CABINET

Monday, 17 December 2018
10.00 a.m.
Council Chamber, Rotherham Town Hall, Moorgate Street, Rotherham. S60 2TH

Cabinet Members:-

Leader of the Council	Councillor Chris Read
Deputy Leader of the Council, Children's Services and Neighbourhood Working Portfolio	Councillor Gordon Watson
Adult Social Care and Health Portfolio	Councillor David Roche
Cleaner, Greener Communities	Councillor Sarah Allen
Corporate Services and Finance Portfolio	Councillor Saghir Alam
Housing Portfolio	Councillor Dominic Beck
Jobs and the Local Economy Portfolio	Councillor Denise Lelliott
Waste, Roads and Community Safety Portfolio	Councillor Emma Hoddinott

Rotherham Metropolitan Borough Council

CABINET

Venue:	**Council Chamber - Rotherham Town Hall, Moorgate Street, Rotherham, South Yorkshire S60 2TH**
Date and Time:	**Monday, 17th December, 2018 at 10.00 a.m.**
Agenda Contact	**James McLaughlin, Head of Democratic Services 01709 822477 or james.mclaughlin@rotherham.gov.uk**

This meeting will be webcast live and will be available to view via the Council's website. The items which will be discussed are described on the agenda below and there are reports attached which give more details.

Rotherham Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair or Democratic Services Officer of their intentions prior to the meeting.

A G E N D A

1. Apologies for Absence

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

2. Declarations of Interest

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

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 may also ask questions under this agenda item.

4. Minutes of the Previous Meeting (Pages 1 - 11)

To receive the record of proceedings of the Cabinet meeting held on 19 November 2018.

5. Exclusion of the Press and Public

Agenda Items 15, 16, 17 and 20 have exempt appendices. Therefore, if necessary when considering those items, 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 items of business on the grounds that they involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006.

ADULT SOCIAL CARE AND HEALTH

6. Adult Services Non-Residential Care Charging Policy Review (Pages 13 - 24)

Report of the Strategic Director of Adult Care, Housing and Public Health

Recommendations:-

1. That approval be given to commence public consultation with service users and carers so as to inform the changes to the current policy and to provide opportunity for the public to provide feedback on the following proposals:-

    (a) The removal of the maximum charge for non-residential care, while maintaining the minimum charge of £1.
    (b) The introduction of charges where additional carers are provided.
    (c) Amend the policy so that service users are charged from the start of their service provision, instead of from when they are informed of their financial contribution following their financial assessment.
    (d) To include the full value of high rate Attendance Allowance and Disability Living Allowance, and the enhanced daily living component of Personal Independence Payments, when carrying out non-residential financial assessments for all services not just services provided at night.
    (e) To consult on a standard list or rate of Disability Related Expenditure (DRE) to be allowed in the financial assessment.

7. Housing Related Support - Children and Young People Pathway tender (Pages 25 - 39)

Report of the Strategic Director of Adult Care, Housing and Public Health

Recommendations:-

1. That it be noted that the new service model will be defined following the completion of the Co-production work and this will inform the specification for the new contractual arrangements.

2. That approval be given to tender the Housing Related Support service for Young people aged 16-25 following completion of co-production work with relevant stakeholders to develop the new service.

CHILDREN'S SERVICES AND NEIGHBOURHOOD WORKING

8. Annual Update on the Establishment of Education Provision at Waverley (Pages 41 - 47)

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

Recommendations:-

1. That the annual update report be noted.

9. Proposal to increase capacity at Aston Academy through basic need funding (Pages 49 - 62)

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

Recommendations:-

1. That, subject to a successful planning application, approval be granted to the proposal to allocate £4.5m capital to increase capacity by 150 places at Aston Academy by the installation of additional classroom space to accommodate future pupil numbers and to replace temporary classrooms currently on site.

10. Proposal to make prescribed alterations to the Willows School (Pages 63 - 71)

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

Recommendations:-

1. That approval be granted to commence a period of statutory consultation by the posting of a public notice in relation to making prescribed alterations to the Willows School.

2. That a further report be submitted in due course detailing the outcome of the consultation and seeking determination.

CORPORATE SERVICES AND FINANCE

11. Medium Term Financial Strategy Update (Pages 73 - 108)

Report of the Strategic Director of Finance and Customer Services

Recommendation:-

1. That the updated Medium Term Financial Strategy be approved and that it be noted that the final version of the Strategy will be submitted to Cabinet and Council in February 2019.

12. Changes in legislation for the Council Tax Premium on Empty Properties (Pages 109 - 115)

Report of the Strategic Director of Finance and Customer Services

Recommendations:-

1. That Cabinet recommend to Council that subject to the legislation being introduced an increase in the Empty Property Premium as follows;

   (a) From 2020/21 a 200% premium for properties unoccupied and unfurnished for over five years.

   (b) From 2021/22 a 300% premium for properties unoccupied and unfurnished for over ten years.

   (c) Any decisions required in relation to the implementation of premiums following the issue of Government guidance, be delegated to the Strategic Director of Finance and Customer Services, in consultation with Cabinet Member for Corporate Services and Finance.

13. Review of Polling Places 2019 (Pages 117 - 239)

Report of the Strategic Director of Finance and Customer Services

Recommendations:-

1. That Cabinet recommend to Council that:

   a. approval is granted to undertake a review of polling places in 2019 following the process described in this report.

   b. the scope of the review and the proposals for changes be noted.

   c. the outline timetable for the review, as set out in Appendix 1, be agreed.

   d. power to designate polling places in accordance with section 18B of the Representation of the People Act 1983 is continued to be delegated to the Chief Executive, such power to be exercised only in circumstances where a decision is required at short notice and it is not possible to await a decision of Council.

2. That following the outcome of the consultation on the review, the Assistant Director of Legal Services report to Cabinet with final review proposals for determination in order for Cabinet to make final recommendations to Council.

14. Council Plan Q2 Performance Report (Pages 241 - 296)
Report of the Assistant Chief Executive

Recommendations:-

1. That the overall position and direction of travel in relation to performance be noted.

2. That consideration be given to measures which have not progressed in accordance with the target set and the actions required to improve performance, including future performance clinics.

3. That the performance reporting timetable for 2018-2019 be noted.

JOBS AND THE LOCAL ECONOMY

15. Rotherham Town Centre Masterplan - Forge Island Agreements (Pages 297 - 311)
Report of the Acting Strategic Director of Regeneration and Environment

Recommendations:-

1. That approval be given to enter into a development agreement and the granting of the long lease of the Forge Island development site to the selected developer, Muse Developments Ltd.

2. That approval be given to the outlined financial approach to deliver the Forge Island development and the Strategic Director for Regeneration and Environment be authorised to approve the final proposal in consultation with the Cabinet Member for Jobs & the Local Economy; subject to confirmation by the Strategic Director Finance and Customer Services that the final proposal is affordable within the Budget and Financial Strategy and within the following parameters:

    - The initial rents the Council is entitled to receive from occupiers are greater than the initial head lease rent and
    - The financial modelling over the 35 year period shows that the Council's anticipated income from the development exceeds the total anticipated head lease costs.

3. The Assistant Director of Legal Services be authorised to agree the final legal documentation.

16. Swinton Town Centre Redevelopment - Development Brief, Appointment of Developer and Disposal (Pages 313 - 327)

Report of the Acting Strategic Director of Regeneration and Environment

Recommendations:-

1. That approval be given to the aims and objectives for the redevelopment of Swinton Town Centre as set out at section 2 of this report.

2. That approval be given for an OJEU compliant procurement process to be undertaken in accordance with Rotherham Council's Contract Procedure Rules and Domestic and European Procurement Law.

3. That approval be given to Option 2 as set out at paragraph 4.2 of the report. This option foregoes an amount of capital receipt to the Council in order to achieve regenerative benefits to the Community and the Council in relation to the redevelopment.

4. That a further report be submitted following the evaluation of the tender submissions received, which recommends the endorsement of the preferred proposal and any approvals required for the disposal of land and property.

17. Community Energy Switching Scheme (Pages 329 - 349)

Report of the Acting Strategic Director of Regeneration and Environment

Recommendations:-

1. That approval be given to the OJEU procurement process to identify a potential partner to develop a community energy switching scheme and inform a business case that will be developed, based on the results of the tender.

2. That the business case and Tender Evaluation Report be submitted to Cabinet for approval.

18. Immobilisation of vehicles - Persistent Evaders and Untaxed Vehicles (Pages 351 - 357)

Report of the Acting Strategic Director of Regeneration and Environment

Recommendation:-

1. That approval be given to the operational implementation of the immobilisation of untaxed vehicles and vehicles of persistent evaders of Parking PCNs, on the public highway.

19. Lease of Green Space, School Lane, Parkgate to Rotherham United Community Sports Trust (RUCST) (Pages 359 - 369)

Report of the Acting Strategic Director of Regeneration and Environment

Recommendations:-

1. That approval be given to the grant of a new Asset Transfer Policy Lease Agreement, as detailed in Option 1 of this report on land at School Lane, Parkgate, as shown edged in blue in the site plan at Appendix 1.

2. That the Assistant Director of Planning Regeneration and Transport negotiate and agree the terms and conditions of the lease.

3. That the Assistant Director of Culture, Sport and Tourism Service agree and monitor the service level agreement.

4. The Assistant Director of Legal Services negotiate and complete the necessary documentation.

20. Riverside House Café (Pages 371 - 377)

Report of the Acting Strategic Director of Regeneration and Environment

Recommendations:-

1. That approval be given to conducting an open tender procedure process in accordance with the Council's Contract Procedure Rules and Domestic and European Procurement Law, in order to identify a partner to deliver the Riverside House Café through a lease and profit share tenancy agreement.

WASTE, ROADS AND COMMUNITY SAFETY

21. Improving Air Quality in Rotherham (Pages 379 - 405)

Report of the Acting Strategic Director of Regeneration and Environment

Recommendations:-

1. That Rotherham Metropolitan Borough Council's (RMBC's) commitment to improve air quality in the Borough and to improve health outcomes for residents be endorsed.

2. That it be recognised that Rotherham and Sheffield's air quality challenge is intrinsically connected and therefore approves the development of a joint air quality plan and package of interventions with Sheffield City Council (SCC) to protect and improve the health and wellbeing of people living, working and visiting our areas.

3. That the evidence and analysis of the air quality challenge across the areas and the most challenging locations which breach legal limits for NO_2 pollution be supported and noted.

4. That approval be given to the proposed mitigating measures to bring Rotherham's air quality within the legal limit for NO_2 concentrations in the shortest possible time.

5. That authority be delegated to the Strategic Director, Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and the Cabinet Member for Waste, Roads and Community Safety, to jointly submit, with Sheffield City Council, the Rotherham and Sheffield Outline Business Case to Government by 31st December 2018.

6. That, subject to approval of the implementation plan, authority be delegated to the Strategic Director, Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and the Cabinet Member for Waste, Roads and Community Safety to commence procurement for any necessary infrastructure, goods and services to implement the mitigating measures.

7. That a further report on Rotherham's clean air proposals be submitted, should Government require significant changes once Government has assessed the proposals in our Outline Business Case.

8. That approval be given to the launch of a statutory consultation in early 2019 on the Borough's proposals to tackle NO_2 pollution.

9. That a further report be submitted on the finalised proposals, along with a Full Business Case, in 2019.

22. Food Service Inspection Plan 2018-19 and Introduction of a Pre-Inspection Service Offer (Pages 407 - 441)

Report of the Acting Strategic Director of Regeneration and Environment

Recommendations:-

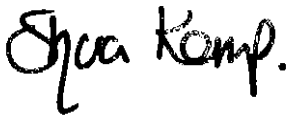
1. That approval be given to the Food Service Plan for 2018/19;

2. That approval be given to the introduction of a new Council service to provide pre-inspection advice to food businesses, for which a charge of £195 plus VAT will be made.

23. 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 12 December 2018:

- Medium Term Financial Strategy 2018 – 2021
- Rotherham Town Centre Masterplan - Forge Island Agreements
- Riverside House Café
- Community Energy Switching Scheme
- Immobilisation of vehicles - Persistent Evaders and Untaxed Vehicles
- Improving Air Quality in Rotherham



SHARON KEMP,
Chief Executive.

THE CABINET
Monday, 19th November, 2018

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

Also in attendance Councillor Steele (Chairman of the Overview and Scrutiny Management Board)

48. DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

49. QUESTIONS FROM MEMBERS OF THE PUBLIC

(1) A member of the public referred to the two year budget proposals for the financial year 2021 when the number of councillors was set to reduce by four. This meant a potential saving of £42,000 which was not listed or could not be seen in the consultation proposals and he asked was this because after the next local elections it was the intention to secretly and quietly confirm an increase of 6.7% in the many Councillors' basic allowance?

The Leader, supported by the Strategic Director of Finance, confirmed that a reduction would be built into the Medium Term Financial Strategy so where costs naturally fell out these would be included. There was no secret plan for increasing Members' allowances.

In a supplementary question the member of the public referred to the difference in special responsibilities where Rotherham's were far higher than in Sheffield by around £100,000. This in itself was far more than twenty of the separate items on the list of budget proposals. He asked was this more important to maintain than say the budgets for Healthwatch, libraries or the Sight and Sound budget?

The Leader explained the allowances paid to Members were set by an Independent Remuneration Panel. This was looked at three years ago when the Panel were challenged with reducing the allowances. A substantial amount of money was taken out at that time as part of the challenge. This was about making sure Rotherham was in line with other South Yorkshire authorities. Whilst attention was drawn to Sheffield the figures were comparable with Barnsley and Doncaster and slightly lower.

Members had to receive some remuneration for the work that they did and whilst the Independent Remuneration Panel determined what Rotherham should receive, Sheffield in turn would determine their own. Whatever was decided in Rotherham paying politicians was always unpopular.

(2) A member of the public made reference to the development of York Road (Item 14 on the agenda) where he had a couple of garages. He explained about the difficulty he experienced on returning home in the early hours from work and being unable to park his vehicle. He, therefore, asked if there would be any parking provision for the two or three residents who actually used their garages each day and the restrictions created by the parking permits in that area.

Councillor Lelliott, Cabinet Member for Jobs and the Local Economy, explained consideration would be given as part of the development brief. It was noted the garage sites were currently on the short term let only due to the proposed development in that area.

In a supplementary question the member of the public asked if consideration could be given to parking bays during the building work stages.

Councillor Lelliott, Cabinet Member for Jobs and the Local Economy, confirmed this would be given consideration to see what space was available as start of the process and what conditions could be included to put something in place.

(3) Councillor Cooksey, in her capacity as a Ward Councillor for Rotherham East, sometimes attended a Neighbourhood Watch Group which met at St. Steven's in Eastwood. Concern had been expressed about the high number of privately rented accommodation in Eastwood which, in some cases, had incidents of anti-social behaviour. This had caused problems for the well-established occupants in that area it was requested that as part of the development there be a mixed tenure accommodation and it was asked what kind of guarantees were available for buyers to adhere to this aspiration.

Councillor Lelliott, Cabinet Member for Jobs and the Local Economy, confirmed that consideration would be given to the wider area and the development brief. There would be conditions attached for whichever developer came forward, but controlled wherever possible.

The Leader pointed out that the Council would have some control over the development rather than just selling the land off. However, the Council could not guarantee who would purchase the properties, but it would do everything in its power to maintain as much control as possible.

50. MINUTES OF THE PREVIOUS MEETING

Resolved:- That the minutes of the Cabinet and Commissioners' Decision Making Meeting held on 22nd October, 2018, be agreed as a true and correct record of the proceedings.

51. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the agenda items 13, 14 and 15 on the grounds that the appendices involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006.

52. CHILD AND ADOLESCENT MENTAL HEALTH SERVICES (CAMHS) SECTION 75 AGREEMENT (EXTENSION)

Further to Minute No. 52 of the meeting of the Cabinet and Commissioners held on 16th October, 2017, consideration was given to the Section 75 agreement which had been approved between the Rotherham Clinical Commissioning Group (RCCG) and Rotherham Metropolitan Borough Council (RMBC).

The Section 75 agreement replaced an existing Partnership Agreement for the commissioning arrangements between RMBC and the RCCG for Child and Adolescent Mental Health Services (CAMHS) in Rotherham. The Section 75 agreement strengthened the shared commitment of the two organisations to deliver service improvement and transformation of CAMHS through a joint market approach. Rotherham Clinical Commissioning Group remained supportive of this arrangement.

The Section 75 Agreement built upon the existing partnership by adding a robust framework for managing the service; it set out performance management arrangements and formalised a pooled funding arrangement for the provision of CAMHS services over the medium term.

The Agreement, which was established following approval by Cabinet and Commissioners, had been hosted by the RCCG who has acted as the lead commissioner for the pooled fund in partnership with RMBC. It was established to last until 31st October, 2018 unless both parties agreed to an extension of one or two years. The period since 1st November had been covered through a suspension in financial regulations, agreed by the Deputy Section 151 Officer, to ensure that there was no gap in service provision for vulnerable children and young people.

It was noted that the CAMHS Service in Rotherham provided by RDaSH was enhanced and complimented by the Looked After and Adopted Children's Therapeutic Team (LAACTT) which was an in-house service provided by the Council. The Therapeutic Team provided a therapeutic service to looked after adopted children in accordance with the Adoption Support Services (Local Authorities) Regulations 2005 and the adoption national minimum standards 2011.

The aim of the Therapeutic Team was to provide a dedicated specialist therapeutic service to Looked After and Adopted Children, certain children who have been in care, including those in special guardianship order placements, and care leavers.

Resolved:- (1) That the renewal of the existing Section 75 Agreement for joint commissioning and a pooled fund for the provision of Child and Adolescent Mental Health Service (CAMHS) for a further two years (to 31st October, 2020) as provided for in the Agreement be approved.

(2) That the authority be delegated to the Strategic Director for Children and Young People's Services to sign a written agreement to extend the Section 75 agreement on behalf of the Council.

(3) That the Council's financial contribution into the pooled fund from the 2018/19 and 2019/20 budgets be approved.

53. EDUCATIONAL ATTAINMENT

Consideration was given to the report which presented an overview of the provisional un-validated educational outcomes of children and young people in primary, special, secondary schools and academies in Rotherham for the academic year ending in the summer of 2018. National averages in the primary phase were sourced from the National Consortium of Examination Results (NCER) software. The Department for Education (DfE) would publish provisional national averages for all phases later in the Autumn Term 2018. Final validated data for all phases would not be available until February, 2019.

Performance in the Early Years Foundation Stage Profile (EYFSP) for a 'Good Level of Development' (GLD) had continued to rise and was, again, above the national average (by 1.4% in 2018).

In Key Stage 1, 65% of pupils met the expected standard in reading, writing and mathematics combined in 2018, compared to 64% in 2017. Rotherham had improved by 1% and was in line with the national average at 65.4%. In the greater depth standard for reading, writing and mathematics combined at KS1, Rotherham had improved by 0.5% to 12.7%; this was 1% above the national average at 11.7%.

In **Key Stage 2**, 61.5% of pupils met the expected standard in in reading, writing and mathematics combined in 2018, compared to 60.8% in 2017. Rotherham had improved by 0.7% and was 2.5% below the national average. In the higher standard for reading, writing and mathematics combined at KS2, Rotherham improved by 1.1% to 8.2%; this is 1.7% below the national average at 9.9%.

In 2018, the average **KS1- KS2** progress score for Rotherham LA in reading is -0.6 (sig-), in writing was +0.7 (sig+) and in maths is + 0.0. The progress measure in reading was identified as significantly below the national average; the progress in writing was identified as significantly above the national average.

At **Key Stage 4,** the average Attainment 8 score per pupil had decreased

by 1.7 points to 43.3 in 2018. The national average increased by 0.1 points to 46.5 (state-funded i.e. LA maintained schools, academies and free schools) and decreased by 0.3 points to 44.3 (all schools including the independent sector). The LA average is 3.2 points below the national average (state-funded schools) and 1.0 point below the national average (all schools).

At **KS4**, the percentage of pupils achieving grade 5 or above in English and maths was 37%; 6.2% below the national average (state-funded schools) and 2.9% below the national average (all schools).

