works with other agencies; and driving forward some of the key changes that it wants to see with a focus on delivering better services even with unprecedented financial pressures.

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

4.12 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.*

4.13 To achieve this, the Council will work in a modern and efficient way to deliver sustainable services in partnership with local neighbourhoods, looking outwards yet focussed relentlessly on the needs of our residents. To this end the Council set out four priorities:

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

4.14 The VCS infrastructure services contract will help to deliver on all of these priorities.

4.15 Building Stronger Communities

4.16 'Building Stronger Communities' is Rotherham Council's strategy for community cohesion. It is central to the vision set out for the Council – emphasising that Rotherham is a shared community, which values decency, and provides opportunities so that no one is left behind.

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4.17 The Building Stronger Communities strategy and a draft action plan were approved at the Council's Cabinet meeting on 15th May 2017 and a report is available here:

4.18 <http://moderngov.rotherham.gov.uk/ieListDocuments.aspx?CId=1003&MId=13751&Ver=4>

4.19 The Rotherham Compact

4.20 The Rotherham Compact is an agreement between public sector organisations (public services) who are members of the Rotherham Together Partnership (RTP) and voluntary and community organisations in Rotherham (referred to collectively as the voluntary and community sector: VCS). It sets out commitments on both sides to improve the way in which public organisations and the VCS work together for the benefit of communities and citizens.

4.21 The Rotherham Compact document is available online here:

[http://rotherhamtogetherpartnership.org.uk/downloads/file/8/the\\_rotherham\\_compact](http://rotherhamtogetherpartnership.org.uk/downloads/file/8/the_rotherham_compact)

4.22 Locality / Neighbourhood Working

4.23 The Council and its partners are developing a place-based approach in Rotherham that will:

- Enable the council, it's partners and communities to work together to improve outcomes at a local level
- Make the most effective use of the available resources and local assets to achieve identified and shared outcomes for the area
- Develop innovative approaches to enable more people to help themselves and each other

4.24 Commissioning of services

4.25 Support for infrastructure services and building capacity in the VCS will help to deliver our vision for the effective commissioning of services:

“To commission excellent health and care services for Rotherham people of all ages in an integrated way, making best use of all public resources. We will promote independence, focus on strengths and actively use community assets to deliver positive outcomes for people.”

## 5. The Review Process

### 5.1 Steering Group

5.2 A Steering Group was convened to oversee this review with the following membership:

- Shokat Lal – Assistant Chief Executive
- Cllr Taiba Yasseen – Cabinet Member for Neighbourhood Working and Cultural Services
- Nathan Atkinson – Assistant Director, Strategic Commissioning
- Jackie Mould – Head of Performance, Intelligence and Improvement

5.3 The group was supported by:

- Carole Haywood – Policy and Partnership Manager
- Waheed Akhtar – Voluntary Sector Liaison Officer

## 6. Methodology

6.1 The following activities have contributed to the review:

- Desktop research looking at the existing service provision, specifications from other areas, advice from the Local Government Association (LGA), discussion with other local authority leads and web based information on the needs of the sector.
- Stake-holder engagement
- Consultation workshops combined with an online questionnaire
- Writing of a review report and a new service specification in light of the feedback and the council's needs.

### 6.2 Desktop research

6.3 The desktop research phase included discussions or information sharing on VCS support arrangements with the three other local authorities in South Yorkshire. It also included reviews of information from further afield based on officer knowledge and on advice from the LGA on good practice and from authorities that had recent experience of undertaking similar reviews.

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### 6.4 The research raised a number of issues which would require further consideration:

- A single provider / consortium approach – other areas are using a number of approaches to providing infrastructure support. Many areas prefer a single SLA/contract approach with either a single or lead provider who deals with the Council liaison officer on the delivery of services. Where elements of the services are delivered by separate organisations, greater emphasis on coordination is often required.
- Encouragement of consortium based approaches to the delivery of services where larger VCS organisations can support smaller ones to develop their capacity.
- Demand for many council services remains high at the same time as the period of austerity and service transformation. The situation is similar for VCS providers of services. In this context prioritisation may be required in terms of the services provided or the issues / groups targeted for support.
- Developing and using digital services including opportunities for place based online crowd-funding on websites such as 'spacehive'
- Greater involvement of the private sector and the promotion of corporate social responsibility
- Enabling social value through the commissioning and delivery of services
- Understanding the 'offer' to the VCS and communities more widely and that this is not just about providing grant funding but also about effective dialogue and in-kind support such as access to meeting spaces
- Recognising that there are organisations who provide support to VCS groups other than those funded directly by the local authority and that this support should complement other providers e.g. that provided by the National Council for Voluntary organisations (NCVO) or by national / regional sports associations.
- Support for grass roots community groups including faith groups
- Mobilisation of communities by working with local groups and addressing local issues

### 6.5 Stakeholder engagement

#### 6.6 A number of activities were undertaken to engage relevant stakeholders in the review as detailed below.

#### 6.7 Joint sessions between SLT, Assistant Directors and voluntary sector representatives

#### 6.8 In September 2016 a joint 'speed networking' event was held between SLT, Assistant Directors and VCS groups represented in the Rotherham Together Partnership structures. A follow on session was held on Wednesday 14<sup>th</sup> June 2017 at the Unity Centre, at this session, some very productive discussions were held in four key areas:

- Commissioning, Procurement and Finances

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- Locality and Neighbourhood Working
- Prevention and Early Intervention
- Building Stronger Communities

6.9 The event in June was structured to help exchange ideas and experiences with the aims being to: raise awareness / share information; develop relationships and contacts; and the development of future opportunities for collaborative working. About 40 people attended with equivalent numbers of council and VCS representatives.

6.10 Issues raised through this workshop are being progressed through different workstreams and progress will be reviewed at a follow up meeting. Voluntary Action Rotherham, as the current infrastructure service provider, will continue to play a role in ensuring that these issues are progressed.

6.11 Single Infrastructure Grant SLA – review of delivery

6.12 At its meeting of 3<sup>rd</sup> July 2017, VAR and REMA gave a presentation to the Review Steering Group on achievements in the last three years of delivery under a service level agreement. Highlights include:

- Since 2014 VAR's membership has been increased by 19% to 840 organisations (out of an estimated 1400 groups in Rotherham) – the largest proportion (36%) being micro groups with an income of less than £10,000 per annum
- 5,552 volunteer enquiries were received and 4,574 volunteer applications processed
- 29 training courses were delivered to 171 volunteer managers
- 6,000 people participated in community action events
- £2,500,000 was secured by Rotherham groups following advice, funding searches and bid writing support by the infrastructure providers

6.13 This represents a significant return on the Council's investment into infrastructure services.

6.14 The presentation and discussion also focussed on current demand, needs of the sector, challenges and future trends nationally and locally. These include:

- Increased scrutiny of charities and VCS organisations
- Significant changes to funding arrangements
- The need for strong governance arrangements and business planning
- Greater use of digital platforms

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- The long term sustainability of the sector

6.15 The Rotherham Infrastructure Survey is carried out annually and it has gathered evidence on the individual and collective impact of local infrastructure organisations in Rotherham since 2010. The survey aims to provide an overview of how well local VCS groups feel their development, support and representative needs have been met during the past year and how this compares to previous years.

6.16 Data from the 2017 survey is not yet available. However, the 2016 report provides the key findings of an annual survey which was carried out between May and June 2016. A questionnaire was sent to a sample of around 500 local voluntary and community organisations that had received support from VAR or REMA during 2015-16. Online and paper versions of the questionnaire were available. A total of 185 responses were received - an overall response rate of about 37 per cent.

6.17 Satisfaction with services provided has increased significantly compared to previous years. 82% said they were either satisfied or very satisfied with the support local infrastructure bodies provide for the VCS in Rotherham.

### 6.18 Consultation workshops

6.19 Three consultation sessions were held during August 2017. Their purpose was to help inform the service specification for the provision of infrastructure services. The sessions were designed to cover the three locality areas (North, South and Central) and were held at different times of day (morning, afternoon and early evening) to enable a range of people to be involved.

6.20 The sessions gave participants the opportunity to meet with the Cabinet Member and the Assistant Chief Executive and to discuss pertinent issues in relation to the needs of their organisations. In total 42 people representing a wide range of groups and organisations attended the sessions. The central area session had the most attendance but all three sessions provided valuable feedback and opportunity for discussion with current and potential users of the infrastructure services that are being reviewed.

6.21 The sessions were open to all community, voluntary and faith groups across the borough and publicity was sent through the infrastructure networks, partner networks, the council's own contacts and through Elected Members. The groups that attended were included those that are working in:

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- local neighbourhoods, across Rotherham, South Yorkshire and Yorkshire or with communities of interest
- areas as diverse as: sports, health, social care, arts and cultural activities, animal welfare, military veterans, cadets, welfare and general advice, refugee support, food and crisis support, support for women, residents action, children, young people and family support, training facilities, domestic violence, green spaces, older people and homelessness.

6.22 They included community groups run by volunteers as well as voluntary groups with paid employees. The sessions had a standard format which explored the background to the council's improvement journey and the current financial situation, the state of the voluntary and community sector, and the current and future infrastructure priorities.

6.23 Participants were asked to consider the following questions:

- Is the current infrastructure support right for your group/organisation?
- What are the gaps in provision?
- What should the future priority areas of support be?

6.24 An online consultation was also carried out to support the face to face consultation workshops. This had five responses and feedback was in line with the feedback received at the face to face consultation sessions.

## 7. Findings

7.1 The review found overall satisfaction from users of the existing services. The consultation process shows that VCS groups felt that the general composition of the current infrastructure priorities was correct but that it needed some adjustment and targeting. Some of the needs/ issues highlighted are available through the existing services and can be addressed by further targeted communications. The feedback is summarised below:

- General - There should be more focus on bringing people together from different geographical areas and different communities. Flexibility should be retained for targeting as required through the period of the funding agreement.
- Communication - Consider how communication can be improved especially to smaller community groups and how the new neighbourhood working arrangements can support this approach. Ensure that communication works both ways and have effective mechanisms in place to gather intelligence / information about issues and trends from the sector e.g. if a group is closing down and how it may impact on local communities.
- Equalities / Inclusion – Promote equalities and ensure continued support for women and BME communities.

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- Joint working – Promote more of a culture of partnership working between all groups. Examine how we can promote mentoring roles within communities for larger / established groups to support smaller / new groups. Encourage more strategic decision making with organisations like the Big Lottery and Arts Council.
- Support needs – VCS groups are facing pressures through increased demand on services especially as the delivery of public sector services is being cut back at the same time as funding sources are drying up. This is particular the case for medium sized voluntary organisations. There are issues around sustainability for some groups e.g. just one month's funds being held in the account makes them very sensitive to cash flow problems. Promote more opportunities for self-help. Promote more private sector sponsorship. Development of VCS consortia should be a key priority.

### 8. Revised Service Specification

8.1 The aim of the new service specification is to ensure that VCS infrastructure services continue to support delivery of the Council's priorities. It will develop capacity and capability of the sector to deliver the shared priorities of the Rotherham Plan and other key strategic drivers.

8.2 In light of the information from this review, a large part of the existing service specification will be retained. These retained elements will be:

- Operation of an accredited volunteer centre
- Support to organisations in volunteer training, procedures/systems
- Provision of co-ordinated information, communications and consultation.
- VCS representation, voice and influence
- Facilitating new forms of service delivery (through partnerships and consortia working)
- Increasing resources into the borough and maximising value for money (through liaison with funders and support for groups to access funding).

8.3 In addition to the existing areas of work listed above, new elements of the service specification will include:

- increasing digital approaches to service delivery
- support for events that bring people together particularly those facing social exclusion
- ensuring support across a range of priorities/sectors as required including geographical targeting
- promoting equalities and diversity within the sector and the Building Stronger Communities strategy

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### 9. Commissioning arrangements

9.1 In Rotherham, the experience from the 'Single Infrastructure Grant' approach – where a single SLA is in place between the Council and the lead provider linked to a consortium delivery model in which other providers can be involved – shows that effective delivery is more easily coordinated and that there are efficiencies associated with delivery and contract management. It is therefore proposed to retain this approach and any interested organisations that desire to deliver services under the SLA can decide between themselves on the composition of their consortium, their relative strengths and the delivery / coordination arrangements.

9.2 Feedback from the voluntary sector suggests that a 'funding agreement' would be preferred to a 'contract' arrangement due to the potential for VAT implications. Procurement advice is that a 'funding agreement' be used and this will be the process recommended to Cabinet.

### 10. Finances

10.1 The current annual contract value is: £203,526 per annum. Consideration was given to potential budget savings that may be realised from the infrastructure services SLA. In light of the additional service requirements outlined above and the need for further capacity building to maintain a healthy and vibrant voluntary sector in Rotherham, it is recommended that the budget for this area of activity is not decreased. It is therefore proposed that the maximum budget is:

Year 1 (2018/19)	£203,526
Year 2 (2019/20)	£203,526
Year 3 (2020/21)	£203,526
Total budget for the 3 year SLA period	£610,578

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<p><b>Under the Equality Act 2010 Protected characteristics</b> are age, disability, gender, gender identity, race, religion or belief, sexuality, civil partnerships and marriage, pregnancy and maternity. Page 6 of guidance. Other areas to note see guidance appendix 1</p>		
<b>Name of policy, service or function. If a policy, list any associated policies:</b>	Waste Options appraisal - Consultation	
<b>Name of service and Directorate</b>	Environment and Development Service Waste Management	
<b>Lead manager</b>	Damion Wilson – EDS Director	
<b>Date of Equality Analysis (EA)</b>	February 2018	
<b>Names of those involved in the EA (Should include at least two other people)</b>	Ajman Ali – EDS Assistant Director (temporary) Martin Raper – Streetscene Manager Paul Hutchinson - Waste Officer Zaidah Ahmed, MBE - Corporate Equalities and Diversity Officer	
<p><b>Aim/Scope (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1</b></p> <p>Rotherham Council will be affected budget cuts, which in the next two years will see the Council having to find £42m of savings. Whilst the mandate for savings has instigated a review of the waste collection service, the Council wants to ensure that the waste collections continue to give value for money, strives to increase recycling and improve the service to our residents.</p> <p>Local Authorities have a statutory duty to collect and dispose of household Waste generated within their district. The Councils waste management services provide kerbside residual waste and recycling collections, Household Waste Recycling Centres (HWRCs), recycling bring banks, and clinical waste collections.</p> <p>The primary legislation detailing what services local authorities should provide in relation to household waste collection is the Environmental Protection 1990. This is supported by various regulations and in this context the most pertinent are The Controlled Waste Regulations 2012 and the Household Waste Recycling Act 2003. As a metropolitan borough, RMBC is both a waste collection authority and waste disposal authority.</p>		
<b>Type of waste</b>	<b>Statutory or discretionary provision</b>	<b>Any powers to levy charges</b>
Household residual waste	Residual waste collections are <b>STATUTORY</b> . Councils can specify the type and size of container used, and frequency of collection.	Only for waste that does not fit into the container specified by the WCA provided the volume provided is "reasonable".
Household recycling	Recycling waste collections is <b>STATUTORY</b> . Councils can specify the type and size of container used, and frequency of collection.	Only for waste that does not fit into the container specified by the WCA provided the volume provided is "reasonable".

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Household garden waste	The provision of a garden waste collection is <b>DISCRETIONARY</b> .	Can levy charges for the collection of garden waste.
Household waste recycling centre provision	The provision of places where resident may deposit their household waste is <b>STATUTORY</b> .	Councils can levy charges for the deposit of non-household waste such as 'DIY' waste (e.g. rubble, soil, plasterboard etc.)
Provision of receptacles for the collection of household waste	The provision of receptacles for the collection of household waste is <b>DISCRETIONARY</b> .	Charges can be levied for the provision of waste collection receptacles.

### **Waste Review**

In the spring 2017 members and portfolio holder requested a review of the service. Senior managers approached an external consultancy firm, AMEC Foster Wheeler to review the current waste service and make recommendations for changes to the service to meet the aims of the review.

Various options were recommended by AMEC and these options were reviewed and shortlisted with Cabinet to decide which of the options they wished to pursue.

With collecting waste from every household, there is the potential for residents to be affected should change to the service be introduced. Rotherham MBC will still continue to meet its statutory obligation as set down in waste legislation whilst at the same time ensuring that the new changes to the waste management service does not discriminate against our residents when using the service.

A report was submitted to Cabinet on the 13<sup>th</sup> November requesting approval to consult with residents on the proposed changes (please see below) and this request was granted.

- Paid/charge for green waste collection, with year-round collections
- Introduction of bins for recycling (replacement of the box/bag approach)
- Bin swap – re-using the current bins for future recycling
- Smaller domestic waste bin, with additional capacity for recycling
- Domestic waste and green waste continues on fortnightly collections
- Paper/cardboard and tin/bottle recycling collections reverting to monthly collections
- Extension of collection times (earlier start and finishing times)

These proposals will also ensure parity with what the majority of English councils, for example, many Council in the UK already charge for a garden waste collection; and our neighbours in Barnsley, Doncaster and Sheffield have both moved to wheeled bin for recycling.

The proposals will see no change to the policies that supply additional bins to large families and residents whose medical needs require additional waste capacity. We will also retain the assisted collection service for all kerbside collected waste.

The changes will also ensure that the waste service provided is fair for all our residents, for instance offering an improved garden waste service which is not subsidised by those who do not use the service. It will only be funded by those that require the service.

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**Consultation on the proposed service changes**

A consultation with the residents Rotherham ran from Monday 27th November 2017 and close Friday 26th January 2018.

Cabinet agree to receive a further report outlining the results of the consultation and presents recommendations of which service changes should go for approval. This recommendations report has now been drafted and will be submitted to cabinet on 23<sup>rd</sup> March 2018

The key stakeholders affected by these proposed changes are; the public and all residents of Rotherham, council officers, elected Members and the Council's contractors that deliver the services on the council's behalf.

*What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? See page 7 of guidance step 2*

Rotherham MBC population 2016

<b>Number of Households</b>	<b>Population</b>	<b>Area Size (km<sup>2</sup>)</b>
Circa 115,000	257,280	286.5

The front line services provided by the Waste Management Departments to residents include:

- Kerbside waste and recycling collection for every household
- Provision of the HWRCs and recycling bring banks
- Clinical waste collections
- Bulky Item collection

The departments is also responsible for communicating information to residents such as collection timetables (e.g. bin calendars), materials accepted at kerbside recycling services, reporting missed bins and how to replace bins, boxes or bags.

Access to the service is available to all households within Rotherham face to face, vis the telephone or online

The public consultation on the proposed changes and it findings has re-shaped the recommendations and set the direction of travel for the service. The consultation itself did not affect any communities of interest or individuals. The additional changes of service resulting from the finding from the consultation are the subject of this EA.

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<p><i>Engagement undertaken with customers. (date and group(s) consulted and key findings) See page 7 of guidance step 3</i></p>	<p>The Engagement objectives will align with the service objectives (and ultimately the organisational objectives), and should focus on any or all of the following areas: raising awareness, changing perceptions and behavioural change.</p> <ul style="list-style-type: none"> <li>• Raise awareness of the proposed changes, ensure key target audiences understand the reasons for proposing service changes and how they can contribute to this process (awareness raising)</li> <li>• Encourage all Rotherham's stakeholders to contribute to the proposals for changes to the policy (behavioural change)</li> <li>• Ensure stakeholders have an understanding of the changes, the impact they will have and any benefits. This will include the benefits to residents undergoing the service changes.</li> </ul>
	<p>The consultation was hosted on-line, but we also accepted paper and verbal submission of the consultations. The consultation was promoted and publicised through the following engagement tools.</p> <ul style="list-style-type: none"> <li>• Events/drop-in sessions</li> <li>• Contact Centre and customer facing staff</li> <li>• Pop-up display/office.</li> <li>• Media</li> <li>• Direct mail</li> <li>• Members Seminar</li> <li>• Focus groups</li> <li>• Videos</li> <li>• Social media</li> <li>• Friday Briefing</li> <li>• Intranet</li> <li>• Marketing materials</li> <li>• Online advertising.</li> <li>• Email bulletins</li> <li>• Internal briefings</li> </ul> <p>We directly contacted over 40 Community groups via e-mail or letter asking for details of the consultation and potential service changes to be disseminated to their members in the appropriate format or media avenue. Extra information or personal visits to discuss the proposals was offered to all of these groups. We have engaged with groups whose members may have difficulty interacting with the consultation via conventional means, such as disabled, deaf and blind residents, to offer them options better suited to their needs and requirements, to enable them to partake in the consultation.</p> <p>In total there were 9 open events where residents could discuss the consultation and proposed changes. They were able to ask questions and where invited to provide their feedback to the proposals.</p> <p>Events were publicised in: press release, print media, website pages, twitter, Facebook coverage and letters are included in with the 2017/18 waste calendars to all 116,500 properties across the borough.</p>

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

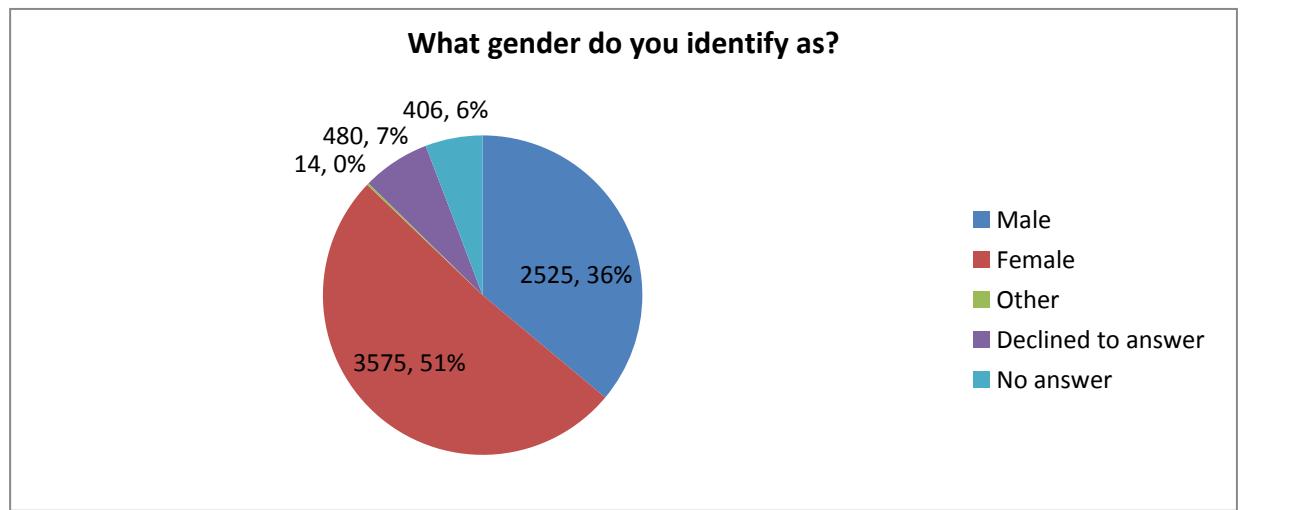
The consultation received 6,998 responses, equating 6.01% of our households participating. In addition 718 residents attended our 9 consultation drop in sessions and 1,293 individuals and groups contacting us by letter and e-mail. We also received 180,798 social media hits and comments.

Consideration has been given to the responses and the impact of the proposed changes on the residents of Rotherham. The opinions and thoughts of our residents have been instrumental in helping develop the recommendations.

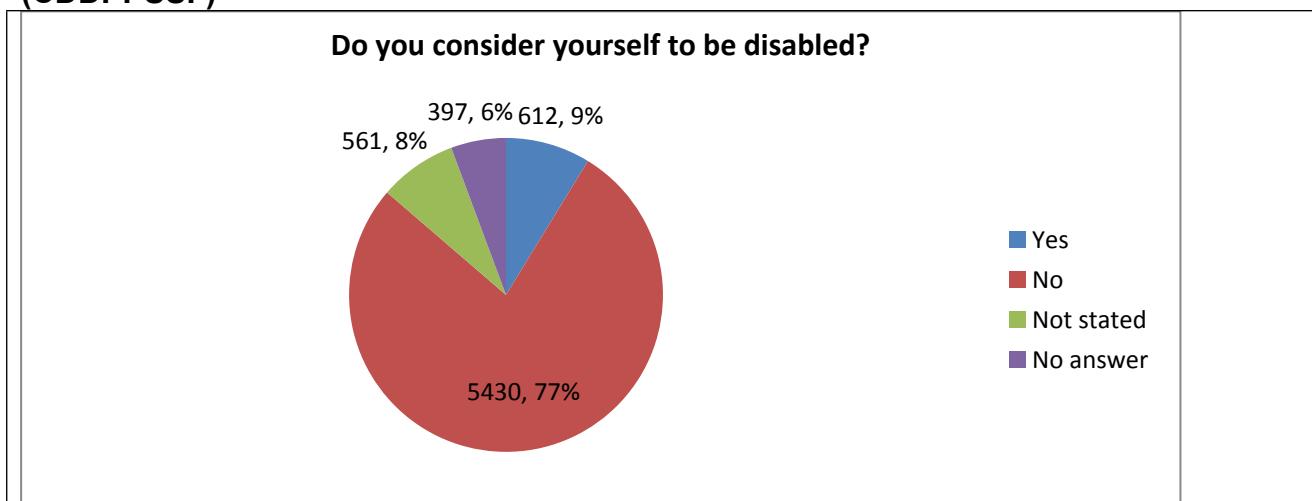
**Key Findings**

As part of the consultation, equality's monitoring questions were included to provided equality information for the strategy.

Ethnic Origin	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Total Overall	%
British	1921	1951	543	411	208	348	292	229	441	6115	87%
Irish	9	12	6	0	0	0	3	0	441	471	7%
Any other white background	18	31	12	6	2	5	2	1	441	517	7%
White and Black Caribbean	3	4	3	0	0	0	0	0	441	451	6%
White and Black African	1	4	1	0	1	1	0	0	441	449	6%
White and Asian	2	9	1	1	1	0	1	2	441	456	7%
Any other mixed background	3	6	2	1	0	0	1	0	441	454	6%
Indian	4	4	2	0	0	1	0	0	441	452	6%
Pakistani	4	12	1	1	1	2	1	0	441	463	7%
Bangladeshi	2	4	1	0	0	0	0	0	441	448	6%
Any other Asian background	4	3	1	0	0	0	0	0	441	449	6%
Caribbean	1	4	1	0	0	1	0	0	441	448	6%
African	2	4	1	0	0	0	0	0	441	448	6%
Any other Black background	2	3	1	1	0	0	0	0	441	449	6%
Chinese	2	4	1	1	0	0	0	0	441	449	6%
Any other ethnic group	2	8	2	0	1	0	1	0	441	455	7%
Not stated	151	165	52	25	15	35	14	17	441	898	13%
No answer	28	34	9	1	2	8	5	5	441	528	8%



**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**



The data from the consultation will be quantitatively and thematically analysed to highlight specific opinions, issues and options that resident's desire.

The following keywords/phrases have been highlighted as the key themes throughout the consultation period and they include the total number of comments received on this key theme.

- Plastic –6088
- Fly tipping - 1334
- Smaller bin - 1785
- Garden waste - 2619
- Reducing bin - 2268
- Charge - 1525
- Council Tax - 1177
- Storage - 367

Full information about the consultation, methodology and its results and outcomes is to be published on the Councils website.

<p><b>Engagement undertaken with staff about the implications on service users (date and group(s)consulted and key findings) See page 7 of guidance step 3</b></p>	<p>Engagement has been undertaken with staff, management and Councillors about the implications on service users in regards to the Public Consultation and potential subsequent service changes.</p> <p>Collaborative work between all parties have shortlisted the options to be proposed and were selected in line with the council's corporate plan, budget saving requirements and waste management strategies.</p> <p>Changes adopted after the consultation results have been analysed will be subject to approval through the RMBC Governance Structure.</p>
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**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

**The Analysis**

**How do you think the Policy/Service meets the needs of different communities and groups?** Protected characteristics of age, disability, gender, gender identity, race, religion or belief, sexuality, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors. This list is not exhaustive - see guidance appendix 1 and page 8 of guidance step 4.

The public consultation on the proposed changes and its findings has re-shaped the recommendations and set the direction of travel for the service. The consultation itself did not affect any communities of interest or individuals. The additional changes of service resulting from the finding from the consultation are the subject of this EA.

The recommendations for change after the consultation are.

1. The cessation of the free garden waste collection service with effect from 31<sup>st</sup> October 2018 and replace with an optional chargeable garden waste collection service from 1<sup>st</sup> November 2018;  
That the fee for the garden waste collection service be set at £40 per annum from 1<sup>st</sup> November 2018 to 31<sup>st</sup> March 2020;
2. The introduction of a two-stream recycling service that includes the collection of plastic materials at the kerbside from January 2019;
3. That 180 litre black residual bins are provided to all new households when existing 240 litre bins need replacing;
4. That the Assistant Director of Community Safety and Street Scene is delegated to make all necessary arrangements for the smooth introduction of the new waste collection service, including the purchase of bins, refuse vehicles and that these costs be included in the Council's Capital Programme.
5. That a comprehensive Communications Plan is developed to sit alongside the Implementation Plan and that approving this plan is delegated to the Assistant Director for Community Safety and Street Scene in conjunction with the Cabinet Member for Waste, Roads and Community Safety.

The changes introduced should have a positive impact on all communities within the borough in increasing recycling and providing an enhanced service, but will not discriminate positively or negatively on any areas, communities or individuals.

Policies will be reviewed and introduced where possible to lower the impact of the changes to families or residents with specific needs, or issues over the changes to the service

- Additional capacity needs (large family or medical)
- Difficulties with mobility or ability to present their bins kerbside
- Storage need
- Assessments of individual requirements where appropriate

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

***Analysis of the actual or likely effect of the Policy or Service:***

See page 8 of guidance step 4 and 5

***Does your Policy/Service present any problems or barriers to communities or Group? Identify by protected characteristics Does the Service/Policy provide any improvements/remove barriers? Identify by protected characteristics***

The overarching aim and priorities of the Waste Options appraisal will not present any problems or barriers to communities or groups. The waste service is available to all residents.

***What affect will the Policy/Service have on community relations? Identify by protected characteristics***

There should be no direct impact on community relations once changes to the service have been agreed. All areas of Rotherham will receive the same service and no community will be discriminated against. There may be impact on ability for people to pay for a chargeable service but this service will be an opt in service and only payable by those who want it. However a dependable reliable service will increase customer satisfaction.

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

**Website Key Findings Summary:** To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

**Equality Analysis Action Plan** - See page 9 of guidance step 6 and 7

**Time Period .....**

Manager:..... Service Area:..... Tel:.....

**Title of Equality Analysis:**

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

Action/Target	State Protected Characteristics (A,D,RE,RoB,G,GI O, SO, PM,CPM, C or All)*	Target date (MM/YY)
The Waste options appraisal consultation EA will be reviewed and updated with data once the consultation has closed and its data has been analysed.	All	February 2018
A new or reviewed EA will be undertaken once the Council has made its decision on which of the proposals and changed is adopts through cabinet it wishes to be introduced.	All	March 2018
A new individual EA will be undertaken for each of the changes that are to be introduced (charging for garden waste, smaller residual bin, bin swap for recycling).	All	June 2018 (TBC)
A new individual EA will be undertaken for each of the proposals that are to be introduced (introducing of plastic recycling in the future).	All	TBC
<b>Name Of Director who approved Plan</b>	<b>Date</b>	

**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

\*A = Age, C= Carers D= Disability, G = Gender, GI Gender Identity, O= other groups, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage.

**Website Summary – Please complete for publishing on our website and append to any reports to Elected Members, SLT or Directorate Management Teams**

<b>Completed equality analysis</b>	<b>Key findings</b>	<b>Future actions</b>
<p>Directorate: Regeneration and Environment</p> <p>Function, policy or proposal name: Waste management</p> <p>Function or policy status: New</p> <p>Name of lead officer completing the assessment:</p> <p>Paul Hutchinson - TBC</p> <p>Date of assessment: 03/11/2017</p>	<p>The consultation itself will not directly affect or be affected by the characteristics of any communities or individuals.</p> <p>Any changes of service resulting from the finding from the consultation will be subject to their own EA</p>	<p>After the consultation has been completed any service changes that are adopted to be introduced will be subject to their own individual EA's</p>

## Budget Option 2018/19 – 2019/20

## Public Health

## Cumulative Net Savings

Reference:	PH 1	2017/18 £'000	2018/19 £'000	2019/20 £'000
			12.7	12.7

<b>Director Responsible for Delivery</b>	Terri Roche DPH
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<b>Cabinet Portfolio Holder</b>	Cllr Roche
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<b>Finance Business Partner</b>	Mark Scarrott/ Jo-Ann Shepherd
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<b>Proposal Description</b>	Active Rotherham savings – R&E reallocated funds
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<b>Details of Proposal (including implications on service delivery)</b>	R&E have proposed £12.7K of savings from the Active Rotherham budget. This proposal has been supported by PH whom provides 100% of the funding from the reallocated PH budget.
<b>Implications on other Services (identify which services and possible impact)</b>	Implications proposed by R&E  The main implications are that an element of the PH grant to currently provided match funding for 2 externally funded posts. In addition the Sports England grant funding is due to end in March 2018. Loss of the 2 posts will reduce Sport Development capacity in Rotherham.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	No further support
<b>Reduction in Staffing Posts (FTEs)</b>	The PH Grant contribution match funding of approximately 10% of salaries of 2 WTE posts the remainder of their salaries is from Sports England Funding which is due to end in March.

Reduction in Head Count	2 people (see above)
<b>Decision Maker:</b> Cabinet, Commissioner or Officer/Management Action	Office/ Manager Action

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## Budget Option 2018/19 – 2019/20

## Public Health

## Cumulative Net Savings

Reference:	PH 4	2017/18 £'000	2018/19 £'000	2019/20 £'000
		57.6	128	128

<b>Director Responsible for Delivery</b>	Terri Roche DPH
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<b>Cabinet Portfolio Holder</b>	Cllr Roche
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<b>Finance Business Partner</b>	Mark Scarrott/ Jo-Ann Shepherd
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<b>Proposal Description</b>	Savings from redesigning children's obesity pathway/ decommissioning sections of the pathway.
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<b>Details of Proposal (including implications on service delivery)</b>	<p>Tier 3 closed down 6 months early within year, so incurring a potential in year saving of £64K for 2017/18, but as part of the contract there is a quality premium measure and we have agreed to pay 6 months of this which is £6,400. Leaving an in year saving of £57,600, which is offsetting other commitments created as part of the pathway redesign within the overall Adults and Children's obesity budget. There will be no tier 3 service for children but have renegotiated the pathway with the CCG.</p> <p><b>The only benchmarking available with our statistical neighbours is the percentage of children in year 6 who are obese. In 2015/16 for Rotherham this was 21.8% which is increasing and getting worse, indicating that children's weight management services are needed. Compared to 21.5 % Barnsley, 19.5% Doncaster and 21.2% Wakefield.</b></p>
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<b>Implications on other Services (identify which services and possible impact)</b>	Obesity services are often referred to in tiers. Tier 1 includes prevention and early intervention and is offered through universal services such as cook and eat, sport and leisure, support from primary care. Tier 2 supports children identified as overweight or obese and are community based
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lifestyle services including diet, physical activity and behaviour change. Tier 3 is generally clinically led or includes access to clinicians for example dieticians, physical activity therapists or psychology services.

The provision of children's weight management services across Yorkshire & Humber and our statistical neighbours is varied. Some local authorities commission no services (Doncaster MBC) or focus on tier 1 (Sheffield City Council) to other areas commissioning a full tiered pathway tiers 1, 2 & 3 (Hull City Council). In Rotherham, the continued commissioning of tier 2 services ensures families will still have access to high quality support to help them to lose weight and improve their lifestyles. As a result of the changes to the Rotherham pathway, links with partners and services internally within the LA and externally such as early help and the 0-19 services need to be strengthened to ensure eligible families can access the weight management support they require. The revised Rotherham offer is compliant with all up to date national guidance including: NICE Guidance (PH47, CG 43 &189) and Department of Health Best Practice Guidance for Tier 2 Services.

In year decommissioning of tier 3 children's weight management contract with Morelife. Redesigning healthy weight pathway, most children will be seen in tier 2 and have extended this contract until March 2019 with Places for People. Worked with CCG to look at the pathway and agreed for those children who are eligible for tier 3 with additional clinical comorbidities that require further investigation or whose needs could not be met by tier 2 will be referred to a paediatrician by their GP.

The impact of decommissioning the tier 3 child weight management service should be mitigated by redesigning the weight management pathway. However it is important to provide evidence based, family orientated weight management service whilst at the same time working within the council and with wider partners on more population wider prevention measures.

Childhood obesity has long term implications for the health of children. Obese children living in Rotherham are more likely to become obese adults, putting them at risk of premature mortality, increased likelihood of developing type 2 diabetes, cardio vascular disease and psychological illnesses such as depression. In the short term obese children suffer from bullying, social isolation and poor educational attainment.

There is a strong association between obesity and deprivation, with children aged 5 from the most deprived groups being twice as likely to be obese compared to their counterparts living in the least deprived areas. Rates of childhood obesity are measured by the National Child Measurement Programme (NCMP) which is a National

	surveillance programme. In 2015/16, 22.1% of children in reception (aged 4-5 years) and 35.8% of children in year six (10-11 years) were overweight or obese. Rates in year six are higher than the England and regional average. These figures highlight the continued requirement for a Rotherham tier 2 service with stronger links to the NCMP to support families to achieve and maintain a healthy weight.
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Legal have checked end of contract letter. Finance re-profiled children's obesity budgets
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None

<b>Decision Maker:</b> Cabinet, Commissioner or Officer/Management Action	Officer/ Manager Action
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## Budget Option 2018/19 – 2019/20

## Public Health

## Cumulative Net Savings

Reference:	PH 8	2017/18 £'000	2018/19 £'000	2019/20 £'000
		0	15	15

<b>Director Responsible for Delivery</b>	Terri Roche DPH
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<b>Cabinet Portfolio Holder</b>	Cllr Roche
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<b>Finance Business Partner</b>	Mark Scarrott/ Jo-Ann Shepherd
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<b>Proposal Description</b>	Reduce the amount spent on HIV prevention to £30k. This service had had previous savings made against it. (statutory function)
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<b>Details of Proposal (including implications on service delivery)</b>	<p>By taking £15k this leaves a budget of £30k for a provider to offer HIV prevention.</p> <p>Proposal:</p> <p>A third sector organisation currently provides HIV prevention, awareness raising, education and support to access services in Rotherham and to encourage early access to HIV testing. This is a 'block' contract – all services provided within the budget. The contract finishes on 31<sup>st</sup> March 2018 and Public Health are reviewing the content of the service in relation to need.</p> <p>It is proposed that the service and budget will be negotiated with the current provider of the Integrated Sexual Health Service who will then sub contract with a third sector organisation (this model of service delivery was favoured when soft marketing was carried out with a wide range of providers).</p> <p>It is expected that the future budget will be reduced whilst maintaining HIV prevention,</p>
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	<p>awareness raising and support. Local authorities are mandated to prevent the spread of Sexually Transmitted Diseases (STIs) and, whilst NHS England is responsible for the treatment of HIV local authorities are responsible for HIV prevention.</p>
<b>Implications on other Services (identify which services and possible impact)</b>	<ul style="list-style-type: none"> <li>• Give current provider (Rotherham Foundation Trust) the 30k and ask them to sub contract for HIV prevention, awareness raising and support</li> <li>• Target at risk groups</li> </ul> <p><b>Impact</b></p> <ul style="list-style-type: none"> <li>• Potentially reduced HIV prevention work which could lead to an increase in cases of HIV which in turn can lead to increase in spread of disease.</li> <li>• Potentially reduced support within the community for access into appropriate services which could then lead to reduced testing (which could lead to increase spread in the community as people unaware they are HIV positive)</li> <li>• Potentially less work within schools</li> </ul> <p>Rotherham is a low prevalence area 1.13 diagnosed/1,000 aged 15-59 (green) - green&lt;2, amber 2-5, red &gt;5</p> <p>Rotherham do really well in relation to HIV testing coverage at 80% (green) – there are only 4 LAs in Y&amp;H who are in the green category (Y&amp;H 57.7% , England 67.7%).</p> <p>Impact could be that our testing coverage may drop and that could have an impact on early diagnosis (a PHOF indicator).</p>
<b>Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)</b>	Commissioning as change to contract
<b>Reduction in Staffing Posts (FTEs)</b>	None
<b>Reduction in Head Count</b>	None

<b>Decision Maker:</b>	Officer/Manager Action
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<b>Cabinet, Commissioner or Officer/Management Action</b>	
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### **Summary Sheet**

#### **Committee Name and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

#### **Report Title**

December Financial Monitoring Report 2017/18

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

Yes

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

Judith Badger, Strategic Director of Finance and Customer Service

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

Anne Ellis, Finance Manager

01709 822019 or anne.ellis@rotherham.gov.uk

Graham Saxton, Assistant Director – Financial Services

01709 822034 or graham.saxton@rotherham.gov.uk

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

All

#### **Summary**

This report sets out the financial position for the Revenue and Capital Budgets at the end of December 2017 and is based on actual costs and income for the period ending 31<sup>st</sup> December 2017 and forecasts for the remaining quarter of the financial year.

As at the end of December 2017 the Council has a net forecast overspend on the General Fund of £992k. This comprises a forecast overspend of £9.992m on Directorate/Service budgets, mitigated by £9m savings from Central Services budgets and funding. The forecast overspend on Directorate/Service budgets has increased by £398k from the position reported to Cabinet in December 2017. However, within this net increase is a significant increase of £1.5m in the forecast overspend for Children and Young People which is now forecast at £5.5m for the year. The increasing overspend is attributable to the continuing increase in the number of children in care which has increased by 43 (8%) since last reported and has risen by 18.3% since April.

This increase in the number of Looked After Children has also placed significant and unavoidable pressure on Legal Services within the Finance and Customer Services Directorate. The current forecast overspend for Legal Services is now £1.254m, an increase of £113k since the December report.

Countering the pressure on CYPS and related legal budgets the projected outturn position has improved in relation to Adult Care and Housing Directorate where the forecast overspend has reduced by £633k to £4.6m. In addition, Regeneration and Environment Services have moved from a projected break even position as last reported to a forecast surplus of £212k.

The Assistant Chief Executive's Budget projected underspend has increased by £193k to £437k, an increased underspend of £244k.

All Directorates are holding back on expenditure as much as possible for the remainder of the financial year to seek to eradicate the forecast overspend and ensure the delivery of a financial outturn within budget for 2017/18. If expenditure for 2017/18 cannot be contained within budgets by management actions or by identifying additional savings, the Council will need to make a further call on its reserves in order to balance the Revenue Budget. In recognition of the timescales associated with developing future plans to achieve the significant additional budget savings required to stabilise the Council's Budget position for the financial years 2018/19 and 2019/20, the Revenue Budget for 2017/18 was set including the support of £10.5m from the Council's reserves.

There continues to be significant in-year pressure on the Dedicated Schools Grant (DSG) High Needs Block – the projected overspend has increased by £855k since the December monitoring report to the current projection of £8.075m. Whilst, at present, this pressure does not directly affect the Council's financial position, it is imperative that the recovery strategy is implemented setting out clearly how this position will be resolved and avoiding any risk to the Council in the future. This includes the planned transfer of £3m DSG in 2017/18 to reduce the forecast High Needs Block deficit.

A recovery plan intending to mitigate as far as possible the in-year pressure and achieve the previously reported position of an overall cumulative deficit of £1.796m by April 2019 has been devised by the service to deliver the targeted deficit reduction by April 2019.

The HRA is now forecast to underspend and not require the planned transfer from HRA reserves. The changed position is mainly the result of delays in capital spending on cluster sites and the strategic acquisitions programme which will now take place in future years which reduced the planned Revenue Contribution to Capital spending in the current financial year.

The Council's overall Capital Programme for the current financial year is forecast to be £20.12m underspent, mostly due to slippage on capital schemes for which the spend will be re-profiled into 2018/19 and subsequent years.

## **Recommendations**

1. That Cabinet note the current General Fund Revenue Budget forecast overspend for 2017/18 of £992k.
2. That Cabinet note that management actions continue to be developed to address areas of overspend and to identify alternative and additional savings to mitigate shortfalls in achieving planned savings in 2017/18.
3. That Cabinet note the current forecast outturn position on the approved Capital Programme for 2017/18.
4. That Cabinet agree the changes to the Business Rates Revaluation Support Scheme as set out in paragraphs 3.67 to 3.69 of the report.

## **List of Appendices Included**

None

## **Background Papers**

Revenue Budget and Council Tax Setting Report for 2017/18 to Council 8<sup>th</sup> March 2017

May Financial Monitoring Report 2017/18 - 10<sup>th</sup> July 2017

July Financial Monitoring Report 2017/18 – 11<sup>th</sup> September 2017

September Financial Monitoring Report 2017/18 - 13<sup>th</sup> November 2017

October Financial Monitoring Report 2017/18 – 11 December 2017

Unlocking Property Investment Beighton Link Report to Cabinet and Commissioners' Decision Making Meeting - 11<sup>th</sup> September 2017.

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

No

## **Council Approval Required**

No

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

No

## **December Financial Monitoring Report 2017/18**

### **1. Recommendations**

- 1.1 That Cabinet note the current General Fund Revenue Budget forecast overspend for 2017/18 of £992k.
- 1.2 That Cabinet note that management actions continue to be developed to address areas of overspend and to identify alternative and additional savings to mitigate shortfalls in achieving planned savings in 2017/18.
- 1.3 That Cabinet note the current forecast outturn position on the approved Capital Programme for 2017/18.
- 1.4 That Cabinet agree the changes to the Business Rates Revaluation Support Scheme as set out in paragraphs 3.67 to 3.69 of the report.

### **2. Background**

- 2.1 As part of its performance and control framework the Council is required to produce regular and timely reports for the Strategic Leadership Team and Cabinet to keep them informed of financial performance so that, where necessary, actions can be agreed and implemented to bring expenditure in line with the approved budget for the financial year.
- 2.2 This report is the fifth financial monitoring report to Cabinet for 2017/18, setting out the projected year-end revenue budget financial position in light of actual costs and income for the first nine months of the financial year.
- 2.3 Delivery of the Council's Revenue Budget, Medium Term Financial Strategy (MTFS) and Capital Programme within the parameters agreed by Council is essential if the Council's objectives are to be achieved. Financial performance is a key element within the assessment of the Council's overall performance framework.

### **3. Key Issues**

- 3.1 Table 1 below shows by Directorate, the summary forecast revenue outturn position after management actions which have already been quantified and implemented.

**Table 1: December Cumulative - Forecast Revenue Outturn 2017/18**

<b>Directorate / Service</b>	<b>Annual Budget 2017/18</b>	<b>Forecast Outturn 2017/18</b>	<b>Forecast Variance (over (+) / under (-) spend) AFTER management actions</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Children & Young People's Services	62,439	67,890	+5,451
Adult Care & Housing	62,064	66,711	+4,647
Regeneration & Environment Services	44,028	43,816	-212
Finance & Customer Services	13,192	13,735	+543
Assistant Chief Executive	6,229	5,792	-437
Capital Financing, Levies, Central Services and Budget Review	16,874	7,874	-9,000
<b>SUB TOTAL</b>	<b>204,826</b>	<b>205,818</b>	<b>+992</b>
Public Health (Specific Grant)	16,734	16,734	0
Dedicated Schools Grant	106,312	114,387	+8,075
Housing Revenue Account (HRA)	84,564	82,930	-1,634

Directorate Services Savings of £11.9m were included in the 2017/18 Budget, in addition to £5.4m of savings agreed in previous budgets for delivery in 2017/18, giving a total of £17.3m savings in 2017/18. The following amounts totalling £6.8m from that savings total are at risk of not being achieved in 2017/18 and are reflected as such in the projected outturn position, along with the impact of mitigating actions.

- Children and Young People's Services £0.6m
- Adult Care and Housing £5.4m
- Regeneration & Environment Services £0.5m
- Finance & Customer Services £0.3m

Although not being achieved by the means approved by Council when the 2017/18 budget was set, some of the above pressures are being mitigated by Directorates and this has been reflected in the forecast outturn figures included in Table 1 above. The following sections (paragraphs 3.2 to 3.51) provide key reasons for the forecast level of annual revenue under or overspend within Directorates and of progress in savings delivery.

**Children & Young People's Directorate (£5.451m forecast overspend)**

- 3.2 A revenue overspend of £5.451m for the full year is now forecast for Children's and Young People's Services. This is an increase of £1.464m since the position reported to Cabinet in December. The increased overspend is chiefly attributable to the continuing rise in the number of children in care, which has risen by 43 (8%) to 576 since the last reported position and has increased by 18.3% since the start of this financial year. The projected overspend is the result of a range of continuing pressures facing the service which are considered below. Further actions to mitigate the budget pressures are being developed by the service.
- 3.3 The Children's and Young People's Budget Sustainability proposals were presented to Cabinet in November 2016. The strategy's investment proposals were predicated upon a number of assumptions derived from what was understood at that time about service demand levels in Rotherham. In September 2016 the number of Looked after Children (LAC) was 443 but this was predicted to grow to 460 by the end of March 2017. The assumptions noted that, an increase in the number of children in care beyond 460 would result in further pressure on social care budgets and would adversely affect the reported position and associated financial projections in later years. In the event there were 487 placements as at March 2017.
- 3.4 The transformation initiatives associated with the investment in Children's Services are based on the need to both continue to improve the quality of practice and outcomes for children and young people and to prevent 52 children entering (or remaining in) care during the current financial year. The estimates for future growth in placements made in September 2016 forecast that, with no preventative action, an additional 48 placements would be required over and above the forecast baseline position of 460 as at 1<sup>st</sup> April 2017.
- 3.5 Given the actual starting point of 487 placements at the end of 2016/17 and a projected reduction of 4 during the year, the financial sustainability target was set at 483 placements. The 2017/18 LAC placement budget was set to fund the costs of between 480 and 490 placements
- 3.6 The majority of the investment projects are now established. These projects continue to perform above baseline and have delivered, amongst other tangible benefits, an additional 14 placements and 5 additional foster placements for "step down" above forecast levels. Without these initiatives the in-year budgetary pressure would have been significantly greater by around £3m.

- 3.7 As at the end of December the number of children in care is however 576 an increase of 43 over the number reported for October and an increase of 89 or 18.3% above position at the start of this financial year. Alongside this, the average unit cost of a LAC placement has risen by over 10% above the budget provision made for 2017/18. This is a consequence of an increase in the use of care placements for children with more expensive and complex needs. As a result, the in-year cost pressure attributable to a higher number of placements and the increase in unit costs has grown to £3.194m – an increase of £1.012m since the October monitoring report. Of this pressure, £2.542m (80%) relates directly to complex child protection work, the associated costs of which are substantial.
- 3.8 Any further increase in numbers above the current level of 576 between now and the end of March; a variation in the forecast start dates of the additional placements; or a movement of existing placements to more expensive provision will result in further cost pressure on the social care budgets.
- 3.9 A budget pressure remains arising from the increased costs to meet the support needs of work (from both locality social work and initial screens) related to Child Sexual Exploitation (CSE) and Operation Stovewood, an active National Crime Agency (NCA) operation which is incomparable with any other recent or historic investigation (£700k). In addition, a separate team has recently been established in order to take forward complex child protection work and associated interventions (£415k). The Council has received a commitment from the Department for Education to provide some support for the additional demand on children's social care services and it is expected that £500k will be received this year to contribute towards these costs.
- 3.10 As noted above, the latest full year forecast for Children's and Young People's Services is an over spend of £5.451m, including the net budget pressure of £3.157m outlined in sections 3.7 and 3.9 above (that is demand over and above 'business as usual' in relation to the unprecedented increase in LAC placements, complex child protection work and CSE investigations and associated interventions).
- 3.11 It should be noted that December's report states that the forecasts at that time did not incorporate any further complex child protection placements (over the 39 then reported) and that additional placements could worsen the then reported overspend by an extra £2m. (i.e. on overspend of up to £5.987m in total) Although as reported above (section 3.2) the number of Looked After Children placements has increased by 43 since October, it is still considered that there remains potential for further placements and the associated deterioration in the overspend position.
- 3.12 The service continues to face other pressures totalling £2.294m, which are considered below with the additional actions being developed by the service to mitigate the budget pressures.

- 3.13 A consequence of the unforeseen increase in the number of Looked after Children resulting from complex child protection work and the associated interventions has been an impact on earmarked savings produced by increasing in-house fostering capacity. As reported previously, although the targeted recruitment of additional in-house foster carers will be achieved, these additional places will need to be directed towards new placements, rather than allowing a step down from more expensive out of authority settings. As a consequence, the impact of the new LA fostering placements will be one of cost avoidance rather than of delivering budget savings.
- 3.14 The pressure on Child Arrangement Orders and Special Guardianship Orders budgets remains with a projected overspend of £466k. These services offer continued therapeutic service support in line with specific needs and provide children with permanency within a family setting. Whilst using these services has a cost implication to Children's Services, it is significantly less than the cost of alternative foster care or residential placement.
- 3.15 Expenditure on the Leaving Care budget also continues to rise above budget (£1m) as a result of a general rise in the number of care leavers supported, some of whom are in high cost accommodation. The number of care leavers is currently at a 12 month high with the numbers receiving support also at a yearly high.
- 3.16 Progress in achieving savings is managed through the Business and Savings Delivery Group which provides assurance in respect of the delivery of savings and the management of the associated financial risks and issues. Savings in this financial year are projected to be £1.6m from total savings of £2.2m. The shortfall is chiefly due to the saving to be delivered in the Directorate's Business Support function. The service is continuing with a robust approach in the evaluation of existing activities and working with the aim of providing a more efficient and effective service, whilst not affecting the support provided to vulnerable children and their families. The savings review is expected to be completed early in the coming financial year. At this time, however, the balance of the savings of £600k remains a cost pressure within social care.
- 3.17 The additional staff required for the Children's Service Resourcing Team and associated support budget, are also a cost pressure (£200k). The team has been established to search for and recruit the best social care professionals. Whilst permanent recruitment continues to be successful, there has been a short term increase in the use of agency staff over the last quarter as an indirect consequence of placement demand (£200k).
- 3.18 Effective vacancy management within Early Help services and other non-social care budgets has achieved (£441k). The redistribution of Special Educational Needs and Disabilities (SEND) funding in respect of Education Psychology in respect of Education Psychology within the Education and Skills service has also led to revenue budget savings (£383k).
- 3.19 Forecast spending on other Services within the Directorate including School Improvement continues to be broadly in line with budgets.

3.20 In order to mitigate pressures, recent budget review meetings have identified a number of budget savings options and considerations and a challenging examination of potential efficiencies that can be brought forward for immediate implementation is ongoing. Proposals are being actively pursued to identify savings in current financial year, having due regard for the continued safeguarding of vulnerable children. These include:

- Proposals for drawing down additional Payments by Results income from the Troubled Families programme by increasing both conversion rates and widening the cohort and number of families engaged on the programme;
- A review of all continuing health care contributions from the CCG; a review of all placements with a view to accelerating discharges where possible whilst not impacting on safeguarding issues; and
- A range of other actions including further vacancy management and an ongoing review of all budget variances across all services.

These actions are expected to contribute towards addressing the continuing pressures within Children's Services detailed in this report, although the need for proposals to be thoroughly reviewed, discussed and considered must be recognised.

### **Dedicated Schools Grant**

3.21 The Directorate is currently forecasting an over spend on its Dedicated Schools Grant (DSG) High Needs Block of £8.075m an increase of £855k since the December report. The schools' block is expected to underspend by £28k. At the end of 2016/17 the outturn position showed an overall deficit of £5.213k on the non-delegated DSG, comprised as follows:

- Early Years Block: £0.217m Overspend
- Schools Block: £0.640m Underspend
- High Needs Block: £5.636m Overspend.

3.22 The service has developed a recovery plan which aims to mitigate as far as possible the in-year pressure of £8.075m on the High Needs Block and achieve the previously reported position of an overall cumulative deficit of £1.796m by April 2019. As reported, the key areas of focus which will deliver the planned deficit reduction by April 2019 include:

- A revised Special School funding model;
- A review of high cost out of authority education provision to reduce cost and move children back into Rotherham educational provision (November 2019); and
- A review of inclusion services provided by the Council which began in December 2017 and is still ongoing.

The Council has received a letter from the DfE with "in principle" agreement to move funding between blocks for 1 year. Further information has been sent to DfE and we are awaiting their final confirmation.

### **Adult Care & Housing (£4.647m forecast overspend)**

3.23 The projected overspend for Adult Care and Housing has reduced by £633k from the £5.280m previously reported. Within the total Directorate overspend forecast of £4.647m, Adult Care Services are currently forecasting an overall overspend of £4.933m in 2017/18, a reduction of £531k from the position reported to Cabinet in December. The forecast outturn is after taking into account an allocation of £5.1m from the Additional and Improved Better Care Fund to assist in meeting pressures and providing sustainability within the social care system.

3.24 The forecast also includes a current anticipated shortfall of approximately £5.4m in delivering all the 2017/18 Budget savings in the current financial year. These are however in the process of being re-profiled for delivery over a longer time period. Within Adult Care pressures relating to the assessment capacity continue. As part of the improvement journey there will be a realignment of current structures and pathways. The planned changes also include strengthening procedures to ensure that demand management is robust in order to divert, signpost and provide a customer focussed service, particularly at the “front door”.

3.25 As changes to individual packages of support, legally require a reassessment of need, achieving sustainable change to systems will take time: and consequently a planned approach to the implementation of the changes is needed. Historically a significant amount of budget has been committed to 24-hour care - £30m from a net budget of approximately £63m. Understanding how this pattern of spending will change; either naturally, as a result of people no longer needing a service, or due to changes in practice moving clients (particularly people under the age of 65 years) from residential care to a range of community accommodation, will require work.

3.26 The main budget pressure continues to be in respect of Direct Payments and Managed Accounts and Residential and Domiciliary Care across all client groups. Anticipated delays in achieving budgeted savings due to the requirement for further consultation with clients, carers and partners have added to pressures.

3.27 The most significant pressure on the Directorate budget, however remains residential and nursing care budgets across all client groups – where the current forecast overspend is £2.8m (after an allocation of £3.4m from iBCF) – a reduction of £220k since the last report. This includes budget savings of £4.2m relating to the reduction of high cost placements within the Learning Disability and Older People client groups, by the use of strength based assessments and the use of alternative service provision within the community through engaging voluntary and independent providers.

3.28 The budget pressure in respect of Direct Payments and Managed Accounts has reduced from £0.6m to £0.5m, after allocating £500k from the iBCF £100k less than last reported. This is however a reduction in the overspend in this area for the 2016/17 financial year and reflects both additional one-off grant funding and an overall reduction in the number of clients by 4% (47 clients) since April 2017.

- 3.29 The overall pressure on the Domiciliary Care budget remains at £0.9m however this takes into account the allocation of £1.1m from the iBCF. The overall overspend is attributable to 6% increase in client numbers during the current financial year, combined with recurrent budget pressure in respect of income from fees and charges.
- 3.30 Delays in achieving budget savings in Care Enabling within Extra Care Housing (£0.4m) and the review of Rothercare and Assistive Technology provision (£0.3m) continue. To address them, these budget savings are being re-profiled to ensure that they are achieved and where that is not possible, plans are put in place to ensure savings are achieved from other projects or new pieces of work.
- 3.31 The latest forecast outturn position for Neighbourhood Services' (Housing) is an underspend of £286k, an increased underspend forecast of £102k. The underspending is mainly due to additional income from Furnished Homes and current staff vacancies within Housing Options and Neighbourhood Partnerships pending final recruitment to the recently agreed new Neighbourhood Working Model.

#### **Adult Care & Housing – Recovery Strategy Update**

- 3.32 Although the overall demand for residential placements is reducing, budget pressures continue as a result of the increasing cost of care packages. There is also an underlying pressure from some unachieved budget savings carried forward from previous years including; Continuing Health Care funding and a reduction in the level of client contributions to services after financial assessment.
- 3.33 The continued review of out of area and high cost care packages across all services in order to identify opportunities to reduce costs and to pursue rigorously all Continuing Health Care funding applications with the Clinical Commissioning Group has been one of the main budget saving measures identified. As part of this, budget meetings are held with senior managers to review in detail the budget forecasts, monitor demographic pressures, to identify further savings opportunities and to mitigate pressures. Progress continues on the delivery of the Adult Services Development Programme to improve the outcomes for service users and additional reports on a range of options for future service delivery, including consultation with service users and carers were considered by Cabinet in July. The consultation finished at the end of December and a report on the findings and options for future delivery of services will be considered by Cabinet in May 2018.
- 3.34 As the improvement continues, the focus within Adult Care remains on two essential areas; cost avoidance through strengthening the front door and focussed assessments and using enablement to maximise clients' independence. Although the forecast budget overspend has increased from September due to service demand, some of the key actions and changes to practice and the pathway are beginning to take effect in spite of continuing high levels of demand.

3.35 Further investment, as approved by Council in December 2016, has been made in a brokerage team, additional social worker capacity and additional resources to review Direct Payments and Managed Accounts.

**Public Health (forecast balanced outturn)**

3.36 The forecast outturn for Public Health is to spend at budget. The budget was set taking into account the 2017/18 reduction in Government grant funding of £423k.

**Regeneration and Environment Services (forecast £0.212m underspend)**

3.37 In the last monitoring report to Cabinet for October the forecast for Regeneration and Environment Services was a balanced outturn position. Reviewing the forecast the Directorate Management Team has revised the outturn projection to an underspend of £212k. Continuing the robust budget monitoring challenge process that has been put in place in Regeneration and Environment Services and maintaining the ongoing tight day to day budgetary control, including the management of vacant posts and the operation of strict controls on non-essential expenditure has resulted in a projected underspend of £212k

3.38 The forecast underspending relates to several non-recurring items including:

- A reduction of £80k in the provision for dilapidations in respect of a historic claim
- Confirmation of £60k income from the HRA in relation to the Advocacy and Appeals service; and
- Updated income forecasts for the Building Consultancy Service which now indicate a surplus of £259k against budget;

Against these additional income forecasts however, there remain budget pressures and projected overspends within:

- Facilities Management (£544k) in respect of the savings referred to below – an increase of £38k since October; and
- Street Scene Services (£306k) a rise of £53k since the last monitoring report to Cabinet, due in the main to increased demand for Home to School Transport:

3.39 Savings of £4.89m were agreed for 2017/18, some of which are predicated on property savings arising from service reviews within other Council services. In particular, a pressure of £478k is being reported in respect of the Corporate Review of Land and Property.

3.40 It should be noted that the current Directorate forecast position excludes any pressure which may be incurred on the Winter Maintenance budget. Expenditure in this area is weather dependent and at this stage is highlighted as a risk.

**Finance & Customer Services (£0.543m forecast overspend)**

3.41 The Directorate forecast overspend has reduced by £28k to £543k since the December report. Significant pressures remain in Legal Services from the continued growth in the number of Looked After Children the related child protection hearings (a projected increase of 54% this year) and court fees and costs. As recruitment to the childcare staff structure proposed by Peer Review continues, an interim arrangement using locum solicitors and Sheffield City Council is in place. In addition, a Peer Review of legal support to Adult Social Care has identified the need for additional legal staffing resource including a locum solicitor this year which with interim cover for planned sickness absence has been factored into the projected outturn. The projected overspend in Legal Services resulting from these pressures has increased by £113k to £1.254m including £0.7m in respect of court fees etc. and it is estimated that should there be a further increase in the number of childcare proceedings the resulting legal costs would add around £100k to the overspend. There are also pressures in respect of Statutory Costs where the forecast overspend has increased by £16k to £40k as a result of the volume of statutory and planning notices. Pressures are partly offset by an underspend in relation to the Business Unit.

3.42 The CIDS budget is also under pressure as a result of a £255k shortfall in income principally in respect of reduced school take up of Schools Connect Trading service and a £50k shortfall due to non-contribution from Liquidlogic partly offset by receipt of £52k non-budgeted income within Commercial Services and Digital Change. In addition the service has to fund £300k ICT contracts, mainly for the periodic renewal of Microsoft licenses for which no budgetary provision was made in the MTFS. These and other pressures have been offset due to delayed or non-recruitment to vacant posts throughout the service.

3.43 Other services within the Directorate are forecasting underspends totalling £291k mostly by means of vacancy control and strong controls on discretionary spend.

3.44 In addition, the forecast saving of £300k from the income which the Council retains from the Government arising from recovery of Housing Benefit overpayments, is mitigating the overall pressure on the Directorate.