At **Key Stage 5**, Rotherham LA overall A* to E pass rate had increased by 0.2% to 99.1% in 2018. Provisional national averages published on the BBC news website showed that the overall A* to E pass rate had marginally fallen to 97.6%. Rotherham LA average was 1.5% above the national average.

Moving forward with schools and academies it was planned to build a more cohesive approach to school improvement through the establishment of the Rotherham Education Strategic Partnership (RESP) with the primary aim of establishing this board to help lead educational strategy across the Council.

In response to queries about the progress between boys and girls it was noted that there continued to be a gap in achievement between girls and boys, but this reflected the national picture. The gap in Rotherham had increased slightly from 13.0% in 2017 to 13.4% in 2018. This is just below the 2018 national gender gap of 13.5%.

Resolved:- That the report be received and the latest provisional un-validated education outcomes in Rotherham in 2018 noted.

54. MEMBERSHIP OF THE FOSTERING PANEL

Consideration was given to the report which sought approval to appoint a new Member to serve on the Fostering Panel to fill the vacancy created after Councillor Cusworth stepped down from serving on that body.

Resolved:- (1) That Councillor Bob Bird be appointed to serve on the Fostering Panel for the remainder of the municipal year.

(2) That the Cabinet's thanks and appreciation for the hard work undertaken be forwarded onto Councillor Cusworth.

55. THRIVING NEIGHBOURHOODS - THE ROTHERHAM NEIGHBOURHOOD STRATEGY 2018-2025

Consideration was given to the report which presented for approval the new Thriving Neighbourhoods Strategy 2018-2025, which set out a fresh approach to working with residents and partners across the

borough.

The Council's vision was for every neighbourhood to be a thriving neighbourhood where people have a good quality of life. Central to this was the role of Elected Members providing a leadership and engagement role in each ward.

The strategy was framed around three key outcomes which described what the Council would like to see in each ward across Rotherham:-

- Neighbourhoods were safe and welcoming with good community spirit.
- Residents were happy and healthy and love where they lived.
- Residents used their skills and assets to contribute to the outcomes that mattered to them.

The strategy signalled a new way of working for the Council both for Members and for staff. The strategy covered every ward in the borough and would be delivered through ward plans developed with residents to address local issues and opportunities. Ward <embers would be supported by the neighbourhood team and would work with officers and residents from a range of organisations.

Members would be asked to report to Council on an annual basis with an update on progress in each ward in a logical format for the public.

Resolved:- (1) That the Thriving Neighbourhoods Strategy 2018-2025 be approved.

(2) That Members in each ward provide a report to Council on an annual basis covering developments in their ward.

56. SEPTEMBER 2018/19 FINANCIAL MONITORING REPORT

Consideration was given to the latest report which set out the financial position as at the end of September, 2018 and was based on actual costs and income for the first half of the financial year with forecasts for the remaining six months of 2018/19. Financial performance was a key element within the assessment of the Council's overall performance framework, and essential for the achievement of the objectives within the Council's Policy Agenda.

As at September 2018, the Council needed to identify a further £3.1m of cost reduction actions by financial year-end in order to achieve a balanced financial outturn, after taking account of the £10m budget contingency approved within the 2018/19 budget.

The overspending against budget in Children's and Young People's Services Directorate was continuing in the current financial year as a result of demand for services outstripping budget capacity. The number of

children in care continued to increase this financial year and had reached 655 at the time of writing this report. The forecast overspend on Children's Services had now increased to £15.7m

Mitigating savings and actions identified to date were set out in Table 1 and described within the report.

The Chair of the Overview and Scrutiny Management Board confirmed this report had been considered at the meeting of the Board on 14th November, 2018 who were fully supportive of the recommendations. Further work would continue to monitor progress of the overspends in Children and Young People's Services.

Cabinet Members noted the current position and the budget pressures facing the Council and the work taking place to meet the continuing demand.

Resolved:- (1) That the forecast General Fund outturn position be noted.

(2) That further actions identified to reduce the forecast level of expenditure be reported back to Cabinet.

(3) That the updated position of the Capital Programme be noted.

57. BUSINESS RATES DISCRETIONARY RELIEF APPLICATIONS FOR NOVACITY LTD. AND HARTHILL WITH WOODALL COMMUNITY ASSOCIATION

Consideration was given to the report detailing the two applications made by the following companies for the award of a business rate discretionary relief in accordance with the Council's Discretionary Business Rates Relief Policy (approved 12th December 2016):-

- Novacity Ltd.
- Harthill with Woodall Community Association.

Resolved:- (1) That 100% discretionary relief be awarded to Novacity Ltd, Summit 1, Mangham Road, Greasbrough, Rotherham, S61 4RJ for the period 1st April, 2018 to 31st March, 2019.

(2) That 20% top up relief be awarded to Harthill with Woodall Community Association, Sports Centre, Woodall Lane, Harthill, Sheffield, S26 7YQ for the period 1st April, 2018 to 31st March, 2019.

58. TUC GREAT JOBS AGENDA

Further to Minute No. 85 of the Council Meeting held on 31st October, 2018, consideration was given to the report which detailed the approved

Council Motion on the Trade Union Congress (TUC)'s Great Jobs Agenda.

This report provided more information about the Great Jobs Agenda and the actions that the TUC would like employers and Government to take to ensure that every worker had a great job with fair pay, regular hours and the opportunity to progress.

Resolved:- (1) That the TUC's Great Jobs Agenda be noted and consideration be given to how the principles set out in the Great Jobs Agenda applied to the Council's workforce.

(2) That consultation take place with Trade Unions to seek agreement on notice for allocating/changing shifts.

(3) That more detailed information on agency workers be published in annual reports.

59. STRATEGIC ACQUISITION OF SIX BUNGALOWS AT PENNY PIECE LANE, NORTH ANSTON

Consideration was given to the report which sought approval to purchase six, two bedroom bungalows at Penny Piece Lane, North Anston from Duchy Homes. These bungalows were Section 106 planning gain units and would be purchased by the Council at approximately 60% of the open market value. The forecast completion date of these units was December, 2019.

There was evidenced demand for bungalows in this location and resources were available in the strategic acquisitions budget to purchase them and part of an ongoing programme of acquisitions of new Council homes to replace properties sold under the Right to Buy and to maintain stock levels.

Resolved:- That the purchase of six bungalows at Penny Piece Lane from Duchy Homes using the Housing Revenue Account Strategic Acquisitions budget be approved.

60. YORK ROAD REDEVELOPMENT - DEVELOPMENT BRIEF, APPOINTMENT OF DEVELOPER AND DISPOSAL

Consideration was given to a report which provided an update on progress following the market testing of a redevelopment opportunity for a site on York Road and requested approval and delegated authority required to progress this project in order to bring the site forward for development.

Ward Members have been consulted on the submissions received and further consultation would be undertaken in respect of the submitted detailed proposals for them to report back to members of their local

communities. Every effort would be taken to mitigate any local concerns where possible.

Resolved:- (1) That the aims and objectives for the redevelopment of York Road as set out at paragraph 2.6 of this report be approved.

(2) That an open tender procurement process be conducted in accordance with Rotherham Council's Contract Procedural Rules and Domestic and European Procurement Law.

(3) That the disposal of the York Road site as part of the successful Development Brief be approved.

(4) That authority be delegated for the appointment of the successful development partner and the final terms of the disposal and/or development agreement (in respect of the Development Brief) to the Assistant Director of Planning Regeneration and Transport in consultation with the Strategic Director of Finance and Customer Services and the Cabinet Member for Jobs and the Local Economy.

(5) That the Assistant Director of Legal Services be authorised to negotiate and complete the necessary legal agreements.

61. DISPOSAL OF THE FORMER ST ANN'S BUILDING, ST LEONARD'S ROAD, ROTHERHAM

Consideration was given to report which sought approval to dispose of the former St Ann's Building on St Leonard's Road, Rotherham.

The property was advertised through traditional marketing channels for all disposal options to establish the best future use of the property, with a total of three proposals received. These proposals were considered by the Asset Management Board who recommended that the property be disposed as set out by way of private treaty as detailed in the report.

Cabinet Members noted the poor state and dilapidated state of the building and considered disposal to be the best option.

Resolved:- (1) That the disposal of the former St Ann's Building, as shown edged in red at Appendix 1 by private treaty to the recommended purchaser as detailed at paragraph 2.7 3 of the exempt Finance Addendum Appendix 2, be approved.

(2) That, in the event of the disposal not being completed (e.g. if the purchaser withdraws or time elapses), the site be disposed of on the open market, as set out in Option 2.

(3) That the Acting Assistant Director of Planning, Regeneration and Transport be authorised to negotiate and agree the terms and conditions of the proposed disposal, with the Assistant Director of Legal Services

negotiating and completing the necessary legal documentation.

62. CONSULTATION ON THE ADOPTION OF SCHEDULE 3 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AND A ROTHERHAM SEX ESTABLISHMENT LICENSING POLICY.

Consideration was given to the report which outlined a proposal to consult on the adoption of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 that, following amendment through the Policing and Crime Act 2009, classified the following establishments as sex entertainment venues:-

- Lap, pole and table dancing;
- Strip shows;
- Peep shows and live sex shows.

This report, therefore, sought a recommendation to Council to approve the commencement of public consultation on the adoption of the Schedule, which would give local communities a greater say about the presence of sex establishments, including sex entertainment venues, sex shops and sex cinemas. This would allow the local authority to more effectively regulate such premises through a formal Sex Establishment Licensing Policy.

The report, therefore, also sought Cabinet approval to begin public consultation on a proposed Sex Establishments Licensing Policy to run parallel to consultation on the adoption of Schedule 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, but confirmed they were supportive of a wide ranging consultation and that engagement with industry workers take place on a safe and anonymous basis during the consultation period.

Cabinet Members welcomed the recommendations from the Overview and Scrutiny Management Board and the proposals to have in place a Sex Establishment Licensing Policy on conclusion of public consultation on the proposed adoption.

Resolved:- (1) That the proposal to adopt Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (as amended) be considered, and that Council be recommended to approve the commencement of public consultation in relation to the proposed adoption.

(2) That public consultation be approved, in line with Option 2(b) (Section 4), on a proposed Sex Establishment Licensing Policy, to run parallel to consultation on the adoption of Schedule 3 above.

63. 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 item and the details included accordingly.

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Committee Name and Date of Committee Meeting
Cabinet Meeting – 17th December 2018

Report Title
Adult Services non-residential care charging policy review

Is this a Key Decision?
Yes

Strategic Director Approving Submission of the Report:
Anne Marie Lubanski, Strategic Director of Adult Care, Housing and Public Health

Report Author:
Richard Smith, Interim Assistant Director of Independent Living and Support

Ward(s) Affected:
Borough-wide

Summary:

The Care Act 2014 focuses on improving people's independence and wellbeing. It makes it clear that it is the duty of the Council to provide or arrange services that help prevent or delay people developing needs for care and support. The council must maintain a service for providing advice and information relating to care and support. It states that Councils may make a charge for meeting needs, covering the cost that is incurred by the Local Authority in meeting the needs to which the charge applies. In order to do this, a financial assessment is required to determine an individual's contribution to their care cost.

The purpose of this report is to set out the options available to the Council for non-residential care charges, including options for the financial assessment. An initial review has been undertaken on the non-residential adult care charging policy and has identified key areas for proposed change. This report sets out our current policy which has been benchmarked against other Authorities in the region, and outlines a number of proposed changes for consultation.

Recommendations:

1. That approval be given to commence public consultation with service users and carers so as to inform the changes to the current policy and to provide opportunity for the public to provide feedback on the following proposals:-

(a) The removal of the maximum charge for non-residential care, while maintaining the minimum charge of £1.
(b) The introduction of charges where additional carers are provided.
(c) Amend the policy so that service users are charged from the start of their service provision, instead of from when they are informed of their financial contribution following their financial assessment.
(d) To include the full value of high rate Attendance Allowance and Disability Living Allowance, and the enhanced daily living component of Personal Independence Payments, when carrying out non-residential financial assessments for all services not just services provided at night.
(e) To consult on a standard list or rate of Disability Related Expenditure (DRE) to be allowed in the financial assessment.

List of Appendices Included:
Appendix 1 Impact on Service Users

Background Papers:
None

Council Approval Required:
No

Exempt from the Press and Public:
No

Adult Services Non-residential care charging policy review

1. Recommendations

1.1 That approval is given to commence public consultation with service users and carers so as to inform the changes to the current policy and to provide opportunity for the public to provide feedback on the following proposals:

1.1.1 The removal of the maximum charge for non-residential care, while maintaining the minimum charge of £1.

1.1.2 The introduction of charges where additional carers are provided.

1.1.3 Amend the policy so that service users are charged from the start of their service provision, instead of from when they are informed of their financial contribution following their financial assessment.

1.1.4 To include the full value of high rate Attendance Allowance and Disability Living Allowance, and the enhanced daily living component of Personal Independence Payments, when carrying out non-residential financial assessments for all services not just services provided at night.

1.1.5 To consult on a standard list or rate of Disability Related Expenditure (DRE) to be allowed in the financial assessment.

2. Background

2.1 The Care Act 2014 focuses on improving people's independence and wellbeing. It makes it clear that it is the duty of the Council to provide or arrange services that help prevent or delay people developing needs for care and support. The council must maintain a service for providing advice and information relating to care and support. It states that Councils may make a charge for meeting needs, covering the cost that is incurred by the Local Authority in meeting the needs to which the charge applies. In order to do this, a financial assessment is required to determine an individual's contribution to their care cost.

2.2 A service user who receives care and support outside a care home will need to pay their daily living costs such as rent, food, utilities, and must have enough money to meet these costs. Their income must not be reduced below a specified level after charges have been deducted. This is known as the 'Minimum Income Guarantee' and is designed to promote independence and social inclusion. The Minimum Income Guarantee ensures income equivalent of Income Support or Guaranteed Credit element of Pension credit plus a minimum buffer of 25% is maintained by service users.

2.3 An initial review of our current non-residential care charging policy has been carried out, resulting in the identification of several key areas for proposed change in order to modernise the service provided by the Council and to allow the services to be spread equitably across the population of Rotherham. Benchmarking against other Local Authorities has shown that in some areas our policies are not aligned with the policies of other Authorities.

2.4 It is acknowledged that any change to existing policy will require consultation with stakeholders in order to inform the changes to the policy.

3. Key Issues

3.1 The Council has discretionary power to charge for non-residential care services, covering the cost that it incurs in meeting service users' needs. The amount of the charge is determined by a financial assessment carried out at the start of service.

3.2 The current policy has set a maximum charge based on the lower rate of residential care which limits the amount chargeable for covering care costs.

3.3 The policy also only charges for one carer in cases where more than one carer is provided.

3.4 The process for carrying out the financial assessment at present takes into consideration only the lower rate of Attendance Allowance and Disability Living Allowance, and the standard rate of Personal Independence Payments where services are only received during daytime hours. This is the case even where the service user is in receipt of the higher and enhanced rates of these payments.

3.5 Currently the financial assessment is carried out after the care needs assessment. The contributions are applied from the point of the financial assessment and not the care needs assessment.

4. Options considered and recommended proposal

Outlined below are the proposals that are to be consulted upon:

4.1 Minimum/maximum charge

Currently Rotherham Council has in place a maximum charge of £445 per week per individual for non-residential charges. Benchmarking has shown that most Authorities in the region do not have a maximum charge and therefore charge up to the full cost of the service. Only 3 authorities in the Yorkshire and Humberside region still have a maximum charge for non-residential care services. The current minimum assessed contribution is £1 per week for Rotherham.

The proposal is to remove the maximum charge so as to charge up to the full cost of the care, and to retain the minimum charge of £1 per week.

4.2 Additional carers

Currently the Council does not charge for an additional carer where more than one carer is provided. There are currently 37 service users who have a commissioned 2nd carer plus a further 6 who are currently receiving a Direct Payment/Managed Account who would be eligible for the additional charge. Benchmarking analysis has identified that half of the Authorities in the region now charge for more than one carer.

The proposal is to commence charging for additional carers where applicable.

4.3 Charge from start of service

The current policy is to commence the charge for new service users from the date the client is informed of their contribution and not the date the service actually starts. This could mean a loss of income to the Council if financial assessments are delayed, as payments are not retroactive.

The proposal is to start the actual charge from the date service commences, in line with Care Act statutory guidance, therefore service users would receive a backdated charge.

4.4 Review of Disability Related Expenditure (DRE)

The Council currently assesses service users on an individual basis, taking into consideration their needs and circumstances. As such any costs arising from a disability will be considered in the financial assessment and evidence of these costs is expected to be provided. These costs should be justified within the service user's care plan.

The proposal is to review our current policy to determine whether our allowance is fair and equitable across Rotherham and to consider putting in place a standard list or rate of allowances, in line with our neighbouring Authorities.

4.5 Attendance Allowance/Disability Living Allowance/Personal Independence payments

- Attendance Allowance has two rates which are currently – lower (£57.30) and higher (£85.60)
- Disability Living Allowance Care component (DLA) has three rates which are currently – low (£22.65), medium (£57.30) and higher (£85.60)
- Personal Independence Payments Care component (PIP) has two rates which are currently– standard rate (£57.30) and enhanced rate (£85.60).

The present policy is to take the middle/lower rate of these care allowances into account in the financial assessment where services are only received during daytime hours.

For example, where a service user is in receipt of higher or enhanced rate of £85.60 and does not receive night time services, we currently only include £57.30 (the lower rate) in the financial assessment. When benchmarking, 7 out of the 10 authorities who responded take into account the higher/enhanced rate in their financial assessment.

However, the mobility component of DLA/PIP whether low or high will still be disregarded from the financial assessment.

The proposal is to include the full value of high rate Attendance Allowance/DLA and enhanced daily living component of PIP in all non-residential financial assessments.

4.6 The option is available for the Council not to make any changes to the current policies and therefore not to go to consultation. This option is not recommended due to the continuing pressures on Council finances, and based on the benchmarking undertaken against other Councils which shows that Rotherham Council is not aligned with them.

5. Consultation

5.1 Consultation is to be carried out with stakeholders through an online questionnaire and face to face sessions over a 12 week period. This consultation will be planned for early 2019, with letters being issued prior, to advise service users of their opportunity to feed back. The outcome of the consultation exercise will inform the future non-residential charging policy.

6. Timetable and Accountability for Implementing this Decision

6.1 The final recommendations will depend on the outcome of the consultation with stakeholders. A further report on the outcome of the consultation and recommended changes to the current charging policy will be provided to Cabinet in the summer of 2019.

7. Financial and Procurement Implications

7.1 These proposals form part of the Council's Medium Term Financial Strategy. There are approximately 2700 service users who receive a non-residential care service. A benchmarking exercise was undertaken within the Yorkshire and Humberside region which highlighted different practices in some areas of non-residential charging. If these proposals were introduced, this would bring the policy more in line with those of neighbouring authorities and also contribute towards reducing the financial pressures facing Adult Services and the Council. If all the proposals to be consulted on were approved following consultation this would reduce the subsidy of the service by around £600k in a full year.

7.2 There are no procurement implications arising as a result of this report.

8. Legal Implications

8.1 Proposed changes to policies which the council is required by law to have in place and which have the potential to impact upon adults in the Rotherham area should take into account the views of all relevant stakeholders. Amending a policy without formal consultation would leave the council open to a potential legal challenge.

9. Human Resources Implications

9.1 There are no Human Resources implications arising from this report.

10. Implications for Children and Young People and Vulnerable Adults

10.1 There are no implications for children and young people as the policy affects people over the age of 18.

11. Equalities and Human Rights Implications

11.1 The council has a duty to promote equality and diversity in all the work it does and services it delivers. An Equality Analysis will be undertaken post consultation, to inform and support the final recommendations.

12. Implications for Partners and Other Directorates

12.1 The main implications are for Finance and Customer Services, which have been engaged with the policy review and will remain engaged throughout the consultation process.

13. Risks and Mitigation

13.1 The risks of not agreeing to the recommendations are that the council continues to maintain policies which are not in line with other Authorities, and this may be detrimental to the financial sustainability of the Council.