**Assistant Chief Executive (£0.437m forecast underspend)**

3.45 The forecast underspend in the Assistant Chief Executive's Directorate is now £437k an increase of £193k since the last report to Cabinet. The underspend is chiefly attributable to continuing vacancy management across the Directorate and staffing savings including delaying filling vacant posts in the Business and Innovation team saving £78k. These savings across the wider Directorate combined with the reduced cost of Members' allowances and associated costs, £30k additional income from the Salary sacrifice scheme and underspending on the infrastructure and corporate initiatives budget have offset the continuing pressure on HR and Payroll Services £205k due mainly to reducing income from schools and academies.

### **Central Services & Budget Review – (£9m saving)**

3.46 As part of updating the Council's Medium Term Financial Strategy, which was reported to Cabinet in December, a thorough review has been undertaken of all the Council's Central Services Budgets and Provisions, Corporate Funding and Accounting and Apportionments, including classification of expenditure between revenue and capital and between HRA and General Fund.

3.47 The Government also announced on 20<sup>th</sup> December 2017, provisional details of how Councils would be compensated for new business rates reliefs introduced by the Government in 2017/18.

3.48 Further reviews will take place as part of finalising the Council's financial outturn and statement of accounts for 2017/18 and determining the final position on the Council's provisions and requirements for liabilities for bad debts, insurance claims and other potential commitments.

3.49 Subject to that further review, alongside finalising costs for the year for voluntary redundancies and depending on the actual amount of capital receipts achieved, it is anticipated that total savings of around £9m can contribute to the Council mitigating budget pressures and towards delivery of a balanced financial outturn for 2017/18.

3.50 This is principally made up of :

- Business Rates income and grants £4m
- Treasury Management activity £2.5m
- Reviews of accounting, apportionments and capitalisation £2.5m

3.51 The ongoing impact of the budget reviews is factored into the updated budget gaps within the MTFS as reported to Cabinet in December 2017 and within the budget risk provision for the 2018/19 budget as described in the Budget and Council Tax 2018/19 report on this same Cabinet agenda.

### **Capital Programme**

3.52 As a result of a detailed review of the profiling of Adults Care and Housing schemes the December report forecast outturn position for the 2017/18 approved Capital Programme indicated an in-year underspend of £15.4m, which required re-profiling into later financial years. The table below shows the revised programme budgets and latest forecasts of outturn expenditure by Directorate programme, followed by an explanation of the changes.

Table 2 : Capital Programme as at December 2017

## A) General Fund

Directorate	Current Year 2017/18		
	Budget £'000	Forecast £'000	Variance £'000
Children & Young Peoples Service	8,087	7,402	-685
Adult Care & Housing	4,614	4,535	-79
Finance & Customer Service	5,270	3,067	-2,203
Regeneration & Environment	32,992	23,299	-9,693
<b>TOTAL</b>	<b>50,963</b>	<b>38,303</b>	<b>-12,660</b>

## B) HRA

Directorate	Current Year 2017/18		
	Budget £'000	Forecast £'000	Variance £'000
Adult Care & Housing	32,842	25,382	-7,460
<b>TOTAL</b>	<b>32,842</b>	<b>25,382</b>	<b>-7,460</b>

## C) Total

Directorate	Current Year 2017/18		
	Budget £'000	Forecast £'000	Variance £'000
Children & Young Peoples Service	8,087	7,402	-685
Adult Care & Housing (inc HRA)	37,456	29,918	-7,539
Finance & Customer Service	5,270	3,067	-2,203
Regeneration & Environment	32,992	23,299	-9,693
<b>TOTAL</b>	<b>83,805</b>	<b>63,685</b>	<b>-20,120</b>

### **Children and Young People's Services – (Forecast £0.685m Variance)**

3.53 The projected variance relates to the re-profiling of budget in to future years in respect of a number of projects to increase school places/maintain school buildings (£589k) and a number of other minor variances to school schemes totalling (£96k).

### **Adult Care and Housing – (Forecast £7.539m Variance)**

3.54 The major variances to the Housing schemes, resulting in the underspend, are set out below;

Strategic Acquisitions:

- The Site Clusters programme is a scheme to deliver 217 new dwellings on 7 HRA sites. The original anticipated start on site date was June 2017; this has now been revised to the end of October 2017 requiring the scheme forecast to be re-profiled over four financial years. This means that the original 2017/18 forecast of £9.482m is reduced to £3.930m with future years re-profiled accordingly.
- The Little London scheme, with a budget of £1.7m to allow properties to be brought into the ownership of the Council is re-profiled from 2017/18 to 2018/19 to retain the original purpose of the scheme should the investment works by the current owner of the properties to bring them back into lettable condition not be completed.

### **Finance and Customer Services – (Forecast £2.203m Variance)**

3.55 December monitoring of the other Directorate Capital projects has highlighted the need to re-profile £2.203m of planned expenditure into future years. The reasons for this slippage include the review of customer and Council requirements and delays in the roll out of Office 365. The projects re-profiled include:

- Telephony system replacement £1.243m;:
- Computer refresh £0.530m;
- Replacement of server equipment £0.200m;
- Network Equipment refresh £0.081m;
- ICT Digital Strategy £0.089m; and
- Storage area network replacement £0.060m.

### **Regeneration and Environment – (Forecast £9.693m Variance)**

3.57 The overall Regeneration and Environment programme for 2017/18 £32.992m has been increased with the inclusion of the Rother Valley Country Park Caravan Site invest to save project of £0.383m, which was approved at Cabinet in November and has been profiled over the next three years 2017/18 - 2019/20.

3.58 Currently the R&E programme forecast outturn position for 2017/18 is £23.299m. This is a forecast in-year reduction of £9.693m. The majority of this in year underspend is to be re profiled into future years. The major re profiling changes are as follows:

### 3.59 **Transportation & Highways**

Slippage on a number of schemes totalling £1.3m has been re-profiled into 2018/19.

3.60 **Investment & Economic Initiatives** – the Town Centre Investment scheme has been delayed and it is now anticipated that there will be no expenditure incurred in the current financial year with £6.439m to be profiled into future years.

3.61 **Corporate Property Unit** – A commercial property review is being undertaken to determine priorities in this area. Pending the outcome of the review £2.67m capital provision is re-profiled into future years.

### **General Fund Capital Receipts Position as at 31<sup>st</sup> December 2017**

3.62 The comprehensive review of the Council's assets and buildings portfolio with the objective of rationalising both operational and non-operational asset holdings is continuing to progress. This process will generate future capital receipts which, by utilising the capital receipts flexibilities introduced from the 1<sup>st</sup> April 2016 can be used to support the revenue budget, through investments in transformational projects that generate future revenue savings.

3.63 As indicated in section 3.48 above, The 2017/18 Revenue Budget includes the planning assumption that Capital Receipts of up to £2m will be used to fund the costs of transformational projects which will be capitalised. To date £1.2m of Capital Receipts have been secured and the current forecast is that £1.5m of receipts will be achieved for the whole year. The position will be continuously reviewed and where possible sites will be brought forward for early disposal before 31<sup>st</sup> March.

### **Housing Revenue Account (HRA) – (Forecast £1.634m underspend)**

3.64 The Housing Revenue Account is a statutory ring-fenced account that the Council is required to maintain in respect of the income and expenditure incurred in relation to its council dwellings and associated assets. The HRA forecast outturn underspend for this financial year has increased to £1.634m. In light of this the budgeted use of HRA reserves in 2017/18 of £1.16m will now not be required and there will, instead, be a forecast net transfer to reserves which will be available to support future years' expenditure.

3.65 This surplus is chiefly attributable to a reduction of £2.130m in the planned Revenue Contribution to Capital as a result of a delay in the cluster sites and strategic acquisitions programme which means that the planned expenditure will now fall into future financial years. There are also staff vacancies within the Supervision and Management section of the HRA, a smaller increase in the provision for outstanding debt, plus additional income from the revised management and administration charges for Leasehold properties.

### **Business Rates Revaluation Support**

3.66 In the Spring Budget 2017, three new local Business Rates relief schemes were announced by the Government – Supporting Small Businesses, Support for Pubs and Revaluation Support. Cabinet agreed Rotherham's schemes for Supporting Small Businesses and Support for Pubs based on Government guidance for those schemes. However, the Government did not provide any detailed guidance for Revaluation Support but gave each Council a fixed amount of grant to be distributed to businesses based on locally developed criteria. Rotherham Council have received £365k for 2017/18 and Cabinet agreed Rotherham's criteria for distributing the grant in November 2017.

3.67 The criteria was developed using a calculation method based on the current make-up of Rotherham's Business Rates payers and the information available at the time, designed to offer the maximum support possible to businesses up to the £365k grant allocation. Subsequent changes to some Business Rates accounts and new information obtained which affects some businesses qualification for relief means that a substantial amount of the grant allocation will not now be awarded based on the current scheme criteria.

3.68 It is therefore proposed that the following amendments are made to the Revaluation Support Scheme :

- The rateable value threshold for businesses to be able to qualify for the relief is increased from £100,000 or less to £300,000 or less
- The maximum award of relief for a business property is increased from £5,000 to £25,000

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

4.1 With regard to the current forecast revenue overspend of £992k Management actions are being identified with the clear aim of bringing expenditure into line with budgets and the impact of these actions will be included in future financial monitoring reports to Cabinet.

4.2 The use of £10.5m reserves was approved in setting the 2017/18 Revenue Budget in order to allow time for action to be taken to deliver the substantial further savings required over the two financial years 2018/19 to 2019/20. This approach was based on the Council having a balance of reserves which could mitigate overall budget risk in the short term and support a sustainable financial plan in the medium term. It is inevitable that to any extent that planned savings are not delivered and a balanced budget cannot be maintained for 2017/18, there will be a further impact on the Council's reserves.

## **5. Consultation**

- 5.1 The Council consulted extensively on budget proposals for 2017/18. Details of the consultation are set out within the Budget and Council Tax 2017/18 report approved by Council on 8 March 2017.
- 5.2 Consultation on the Budget for 2018/19 commenced formally on 6<sup>th</sup> December 2017.

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

- 6.1 Strategic Directors, Managers and Budget Holders will ensure continued tight management and close scrutiny of spend for the remainder of the financial year.
- 6.2 Financial Monitoring reports are taken to Cabinet/Commissioner Decision Making meetings during the year. The next Financial Monitoring Report with the position as at the end of February will be considered by Cabinet in March 2018.

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

- 7.1 Current budget forecasts have identified a projected overspend of £992k as set out within section 3 of this report. This includes a shortfall in delivery of £6.8m of the total amount of budget savings agreed for 2017/18, net of mitigating actions and savings.
- 7.2 It is inevitable that, as reserve levels are affected by unplanned spending, the non-delivery of planned savings and expenditure in excess of budgets this financial year will have implications for the level of reserves held by the Council. Controlling spending to deliver planned budgets and savings is therefore critical, all areas at risk of shortfall in savings or subject to budget pressures are subject to review to identify alternative savings.
- 7.3 Failure to realise planned savings and to contain spending within the agreed budget in the current financial year will also have implications for subsequent financial years 2018/19 and 2019/20, when the Council already has significant challenges ahead across the medium term.
- 7.4 The currently projected levels of Capital receipts to be used flexibility to support transformational projects within the Council £1.5m are £0.5m less than had been assumed when the budget was set. However as indicated, the position will be continuously reviewed and where possible sites will be brought forward for early disposal in coming months.

## **8. Legal Implications**

- 8.1 No direct implications.

## **9. Human Resources Implications**

- 9.1 No direct implications.

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

10.1 This report includes reference to the cost pressures on both Children's and Adult' Social care budgets.

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

11.1 No direct implications.

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

12.1 No direct implications. As management actions are developed some of these may impact upon Partners. Timely and effective communication will therefore be essential in these circumstances.

## **13. Risks and Mitigation**

13.1 At a time of economic difficulty and tight financial constraints, managing spend in line with the Council's Budget is paramount. Careful scrutiny of expenditure and income across all services and close budget monitoring therefore remain a top priority if the Council is to deliver both its annual and medium term financial plans while sustaining its overall financial resilience.

13.2 Current spending forecasts for Children and Young People's Services do not incorporate the potential cost of any further Looked After Children placements over and above the currently reported level of 576 for the current financial year. Any further increase in numbers above this level; or a variation in the forecast start dates of the additional placements; or a movement of existing placements to more expensive provision will result in further cost pressure on the social care budgets.

13.3 Potential pressures on the winter maintenance budget arising from adverse weather are not reflected in this report.

13.4 There is a risk that the costs falling on the Council for sponsored academy conversions in-year may exceed the funding set aside for this purpose.

13.5 Although both Council Tax and Business Rates collection levels are broadly on target there is a small risk that this could change during the remaining months of the year.

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

Graham Saxton, Assistant Director – Financial Services  
Anne Ellis, Finance Manager

Approvals obtained from:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Judith Badger	
Director of Legal Services	Dermot Pearson	
Head of Procurement (if appropriate)	N/A	
Head of Human Resources (if appropriate)	N/A	

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Public Report  
Cabinet and Commissioners' Decision Making Meeting

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### **Summary Sheet**

#### **Committee Name and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

#### **Report Title**

Response to Recommendations from Improving Places Select Commission – Emergency Planning

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

Yes

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

Damien Wilson, Strategic Director of Regeneration and Environment

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

Sam Barstow, Head of Service, Community Safety, Resilience & Emergency Planning  
01709 822902 or sam.barstow@rotherham.gov.uk

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

All

#### **Summary**

The Improving Places Select Commission established a Task and Finish Group to undertake a review of Emergency Planning in 2016. The group completed its review in the autumn of 2017 and submitted a final report to Council on 18 October 2017.

Under the Overview and Scrutiny Procedure Rules, the Cabinet is required to respond to any recommendations made by scrutiny and this report is submitted to meet that requirement.

#### **Recommendations**

1. That the response to the recommendations of the Improving Places Select Commission scrutiny review of Emergency Planning (as set out in Appendix A) be approved.
2. That the response be referred to the next meeting of the Council on 28 February 2018 and the next meeting of the Improving Places Select Commission on 14 March 2018.

#### **List of Appendices Included**

Appendix A - Cabinet's Response to Scrutiny Review of Emergency Planning

**Background Papers**

None

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

Council – 28 February 2018

Improving Places Select Commission – 14 March 2018

**Council Approval Required**

No

**Exempt from the Press and Public**

No

## **Response to Recommendations from Improving Places Select Commission – Emergency Planning**

### **1. Recommendations**

- 1.1 That the response to the recommendations of the Improving Places Select Commission scrutiny review of Emergency Planning (as set out in Appendix A) be approved.
- 1.2 That the response be referred to the next meeting of the Council on 28 February 2018 and the next meeting of the Improving Places Select Commission on 14 March 2018.

### **2. Background**

- 2.1 A Task and Finish Group was established by Members of the Improving Places Select Commission to carry out the review, which was undertaken by interviewing relevant Members and officers from the Council, along with a fact finding visit to Stockton-on-Tees to learn how their Emergency Planning Service was provided in the Tees Valley. This area was chosen as it is an area with four unitary authorities (similar to South Yorkshire) however, they deliver emergency planning collectively.
- 2.2 The legal context governing the provision of the Emergency Plan was covered in the review report, together with basic details covering the Joint Service Agreement which exists between Rotherham and Sheffield Councils to provide the Emergency Plan. Running in parallel to the review was a refresh of the Emergency Plan, which has been renamed the Major Incident Plan.
- 2.3 The review report was submitted to Council on 18 October 2017, which represented the formal publication of the report. In accordance with the Council's constitution, the Cabinet is required to consider and respond to any recommendations made by a scrutiny committee and this report is submitted to meet that requirement.

### **3. Key Issues**

- 3.1 There are fifteen recommendations arising from the scrutiny review of Emergency Planning, these are detailed in Appendix A. The schedule provides detail in respect of whether the recommendations should be agreed, not agreed or deferred and the action being taken.

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

- 4.1 To consider the recommendations of the Improving Places Select Commission Task and Finnish Group as per the attached schedule (Appendix A).

### **5. Consultation**

- 5.1 There has been no further consultation on this report beyond the mandatory Cabinet report processes, alongside consultation with the Cabinet member.

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

6.1 The timetable for implementing the recommended actions is set out in the attached schedule (Appendix A).

**7. Financial and Procurement Implications**

7.1 There are no additional budgetary implications arising from this report. There is provision within the existing service revenue budget for the cost of the rolling training programme.

**8. Legal Implications**

8.1 The work referred to in this report should continue to strengthen the Council's compliance with its statutory duties under the Civil Contingencies Act 2004. Under that legislation, local authorities are designated as a Category 1 responder with a series of duties including a duty to assess the risk of an emergency occurring, to maintain plans for the purposes of responding to an emergency and to maintain arrangements to warn, inform, and advise members of the public in the event of an emergency.

**9. Human Resources Implications**

9.1 Officers are working in conjunction with Human Resources to recruit and retain appropriate levels of volunteers to assist during any major incidents.

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

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

**11 Equalities and Human Rights Implications**

11.1 There are no direct equalities or human rights implications arising from this report.

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

12.1 The Major Incident Plan involves and impacts all directorates within the Council. Roles and responsibilities for key personnel are clearly defined within the Major Incident Plan.

**13. Risks and Mitigation**

13.1 There are no additional risks presented by the recommendations at this stage. Mitigation in relation to any risk to be brought about by lack of action in response to recommendations will be addressed through robust monitoring of delivery of the arising actions alongside the bi-annual reviews by Improving Places Select Commission.

**14. Accountable Officer(s)**

Damien Wilson, Strategic Director of Regeneration and Environment  
 Sam Barstow, Head of Service, Community Safety, Resilience & Emergency Planning

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Judith Badger	01.02.2018
Assistant Director of Legal Services	Dermot Pearson	31.01.2018
Head of Procurement (if appropriate)	N/A	
Head of Human Resources (if appropriate)	N/A	

*Report Author: Sam Barstow, Head of Service, Community Safety, Resilience & Emergency Planning  
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## Cabinet's Response to Scrutiny Review of Emergency Planning

Recommendation	Cabinet Decision (Accepted/ Rejected/ Deferred)	Proposed Action <i>(detailing proposed action if accepted, rationale for rejection, and why and when issue will be reconsidered if deferred)</i>	Officer Responsible	Action by (Date)
1. That the Major Incident Plan is reviewed bi-annually by a group of Members from the IPSC and this work forms part of the work programme for that year, however the document is to be reviewed by officers on a continual basis.	Accepted	This work requires scheduling within the forward plan for IPSC.	James McLaughlin/Christine Bradley	Review to take place by late 2019
2. Mandatory training is to be provided to all Members about the Major Incident Plan to increase their awareness and involvement in any major incident.	Accepted	Training took place on the 28 <sup>th</sup> November and further training is to be scheduled	Sam Barstow/ Claire Hanson	Further sessions to be scheduled throughout 2018
3. Training relating to the Major Incident Plan should be mandatory to ensure all staff who volunteered are confident in the role they play in the management of the incident.	Accepted	Most volunteers have received some training within the last 12 months; it is planned that moving forward the frequency of training will reduce from on average once per month to quarterly or six monthly; still to ensure regular training is delivered, but less frequent, this is in keeping with best practice and guidance that suggest that each person involved in the authority's response arrangements should undertake training and exercise opportunities at least once per year and it is recommended we adopt this as a mandatory approach.	Sam Barstow/ Claire Hanson	On-going
4. An "out of hours" training exercise to take place once all volunteers have been trained. Full training exercises then take place on a regular basis.	Accepted	A report has been prepared and approved by SLT for a corporate exercise to take place, supported by all directorates. This is scheduled to take place in March 2018, A briefing both before and after the event will be provided to SLT members.	Sam Barstow/ Claire Hanson	March 2018
5. A targeted approach to recruitment from employees who can be "job matched" to appropriate roles in the operation of the Major Incident Plan.	Accepted	Recruitment continues to be a challenge, however, officers have begun to target particular roles to seek to increase volunteer levels.	Sam Barstow/ Claire Hanson	On-going

6. There are sufficient volunteers to staff the EP for at least two shift changes.	Accepted	Shifts within the Borough Emergency Operations Room will last for six hours and this demand can currently be met, although resilience is extremely limited. Good practice suggests the need to be able to staff for 72hrs, which is 11 shift changes. Resources would be extremely stretched under this level of demand.	Sam Barstow/ Claire Hanson	On-going
7. A protocol to be developed to ensure that the partner organisations in the Major Incident Plan are notified as a matter of course when significant incidents occur in the borough and through the Local Resilience Forum, ways are to be identified and carried out on building relationships between partner organisations involved in the Emergency Plan – in particular to the turnover in staff.	Accepted	A range of work is underway with LRF partners to address this recommendation through the LRF structures. This includes joint learning and, additional GOLD symposiums alongside considering: <ul style="list-style-type: none"> <li>- South Yorkshire Local Resilience Forum (SYLRF) Major Incident Response and Recovery</li> <li>- SYLRF Mutual Aid Activation</li> <li>- SYLRF Recovery Structures and allocation of recovery leads</li> <li>- SYLRF Recovery capability, capacity and sustainability</li> <li>- Business Continuity impacts</li> </ul>	Sam Barstow/ Claire Hanson	May 2018
8. A facilitated meeting/away day involving the emergency services and RMBC major incident staff on the ground to promote team working.	Accepted	Early discussion as to the potential for other workshop style events, at tactical or operational level are to be explored further by Emergency Planning leads and the LRF training and exercising group.	Sam Barstow/ Claire Hanson	September 2018
9. An on-going programme of training sessions for Parish Council members should be arranged to ensure any new members receive training on the subject.	Accepted	A full training plan is being developed following ratification of the refreshed Major Incident Plan and this recommendation will be incorporated.	Sam Barstow/ Claire Hanson	On-going
10. A representative from Procurement to be involved in the Borough Emergency Operations Room to facilitate timely ordering of goods/services and to provide information if the Belwin Fund becomes operational.	Deferred	Inclusion of procurement permanently within the BEOR will be considered as a part of the planned test of the Major Incident Plan.	Sam Barstow/ Claire Hanson	March 2018
11. Through the Shared Service Agreement funding is secured for a Community Resilience Worker.	Deferred	Agreement on this proposal would need to be sought with colleagues within Sheffield City Council. These discussions have been opened following a meeting on the 2 <sup>nd</sup> January 2018	Sam Barstow/ Claire Hanson	April 2018
12. The Corporate Risk Manager is involved in the role of a “critical friend” any amendments of the Major Incident Plan	Accepted	In future the team will ensure that Corporate Risk Manager is included in consultation following amendments.	Sam Barstow/ Claire Hanson	Complete
13. A flow chart to be designed detailing the Major Incident Process and highlighting how and when Members are to be involved in the process.	Accepted	Section 2.5 on page 12 of the Incident plan contains a flow chart detailing contact arrangements, which includes elected members.	Claire Hanson	Complete

14. The Chief Executive / Leader of the Council to inform counterparts in Sheffield of their concerns over the lack of meetings in relation to the Joint Service Agreement.	Deferred	The new Head of Service in this area has been tasked with supporting delivery of these aspects and has liaised with Sheffield counter-parts. A meeting of the Joint Committee was held on 25th October 2017 with further meetings scheduled in line with the constitution. It is recommended that the interventions made be monitored for affect and if required, this recommendation may ultimately be accepted if any issues remain.	Sam Barstow	June 2018
15. The situation relating to the unsupported IT systems is rectified.	Accepted	A revised Business Continuity approach has been developed and agreed by SLT in October 2017. This will develop an alternative system without the need of an IT system to support it.	Sam Barstow/ Claire Hanson	March 2018

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**Public Report****Cabinet and Commissioners' Decision Making Meeting****Summary Sheet****Name of Committee and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

**Report Title**

Monetary penalties relating to the Housing and Planning Act 2016

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

Yes

**Strategic Director Approving Submission of the Report**

Damien Wilson, Strategic Director of Regeneration and Environment

**Report Author(s)**

Lewis Coates, Head of Service, Regulation and Enforcement

Chris Stone, Community Protection Manager

**Ward(s) Affected**

All

**Summary**

The Housing and Planning Act 2016 introduced a range of new tools and powers available to the Council. These powers strengthen the Council's enforcement capabilities to tackle poor housing conditions, whilst introducing civil financial penalties on landlords who seek to avoid their responsibilities.

The value of the civil penalties, set by the Council and based on a transparent risk based process, can range from £25 through to £30,000 per offence dependent upon harm and culpability. Importantly, once an individual is subject to a civil penalty, the Council must consider a Rent Repayment to recover monies paid through Housing Benefit or through the housing element of Universal Credit.

The Council's revised Houses in Multiple Occupation amenity standards contained within this report, updates the existing standards, ensuring that they are relevant to existing houses in multiple occupation, providing consistency for residents and landlords alike. Additionally, the standards will complement the anticipated changes to legislation in April 2018 which is likely to conclude with the mandatory licensing of all Houses in Multiple Occupation, subject to occupancy criteria.

## **Recommendations**

1. That the tools, powers and policy for the Use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004 as amended and Houses in Multiple Occupation Guidance and Amenity Standards (Appendix A) be adopted.
2. That the Council's General Enforcement Policy be amended to include the *Policy for use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004 as amended*, referred to at 4.5 in this report.

## **List of Appendices Included**

Appendix A Policy for use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004 as amended

Appendix B Houses in Multiple Occupation Guidance and Amenity Standards

Appendix C Consultation response to the Council's Policy for use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004

## **Background Papers**

None

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

No

## **Council Approval Required**

No

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

No

## Monetary penalties relating to the Housing and Planning Act 2016

### 1. Recommendations

- 1.1 That the tools, powers and policy for the Use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004 as amended and Houses in Multiple Occupation Guidance and Amenity Standards (Appendix A) be adopted.
- 1.2 That the Council's General Enforcement Policy be amended to include the *Policy for use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004 as amended*, referred to at 4.5 in this report.

### 2. Background

- 2.1 The Housing and Planning Act 2016 introduced important changes in relation to the tools and powers that can be used to tackle poor housing conditions and associated issues. Importantly, the new legislation provides councils with the ability to impose a civil penalty on landlords, as an alternative to prosecution, for certain offences within the provisions of the Housing Act 2004.
- 2.2 The offences contained within the Housing Act 2004 for which civil penalties can be imposed include:
  - Failure to comply with an Improvement Notice
  - Offences in relation to licensing of Houses in Multiple Occupation
  - Offences in relation to Selective Licensing
  - Contravention of an overcrowding notice (Section 139)
  - Failure to comply with Management Regulations in respect of Houses in Multiple Occupation
- 2.3 Subsequently, the Housing and Planning Act 2016 then obliges a Council to consider applying for a Rent Repayment Order on the landlord in cases where a specified offence has been committed. These specified offences include:
  - Failure to comply with an Improvement Notice
  - Failure to comply with a Prohibition Order
  - Failure to license a house in multiple occupation where required
  - Failure to license a property required to be licensed in a Selective Licensing area
  - Using violence to secure entry to a privately rented property
  - Illegal eviction or harassment of the occupiers of a private rented property
  - Breach of a banning order

2.4 Concurrently, the Department for Communities and Local Government is analysing feedback from the consultation around the extension of licensing provisions for Houses in Multiple Occupation. Such properties, which generally have an element of shared amenities between tenants, are considered to be a much higher risk to the tenants than single domestic dwellings. It is anticipated that the conclusion of this analysis will extend mandatory licensing to all Houses in Multiple Occupation and flats above or below commercial units, subject to occupation criteria. The Council's revised amenity standards for houses in multiple occupation, will be relevant to potential changes to legislation.

### **3. Key Issues**

3.1 Whilst the Housing and Planning Act 2016 amends the Housing Act 2004 in relation to civil penalties, there is a need for the Council to adopt the provisions of Chapter 4 of the Housing and Planning Act 2016 to utilise Rent Repayment Orders.

3.2 Rent Repayment Orders, are capped to a maximum of 12 months' rent and enable the recovery of rent monies paid through Housing Benefit or through the housing element of Universal Credit. Additionally, the Council will also assist tenants to recover any rent paid by them to the landlord during the relevant period. A Rent Repayment Order when sanctioned by the First-tier Tribunal will require a landlord to repay a specified amount of rent.

3.3 In addition, the Council is required to adopt a policy that directs the implementation of those powers before the Council is able to utilise the tools.<sup>1</sup>

3.4 The procedures to impose civil penalties, appeals against those penalties and recovery procedures, are prescribed in legislation and Statutory Guidance by the Sentencing Council, which the Council must adhere to.

3.5 The policy which describes the way that the Council will determine the use of Rent Repayment Orders and civil penalties is attached at Appendix A. The policy defines the level of financial penalty in individual cases based on culpability and harm where aggravating and mitigating circumstances are taken into account. In addition, the policy also describes the procedures that must be followed before deciding upon a financial penalty; the appeal process; and the procedure for recovery of the penalty. Critically, the policy should be appended to the Council's statutory General Enforcement Policy to ensure that the Council's approach to enforcement is clear.

3.6 The policy makes provision for up to a maximum 20% discount at the discretion of the Assistant Director of Community Safety and Street Scene, subject to compliance and payment of the penalty.

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<sup>1</sup> *Civil penalties under the Housing and Planning Act 2016: Guidance for Local Housing Authorities*, Department for Communities and Local Government, April 2017, 3.3, p 12

- 3.7 The Council is permitted to use the revenue from both Rent Repayment Orders and civil penalties to meet the costs and expenses incurred in, or associated with, carrying out any of its enforcement functions in relation to the private rented sector.
- 3.8 The tools and powers are equally available to privately rented properties which are let as Houses in Multiple Occupation. It is vital and timely that the standards applied to Houses in Multiple Occupation are reviewed and refreshed. At Appendix B the Council's expectations of the standards demanded from those operating Houses in Multiple Occupation are made clear. Whilst this document will not constitute a legal obligation on landlords, it will provide for consistency and advice on how acceptable standards might be achieved.
- 3.9 The revised standards for Houses in Multiple Occupation are applicable to all such properties whether licensed or not. Larger Houses in Multiple Occupation are subject to mandatory licensing, which in Rotherham represents only thirteen properties. The likelihood is, following potential changes to legislation in April 2018, that smaller Houses in Multiple Occupation will also be subject to mandatory licensing, which will significantly increase the number of such properties licensed by the Council.
- 3.10 The revision of standards for Houses in Multiple Occupation at this time will offer landlords and tenants clarity around a number of aspects of the design, maintenance and management of a property. This will allow landlords a consistent and up to date guide as well as giving landlords affected by potential changes to legislation time to plan ahead for the likely extension of mandatory licensing.

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

- 4.1 Option 1: The Council does not have an obligation to adopt the tools and powers offered by the Housing and Planning Act 2016. Instead, the Council can continue to utilise existing powers to tackle private rented conditions and health risks to tenants.
- 4.2 Option 2:
  - 4.2.1 Through adopting and setting civil penalty powers, together with the Policy, the Council will have flexibility in the level or approach to sanctions. The Council will be provided with a significant tool that acts as a deterrent against landlords who have little regard for the health of their tenants. Where there is very high culpability and risk of harm, then the landlord might face a sanction of up to £30,000. In addition, where relevant offences are committed and penalties are used, this will ensure that the offenders pay some of the additional costs to the Council of lengthy investigations and enforcement activity.

- 4.2.2 The proposed usage of Rent Repayment Orders will ensure that the Council has a methodology to recover rents from landlords that have been received despite the landlord, amongst other things, renting properties that are below the legal minimum standard. Moreover, the ability of the Council to assist tenants to recover rents, will not only provide a deterrent but also balance some of the injustice meted out to some of the poorest and most vulnerable tenants.
- 4.2.3 Provision of revised standards for Houses in Multiple Occupation will ensure that the Council has documented standards to apply to all relevant properties. Importantly, officers and landlords alike will benefit from clear and consistent expectations.

4.3 The preferred options are to ensure that the Council can utilise both civil penalties and Rent Repayment Orders to drive improvements in private rented housing conditions. Similarly, the adoption of standardised conditions for Houses in Multiple Occupation, will enable the Council to drive specific improvements in these high risk properties. Consequently it is to the Council's and public's benefit to agree Option 2 detailed at 4.2 of this report as the preferred approach.

## 5. Consultation

- 5.1 The Council carried out a six week public consultation on the civil penalties policy and the Houses in Multiple Occupation standards document attached at Appendix A and Appendix B. The consultation was carried out on the Council's website. In addition the consultation documents were discussed on 3<sup>rd</sup> October 2017 at the Rotherham/National Landlords Association meeting. Alongside this, over 2,000 consultation documents were sent out to specific interested parties including:
  - Local landlords
  - Landlord forums
  - Local letting agents
  - South Yorkshire Fire Service
  - National Landlords Association
  - Citizen's Advice Bureau
  - Rotherfed
  - Neighbouring Councils
- 5.2 Seven formal responses were received from landlords, Rotherfed and a managing agent. Approximately twenty phone calls were received requesting clarification of certain elements, which provided on the whole positive affirmation of the consultation documents. The responses to the consultation have been considered within this report and are contained at Appendix C.