14. Accountable Officer(s)

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services (S.151 Officer)	Mark Scarrott	29.10.2018
Assistant Director of Legal Services (Monitoring Officer)	Gerry Gillen	19.10.2018
Assistant Director of Human Resources	N/A	N/A
Head of Procurement	N/A	N/A

Report Author: *Richard Smith, Interim Assistant Director of Independent Living and Support*

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

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

Appendix 1: Impact on Service Users

Review of Non-Residential Charging Policy

Introduction

Rotherham has approximately 2700 service users who receive non-residential care services. An initial review has been undertaken on the non-residential care charging policy which included benchmarking against other local authorities in the Yorkshire and Humberside region (10 out of the 15 Authorities responded to a questionnaire). The following areas have been identified and reviewed with suggested proposed changes including the impact on service users and the Adult Services revenue budget. Any proposed change to the existing charging policy would require consultation with service users and carers and this report is asking for approval to consult on the following range of proposals.

Proposed areas for review and impact

1. Removal of Maximum Charge

Currently we have a maximum charge of £445 per week for non-residential charges which is based on the current residential care fee to independent providers for Elderly service users.

There are a very small number of service users who are in receipt of Supported Living within Learning Disability services who would be currently be affected if the maximum charge was removed, the increase in charge would range from £744 to £1155 per week, this is due to the service users having capital (excluding property value) above the Upper capital threshold limit of £23,250, therefore the full charge would apply. Where a person has capital between £14,250 and £23,250 the Council must apply a savings tariff. This assumes that for every £250 of capital, or part thereof, a person is able to afford to contribute £1 per week towards the cost of their eligible care needs. For example for savings of £18,250, this is above the lower capital limit of £14,250 by £4,000, dividing this by £250 produces a tariff income of £16 per week. As service users capital reduces, this will result in a gradual reduction in service user contributions. Any capital below £14,250 is ignored in the financial assessment.

Of these service users the majority would fall below the Upper threshold after approximately 4 weeks with the remaining after 6 months.

However, depending on whether other options identified below are implemented this could mean other service users could reach the current maximum charge, i.e. double handling.

Most Authorities in the region do not have a maximum charge and charge up to the full cost of the service, only 3 out of the 10 who responded still have a maximum charge for non-residential care services (Doncaster, Sheffield and Leeds).

The current minimum assessed contribution is £1 per week. Few Authorities have a minimum charge and those that do are around £1 (Doncaster, Barnsley, Sheffield and Hull).

2. Commence charging for additional Carers

Our current policy does not charge for an additional carer where more than one carer is provided. Currently we have a small number of service users who have a commissioned 2nd carer (Domiciliary Care) plus a very small number who are currently receiving a Direct Payment/Managed Account who would be eligible for the additional charge.

Benchmarking analysis has identified that a number of the Authorities in the region now charge for more than one carer (Wakefield, East Riding, Barnsley, Hull and Sheffield.

If we started to charge for an additional carer the average increase in charge would be £164 per week (ranging from an increase of £55 to £250 per week). This could potentially generate additional income of approx. £260k per annum based on an analysis of the current services users.

3. Charge from the start of the service

We currently commence the charge for new service users from the date the client is informed of their contribution and not the date the service actually starts. This could mean a loss of income to the Council if financial assessments are delayed.

The proposal is to start the actual charge from the date service commences, in line with Care Act statutory guidance, therefore service users would receive a backdated charge. Based on current performance this could be up to an average of 3 weeks after the service starts.

4. Include the High rates of Attendance Allowance/Disability Living Allowance/Personal Independence Payments

Our present policy is to take the middle/lower rate of these allowances into account in the financial assessment for approx. 930 service users.

Attendance Allowance has two rates – lower (£57.30) and higher (£85.60), Disability Living Allowance Care component (DLA) has three rates low (£22.65), medium (£57.30) and higher (£85.60) and Personal Independence Payments Care component (PIP) standard rate (£57.30) and enhanced rate (£85.60).

Where a service user is in receipt of higher or enhanced rate of £85.60 and do not receive night time services we currently only include £57.30 in the financial assessment.

If it is decided to take into account the higher rate of £85.60 for AA/DLA and enhanced rate of PIP this could result in an additional income of around £12k per week (£620k per annum) based on the existing cohort, this would affect

around 690 service users. The average increase per service user would be around £23 per week (ranging from £1 to £29).

In terms of benchmarking 7 out of the 10 authorities who responded take into account the higher/enhanced rate in their financial assessment (Wakefield, East Riding, Barnsley (PIP only), Hull, Leeds, North Yorkshire and Sheffield).

5. Review Disability Related Expenditure (DRE)

During the financial assessment any reasonable costs resulting from the customer's disability will be taken into consideration. The additional costs should be over and above those of a person without a disability and it is expected that evidence of the costs would be provided.

The customer's care plan should also indicate that additional allowances are justified. Our policy is to assess customers on an individual basis that takes account of individual need and circumstances.

A current list of disability related expenses with an indication of amounts to be allowed is shown in the table below. These are in line with allowances recommended by the National Association of Financial Assessment Officers (NAFAO). This is used as a guide to calculate DRE allowances and the list is not exhaustive.

Disability Related Expenditure Allowances

Item	Amount	Evidence
Community Alarm System	Actual cost unless included in Housing Benefit or Housing Related Support subsidy	Bills from provider
Privately arranged care	Actual cost if Social Worker confirms requirement as part of the Care Plan and Council supported care is reduced accordingly up to £25.64	Signed receipts for at least 4 weeks using a proper receipt book
Private Domestic Help	Actual cost if Social Worker confirms requirement as part of the Care Plan and Council supported care is reduced accordingly up to £25.64	As per privately arranged Care
Laundry/Washing Powder	£3.76 per week	Care Plan will have identified an Incontinence problem. Identify more than 4 loads per week
Dietary	Discretionary as special dietary needs may not be more expensive than normal	Details of special Purchases
Gardening	Discretionary based on individual costs of garden maintenance up to £6.78	As privately arranged Care
Wheelchair	£3.92 per week manual £9.52 per week powered	Evidence of purchase. No allowance if equipment provided free of charge
Powered bed	Actual cost divided by 500 (10 yr life) up to a maximum of £4.33 per week	Evidence of purchase if available
Turning bed	Actual cost divided by 500 up to a maximum of £7.59 per week	Evidence of purchase if available
Powered reclining chair	Actual cost divided by 500 up to a maximum of £3.44 per week	Evidence of purchase if available
Stair-lift	Actual cost divided by 500 up to a maximum of £6.13 per week	Evidence of purchase without DFG input
Hoist	Actual cost divided by 500 up to a maximum of £3.00 per week	Evidence of purchase without DFG input

Based on the latest cohort there are currently 1588 service users who receive a DRE with an average allowance of £36 per week (this ranges from £0.06 up to £264). One proposal would be to introduce a set allowance or cap which would then allow more telephone assessments rather than actual visits and therefore result in more efficient use of existing resources.

Benchmarking data received shows a wide range of DRE allowances across authorities within the region, further work is being undertaken with NAFAO to understand the position nationally.

To cap the DRE at the current average of £36 per week would affect 651 service users (41%). To cap the DRE at say £60 per week would impact on 295 service users.

Summary

The above figures are based on the latest cohort of service users receiving non-residential care services and are therefore subject to fluctuations in the demand for services. It is also feasible that if that some service users may be affected by more than one of the above proposals, for example, increases in AA/DLA and changes to DRE allowances.

Service users receiving local authority-arranged care and support other than in a care home need to retain a certain level of income to cover their daily living costs. Under the Care Act 2014, charges must not reduce people's income below a certain amount but local authorities can allow people to keep more of their income if they wish. This amount is known as the Minimum Income Guarantee. This is equivalent of Income Support or Guaranteed credit element of Pension Credit plus a minimum buffer of 25%.

Reviewing some of the allowances and charges highlighted in this briefing note would result in additional income to the council of a minimum of £600k in a full year and assist in mitigating budget pressures and savings within Adult Social Care.

Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Housing Related Support – Children and Young People Pathway Tender

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

Strategic Director Approving Submission of the Report
Anne Marie Lubanski, Strategic Director of Adult Care, Housing and Public Health

Report Authors
Helen Caulfield-Browne, Strategic Commissioning Manager
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Ward(s) Affected
Borough-wide (dispersed properties)
Rawmarsh

Executive Summary

The purpose of this report is to update Cabinet on the changing needs of Young People accessing Housing Related Support Services. It will outline recommendations for the future commissioning of the Housing Related Support service for Young People aged 16 - 25.

This report will:

- Give an overview of the current commissioned services and key issues
- Provide national and local context of young people's changing needs, due to young people presenting with more complex issues
- Give an overview on the revision of the existing services and the progress to co-produce a future model that will meet the needs of all young people.
- Briefly outlined how Adult Care and Children are jointly developing clear pathways which may differ depending on the needs of the individual and the statutory requirements for CYPS.

Recommendations

1. That it be noted that the new service model will be defined following the completion of the Co-production work and this will inform the specification for the new contractual arrangements.

2. That approval be given to tender the Housing Related Support service for Young people aged 16-25 following completion of co-production work with relevant stakeholders to develop the new service.

List of Appendices Included
Appendix A Equality Impact Assessment

Background Papers

- Side by Side Report, Housing Related Support Cabinet and Commissioners' Decision Making Meeting Oct 2017

- **https://www.homeless.org.uk/facts/our-research/young-and-homeless-research**

- **https://crisis.org.uk/media/236823/homelessness_monitor_england_2017.pdf**

- **http://www.legislation.gov.uk/ukpga/2017/13/contents/enacted**

- **https://www.rotherham.gov.uk/downloads/file/1601/homelessness_strategy_2014-2018**

- **https://neweconomics.org/2008/07/co-production**

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

Council Approval Required
Yes.

Exempt from the Press and Public
No.

Housing Related Support, Children, Young People Pathway Tender

1. Recommendations

1.1 That it be noted that the new service model will be defined following the completion of the Co-production work and this will inform the specification for the new contractual arrangements.

1.2 That approval be given to tender the Housing Related Support service for Young people aged 16-25 following completion of co-production work with relevant stakeholders to develop the new service.

2. Background

2.1 The purpose of this report is to outline recommendations for the future commissioning of the Housing Related Support service for Young People aged 16 - 25. The report sets out the key issues and learning outcomes in relation to the existing commissioning arrangements.

2.2 Housing Related Support delivers a preventative programme. Services assist individuals with multiple needs. In some instances services are provided to people with chaotic lifestyles, who may not be supported by more traditional statutory services. Many of these people require support packages to gain their independence and obtain suitable permanent accommodation.

The Young Persons Housing Related Support Services are short-term provisions designed to assist individuals to:

- Avoid homelessness and the events leading to homelessness
- Gain a more stable lifestyle
- Promote and help develop independent living skills
- Access appropriate benefits and advice on budgeting and debt management
- Access education, training and employment
- Access health including mental health services , improving health & wellbeing
- To live independently and minimise the risks associated with the 'revolving door' scenario

2.3 The Council currently commission Housing Related Support for young people aged 16-25. The main purpose of the supported housing service is to provide short term safe accommodation and assist vulnerable young people to gain the skills needed to obtain and/or maintain a secure accommodation. Currently there are a total of 55 units of furnished supported housing provided. 39 units of furnished accommodation are located in close proximity of each other, 3 units are for homeless emergency access. There is a staff office on site with 24/7 support available. There are also 16 dispersed units of single and shared occupancies, located across the Rotherham Borough. In addition to supported accommodation the Floating Support Service supports up to 66 young people at one given time, supporting young people's transitions from supported housing into their own tenancy as well as offering intervention where there is an increased risk of homelessness.

2.4 Acting as the lead commissioners Adult Care jointly commissioned the Young People's Housing Related Services with Children Young People Services. The services were procured as 3 separate Lots.

2.5 The following contracts were awarded in October 2017 and form part of the Young People Pathway. The contract period was awarded for 1 year from 1st October 2017 to 30 Sept 2018, with an option of a 1 year extension subject to a contract review. The Council have taken advantage of the built in contract extension for a period of 9 months to allow for the re-procurement for the service.

2.6 (*Figure 2) Current HRS Contracts*

Commissioned Services	Provision Description	Incumbent Provider	Contract Value p.a	Units
Lot 1: Young Persons Core and Cluster Service	Made up of emergency provision for single young people at risk of homelessness, a core accommodation based service and a dispersed cluster service, providing 24 hours staffing.	Action Housing	Combined £450,000	55
Lot 2: Young Person's Accommodation Service	Made up of furnished supported housing units, staff cover required a minimum between 9am to 9pm.	Action Housing		
Lot 3: Floating Support for Vulnerable Young People	Providing support to young people when they have moved on from supported housing into their permanent housing. Includes intervention when risk of homelessness The support is delivered in all tenures across the Borough	Target Housing	£75,000	66
		Total	£525,000	

3. Cost /benefit and social return Housing Related Support

3.1 There are several cost/benefit and social return on investment studies that have been undertaken which demonstrate that housing related support is effective in preventing the need for costlier statutory services (Capgemini Cost: Benefit analysis of Supporting People 2008). There are potential and significant implications of withdrawing funding for Housing Related services:

- Impact on housing duty for those in priority need – requirement to provide supported accommodation.
- Impact on housing budget, sourcing alternative, often expensive temporary accommodation

- Impact on Children & Young People budgets for 16 and 17-year olds and Care Leavers in Education/Training, as Children and Young People Services have a statutory duty to accommodate. Without access to this type of accommodation there would be increasing pressure on Children and Young People Services.
- Risk of an increase in failed tenancies for young people
- Risk to an increase of repeat homelessness/rough sleeping

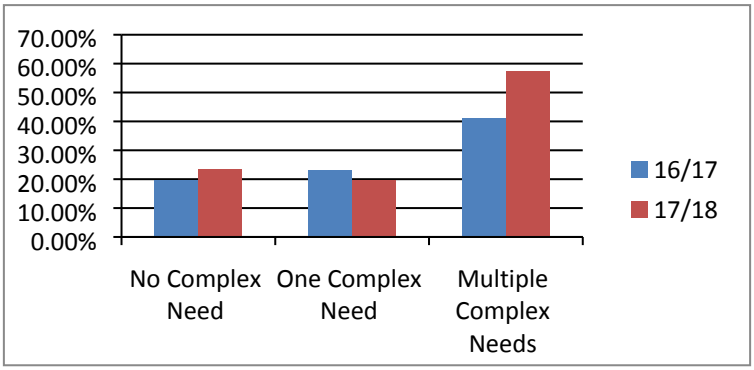
4. National and Local Context –Young People's, Changing Needs

4.1 A recent report produced by The Homeless Link Research Team, dated April 2018 outlines the findings from surveys with 188 homelessness services and local authorities across England and in-depth interviews with 25 young people who have experienced homelessness. The report explores the nature and causes of youth homelessness, the available support and best practice, and provides critical evidence to inform local and national government responses. One key finding was that 83% of providers said the number of young people presenting with multiple and complex needs had increased in the last year. This was due to limited capacity and resources in the homelessness sector, a lack of specialist mental health services and inadequate early intervention initiatives.

4.2 Rotherham Housing Related Support services has experienced an increase of Young People with multiple support needs, this includes mental health, self-harm, substance misuse and offending behaviour. This echoes the national findings.

4.3 The table below indicates that there has been an 18% increase of young people who have multiple complex needs in 2017/18 in comparison to 2016/17.

4.4 *(Figure 1) Young People's multiple complex needs in HRS*



5. Current Issues

5.1 Since January 2018 Officers have been working closely with the provider contracted to deliver supported furnished accommodation described in Lot 1 and Lot 2, (5.3, figure 2). There have been challenges in meeting some young people's needs in full. Further work is needed to enable us to understand what these additional needs (above and beyond the anticipated needs of the cohort) are and what service model best meets the overall requirements.

5.2 The current provision of supported housing consists of 3 supported housing buildings, all within close proximity of each other. There have been challenges for the service due to the number of anti-social behaviour reports in relation to young people's behaviours. This has impacted on their relationships with the local residents and the community of Rawmarsh. Housing a large cohort of young people in the same proximity is considered an environmental factor that has contributed to the issues that have arisen.

5.3 Local Data indicates that there has been an increase of young people with multiple needs, i.e. substance misuse and mental health.

5.4 The Council's Homeless Services have found it challenging to accommodate young people with changing needs due to the issues described above.

6. Opportunities

6.1 Where issues have become apparent with the accommodation service Officers have used this as an opportunity to:

- Strengthen the multi-disciplinary approach, working with the provider and mental health services.
- Arrange Suicide prevention training for front line staff facilitated by Public Health.
- Develop stronger relationships between the local Police, Safer Neighbourhoods and the Service.
- Develop better information sharing processes to ensure any challenges are addressed at the earliest opportunity.
- There is an opportunity to review the pathway from supported accommodation to floating support as part of this review.

7. Co-Production and Consultation

7.1 The Council has an opportunity to re-design and transform services through co-production. New Economic Foundation defines co-production as "delivering public services in an equal and reciprocal relationship between professionals, people using services, their families and their neighbours. Where activities are co-produced in this way, both services and neighbourhoods become more effective agents of change"

7.2 The Council have utilised an existing offer from South Yorkshire Housing, Co:Create for support with co-producing the future design of Housing Related Support for Young People in partnership with the Council. Co:Create are funded by the Department for Health and Social Care to develop commissioning practice and help design personalised and responsive services that integrate the needs and expectations of customers. Co:Create have award winning expertise in coproduction by co-designing , co-evaluating and co-delivering services with current and future users and have recently worked with Officers in Children and Young People Service. Co:Create will coordinate and facilitate activities throughout the commissioning process. The purpose of this short term project is to coproduce positive change in the housing related support service currently delivered.

Co:Create will work with all stakeholders to capture their current experiences in relation to the services in a way that is engaging, and impartial. Co:Create will also work with the Council to enable stakeholders to be involved in all stages of any commissioning process from design of the specification, assessment of tenders, and evaluation of future service provision.

7.3 In order to carry out the true co-production work required, reasonable time must be allocated to this process. The engagement with young people to explore their experiences of supported housing has now commenced. To ensure that co-production is effective and becomes the golden thread throughout the commissioning cycle the Council have built in capacity to do this activity. In this instance 3 months has been built into the project timeline which will lead into designing the specification for the new service.

7.4 The timeline is defined in the procurement Commissioning Milestone Plan detailed in the, *11.3 (Figure 3)*.

8. Learning Outcomes

There is some important learning to be taken from the current commissioned arrangements:

8.1 Co-production will be the approach taken for all future service design.

8.2 The future commissioning of supported housing will explore commissioning smaller sized accommodation units which may meet the different levels of support needs in the future re-design.

8.3 The location of a high number of supported housing units should be avoided in the future. This will better support young people to integrate more effectively into the wider communities.

8.4 There is a need to consider a range of supported housing options that will meet different levels of needs. This should include the consideration of a specialist Complex Needs provision.

8.5 It is envisaged that the co-designed services will lead to the potential of an innovative service that will focus on supporting young people with various levels of support needs. A Co-designed service will focus on young people's complex and multiple needs, strengthened by a multi-agency approach between statutory services, young people and the providers.

8.6 The location and size of supported housing properties will be fundamental in its future success. The supported accommodation will provide a safe and secure environment - a sense of 'home' - for young people, that will bring stability to their' lives. The pathway from young people moving from supported accommodation into their own tenancy will be seamless and offer a smooth transition providing resettlement in to their new home. Services will not solely focus on tenancy management they will provide holistic support to young people, offering a range of preventative support services including those that will specifically enable young people to achieve, develop and maintain their independence and life skills.

9. Timetable and Accountability for Implementing this Decision

A project delivery plan detailing implementation of the proposals has been produced and below is a summary of the indicative timetable for delivering key milestones.

9.1

(*Figure 3) Milestone plan*

Governance Approval	Start Date	Timescale End Date
Co-Production/Research		
Engagement with Front line providers, Young People and Wider Stakeholders	Aug 2018	Oct 2018
Stage 1 & 2 - Preparation		
Define specification design, procurement prep, etc.	1st Nov 2018	End of Dec 2018
Stage 3 - Procurement Process		
Define evaluation and award criteria etc.	Jan 2019	End of March 2019
Stage 4 – Leading into Award of Contract		
Decision approval, award of contract mobilisation, etc.	End of March 2019	End of May 2019
New Contract/s		
Commencement date		1st July 2019

10. Financial and Procurement Implications

10.1 There have been previous financial savings identified in 2017/18 and 2018/19 which were achieved through negotiations with providers to reduce contract values.