5.3 During the design of the Policy and Standards at Appendix A and Appendix B, the Council has also considered similar policies in place at Bristol City Council, Northampton Borough Council, London Borough of Waltham Forest and Amber Valley Borough Council, together with sharing Rotherham's documents with all South Yorkshire Councils to aid consistency with similar policies in the region.

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

6.1 The tools and powers will be implemented and the policy and standards published, on the first day of the first month following approval. Subsequent development of procedural changes and staff training will follow.

6.2 The Assistant Director for Community Safety and Street Scene will be responsible for the delivery and implementation of this proposal.

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

7.1 It is difficult to predict the number of penalties that the Council will impose from the use of these new powers. The tools are only applicable where one of the relevant offences has been committed. The penalty for an offence will range from £25 to £30,000. Additionally, the tests of culpability and harm ensure that projections are extremely difficult. In calculating penalties, the Council will take into account the full cost of carrying out its enforcement action in respect of these new powers.

7.2 There are no revenue streams available from the adoption of standards for Houses in Multiple Occupation.

7.3 There are no procurement implications as resources and ICT systems are already in place.

## **8. Legal Implications**

8.1 In order to ensure that the Council can utilise the tools and powers contained within the Housing and Planning Act 2016, provisions relating to Rent Repayment Orders in Chapter 4 of the Housing and Planning Act 2016 should be adopted.

8.2 The Council is obliged by statutory guidance to adopt a policy that sets out the Council's determination of civil penalties and Rent Repayment Orders together with the associated procedures and policies.

8.3 Careful consideration of the harm and culpability criteria contained within the policy will need to be made individually for each offence considered.

## **9. Human Resources Implications**

9.1 There are no human resources implications related to this initiative.

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

10.1 There are no implications for Children and Young People or Vulnerable Adults. However, approval of this report will see additional deterrents and improved standards within the private rented housing sector. This will provide improved protection to existing and prospective private rented sector households.

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

11.1 There are no equalities or human rights implications.

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

12.1 There are no implications for partners or other directorates

## **13. Risks and Mitigation**

13.1 If the Council does not adopt the powers, tools and policy applicable to civil penalties and Rent Repayment Orders, capabilities to tackle poor housing conditions in some of our most deprived areas will be restricted.

13.2 Failure to adopt revised standards for Houses in Multiple Occupation will negatively affect consistency of enforcement in relation to these high risk privately rented properties.

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

Damien Wilson Strategic Director, Regeneration and Environment  
Ajman Ali, Interim Assistant Director, Community Safety and Street Scene

Approvals Obtained from:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Jon Baggaley	20 <sup>th</sup> December 2017
Assistant Director of Legal Services	Ian Mashader	21 <sup>st</sup> December 2017
Head of Procurement (if appropriate)	Not Consulted	
Head of Human Resources (if appropriate)	Not Consulted	

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**Appendix A**

**Policy for the Use of Civil Penalty and Rent Repayment Orders under the  
Housing Act 2004 as amended**



**Policy for the Use of Civil Penalty  
and Rent Repayment Orders  
under the Housing Act 2004 as  
amended**

**January 2018**

## Rotherham Metropolitan Borough Council

### **Policy for the Use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004 as amended.**

#### **Introduction**

This policy is supplementary to the Council's General Enforcement Policy which was approved by Commissioner Ney's meeting of 3<sup>rd</sup> June, 2015 (item 1) and amended at the Cabinet and Commissioner' Decision Making Meeting of 17<sup>th</sup> March 2017 (item 188)

The purpose of this policy is to set out the framework within which decisions will normally be made with regard to applying for a Rent Repayment Order and to issuing civil penalties in relevant cases. This policy may be departed from where the circumstances so justify. Each case will be dealt with on its own merits, having regard to its particular circumstances.

This policy is designed to ensure transparency, consistency and fairness in how and when civil penalties are imposed and Rent Repayment Orders are pursued.

#### **Civil Penalties under the Housing and Planning Act 2016**

When introducing civil penalties through the Housing and Planning Act 2016, Government Ministers made it very clear that they expect local housing authorities to use their new powers robustly, as a way of clamping down on rogue landlords.

In the House of Commons, Marcus Jones MP, Parliamentary Under-Secretary of State at the Department for Communities and Local Government, stated that it is necessary to:

‘... clamp down on rogue landlords, so the civil penalty [has been increased] up to a maximum of £30,000 ...’ carrying on, ‘... because a smaller fine may not be significant enough for landlords who flout the law to think seriously about their behaviour and provide good quality, private sector rented accommodation for their tenants.’<sup>2</sup>

This policy should be read alongside the Council's, 'General Enforcement Policy' and sets out how Rotherham Metropolitan Borough Council will determine the level of penalty in individual cases, once the decision to impose a civil penalty has been made.

#### **Determining if a civil penalty can be applied the following must be considered;**

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<sup>2</sup> <https://www.publications.parliament.uk/pa/cm201516/cmhänsrd/cm160105/debtext/160105-0004.htm>

A civil penalty is only available for the following offences under the Housing Act 2004:

- Failure to comply with an Improvement Notice (section 30)
- Offences in relation to licensing of Houses in Multiple Occupation (section 72)
- Offences in relation to licensing of houses under Part 3 of the Act (section 95)
- Offences of contravention of an overcrowding notice (section 139)
- Failure to comply with management regulations in respect of Houses in Multiple Occupation (section 234)

A separate offence is committed for each regulation breached

A breach of a Prohibition Order can only be addressed by prosecution, however a Rent Repayment Order must be considered after a successful prosecution and may be considered before prosecution.

The criminal burden of proof (beyond reasonable doubt) must have been achieved. Consideration should be given to the Code for Crown Prosecutors in making this judgement.

If a civil penalty is the appropriate disposal for the individual case or if prosecution would be more appropriate an authority cannot issue a civil penalty and prosecute for the same offence. Although multiple civil penalties are possible where multiple offences are committed. The effect of the civil penalty is that the offender will not receive a criminal record or be publically named for the offence. However the civil penalty should not be seen as a soft option and can be used for serious offences if it is considered that they will offer the most appropriate punishment and deterrent in a specific case.

The following factors are some of the issues which should be considered in determining if a civil penalty or prosecution should be applied to an individual offence:

- The severity of the offence and the resulting potential harm
- The offending history of the alleged offender
- If the offence was committed by mistake or with knowledge
- The health and capacity of the alleged offender
- The public interest in taking the alleged offender into court where the offence will be publicised and the individual held to account in public.
- The likely impact of Court action verses a civil penalty, in deterring further offending.

#### **Determining the level of civil penalty which should be applied:**

The Government recommends that, in order to ensure that the civil penalty is set at an appropriate level, the local housing authority produces its own policy to ensure fair and transparent application of penalties.

The Council has based its level of civil penalty on the Government's guidance and the principles set out in the Sentencing Council Health and Safety Offences, Corporate Manslaughter and Food Safety and Hygiene Offences Definitive Guideline. This sentencing guidance issued by the Sentencing Council is considered appropriate to the type of offence likely to be considered under this Policy. The Sentencing Council have set out a range of fines which are linked to the culpability of the offender and the actual and potential harm resulting from the offence.

## **Relevant Considerations**

### **A) Severity of offence**

The more serious the offence, the higher the civil penalty should be.

### **B) The culpability and track record of the offender**

A higher penalty will be appropriate where the offender has a history of failing to comply with their obligations and/or their actions were deliberate and/or they knew, or ought to have known, that they were in breach of their legal responsibilities. Landlords are running a business and should be expected to be aware of their legal obligations. Relevant previous offences include property related offences, offences relating to drugs, violence, discrimination or fraud, consideration should be given to the nature of the offence and what bearing it could have on the management of a privately rented property.

### **C) The harm caused to tenants**

This is a very important factor when determining the level of penalty. The greater the harm or the potential for harm (this may be as perceived by the tenant), the higher the amount should be when the local housing authority imposes a civil penalty.

### **D) The punishment of the offender**

A civil penalty should not be regarded as an easy or lesser option compared to prosecution. While the penalty should be proportionate and reflect both the severity of the offence and whether there is a pattern of previous offending, it is important that it is set at a high enough level to help ensure that it has a real economic impact on the offender and demonstrates the consequences of not complying with their responsibilities. The offender's financial means is a material consideration when determining the level of penalty which will represent an appropriate punishment to that individual.

### **E) Whether it will deter the offender from repeating the offence**

The ultimate goal is to prevent any further offending and help ensure that the landlord fully complies with all of their legal responsibilities in the future. The level of the penalty should therefore be set at a high enough level such that it is likely to deter the offender from repeating the offence.

### **F) Whether it will deter others from committing the offence**

While the fact that someone has received a civil penalty will not be in the public domain, it is possible that other landlords in the local area will become aware through informal channels when someone has received a civil penalty. An important part of deterrence is the realisation that;

- (a) the local housing authority is proactive in levying civil penalties where the need to do so exists and
- (b) that the level of civil penalty will be set at a high enough level to both punish the offender and deter repeat offending.

**G) Whether it will remove any financial benefit the offender may have obtained as a result of committing the offence**

The guiding principle here should be to ensure that the offender does not benefit as a result of committing an offence, i.e. it should not be cheaper to offend than to ensure a property is well maintained and properly managed.

**H) The cost to the Council of the enforcement action**

The cost of investigating the offence(s) and preparing the case for formal action, together with any costs that it incurs in defending its decision at the First-tier Tribunal.

The actual level of the penalty will be initially determined using an assessment of **culpability** and **harm** factors described in the tables below. Where an offence does not fall squarely into a category, individual factors may require a degree of weighting to make an overall assessment.

**Culpability**

<i>Very high (Deliberate Act )</i>	Where the offender intentionally breached, or flagrantly disregarded, the law e.g. failure to comply with an improvement notice. A person who has a high public profile and knew their actions were unlawful
<i>High (Reckless Act )</i>	Actual foresight of, or wilful blindness to, risk of offending but risk nevertheless taken e.g. failure to comply with HMO Management Regulations.
<i>Medium (Negligent Act)</i>	Offence committed through act or omission which a person exercising reasonable care would not commit e.g. failure to complete all items on a schedule of works within the required timescale.
<i>Low</i>	Offence committed with little fault e.g. <ul style="list-style-type: none"> <li>• significant efforts were made to address the risk although they were inadequate on this occasion.</li> <li>• there was no warning/circumstance indicating a risk.</li> <li>• failings were minor and occurred as an isolated incident.</li> <li>• Obstruction by tenant or tenant damage.</li> </ul>

**Harm**

The table below contains a non-exhaustive list of factors relating to both actual harm and risk of harm. Dealing with a risk of harm involves consideration of both the likelihood of harm occurring and the extent of it if it does. Guidance in this area is available in the 'Housing Health and Safety Rating System Operating Guidance'

<i>Category 1 – High Likelihood of Harm</i>	<ul style="list-style-type: none"> <li>• Serious adverse effect(s) on individual(s) and/or having a widespread impact</li> <li>• High risk of an adverse effect on individual(s) – including where persons are vulnerable</li> </ul>
<i>Category 2 – Medium Likelihood of Harm</i>	<ul style="list-style-type: none"> <li>• Adverse effect on individual(s) (not amounting to Category 1)</li> <li>• Medium risk of an adverse effect on individual(s) or low risk of serious adverse effect</li> <li>• The Council and/or legitimate landlords or agents substantially undermined by offender's activities</li> <li>• The Council's work as a regulator to address risks to health is inhibited</li> <li>• Consumer/tenant misled to their prejudice</li> </ul>
<i>Category 3- Low Likelihood of Harm</i>	<ul style="list-style-type: none"> <li>• Low risk of an adverse effect on individual(s)</li> <li>• Public misled but little or no risk of actual adverse effect on individual(s)</li> </ul>

Having determined the **category**, the appropriate level of civil penalty within the category will be assessed from the **starting point for that category and** further adjusted, if necessary, within the category range for aggravating and mitigating features determined by reference to the guidance in 'Relevant Considerations' above, the cost of enforcement and any other relevant aggravating or mitigating factor relevant to the case including the offender's ability to pay.

The table below gives the starting points, minimum and maximum financial penalties for each harm category and level of culpability before adjustment.

		Range	
	Starting Point	Min	Max
<b>Low culpability</b>			
Harm Category 3	£50	£25	£175
Harm Category 2	£125	£50	£350
Harm Category 1	£300	£125	£750
<b>Medium culpability</b>			
Harm Category 3	£350	£175	£750
Harm Category 2	£1000	£350	£2000
Harm Category 1	£2500	£750	£4500
<b>High culpability</b>			
Harm Category 3	£1000	£500	£2250

Harm Category 2	£3000	£1000	£5500
Harm Category 1	£6250	£2500	£12500
<b>Very high culpability</b>			
Harm Category 3	£2500	£1250	£4500
Harm Category 2	£6250	£2500	£12500
Harm Category 1	£15000	£6250	£30000

### Obtaining financial information

The statutory guidance advises that local authorities should use their existing powers to, as far as possible, make an assessment of a landlord's assets and any income (not just rental income) they receive when determining an appropriate penalty.

In setting a financial penalty, the Council may conclude that the offender is able to pay any financial penalty imposed unless the Council has obtained or the offender has supplied any financial information to the contrary. An offender will be expected to disclose to the Council such data relevant to his financial position to enable the Council to assess what an offender can reasonably afford to pay. Where the Council is not satisfied that it has been given sufficient reliable information, the Council will be entitled to draw reasonable inferences as to the offender's means from evidence it has received and from all the circumstances of the case **which may include the inference that the offender can pay any financial penalty**. It is important that the final penalty removes the advantage gained by the offence and that the level has a punitive and deterrent effect based on the perpetrator having regard to their specific circumstances.

*For illustration:*

*As many offenders will be owners of one or more properties, they are likely to have assets that they can sell or borrow against. Property values and rental incomes have consistently increased over the long term, so in the majority of cases those offenders with mortgaged properties are likely to have value in the property that can be released. Therefore, if an offender claims that they are unable to pay a financial penalty and show that their income is small, consideration should be given to properties owned that can be sold or refinanced.*

### Reductions / Discounts in the level of civil penalty

Circumstance for discount	% Reduction
Where an offender completes all outstanding works to the satisfaction of the Council, before the Notice of Intent expires, e.g. 28 days from service, <b>and</b> pays the civil penalty in full within 14 days of the 'Final Notice'.	The Offender can request a reduction of the calculated Civil penalty. Where the offender has been seen to cooperate in the latter stages of enforcement, the Assistant Director of Community Safety and Street Scene, may at their discretion, apply a discount of up to a maximum of 20% of the calculated Civil penalty.

## **Documentation**

Civil penalties must be fully documented. All issues considered against the areas discussed above must be recorded. This level of detailed justification will be required to explain to the recipient the level of civil penalty and to any subsequent Appeal Hearing.

## **The Process for issuing a civil penalty**

The investigating officer will produce a prosecution case file, presenting evidence to satisfy the criminal burden of proof. The officer will discuss with their Principal Officer which is the most appropriate disposal of the offence, with reference to this Policy and the General Enforcement Policy.

Where a civil penalty is considered the appropriate remedy, the investigating officer will:

- Establish the cost all enforcement activity
- Identify the adjusted level of civil penalty justified in the specific case
- Record the reasons for the level of penalty including any adjustments
- Refer case to the Head of Service for authority to proceed to a civil penalty
- Service notice of the Council's proposal (Notice of Intent) to impose a financial penalty

The Notice of Intent must set out:

- The amount of the proposed financial penalty
- The reasons for proposing to impose the penalty, and
- Information about the right of the landlord to make representations

The Notice of Intent must be given no later than 6 months after the Council has sufficient evidence of the conduct to which the penalty relates or at any time when the conduct is continuing.

Where a civil penalty is issued the offence is considered discharged. However, if the defects persist, a further Improvement Notice can then be served and enforced if that is not complied with, opening the possibility of a further civil penalty or a prosecution.

### **What happens after a person receives a notice of intent?**

A person who is given a Notice of Intent may make written representations to the local housing authority about the intention to impose a financial penalty.

Any representations must be made within 28 days from when the notice was given.

**The written representation should be sent to;**

Assistant Director of Community Safety and Street Scene,  
Riverside House,  
Main Street,  
Rotherham.  
S60 1EA

The Assistant Director may confirm, vary or withdraw a charge based on the information provided in a representation.

Information which will be considered will include but not be limited to:

- Number of properties owned
- Level of cooperation with the Council
- Period of time the property has been let
- Personal financial circumstances
- History of compliance with Housing Legislation
- Membership of a professional body
- Efforts made to try to comply
- Any reason that indicates the charge has been made unreasonably

**What happens after representations (if any) have been made?**

After the end of the period for representations, the local housing authority must decide whether to impose a penalty and, if so, the amount of the penalty.

If the local housing authority decides to impose a financial penalty, it must give the person a notice (Final Notice) requiring that the penalty is paid within 28 days.

The Final Notice must contain:

- The amount of the financial penalty
- The reasons for imposing the penalty
- Information about how to pay the penalty
- The period for payment of the penalty (28 days)
- Information about rights of appeal, and
- The consequences of failure to comply with the notice

The local housing authority may at any time:

- Withdraw a notice of intent or final notice, or
- Reduce the amount specified in a notice of intent or final notice

**Right of appeal**

A person who receives a final notice may appeal to the First-tier Tribunal against:

- The decision to impose a penalty; or
- The amount of the penalty.

The First-tier Tribunal has the power to confirm, vary (increase or reduce) the size of the civil penalty imposed by the local housing authority, or to cancel the civil penalty. If the First-tier Tribunal decides to increase the penalty, it may only do so up to a maximum of £30,000. Appeal rights are contained within Schedule 13A to the Housing Act 2004. The First-tier Tribunal can dismiss an appeal if it is satisfied that the appeal is frivolous, vexatious or an abuse of process, or has no reasonable prospect of success.

If a person appeals, the final notice is suspended until the appeal is determined or withdrawn.

### **Recovery of Penalty Charge**

The local housing authority will recover any unpaid civil penalty charge on the order of the County Court, as if payable under an order of that Court, as laid out in the '2016 Act'. The Local Housing Authority will use county court bailiffs to enforce the order and recover the debt.

## **Rent Repayment Orders under the Housing and Planning Act 2016**

### **Rent Repayment Orders**

A rent repayment order is an order made by the First-tier Tribunal requiring a landlord to repay a specified amount of rent. First introduced for licensing offences in the Housing Act 2004 has now been extended through the Housing and Planning Act 2016 to cover a much wider range of offences.

A rent repayment order can be made against a landlord who has received a civil penalty in respect of an offence, but only at a time when there is no prospect of the landlord appealing against that penalty.

The Council must consider a rent repayment order after a person is the subject of a successful civil penalty and in most cases the Council will subsequently make an application for a rent repayment order to recover monies paid through Housing Benefit or through the housing element of Universal Credit. See below for further detail.

A Rent Repayment Order is defined in Section 40(2) of the Housing and Planning Act 2016 as an order requiring the landlord under a tenancy of housing to:

- (a) Repay an amount of rent paid by a tenant, or
- (b) Pay a local housing authority an amount in respect of a relevant award of universal credit paid (to any person) in respect of rent under the tenancy

The reference to universal credit or a relevant award of universal credit includes housing benefit under Part 7 of the Social Security Contributions and Benefits Act 1992 pending its abolition. The Council as the local housing authority has a **duty under** section 48 of the Housing and Planning Act 2016 to consider applying to the

First-tier Tribunal ('the Tribunal') for a Rent Repayment Order in cases where an offence from the list below has been committed.

**Offences for which a Rent Repayment Order can be obtained:-**

- Failure to comply with an Improvement Notice, contrary to section 30(1) of the Housing Act 2004 (served under the Housing Act 2004)
- Failure to comply with a Prohibition Order etc., contrary to section 32(1) of the Housing Act 2004 (served under the Housing Act 2004)
- Being a person having control of or managing a house in multiple occupation (HMO) which is required to be licensed under Part 2 of the Housing Act 2004 but which is not so licensed, contrary to section 72(1) of the Housing Act 2004
- Being a person having control of or managing a house which is required to be licensed under Part 3 of the Housing Act 2004 but is not so licensed, contrary to section 95(1) of the Housing Act 2004
- Using violence to secure entry to a property, contrary to Section 6(1) of the Criminal Law Act 1977
- Illegal eviction or harassment of the occupiers of a property, contrary to section 1(2), (3) or (3A) of the Protection from Eviction Act 1977
- Breach of a banning order made under section 21 of the Housing and Planning Act 2016 (enacted on 29<sup>th</sup> November 2017 and coming into force 6<sup>th</sup> April 2018);

The offences under the Housing Act 2004 must relate to hazards within occupied premises and not common parts only. The offence must have been committed on or after 6<sup>th</sup> April 2017. A Rent Repayment Order can be applied for whether or not the landlord has been convicted.

**Evidence of commission**

Where there has been a conviction, a certificate of conviction will suffice to establish commission of the specified offence. In the absence of a conviction, the Tribunal will need to be satisfied beyond reasonable doubt that the landlord committed the specified offence. Officers shall have regard to the Crown Prosecution Service Code for Crown Prosecutors (see Code for Crown Prosecutors) in order to establish whether there is likely to be sufficient evidence to secure a conviction and therefore to establish the necessary burden of proof to the Tribunal.

**Statutory Guidance**

In deciding whether to apply for a Rent Repayment Order, the Council must under section 41(4) of that Act have regard to any guidance issued by the Secretary of State (see the DCLG document 'Rent Repayment orders under the Housing and Planning Act 2016 – Guidance for Local Housing Authorities' - Rent Repayment Orders Guidance).

**Assistance**

Officers may offer advice to tenants who are eligible to claim a Rent Repayment Order in respect of rent paid themselves but in such cases, the tenant will usually be referred direct to Derbyshire Law Centre or other appropriate bodies for further support.

## **Considerations for decision as to whether to apply for a Rent Repayment Order**

Council officers are granted powers and duties to deliver proportionate and targeted enforcement. It is vital that regulatory resource is used consistently and to best effect by ensuring that resources are targeted on addressing the highest risks. The use of Rent Repayment Orders is only to be used where considered appropriate.

The objective of an application for a Rent Repayment Order is not only to issue a punishment as a consequence of non-compliance with the law, but also to deter the offender and others in a similar position from repeat offences.

**If a conviction for the Offence or a civil penalty has been obtained then it is normally expected that a Rent Repayment Order will be pursued** where the Council have paid housing benefit, or the housing element of Universal Credit. The Tribunal must, in these cases, order that the maximum amount (12 months) of rent be repaid in these circumstances

**In determining if an application for a Rent Repayment Order is appropriate, the following questions shall be considered:**

TABLE 1

No.	Question	Yes or No
1.	Has the offender been prosecuted and convicted of a relevant offence in Court?	If yes, make a Rent Repayment Order application. If no go to step 2.
2.	Has evidence been obtained to confirm that Housing Benefit has been paid by the Council over the last 12 months?	If no – no case for Rent Repayment Order. If yes, proceed to step 3.
3.	Does the Council have sufficient evidence to prove 'beyond reasonable doubt' that a relevant offence has been committed? Is the evidence reliable? Is there no credible defence?	If no – case closed, do not pursue. If yes, proceed to step 4.
4.	Is it in the public interest to proceed to apply for a Rent Repayment Order? (consider the level of harm that has been caused)	If no – case closed, do not pursue. If yes, proceed to step 5.
5.	Is pursuing a Rent Repayment Order proportionate to the offence?	If no – case closed, do not pursue. If yes, proceed to step 6.
6.	Does the offender have any previous convictions?	If yes – proceed to Rent Repayment Order. If no, proceed to step 7.
7.	Where no previous offence – is the issuing of a Rent Repayment Order likely to deter from future offences?	If yes – proceed to Rent Repayment Order. If no, consider closing and not pursuing.

8.	Would the issuing of a Rent Repayment Order cause substantial hardship to the offender, and are there mitigating circumstances to suggest the LA should not proceed?	If Yes, complete notes to justify reason not to pursue. If no, proceed to Rent Repayment Order application
9.	Are there any other factors that would indicate the Council should not proceed with the issuing of the Rent Repayment Order	If Yes, complete notes to justify reason not to pursue. If no, proceed to Rent Repayment Order application

If the conclusion is yes to pursue a Rent Repayment Order, then the amount to be reclaimed should be determined by considering the factors in the table below.

If the offender has already been convicted of the offence, then the amount shall automatically be determined as 12 months rental income.

If no conviction has been obtained, but the decision has been made to pursue a Rent Repayment Order, the factors in the table below should be considered to determine a sum. The amount of rent to be repaid cannot exceed the amount actually collected. Where the tenant is in receipt of Universal Credit, the formula provided in the DCLG guidance in relation to Rent Repayment Orders shall be followed.

TABLE 2

1.	<b>Punishment of the offender</b> – the Rent Repayment Order should have a real economic impact on the offender and demonstrate consequences of non-compliance with their responsibilities. Consider the conduct of landlord and tenant, financial circumstances of landlord and whether landlord has previous convictions
2.	<b>Deter the offender from repeating the offence</b> – level of Rent Repayment Order must be high enough to deter offender from repeating
3.	<b>Dissuade others from committing similar offences</b> – Rent Repayment Order will be in the public domain. Robust and proportionate use is likely to help others comply with their responsibilities.
4.	<b>Remove any financial benefits that the offender may have obtained as a result of the offence</b> – landlord should be losing the benefits that he has accrued whilst not complying with their responsibilities
5.	<b>Is there any other factor the Council considers should be taken into account.</b>

Consideration of the above points will determine whether the full amount of rent should be reclaimed or whether there are mitigating circumstances, this will depend on the severity of the offence and whether this justifies 12 months of non-payment of rent.

If there are mitigating circumstances, then a deduction should be applied from the full 12 months. The amount payable under a Rent Repayment Order is recoverable as a debt.

Officers must fully document the reasons for making the decision to apply based on tables 1 and 2, as this will be required for the application to the First Tier Tribunal. Application will be made via legal services.

### **Further Guidance**

- The Housing and Planning Act 2016
- Civil penalties under the Housing and Planning Act 2016  
**Guidance for Local Housing Authorities** - Department for Communities and Local Government published April 2017
- **Rotherham MBC's General Enforcement Policy**
- The Rent Repayment Orders and Financial Penalties (Amounts Recovered) (England) Regulations 2017
- Sentencing Council -Health and Safety Offences, Corporate Manslaughter and Food Safety and Hygiene Offences Definitive Guideline

**Appendix B**  
**Houses in Multiple Occupation Guidance and Amenity Standards**



# **Houses in Multiple Occupation Guidance and Amenity Standards**

**January 2018**

# **Rotherham Metropolitan Borough Council**

## **Houses in Multiple Occupation Guidance and Amenity Standards**

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## 1.0 INTRODUCTION

This document sets out Rotherham Metropolitan Borough Council's Standards for Houses in Multiple Occupation (HMOs) operating within the borough. These standards are based on legislative requirements and relevant guidance. They provide detail of the Council's expectations in relation to the management of HMOs within the borough. This document is not a legal requirement in itself, but offers guidance regarding how to comply with a legal requirement where the language in the regulation includes terms like 'adequate', 'reasonable' or 'sufficient'. It is envisaged that in most cases the standard described will be appropriate, however, where either the landlord or the Council consider an alternative more appropriate consideration will be given to how the alternative complies with primary legislation.

The shared nature of most HMOs creates an environment where the responsibility for cleaning and maintaining shared areas can be confused and any deficiencies will affect all those who live in the property. Occupants also have limited private space compared with living in a self-contained home. Where a HMO is poorly designed or managed, tenants can suffer from increased risks to their health or welfare. Poor hygiene, increased risk from fire and noise are typically experienced.

The Council's aim is to encourage the owners and operators of HMOs, to appreciate that improving the quality and design of a property will pay dividends in reduced maintenance and management costs. It will also improve the quality of the accommodation for tenants. It is likely that adopting a minimum investment approach in these types of properties, will result in higher management costs and the property is likely to attract increased enforcement attention.

The standards below illustrate a **minimum** standard which operators of HMOs should consider when creating this type of accommodation. The status of these standards differ, depending on if the HMO is licensable or not and if the standard is laid down in regulation. Landlords are encouraged to discuss their proposals with the Council before letting any HMO.

## 2.0 WHAT IS A HOUSE IN MULTIPLE OCCUPATION (HMO)?

### 2.1 Planning Legislation

**HMOs are defined differently in planning legislation and housing legislation.** In Rotherham, the creation of small HMOs, where domestic properties accommodate 6 or less individuals does not require Planning Permission. An HMO with the capacity to accommodate 7 persons will require the submission of a Planning Application. Where an application is required the standards for newly created HMO will differ from the standards in this guidance. This mainly affects the minimum room sizes.

Where a HMO is occupied without the proper planning permission, enforcement action under housing legislation is still possible before any planning enforcement has been completed. This may result in a landlord improving a HMO, then having to

revert it back to single occupation. It is important that landlords ensure all correct permissions are in place before letting a HMO.

For further information regarding planning legislation please contact Planning Services by visiting the Council website [www.rotherham.gov.uk](http://www.rotherham.gov.uk) or call 01709 823868.

## **2.2 Housing Legislation**

A House in Multiple Occupation (HMO) is defined in the Housing Act 2004, Sections 254 -260. The definition can be complicated; if there is any dispute over a premise status, reference should be made to this legal definition. For simplicity, below is a summary of the main parts of the definition.

A HMO exists if a building is let as the main residence to;

- 3 or more unrelated people who live there as at least 2 separate households – for example, 3 single people with their own rooms, or 2 couples each sharing a room
- 3 or more people living there who share basic amenities, such as a kitchen or bathroom

A HMO can exist as a single unit of accommodation, a shared house or a flat, a converted larger property with shared facilities or a converted property which is comprised entirely of converted self-contained flats and where the standard of conversion does not meet the minimum that is required by the 1991 Building Regulations, and more than one third of the flats are occupied under short tenancies.

Typically the type of occupation which might be a HMO would be;

- Bedsits
- Shared houses
- Lodgings
- Hostels.
- Individual shared self-contained flats/cluster flats
- Blocks of converted flats
- Halls of residence (privately operated)
- Asylum seeker/migrant accommodation
- Accommodation for workers/employees
- Refuges

## **2.3 HMO declarations**

Where the local authority is satisfied that a building or part of a building is a HMO, they may serve a notice under Section 255 of the Housing Act 2004, an HMO Declaration, declaring the building or part to be a house in multiple occupation.

## 2.4 Licensable HMOs

Some HMOs are required to be licenced. Currently, there is a national requirement to licence a HMO if it is;

- at least 3 storeys high
- has 5 or more unrelated people living in it
- has 2 or more separate households living there

**NOTE: This definition is likely to change in the near future, to remove the requirement for the property to be 3 storeys. Also, any unit associated with commercial properties may also become licensable.**

Local Authorities can also adopt local licensing schemes for other HMOs. Rotherham Metropolitan Borough Council does not presently operate a local HMO licensing scheme, but it does operate a number of Selective Licensing areas. If you own or operate a HMO in a Selective Licensing area and the property does not require a mandatory HMO licence, you will have to apply for a licence and comply with the licence conditions of that scheme.

To identify where the Selective Licensing areas are within the borough, please go to; <http://www.rotherham.gov.uk/landlordlicensing>

Information regarding private sector housing including online HMO license applications can be found on the council's website; [www.rotherham.gov.uk](http://www.rotherham.gov.uk)

### **Enquires about HMOs can be made to:**

Regulation and Enforcement  
Wing B Floor 2, Riverside House  
Main Street  
Rotherham  
S60 1QY  
Tel: 01709 823118

## **3.0 GENERAL RESPONSIBILITIES OF THE OWNER /LANDLORD/MANAGER**

If you are letting any residential property you are running a business, and will be expected to manage that business like any other business.

The standards of repair and management of any private let property are laid down in law. This is usually under the Housing Act 2004 and associated regulation, but there is other, specific regulation that covers eviction, deposits, energy, furniture, etc.

It is the responsibility of the owner/landlord/managers running the letting business to understand these requirements and manage their own properties to comply. This includes communicating with tenants, addressing problems and defects and keeping all licences and certification up to date. Guidance is available from the landlords' national bodies and a range of websites. The Council is also available for advice.

Where the landlord fails to discharge this responsibility and forces the Council to act in their stead to address their tenants concerns, the landlord should expect the Council to take enforcement action and recover its costs from the landlord.

A list of relevant legislation is contained in part 6 of this guidance for assistance. As guidance and legislation change regularly this list should be used for guidance only and not relied upon to cover all legislative requirement, it specifically does not include more general business requirements relating to financial, tax, etc.

### **3.1 Tenancy Management and Eviction**

Landlords and agents are expected to actively manage their tenants to ensure they do not cause antisocial behaviour inside the property affecting other tenants and outside the property affecting neighbours. This includes taking references before a tenancy starts, being fully aware of the way the property is being occupied whilst it is let, issuing warning to tenants who are creating problems for themselves or others. Where the landlord cannot influence their tenants to modify their actions, they should instigate the formal eviction process, regardless if the tenants are paying their rent.

Eviction of tenants occurs when the landlord and the tenant cannot amicably agree a date when the tenant will vacate a property. It is a legal process which must be followed precisely, for a court to ultimately uphold the termination of the tenancy. It is likely that if a landlord does not follow the legal process they will either start to harass the tenant or undertake an illegal eviction. There is no situation where a landlord can force a tenant out of a property, only the courts, through a bailiff can do this. The Council will prosecute where it finds evidence of harassment or illegal eviction. Landlords must understand the law in this area and get advice before starting to evict a tenant.

Failure to effectively manage tenants can result in action being taken against the landlord and in some cases the property being formally closed by the Council or Police. In these cases, the property can be closed to all, including the landlord, for up to 6 months.

## **4.0 AMENITY, FACILITIES AND MANAGEMENT STANDARDS**

(Practical guidance to achieving the required standards)

Where a HMO is licensable, compliance with these standards will be considered compliance with licence conditions in the majority of situations. In non-licensable HMOs this standard is for guidance but describe the Council's expectation of adequate accommodation.

If you consider you can provide safe and quality accommodation in an alternative form, whilst complying with legislative framework, please discuss your proposal before work commences and it will be considered by the Council.

#### **4.1 Housing Health and Safety Rating System (HHSRS)**

The Housing Act 2004 introduced the Housing Health and Safety Rating System (HHSRS) which provides a risk based methodology for assessing hazards in dwelling houses including HMOs. The assessment considers the type of hazard, severity, potential for harm, etc. The HHSRS is not a standard but a system to enable the hazards to be identified and the risks minimised or removed.

The HHSRS consists of 29 hazards which should be assessed in a domestic property. Landlords are required to manage all these hazards to reduce the risk to tenants and visitors to reasonable levels.

The potential hazards are:

1. Damp and mould growth
2. Excess Cold
3. Excess Heat
4. Asbestos and Manufactured Mineral Fibres – MMF
5. Biocides
6. Carbon monoxide and fuel combustion products
7. Lead
8. Radiation
9. Uncombusted fuel gas
10. Volatile organic compounds
11. Crowding and space
12. Entry by intruders
13. Lighting
14. Noise
15. Domestic hygiene, pests and refuse
16. Food Safety
17. Personal hygiene, sanitation and drainage
18. Water supply for domestic purposes
19. Falls associated with baths etc.
20. Falls on the level
21. Falls associated with stairs and steps
22. Falls between levels
23. Electrical hazards
24. Fire
25. Flames, hot surfaces and materials
26. Collision and entrapment
27. Explosions
28. Ergonomics, position and operability of the amenity
29. Structural collapse and falling elements

Guidance for Landlord and Property Related Professionals on HHSRS can be obtained from; [www.communities.gov.uk/documents/housing/pdf/150940.pdf](http://www.communities.gov.uk/documents/housing/pdf/150940.pdf)

## 4.2 Management Requirements

All HMOs, regardless of whether they are licensable or not, are subject to legislation regarding how they are managed. There are two main pieces of management legislation;

- Management of Houses in Multiple Occupation (England) Regulations 2006, relevant to all HMOs,
- Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007, relating to licenced HMOs

This legislation places certain duties on the individuals managing the property. The duties include the following:

- To provide all occupiers with the manager's name, address and telephone number. This information must be clearly displayed within in the property
- To ensure that all fire escapes are clear of any obstacles and that they are kept in good order. To ensure that all fire safety measures are maintained in good working order and that adequate fire safety measures are in place with regards to the design, structural conditions and number of occupiers in the HMO
- The manager must maintain adequate water supply and drainage to the dwelling
- The manager must not unreasonably cause the electric and gas supply to be interrupted
- The manager must ensure that every fixed electrical installation is inspected and tested by a suitably qualified person, at intervals not exceeding five years
- The manager must provide the electrical and gas inspection certificates within seven days of receiving a request of writing from the local housing authority
- To ensure that all common parts of the HMO are maintained in good decorative order, and a safe and working condition. This includes out-buildings, boundaries and gardens
- The manager must ensure each unit of living accommodation and its contents are clean **before** occupiers move in and are maintained in good repair and clean working order throughout the occupation by the tenant
- The manager must provide adequate facilities to dispose of all waste produced by the property

This legislation also puts responsibility on the tenant to:

- Allow the manager access to the accommodation at all reasonable times to carry out the above duties
- Conduct themselves in a way that will not hinder or frustrate the manager in the performance of their duties
- Take reasonable care to avoid damaging the landlord's property.
- Store and dispose of waste properly
- Comply with reasonable instructions regarding fire safety at the property

Failure to comply with these requirements is a criminal offence and will be addressed under the Council's General Enforcement Policy, which can be found at;

[http://www.rotherham.gov.uk/download/downloads/id/1448/general\\_enforcement\\_policy.pdf](http://www.rotherham.gov.uk/download/downloads/id/1448/general_enforcement_policy.pdf).

Additional requirements specific to licenced HMOs are included in each section below.

### **4.3 General Requirements**

#### **Works to the fabric of the property**

Works of repair or alteration within a HMO may require planning permission and will usually require compliance with Building Regulations, this is particularly important in regards to adequate sound insulation and fire resistance between units of accommodation

All works must be completed in accordance with:

- Gas Safety [installation & use] regulations 1998;
- IEE (Institute of Electrical Engineers) Wiring Regulations;
- Furniture and Furnishings (Fire) (Safety) Regulations 1993.
- Building Regulation 2010 and Approved Documents

#### **Services**

Each individual letting should have a separately metered gas and or electricity supply where the tenants pay their own gas and electricity bills. Note: This is not applicable where the gas and electricity bill for the building as a whole is paid for by the landlord/manager.

Where this is not possible, the landlord takes responsibility for ensuring the continuity of services to the property as a whole, regardless of payments being received from tenants.

The Council takes a serious view of the disconnection of electricity, gas or water services. In appropriate cases Section 33, of the Local Government (Miscellaneous Provisions) Act 1976 will be used to take control of rents or recover costs direct from owners in order to pay outstanding accounts. In addition to (or instead of) utilising Section 33, owners and/or agents may be prosecuted for causing or allowing a disconnection in circumstances, which constitute an offence under any appropriate legislation (e.g. breaches of management regulations, Protection from Eviction Act 1977 etc.).

### **4.4 Space Standards**

This document cannot cover all eventualities as layouts, the quoted space standards are appropriate to the majority of typical HMOs in the borough. Where property use or layout is non-typical reference may be made to other standards for the authority to determine what it considers adequate.

### **Legal requirements**

The minimum size for a bedroom occupied by one person is to be 6.52m<sup>2</sup> and for two people 10.23m<sup>2</sup>. This is stated in the overcrowding provisions of the Housing Act 1985. These are not directly transferable to HMOs as they only relate to sleeping rooms and the resident is expected to have additional living space. The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006, require kitchens, bathrooms and WCs to be of adequate size and number, as set by this guide.

Rotherham Metropolitan Borough Council has adopted the following space standards as the minimum requirements.

### Minimum Room Sizes

The following are considered as the **minimum** room sizes for HMOs:

Bedrooms	
1 Person -where a separate living room, which is not a dinning /kitchen and a kitchen is provided	6.52 m <sup>2</sup> (minimum standard)
2 Persons -where a separate living room, which is not a dinning /kitchen and a kitchen is provided)	10.23m <sup>2</sup> (minimum standard)

Living, dining and cooking spaces should be separate where possible. Kitchen /diners are acceptable where a separate living room is provided or where the room size allows separation of living and dining activities. En-suites will be ignored when assessing the floor area of a bedroom.

Living Room	
2 to 4 Persons	9m <sup>2</sup>
Area for each additional persons	+1.86m <sup>2</sup>

Dining Room & Kitchen/ Diner	
Dining room, 2 to 4 Persons	9m <sup>2</sup>
Kitchen / Diner (1 to 4 persons)	12.15m <sup>2</sup>
Area for each additional persons	+1.86m <sup>2</sup>

Combined Rooms (bedsits)		
Bedroom/Living room	One Person	10.23 m <sup>2</sup>
	Two Persons	14.86 m <sup>2</sup>

Bedroom/Living room/Kitchen	One Person	15.50 m <sup>2</sup>
	Two Persons	20.00 m <sup>2</sup>

**Kitchens:** must be designed so that the size, design and layout allow the occupants to safely prepare, cook and serve food in a safe and hygienic manner. The required size and location may vary from the guidance below to achieve this.

Kitchens	
2 to 4 Persons	5.5 m <sup>2</sup>
5 to 10 Persons	Additional 1.4m <sup>2</sup> per person to a maximum of 10 persons per kitchen.

A bedsit (single room) can be occupied by a maximum of two persons. Where two persons occupy a single room they must approach the landlord wishing to share. Individual beds within a single room cannot be let separately.

The sharing of bedrooms is not permitted unless the occupants are:

- Married, or living together as if married.
- Parent and child (as long as the child is the same sex as the parent, or the child is under 10 years of age if they are the opposite sex).
- Members of the same family and are both of the same sex
- Children, below 10 years of age,

Self-contained flats occupied as HMOs can be treated as above.

**Note:** The measured space in any room must be 'usable space'. The room should be able to accommodate the required amount of appropriate furniture easily and still allow space for movement about the room. Any floor space that has a ceiling height of less than 1.5m (5ft) shall be disregarded for the purpose of measuring the total space in the room. Regardless of measured area, where the layout of a room makes floor space difficult to use, additional space will be required or the room may not be acceptable as accommodation.

\* The above standards apply to existing HMOs; all new-build accommodation will need to refer to the Councils Planning and Building Control services for approval.

## 4.5 Washing Facilities

### Baths & Showers

Legal requirements: The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 set standards for washing facilities as below:

1. Bath/showers shall be provided in the ratio of at least one to every five persons sharing.
2. The bathrooms or shower rooms shall be readily accessible and normally not more than one floor away from the user. Shared facilities shall be accessible from a common area. Facilities must be inside the building.
3. Bathrooms and shower rooms must be of adequate size and be laid out in such a way as to enable persons to undress, dry and dress themselves in a safe manner.
4. Each bath, shower and wash hand basin shall be provided a continuous and adequate supply of hot and cold running water, designed to ensure reasonable temperature control.
5. Bathrooms and shower rooms must have adequate lighting, heating and ventilation.
6. Bathrooms must be fit for the purpose.

The Council has adopted the following as the minimum requirements.

1. Where a child under 10 lives in the property, a bath must be provided.
2. Bathrooms must have mechanical ventilation to the outside air at a minimum extraction rate of 15 litres/second in addition to any window(s). The system is to be either coupled to the light switch and incorporate a suitable over-run period, or an appropriately set humidistat. This is in addition to any windows.
3. A tiled splash-back shall be provided to all baths and wash hand basins. Shower cubicles shall have fully tiled walls and be provided with a suitable water-resistant curtain or door to the cubicle. Bathrooms and shower rooms shall have smooth, impervious wall and ceiling surfaces, which can be easily cleaned. The flooring should be capable of being easily cleaned and slip-resistant.
4. The following minimum dimensions shall apply:

Item	Dimension
Wash hand basin	500mm x 400mm
Splash-back	300mm high
Bath	1700mm x 700mm
Shower	800mm x 800mm or equivalent m <sup>2</sup>

5. Bathrooms and shower rooms must be constructed to ensure privacy.
6. All baths, showers and wash hand basins in an HMO must be equipped with taps providing an adequate supply of cold and constant hot water.
7. All bathrooms must be suitably and adequately heated and ventilated

8. All bathrooms and toilets must be suitably located in or in relation to the living accommodation in the HMO.

9. Where en-suites are provided in bedrooms, minimum sizes of amenities may be reviewed where it is not possible to fit standard units. It is important that any amenity remains effective for its intended use. Amenities which are not adequate due to location or size will not be accepted. En-suites will be ignored when assessing the floor area of a bedroom.

‘Suitably located bathrooms’ means that they are not more than two floors distant in relation to the sleeping accommodation.

‘Suitably located water-closet (WC)’ facilities shall be not more than one floor distant from living and sleeping accommodation.

9. Where reasonably practicable there must be a wash hand basin (WHB) with appropriate splash back in each unit of accommodation. Consideration will be given to the cost and practicalities of providing this amenity.

10. Suitable lock must be provided to all bath/shower rooms and WC.

11. Where separate WC is provided, there must be a WHB contained within the same unit.

12. All baths, showers, WC and WHB should be properly connected to a soil drainage system.

### **Sanitary Conveniences (toilet facilities)**

Legal requirements: The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 set standards for sanitary conveniences.

1. Where there are four or fewer occupiers sharing facilities there must be one toilet which may be situated in the bathroom.

2. Where there are five or more occupiers there must be one separate toilet with wash hand basin for every five sharing occupiers.

3. Toilets are to be provided in bathrooms or separate compartments of an adequate size and layout. The rooms shall have smooth, impervious wall and ceiling surfaces, which can be easily cleaned. The flooring should be capable of being easily cleaned and slip-resistant.

4. Toilets shall be readily accessible and normally not more than one floor away from the user. Shared facilities shall be accessible from a common area. Facilities must be inside the building.

5. A toilet provided in a separate compartment must have a wash hand basin with an appropriate splash-back.

## Ratio of facilities required

Legal requirements: The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 set standards for the number of bathrooms/showers and toilet facilities in HMOs.

1. Where there are four or fewer occupiers sharing facilities there must be one bathroom with fixed bath or shower and a toilet (which may be situated in the bathroom).
2. Where there are five or more occupiers sharing facilities, there must be:
  - One separate toilet with wash hand basin for every five sharing occupier's
  - One bathroom (which may contain a toilet) with a fixed bath or shower for every five sharing occupiers.

The information below explains this requirement in more detail:

Number of people irrespective of age	Facilities required (If a child under 10 lives in the property, a bath must be provided)
1–4 people	The minimum provision is 1 bathroom containing toilet, bath or shower and wash hand basin. The bathroom and toilet may be in the same room.
5 people	The minimum provision is 1 bathroom with a bath or shower and 1 separate toilet with wash hand basin. The separate toilet may be located in a second bathroom.
6–10 people	The minimum provision is 2 bathrooms containing a bath or shower
11–15 people	2 toilets with wash hand basins, one of which must be in a separate room.
Bedrooms with en-suites	The minimum provision is 3 bathrooms containing a bath or shower and 3 toilets with wash hand basins, one of which must be in a separate room.
	Where a room is provided with a complete en-suite facility (bath/shower, toilet and wash hand basin) for the exclusive use of that occupant then that occupant will be disregarded when considering the provision of sanitary facilities.
	Six occupants and one occupant had exclusive use of a fully equipped en-suite. The requirement for the remaining occupants would be for five people.
	If, however, the en-suite only provides one facility (either a bath/shower or a WC) then the occupant will not be disregarded for the missing amenity.

#### 4.6 Facilities for the Storage, Preparation and Cooking of Food

Legal requirements: The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 require:

1. A kitchen, suitably located in relation to the living accommodation, and of such layout and size and equipped with such facilities so as to adequately enable those sharing the facilities to store, prepare and cook food.
2. The kitchen must be equipped with the following equipment, which must be fit for the purpose and supplied in a sufficient quantity for the number of those sharing the facilities:
  - (i) Sinks with draining boards
  - (ii) An adequate supply of cold and constant hot water to each sink supplied
  - (iii) Installations or equipment for the cooking of food (iv) electrical sockets
  - (v) Worktops for the preparation of food
  - (vi) Cupboards for the storage of food or kitchen and cooking utensils
  - (vii) Refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, adequate separate freezers)
  - (viii) Appropriate refuse disposal facilities; and
  - (ix) Appropriate extractor fans, fire blankets and fire doors.

The Council has adopted the following as the minimum requirements.

The kitchen must be available 24 hours a day and equipped with the following equipment, which must be fit for the purpose and supplied in a sufficient quantity for the number of those sharing the facilities:

Number of people irrespective of age	Minimum provision of kitchen facilities
2–5 people	<p>A complete set of kitchen facilities consisting of the following items must be provided for every five persons:</p> <p><b>Sink:</b> A stainless steel sink, integral drainer and an impervious splash-back, on a base unit. The sink must have constant supplies of hot and cold running water and be properly connected to the drains. The cold water must come directly from the rising water main. It must be possible to stand directly in front of the cooker and sink and to place utensils down on both sides of each.</p> <p><b>Cooker:</b> A gas or electric cooker with four ring burners, oven and grill, that are capable of simultaneous use. The cooker is to be located away from doorways with a minimum of 300mm worktop to both sides.</p> <p><b>Electrical sockets:</b> At least three double 13amp electrical power points (in addition to those used for fixed appliances, such as washing machines).</p> <p><b>Worktop:</b> A kitchen worktop that is level, secure and impervious.</p>

	<p>The minimum dimensions are 1000mm length and 600mm width.</p> <p><b>Storage:</b> A food storage cupboard for each occupant that is at least one 500mm wide base unit or a 1000mm wide wall unit. This may be provided within each occupant's room. (The space in the unit beneath the sink and drainer is not allowable for food storage).</p> <p><b>Fridge/Freezer:</b> A refrigerator with a minimum capacity of 130 litres plus a freezer with a minimum capacity of 60 litres. If not in the kitchen the fridge/freezer must be freely accessible and adjoining the kitchen.</p> <p><b>Refuse disposal:</b> Appropriate refuse disposal facilities must be provided.</p> <p><b>Ventilation:</b> Mechanical ventilation to the outside air at a minimum extraction rate of 60 litres/second or 30 litres/second if the fan is sited within 300mm of the centre of the hob. This is in addition to any windows.</p> <p><b>Fire precautions:</b> Please see section 4.7 Means of Escape in Case of Fire / Fire Standards</p>
6-7 people	<p>Two complete sets of kitchen facilities as above with a 1500mm x 600mm work surface.</p> <p>However;</p> <ul style="list-style-type: none"> <li>• Combination microwave is acceptable as a second cooker</li> <li>• Dishwasher is acceptable as a second sink</li> </ul>
8-10 people	<p>Two complete sets of kitchen facilities as above with a 2000mm x 600mm work surface.</p>
11-12 people	<p>At least two separate kitchens containing three complete sets of kitchen facilities as above, each kitchen with 2500mm x 600mm of work surface. However,</p> <ul style="list-style-type: none"> <li>• Combination microwave will be acceptable as a third cooker</li> <li>• Dishwasher will be acceptable as a third sink</li> <li>• Two x 130 litre refrigerators with an additional 20 litres capacity of refrigerator space per person over 10</li> <li>• Two x 60 litre freezer space with an additional 10 litres capacity of freezer space per person over 10.</li> </ul>
13-15 people	<p>At least two separate kitchens containing three complete sets of kitchen facilities as above, each kitchen with 5000mm x 600mm of work surface.</p>

Where the landlord provides a catering service the facilities must comply with The Food Safety and Hygiene (England) Regulations 2013. In addition, some self-catering facilities will need to be provided and the level of facilities required will be determined on a case-by-case basis, taking into account the level of provision by the landlord. The Council will provide advice on request.

### **Kitchens for exclusive use: Bedsits**

A bedsit is where sleeping, living and cooking amenities are provided for exclusive use by occupants within a single unit of accommodation (i.e. one room).

Legal requirements: The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 requires rooms without shared amenities to be provided with adequate equipment.

The Council has adopted the following as the minimum requirements.

#### Minimum provision of kitchen facilities in a bedsit

**Cooking:** A gas or electric cooker with a minimum two-ring hob, oven and grill.

**Storage:** A 130 litre refrigerator with freezer compartment plus at least one food storage cupboard for each occupant in the bedsit(base units shall be 500mm wide and wall units shall be 1000mm wide).The sink base unit cannot be used for food storage.

**Worktop** of at least 500mm deep and 1000mm long, comprising a minimum of 300mm both sides of the cooking appliance to enable utensils and pans to be placed down. All worktops must be securely supported, impervious and easy to clean.

**Electricity:** Two double 13 amp power sockets suitably positioned at worktop height for use by portable appliances, in addition to sockets used by fixed kitchen appliances, plus two double sockets located elsewhere within the bedsit.

**Washing:** A stainless steel sink and integral drainer set on a base unit with constant supplies of hot and cold running water. The sink shall be properly connected to the drainage system. The cold water shall be direct from the mains supply. A tiled splash-back shall be provided behind the sink and drainer.

**Ventilation:** Mechanical ventilation to the outside air at a minimum extraction rate of 60 litres/second or 30 litres/second if the fan is sited within 300mm of the centre of the hob. This is in addition to any windows.

**Layout:** The same principles of safe layout and design apply in bedsits as for shared kitchens. Cookers must not be located near doorways to avoid collisions.

**Notes:** Where a gas appliance is provided within a unit of accommodation, a carbon monoxide detector should also be provided.

#### 4.7 Means of Escape in Case of Fire / Fire Standards

Legal requirements: The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 require that appropriate fire precaution facilities and equipment must be provided of such type, number and location as considered necessary. The Regulatory Reform (Fire Safety) Order 2005 requires all HMOs to have a sufficient risk assessment with regard to fire. The Management Regulations require fire-fighting equipment and fire alarms to be maintained in good working order. Fire is also a hazard to be assessed under the Housing Act 2004 part 1.

Legislation dictates that the Council and the South Yorkshire Fire and Rescue Service have a duty to consult and cooperate, when considering the standards for fire

precautions which are relevant in a HMO. Both organisations recognise the Local Authorities Coordinators of Regulatory Services (LACORS) Fire Safety, Guidance on fire safety provisions for certain types of existing housing, published by LACORS, Housing – July 2008 (ISBN978-1-84049-638-3), as the appropriate national guidance in this area. This document contains advice for landlords and fire safety enforcement officers in both local housing authorities and fire and rescue authorities on how to ensure adequate fire safety. In larger or higher risk HMOs joint inspections will be undertaken by the Council and the fire authority.

The information below is summarised from the Fire Safety Guidance document and is provided to help landlords understand their responsibilities and the type of fire safety precautions judged necessary for HMOs. As fire assessment is a risk based assessment, any element in a specific property may cause additional or increased levels of fire protection to be required, which may depart from the guidance below.

### **Fire Risk Assessment**

A Fire Risk Assessment is required, it provides an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of a Fire Risk Assessment are:

- To identify fire hazards;
- To reduce the risk of those hazards causing harm to as low as reasonably practicable; and
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

### **Fire precaution requirements**

The requirements expected by the Council will vary according to the observations and findings arising from any inspection undertaken and will be based on the advice detailed in the LACORS Fire Safety guide.

Landlords should also be aware that where premises are occupied in a manner other than that intended under the original construction, compliance with the Building Regulations at the time of that construction will not necessarily negate the requirement for additional fire safety measures.

Although an exhaustive list of likely requirements cannot be given in this document necessary measures may include the provision of: fire doors on high risk rooms, fire separation, fire blanket in the kitchen, automatic fire detection systems, emergency lighting, and protected routes of escape.

Landlords are required to test and maintain fire alarm and emergency lighting systems in accordance with the British Standards. See certification in section 4.10

### **Non-standard layout / Higher risk homes**

The level of fire precautions required will be dictated by the specific level of fire risk presented by that property. If the property is of a non-standard layout or if the occupants present a higher risk due to factors such as drug/alcohol dependency or

limited mobility then the risk may increase and additional precautions may need to be taken. This must be factored into your Fire Risk Assessment.

An example of a non-typical layout is 'inner rooms' where the bedroom is located such that the occupant passes through risk rooms (living rooms, kitchens or dining rooms) in order to reach the means of escape. There are various solutions available such as 'escape windows' or water suppression systems; these should be discussed with the Council's case officer before undertaking works.

To assess the level of fire precautions necessary in any given property reference should be made to the LACORS guide described above, having consideration to any factors which may increase the risk to occupants in a fire. For ease, it is usually better to produce a plan of the property indicating all fire precautions. This should be discussed with the Council's Community Protection Unit, before any work commences.

For the purposes of offering an example, the following case study, based on the LACORS guidance is offered, but should not be considered a template for any specific property.

This example is based on;

A typical low risk, **shared house with a simple layout** i.e. where all bedrooms lead onto the means of escape (i.e. the landing and hallway) without passing through any other room. It is also based on low risk occupants. This shared house is let on a joint contract with shared kitchen facilities (this is not a bedsit). Based on the above, the following requirements apply:

Area	Item	1-2 Storey Property	3 Storey Property	4+ Storey Property
Fire doors	Doors to kitchens must be 30 minute fire doors with heat and smoke seals	✓	✓	✓
	Bedroom doors must be solid and close fitting	✓	✓	✓
	Bedroom doors must be 30 minute fire doors with heat seals			✓
	Fire door to living room with heat and smoke seals	✓	✓	✓
	Doors to any cellars must be 30 minute fire doors with heat and smoke seals			✓
Fire alarm system	Grade D fire alarm system with smoke detectors in escape route at all levels and heat alarm in the kitchen	✓	✓	✓
	Additional interlinked smoke alarms in any cellar	✓	✓	✓

	Additional smoke interlinked alarm in living room  Additional smoke alarms to bedrooms – only if smoke seals fitted to bedroom doors		✓	✓
Equipment	Fire Blanket in kitchen	✓	✓	✓
Locks on Doors	Final exit doors must have a security lock that can be opened from the inside without a key. Break glass boxes are not acceptable.  Locks on bedroom doors (where provided) must be provided with a lock that can be opened without a key from the inside. Break glass boxes are not acceptable.		✓	
Protected route of escape	Understairs cupboards must have a ceiling that is 30 minutes fire resistant.  Cellars must have a ceiling that is 30 minutes fire resistant.  30 minute protected escape route	✓  ✓  ✓	✓  ✓  ✓	✓

**Note:** The case studies in Part D of the LACORS guidance are based on a number of assumptions and should not be interpreted as a standard that must be followed in every premises that match the basic descriptions given. In practice, there are relatively few premises that will match these case studies exactly. The guidance must be read in full.

#### 4.8 Standards Specific to Hostels and Bed and Breakfast Establishments

Kitchen facilities used by the management to provide meals for residents must comply with the Food Safety Act and they are to be separate from the self-catering facilities.

The sharing of bedrooms is not permitted unless the occupants are:

- Married, or living together as if married.
- Parent and child (as long as the child is the same sex as the parent, or the child is under 10 years of age if they are the opposite sex).
- Members of the same family and are both of the same sex
- Children, below 10 years of age, and of opposite sexes can share a room.

**Note:** There may be exceptions to the above sharing rule if a landlord presents a robust management and a business plan, which focusses on the provision of accommodation for a specific clientele. The Council will consider such proposals on a case by case basis.

Suitable office accommodation for the staff is to be provided according to the needs of the establishment.

In the event of living accommodation being provided for staff the accommodation must afford all amenities necessary to ensure reasonable comfort.

Adequate staff supervision is to be provided according to the needs of the establishment. Where necessary the Council may require the continuous presence of a member of staff 24 hours per day.

The Fire Authority will normally be the primary enforcement authority for fire safety in this type of premise.

#### **4.9 Addressing other Hazards**

Legal requirements: The housing health and safety rating system, as discussed earlier, describes 29 hazards to be controlled in residential accommodation. Some of these hazards are also controlled in the HMO Management Regulation

The Council has adopted the following guidance as a recommended means of managing the most common hazards.

##### **Natural and artificial lighting (prevents accidents and psychological problems)**

All habitable rooms should have an adequate level of natural light, provided via a clear glazed window or windows. It is advisable that the glazed area is to be equivalent to at least one-tenth of the floor area. Where practicable, all staircases, landings, passages, kitchens, bathrooms and toilets should be provided, with a window.

Windows to bathrooms and toilets should be glazed with obscured glass.

**Artificial Lighting:** All rooms and circulations areas within the property should have provision for electric lighting and should be controlled from suitably located switch points. Lighting on stairs should be capable of being switched on and off from both upstairs and downstairs.

##### **Ventilation- (removes pollutants and reduced condensation)**

All habitable rooms require adequate ventilation:

1. Either directly to external air by a window, with an openable area equivalent to at least 1/20th of the floor area of the room; or
2. If there is no natural ventilation in kitchens, bathrooms, WC's, mechanical ventilation should be provided to allow an adequate number of air changes per hour.

Habitable rooms need suitable and adequate floor to ceiling height and layout to allow proper circulation of air.

##### **Space heating – (protects both residents and the fabric of the building)**

An efficient and safe fixed space-heating appliance that is capable of maintaining each room at a minimum temperature of 18°C when the outside temperature is -1°C must be provided. The fixed space-heating appliance may be an adequate central heating system with thermostatic radiator valves (TRVs) or a fixed electrical appliance. The heating must be under the control of the occupiers for timings and temperature settings.

Heating appliances that are dependent upon liquid fuel or liquid fuel gas under pressure are not acceptable.

The insulation rating of the units of accommodation, affect the type of heating required and its cost of use. If tenants cannot afford to heat a property they suffer health affects but the property will also suffer condensation and deterioration

**Note:** The Energy Efficiency (Private Rented Sector)(England and Wales) Regulations 2015 fulfil a duty on the Secretary of State in the Energy Act 2011 to introduce regulations to improve the energy efficiency of buildings in the domestic and non-domestic private rented sector in England and Wales. In summary, the regulations mean that on or after 1st April 2018 a landlord who lets a privately rented property which is F or G SAP rated on a current legally required energy performance certificate (EPC) (10 year life) must carry out works to bring the property up to at least an E SAP rating before the property is rented out, unless the landlord qualifies for an exemption and the exemption is registered on the Public Exemptions Register.

### **Security**

All entrances to property should be well lit, especially ground floor/basement rooms/external staircases.

External entrance doors to communal areas should be self-closing.

Security devices/locks should not hinder the means of escape in case of fire and should be operated from the inside without the need for a key.

### **Water supply**

An adequate supply of cold drinking water, under adequate mains pressure, must be supplied from the kitchen sink and available to each resident.

### **Management of Waste**

Including; household refuse / unwanted items, mattresses and furniture.

Landlords/agents are responsible for ensuring that tenants have the correct information and facilities for them to store, recycle and dispose of all waste produced at the property and to take action where this fails to happen.

Landlords/managers should ensure;

- Sufficient refuse and recycling receptacles must be provided for tenants use;
- An external hard standing area with suitable and convenient access for use by tenants for storage of receptacles;
- Communal areas for the storage of waste must be kept clean;
- All refuse should be removed from the property between tenancies, this should not be delegated to the incoming tenant.
- Tenants to be made aware of refuse and recycling collection systems, including; advising tenants that receptacles should be returned to the boundary of the property on collection day Households with 6 or more people are entitled to an additional general refuse bin;
- Tenants should be advised how they can legally dispose of larger items.

Landlords will be held responsible for legally disposing of waste from the property. It is expected that they will instruct and assist tenants to legally dispose of large items and use their influence/management to ensure household waste is correctly presented for collection/recycling at the correct time and in the correct receptacle. Any waste

remaining on the property at the end of the tenancy becomes the landlord's responsibility to dispose of legally. Landlords should not require incoming tenants to dispose of waste left by the previous tenant.

### **Anti-social Behaviour**

Anti-social behaviour covers a wide range of problems and includes any behaviour that is capable of causing alarm, distress, nuisance or annoyance to an individual(s) or the wider community. This type of behaviour can include:

- Harassment and intimidating behaviour;
- Hate crime, for example racist or homophobic abuse;
- Behaviour that creates alarm and fear;
- Noisy neighbours and loud parties;
- Problems associated with people supplying, dealing or using drugs;
- People acting in a manner which is likely to cause distress or nuisance to others, due to the consumption of alcohol;
- Vandalism, graffiti and other deliberate damage to property;
- Rubbish or litter lying around, abandoned cars etc.