There are no significant expected savings to be made in this review and redesign, although there may be potential scope for efficiencies from the tender process.

10.2 There are direct financial and procurement considerations. The Housing Related Support financial envelope is £525,000 per annum. It is recommended that the length of the future procured contracts should be 2 years with an option to extend for a further year (+1). This will be kept in line with the Strategic Commissioning Housing Related Support agreed budget.

10.3 The co-production and consultation budget will utilise in house resources and will be in line with the Strategic Commissioning Team budget. There are no financial implications due to the utilisation of SYHA Co:Create resources.

10.4 The Services described in this report would be classified as Social and Other Specific Services ("SOSS"). If the Council were to consider the annual cost (£525,000) of the Housing Related Support financial envelope, the combined value over the potential 3 years of the contract (£1.5M) is significantly in excess of the threshold for Social and Other Specific Services (£615,278) and therefore this tender will be advertised in the OJEU (Official Journal of the European Union) and Contracts finder in line with the accordance with Public Contract Regulations 2015 and the Council's own Contract Procedure rules. Following the co-production work a procurement options paper will be produced to identify the most appropriate route to market to meet the requirements of the new service.

11. Legal Implications

11.1 In carrying out any public functions the Council must have due regard to the public sector equality duty (PSED) under the Equality Act 2010. The Council must take into account a number of factors including the need to eliminate discrimination, harassment and victimisation, advance equal opportunity and foster good relations. The people who will benefit from Housing Related Support are likely to be protected by the PSED. The Equality Analysis forms Appendix A to this report.

12. Human Resources Implications

12.1 The tender of services will have implications for external providers and therefore TUPE may apply to staff employed by these providers. There are no human resource issues as a result of the recommendations in this report with direct implications for the Council.

13. Implications for Children and Young People and Vulnerable Adults

13.1 There are implications for Children and Young People as the provision currently commissioned accommodates young people aged 16 – 25, some of which Children and Young People Services have a statutory duty towards. The review will determine a more a seamless pathway for both statutory and none statutory obligations and ensure that there are no gaps or duplication in both Adults and Children's services.

14. Equalities and Human Rights Implications

14.1 An Equality Analysis specific to this piece of work will be completed in conjunction with the consultation and co-production.

15. Implications for Partners and Other Directorates

15.1 The review will also have implications for Homelessness provision in Rotherham and the way in which homelessness is prevented and how its statutory duty is met. Therefore, housing partners will be involved in the co-design of services.

15.2 Consultation is taking place with Children and Young People's Services as part of a seamless pathway for young person who fall between the transition of moving from Children's services into Adult services. Partnership working with Children and Young Peoples Services will be paramount to achieve sustainable positive outcomes for young people and ensuring that services are not duplicated.

15.3 Adult Care and Children and Young People's Services are jointly developing clear pathways which may differ depending on the needs of the individual and the statutory requirements for CYPS.

16. Risks and Mitigation

16.1 Risk consideration – Re: future commissioning intentions:

Providers are not able to provide suitable accommodation to meet the future vision for furnished supported housing. This could result in there being a shortage of suitable housing stock. To mitigate against this, providers will be involved in the co-design, a soft marketing event will help stimulate the market and inform Officers future intentions.

16.2 The re-modelling of the services, will need to consider young people's changing needs, this will include meeting young people's complex needs. There is a risk that providers may not have experience delivering young people complex support needs. To mitigate against this, providers will be involved in the co-design of the service, the soft marketing event will draw on providers expertise and best practice and inform the new specification. Officers will ensure there is of clarity regarding the end goal, how to achieve it and what success looks like. Clear specifications are defined, straight forward outcomes targets will to be set to mitigate this risk.

17. Accountable Officer(s)

Anne Marie Lubanski, Strategic Director of Adult Care, Housing & Public Health
Nathan Atkinson, Assistant Director of Strategic Commissioning

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services (S.151 Officer)	Named officer	
Assistant Director of Legal Services (Monitoring Officer)	Named officer	
Assistant Director of Human Resources (if appropriate)		
Head of Procurement (if appropriate)		

RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)

Under the Equality Act 2010 Protected characteristics are age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity.	
Name of policy, **service** or function. If a policy, list any associated policies:	The future of the Young Peoples Housing Related Support Services
Name of service and Directorate	Adult Care, Housing and Public Health
Lead manager	Helen Caulfield-Browne– Strategic Commissioning Manager – Adult Care
Date of Equality Analysis (EA)	October 2018
Names of those involved in the EA (Should include at least two other people)	Nathan Atkinson – Assistant Director, Strategic Commissioning Kate Tufnell -Head of Mental Health Commissioning – Head of Adults Commissioning (CCG/RMBC)

Aim/Scope (who the Policy /Service affects and intended outcomes if known)
The aim of this Equality Analysis is to ensure that current and future customers, key stakeholders and residents of Rotherham have been considered when developing the future of Young Peoples Housing Related Support services. The purpose is to ensure that everyone's protected characteristics are considered.

The report sets out the direction of travel for Young People's Housing Related Support Services.

Housing Related Support delivers a preventative programme. Services assist individuals with multiple needs. In some instances services are provided to people with chaotic lifestyles, who may not be supported by more traditional statutory services. Many of these people require support packages to gain their independence and obtain suitable permanent accommodation.

- The Young Persons Housing Related Support Services are short-term provisions designed to assist individuals to avoid homelessness and the events leading to homelessness and gain a more stable lifestyle

It is intended to co-design a new model of service that will better meet the needs of the Young People aged 16 -25 years of age.

The Council have an opportunity to re-design and transform services through co-production. New Economic Foundation defines co-production as delivering public services in an equal and reciprocal relationship between professionals, people using services, their families and their neighbours. Where activities are co-produced in this way, both services

and neighbourhoods become more effective agents of change"

The existing model is delivered within 3 buildings based in one location and comprises of a number also dispersed properties across the Borough. The potential changes to the future delivery of services will have an impact predominantly on Young People who are homeless or at risk of homelessness.

The co-design and intentions to procure services will provide a more effective model that will meet the needs of the Young People.

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?

Housing Related Support Services - All providers of contracted services must ensure fair access to their provision through appropriate means including assessment of risk and need of every vulnerable person referred to a service, exclusions must be based on evidenced risk. Service Users and stakeholders will be given the opportunity to get involved in the co-production process. The Council are working closely with Co:Create. Co:Create will offer support with co-producing the future design of Housing Related Support for Young People in partnership with the Council. Co:Create are funded by the Department for Health to develop commissioning practice and help design personalised and responsive services that integrate the needs and expectations of customers. Co:Create have award winning expertise in co-production by co-designing , co-evaluating and co-delivering services with current and future users and have recently worked with Officers in Children and Young People Service. Co:Create will coordinate and facilitate activities throughout the commissioning process. The purpose of this short term project is to co-produce positive change in the housing related support service currently delivered.

An Equality Analysis specific to co–production work will be completed in conjunction with the consultation and co-production.

Housing Related Support Overview for all age groups,

Gender

The majority of service users were women. 351 (42.09%) are male and 483 (57.91%) are female. This is a slight increase from 56.11% in 2015/16. The second most common primary user group is people at risk of domestic violence 23.5%. A quarter of all service users are women under the age of 25. Women are more likely than men to move on in an unplanned way.

There is no negative impact anticipated. All Housing Related Support services are required, through their contracts with the Council, to ensure that services are accessible to all who are eligible. Housing Related Support for people who have experienced domestic abuse has been identified as a priority for Rotherham.

Age

In 2016/17 of the 222 or 26.62% of service users that are aged 20 or under, 104 (12.47%) are male and 118 (14.15%) are female. Of the 388 or 46.52% of service users that are

aged 25 or under, 173 (20.74%) are male and 215 (25.78%) are female. The proportion of under 25's is a slight decrease from the previous year at 49%. The average age of all service users is 30 years.

Young People at Risk is the most common primary user group representing 29.7% of all service users who left service in 2016/17.

The outcomes data for 2016/17 indicates that 72 people aged 16/17 left services in 2016/7 (8.6%) and 222 people were under 21 (26.6%) and 612 were 21+ (73%).
The age range for services will be changed for the following Pathways

- Vulnerable Adults 21+
- Complex Needs 18+
- Domestic Abuse 18+
- Young People 16 - 21

Ethnicity

Ethnicity is recorded for 823 service users who left service in 2016/17. There are 725 who classify their ethnic origin as White and either British, Irish or other. This is 88% of service users, which is in line with the previous year's level. There are 98 service users who classify their ethnic origin as other than white. This is 11.91% of service users whose ethnic origin was recorded. Of 350 males 32 classified their ethnic origin as other than white. Of 473 females 66 classified their ethnic origin as other than white.

The data analysis is currently ongoing and will form part of the review of services.

Engagement - Co-Production and expertise of Co-Create Livewell SYHA

Co:Create facilitates fundamentally different approaches to time-old challenges. The way they work is innovative, engaging, creative and fun. Using a range of methodologies, including behavioural insights and design thinking, Co:Create have agreed to work with Council Officers to think differently about the role that customers can take in commissioning services and assessing impact, with an asset-based and person-centred starting point.

It is envisaged that the co-designed services will lead to the potential of an innovative service that will focus on supporting young people with various levels of support needs. A co-designed service model will focus on young people's complex and multiple needs, strengthened by a multi-agency approach between statutory services, young people and the providers.

A clear pathway, location and size of supported housing properties will be fundamental in its future success. The supported accommodation will provide a safe and secure environment – a sense of 'home' – for young people, that will bring stability to their' lives. The pathway from young people moving from supported accommodation into their own tenancy will be seamless and offer a smooth transition providing resettlement in to their new home. Services will not solely focus on tenancy management they will provide holistic support to young people, offering a range of preventative support services including those that will specifically enable young people to achieve, develop and maintain their independence and life skills.

It is anticipated it will take a 9 month period to deliver the project. Co:Create and the Council will ensure that any coproduction is meaningful and adapts to any changes

Milestone Timetable for Engagement – Co-Design

What?	When?	Who?
Facilitate Initial Stakeholder Workshop	23rd July 2018	Co:Create - Epiphany Kidd Brendan Warner-Southwell
Engage with Action Housing Management Team	July/August 2018	Co:Create Epiphany Kidd Brendan Warner-Southwell
Plan and Deliver activities to engage with Action Housing frontline team	July/August 2018	Co:Create Epiphany Kidd Brendan Warner-Southwell
Plan and Deliver activities to engage with those living at the supported housing location, to also include families and people who have previously lived at the location	August-Oct 2018	Co:Create Epiphany Kidd Brendan Warner-Southwell
Host a Stakeholder Event, soft marketing and co-design	Oct 2018	RMBC lead Helen Caulfield-Browne-Commissioning Manager Involved- Lorna Byrne-Procurement Jill Jones Homeless Manager Co-Create
Work alongside RMBC to plan and structure any commissioning cycle to allow coproduction of specification design, tender evaluation and future service provision	August - Oct 2018	Helen Caulfield-Browne, Commissioning Manager Co:Create- Epiphany Kidd Brendan Warner-Southwell
Co-Create Report to be developed and sent to RMBC Officers	Mid Nov 2018	Co:Create- Epiphany Kidd

Engagement undertaken with customers. (date and group(s) consulted and key findings)	See comments in relation to co-Production. The timetable for co-design of a new service model timeline See above – Co:Create will bring together all engagement and outcomes in a report in mid Nov 2018.
Engagement undertaken with staff about the implications on service users (date and group(s)consulted and key findings)	A co-production stakeholder event was arranged on the 23rd October 2018 which was well attended by over 30 local and regional providers and professionals. The event gave stakeholders an overview of the current commissioning position. The voice of the young people was heard in the event where young people's feedback from the earlier engagement was presented. by Co:Create.

	Professionals participated in an engagement exercise, with photographs capturing the spirit of the event. The outcome from this work will feed into the Co:Create Report. The findings from the co-production report will help inform the future service specification/procurement intentions. Front line staff and management in the current service has been involved in the co-design. Co:Create will be aiming to reach out to young people who are not in the current service. The intention will be to engage with young people in other part of the commission cycle through to award of a new contract June/July 2019.

The Analysis

How do you think the Policy/Service meets the needs of different communities and groups? Protected characteristics of age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, 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.

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 proposals will ensure improvements and remove barriers by delivering the services that meet the needs of vulnerable Young People. It is envisaged that that there

It is not expected that any media coverage would be negative.
As part of the recommended future service specific consultations, local residents will be proactively invited to contribute to the consultation process

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Annual update on the establishment of education provision at Waverley.

Is this a Key Decision and has it been included on the Forward Plan?
No

Director Approving Submission of the Report
Jon Stonehouse –Strategic Director, Children and Young Peoples Service's (CYPS)

Ward(s) Affected
Holderness, Rother Vale, Brinsworth and Catcliffe.

Report author:
Dean Fenton (Head of Service – School Planning, Admissions and Appeals)
01709 254821 or dean.fenton@rotherham.gov.uk

Executive Summary

The Waverley development site is a residential and business community based in Rotherham. The site has outline planning consent for up to 3,890 homes, retail units, community facilities, two primary schools and green infrastructure.

This report provides an update to Cabinet in relation to the establishment of education infrastructure on the Waverley site.

Recommendation

1. That the annual update report be noted.

List of Appendices Included
None

Background Papers

Reports to:

- The former Cabinet Member for Children, Young People and Family Services 5th December 2012 – Proposal to establish catchment area arrangements for the Waverley Estate
- The former Cabinet Member for Children, Young People and Family Services 16th March 2013 – Annual update on the Waverley Development

- The former Cabinet Member for Education and Public Health Services 15th July 2014 – Annual update on the Waverley Development
- Commissioner Manzie – July 2015 – Annual update on the Waverley Development
- Cabinet and Commissioners Decision Making Meeting – 11th July 2017 – Report seeking approval to commence procedures to establish primary education provision at Waverley.
- Cabinet and Commissioners Decision Making Meeting – 11th September 2017 – Endorsement of the Academy sponsor appointment for the proposed primary school on the Waverley development site.

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

Council Approval Required
No

Exempt from the Press and Public
No

Annual update on the establishment of education provision at Waverley

1. Recommendations

1.1 That the annual update report be noted.

2. Background

2.1 Rotherham Metropolitan Borough Council has a historic annual profile of satisfying 90%+ parental first preferences in relation to, entry to primary and secondary school on national offer days and continues to remain above the national average.

2.2 The Waverley development will provide up to 3,890 new residential dwellings, with a developer education infrastructure contribution agreement of £11.2M in place made under Section 106 of the Town and Country Planning Act 1990 (S106). This will create an eventual two primary schools both with a two form entry with 60 pupils per year group.

2.3 As reported to Cabinet on 11th September 2017, the Regional School's Commissioner appointed Aston Community Education Trust (ACET) Multi Academy Trust as the Academy sponsor for the first school following a robust selection process coordinated by the Local Authority and chaired by an independent selection panel member.

2.4 Since the formal appointment of ACET as sponsor, Officers from Rotherham Metropolitan Borough Council (RMBC), Harworth (principal developer and land owner), Department for Education (DfE) and ACET have worked collaboratively to establish education infrastructure requirements and plans as a project group.

2.5 Plans for the new school to be known as Waverley Junior Academy have subsequently been submitted to the Planning Board for determination in December 2018/January 2019.

2.6 The Local Authority is responsible for funding pre opening sponsor costs and diseconomies in the first year of operation costs from Dedicated Schools Grant and a funding formula established by Schools Forum and in line with DfE guidance has been agreed between RMBC and ACET.

2.7 Waverley Junior Academy is scheduled to open in September 2020 and, necessary processes and plans to establish the school as required by DfE including admission arrangements, funding agreements, policies and education plans are currently being addressed by the project group and sub groups for sign off by DfE prior to the opening of the school.

2.8 The Section 106 agreement trigger points for the release of funding to develop the primary provision for the second primary school are:

2.8.1 Occupation of the 1550th dwelling will release funds for the design / procurement process for the second new school. (5% of total funding for the education contribution)

2.8.2 Occupation of the 1750th dwelling release funds for a second 2 form entry primary school. (45% of total funding for the education contribution)

2.9 The principal developer has made a provisional enquiry to amend the above trigger points to:

2.9.1 Occupation of the 2,350th dwelling will release funds for the design / procurement process for the second new school. (5% of total funding for the education contribution)

2.9.2 Occupation of the 2,600th dwelling release funds for a second 2 form entry primary school. (45% of total funding for the education contribution)

2.10 The view of the School Planning, Admissions and Appeals (SPAA) Service and the Strategic School Organisation group is that the current and long standing S106 trigger points for the second school are too early, as the full pupil yield from housing will not be realised at that stage and there will be surplus capacity at Waverley Junior Academy. To make a deed of variation to the existing S106 agreement, the developer will need to make an application to be considered and determined by planning procedures.

2.11 The secondary education infrastructure implications of the Waverley development have also been assessed and, proposals for an expansion of Aston Academy as one of the catchment area schools to create an additional 150 places have been submitted for determination by Cabinet on the 17th December 2018 by a separate report. Plans to expand Brinsworth Academy as the other catchment area school will be brought forward at a date to be determined as future DfE allocated funds for school expansions are informed.

3. Key Issues

3.1 As the full pupil yield from new housing can take several years to be realised, the current trigger points to release funding to develop the second Waverley primary school are currently considered to be too early and would have an adverse effect on Waverley Junior Academy as, if the second school opens too early, there would potentially be significant surplus capacity in both schools until the pupil yield increases and schools are funded based on pupil numbers from schools census.

4. Options considered and recommended proposal

4.1 A longstanding Section 106 of the Town and Country Planning Act 1990 funding agreement stipulates the funding release trigger points and timescale for the use of the funding to create primary school education infrastructure. Stipulations have been met for Waverley Junior Academy and any subsequent deed of variation relating to trigger points for school number two will need to be determined through the planning process.

4.2 Department for Education guidance stipulates that any new school must be opened under the Academy/Free School presumption procedure. The appointment of ACET as Academy Trust Sponsor has been approved by the Regional Schools Commissioner.

5. Consultation

5.1 A series of stakeholder events were organised between July and October 2016 to outline the Waverley school proposals and plans and to ascertain the views and opinions of stakeholders in advance of commencing the sponsorship process. This was completed in line with the requirements of the Department for Education guidance of June 2013 – Establishing a new school.

5.2 Furthermore, sponsor consultation has been undertaken as required by DfE to establish that there are no objections to ACET entering in to a funding agreement with the DfE to establish Waverley Junior Academy on the Waverley site.

6. Timetable and Accountability for Implementing this Decision

6.1 The table below shows the timeline for the build project to establish Waverley Junior Academy.

DATE	ACTION / LANDMARK EVENT
September 2018	Submit planning application
December 2018 / January 2019	Planning Board determination of planning application
January 2019	Application to discharge pre commencement conditions
June 2019	Commence build project
September 2020	School opens

7. Financial and Procurement Implications

7.1 Capital - The estimated capital cost of Waverley Junior Academy is £8.3m and is earmarked in the schools capital programme. The scheme is to be funded from Section 106 funding and schools basic need capital funding. The school building project will be procured through the 'YORbuild' framework which offers a compliant route to market in accordance with the Council's Financial and Contract Procedural rules and Public Contract Regulations 2015. .

7.2 Revenue - Initially the school will receive pre start up and diseconomies funding (linked to a guaranteed minimum number of pupils) until the school is financially viable (up to 3 years). Funding to be allocated from the Dedicated Schools Grants (DSG) growth fund, which is agreed on an annual basis as part of Schools Block consultation process. In future years the academy will be funded through the schools funding formula (based on pupil numbers and pupils characteristics) from the Schools Block of the DSG in line with other schools and academies.

8. Legal Implications

8.1 The proposals set out in this report are in line with the Authority's statutory duty under section 6A of the Education and Inspections Act 2006, which requires local authorities to seek proposals for the establishment of an academy where there is a need for a new school to be established in its area. This is known as the free school presumption.

8.2 Following completion of the build project, there will need to be a transfer of land and building assets to ACET as the sponsor, as required under the DfE's Academy conversion process.

9. Human Resources Implications

9.1 The new school will create employment opportunities in relation to school leadership, teaching and learning support and ancillary posts such as caretaking, cleaning and catering required following opening of the school. All employees will be recruited and employed directly by ACET. Some ancillary roles such as caretaking, cleaning and catering may be contracted services however; this is for the Academy Trust Board to determine.