Landlords have a duty to take reasonable steps to ensure that their tenants and any visitors do not cause problems within the boundaries of the property or to the surrounding community through anti-social behaviour. In extreme cases, where a landlord fails to manage such activity from their premise, both the Police and the Council have a power (on application to the court) to close and secure the property.

The Council will support landlords, where possible, who are actively working towards tackling issues of anti-social behaviour emanating from their properties. Where landlords have attempted to manage their own tenants without success they should contact the Council's Regulation and Enforcement team for advice on 01709 823118.

### **4.10 Certification**

To ensure that the property is maintained in a safe condition, the landlord must demonstrate that works have been carried out by competent persons and records kept of any works undertaken. This may be a legal obligation or provide useful mitigation in a civil action after an incident.

Landlords can verify if their contractor is a member of the relevant professional body below.

Approved persons can be checked here <http://www.competentperson.co.uk/>

See Competent person schemes here

<https://www.gov.uk/building-regulations-competent-person-schemes>

### **Gas Safety (Installation and Use) Regulations 1998**

As a landlord, you are responsible for the safety of your tenants. The Gas Safety (Installation and Use) Regulations 1998 specifically deal with the duties of landlords to ensure that gas appliances, fittings and flues provided for tenants' use are safe.

As a landlord, you have a duty to ensure:

- Gas fittings (appliances, pipework) and flues are maintained in a safe condition;
- All installation, maintenance and safety checks are carried out by a Gas Safe registered Installer;

- An annual safety check is carried out on each gas appliance/flue by a Gas Safe registered Installer. Checks need to have taken place within one year of the start of the tenancy/lease date, unless the appliances have been installed for less than 12 months, in which case they should be checked within 12 months of their installation date;
- A record of each safety check is kept for two years;
- A copy of the current safety check record is issued to each existing tenant within 28 days of the check being completed, or to any new tenant before they move in (in certain cases the record can be displayed).

### **Electrical Safety.**

The electrical installation for the property should be installed and maintained in accordance with a recognised standard, such as the current edition of the IEE (Institute of Electrical Engineers) Wiring Regulations and certification should be provided as prescribed under Appendix 6 of BS 7671:1992 (as amended) to confirm that the whole installation is to a safe and satisfactory standard. The installation should be retested and certified, as described every five years, or following any alterations or extensions to the system.

All work to the electrical installation should be carried out and certified by a NICEIC (National Inspection Council for Electrical Installation Contracting) member or approved body or competent person.

All electrical work must be carried out in accordance with Part P of the Building Regulations, where appropriate.

### **Fire Safety.**

The recommended test and certification periods differ, depending on the type of detector system installed, and they are prescribed in the British Standard. The test is usually carried out by a specialist alarm engineer under a maintenance contract and should be recorded in a log book, with a periodic inspection and test certificate issued.

For the benefit of an example, the following should be considered:

- Grade D fire alarm systems should be tested weekly. All detectors must be cleaned at least annually. Testing and maintenance must be in accordance with the manufacturer's instructions. Landlords can self-certify this has been completed.
- Grade A fire alarm systems should be tested weekly. The system must be inspected and serviced at periods not exceeding six months in accordance with the recommendations of Clause 45 of BS 5839-1:2013. An inspection and servicing certificate of the type contained in H.6 of BS 5839-1:2013 should be issued by a suitably qualified and competent person.
- Any emergency escape lighting present should be serviced and maintained in accordance with BS 5266-8: 2004 (BS EN 50172: 2004) Emergency escape lighting systems. The requirements of BS 5266: part 8, require the annual test to be carried out by a competent person.
- Where fire extinguishers are provided, these should be checked periodically to make sure they are in place and available to use. Extinguishers must be tested and maintained on an annual basis in accordance with BS 5306-3 and with the manufacturer's instructions.

### **Furniture Safety.**

All furniture provided with the accommodation must comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended). You are required to sign a declaration on the application form to the effect that the above condition is met.

### **5.0 ENFORCEMENT**

The Council's Regulation and Enforcement team work closely with the Planning Service and South Yorkshire Fire and Rescue to regulate HMOs. It is expected that any landlord who enters the HMO market makes themselves fully aware of their responsibilities, especially as this is the higher risk element of the private rented sector. All enforcement is undertaken in a fair and transparent manner governed by the Council's General Enforcement Policy, available at;

[http://www.rotherham.gov.uk/download/downloads/id/1448/general\\_enforcement\\_policy.pdf](http://www.rotherham.gov.uk/download/downloads/id/1448/general_enforcement_policy.pdf).

It is expected that landlords and managers play an active part in operating their properties and that in most cases the Council will not have to become involved. Where issues are raised with the Council they will be investigated and brought to the landlord's attention. Where the Council is not convinced that the landlord is taking effective and timely action to resolve the matter, formal enforcement will commence. Where this happens, landlords should expect the Council to recover all costs incurred by them from the landlord, until the issue is resolved.

### **6.0 LEGISLATIVE FRAMEWORK for HMOs**

HMOs are regulated by several pieces of legislation, which determine licensing arrangements and management standards together with amenity and fire safety requirements. Below are a number of the most relevant pieces of legislation;

Copies of all up to date Regulations can be accessed through;

<http://www.legislation.gov.uk/>

**The Housing Act 2004**, provides the definitions of an HMO and details HMO licensing requirements.

**The Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006** defines which HMOs must be licensed.

**The Management of Houses in Multiple Occupation (England) Regulations 2006** impose duties on the manager in relation to the running of the HMO and are applicable to all HMOs, (except converted blocks of flats), whether or not they are licensable

**The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006** details standards of management applicable to Licensable HMOs, (except converted blocks of flats), and clarifies some definitions in the 2004 Act

**The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007** require that minimum standards are achieved for bathroom, WC and kitchen facilities in converted blocks of flats and that there are suitable fire precaution facilities and equipment located in appropriate areas and in sufficient numbers. It also details the duties imposed on the manager in the running of the HMO.

**The Houses in Multiple Occupation (Certain Block of Flats) (Modifications to the Housing Act 2004 and Transitional Provisions for S 257 HMOs) (England) Regulations 2007** amend the primary legislation concerning converted blocks of flats which fall into the definition of an HMO.

**The Housing Health and Safety Rating System (HHSRS)** is a method of risk assessment which focuses on hazards within residential properties, including HMOs. It covers 29 hazards including fire, excess cold and entry by intruders. Guidance is available in the 'Housing health and safety rating system (HHSRS) enforcement guidance: housing inspections and assessment of hazards'

**The Energy Efficiency (Private Rented Sector) (England and Wales) Regulations 2015**

**Local Authorities Coordinators of Regulatory Services (LACORS) Fire Safety, Guidance on fire safety provisions for certain types of existing housing**, published by LACORS, Housing – July 2008 (ISBN978-1-84049-638-3),

**The Regulatory Reform (Fire Safety) Order 2005** - All premises where the main use is to provide sleeping accommodation, e.g. hotels, guest houses, B&Bs, hostels, residential training centres, holiday accommodation and the common areas of flats, maisonettes, HMOs and sheltered housing are covered by this Order.

**Health and Safety at Work etc. Act 1974.** This legislation is relevant in any premise where a work activity takes place. This may include the use of contractors, cleaners etc. Landlord should be aware that they are responsible for managing their property to minimise hazards to occupants, contractors, staff or visitors.

### **The Gas Safety (Installation and Use) Regulations 1998**

Copies of all Regulations can be accessed through;

<http://www.legislation.gov.uk/>

Information regarding private sector housing including online HMO license applications, can be found on the council's website, [www.rotherham.gov.uk](http://www.rotherham.gov.uk)

### **Enquires about HMOs can be made to:**

Regulation and Enforcement  
Wing B Floor 2, Riverside House  
Main Street  
Rotherham  
S60 1QY  
Tel: 01709 823118

## Appendix C

### **Consultation response to the Council's Policy for use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004**

#### **Consultation: Policy for use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004**

The following comments were recorded during the period of consultation;

#### Policy for use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004

07/11/17

Just read the details of the proposals. I support those proposals – they appear to be well thought out. It's about time this sort of action was taken – as a landlord in Maltby almost every tenant I've taken on, has complained that their previous landlord would not improve the property regardless of the amounts of complaints the tenant made. Best of luck getting the proposals passed. All you have to think of now is how to resource and finance the inspection force.

01/11/17

Page 13 is missing ?

31/10/17

Rotherham Federation of Communities welcomes the proposed 'Policy for the Use of Civil Penalty and Rent Repayment Orders under the Housing Act (January 2018)'. We particularly welcome the importance in assessing financial penalties of the risk of harm to the tenant. The tenants' needs and interests must always be of prime consideration in such policies and this document's recognition of this is to be much applauded.

30/10/17

As a private landlord with just one property in your area, I thoroughly agree with the proposal as outlined in the document you sent me.

Our property is in Maltby and we have spent an awful lot of money on it trying to attract decent tenants. However, due to the generally run down state of the immediate local area, we are currently unable to attract a rental figure which covers the mortgage repayments, let alone the total expenses involved in owning a property.

Therefore I am happy with any measures which improve this situation.

30/10/17

I have 3 properties in Maltby in the Rotherham MBC area.

I have read the document, but do feel that as a "good" landlord, some notice should be taken of delinquent tenants or at least acknowledgement of that.

I have had a bad run in the last 2 or 3 years of several tenants absolutely trashing properties after a period of normal behaviour. All of it evidenced by photographic Inspection reports. Also, another property where an ex-partner of a female tenant smashed several windows, poured glue into the door lock and caused internal damage – all of which comes down to me to repair. The standard answer is "get the Police involved" or "what about the tenancy deposit"?

Of course, Housing Benefit tenants do not have cash for deposits (imagine Universal Credit dealing with that) or after a huge amount of effort with the Police and Insurers, the offenders have no money (or the usual court order for £5 a week or a month, which stops almost immediately as the offenders HAVE no money). Insurers will just not put up with more than the odd claim of this kind.

All this is exacerbated by the imposition over the last couple of years of immediate payment of Council Tax by the Landlord, even when he has not been informed that the tenant has disappeared, until suddenly the rent does not appear, several weeks later, and rent repayment is demanded. Even a 3 month Void allowance would allow for repairs and a re-let.....

The quality of housing provision is important, but there are two parties in this; tenants have the impression they can get away with destructive behaviour as the Council has a duty to provide temporary Housing for – for example – a single mother and her baby. Unfortunately many are from environments where cleaning the carpets or keeping the kitchen clean and hygienic has just not been taught to them either at home or at school – or if it has, they did not get the message.

The improvement of the Private Rented housing stock is in everybody's interest, but I for one have lost money on the 7 "Social Housing" properties I own, but made money on the 13 Privately rented to working tenants. You may feel that balances out, but overall I am at zero as demonstrated by the fact that I have paid no tax on my fully reported income for the last 3 years, even though I am in receipt of State Pension. These properties were supposed to form my personal pension.

The several short-sighted tax changes on landlords established by George Osborne to deal with the London property market major capital gains, are just not applicable in the majority of the North, and this fact is hardly referred to in the National commentary. I am sure this fact has not been missed by your organisation.

Now that's off my chest I feel better, but really would like to contribute more on these matters if possible.

### Houses in Multiple Occupation Guidance and Amenity Standards

22/11/17

Thanks for the invitation. I'm sorry but I will not be able to attend. I have about 2 intensive weeks' worth of work to complete a large tender document. Would it be possible to send me a copy of the recorded minutes of the consultation or the preparations developed after the consultation.

15/11/17

I have a few comments and questions with regard to the HMO standards document that I was recently sent that is under consultation.

First I refer to page 11 under point 4, with regard to the dimensions of the wash hand basin and the shower. Are these minimum sizes to apply to en-suites? A basin of 500mm x 400m in an en-suite would simply be too big and would reduce bedroom size to making the en-suite bigger and would in fact offer no more usable space as the sanitary ware would be bigger. Again with regard to the shower cubicle the most common size is a 760mm x 760mm therefore asking for an odd size of 800mm x 800mm will prove difficult and cause the same issues as the minimum sink sizes. Possibly a minimum overall size either for an en-suite or for the shower cubicle would be better as some spaces within bathrooms / en-suite will only fit an odd size like 1000mm x 700mm shower cubicles yet are still big enough spaces.

We specialise in HMOs and own / manage many in the Rotherham area. Looking at what tenants want and factoring in the Council requirements etc. is something we do on an ongoing basis. The tenants we provide rooms for mostly want en-suite bedrooms and are more interested in decent size bedroom space meaning we make the en-suite functional but small. I feel that en-suites should have different minimum criteria to main shared bathrooms as they are only for personal use and are within the tenant's personal bedroom.

I also refer to page 14, under the section 2-5 people whereby it states that a tiled splash back area should be present at the sink area. The new kitchens that we put it now have upstands

which have become more modern and what many people now use. I would suggest that the wording would include tiles or upstand.

Continuing on page 14 under Storage. 500mm base units for tenants are fine, however tenants seem to prefer wall units and most are happy with 500/600mm so 1000mm seems excessive for one tenant (I realise it is similar capacity as the floor units but obviously a lot more wall space is required). We always have plenty of units but felt it was worth commenting on as a 500mm width unit whether it is base or wall should be sufficient.

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**Public Report**  
**Cabinet and Commissioners' Decision Making Meeting**

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### **Summary Sheet**

#### **Name of Committee and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

#### **Report Title**

The Safer Rotherham Partnership (SRP) Domestic Abuse Strategy 2017 - 2020

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

No, this is not a key decision

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

Damien Wilson, Strategic Director of Regeneration and Environment

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

Sam Barstow, Head of Community Safety, Resilience and Emergency Planning

Steve Parry, ASB and Crime Manager

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

All

#### **Summary**

The Safer Rotherham Partnership (SRP) is at a critical stage of its journey with regards to domestic abuse (DA), whilst a power of direction is maintained by Commissioners. This retained power reflects some of the challenges in respect of domestic abuse, where there have been critical posts vacant for some time, which has meant the partnership drive has not existed in a structured and coordinated manner. Things have moved on significantly over the previous year, with a Domestic Abuse Coordinator now in post, a functioning partnership group, new strategic lead and a clear strategic approach.

The Partnership Strategy presented with this report seeks to enhance the co-ordinated response to domestic abuse in Rotherham, led by the SRP. One of the most important aspects of responding effectively to domestic abuse is that it cannot be achieved by any single agency operating in isolation.

This report and accompanying strategy sets out how the SRP wants everyone who works with families experiencing domestic abuse to identify domestic abuse and work together to tackle it. It provides clear expectations and a course of action which will make a difference to addressing this issue and help support people to change their lives.

**Recommendation**

That the Domestic Abuse Strategy 2017-2020 be endorsed.

**List of Appendices Included**

Appendix 1: SRP Domestic Abuse Strategy 2017 -2020.

**Background Papers**

None

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

The strategy was approved by the Safer Rotherham Partnership Board in October 2017 and also presented to Improving Lives Select Commission on the 12<sup>th</sup> December 2017.

**Council Approval Required**

No

**Exempt from the Press and Public**

No

## The Safer Rotherham Partnership (SRP) Domestic Abuse Strategy 2017 – 2020

### 1. Recommendations

1.1 That the Domestic Abuse Strategy 2017-2020 be endorsed.

### 2. Background

2.1 According to the Office of National Statistics, during 2016, domestic abuse incidents accounted for one in ten calls to the Police with a total of 1.03 million reports. Of these reported incidents, four in every ten were identified as being domestic abuse related criminal offences and recorded as crimes. Whilst this evidence illustrates these issues affect many lives and families across the country, it is likely that there are significant levels of under reporting of incidents which is confirmed by victims and survivors of domestic abuse.

2.2 The situation in Rotherham is consistent with the national picture and reports of domestic abuse are continuing to rise. South Yorkshire Police received 6,500 calls relating to domestic abuse during 2016, a rise of 5.7% compared to 2015 (6,152).

2.3 Recorded domestic abuse related crime also rose by 28% locally in 2015/16 and estimates suggest over 27,000 women and girls in the Rotherham area have suffered abuse in their lifetime. Whilst men can also be affected by domestic violence, the number of incidents is more prevalent amongst females.

2.4 Across the partnerships in Rotherham there are a range of commissioned services that offer support and advice to victims of domestic abuse in addition to refuge provision, housing support and a range of counselling interventions. In particular, the Council's own assessments alongside external reports, illustrates the need to focus on addressing the following:

- Continue to improve assessment of risk and take action to address offences of domestic abuse
- Focus on tackling offenders and bringing them to justice
- Increase work around prevention and early identification of issues, before abusive situations develop
- Ensure a strong interface between children and adults services recording and case management systems and building on existing strengths relating to information sharing that facilitates communication across the continuum of need of a victim of domestic abuse
- Upskill staff in partner agencies to swiftly identify signs of domestic abuse and build consistent integrated pathways to facilitate the most appropriate service provision.
- Embed a culture of learning across the partnership that enables a robust response to emerging research, as well as findings from local and national serious case reviews and domestic homicide reviews.

2.5 The SRP has for some time been without an effective strategy in this area. Not only has it lacked strategic focus but it has also had critical posts vacant, such as the Domestic Abuse Coordinator and strategic lead, which has also led to a weakened partnership. Despite this there has been some continued effort to develop delivery within services.

- 2.6 For several months now, progress has been made at pace. This progress has included the appointment of a Domestic Abuse Co-ordinator, the reformation of a partnership strategic group, the development of the attached strategy and a robust action plan in support. Alongside these strategic elements of delivery, partners have also delivered practically, with a South Yorkshire-wide perpetrator programme due to start in February, revisions to a raft of policies and procedures and development of a multi-agency protocol (detailing the whole domestic abuse support system) and charter.
- 2.7 Alongside the above, the SRP has also identified a 'critical friend' (the City of Bradford Metropolitan District Council) and has undertaken a 'peer review' in to Domestic Abuse services, the assessment for which was held on the 25<sup>th</sup> January. This review explored all areas of domestic abuse delivery. Early feedback received from the assessment team suggests that the SRP has some strengths, one of which being the political and managerial leadership in this area. Additionally the SRP clearly has some challenges, many of which have been successfully identified by the partnership, with work underway to improve.
- 2.8 Domestic abuse continues to be a priority for the SRP and although progress has been made improving delivery of domestic abuse services, more needs to be done to improve provision which this strategy seeks to achieve. The need to do more is reflected by the current reservation of a power of direction in this area, by Commissioners.
- 2.9 The strategy has been considered by Members of the Improving Lives Select Committee and was approved by the Safer Rotherham Partnership Board in October 2017.
- 2.10 Partners are acutely aware of the need to engage with victims, survivors and service users to inform the strategic approach and delivery. This is also something that has been highlighted by elected members through the Improving Lives Select Commission and is a key piece of work for the partnership.
- 2.11 Currently, partners are mapping out the range of groups and forums and will be doing a 'road show' with the domestic abuse strategy and delivery plan, taking feedback and identifying key individuals to form a Rotherham-wide forum. This will be led by the chair of the Domestic Abuse Priority Group, who is the Head of Community Safety.
- 2.12 Alongside meeting and hearing from service users directly, it is also key that the SRP identifies a systematic way of capturing feedback, across partnership agencies. In support of this, the SRP is currently identifying and amending satisfaction forms to incorporate a similar question. That question will then inform the SRP, across agencies, in relation to satisfaction, whilst also showing areas where there is good practice or practice that requires improvements.

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

- 3.1 The SRP Domestic Abuse Strategy 2017-2020 has been approved by the SRP Board and as such it is recommended that Cabinet Members endorse the strategy.

**4. Timetable and accountability for implementing the decision**

4.1 Implementation of the strategy will be overseen by the SRP Domestic Abuse Priority Group.

**5. Finance and procurement implications**

5.1 There are no additional financial implications for the Council's revenue budget arising from the introduction of this strategy.

**6. Legal implications**

6.1 There are no legal implications arising from this report.

**7. Human Resources implications**

7.1 Training for the workforce will be required to ensure staff have the knowledge and skills to identify the different forms of domestic abuse. In addition, the workforce will benefit from training to enable them to support the aims of the strategy. It is also likely that the strategy will lead to requests for mandatory training for some employees, with enhanced training for front-line practitioners.

**8. Implications for Children and Young People and Vulnerable Adults**

8.1 The Council has statutory obligations surrounding the safeguarding of children and vulnerable adults and the Council may also have statutory homelessness duties in relation to some victims of domestic abuse under Part vii of the Housing Act 1996 (as amended).

**9. Equalities and Human Rights Implications**

9.1 The decision maker must be aware of their obligations under Section 149 Equality Act 2010, the Public Sector Equality Duty (PSED). It obliges public authorities, when exercising their functions, to have 'due regard' to the need to eliminate discrimination, harassment and victimisation and other conduct which the Act prohibits and advance equality of opportunity, foster good relations between people who share relevant protected characteristics and those who do not.

9.2 The relevant protected characteristics under the Equality Act are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships, but only in respect of eliminating unlawful discrimination

**10. Implications for Partners and Other Directorates**

10.1 There are no additional implications arising from this report.

**11. Risks and Mitigation**

11.1 Tackling domestic abuse continues to be a high priority for the Council, Police and wider SRP. It is therefore important to have an action plan, performance framework and delivery structure to implement the strategy and help contribute to the protection of our communities from abuse and bring offenders to justice.

**12. Accountable Officer(s)**

Damien Wilson, Strategic Director, Regeneration and Environment.

Sam Barstow, Head of Community Safety, Resilience and Emergency Planning

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Judith Badger	01.02.2018
Assistant Director of Legal Services	Dermot Pearson	31.01.2018
Head of Procurement (if appropriate)	N/A	
Head of Human Resources (if appropriate)	N/A	

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

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

**Contact Name:** - Steve Parry, Crime and ASB Manager  
steve.parry@rotherham.gov.uk



*The Safer Rotherham*

# Safer Rotherham Partnership **Domestic Abuse Strategy** 2017 to 2020



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Rotherham  
Metropolitan  
Borough Council

# Foreword

from the Chair of the Safer Rotherham Partnership,  
**Councillor Emma Hoddinott**

**T**he Safer Rotherham Partnership continues to develop and strengthen, building on the commitments made within the Partnership Plan covering 2016 – 2019.

**Whilst we collectively accept the scale of the challenges ahead of us, I am pleased to see progress being made against the aims of the partnership and in this case, the development of this strategy to coordinate our efforts in respect of tackling Domestic Abuse.**

The Borough of Rotherham covers a district of 110 square miles and has a mix of communities in both rural and urban areas. Centrally placed within South Yorkshire, the population continues to grow and change over time with an increase in the numbers of those aged over 60, who now make up one in four of our residents, and those from minority ethnic groups, who now account for one in ten. This range of communities and the changing nature of them mean our services must continue to adapt to meet demand. To adapt we must ensure that we continue to be informed by feedback, consultation findings and inspection recommendations, whilst responding to a changing national picture, making best use of available interventions for support that help to change behaviour as well as tools and powers.

Across the partnerships in Rotherham, a range of services are commissioned that offer advice and support for victims of domestic abuse alongside refuge provision, housing support and a range of counselling interventions. Despite this provision, we have identified gaps.

In particular our own assessments, alongside external reports, tell us that we need to focus on addressing the following:

- Continue to improve assessment of risk, evidence gathering and action to address offences of domestic abuse
- A focus on tackling offenders and bringing them to justice
- Increased work around prevention and early identification of issues, before abusive situations develop
- Ensuring a strong interface between the children and adults systems and building on existing strengths related to information sharing that facilitates communication across the continuum of need.
- Upskilling agencies to swiftly identify the signs of Domestic Abuse and building consistent, integrated pathways. Embed a culture of learning across the strategic partnership that enables a robust response to emerging research as well as findings from Serious Case Reviews and Domestic Homicide Reviews, whether local or national.

Domestic Abuse continues to be a priority for the Safer Rotherham Partnership. Through the work of the partnership progress has been made in improving delivery of provision but evidence highlights that more is needed and further improvements required. This strategy seeks to harness the energy of the partnership and focus development towards common goals. Making best use of the limited resources available by working together will enable a rigorous and proactive approach to improving the quality of relationships across Rotherham and reducing harm caused by domestic abuse.

# Introduction

**Whilst we know that Rotherham is a unique place with its own identity and history, there are many parallels in relation to domestic abuse when comparing with the national picture.**

According to the Office of National Statistics (ONS), during the year 2016, domestic abuse accounted for one in ten calls to Police with a total 1.03 million reports. Of these reports, four in every ten were identified as being a domestic abuse -related criminal offence. The ONS have also stated that there seven women a month killed by their current or former partner. SafeLives estimate that over 130,000 children live in households affected by domestic abuse. With significant levels of underreporting suspected, and confirmed by victims and survivors, it is clear that this issue affects many lives and many families across the country.

The national picture is consistent in Rotherham, where reports of domestic abuse continue to rise. South Yorkshire Police received 6,500 calls relating to domestic abuse during 2016, a rise of 5.7% in comparison to 2015 (6152). Recorded domestic-related crime also rose by 28% locally in 15/16 and estimates suggest over 27,000 women and girls in the Rotherham area have suffered abuse in their lifetime and while we know this issue does not only affect women, we do recognise the increased prevalence. Whilst increases in reporting are positive, in the context of suspected underreporting, we need to do more to understand the true scale of domestic abuse. The number of crimes has risen by 22% from 1562 in 2014/15 to 1900 in 2015/16. In relation to cases, during 2016 we recorded 431 high risk victims, 1722 medium risk victims and 4373 victims requiring

lower levels of support. As a result of these increases, there is a challenge for services in meeting demand effectively. During 2016/17, there were 3914 contacts for families to the early help Service and 'family relationships' are amongst the top three cited needs. Almost a third (32.5%) of cases are identified by social care services or the police, suggesting missed opportunities for earlier identification and intervention. Young people are also at risk of suffering or perpetrating domestic abuse within teenage relationships, according to a report conducted by the South Yorkshire Criminal Justice Board which made a number of recommendations to support closer working between domestic abuse and teenage services.

Alongside the statistical data the partnership is supported by a range of inspections and quality assurance frameworks that provide insight into these services and inform valuable learning for the partnership. This work includes inspections of the Police, such as the PEEL inspection, partnership inspections, Domestic Homicide and Serious Case reviews alongside themed reviews known as 'Deep-Dive' inspections and inspections by agencies such as Ofsted and the Care Quality Commission. Commissioners at Rotherham Metropolitan Borough Council (RMBC) requested an audit into Children who are at risk of domestic abuse, which concluded in June 2017.

Recent reviews reinforce the data and have suggested that routes into services can be confusing and at times, agencies have missed opportunities to spot the early signs where intervening at an early stage could have improved situations. The range of people and agencies that can be involved in cases and in assessing risk means that the information may not always be accessible and we may not properly understand the full

picture for victims or perpetrators. This may be exacerbated by families not feeling involved with the process of making decisions individually, or collectively informing the services. A lack of consistency in the application of assessment tools and processes, such as early help and DASH, limits any feelings of consistency for families and reduces visibility of need to agencies. Further work with perpetrators is also required both to prevent and address unacceptable behaviour, both as a community, alongside using legal powers available.

There has been some significant progress made by agencies in recent years including higher levels of both generic and specialist training, in particular the Police have received specialist training in relation to victims of domestic abuse. Partners continue to commission various services which total £444,000 and range from refuge through to floating support and have supported a total of 532 victims during the last financial year. The partnership has recently been awarded an additional £200,000 in order to better support victims fleeing domestic abuse, who have complex needs. The SRP have also commissioned Salford City Council to conduct a peer review into domestic abuse service, which will commence in 2017.

The strategic partnership recognises and seeks to further understand the drivers and impact of domestic abuse and this strategy will focus on the gaps identified by the partnership, through a range of sources, and seek to improve services for the benefit of the people and communities impacted by conflictual relationships and domestic abuse. The strategic vision is informed by local evidence and has been developed to accelerate change and improve outcomes.



# Current Provision

**T**here is a range of commissioned, voluntary and charity funded services that exist within Rotherham. These services provide a range of functions that are important to supporting delivery of domestic abuse services.

Independent Domestic Violence Advocates (IDVAs) are commissioned by Rotherham Metropolitan Borough Council and support those affected by domestic abuse that are assessed as high risk. A local charity, Rotherham Rise, is commissioned to deliver a range of services for medium and standard risk victims alongside providing housing support and a refuge. There are a number of outreach, voluntary and counselling services that support those impacted by domestic abuse including some which target support to minority communities and those with protected characteristics. There are currently around 350 victims being supported across this range of services. The South Yorkshire Community Rehabilitation Company (SYCRC) currently runs a number of perpetrator programmes for those convicted of relevant offences, such as the Accredited Building Better Relationships programme and non-accredited short duration Respectful Relationships programme. SYCRC currently work with approximately 450 identified perpetrators of domestic abuse within the County.

## Vision

*In Rotherham we do not tolerate domestic abuse and as agencies, we will consistently identify risk, work to protect victims and address offending behaviour. In communities, we will promote the value of positive relationships and identify need, in order to focus on preventing conflict and abusive behaviours. Our services will work together, be responsive, evidence based and informed by those affected. Rotherham's approach seeks to focus on improving the quality of relationships in the borough, whilst working to protect and support those already affected by domestic abuse.*

# Aims

## ***The Aim:***

*Support cohesive, shared assessment processes that enable services to understand need and embed the message that domestic abuse is unacceptable and that perpetrators of domestic abuse crime will be brought to justice and offered intervention to change behaviour to prevent reoffending.*

## ***The Gap:***

*Identified weaknesses in assessing risk in criminal or civil justice settings, gathering evidence and use of tools and powers, including legal powers.*

## ***The Aim:***

*Focus on the provision of services that support positive relationships through early identification of need and addressing conflict before abusive situations occur and impact negatively across communities.*

## ***The Gap:***

*A reactive, costly approach that tackles symptoms and not root causes of domestic abuse.*

## ***The Aim:***

*Review the system and redesign the adult pathway, replicating best practice.*

## ***The Gap:***

*Pathways for those adults affected by domestic abuse are duplicative and confused and this makes sharing information and the provision of coordinated, timely support a challenge. The pathway must be accessible for all.*

# Aims

## ***The Aim:***

*Make every contact count (MECC), wherever people access support, providing effective support.*

## ***The Gap:***

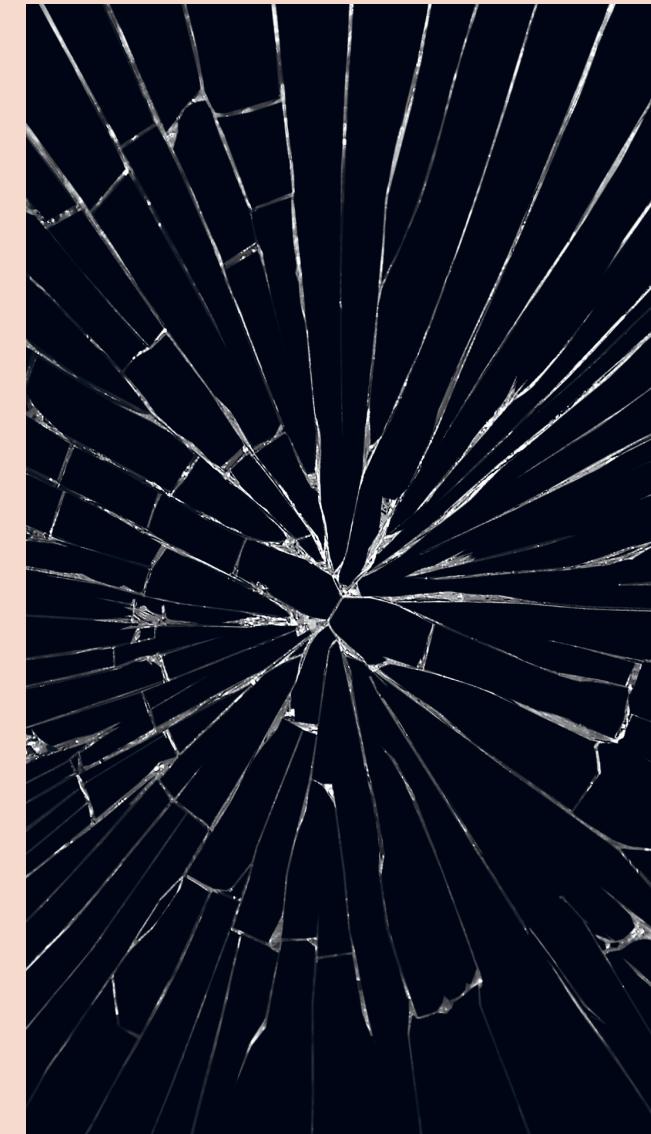
*Not all agencies are quick to identify domestic abuse; they don't always fulfil responsibility of using shared assessments or put people in touch with the right services. At times we are unsure who is the victim and we know that this can change within abusive relationships, service must be able to respond to this changing picture.*

## ***The Aim:***

*Identify lessons, listen to victims, promote challenge and respond as a partnership.*

## ***The Gap:***

*We have not always been quick to act on lessons learnt. We want to be quicker at responding and delivering more together, using our now well established and strong leadership in Rotherham as a catalyst for change. We want those affected by domestic abuse to have a voice and inform our services.*



# Objectives

## **Support cohesive, shared assessment processes that enable services to understand need and embed the message that domestic abuse is unacceptable and that perpetrators of domestic abuse crime will be brought to justice and offered intervention to change behaviour to prevent reoffending.**

Whilst domestic abuse continues to rise in terms of incidents reported, it is widely accepted that this does not represent the true level of incidents within Rotherham or across the Country. Whilst there may often be a combination of reasons as to why someone may choose not to report, this can often be influenced by peoples trust in the system and belief that there will not be an effective response. Victims want assurances that partners would make them safer, as opposed to placing them in any more risk. To achieve the best outcomes, we have to act under the same principles and process.