10. Implications for Children and Young People and Vulnerable Adults

10.1 Waverley Junior Academy will have Early Years and Special Educational Needs resources on site in addition to mainstream primary school education facilities. The school has been designed to ensure it is fully accessible in relation to both physical and learning resources to enable pupils of all abilities to access education at the school.

11. Equalities and Human Rights Implications

11.1 The opening of Waverley Junior Academy will allow more parents and carers from Waverley to access their first preference of school in future years allowing their child to access primary stage education in a modern, inclusive and innovative learning environment close to home.

12. Implications for Partners and Other Directorates

12.1 There may be some initial impact on neighbouring schools' pupil numbers when Waverley Junior Academy opens, as there will inevitably be some pupil movement as parents and carers from Waverley apply for a place at the new school for their child. This however would be mitigated and minimised as far as possible as the academy would open initially as a one form entry school (30 pupils per year group) and numbers would rise incrementally up to an eventual two form (60 pupils per year group) as the Waverley development grows.

13. Risks and Mitigation

13.1 The main risk when establishing school catchment areas in a new development is that there could be too much demand for a specific school due to a disproportionate amount of housing generated pupil yield compared to place availability. The risk will be mitigated as the more houses are built, the clearer the boundary for catchment areas can be defined.

13.2 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. The Local Authority uses the DfE model formula for pupil number forecasting and it is projected that for 1,000 houses within the development this will generate an eventual pupil yield of 30 pupils per year group - hence the phased implementation of primary school provision within the development to mitigate that risk. Local Authorities are obliged, however, to provide sufficient places, promote diversity and increase parental preference.

14. Accountable Officers

Jon Stonehouse, Strategic Director of Children and Young People's Services
Pepe Di'Iasio, Assistant Director of Education and Skills
Dean Fenton (Head of Service - School Planning, Admissions and Appeals)

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services	Neil Hardwick	23.10.2018
Assistant Director of Legal Services	Linton Steele	22.10.2018
Head of Procurement (if appropriate)	Lorna Byne	19.11.2018
Head of Human Resources (if appropriate)	Amy Leech	9.10.2018

Report Author: Dean Fenton (Head of Service - School Planning, Admissions and Appeals)

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet - 17 December 2018

Report Title
Proposal to increase capacity at Aston Academy through basic need funding

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

Strategic Director Approving Submission of the Report
Jon Stonehouse, Strategic Director of Children and Young People's Services

Report author:
Dean Fenton (Head of Service – School Planning, Admissions and Appeals)
01709 254821 or dean.fenton@rotherham.gov.uk

Ward(s) Affected
Holderness, Brinsworth and Catcliffe

Executive Summary
Aston Academy is rated by Ofsted as a good school and is currently oversubscribed and the trend is set to continue in future years.

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

Recommendations

1. That, subject to a successful planning application, approval be granted to the proposal to allocate £4.5m capital to increase capacity by 150 places at Aston Academy by the installation of additional classroom space to accommodate future pupil numbers and to replace temporary classrooms currently on site.

List of Appendices Included
Appendix 1 Summary of consultation

Background Papers

- Report to Cabinet and Commissioners' Decision Making Meeting (10.07.2017) – Approval granted for the commencement of procedures to establish primary education provision at Waverley.
- Report to Cabinet and Commissioners' Decision Making Meeting (11.07.2016) – Approval granted for the proposal to increase secondary school capacity across the borough, to meet future demand.
- Report to the former Cabinet Member for Children, Young People and Families (16.03.2013) – Approval granted for the proposal to expand Aston Hall Junior and Infant School.
- Report to the former Cabinet Member for Lifelong Learning and Culture (24.04.2012) – Approval granted for the proposal to expand Treeton CE Primary School.

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

Council Approval Required
No

Exempt from the Press and Public
No

Proposal to increase capacity at Aston Academy through basic need funding

1. Recommendations

1.1 That, subject to a successful planning application, approval be granted to the proposal to allocate £4.5m capital to increase capacity by 150 places at Aston Academy by the installation of additional classroom space to accommodate future pupil numbers and to replace temporary classrooms currently on site.

2. Background

2.1 Rotherham Metropolitan Borough Council has a historic profile of satisfying 90%+ parental first preferences for entry to secondary school education on the national offer day of 1st March annually. The percentage of pupils who are allocated one of their 3 preferences of a school is above both the statistical neighbour average and the national average as verified by the Department for Education (DfE) school place provision scorecard for Rotherham.

2.2 The Local Authority has a statutory duty under the Education Act 1996 (as amended) sections 9 and 13(1) to ensure a sufficiency of school places and satisfy parental first preferences as far as possible within funding parameters.

2.3 Aston Academy is an 'academy status' school following conversion in May 2011. The Academy is rated as 'Good' by Ofsted and as such falls in to the successful and popular schools category. As an Academy, the Governing Body are the 'Admissions Authority' for the school and, under the requirements of the DfE School Admissions Code 2014, 'own admission authorities are not required to consult on their Published Admission Number (PAN) where they propose either to increase or keep the same PAN'.

2.4 The school has experienced a significant increase in pupil numbers in recent years and remains successful and popular. The school is currently oversubscribed and the trend is set to continue in future years. This will be further impacted upon by the higher cohort number of pupils applying for Secondary education in future years following the expansion of 2 existing feeder schools and the opening of the new Waverley Junior Academy in September 2020 which sits within the Secondary catchment areas of Aston Academy and Brinsworth Academy respectively.

2.5 The Aston Academy Governing Body has incrementally increased the Published Admission Number (PAN) in recent years to ensure that sufficient places are available to meet local demand. This process has followed the DfE School Admissions Code 2014 guidance to 'notify the local authority in good time to allow the local authority to deliver its co-ordination responsibilities effectively'.

2.6 As a result of the additional pupils being allocated places as outlined above and, the expected future increase in pupil numbers, there is a requirement for additional classrooms to be installed by September 2021 at the Academy. With the installation of the additional classrooms, the school will have an increased capacity of 150 places. The additional classrooms will allow for sufficient space for all pupils and also allow the Governing Body to set a PAN in future years in line with increased demand for places and within the additional space available.

2.7 The current registered capacity at Aston Academy is 1,650 and the number of pupils on roll is now in excess of 1,700.

2.8 The design of the accommodation will be such, that should further resources be necessary at the academy in the future, this can be facilitated.

3. Key Issues

3.1 There is a statutory duty on Local Authorities under the requirements of the Education Act 1996 to ensure the sufficiency of school places in their area within funding parameters.

3.2 The additional capacity would enable more parents to access their first preference school for their child and, therefore maintain or increase performance against that indicator on national offer day for entry to secondary phase education.

3.3 There are significant additional costs to the building project as there are 4 temporary classrooms and a school gymnasium with changing rooms on site which have a temporary planning consent, as they are located on Green Belt land. These resources were installed as an interim solution as the school was to be completely rebuilt under the Building Schools for the Future (BSF) project. Subsequently, the Department for Education terminated the BSF project and the Aston Academy rebuild project was cancelled. The temporary classrooms and gymnasium will have to be replaced and relocated on site as part of the previous planning conditions. The cost of this work can be met from DfE funds provided to the local authority to meet their statutory obligations to provide sufficient school places in maintained schools, academies and free schools.

4. Options considered and recommended proposal

4.1 **Option 1:** Maintain capacity at the school at the current level. However as the school is already oversubscribed this would mean that current lack of capacity issues would remain and increase further in future years, resulting in more parents and carers being unable to secure a school place in the local area. Temporary classrooms and the gymnasium would still need to be replaced.

4.2. **Option 2 – Recommended:** Increase capacity at the school to enable the Governing Body to forward plan long term with sufficient capacity to accommodate the expected future rise in pupil numbers.

4.3 It is recommended that the proposal to fund an increase in capacity by 150 places at Aston Academy by the installation of additional classrooms to accommodate current and future pupil numbers be approved. This will also mean existing temporary classrooms and the gymnasium at the Academy with temporary planning consent will also be replaced at the same time to comply with the planning consent guidelines.

5. Consultation

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

5.2 A period of local consultation has been held with governors, parents / carers, staff, Elected Members, neighbouring schools and other interested parties as a matter of good practice and to assist the Academy Trust to provide the necessary evidence of local consultation to the Department for Education when submitting any application to amend the funding agreement between the 2 parties.

5.3 Responses to the consultation completed between 18th May and 29th June 2018 are detailed in Appendix 1 of the report. Cabinet should have regard to the responses when considering the recommendations of this report.

5.4 There were 5 responses received to the consultation, a summary is provided below and redacted comments are outlined in appendix 1:

5.5 Responses to the consultation are broadly supportive of the proposals and highlight the need for additional capacity at the academy to support pupil learning and outcomes. Reference is also made to the condition of some buildings at the school. However as an Academy, the school is outside of the Local Authority's control and therefore receives funding directly from the Department for Education for wider premises condition repairs and maintenance. The Local Authority is however responsible for replacement of the temporary classrooms and gymnasium installed on site.

6. Timetable and Accountability for Implementing this Decision

6.1

December 2018	Seek Cabinet approval of the proposal
September 2019	Planning application
September 2020	Commencement of building works
August 2021	Sign off completion and handover

6.2 The building project will be led by the Rotherham Metropolitan Borough Council (RMBC) Corporate Property Unit, with accountability to the Strategic Director of Regeneration and Environment.

7. Financial and Procurement Implications

7.1 The proposal in principle, to increase secondary school capacity across the borough, to meet future demand for places was approved at Cabinet on 11th July 2016 (minute number 46). Approval of the borough wide strategy was granted subject to detailed reports relating to individual projects being brought forward for consideration by Cabinet.

7.2 Within the Children and Young People's Services (CYPS) Capital Programme for 2019/20 and 2020/21 an amount of £3.8m has been allocated to provide secondary school places in the Borough. This budget is funded by £3.150m of Basic Need Grant and £0.650m of School Condition Grant. The Basic Need allocation grant is the Governments assessment of the Council funding requirement to meet the costs of additional school placements,

7.3 The cost of this project is now estimated at £4.5m in total, an increase of £0.700m, to provide the additional 150 places to accommodate current and expected future pupils, associated resources and replace temporary provision.

7.4 Confirmation has now been received from the DfE that the actual 2020/21 Basic Need Grant allocation is £5.054m, an increase of £1.150m compared to the original estimate. It is therefore proposed that this increase will be used to support the Aston Academy project, by building into the project this £1.150m, it will cover the additional costs of £0.700m and allow for £0.450m of the School Condition Grant to be removed from the budget and allocated to other schemes.

Funding Source	Original Budget £3.8m	Proposed Budget £4.5m	Variation
Basic Need Grant	£3.150m	£4.300m	£1.150m
School Condition Grant	£0.650m	£0.200m	(£0.450m)
Total	**£3.800m**	**£4.500m**	**£0.700m**

7.5 The expenditure profile is now as follows:

2018/19	£0.200m
2019/20	£1.800m
2020/21	£2.500m

The expenditure in 2018/19 will be funded by utilising the planned contribution of School Conditions Grant of £0.200m. There is an available unallocated balance in 2018/19 that can be used to cover these costs.

7.6 A Strategic Outline Case is in the process of being prepared and will need to be finalised before the scheme commences. The project will be procured using the YORbuild framework which offers a compliant route to market in accordance with the Council's Financial and Contract Procedural rules and Public Contract Regulations 2015

7.7 Revenue funding for the additional pupils at Aston Academy will be provided from the Schools Block within the Dedicated Schools Grants (DSG) and will be allocated through the schools funding formula (based on pupil numbers and pupils characteristics) in line with other schools and academies.

8. Legal Implications

8.1 The Local Authority has statutory duties under the Education Act 1996 to educate children in accordance with parental wishes; and secure efficient education to meet the needs of the population of their area.

8.2 Section 9 of the Education Act 1996, requires the Secretary of State and local authorities in exercising their powers and duties under the Education Acts to have regard to the general principal that pupils are to be educated in accordance with the wishes of their parents so far as is compatible with the efficient instruction and training and the avoidance of unnecessary public expenditure.

8.3 Section 13(1) of the Education Act 1996 requires local authorities to contribute towards the spiritual, moral, mental and physical development of the community by securing efficient primary and secondary education and in the case of a local authority in England further education are available to meet the needs of the population of that area.

8.4 The allocation of DfE basic needs funding provided to assist local authorities to ensure a sufficiency of school places in their area will assist in the performance of the statutory functions mentioned in paragraphs 8.2 and 8.3 above. Despite the fact that Aston Academy is no longer a local authority maintained school these basic needs funds can be used to fund the proposed works at Aston.

8.5 Consultation with those who may be affected by proposals is good practice and the absence of adequate consultation can result in successful legal challenges to the decision made by the local authority.

9. Human Resources Implications

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

10. Implications for Children and Young People and Vulnerable Adults

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

11. Equalities and Human Rights Implications

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

12. Implications for Partners and Other Directorates

12.1 The proposal to add additional capacity at the academy will have minimal impact on neighbouring secondary schools in the authority, as the secondary pupil population continues to rise in the local area and this will be further impacted upon as a result of the opening of the new Waverley Junior Academy in September 2020 and the associated housebuilding programme at Waverley and subsequent future pupil yield.

13. Risks and Mitigation

13.1 There are always risks associated with increasing the number of places at a school, since this could adversely impact numbers at other schools. However the academy is already operating above its maximum capacity and future cohort numbers are expected to rise further as the Waverley development grows.

13.2 The Local Authority has a statutory duty under the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, to ensure a sufficiency of school places in areas of current and future need within funding parameters.

13.3 The additional capacity at the academy will allow the Governing Body to strategically plan for future cohort numbers and continue to deliver an effective education to all pupils within the local area.

14. Accountable Officer(s)

Jon Stonehouse, Strategic Director of Children and Young People's Services
Pepe Di'Iasio, Assistant Director of Education and Skills
Dean Fenton (Head of Service - School Planning, Admissions and Appeals)

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services	Colin Allen / Vera Njegic	25.9.2018
Assistant Director of Legal Services	Linton Steele	10.9.2018
Head of Procurement (if appropriate)	Lorna Byne	19.11.2018
Head of Human Resources (if appropriate)	Amy Leech	6.9.2018

Report Author: Dean Fenton (Head of Service - School Planning, Admissions and Appeals).

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Appendix 1

Summary of Consultation on proposals to create additional capacity at Aston Academy

18th May 2018

Dear Stakeholder,

NB: Letter sent via Aston Academy to all parents and carers of pupils at the Academy. Communications sent to Parish Councils, Elected Ward Members, MP's and neighbouring schools, and posted on the RMBC website.

Proposal to add additional capacity at Aston Academy

The Local Authority is proposing to add additional capacity to the school building to create new teaching and learning space for September 2021 onwards. The capacity at the school will increase from a total classroom space for 1,650 pupils to a total classroom space for 1,800 pupils. The extension of the building will support the Principal and Governing Body to accommodate the current and expected future pupil population at the school.

The school is currently oversubscribed and this trend is set to continue in future academic years. Following the expansions of two Primary phase feeder schools in the Aston learning community and the ongoing development of housing at Waverley, this will mean the increased capacity at the school will allow the Principal and Governing Body to plan for future years intakes of pupils with the assurance that there is sufficient space to deliver the schools' curriculum.

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

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

Please send correspondence to:

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

or by Email to:

Elaine.Maltby@rotherham.gov.uk

by 29th June 2018.

Yours Sincerely

Christopher Stones
School Planning, Admissions and Appeals

Covering Email to stakeholders accompanying the letter:

Following the report to Council Cabinet approved on 11 July 2016 - Proposal to increase secondary school capacity across the Borough to meet future increased demand.

Please find attached a consultation letter for your consideration. Rotherham Metropolitan Borough Council are consulting stakeholders (in-line with the recommendations of the above mentioned report) from 18th May to 29th June 2018 in relation to proposals to increase capacity at Aston Academy.

Should you have any comments in relation to this proposal, please submit them to –

Elaine.Maltby@rotherham.gov.uk by Friday the 29th June 2018.

Comments received will be submitted as part of the subsequent decision making process to Council Cabinet.

Responses received to the consultation held between 18th May 2018 and 29th June 2018:

Comment:
With regards to the application for Aston Academy I would like to make a few points.
Before the extension is considered will the existing school be refurbished?
The school is in desperate need of refurbishing with tape over threadbare carpets, peeling and badly painted walls and doors and the whole school looking in a poor state of repair and condition.
The corridors and stairwells are too narrow for the current level of pupils causing bottlenecks at peak times and increasing the pupils will only further exasperate the situation.
Aston Academy also accepts applicants from several schools outside of their catchment area .If they are indeed oversubscribed then that should be down to other authorities to manage. Any available money should be used to upgrade the existing facility.

LA Response:
Thank you for your email received on 18th May, 2018 in which you have raised several points regarding the proposal to expand Aston Academy.

Your comments have been noted in relation to the proposals and a copy of your comments will be submitted as part of the formal consultation and decision making process.

The Local Authority is required to build sufficient capacity for future need. The new Waverley development will bring increasing pupil numbers, and half of this development will fall under the Aston Academy catchment area. The condition of the school is for the Academy and DfE to maintain and fund accordingly, as this falls out of Local Authority control.

Comment:
With the current increase in number of children within the locality and in the feeder schools, I would fully support this proposal.

LA Response:
Your comments have been noted in relation to the proposals and a copy of your comments will be submitted as part of the formal consultation and decision making process.

Comment:
Thank you for the opportunity to be involved in the consultation regarding the proposed expansion to Aston Academy. I personally recognise the necessity to meet future demands and the proposal to increase the capacity at Aston, would appear to be a positive and common-sense element of the strategic response. The conversations I have had so far within the community are in line with my thoughts. So at this stage my response is wholly supportive but with the caveat, should I receive any comments I think should be considered before the consultation concludes, I will forward them to you.

LA Response:
Your comments have been noted in relation to the proposals and a copy of your comments will be submitted as part of the formal consultation and decision making process.

Comment:

Re the above. Will the school receive the 'makeover' it desperately needs alongside this extension? Aston missed out on a proposed update (alongside other close secondary schools such as Oakwood & Wales!) as it became an academy! Of course, as a parent, my first concern is that the level of teaching continues to improve but an overall of the outdated parts of the school (old swimming baths building still there plus same hall floor, toilets and carpeting from my generation!). It does feel a nice environment in terms of the personal (plus the pupils) despite the tired fixtures & fittings. The staff, current and future pupils deserve a more modern & uplifting environment. I know parents that have sent their children to other school at Y7 just because Aston looks so tired - it does not deserve that reputation!

Appreciate long email but this extension should be beneficial to all.

LA Response:

Thank you for your email sent on the 8th June, 2018 in which you have raised several points regarding the proposal to expand Aston Academy.

Your comments have been noted in relation to the proposals and a copy of your comments will be submitted as part of the formal consultation and decision making process.

The Local Authority is required to build sufficient capacity for future need. The new Waverley development will bring increasing pupil numbers, and half of this development will fall under the Aston Academy catchment area. The condition of the school is for the Academy and Department for Education to maintain and fund accordingly, as this falls out of Local Authority control.

Comment:

As a parent I fully support the proposed addition to the school. It would be beneficial to the whole community to have a larger school and new facilities. It is also important that current pupils are respected by removing the awful building that housed the swimming pool. This would make the whole site a much nicer place to be and support pupils to value their school.

LA Response:

Thank you for your email sent on the 20th June 2018 regarding the proposal to expand Aston Academy.

Your comments have been noted in relation to the proposals and a copy of your comments will be submitted as part of the formal consultation and decision making process.

Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Proposal to make prescribed alterations to the Willows School

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

Strategic Director Approving Submission of the Report
Jon Stonehouse, Strategic Director of Children and Young People's Services

Report author(s):
Dean Fenton, Head of Service – School Planning, Admissions and Appeals
01709 254821 or dean.fenton@rotherham.gov.uk

Ward(s) Affected
Borough-wide

Executive Summary
This report seeks approval to commence a period of statutory consultation in relation to proposals to make prescribed alterations to the Willows School in line with the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 by increasing the number of places available and changing the age range of the school.