In order to deliver against this objective, the partnership will focus on the following areas;

- Embed an approach that focuses on prevention rather than cure
- Seek innovative ways to support those affected by domestic abuse, learning from research and applying evidence based methodology to the services that we commission
- Increase the appropriate use of tools and powers to address domestic violence
- Seek to prevent future perpetrators through education and effective intervention
- Promote understanding of positive relationships, the impact of couple conflict and domestic abuse across agencies and communities

## **Focus on the provision of services that support positive relationships through early identification of need and addressing conflict before abusive situations occur and impact negatively across communities.**

We are clear in our determination to protect victims of domestic abuse but a key objective, for long term, sustainable change is to apply a preventative approach in Rotherham. In order to reduce the incidence of abusive relationships we need to offer support at the earliest juncture by joining with partners and communities to promote positive relationships. Research shows that adults in distressed relationships are much more likely to suffer from depression, anxiety and other mental health problems as well as poor physical health. There is also clear evidence that poor-quality parental relationships and inter-parental conflict, for those with children have a negative impact on children's mental health and long-term life chances. Negative relationships also have clear economic consequences, in terms of increased costs to the public purse through responding in reactive rather than proactive ways. Investing in support for the promotion of good-quality relationships makes economic sense for Rotherham at a time when pressures to public funding are high.

- Commission interventions that focus on prevention of risk and future harm
- Commission intervention that breaks cycles of abuse and harm
- Identify groups at risk and deliver preventative interventions
- Promote positive relationships
- Identify individual and community based strengths that could be further developed

# Objectives

## **Review the system and redesign the adult pathway, replicating best practice**

Various inspections and 'deep-dive' reviews have revealed that the partnership would benefit from working more effectively together in order to ensure that we spot the signs, maximise opportunities to intervene and share relevant information swiftly and effectively across partners. Key to addressing domestic abuse is having a common understanding of what it is, what our collective response should be and how we work together.

In order to deliver against this objective, the partnership will focus on the following areas;

- Support the development of the Multi Agency Risk Assessment Conference (MARAC) in order to ensure that it supports and protects our most vulnerable people
- Continue to strengthen information sharing
- Develop a multi-agency pathway
- Enable effective joint commissioning

## **Make every contact count, wherever people access, providing effective support**

Domestic abuse may present in a number of different ways whether that be through access to health, crime and anti-social behaviour or as a family in crisis. People may also find it challenging to access services and so we should ensure there are no barriers, for any individuals or communities. The multitude of ways in which this issue could present highlight the critical need for partners to ensure that they are alert to domestic abuse, will handle victims or perpetrators appropriately and engage the relevant processes.

- Make sure the system works, wherever people access
- Ensure appropriate access for all individuals and communities, including BME, LGBT and those less able
- Ensure front line staff within all agencies are trained
- Support the development of the MADA



# Objectives

## **Identify lessons and respond as a partnership**

Alongside proactive improvement to the system, it is also a critical function of this partnership to ensure that any available learning is captured and responded to. Alongside statutory process in relation to DHRs, serious case reviews, themed reviews, audits and external inspections are often relevant to this area of work. As a partnership we want to ensure we are as effective as possible, this involves challenging ourselves, and each other, to ensure the best possible service. Where there are lessons, we will respond collectively to change practice.

- Oversee the delivery of actions relating to DHRs
- Seek to provide our own quality assurance framework
- Deliver responses as a partnership



# Delivery

## Strategy

This strategy has been developed by the Domestic Abuse Priority Group, on behalf of the Safer Rotherham Partnership. The purpose of having this strategy is to clearly identify our gaps and areas for improvement and allow us to focus on them together. As highlighted within this document partnership work is key to our success and this strategy will therefore become the driving force in respect of improvements to domestic abuse services.

## Performance

Periodic updates in relation to progress will be expected by the SRP Performance and Delivery Group (PAD). Suitable performance indicators will be identified in order to support each aim and again, periodic updates will be provided. Alongside managing performance, the partnership will seek to manage any risks that exist in respect of delivery against the strategy.

## Action Plans

A robust action plan will be developed to support this strategy. The action plan will be driven by the aims and objectives contained within this strategy and will identify specific actions needed in order to support each aim and deliver success.



*Don't  
suffer  
in silence*

If you would like to speak to someone about domestic abuse then please make contact with one of the following;

Rotherham Metropolitan Borough Council  
01709 255011

Rotherham RISE  
0330 202 0571

South Yorkshire Police on 101  
or 999 in an emergency



Public Report  
Cabinet and Commissioners' Decision Making Meeting

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### **Summary Sheet**

#### **Name of Committee and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

#### **Report Title**

Allotment Rents 2019-20

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

Yes

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

Damien Wilson, Strategic Director, Regeneration and Environment

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

Phil Gill, Leisure and Green Spaces Manager  
01709 822430 or philip.gill@rotherham.gov.uk

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

All

### **Executive Summary**

In conducting its annual review of allotment rents, the Council considers what a tenant might reasonably be expected to pay for such land, in accordance with the requirements of the Allotments Act 1950, along with the need to generate sufficient income to sustain service delivery. Recommendations in this report also take into account the views of plot-holders who have been consulted as part of a review of the allotments service.

### **Recommendations**

1. That allotment rents for the 2019-20 financial year be set at levels shown in Appendix 1.
2. That the requirement for existing allotment tenants to be notified of the new rents at least 12 months in advance of their introduction on 1<sup>st</sup> April 2019 be noted.

### **List of Appendices Included**

Appendix 1 – Proposed allotment rents

**Background Papers**

None

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

No

**Council Approval Required**

No

**Exempt from the Press and Public**

No

## **Allotment Rents 2019-20**

### **1. Recommendations**

- 1.1 That allotment rents for the 2019-20 financial year be set at levels shown in Appendix 1.
- 1.2 That Cabinet note the requirement for existing allotment tenants to be notified of the new rents at least 12 months in advance of their introduction on 1<sup>st</sup> April 2019.

### **2. Background**

- 2.1 The Council reviews allotment rents annually. Rents are set one year in advance to allow tenants to be given 12 months' notice of any increase, which is a statutory requirement. Therefore, rents recommended in this report are for 2019-20. The setting of rents for allotments is subject to further legal considerations, as set out in Section 8 below.
- 2.2 The Council lets plots on some allotment sites directly to individual tenants, whilst others are leased to allotment societies who pay the Council a rent based on the usable area of the site. Proposed rents for both types of site are recommended in this report.
- 2.3 Rents at better equipped (Class A) sites are slightly higher than at other (Class B) sites. All sites managed directly by the Council are Class B, while a mix of Class A and Class B sites are leased to allotment societies.
- 2.4 Although there are waiting lists for many allotment sites across Rotherham, demand on a small number of sites is low, and consequently land can be offered for grazing and commercial growers. Following a review of grazing, the previous fixed rate was replaced by a tendering process during 2016 as this is believed to be a better way of successfully letting at the best price for the Council. It is proposed that the rent for commercial growers remains unchanged as there has been very little uptake of this recently.

### **3. Key Issues**

- 3.1 An annual review of allotment rents is an important part of the budget process, as it affects the amount of income received by the Council which, in turn, affects the level of financial resources available for continued service delivery.
- 3.2 The process for setting allotment rents is governed by statute. Consideration of information set out in this report is an important part of this process

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

##### **4.1 Increase allotment rents faster than the rate of inflation**

Rents are normally increased each year, reflecting what a tenant might reasonably expect to pay for allotment land and also to generate sufficient income to meet all relevant costs associated with continued service delivery. An increase at a rate greater than inflation would generate more income overall in real terms and this would allow additional investment in the service, a reduction in the subsidy paid by the Council, or both.

##### **4.2 Increase allotment rents in line with the rate of inflation**

A rent increase based on the Consumer Prices Index (CPI) should, in theory, be sufficient to cover the increased costs of service delivery. The calculation of proposed rates shown in Appendix 1 has been based on the CPI reported by the Office for National Statistics for September 2017 (3.0%) and rounded to the nearest tenth of a penny. This is in line with the Council's policy in respect of inflation increases on fees and charges.

##### **4.3 Maintain allotment rents at the same rate as in 2018-19**

Holding rents at the same level as in 2018-19 would generate around £2,000 less income than increasing rents in line with inflation, and would therefore reduce the funds available to support the service.

##### **4.4 Recommended option**

In considering the options, it is acknowledged that there is a public interest in sustaining demand for allotment gardening because of the benefit such activity brings, including improving public health, involving local people in their communities and care of the environment within allotment sites. Therefore, it is recommended that rents be increased by 3.0% (in line with September 2017's CPI) as this will continue to generate income needed to sustain service delivery, without making renting a plot any less affordable.

#### **5. Consultation**

##### **5.1** The Council is currently working with Rotherham and District Allotments Association on a review of the allotments service. This has included consultation with plot-holders on both directly-managed and society sites during September and October 2017.

##### **5.2** Plot-holders were asked which of the options listed above they would choose. Of 270 people who responded, 51.5% supported a rise in line with the current CPI, 26.3% preferred a fall in real terms, 9.3% wanted rents to rise in real terms, and 13% said they did not know.

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

##### **6.1** Proposed allotment rents would apply for one year from 1<sup>st</sup> April 2019.

##### **6.2** Managers within Leisure and Green Spaces will be responsible for the implementation of the recommended rent increases.

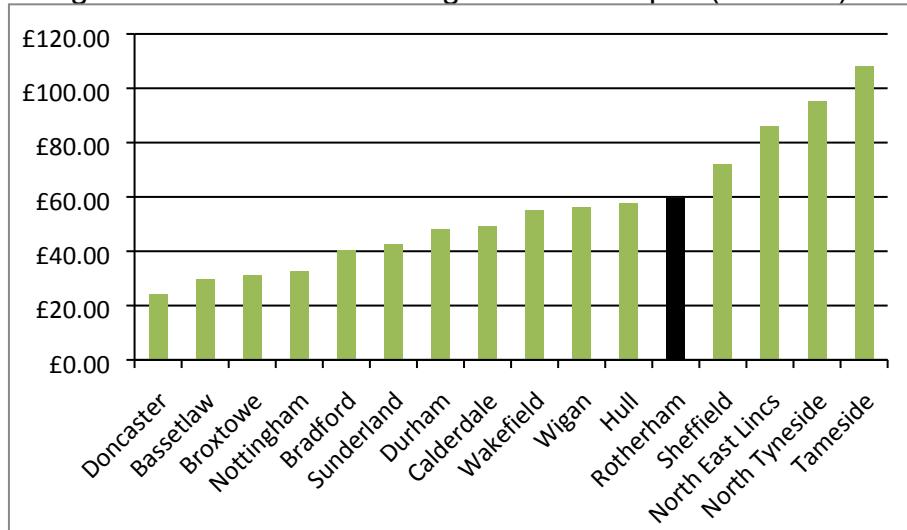
## 7. Financial and Procurement Implications

- 7.1 Income from rents will continue to support service delivery. Based on expenditure in the current financial year, it is anticipated that the overall cost of this Service will be approximately £78,000 in 2019-20.
- 7.2 Assuming that demand for allotments continues at current levels, then the recommended option of a 3.0% increase in rents is expected to generate sufficient income to fund the cost of the Service. For information the increase in 2018/19 will be 2.2%, as agreed at the Cabinet and Commissioners' Decision Making Meeting of the 13<sup>th</sup> February 2017.
- 7.3 The Council's Budget Strategy assumes that fees and charges will be increased in April each year in line with the CPI reported six months earlier (September of the previous year) unless there is a specific decision to apply a different approach. As allotment legislation requires that tenants be given at least 12 months' notice of increased rents, it is not possible to apply the normal method for calculating increases in this case and this has been taken into account in the budget proposals.
- 7.4 There are no procurement implications arising from this report.

## 8. Legal Implications

- 8.1 Section 10 of the Allotments Act 1950 states "Land let by a council under the Allotments Acts 1908 to 1931, for use as an allotment shall be let at such rent as a tenant may reasonably be expected to pay for the land if let for such use on the terms (other than terms as to rent) on which it is in fact let."
- 8.2 A previous Fees and Charges report taken to the Cabinet Member for Culture and Tourism on 12<sup>th</sup> January 2015 referred to a recent court ruling that the most usual way of determining what a tenant might expect to pay would be to look at rents charged by other Councils. Figure 1 shows how 2017-18 allotment rents in Rotherham compare with those in a range of other local authorities for which data is available.

Figure 1. Annual Rent Charged for 250m<sup>2</sup> plot (2017-18)



This shows that current rents in Rotherham are within the range of rents charged in comparator authorities. Whilst similar comparative data is not available for future years, the recommended rent for 2019-20 would still be within the 2017-18 range, at £62.50 for a 250 m<sup>2</sup> plot. This is £1.75 more than the rent for a similar plot in 2018-19.

8.3 The Council is required by law to give tenants a minimum of 12 months' advance notice of rent increases.

## **9. Human Resources Implications**

9.1 There are no HR implications arising from this report.

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

10.1 There are no implications for Children, Young People and Vulnerable Adults 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 None Identified

## **13. Risks and Mitigation**

13.1 Given the length of time before the new rents are due to come into force, it is possible that there will be significant changes in levels of demand for allotments, and in the cost of delivering the service. Consequently, there is a risk that actual income might fall short of, or exceed, the service cost. If this happened, then any mitigation would need to involve controlling service costs or identifying alternative sources of income.

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

Damien Wilson, Strategic Director, Regeneration and Environment

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Judith Badger	01.02.2018
Assistant Director of Legal Services	Dermot Pearson	31.01.2018
Head of Procurement (if appropriate)	Karen Middlebrook	30.11.2018
Head of Human Resources (if appropriate)	John Crutchley	30.11.2018

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

## Appendix 1

<b>Meeting:</b>	Cabinet/Commissioner Decision Making Meeting
<b>Date:</b>	19 <sup>th</sup> February 2018
<b>Item No. &amp; Title:</b>	<b>Allotment Rents 2019-20</b>
<b>Ward</b>	All

### Proposed Allotment Rents

<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>% increase</b>
Commercial Growers - per square metre	40.0p	40.0p	0%
Site per sqm (allotment societies) Class A	24.0p	24.7p	2.9%
Site per sqm (allotment societies) Class B	21.7p	22.4p	3.2%
Grazing per square metre	By tender		n/a
Plot (plus water rates) per square metre - Class A	27.0p	27.8p	3.0%
Plot (plus water rates) per square metre - Class B	24.3p	25.0p	2.9%

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**Public Report****Cabinet and Commissioners' Decision Making Meeting****Summary Sheet****Name of Committee and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

**Report Title**

Renewal of agreement with Rotherham Rugby Club Ltd, known as Rotherham Phoenix Rugby Club

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

No, but it has been included on the Forward Plan

**Strategic Director Approving Submission of the Report**

Damien Wilson, Strategic Director of Regeneration & Environment

**Report Authors**

Steve Hallsworth – Leisure, Tourism and Green Spaces Manager  
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01709 254039 or [jeremy.nicholson@rotherham.gov.uk](mailto:jeremy.nicholson@rotherham.gov.uk)

**Ward(s) Affected**

Boston Castle

**Executive Summary**

The Rotherham Rugby Club Ltd (the Club) aims to improve the drainage and surface of 3 rugby pitches on Herringthorpe Playing Fields with the help of funding from Sport England (the funder). The pitches are currently leased by the Club from the Council through an Asset Transfer Lease (the lease) for a yearly rent of £1 (if demanded), which runs until 2038. The lease is for land only; there are no other Council assets on the site (see Appendix A and B).

In order to protect their proposed investment, the funder requires a minimum 25 year lease with no break clause during that period. This will make necessary the Club's surrender of their current lease agreement and the creation of a new 25 year Asset Transfer Lease, which would come to an end in 2042. The Club has requested that the Council assists them in overcoming this funding obstacle.

## **Recommendations**

1. That approval be given to the surrender of the existing Asset Transfer Lease and the grant of a new 25 year Asset Transfer Lease with Rotherham Rugby Club Ltd without any break clauses.
2. That the Assistant Director of Planning, Regeneration and Transport be authorised to negotiate the terms of the lease; and the Assistant Director Legal Services be authorised to complete the necessary documentation.
3. That the Assistant Director of Culture Sport and Tourism be authorised to negotiate a new Service Level Agreement to monitor activities relating to sports development, community engagement and equalities.

## **List of Appendices Included**

Appendix A: Site Location to show Rotherham Rugby Club Ltd lease area

Appendix B: Site Plan to show Rotherham Rugby Club Ltd lease area

Appendix C: Phoenix Rugby Club Community Activity

## **Background Papers**

None

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

No

## **Council Approval Required**

No

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

No

**Renewal of agreement with Rotherham Rugby Club Ltd, known as Rotherham Phoenix Rugby Club**

**1. Recommendations**

- 1.1 That approval be given to the surrender of the existing Asset Transfer Lease and the grant of a new 25 year Asset Transfer Lease with Rotherham Rugby Club Ltd without any break clauses.
- 1.2 That the Assistant Director of Planning, Regeneration and Transport be authorised to negotiate the terms of the lease; and the Assistant Director Legal Services be authorised to complete the necessary documentation
- 1.3 That the Assistant Director of Culture Sport and Tourism be authorised to negotiate a new Service Level Agreement to monitor activities relating to sports development, community engagement and equalities.

**2. Background**

- 2.1 In 2013 Cabinet agreed to lease an area of land at Herringthorpe Playing Fields to the Rotherham Rugby Club Ltd for use by their amateur teams (junior and adult) for training, competitive matches and community development purposes. The lease is for land only at a yearly rent of £1 (if demanded); there are no other Council assets on the site. The Club's requirements were for a secure site that could accommodate 3 full size rugby pitches. The Council also approved a proposal from the Rugby Club to fence off the leased area and to install floodlighting, work that has now been completed.
- 2.2 Through a Service Level Agreement with the Council, the Club is required to make the facility available to local schools and other amateur clubs, and to work with the Council's Sports Development Team (Active Rotherham) to organise and promote wider sport and physical activity opportunities. Following consultation with residents in 2012, the lease does not allow the facility to be used by the Rotherham Titans, in order to prioritise community usage.
- 2.3 The Club is an amateur club providing training and playing opportunities for adults and young people of a wide range of ages and abilities. There are over 100 adult members and officials; the Mini/Junior section has almost 300 boys and girls taking part from 7 to 17 years old; there are a large number of volunteers. The Club has also facilitated wider community access to the site, which includes a number of Rotherham Primary and Secondary schools (see Appendix C).
- 2.4 The Club has already made improvements to the site mainly through external funding (approximately £300,000 for fencing and floodlights). In addition to this they have invested in grass reinforcing between the highway and the leased area to help reduce mud being taken on the footway between the playing fields and the Titans' ground.

### 3. Key Issues

3.1 Rotherham Rugby Club Ltd has secured a grant of £60,000 in order to install improved drainage to the pitches and improve the playing surface. This can only be accessed if the funder (Sport England) has the security of a 25 year lease without breaks. Cabinet agreement is required in order to achieve this.

3.2 There is clearly a need to improve the quality of the playing pitches and ensure that community sports teams are able to play and train throughout the year. In relation to the decision to approve the renewed lease, there are two significant issues:

- The Club's compliance with the existing lease and any concerns related to the management of the site and the activities of the Club.
- The wider development plans for the Herringthorpe Leisure Site and how these may be affected by a revised agreement.

3.3 In consultation with the Cabinet Member for Culture and Neighbourhood Working and local Ward Members in February 2017, a number of issues relating to the Club's management and use of the site were raised. These included:

- a. Site management related to parking, littering and mud on pavements
- b. Community engagement related to low usage of the site by local people compared to those from outside Rotherham;
- c. Equalities related to low usage of the facilities by BME communities.

3.4 The response from officers to the concerns has been to monitor the conduct and activities of the club as follows:

- a. Site management: 16 site visits were carried over a 4 month period from August to November 2017. On each occasion inspection sheets were completed, identifying litter, grass, parking, bins, pavement condition and 'other' as acceptable or unacceptable. Where appropriate relevant comments were made.
  - There was evidence of low levels of litter on two occasions.
  - There was evidence of mud on paths around the site on four occasions but for two of these it was not possible to determine that the mud was directly related to the Club.
  - Green Spaces officers received one complaint of noise relating to music "bass" levels on site during an event.
  - The Council's Transportation Department confirmed that they had not received any complaints from the public with regard to parking issues at the site during the monitoring period.

The Club also removed mud and litter promptly when they were made aware.

- b. Community Engagement - The Club have undertaken work to ascertain where their current members / players reside and this has shown that the majority are from Rotherham borough (92%). Of these, the main users are from postcode areas closest to the grounds: 22% from S60 (Central, Broom, Whiston, Treeton), 17.9% from S65 (Herringthorpe and Eastwood) and 21% from S66 (Maltby, Bramley and Wickersley).
- c. Equalities - The Club have made special efforts to engage with local schools, including those with a high ethnic mix. These include Clifton Learning Partnership and St Bernard's. As a result they have reported an increase in the numbers of young people from BME sectors of the community. The Club recognise that this is an aspect of their work that they will need to continue to address proactively.

3.5 Officers have had regular contact with the Club's management and are confident that there is a commitment to continued active management of the site, to continued engagement with residents within the local community and to diversifying the ethnic profile of their users.

3.6 Nevertheless, these issues will continue to be monitored through a new Service Level Agreement.

3.7 The Council has previously developed plans to improve the whole of the Herringthorpe Leisure Site including the playing fields, although these are now out of date and it would require significant work and consultation to update them. The current lease agreement with the Club means that should the Council choose to progress plans for the site at some point in the future, it could either do this with the agreement of the Club and integrate their needs and activities into the plans or it could use the 15 year break clause (now 11 years away in 2028) to terminate the agreement and develop the site in a different way. If a new 25 year lease is approved, without any break clause then the Council would not be able to develop the leased site in any way without the agreement of the club and / or until the full 25 year term was reached in 2042. It is important to note that in either situation should the Council develop the site in a different way it is possible that the relevant external funders would seek compensation for their investment.

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

4.1 Option 1 - Do not grant Rotherham Rugby Club Ltd the requested lease and require them to continue in occupation on the existing agreement. Maintaining the existing lease with an initial break clause at 15 years enables the Council to terminate the lease at this point in the event that the land is required for other purposes. This option has been discounted, as without the required lease in place the grant funding will not be forthcoming and the benefits to both Rotherham Rugby Club Ltd and other users of the site will not be realised. Furthermore, refusal may also have a negative impact on the Council's relationship with Sport England.

4.2 Option 2 - Grant the requested 25 year lease without break options, along with an updated Service Level Agreement to monitor site management, community engagement and equalities. The agreement will also set out the monitoring, reporting and advocacy arrangements. This option is the recommended option, as it will allow the Rotherham Rugby Club Ltd to improve the three pitches on the playing fields to the benefit of the club and others who benefit through the Service Level Agreement. Any plans for the future development of Herringthorpe Leisure Site will require extensive consultation with a wide range of stakeholders and (based on existing usage levels) likely include the continuation of playing pitches for community sports. On that basis, the need for a termination of the lease and the subsequent repayment of grant investment is viewed as a very low risk.

## **5. Consultation**

5.1 Consultation was undertaken with the Cabinet Member for Culture and Neighbourhoods and Local Ward Members in February and March 2017. As a result of this feedback, the Assistant Director for Culture, Sport and Tourism met with the Phoenix Club's management to discuss concerns raised and a monitoring plan was put in place.

5.2 Additional consultation to share the findings of the new monitoring arrangements and the proposed amendments to the Service Level Agreement took place in December 2017, with the findings informing the development of the new Service Level Agreement from April 2018.

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

6.1 Once approval has been granted to recommendations 1.1, 1.2 and 1.3 above, negotiations to agree the terms of the lease will commence immediately. The intention is to have the new lease and Service Level Agreement in place by April 2018.

6.2 The Rotherham Rugby Club Ltd has indicated that this approval will enable the funding to be drawn down and works to be carried out before the offer of the grant runs out.

## **7. Finance and Procurement Implications**

7.1 There are no financial implications to the Council directly arising from this report. Approval to issue a new Asset Transfer Lease, terminating in 2042, will remove any flexibility that the Council has over the site under the terms of the current Asset Transfer Lease, which has a break clause in 2028. However, this is considered to be outweighed by the investment that will be made in the facilities by the Club (with Sport England funding) and the wider community benefits that will ensue.

- 7.2 The Rotherham Rugby Club Ltd will pay the Council's Legal and Surveyor's fees for the surrender of the existing lease and the grant of the new lease agreement. It is anticipated that this will cover all costs incurred by the Council on the granting of the lease.
- 7.3 Under the terms of the existing agreement, the Club is responsible for all costs associated with the playing pitches, including the cost of grounds maintenance. This will continue in the proposed new lease agreement.

## **8. Legal Implications**

- 8.1 Without any break clauses contained within the lease, the Council will be unable to terminate the agreement before the expiry of the fixed 25 year term, in the eventuality that it is ever required for wider community development directly (the asset or surrounding site itself) or indirectly (for the benefit of a capital receipt). The Council will only be able to terminate the lease if the club is in breach of its obligations under the terms of the agreement. Breaches will include not delivering on the planned investment, which is the main reason for establishing a new lease and failure to manage the site to a satisfactory standard. Legal will also ensure that the new lease is excluded from the security of tenure provisions of the Landlord and Tenant Act 1954 in order to mitigate this limitation to expiry of the new lease in 2043.
- 8.2 The Service Level Agreement is a legally binding agreement between the parties. The Council would be able to take action for any breach in keeping with the terms of the current, and any new, lease agreement.
- 8.3 The new lease will be on the same financial terms as the existing lease
- 8.4 It will be the Club's responsibility to provide the land back to the Council at the end of the lease in at least as good of condition as it was when the lease was granted including removing any fixtures or fittings.
- 8.5 There should be no claim by the proposed funders to the Council or the club after the 25 year lease term has ended.
- 8.6 If the Council were to take back the land under forfeiture of the lease or the Club themselves served notice on the Council to end the lease agreement before the 25 year expiry, the club would solely be responsible for any funding repayments that may exist.

## **9. Human Resource Implications**

- 9.1 Not applicable

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

- 10.1 The granting of the lease agreement without the inclusion of break-clauses will enable The Rotherham Rugby Club Ltd to secure grant funding to allow for drainage works to be undertaken to the site that will improve the facility for the benefit of children, young people and adults.
- 10.2 The new Service Level Agreement will also include a stronger focus on safeguarding as part of a wider commitment to strengthening policy and practice in this area and in particular, how the Council works with third parties.

**11. Equalities and Human Rights Implications**

- 11.1 Through the work already being undertaken by the Club and the new Service Level Agreement, membership will be monitored, along with their efforts to increase diversity in the take up of their activities in order to ensure engagement from under represented sectors of the community.

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

- 12.1 Planning, Regeneration and Transport will be required to negotiate the terms of the lease and Legal Services will be required to complete the necessary documentation

**13. Risks and Mitigation**

- 13.1 If The Rotherham Rugby Club Ltd is not granted a 25 year lease without breaks they will be unable to draw down the necessary funding from Sport England. This could jeopardise the long term community aims and objectives of the group, and would also hinder their attempts to obtain funding from alternative sources. This could, in turn, have a negative impact on the Council's relationship with Sport England and other funders.
- 13.2 Granting of a new lease may attract complaints from some local residents. There is an opportunity to consider and address reasonable concerns as part of the consultation process related to the new Service Level Agreement.
- 13.3 Whilst the Club has worked hard to address the concerns raised by the Cabinet Member and Ward Members, once the new agreement is in place, the Club's performance could deteriorate. The development of a new Service Level Agreement, along with new monitoring arrangements which include consultation with residents, creates a formal mechanism to address ongoing issues. Should the Club not comply, then it would be possible for the Council to issue notice of termination.

13.4 The granting of the new lease agreement without a break clause may create a barrier to the wider development of the Herringthorpe Leisure Site. Any plans for the future development of Herringthorpe Leisure Site will require extensive consultation with a wide range of stakeholders and (based on existing usage levels) will likely include the continuation of playing pitches for community rugby and other field sports. On that basis, the need for a termination of the lease and the subsequent repayment of grant investment is viewed as a very low risk.

**14. Accountable Officer(s)**

Steve Hallsworth, Leisure, Tourism and Green Spaces Manager.  
Damien Wilson, Strategic Director Regeneration and Environment

Approvals obtained on behalf of:-

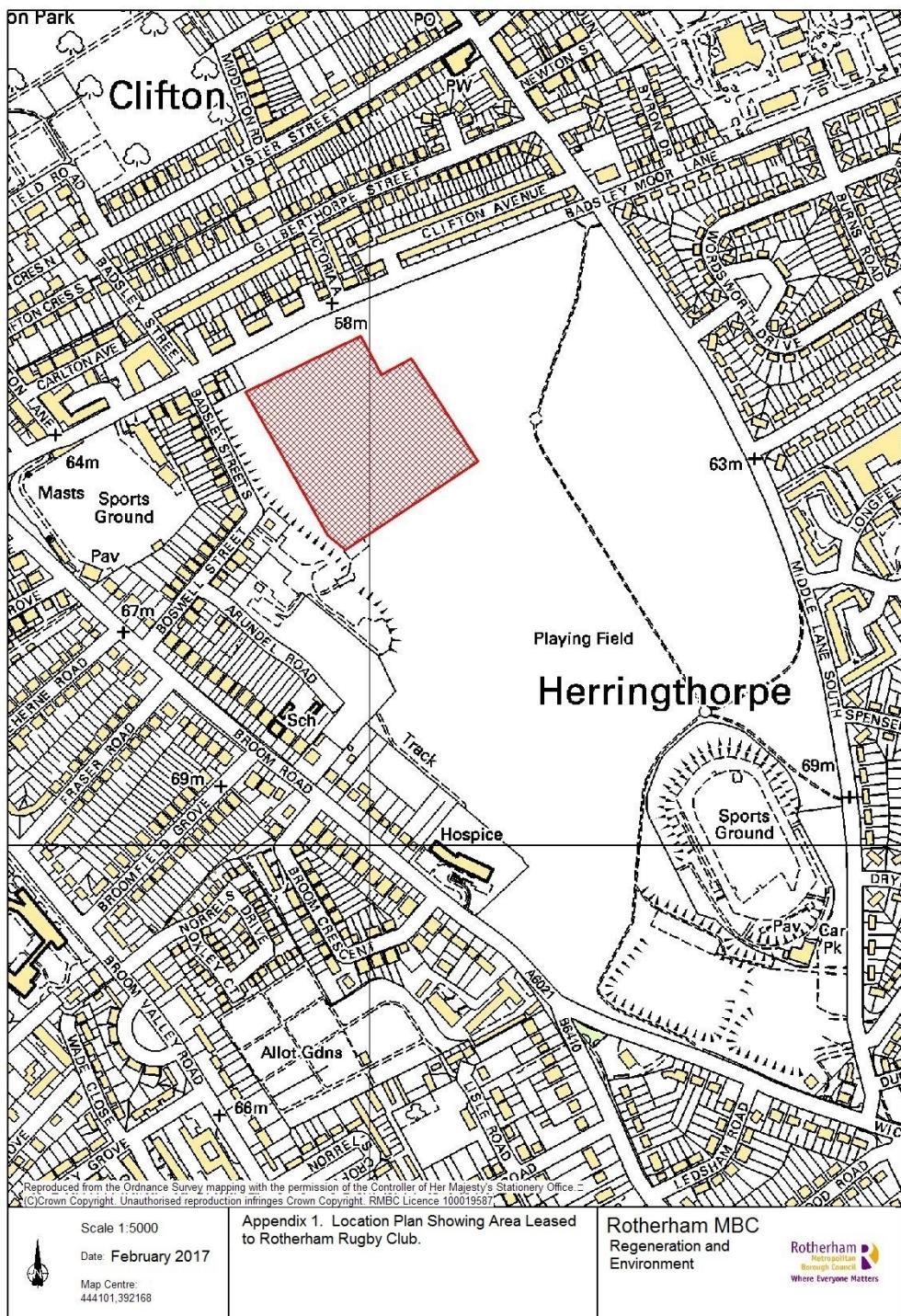
	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Judith Badger	01.02.2018
Assistant Director of Legal Services	Dermot Pearson	01.02.2018
Head of Procurement (if appropriate)	N/A	
Head of Human Resources (if appropriate)	N/A	

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Appendix 1. Location Plan Showing Area Leased to Rotherham Rugby Club.