Recommendations

1. That approval be granted to commence a period of statutory consultation by the posting of a public notice in relation to making prescribed alterations to the Willows School.

2. That a further report be submitted in due course detailing the outcome of the consultation and seeking determination.

List of Appendices Included
None

Background Papers
Report to Cabinet of 19th February 2018
Special Educational Needs and Disability (SEND), Sufficiency and Increase in Educational Provision - Phase 1.
Equalities Impact Assessment, 30th November 2017 - Proposal to increase SEND provision sufficiency in the Borough.

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

Council Approval Required
No

Exempt from the Press and Public
No

Proposal to make prescribed alterations to the Willows School

1. Recommendations

1.1 That approval is granted to commence a period of statutory consultation by the posting of a public notice in relation to prescribed alterations to the Willows School.

1.2 That a further report be submitted in due course detailing the outcome of the consultation and seeking determination.

2. Background

2.1 Following a period of consultation with stakeholders, Cabinet approved a report on 19th February 2018 - Special Educational Needs and Disability (SEND), Sufficiency and Increase in Educational Provision – Phase1. The report outlined proposals to increase the number of SEND places available in the Borough by an additional 125 places between 2018 and 2021 (minute number 110).

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. Stakeholders were consulted in relation to the type of need and provision and the outcome of consultation informed the proposals to increase capacity and the locations for expansion.

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 the 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.

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 Within the report to Cabinet of 19th February 2018, 10 additional places were identified as being required at the Willows School to meet the needs of pupils with complex learning disabilities / Autism spectrum disorder (ASD) which have subsequently been provided and an amount of £200k capital spend was approved to provide an additional classroom at the school within the 2018/19 financial year, to ensure sufficient capacity for the 120 pupils now on roll.

2.7 The Willows School is a Local Authority maintained school and is rated as a good school by Ofsted. The school currently has 120 pupils on roll with a range of moderate learning difficulties. The school is currently registered for 100 pupils with an age range of 7 to 16 and is oversubscribed.

2.8 This report seeks approval to commence a period of statutory consultation on proposals to formally increase the registered number of places from 100 to 120 by prescribed alteration to reflect the number of pupils now on roll at the school (120). The prescribed alteration will address current oversubscription by 20 places of which 10 of the oversubscribed places are referred to in section 2.6 of this report.

2.9 The report also seeks approval to commence a period of statutory consultation on proposals to change the upper age limit at the school from 16 to 19, by prescribed alteration, to enable continuity of education.

2.10 Should the proposals be approved after consultation, these will be formally made under the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and the Secretary of State for Education would be notified accordingly.

3. Key Issues

3.1 The additional classroom approved for installation within the 2018/19 financial year will address the current capacity shortfall issues and enable parents / carers to access their preferred school for their child in future years.

3.2 As outlined in the report to Cabinet of 19th February 2018, the proposal will also support the positive impact on the Councils Home to School Transport budget and provision, as the proposal would reduce budget pressures as the increased number of permanent places in borough, would reduce reliance on out of authority placement and the additional transport costs incurred longer term.

4. Options considered and recommended proposal

4.1 **Option 1:** Maintain the registered number of places at the school at the current level. However as the school is already oversubscribed, this would mean that in future years parents / carers would be unable to secure a place for their child as the schools current registered number is oversubscribed and pupil numbers would need to be reduced.

4.2. **Option 2 – Recommended:** approve a period of statutory consultation on the proposal to Increase the number of registered places at the school on a permanent basis and increase the upper age limit at the school by prescribed alteration to enable the Governing Body to forward plan long term with sufficient capacity to accommodate future cohorts and provide continuity of education post 16, reducing pressure on the High Needs Block of the Dedicated Schools Grant.

5. Consultation

5.1 The proposal falls within the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 because the Local Authority proposes to change the number of pupils in a special school on a permanent basis by 10% or 20 pupils (whichever is the lowest) and to change the upper age range of the school from 16 to 19 which is expected to be in place for more than 2 years (as this is considered a permanent increase).

5.2 There is a strong expectation that Local Authorities will consult interested parties, in developing proposals prior to publication of a public notice, as part of their duty under public law to act rationally and to take into account all relevant considerations. This requirement has been met by the wide ranging consultation with stakeholders detailed in the report approved by Cabinet on 19th February 2018 - Special Educational Needs and Disability (SEND), Sufficiency and increase in educational provision.

5.3 The above consultation took place between 23rd October 2017 and 8th 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.

5.4 A statutory proposal (public notice) must contain sufficient information for interested parties to make a decision on whether to support or challenge the proposed change. The DfE sets out the minimum that this should include in the form of a template document. The proposal should be accessible to all interested parties.

5.5 The proposal must be published on a website along with a statement setting out:

- how anybody can object to, or comment on, the proposal;
- the date that the representation period ends;
- the address to which objections or comments should be submitted.

A brief notice which includes details on how the full proposal can be accessed (e.g. the website address) must also be published in a local newspaper.

Within one week of the date of publication on the website, the proposer must send a copy of the proposal and the information set out in the paragraph above to:

- the parents of every registered pupil at the school - where the school is a special school.

5.6 Where the Local Authority is the decision maker, it must make a decision within a period of two months of the end of the representation period. Where a decision is not made within this time frame, the proposal must be referred to the Schools' Adjudicator for a decision.

5.7 Once a decision has been made the school should make the necessary changes to the school's record in the department for Education's 'EduBase' system and must have done so by the date the change is implemented.

6. Timetable and Accountability for Implementing this Decision

17 December 2018	Seek Cabinet approval to commence a period of statutory consultation on proposals to make prescribed alterations to the Willows School.
January 2019	Publication of proposals and 4 week public notice and representation period. Submission of proposals to DfE.
18 March 2019	Cabinet determination of proposals.
29 March 2019	Formal notification of Cabinet determination to the Secretary of State for Education.

7. Financial and Procurement Implications

7.1 The estimated capital cost of the proposal to provide the additional 10 places at the Willows School is £200k. The new provision and prescribed alterations will enable young people to continue to be placed locally and avoid the need to place with high cost independent providers, the estimated cost saving to the Dedicated School Grant will be £30k per place, a £300k saving on full occupation.

8. Legal Implications

8.1 The Local Authority has a statutory duty under the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007, to consult on the proposals set out in this report

8.2 Under the DfE Statutory guidance for proposers and decision-makers, deciding prescribed alteration and establishment and discontinuance proposals April 2016: 'Although there is no longer a statutory 'pre-publication' consultation period for prescribed alteration changes, there is a strong expectation that schools and Local Authorities will consult interested parties, in developing their proposal prior to publication as part of their duty under public law to act rationally and take into account all relevant considerations'. This requirement has been met by the wide ranging consultation with stakeholders detailed in the report approved by Cabinet on 19th February 2018 - Special Educational Needs and Disability (SEND), Sufficiency and increase in educational provision.

8.3 Under the DfE Statutory Guidance for proposers and decision makers - Making 'prescribed alterations' to maintained schools April 2016: Where a Local Authority is the decision maker, it must make a decision within a period of two months of the end of the representation period, where a decision is not made within this time frame, the proposal must be referred to the Schools' Adjudicator for a decision.

8.4 The Education Act 1996 requires an English local authority to secure (as far as their powers enable them to do so) efficient primary, secondary and further education in their area (section 13(1); and so far as is compatible with efficient instruction and training and the avoidance of unnecessary expenditure a local authority must exercise its Education Act powers and duties having regard to the general principle that pupils are educated in accordance with the wishes of their parents (section 9). Provision for a permanent increase in pupil numbers at the school assists compliance with the section 13 duty; consultation assists compliance with the section 9 duty.

8.5 The Equality Act 2010 imposes a public sector equality duty upon public (including local) authorities, (see section 11 below). The promotion of equality of opportunity includes the removal of a disadvantage suffered by persons with disability, or their carers. The current need to educate Rotherham children out of area because there is insufficient SEND provision within the Borough could amount to such a disadvantage, and the proposed alterations if implemented would minimise that disadvantage.

9. Human Resources Implications

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

10. Implications for Children and Young People and Vulnerable Adults

10.1 Implementation of the prescribed alteration in due course would give more children and young people the opportunity to access high quality provision closer to home to meet their educational needs in future years.

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 as reported to Cabinet on 19th February 2018. 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 in accordance with parental preference. By acting to ensure children in Rotherham have access to a high quality school place, the Council is promoting equality of opportunity for all children and young people. A further Equalities Impact Assessment will be undertaken during the consultation period.

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 the proposal with the various interested parties cited in 5.3 of this report.

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 be no impact on other special schools within the area as the prescribed alteration supports the recommendations approved by Cabinet on 19th February 2018 to create an additional 125 SEND places in Borough to meet rising demand and to reduce current costly out of authority placements, reducing pressure on the High Needs budget within the Dedicated Schools Grant.

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 The Local Authority has a statutory duty under the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, to ensure a sufficiency of school places in areas of current and future need.

14. Accountable Officer(s)

Jon Stonehouse, Strategic Director of Children and Young People's Services
Pepe Di'Iasio, Assistant Director of Education and Skills
Dean Fenton, Head of Service - School Planning, Admissions and Appeals

Approvals obtained on behalf of:-

	Named Officer	**Date**
Strategic Director of Finance & Customer Services	Colin Allen / Vera Njegic	25.09.2018
Assistant Director of Legal Services	Neil Concannon / Linton Steele	24.09.2018
Head of Procurement (if appropriate)	Lorna Byne	19.11.2018
Head of Human Resources (if appropriate)	Amy Leech	13.09.2018

Report Author: *Dean Fenton (Head of Service - School Planning, Admissions and Appeals).*

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Committee Name and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Medium Term Financial Strategy

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)
Paul Stone, Head of Corporate Finance
01709 822013 or paul.stone@rotherham.gov.uk

Ward(s) Affected
All

Executive Summary

The Council's Medium Term Financial Strategy (MTFS) sets out a framework for understanding the challenges the Council faces and supports corporate planning. It helps the Council to shape its finances over the medium term by examining the projected resources available to meet the s priorities as set out in its Council Plan.

The Strategy sets out the framework and principles upon which current and future financial projections, over the medium term, will be predicated. The MTFS financial projections were revised and updated alongside the setting of the revenue budget 2018/19 and illustrated budget gaps of £29.7m over the period 2019/20 and 2020/21. The updated budget gaps were re-affirmed in the Financial Outturn 2017/18 report to Cabinet in July 2018 and the financial assumptions underpinning the budget gaps were reviewed again in Summer 2018 with no changes required to key financial assumptions. The financial projections have been reviewed and updated again alongside the development of a two-year budget for 2019/20 and 2020/21 and are incorporated into the MTFS. The details of the budget including outcomes of consultation will be reported to Cabinet and Council in February 2019 when the Budget and Council Tax Report 2019/20 is considered.

The Strategy provides both national and local context of the challenges faced by councils in delivering services, particularly the demand pressures in respect of adults and children's social care. It sets out a clear set of objectives that will support the Council in developing its annual budgets and ensuring financial resilience. Furthermore, it provides details of the risks and uncertainties that are characteristic of local government finances.

The Strategy document attached to this report represents an interim update to the Council's medium term financial plans, which will be further updated following completion of budget consultation and the receipt of further information on the Council's funding from Government to be provided on 6th December 2018 within the Provisional Local Government Finance Settlement for 2018/19.

The final version of the Medium Term Financial Strategy will be submitted to Cabinet and Council in February 2019 alongside the Budget and Council Tax 2019/20 Report.

Recommendation

1. That the updated Medium Term Financial Strategy be approved and that it be noted that the final version of the Strategy will be submitted to Cabinet and Council in February 2019.

List of Appendices Included
Medium Term Financial Strategy

Background Papers
None.

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Overview and Scrutiny Management Board – 12 December 2018

Council Approval Required
No

Exempt from the Press and Public
No

Medium Term Financial Strategy (MTFS)

1. Recommendations

1.1 That the updated Medium Term Financial Strategy be approved and that it be noted that the final version of the Strategy will be submitted to Cabinet and Council in February 2019.

2. Background

2.1 The Council's Outline Medium Term Financial Strategy 2016-2019 was approved by Council on 9th December 2015. Since that time, financial projections have been updated and regularly reported to Commissioners, Cabinet and Council. The Strategy document which sets out the framework and principles which the Council follows in developing its budgets and financial strategies has been re-written and an interim update is attached to this report in advance of the final document being submitted to Cabinet and Council in February 2019.

3. Key Issues

3.1 Councils have had to address significant reductions in their funding since the Government implemented austerity measures in 2010. This is coupled with unprecedented demand for social care services. The Local Government Association has estimated that there will be a £8bn funding gap nationally for local government services by 2025.

3.2 In developing a financial strategy, councils complete an appraisal of their current financial position and the financial challenges that they face. From this, stems the values of how they will develop financial sustainability in both the short and medium term. In doing so, a series of objectives is then formed, which, in turn, help to shape the finances by considering both the expenditure and resource implications, assessing their impact on the functions across the Council and the services that it delivers.

3.3 The challenges and objectives referred to in section 3.2 above are emphasised in the Strategy which sets out the Council's proposed approach to setting a balanced budget over the next two financial years.

4. Options considered and recommended proposal

4.1 The Council's MTFS considered by Council on 28 February 2018 demonstrated a funding gap of £29.7m over the period 2019/20 to 2020/21. The MTFS outlines how this has been addressed.

5. Consultation

5.1 The MTFS will be shared with key stakeholders and partners.

5.2 Public consultation on budget proposals for 2019/20 and 2020/21 commenced on 26 October 2018 and ceased on 30 November 2018. The outcomes from the consultation will inform the Council in finalising the Budget and MTFS. The response to the budget consultation will be formally reported to Overview and Scrutiny Management Board on 16th January 2019.

6. Timetable and Accountability for Implementing this Decision

6.1 The Council's medium term financial projections have been updated within the interim MTFS document following analysis of the impact on the Council of announcements made within the Chancellor's Autumn Budget 2018. They will be further reviewed from the Provisional Local Government Finance Settlement 2019/20 which is to be released on 6th December 2018.

6.2 The final MTFS will be presented to Cabinet and Council in February 2019 alongside the Budget and Council Tax Report 2019/20.

7. Financial and Procurement Implications

7.1 The financial implications are set out in the Strategy.

7.2 There are no direct Procurement implications arising from this report.

8. Legal Implications

8.1 No direct legal implications.

9. Human Resources Implications

9.1 HR support will be required in delivering service changes that will enable the Council to meet its financial challenges.

10. Implications for Children and Young People and Vulnerable Adults

10.1 The Strategy provides details of the pressures faced in respect of adults and children's social care at both the national and local level and the funding identified within the Council's budget for services.

11 Equalities and Human Rights Implications

11.1 Where appropriate, a detailed Equality Impact Assessment will be completed for budget savings proposals considered by Cabinet or Council as part of the Budget and Council Tax Report 2019/20.

12. Implications for Partners and Other Directorates

12.1 Where the Council is working with partner organisations on specific revenue or capital projects, budget options will be developed in conjunction with these organisations.

13. Risks and Mitigation

13.1 Risks and uncertainties are detailed in the updated MTFS.

14. Accountable Officer(s)

Judith Badger, Strategic Director of Finance and Customer Services

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services	Judith Badger	3rd December 2018
Assistant Director of Legal Services	Dermot Pearson	3rd December 2018
Head of Procurement (if appropriate)	Karen Middlebrook	3rd December 2018
Assistant Director of Human Resources (if appropriate)	Lee Mann	3rd December 2018

Report Author: Paul Stone, Head of Corporate Finance

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Medium Term Financial Strategy
2018 to 2021

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Foreword by Leader

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

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

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

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

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

In achieving our priorities, it is important that the Council has robust procedures in place to ensure that it is aligning its budget with the stated priorities and managing its finances effectively. Financial planning is a key aspect of setting a balanced budget each year. The Medium Term Financial Strategy helps us to focus on the financial challenges, risks and uncertainties ahead, in the delivery of value for money services.

It is a measure of the progress that we've made over the last two years that all decision making powers were returned to the Council in September 2018 with the Council now having full democratic control of all its services. We will continue to see that journey through, to ensure that government and residents alike can be assured of strong and effective governance into the future.

Councillor Chris Read

Leader of Rotherham Council

Shaping our Financial Future

Rotherham – A great place to live, work and invest

Rotherham covers 110 square miles encompassing a wide variety of urban, suburban and rural environments, with 70% of the area being open countryside, nearly all green belt. Rotherham lies close to the city of Sheffield and enjoys easy access to the Peak District National Park. The Borough has a growing population of 263,400 which is becoming increasingly diverse, with around one person in 10 from a minority ethnic group.

Rotherham has a proud industrial heritage of coal mining and steel making, the latter still being a large employer in the town. Former industrial areas have been regenerated, creating thousands of new jobs or reclaimed for greenspace. Rotherham has one of the fastest growing local economies and employment has grown rapidly over recent years whilst unemployment has fallen. The Advanced Manufacturing Park and neighbouring Waverley housing development are delivering 3,900 new homes and 3,500 jobs over a 20 year period.

Health in Rotherham is generally poorer than average with life expectancy below the English average although it has risen over the last decade. Rates of coronary heart disease have reduced significantly over the last 10 years but the Borough still has high rates of disability and long term sickness.

Adult qualification levels are below average, notably degree level skills, but these have improved greatly in recent years and Rotherham College has just opened a university centre in the Town Centre. Most children attending Rotherham's schools have good achievement, above the national average at Foundation Stage whilst attainment and progress between primary (KS2) and secondary (KS4) is just below the national average.

Rotherham has excellent transport links to the rest of the region and country, being well served by the motorway network. Bus services provide good local transport and there are rail connections to Sheffield, Leeds, Manchester, York and other cities. A new innovation is the Tram Train which connects Parkgate, Rotherham Central, Meadowhall and Sheffield. There are five international airports within 80 km of Rotherham, including Manchester.

Rotherham offers a good quality of life combined with a relatively low cost of living. House prices have risen over the years and the average house in Rotherham costs £135,000 but this is far below the English average of £235,000. Rotherham people are very proud of their local parks and country parks, particularly Clifton Park which has won national awards.

Rotherham has numerous visitor attractions, notably the stately home of Wentworth Woodhouse which is now being restored. The Magna Science Adventure Centre is a well-established visitor attraction and a major new development is the £37 million Gulliver's Valley family resort in the south of the Borough. There are also the ruins of Roche Abbey and the award winning Clifton Park Museum which has recently been refurbished. The Borough also has a Civic Theatre, a thriving sports scene and four leisure centres.

Rotherham has a steadily growing population which reached a record total of 263,400 in 2017. The population is growing as a result of natural increase (more births than deaths), net inward migration and increased life expectancy. Rotherham has 161,400 people of working age (61%), slightly lower than the English average.

Rotherham has an ageing population whereby the number of older people is increasing fastest, and their health and social care needs place increasing pressure on social care budgets at a time of prolonged financial constraint. There are 51,000 people aged 65 or over including 6,000 people aged 85 or over, whose numbers are projected to increase by a third over the next 10 years. Rates of disability place further pressures on social care budgets, with 11.4% of the population (30,000 people) claiming disability benefits compared with 7.8% nationally.

There are 50,900 children aged 0-15 in Rotherham and 26,100 young people aged 16-24. Whilst most children get a good start in life, child poverty is polarised across the Borough and life chances vary. Rotherham has a lower proportion of young people aged 18-24 than the national average due to people moving elsewhere to study or work. The number of Looked after Children has increased from 380 in 2012 to 662 in 2018 and Children in Need increased from 1,423 in 2016 to 1,683 in 2018. These increases have placed significant pressure on the cost of children's social care.

The Council has undergone a major improvement journey since May 2015. A corporate Improvement Plan has been fully implemented and Children's Services have been transformed, now rated "Good" by Ofsted. The Government appointed Commissioners departed in September 2018 and all decision making powers were returned to the Council. An independent health check will be conducted in February 2019 and submitted to Government before the formal end of the intervention in March 2019.

The Council is committed to invest in improvements and this Strategy is critical in setting out our approach over the next 3/5 years.

Shaping our financial future to deliver our priorities

The Council's vision is:

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

To achieve this as a Council we must work in a modern, efficient way, to deliver sustainable services in partnership with other local agencies and our communities, looking outwards but focused relentlessly on the needs of our residents. To this end we set out four priorities:

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

The Council values and prioritises collaboration with it's partners and the Rotherham Plan provides a framework for partners' collective efforts to create a borough that is better for everyone who wants to live, work, invest or visit here.