Rotherham MBC  
Regeneration and  
Environment

Rotherham  
Metropolitan  
Borough Council  
Where Everyone Matters

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Appendix APhoenix Rugby Club Community Activity

	Organisations	Type	Activity	Date
1	<i>Eg; Clifton School</i>	<i>Education</i>	<i>Cross Country Running</i>	<i>1st March 2017</i>
2	Wickersley Oakwood Wales Schools	Education	Rugby	9th March 2016
3	Wickersley Oakwood Wales Schools	Education	Rugby	16th March 2016
4	East dene Primary School	Education	Sports Day	11th April 2016
5	Primary Schools Golf	Education	Golf	25th April 2016
6	Rotherham United Community Trust	Comm. Trust	"Keeping Warm"	14-15th May 2016
7	Wickersley Oakwood Wales Schools	Education	Rugby	18th May 2016
8	Primary Schools Sports Day	Education	Sports Day	19th May 2016
9	East Dene Primary School	Sports Day	Sports Day	7th June 2016
10	Six local Primary Schools	Education	Rounders competition	13th June 2016
11	Six local Primary Schools	Education	Rounders competition	4th July 2016
12	Local Primary Schools	Education	Football	3rd October 2016
13	Local Primary Schools	Education	Football	10th October 2016
14	Wickersley Oakwood Wales and Rawmarsh Schools	Education	Rugby	14th October 2016
15	Local Primary Schools	Education	Hockey	7th November 2016
16	Wickersley Oakwood Wales, Wath and Rawmarsh Schools	Education	Rugby	16th November 2016
17	Rotherham Irish 50 + group	Community	Music and Social	Once a Month
18	Rotherham Stroke Association	Community	Multi Activity	Once a Week
19	Rotherham Neuro Support Group	Community	Social	Once a Week
20	GROW	Community	Confidence Classes	Once a Week
21	Women's Refuge (counselling service)	Community	Fundraising	Various dates
22	Daniel Barnett Arts Foundation	Community	Fundraising	Various dates
23	Teenage Cancer Trust	Community	Fundraising	Various dates
24	RUCST	Community	NCS Events	
25	Rotherfed	Community	work with YSF	Weekly
26	CSE Project - GROW & Active Regen	Community	Work with YSF	Weekly
27	PE Consultant Rotherham and SGO's	Schools /ed.	Schools and comm. use	When required
28	Parents at events	Schools/ com.	Various	

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Public Report  
Cabinet and Commissioner Decision Making Meeting

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**Council Report**

Cabinet and Commissioner Decision Making Meeting – 19 February 2018

**Title**

Neighbourhood Planning: Neighbourhood Area Application from Dalton Parish Council

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

It is not a key decision but it has been included on the Forward Plan.

**Strategic Director Approving Submission of the Report**

Damien Wilson, Strategic Director, Regeneration & Environment

**Report Author**

Rachel Overfield, Planning Officer  
01709 254756 or rachel.overfield@rotherham.gov.uk

**Ward(s) Affected**

Silverwood  
Valley  
Wickersley

**Summary**

Dalton Parish Council has notified the Council of its intention to produce a neighbourhood plan covering the Dalton Parish. It is proposed that the Council approves the application from Dalton Parish Council as the relevant neighbourhood planning body and the designation of Dalton Parish as a Neighbourhood Area.

**Recommendations**

1. That approval be given to the Neighbourhood Area application from Dalton Parish Council as the relevant neighbourhood planning body.
2. That approval be given to designate Dalton Parish as a Neighbourhood Area.

**List of Appendices Included**

None

**Background Papers**

National planning guidance on neighbourhood planning:  
<https://www.gov.uk/guidance/neighbourhood-planning--2>

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**  
No

**Council Approval Required**  
No

**Exempt from the Press and Public**  
No

## **Neighbourhood Planning: Neighbourhood Area Application from Dalton Parish Council**

### **1. Recommendations**

- 1.1 That approval be given to the Neighbourhood Area application from Dalton Parish Council as the relevant neighbourhood planning body.
- 1.2 That approval be given to designate Dalton Parish as a Neighbourhood Area.

### **2. Background**

- 2.1 The Localism Act 2011 introduced a new right for communities to draw up a neighbourhood plan. A neighbourhood plan sets out policies in relation to the development and use of land in the whole or any part of a particular neighbourhood area. When adopted, neighbourhood plans become part of the Council's statutory development plan (alongside the Local Plan) and the policies contained within them apply in the determination of planning applications within the neighbourhood area.
- 2.2 Government planning policy confirms the primacy of the Local Plan. The National Planning Policy Framework sets out that neighbourhood plans must be in general conformity with the strategic policies of the Local Plan. Neighbourhood plans should reflect these policies and neighbourhoods should plan positively to support them. Neighbourhood plans should not promote less development than set out in the Local Plan or undermine its strategic policies.
- 2.3 A neighbourhood area application is the first step in the process, as work on a neighbourhood plan can only begin when the neighbourhood area has been designated by the Council. Approval of the neighbourhood area and commencement of neighbourhood planning will empower local residents to have more of a say about developments in their area. The Council has approved three other neighbourhood area applications; for Dinnington St John's Parish, Maltby Parish and Wickersley Parish.

### **3. Key Issues**

- 3.1 The application is made by Dalton Parish Council for the whole of the Dalton Civil Parish. Applications for neighbourhood plans are subject to a prescriptive process set out in central Government regulations. In this case, where a parish/town council applies for the whole of the area of the parish to be designated as a neighbourhood area, the local planning authority must designate the whole of the area applied for.
- 3.2 The current application is a preliminary step in the preparation of a neighbourhood plan. Assuming the neighbourhood plan goes on to be developed, the Council must take decisions at key stages in the process within the time limits that apply and fulfil duties to provide advice or assistance to Dalton Parish Council.

3.3 A neighbourhood plan, once it comes into force, will form part of Rotherham's statutory development plan. Policies in the neighbourhood plan will be taken into account when the Council determines planning applications within the Parish.

3.4 The Council can apply for retrospective funding from central Government to support neighbourhood plans under preparation in its area.

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

4.1 Applications for neighbourhood plans are subject to a prescriptive process set out in central Government regulations. In this case, where a parish/town council applies for the whole of the area of the parish to be designated as a neighbourhood area, the local planning authority must designate the whole of the area applied for. As such, there are no other options to consider.

#### **5. Consultation**

5.1 Previously, the Council was required to publicise and consult on neighbourhood area applications, as was the case for Dinnington. Changes to Government regulations in October 2016 removed this requirement, for cases where a neighbourhood area corresponds with a parish boundary. There is therefore no requirement for the Council to undertake public consultation on Dalton Parish Council's neighbourhood area application.

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

6.1 The table below sets out the key dates relating to the neighbourhood area application process.

Notice from Dalton Parish Council	5 December 2017
Decision	19 February 2018 (Cabinet decision)

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

7.1 The cost to the Council to date has been officer time in supporting and processing the neighbourhood area application; this has been carried out within existing approved revenue budgets. Assuming the neighbourhood plan goes on to be developed there will be further costs, such as those arising from an independent examination of the plan and a local referendum on its adoption (estimated at £15,000 to £25,000 depending on the content of the neighbourhood plan actually produced).

7.2 To meet these costs, the Council will apply for retrospective funding from central Government to support neighbourhood plans under preparation in its area. The basic level of funding is £25,000 which is paid after completion of named stages in the plan's progression. The first payment of £5,000 is made following designation of the neighbourhood area. However, initial estimates of costs associated with processing the application and supporting the preparation of the neighbourhood plan indicate that the grant may be

insufficient. If a shortfall arises, it will create a pressure on existing revenue budgets. It is not possible to accurately predict this shortfall at present, as for example the costs of independent examination will vary depending on the complexity of the neighbourhood plan.

- 7.3 If the application is granted, Dalton Parish Council will lead on the neighbourhood plan's production and not the Council. The Parish Council can apply directly for central Government funding and/or technical assistance in preparing a neighbourhood plan. Currently, groups preparing a neighbourhood plan can apply for a grant of £9,000, while those groups facing more complex issues may be eligible for a further £6,000.
- 7.4 Rotherham's Community Infrastructure Levy (CIL) was adopted by the Council on 7 December 2016 and the charge came into force on 3 July 2017. Parish and town councils are entitled to a proportion of CIL income arising from development in their parish. The default proportion is 15 per cent. Parish and town councils that have a neighbourhood plan in place will receive a higher proportion of 25 per cent. Central Government's intention is that CIL income is spent on infrastructure projects. Where a neighbourhood plan is in place, the parish will have a higher proportion of that income to spend locally in line with their own priorities. As a consequence the Council will have less to spend on Borough-wide infrastructure priorities.

## **8. Legal Implications**

- 8.1 Given that the Parish Council has applied for the whole of the area of the Parish Council to be designated as a neighbourhood area, the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016 require the Council, as the local planning authority, to exercise its powers under Section 61G of the Town and Country Planning Act 1990 and designate the whole of the area of the Parish Council as a neighbourhood area.
- 8.2 Under the Town and Country Planning Act 1990, the Council has a statutory duty to assist communities in the preparation of neighbourhood development plans and to take plans through a process of examination and referendum.

## **9. Human Resources Implications**

- 9.1 No direct implications arise from this report.

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

- 10.1 No direct implications arise from this report. The neighbourhood plan will have to be in general conformity with the Local Plan and therefore will not pose a risk to the Council's overall priorities.

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

- 11.1 No direct implications arise from this report. The neighbourhood plan will have to be in general conformity with the adopted Local Plan Core Strategy, which was itself informed by an Equalities Impact Assessment.

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

12.1 No direct implications arise from this report. However, there will be a requirement for relevant officers in other directorates to assist with neighbourhood planning work, for instance from Legal Services, Neighbourhood Partnerships and Electoral Services. An officer working group has been set up to co-ordinate the Council's work on neighbourhood planning.

## **13. Risks and Mitigation**

13.1 The Council may be open to legal challenge should the application not be treated in accordance with the relevant legislation. Legal advice has been sought as necessary to minimise this risk.

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

Damien Wilson, Strategic Director, Regeneration & Environment

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Judith Badger	01.02.2018
Assistant Director of Legal Services	Dermot Pearson	01.02.2018
Head of Procurement (if appropriate)	N/A	
Head of Human Resources (if appropriate)	N/A	

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Public Report with Exempt Appendix  
Cabinet and Commissioners' Decision Making Meeting

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### **Summary Sheet**

#### **Committee Name and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

#### **Report Title**

Business Rates Discretionary Relief Renewals in 2018-19

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

Yes

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

Judith Badger, Strategic Director of Finance and Customer Services

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

Diane Woolley – Team Leader, Local Taxation  
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#### **Ward(s) Affected**

All

#### **Summary**

To consider the renewal applications for the local awards of Discretionary Business Rate Relief for the organisations and premises listed in Appendix 1 of this report. This is in accordance with the Council's Discretionary Business Rates Relief Policy (approved 12 December 2016).

To consider the extension of the award of discretionary relief to rural ratepayers and qualifying public houses for a further year following the Government's decision to continue funding the relief for 2018/19.

#### **Recommendations**

1. That approval be given to the applications for Discretionary Business Rate Relief for the organisations listed in Appendix 1 of this report and in accordance with the details set out in Section 7 to this report for 2018/19.
2. That approval be given to extend Discretionary Relief in the 2018/19 financial year for qualifying rural ratepayers and qualifying public houses.

#### **List of Appendices Included**

Appendix 1 – Business Rates Discretionary Relief Renewals in 2018/19

Appendix 2 - Business Rates Discretionary Relief Renewals in 2018/19 (Exempt)

**Background Papers**

Discretionary Rate Relief Policy - Approved 12 December 2016

Cabinet Report – Non Domestic Rates – New Discretionary Relief Categories from 2017-18 – Approved 10 April 2017

Cabinet Report –Business Rates Discretionary Rate Relief for Small Businesses and Pubs - Approved 16 October 2017

Business Rates Information Letter (6/2017) Rural Rate Relief

Business Rates Information Letter (8/2017) Autumn Budget

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

No

**Council Approval Required**

No

**Exempt from the Press and Public**

Appendix 2 - Business Rates Discretionary Relief Renewals in 2018/19 (Exempt) is exempt from the press and public under paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A of the Local Government Act 1972 is requested, for this report addendum as it contains sensitive commercial information.

## **Business Rates Discretionary Relief Renewals in 2018-19**

### **1. Recommendation**

- 1.1 That approval be given to the applications for Discretionary Business Rate Relief for the organisations listed in Appendix 1 of this report and in accordance with the details set out in Section 7 to this report for 2018/19.
- 1.2 That approval be given to extend Discretionary Relief in the 2018/19 financial year for qualifying rural ratepayers and qualifying public houses.

### **2. Background**

- 2.1 Section 47 of the Local Government Finance Act (LGFA) 1988 conveys power to local authorities to allow discretionary relief in addition to mandatory relief. This is given when the property is used wholly or mainly for charitable purposes by a charity or other non-profit body whose main objects are charitable or benevolent, or concerned with education, social welfare, science, literature or the arts.
- 2.2 The Council can grant discretionary rate relief to:-
  - Registered Charitable Organisations, including Community Amateur Sports Clubs. The relief granted is up to 20% of the rate liability as these organisations are eligible for 80% mandatory rate relief.
  - Other organisations or institutions that are not established or conducted for profit and whose aims are charitable or otherwise, philanthropic, religious, concerned with education, social welfare, science, literature or fine arts. Relief can be granted up to 100% of the business rates liability.
  - Properties occupied by not for profit sports or social clubs, societies or other organisations for the purposes of recreation. Relief can be granted up to 100% of the business rates liability.
  - Rate relief to ratepayers – Section 47 of the LGFA 1988 was amended by Section 69 of the Localism Act 2011. This amendment gives the Council the discretion to grant relief to any other body, organisation or ratepayer, having due regard to its Council Tax payers
- 2.2.1 Rotherham's policy for the awarding of such reliefs was approved by Cabinet on 12 December 2016.
- 2.2.2 Within the business rates retention scheme, Central Government and Councils share every £1 of rates due on a 50/50 basis as follows:

Central Government	50%
South Yorkshire Fire and Rescue Authority	1%
Rotherham MBC	49%

## 2.3 Rural Rate Relief

The Rural Rate Relief scheme was introduced to help protect the last retail outlets and similar services in designated rural areas with a population of less than 3,000. Under the scheme qualifying businesses are entitled to 50% mandatory relief.

- 2.3.1 The 2016 Autumn Statement confirmed the doubling of rural rate relief available to eligible businesses from 50% to 100% and the Government's intention to amend the relevant primary legislation from 1 April 2018 to require local authorities to grant 100% mandatory rural rate relief.
- 2.3.2 Local Authorities were asked to use their local discretionary powers to grant 100% relief from 1 April 2017 with the Government giving full compensation for the cost of the additional relief. A report recommending this was approved by Cabinet on 10 April 2017.
- 2.3.3 Currently 11 rural businesses in Rotherham qualify for 50% mandatory relief and have been awarded the additional 50% discretionary relief, at an estimated cost of £15,576, although in future others may also be eligible for this relief.

## 2.4 Support for Pubs

- 2.4.1 In the Spring Budget of 8th March 2017, the Chancellor announced the introduction of a series of new Business Rates reliefs for the 2017/18 financial year including a £1,000.00 business rates discount for public houses with a rateable value up to £100,000. Authorities were asked to use their discretionary powers to grant this relief from 1 April 2017 with the Government compensating them in full for the cost of the relief.
- 2.4.2 Cabinet approved the implementation of the Support for Pubs Discretionary scheme on 16 October 2017 and to date 58 awards have been made with a cost of £58,000 however, applications are continuing to be received.

## 3. **Key Issues**

- 3.1 The 74 organisations in Rotherham that are currently awarded Discretionary Rate Relief and which have reapplied for relief for the 2018-19 financial year are shown in Appendix 1. The estimated cumulative and financial implications of awarding rate relief based on the provisional multipliers announced by the Government are set out in Section 7 and Appendix 1 of this report.

## 3.2 Rural Rate Relief

- 3.2.1 The Government is asking Local Authorities to continue to use its Discretionary powers in order to extend 100% rural rate relief for the 2018/19 financial year, as the Government's intention to amend the relevant primary legislation to provide this relief has been delayed

3.2.2 Local authorities will continue to be compensated in full for their loss of income as a result of this change by a grant from central government under Section 31 of the Local Government Finance Act 2003.

**3.3 Support for Pubs**

3.3.1 In the Autumn Budget 2017 in November the Chancellor announced that the pub relief scheme was to continue for the 2018/19 financial year and Local Authorities can continue to use their discretionary powers to grant relief to eligible ratepayers as they have done for 2017/18. Local authorities will continue to be compensated in full for the resulting loss of income as a result of this change by a grant from central government under Section 31 of the Local Government Finance Act 2003.

**4. Options considered and recommended proposal**

4.1 It is the nature of discretionary relief that the Council can choose to either award or not award a discretionary rate relief.

4.2 To help Members make such a decision, the Council has put in place a specific Policy Framework to consider individual applications. In accordance with that Policy, applications for relief have been received and have been thoroughly reviewed and considered (including supporting documentation) in line with the qualifying criteria and other considerations set out in that Policy.

4.3 Based on the criteria set out in the Council's policy is it recommended that Discretionary Rate Relief be awarded for 2018/19 to the ratepayers in respect of the premises listed in Appendix 1.

4.4 Members are provided with additional information in exempt Appendix 2 to inform their decision making.

4.5 As the Government has made a commitment to continue to compensate authorities in full for the cost of granting discretionary relief to rural ratepayers and public houses, it is recommended that Cabinet uses its discretionary powers to continue to:

- award 100% relief to rural ratepayers for the 2018/19 financial year; and
- to award support for pubs for the 2018/19 financial year

**5. Consultation**

5.1 The applications have been considered by the relevant Cabinet Member and that Member is supportive of the recommendation to award relief.

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

6.1 The applicants will be advised by letter of the outcome of their application for relief within 10 working days of the Cabinet decision.

**7. Financial and Procurement Implications**

7.1 The total potential cost of granting the relief for the financial year 2018/19 is set out below alongside the specific cost to the Council. These figures are based on the provisional multipliers announced by the Government.

7.2	<b>Year</b>	<b>Total Amount of Relief</b>	<b>Cost to RMBC</b>
	2018/19	£756,423.91	£370,647.71
7.3	Awards in respect of discretionary rural rate relief and pub relief will be reimbursed by way of Section 31 Grant but are estimated to cost £15,576 and £58,000 respectively.		

**8. Legal Implications**

8.1 The statutory framework for discretionary rate relief is set out in the body of the report.

**9. Human Resources Implications**

9.1 No direct implications from this report

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

10.1 No direct implications from this report

**11. Equalities and Human Rights Implications**

11.1 No direct implications from this report

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

12.1 No direct implications from this report

**13. Risks and Mitigation**

13.1 The Government has issued guidance notes to advise Authorities what criteria should be used in considering individual applications for Discretionary Rate Relief. Authorities have been strongly advised to treat each individual case on its own merits and to not adopt a policy or rule which allows them to not consider each case without proper consideration. In cognisance of these guidance notes, the Council has formally adopted a Policy framework for considering individual discretionary business rates relief applications with the decision to award reserved for Cabinet.

13.2 The Government has indicated that it will fully fund proposed increases in rates relief for rural businesses and public houses.

**14. Accountable Officer(s)**

Judith Badger, Strategic Director of Finance and Customer Services

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Judith Badger	02.02.2018
Assistant Director of Legal Services	Dermot Pearson	02.02.2018
Head of Procurement (if appropriate)	N/A	
Head of Human Resources (if appropriate)	N/A	

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## Appendix 1

Premise Address	£ Rateable Value	Nature of Organisation	£ Estimated Amount of Award 18/19	£ Estimated cost to Council	% Percentage Relief
Adjacent United Biscuits (UK) Ltd, Chesterton Road, Eastwood Trading Estate, Rotherham, S65 1ST	134,000	Sports Facility	£66,062.00	£32,370.38	100
Unit 11, Derwent Way, Wath Upon Dearne, Rotherham, South Yorkshire, S63 6EX	38,000	Sports Facility	£18,240.00	£8,937.60	100
The Wesley Centre, Blyth Road, Maltby, Rotherham, South Yorkshire, S66 8JD	12,000	Community Group	£5,760.00	£2,822.40	100
Green Lane, Rawmarsh, Rotherham, South Yorkshire, S62 6LA	23,500	Sports Facility	£5,340.00	£2,616.60	50
Sports Centre, Aughton Road, Aston, Sheffield, S26 4SF	232,000	Sports Centre	£114,376.00	£56,044.24	100
Rotherham Leisure Complex, Effingham Street, Rotherham, South Yorkshire, S65 1BL	360,000	Sports Centre	£177,480.00	£86,965.20	100
Wath Sports Centre, Festival Road, Wath-Upon-Dearne, Rotherham, S63 7HL	147,000	Sports Centre	£72,471.00	£35,510.79	100
Maltby Leisure Centre, Braithwell Road, Maltby, Rotherham, S66 8LE	236,000	Sports Centre	£137,369.52	£67,311.06	100
2nd Floor, Westgate Chambers, Westgate, Rotherham, S60 1AN	12,250	Arts Group	£5,880.00	£2,881.20	100
Units 2 & 3, Chesterton Road, Eastwood Trading Estate, Rotherham, S65 1ST	56,500	Transport Museum	£27,854.50	£13,648.71	100
Wickersley Community Centre, Ground Floor, 286 Bawtry Road, Wickersley, Rotherham, S66 1JJ	7,900	Community Group	£3,792.00	£1,858.08	100
			<b>£634,625.02</b>	<b>£310,966.26</b>	
Premise Address	£ Rateable Value	Nature of Organisation	£ Estimated Amount of Award 18/19	£ Estimated cost to Council	% Percentage Relief
Ryton Road, North Anston, Sheffield, S25 4DL	6,000	Community Amateur Sports Club	£591.60	£289.88	20
Brookhouse, Laughton, Sheffield, S25 1YA	1,625	Community Amateur Sports Club	£160.23	£78.51	20

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Dinnington R U F C, Lodge Lane, Dinnington, Sheffield, S25 2PB	17,250	Community Amateur Sports Club	£1,627.08	£797.27	20
Cricket Ground Pavilion, Thorpe Road, Harthill, Sheffield, S26 7YF	2,700	Community Amateur Sports Club	£266.22	£130.45	20
Harthill Reservoir, Carver Close, Harthill, Sheffield, S26 7XA	2,350	Community Amateur Sports Club	£231.71	£113.54	20
Sports Ground, Scholes Lane, Rotherham, South Yorkshire, S61 2RG	1,425	Community Amateur Sports Club	£140.51	£68.85	20
Goosecarr Lane, Todwick, Sheffield, S26 1HG	1,425	Community Amateur Sports Club	£140.51	£68.85	20
Wentworth Road, Rawmarsh, Rotherham S62 7SL	2,900	Community Amateur Sports Club	£285.94	£140.11	20
Whiston Parish Cricket Ground, Whiston, Rotherham, S60 4HQ	5,000	Community Amateur Sports Club	£493.00	£241.57	20
			<b>£3,936.80</b>	<b>£1,929.03</b>	
Premise Address	£ Rateable Value	Nature of Organisation	£ Estimated Amount of Award 18/19	£ Estimated cost to Council	% Percentage Relief
Welfare Hall, Ryton Road, North Anston, Sheffield, S25 4DL	8,100	Community Group	£798.66	£391.34	20
Anston Bowling Club, Ryton Road, North Anston, Sheffield, S25 4DN	1,100	Sports Facility	£108.46	£53.15	20
Aston Parish Hall, Rosegarth Avenue, Aston, Sheffield, S26 2DB	14,500	Community Group	£1,429.70	£700.55	20
Office 6 Part Second Floor, The Spectrum, Coke Hill, Rotherham, South Yorkshire, S60 2HX	4,300	Support Group	£423.98	£207.75	20
Bluebell Wood Children's Hospice, Cramfit Road, Anston, Sheffield, South Yorkshire, S25 4AY	133,000	Hospice	£15,813.63	£7,748.68	20

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Cross Street, Bramley, Rotherham, South Yorkshire, S66 3QJ	7,200	Community Group	£709.92	£347.86	20
Youth Centre, Flash Lane, Bramley, Rotherham, S66 1TY	5,700	Community Group	£562.02	£275.39	20
Bill Chafer Centre Changing Rooms, Flash Lane, Bramley, Rotherham, S66 1TY	1,325	Sports Facility	£130.65	£64.02	20
Tunwell Road, Maltby, Rotherham, S66 8PP	1,250	Community Group	£123.25	£60.39	20
Community Centre, Chapel Avenue, Brampton, Barnsley, S73 0XQ	5,500	Community Group	£542.30	£265.73	20
Middleton Hall, Barleycroft Lane, Dinnington, Sheffield, S25 2LE	6,400	Community Group	£631.04	£309.21	20
Laughton Road, Dinnington, Sheffield, S25 2PS	1,400	Musical Group	£138.04	£67.64	20
Community Centre, Laughton Road, Dinnington, Sheffield, S25 2PP	33,000	Community Group	£3,253.80	£1,594.36	20
59 Holmes Lane, Rotherham, South Yorkshire, S61 1BH	3,500	Community Group	£345.10	£169.10	20
New Road, Firbeck, Worksop, S81 8JY	3,400	Community Group	£335.24	£164.27	20
1 Wellgate, Rotherham S60 2LT	20,500	Community Group & Learning Facility	£2,439.39	£1,195.30	20
Harthill Village Hall, Winney Hill, Harthill, Sheffield, S26 7YL	4,000	Community Group	£394.40	£193.26	20
Community Centre, Woodland Gardens, Maltby, Rotherham, South Yorkshire, S66 7NW	1,975	Community Group	£194.74	£95.42	20
Community Centre, Holy Trinity Church, Sough Hall Avenue, Thorpe Hesley, Rotherham, S61 2QG	8,200	Community Group	£808.52	£396.17	20
116 Victoria Street, Kilnhurst, Rotherham, S64 5SQ	8,000	Community Group	£788.80	£386.51	20
Kimberworth Park Road, Kimberworth Park, Rotherham, South Yorkshire, S61 3JN	5,300	Community Group	£522.58	£256.06	20
Walesmoor Avenue, Kiveton Park, Sheffield, S26 5RF	11,500	Community Group	£1,133.90	£555.61	20
High Street, Laughton, Sheffield, S25 1YF	23,500	Voluntary Aided School	£2,317.10	£1,135.38	20
The Lighthouse, 71 Westgate, Rotherham, South Yorkshire, S60 1BQ	6,300	Support for the Homeless	£543.79	£266.46	20
The Lighthouse For Women, 2 Barnsley Road, Wath Upon Dearne, Rotherham, South Yorkshire, S63 6PY	5,900	Support for the Homeless	£514.99	£252.35	20
Magna Project Office, Sheffield Road, Rotherham, South	200,000	Science Museum	£22,749.22	£11,147.12	20

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Yorkshire, S60 1DX					
College Road, Rotherham, South Yorkshire, S60 1JE	5,000	Community Group	£493.00	£241.57	20
St Marys Drive, Catcliffe, Rotherham, South Yorkshire, S60 5TN	21,000	Support/Therapy for MS Sufferers	£2,420.29	£1,185.94	20
Unit 2, Keppel Wharf, Market Street, Rotherham, South Yorkshire, S60 1NU	26,750	Theatre Group	£2,637.55	£1,292.40	20
Fitzwilliam Street, Wath Upon Dearne, Rotherham, South Yorkshire, S63 7HG	29,500	Voluntary Aided School	£2,908.70	£1,425.26	20
Badsley Grange, 93 Badsley Moor Lane, Rotherham, South Yorkshire, S65 2PS	6,400	Support Group for those with Cancer	£631.04	£309.21	20
485B Fitzwilliam Road, Rotherham, South Yorkshire, S65 1PX	27,250	Community Transport Group	£2,686.85	£1,316.56	20
10 Percy Street, Rotherham, South Yorkshire, S65 1ED	4,200	Support/Advice for Women and Children at Risk	£414.12	£202.92	20
22 Main Street, Rotherham, South Yorkshire, S60 1AJ	16,250	Support/Advice for Women and Children at Risk	£1,602.25	£785.10	20
1st & 2nd Floors, 10/12 Domine Lane, Rotherham, South Yorkshire, S60 1QA	6,000	Support for the Vulnerable in the Town Centre	£591.60	£289.88	20
Brinsworth Community Centre, Brinsford Road, Brinsworth, Rotherham, S60 5DT	2,600	Community Group	£256.36	£125.62	20
Station Road, Rotherham, South Yorkshire, S60 1HN	14,500	Support for Vulnerable Adults	£1,429.70	£700.55	20
Units 8 & 9, Waddington Way, Aldwarke, Rotherham, South Yorkshire, S65 3SH	69,500	Transport Museum	£6,852.70	£3,357.82	20
31 Broad Street, Parkgate, Rotherham, South Yorkshire, S62 6DX	4,400	Support for those with Mental Health Issues	£433.84	£212.58	20
Unit 1, Galax Business Centre, Fitzwilliam Road, Rotherham, South Yorkshire, S65 1SL	15,000	Support for those with Mental Health Issues	£1,479.00	£724.71	20
Green Lane, Rawmarsh, Rotherham, South Yorkshire, S62 6JY	33,750	Voluntary Aided School	£3,327.75	£1,630.60	20

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Wath Wood Road, Wath Upon Dearne, Rotherham, S63 7TW	132,000	Voluntary Aided School	£13,015.20	£6,377.45	20
Flanderwell Lane, Sunnyside, Rotherham, South Yorkshire, S66 3RL	8,400	Community Group	£828.24	£405.84	20
Community Centre, Rotherham Road, Swallownest, Sheffield, S26 4UR	5,800	Community Group	£571.88	£280.22	20
Roche Abbey, Firbeck, Rotherham, S66 8NW	1,000	Heritage Site	£98.60	£48.31	20
67 The Lanes, Rotherham, South Yorkshire, S65 3SA	4,200	Community Group	£414.12	£202.92	20
The Rotherham Hospice, Broom Road, Rotherham, South Yorkshire, S60 2SW	126,000	Hospice	£12,423.60	£6,087.56	20
Mechanics Institute, Main Street, Wentworth, Rotherham, South Yorkshire, S62 7TL	3,050	Community Group	£300.73	£147.36	20
The Stables, Todwick Road, Dinnington, Sheffield, S25 3SE	20,500	Animal Sanctuary	£1,765.12	£864.91	20
Silverthorpe Farm, Braithwell Road, Ravenfield, Rotherham, S65 4LP	6,000	Animal Sanctuary	£591.60	£289.88	20
Thurcroft Welfare Community Hall, Katherine Road, Thurcroft, Rotherham, South Yorkshire, S66 9HF	9,100	Community Group	£897.26	£439.66	20
Todwick Village Hall, Kiveton Lane, Todwick, Sheffield, S26 1HL	7,200	Community Group	£709.92	£347.86	20
34 Spring Street, Rotherham, South Yorkshire, S65 1HD	1,300	Community Group	£128.18	£62.81	20
Woodsetts Village Hall, Gildingwells Road, Woodsetts, Worksop, Nottinghamshire, S81 8QB	2,025	Community Group	£199.67	£97.84	20
			<b>£117,862.09</b>	<b>£57,752.42</b>	

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