The Rotherham Plan sets out the significant initiatives or "game changers" that partners will be focusing on until 2025. Development of the Plan drew on the extensive consultation programme carried out in 2015 and the subsequent engagement. The Plan builds on the themes of the Rotherham Together Partnership which were:

- Bringing people together to create a stronger sense of community spirit;
- Promoting opportunity and equality to help everyone benefit from a growing economy and;
- Creating welcoming places where people feel safe and encouraged to lead active lives.

Our resources are aligned to the delivering of these priorities in a more transparent and effective way with a clear focus on value for money.

Sheffield City Region

Rotherham lies at the centre of the Sheffield City Region and its Combined Authority. Further powers and resources may be devolved to the Mayor and Combined Authority if agreement can be reached in the future. This could include the powers from the 2015 Devolution Deal with Government, such as the £900m of funding to help grow the city region economy and improve adult skills and training.

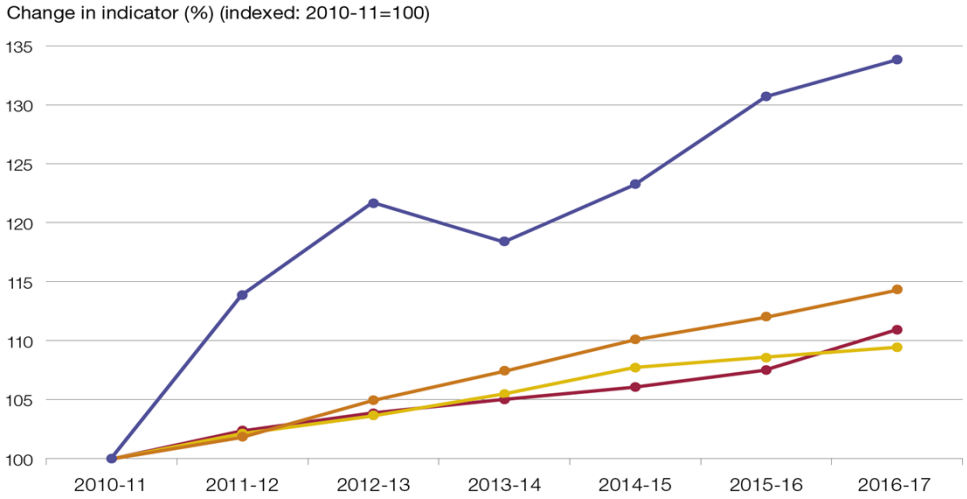
2019 and beyond

National and Financial and Economic Context

Local authorities in the UK are under continued pressure for demand for services, particularly regarding social care. The Local Government Association estimates an £8bn funding gap for local government services by 2025. This is coupled with a period of funding uncertainty as the move to 75% business rates is not expected until 2020/21, the Adult Social Care Green Paper has not yet been published and the next Comprehensive Spending Review not being announced until Spring 2019.

Change in demand in key local authority service areas in England

There has been growth in actual or potential demand in a range of core service areas

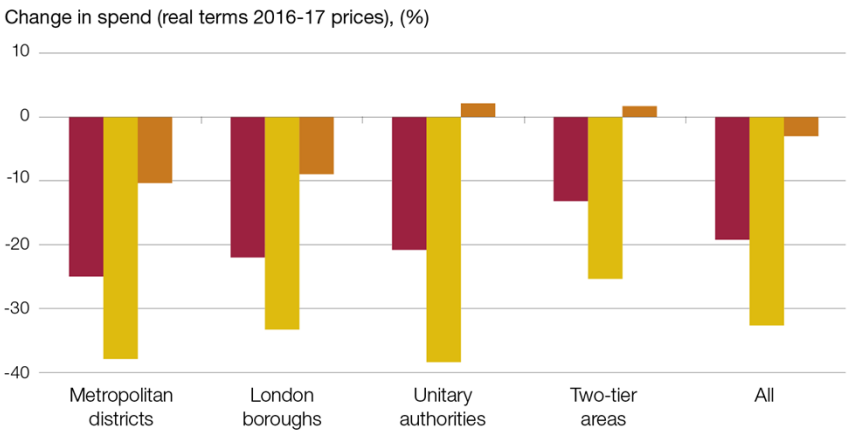


	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Number of children looked after	100	102.4	103.9	105.1	106.1	107.5	110.9
Estimated population in need aged 18 to 64	100	102.2	103.7	105.5	107.8	108.7	109.5
Estimated population in need aged 65 and over	100	101.9	105.0	107.4	110.1	112.0	114.3
Households accepted as unintentionally homeless and priority need	100	113.9	121.8	118.4	123.3	130.7	133.9

Source: National Audit Office analysis of departmental data. See standalone methodology

Change in overall service spending by type of local authority in England, 2010-11 to 2016-17

The reduction in overall service spend in different authority types is the net outcome of limited falls or even growth in social care spend offset by large falls in other service spending



	Metropolitan districts	London boroughs	Unitary authorities	Two-tier areas	All
Change in overall service spend 2010-11 to 2016-17 (%)	-25.0	-22.0	-20.8	-13.2	-19.2
Change in spend on non-social-care services 2010-11 to 2016-17 (%)	-37.8	-33.2	-38.3	-25.3	-32.6
Change in spend on social care 2010-11 to 2016-17 (%)	-10.4	-9.0	2.1	1.7	-3.0

Notes

1 'Non-social-care services' includes non-schools education services.

2 The 'Two-tier areas' data series combines the data from the shire districts and county councils.

Source: National Audit Office analysis of Ministry of Housing, Communities & Local Government data. See standalone methodology

Funding

In October 2015, the Chancellor of the Exchequer announced that the Government was committed to allowing local authorities to retain 100% of locally collected business rates, with a planned implementation date of 2019/20. However, following the General Election in May 2017, the implementation was paused. Notwithstanding, the Government announced alongside the Local Government Finance Settlement 2018/19, that it will look to move to 75% business rates retention in 2020/21. The intention is that local authorities will keep the same share of growth on their baseline levels from 2020/21, when the system is reset. Details of the new system are still awaited, however it will be based on a needs assessment which is subject to the ongoing 'Fair Funding Review'. This Review is aimed to examine the existing finance formula with a view of moving to a 'foundation formula' based on common cost drivers to all services.

Local authorities have set out their concerns through the Local Government Association and SIGOMA and will continue to seek to work with Government to ensure that the sector is properly funded to ensure that social care services, in particular, can be delivered within budget whilst facing continued increase in demand for these services. The Council will monitor the progress of the Government's Fair Funding Review and continue to lobby for a fair funding distribution.

More recently, the Government has implemented measures to address some of the social care pressures, which have included the option for local authorities to raise additional income for adult social care by increasing Council Tax above the previously imposed referendum limit. In addition, there has been further support

through the Adult Social Care Support Grant for both 2017/18 and 2018/19. Whilst this additional funding is welcome to support the delivery of services, these are only short-term measures and do little to support the long term sustainability of the service.

It is also worth noting that the ability to increase Council Tax does little to help those authorities, such as Rotherham, who have a higher proportion of properties in the Council Tax bands A-C, and are therefore unable to raise additional income to the same levels as other more affluent areas of the country.

The government continues to place limits on the amount that can be raised through Council Tax by continuing to implement a set of principles alongside the Local Government Finance Settlement which restricts the amount of annual increases. Prior to 2018/19, the limit was set at 2% annually since 2013/14, however, after calls from local authorities for additional funding support to address demand pressures, the Government increased the core principle up to 3% stating that it was 'minded to' set the same limit for 2019/20.

In the Government's Technical Consultation in respect of the Local Government Finance Settlement 2019/20 published in July 2018, there was an indication that there may be further adjustments to the baseline. This will be reviewed and details published alongside the Provisional Settlement. Further, the Government has stated that it will explore how to incentivise housing growth most effectively, for example, by using the Housing Delivery Test results to reward delivery. Autumn Budget 2018 announced that the Housing Revenue Account cap which controls local authority borrowing for house building was being abolished from 29th October 2018.

Comprehensive Spending Review 2019
During the Spring Statement in March 2018, the Government announced that it would set out the total public spending quantum for the years beyond 2020, with a Spending Review in 2019 that would set out the departmental allocations. Local authorities have called for indicative funding allocations to be announced up to at least 2020/21 alongside the Local Government Finance Settlement 2019/20, as this will help local authorities to plan their finances over the short-term.

Adult Social Care Green Paper
In 2017, the Government announced that it would publish its Green Paper on care and support for older people by summer 2018. However, the publication date was put back to Autumn 2018 and it is now uncertain when it will be published. The paper will set out plans for how Government proposes to improve care and support for older people and tackle the challenge of an ageing population.

Whilst the Government has provided some short-term funding support i.e. the additional £2bn Improved Better Care Fund and the Adult Social Care Support Grant, this funding effectively gives local authorities a 'financial cliff edge' if funding is not provided beyond 2020. The Council will actively lobby Government to ensure that any proposals are properly funded.

In October 2018, the Government announced details of additional funding of £240m in 2018/19 to support winter pressures for adult social care. Whilst this funding is welcome, local authorities are calling for a sustained level of funding over the medium term to meet the demands of an ageing population.

Welfare Reform

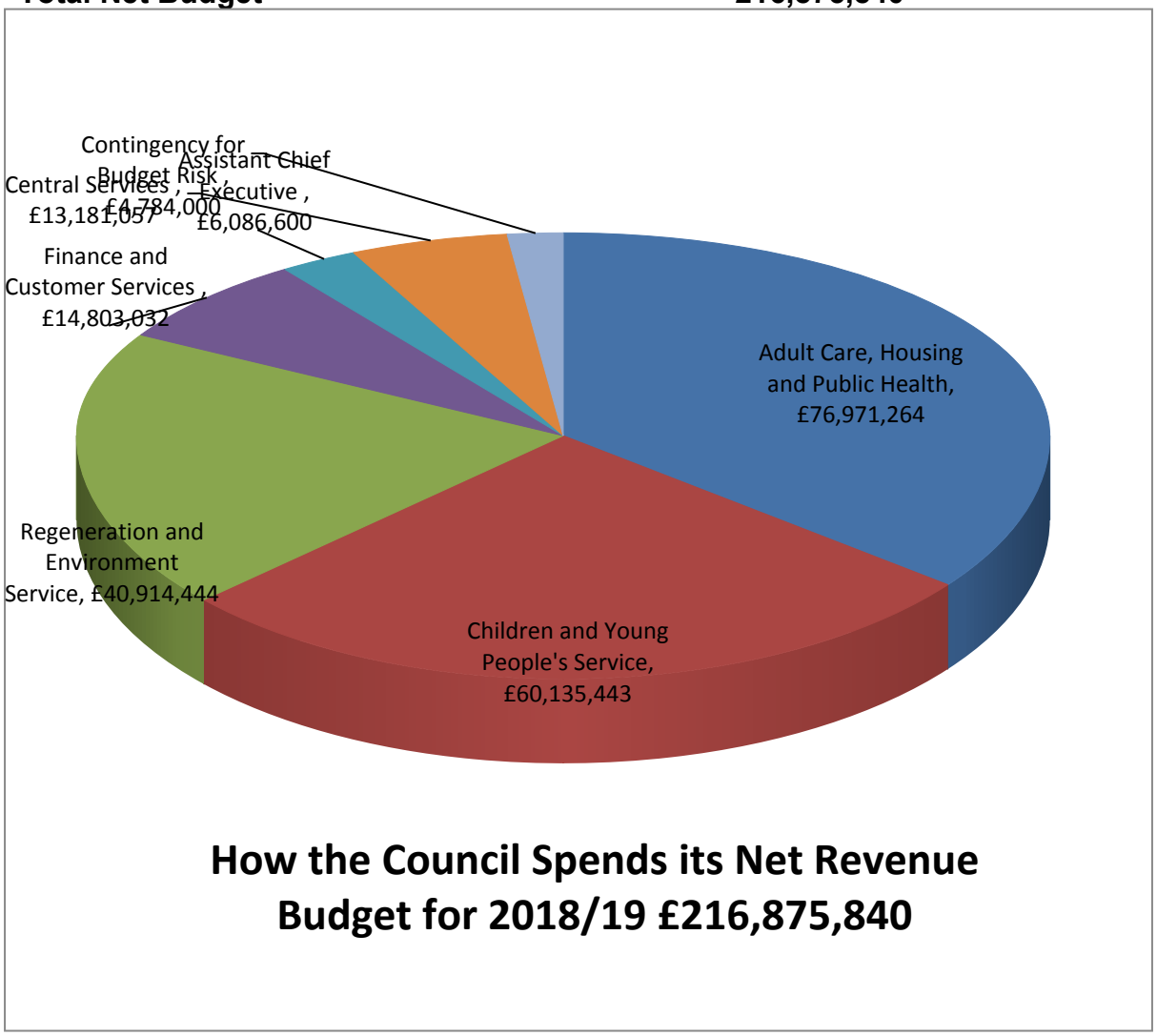
Welfare changes are an ongoing process as part of the Government's changes to welfare policy. The Government believes that the changes increase incentives to return to work, improve fairness and will save £20bn in national expenditure by 2020. However there are continuing concerns that many households will continue to see real decreases in income which are likely to further limit life opportunities, increase debt (including Council rent and Council Tax debt) and have other social implications. The Council will need to continue to understand the ongoing welfare changes and their effects on both residents and families and demand for Council services as the next phase of these (reduction in Tax Credits, implementation of Universal Credits) are implemented. The move to Universal Credit is a significant move in benefit payments as it replaces six working age benefits.

The Council's Revenue Spending Plans

It is helpful to consider the financial challenge facing the Council by putting this into context. This table and graphs below provide a summary of the Council's budget for 2018/19.

Directorate Net Revenue Budgets 2018/19

	2018/19 £
Adult Care, Housing and Public Health	76,971,264
Children and Young People's Service	60,135,443
Regeneration and Environment Service	40,914,444
Finance and Customer Services	14,803,032
Assistant Chief Executive	6,086,600
Central Services	13,181,057
Contingency for Budget Risk	4,784,000
Total Net Budget	**216,875,840**



How the Council's Net Revenue Budget is Funded

	2018/19 £
Council Tax Requirement	102,337,886
Business Rates	68,063,224
Central Government Grant - RSG	21,922,973
Public Health Grant	16,304,000
Other Government Grants	5,247,757
Collection Fund Surplus	3,000,000
TOTAL	**216,875,840**

Social Care

Demand for both adults and children's social care continues to rise.

With regard to children's social care, demand continues to increase across all key areas of the service which include children in need of help, protection and children requiring care. The budget for 2018/19 is forecast to overspend significantly due to a continued increase in the number of children admitted into care. The number of Looked After Children was 662 as at November 2018. This is against a baseline budget position in April 2016 that supports a cohort of 400.

Whilst savings and cost reductions implemented by the Council over this time period have had a positive impact, they have not delivered the net savings required due to continued high demand for statutory services. LAC numbers increased significantly in 2017/18 from 485 at the start of the year to 619 at March 2018.

The Council has implemented further demand management strategies and actions to mitigate the impact of rising demand. These actions will help to drive efficiencies and realise substantial budget savings over the medium term whilst continuing to prioritise safe and effective practice to keep our most vulnerable children and young people safe.

In order to set a robust budget for 2019/20 and 2020/21 the estimated cost reductions that can be expected to be achieved over and above delivery of the budget savings have been established, leaving a net additional budget requirement of £9.5m in 2019/20 reducing to £7.5m in 2020/21.

There continue to be pressures for adult social care services namely residential and domiciliary care and the provision of direct payments/managed accounts across all client groups.

Adult Care recognises that the primary pressures centre on previously undelivered savings. As a result, a suite of high level project plans were developed during 2018 which focused on the review of learning disability services, right sizing care packages and developing effective operating models.

The aim of care and support is for people to live the best life that they can, meaning living independently, in their own home when possible, utilising the assets and the people around them to do the things that make them happy and fulfilled.

Rotherham is implementing a new way of providing care and support to people that utilises personal, social, neighbourhood and community assets along with social care. This requires thinking differently about what people can do for themselves, about how the council communicates with people and also how people can communicate back into the council, how planning is done for support and what people need to understand about what is available to them. The scale of this change will require a fundamental shift in how care is delivered, one that is financially sustainable and puts the person at the centre of their own care.

In partnership with the Clinical Commissioning Group, Rotherham Foundation Trust Hospital, Rotherham, Doncaster and South Humber NHS Foundation Trust (RDASH) and Voluntary Action Rotherham, the Council has a shared Integrated Health and Social Care Plan. The shared vision is:

"Supporting people and families to live independently in the community, with prevention and self-management at the heart of our delivery".

Digital Transformation, Work Force Development and the Intermediate Care and Reablement Pathways are enablers that support the implementation of this plan and the Adult Social Care transformation. .

Government Grant Reductions

It is worth noting the significant reductions in Revenue Support Grant following the introduction of austerity measures. The table below shows the reduction in Revenue Support Grant since 2013/14, this being the point at which changes to the local government finance system were made, namely the Business Rates Retention Scheme. The table shows the significant reduction in central government funding up until 2018/19 with a further reduction of £7.066m to be made in 2019/20 as the final year of the Government's four year Finance Settlement. .

		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
RSG	**£m**	84.302	70.112	50.925	39.405	28.943	21.923
Change year on year	**£m**		-14.190	-19.187	-11.520	-10.462	-7.020
	%		-16.8%	-27.4%	-22.6%	-26.5%	-24.3%
Cumulative	**£m**		-14.190	-33.377	-44.897	-55.359	-62.379
Cumulative	**%**		-16.8%	-39.6%	-53.3%	-65.7%	-74.0%

Further reductions to other funding streams have been made in addition to the Revenue Support Grant including New Homes Bonus, Education Services and Public Health Grants..

Setting a Balanced, Sustainable Budget

Rotherham Council has had to make savings of £177 million since 2010, leading to more than 1,800 fewer jobs in the organisation. By the end of our two year budget

the level of savings that the Council has had to make will have increased to over £200m.

The Council reviewed its medium term financial planning assumptions as part of setting the 2018/19 Budget in February 2018. This review identified that to set a balanced budget in 2019/20 and 2020/21, overall budget savings of £15.8m in 2019/20 and £13.9m in 2020/21 (a total of £29.7m) would be required.

Budget savings options totalling £23.6m have been presented to Overview and Scrutiny Management Board and issued as part of public consultation on the budget.

These are summarised below by Directorate.

Directorate	**2019/20 £'000**	**2020/21 £'000**	**Total £'000**
Assistant Chief Executives	184	50	**234**
Corporate	494	0	**494**
Finance & Customer Services	815	0	**815**
Adult Care, Housing and Public Health	3,098	6,053	**9,151**
Regeneration & Environment	915	1,998	**2,913**
Children & Young People	2,265	7,742	**10,007**
Total	**7,771**	**15,843**	**23,614**

The budget proposals reflect the Council's approach to re-shaping service provision and delivery over the next two years and include :

- Customer services and digital transformation, including back office efficiencies
- A new target operating model for Adult Care
- Development of an early help and social care pathway for children's social care
- Market management and procurement of children's services

The theme of the budget proposals is to modernise and streamline services making them more cost effective, whilst seeking to enhance the customer experience.

Further savings from corporate efficiencies and strategic financing decisions as part of finalising balanced budget proposals for the next two years are shown in the table on Balancing the Budget on Page 18.

These include maximising flexibility in the use of capital receipts to support revenue budget transformation, in line with the Council's Flexible Use of Capital Receipts Policy, and maintaining a Treasury Management Strategy which maintains the Council's cash-flow and capital loans requirements through taking advantage of the availability of short-term loans which are currently at low interest rates, and delays the take-up of longer term, more expensive loans.

Work continues to finalise the total position of the budget for the next two years and a final version of this Medium Term Financial Strategy will be presented to Cabinet and Council in February 2019 alongside the Budget and Council Tax 2019/20 report.

There are a number of factors influencing the final position of the budget for the next two financial years and the medium term:

- The Council's current budgetary position for 2018/19 as set out within the Financial Monitoring Report on the Cabinet agenda of 19th November 2018 and the impact of that on the 2019/20 and 2020/21 budgets, particularly with regard to demand and cost for Children's Social Care.
- The Chancellor's Autumn Budget 2018 released on 29th October which announced some additional funding for 2019/20 and provided updated outline indications of how Public Sector funding from 2020/21 onwards might be reflected in Spending Review 2019.
- The Provisional Local Government Finance Settlement for 2019/20 which will be released on 6th December 2018.
- The outcomes of budget consultation activity with the public, partners and other key stakeholders.

The Provisional Settlement (with the Final Settlement expected in February) will confirm the Government funding to be received and alongside feedback from public consultation and Overview and Scrutiny Management Board, together with consideration of the other items above, will enable the budget to be finalised.

The Settlement will confirm details of the final year of the four-year offer made to Local Government in 2015. Beyond 2020 there is uncertainty in the level of funding available to Local Government pending the outcomes of the Government's Spending Review, expected in 2019, and the Fair Funding Review which will examine and revise how Local Authorities are funded from April 2020 onwards.

However, within the Autumn Budget 2018, the Government has provided aggregate departmental resource budgets up to 2023/24, split between NHS England and all other departmental spending.

Whilst the Autumn Budget states that the figures provided do not represent the final envelope for Spending Review 2019, they provide some basis for the Council to utilise within financial planning assumptions across the medium term in finalising the Medium Term Financial Strategy.

Autumn Budget 2018

The Government's Autumn Budget 2018 announced details of additional funding to support social care. Whilst this funding is welcome it does not provide the sustainable level of social care funding that is required to support budget planning beyond 2019/20.

The main announcements from the Statement were:

- £240m nationally in both 2018/19 and 2019/20 for adult social care
- £410m nationally in 2019/20 for adults and children's social care
- An additional £55m nationally for Disabled Facilities Grant
- £84m over 5 years for up to 20 local authorities to help more children to stay at home safely with their families

- Business rates cut by a third for business with a rateable value below £51,000
- 100% business rates relief for all public lavatories will be introduced from 2020/21
- Continuation of £1,500 business rates discount for office space occupied by local newspapers in 2019/20
- Local authorities to be fully compensated for loss of income as a result of the above business rates measures
- £675m Future High Streets Fund to be launched to support local areas to develop and fund plans to make their high streets and town centres fit for the future.
- £400m this year for schools in England to spend on their equipment and facilities.
- £420m to local authorities in 2018/19 to tackle pothole repairs

The allocations for winter pressures announced in the Autumn Budget 2018 equates to £1.34m for the Council. However, the funding can only be utilised for:

- Improvement of Delayed Transfer of Care
- Focused enablement services to facilitate smooth discharge and prevent admission
- Maximising the use of equipment and assistive technology to facilitate hospital discharge

Therefore, this funding cannot be used to support the current base position i.e. it does not alleviate the current in-year overspend on adult social care budgets.

The £410m national allocation for adults and children's social care equates to an allocation of £2.3m for the Council. This grant has no conditions and decisions on its use will be reported in the Budget and Council Tax Report 2019.

The Council's funding assumptions in 2020/21 have been updated following announcements in the Autumn Budget and assume that funding from Government for 2020/21 will be provided on a "flat cash" basis, consistent with the level of funding to be provided in 2019/20. Funding provided on this basis would still be a cut in real-terms. Funding assumptions will be reviewed following the release of the Local Government Finance Settlement for 2019/20 on 6th December and any updates will be included within the MTFS to be presented to Cabinet and Council in February 2019. The MTFS will be refreshed again when Spending Review 2019 is issued, expected to be Spring 2019.

Assumptions
In determining the funding gap over the medium term, a number of key assumptions are or will be made. These are set out below.

Expenditure

Pay Awards
Provision for Pay Awards is made based on the pay agreement for 2018/19 and 2019/20 and incorporating the impact of the Living Wage. Provision for 2020/21 is made at 2%, in line with the anticipated prevailing rate of inflation.

Price Inflation
Contractual inflation is provided for at levels between 2.5% and 3% in each year of the MTFS. Provision for energy inflation is 5% annually. There is no provision within the MTFS for indexation on general non-pay budgets. Services are expected to contain any inflationary impact through improved efficiency.

Fees and Charges
Council's fees and charges should increase annually by at least the rate of inflation. Assumed increases of 3% for 2019/20 and 2.5% for 2020/21 have been built into the MTFS.

Provisions
The MTFS includes funding for investment in Adults & Children's services which recognises current demand and activity levels and the plans in place for budget savings and cost reductions, to enable the services to be delivered within a sustainable funding envelope.

The Council's reserves strategy has been refreshed alongside the development of a two-year balanced budget proposal for 2019/20 and 2020/21 and taken together demonstrate a sound financial position for the Council.

In addition, within the Budget and Council Tax 2018/19 report, Council agreed to continue to take advantage of the flexibility allowed to use capital receipts to fund revenue transformational expenditure. This is agreed up to 2020/21. Following clarification in the Final Local Government Finance Settlement for 2018/19 the intention is to extend this agreement to 2021/22

The capital receipts flexibility and the options of support to the revenue budget puts the focus on the importance to the budget strategy of the Council prioritising the delivery of capital receipts from assets sales.

Resources

Council Tax
Council Tax income is estimated based on annual growth in the council tax base of 1%, in line with recent trends and annual increases in the rate of council tax of 2.99% for 2019/20 and 2020/21 subject to confirmation by the Government of the council tax referendum threshold to be applied to those years.

The Council Tax Base is set assuming a 97% collection rate of council tax. This is in line with the in-year collection rate in recent years. The ultimate collection rate of council tax is around 99% which has enabled the Council to release funds from the council tax collection fund to support the budget on an annual basis. A sum of £3m

support from the collection fund is built into the 2018/19 budget and £3m per annum thereafter.

The Council has levied Adult Social Care Precepts at 3% for 2017/18 and 2018/19 and therefore has now applied the current maximum 6% ASC precept allowed between 2017/18 and 2019/20. On that basis there is no further additional ASC precept assumed for 2019/20. Also there is no assumption of further ASC precepts being allowed in 2020/21. Should the Government decide to allow further ASC precepts and should the Council agree to levy a further precept then this would provide additional resources above the level assumed in the MTFS.

Business Rates
Business Rates income is based on annual indexation at 3% and local growth expectations of around 3% over the next two years, split as 2.2% in 2019/20 and 1% in 2020/21. Business Rates top-up grants, compensation for the multiplier cap and Section 31 Grants are based on Government information for 2019/20 and an assumption that the benefit of those grants continues within the move to 75% Business Rates Retention.

New Homes Bonus Grant
New Homes Bonus Grant is based on a similar level of annual growth of 1% and assumes that the Government maintains the 0.4% baseline annual increase below which no New Homes Bonus is payable.

Public Health Grant
The Government has issued indicative Public Health Grant allocations for 2019/20. The MTFS assumes that allocations from 2020/21 onwards will reflect the outline for Public Sector funding as set out in Autumn Budget 2018.

Housing Benefit Administration and Local Council Tax Support Administration Subsidies

There is an assumption that there will be a cash-standstill with the expectation that the grant will be rolled into the 75% Business Rates Retention from 2020/21.

Update to the 2019/20 funding gap
The latest financial monitoring position reported to Cabinet in November 2018 highlighted significant demand pressures, particularly in relation to social care. These pressures are acknowledged within the two-year budget proposals which will be put to Council for approval in February 2019. The table below demonstrates how a proposed balanced budget for the next two years has been put together.

This includes recognition of rising costs of social care, as described on Page 11 and a range of financing and strategic decisions taken by the Council with regard to capital financing, use of capital resources and treasury management strategies.

Further details of budget savings will be set out in the Budget and Council Tax Report 2019/20.

Balancing the Budget	**2019/20**	**2020/21**
	£m	**£m**
Budget Gaps as per Budget Report 2018/19	**15.8**	**13.9**
Social Care Related Cost Increases		
In-house residential care (ASC)	2.0	0.0
Adults transitions and transforming care	1.5	1.9
Children's Services – rebasing linked to current and forecast		
future LAC activity	9.5	(2.0)
Legal Services Support to Social Care	1.1	0.0
Total Budget Gaps/Overspends to address	**29.9**	**13.8**
MTFS Adjustments		
Revenue and Capital Financing decisions	(10.6)	6.5
General Efficiencies	(1.0)	(2.7)
SY Pension Fund – anticipated benefit from 2019 revaluation	0.0	(4.0)
Updated Funding Forecasts	(3.7)	(3.2)
Total Corporate Efficiencies & MTFS Adjustments	**(15.3)**	**(3.4)**
Updated Net Budget Gap	**14.6**	**10.4**
Future Decisions		
New Budget Options pending final approvals	(7.9)	(16.1)
Increase Council Tax by 2.99%	(1.0)	(1.1)
Council Tax Empty Property Premium increase	0.0	(0.2)
Total Impact of Future Decisions	**(8.9)**	**(17.4)**
Net Position before other actions to Balance Budget	**5.7**	**(7.0)**
Finalisation of a Balanced Budget		
Remove General Budget Contingency in 2019/20	(2.7)	2.7
Non-contribution to reserves in 2019/20	(3.0)	3.0
Further replenishment of reserves in 2020/21	0.0	1.3
Balanced Budget Position	**0.0**	**0.0**

Risk Based Reserves Policy

The Council needs to maintain an appropriate level of General Fund balances to maintain financial stability and to manage any identified and increased financial risk. In determining the minimum level of balances, key factors include:

The risks inherent in the budget;

- The level of specific reserves and associated financial provisions;
- The future risks the Council may be exposed to;
- The Council's history in delivering services within the budgetary provision set.

The Council has undertaken a review of all its General Fund Reserves and the commitments and liabilities against them. This review has established that some of the reserves are no longer needed for the purpose that they were originally established.

Taking into account the proposed balanced budget over the next two years and the level of uncommitted reserves which the Council expects to be in place by March 2021, a refreshed reserves strategy is being put into place which adds those reserves no longer required to the Council's Minimum Balance and retains a number of smaller reserves which can be used more flexibly if/as required.

This is summarised below and is considered to be a sustainable financial position for the medium term.

General Fund Reserves Forecasts

Reserve	**Balance 31Mar 2018 £000**	**Expected Balance 31Mar 2019 £000**	**Expected Balance 31Mar 2020 £000**	**Expected Balance 31 Mar 2021 £000**
Minimum Balance	**28,377**	**17,785**	**15,845**	**18,012**
Corporate Reserves				
Transformation	2,733	2,733	2,733	2,733
Insurance Fund	350	350	350	350
Business Rates	4,000	4,000	4,000	4,000
Pensions	4,925	4,925	4,925	4,925
Looked After Children	1,000	0	0	0
Total Corporate Reserves	**13,008**	**12,008**	**12,008**	**12,008**
Public Health Grant	850	410	0	0
Total Reserves	**42,235**	**30,203**	**27,853**	**30,020**

In setting the annual budget, the Strategic Director of Finance and Customer Services will continue to review the reserves position and advise as to a prudent and necessary minimum level of uncommitted balances/reserves.

Financial risks will continue to be effectively identified, quantified and managed to ensure that the available General Fund balance alongside other reserve provision is reasonable to protect the Council from these potential risks as detailed in the following section.

Risks and Uncertainties

Business Rates
The Government's announcement in December 2017 that there will be a move towards 75% business rates retention in 2020/21 provides uncertainty in the funding system. There will be a significant period of consultation with local government around the new scheme and it is likely local government will know the final outcome at the end of 2019.

There are some key sensitivities in relation to business rates, some of which have been highlighted in the funding section above. These include:

- Growth forecasts
- Revaluations
- Reset of the system during the move to 75% business rates retention
- Appeals – this is a highly volatile area and one which the sector has been asking the Government to address at the national level rather than the local level given its instability. The appeal in relation to NHS trusts is still ongoing. The outcome of this could be significant for local government.
- Potential loss of income in the event of a significant business in the Borough ceases trading

Council Tax
The Government may reduce the referendum limit below the threshold seen in recent years. This would restrict councils' ability to raise Council Tax levels. Rotherham has assumed a 2.99% increase over the medium term, based on Government indications that this would be the likely referendum limit in line with the limit set for 2018/19. Any restrictions below this threshold means a reduction in the level of Council Tax income assumed. However, at present, it seems unlikely that the threshold will be reduced given that Government announced in the consultation on the Finance Settlement that it was minded to maintain the 3% referendum threshold for 2019/20.

New Homes Bonus
There is a risk that the Government provides further amendments to the scheme which sees a significant fall in the level of funding for the Council. For example, further reducing the payments from 4 years to 3 years or increasing the growth threshold above the current 0.4% limit. This is possible following the publication of the 2019/20 Settlement Technical Consultation announced in July 2018 which confirmed that the Government would consider raising the threshold for 2019/20 and will consider other incentives to encourage Housing Growth.

Social Care Funding
The additional improved Better Care Fund announced in March 2017 is for the three financial years 2017/18 to 2019/20. In the event that the funding ceases, local authorities will be faced with a financial 'cliff-edge' that may impact on the delivery of social care services.

Public Health Grant
The Strategy has assumed that from 2020/21the level of grant will reflect the outline for Public Sector funding indicated in Autumn Budget 2018 and be maintained at 2019/20 levels. This will not be confirmed until the details of spending Review 2019 are announced. In addition, the move to 75% Business Rates Retention is likely to see Public Health Grant rolled-in to the scheme and the Council will have to be mindful of this impact.

Pay and Price Inflation
The Strategy has assumed annual pay awards of 2% in line with recent pay awards. Anything over and above this will be an additional budget pressure.

Budget Savings
Where a Directorate is unable to meet previously agreed budget savings, it must mitigate this by producing alternative budget savings. Failure to do so may result in an overall Council overspend that will see the General Fund balance depleted. The implementation of budget savings is monitored monthly to reduce and address risks.

Funding Reviews
The recent Public Accounts Committee Report on the Financial Sustainability of local authorities highlights the funding uncertainty existent within the system:

- The Spending Review 2019 will be announced in March 2019 with the potential for further cuts to the sector
- Fair Funding Review which will examine a 'cost driver' approach to ensure the funding system is fair and transparent
- Move to 75% Business Rates Retention in 2020/21

The Report goes onto recommend that local authorities are provided with the outcome of the Fair Funding Review as early as possible in 2019 and to provide certainty that local authority funding for 2020/21 and 2021/22 will be within a certain margin of change and that they will put in place transitional arrangements to mitigate the effects of substantial changes in funding levels over the medium term.

Brexit
According to the Government's EU exit analysis of January 2018, the geographical impact of Brexit could be greater in areas that are more "exposed to the change in trade barriers" because of their "export composition", meaning economies that rely more on goods than services may see a greater negative impact. It also suggests that areas with "a higher dependence on exports" may be more adversely affected. In addition to this, any overall drop in growth may translate into further cuts to council funding, affective service quality and the availability of public sector jobs. This ultimately means that some areas may be harder hit than others.

Local areas stand to lose £8.4bn of EU structural investment when the UK leaves the EU.

The Local Government Association has highlighted that local areas in England have been allocated a share of £5.3 billion of EU regeneration and infrastructure funding up to 2020. The value of the European Structural and Infrastructure Fund to the Sheffield City Region (SCR) is around £180 million. To access the money, each area has put forward numerous proposals and programme outlines, to create jobs, improve skills or build new infrastructure; and it is up to the Government (current "devolution deals" aside) to decide which projects the money can be spent on. The LGA estimates that billions of this EU funding has yet to be released to local areas; and key element of the SCR devolution deal, as consulted on, has been the devolution of greater decision making over this funding to the local area from Whitehall.

There will be no departure from the EU until 2019 at the very earliest and transitional arrangements are expected to last until the end of 2020 so there is a strong likelihood that the current EU budget to 2020 will stay in place along with all Structural Funds. However, there will be no EU structural funds after 2020 and there must be concern about what, if anything, will replace them from the UK Government. Policy since 2010 has not favoured regeneration funding (e.g. SRB or Neighbourhood Renewal) so the outlook for deprived areas is not positive. The real impact though, will be the difference between what Rotherham might have received through structural funds beyond 2020 and what alternative funding regimes may be put in place by the British government in future.

Pension Fund

The Council participates in three separate pension schemes relating to: Teachers, Local Government employees and staff performing Public Health functions who transferred to the Council on 1 April 2016. All three schemes require contributions from both the employer and the employee, and provide members with benefits calculated by reference to pay levels and length of service.

Rotherham Council also participates in the Local Government Pension Scheme (LGPS), administered by the South Yorkshire Pensions Authority (SYPA), which provides retirement and other benefits for the majority of its staff - some 84% of those staff eligible are members of the scheme.

The most recent triennial actuarial revaluation was in March 2016 and the next will show the position as at 31st March 2019. The results of this revaluation on contribution rates for employers and employees will take effect from April 2020. As part of the revaluation SYPA reviews its investment strategy to match investment returns to the expected benefits payments.

At the last triennial revaluation Rotherham Council's share of the Fund deficit was assessed by actuaries as £129 million in March 2016 - 88% of scheme liabilities. In accordance with the Pension Fund investment strategy and deficit recovery plan the Council has made contributions towards its portion of the deficit.

Recently, in common with other local government pensions funds, the SYPA's funding level has improved to the extent that it is currently close to eliminating the deficit and being fully funded. The pensions authority has set in place a strategy to protect this position and to mitigate the risk of future deficits. Going forward into the 2019 Triennial review the Fund is aiming to stabilise contributions rates in light of the funding level, liabilities and the effect of future investment and changes in ill health

and life expectancy. In consequence, it is anticipated that the ongoing service contribution rates will increase following the revaluation, however as there is not expected to be a deficit, it is also likely that there will be a material net reduction in Local Authority contributions which would take effect in 2020/21 onwards.

IFRS9
The Public Accounts Committee report referred to earlier in this section also raises the issue of the new international accounting requirements for the treatment of gains and losses from investments and the significant volatility to local authorities general funds that this could have.

The Council's Capital Spending Plans

In order to provide services and deliver the Corporate Plan objectives, the Council needs access to long term assets such as buildings and roads. These long term assets are defined as capital expenditure. Capital expenditure is governed and operated under the Prudential Framework for Local Authorities in England. This Framework is a general term for a number of statutory provisions and professional requirements that allows authorities to determine their own plans for capital investment and expenditure, subject to a council following due process in agreeing these plans and being able to provide assurance that they are prudent and affordable. The Council's Capital Programme is funded through a number of sources including Prudential Borrowing, capital grants and contributions, revenue contributions and capital receipts.

The Capital Strategy and Capital Programme to 2021/22 sets out the Council's future capital investment plans to ensure that investment decisions are clearly aligned with the Council's strategic priorities and vision for Rotherham.

The Capital Strategy will help to deliver a Capital Programme that is affordable and sustainable, and contributes to the Borough's economic growth.

The Housing Revenue Account Capital Programme aligns with the priorities set out in the HRA Business Plan.

The Council's funding strategy in respect of the Capital Programme is based on the following key principles:

- Capitalisation opportunities will be maximised, where accounting rules allow;
- 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 2018/29 to 2020/21. As a general principle, capital receipts will be earmarked to minimise revenue costs.

The Capital Programme for the period 2018/19 to 2021/22 sees investment of over £200m in the Borough which recognises the importance of capital investment in our built environment and infrastructure environment in bringing about economic growth and improving the attractiveness of the Borough as a place to live, learn, work, visit

and play. Details of the revised and updated Capital Programme will be reported to Council in February 2019 as part of the Budget and Council Tax Report 2019/20.

Whilst interest rates remain low, the Council has continued to take advantage of the current availability of short-term cash loans at very favourable rates and did not take out any new long-term loans in 2017/18. The approach is considered low risk. In the event that the markets change, the Council is in a position to take out long-term loans which would be a more cost effective option.

The Council's Capital Spending Plans are aligned to the Council Plan priorities:

Every child making the best start in life

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. A total of 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 Council has a duty to provide sufficient accommodation for looked after children. There is also a requirement to ensure that looked after children are placed in foster or adoptive homes with their siblings, unless there is a child welfare reason not to do so. Funding is provided to enable foster carers and adopters to enlarge their homes, or in some circumstances to obtain an alternative larger home, is designed to increase the Council's capacity to accommodate looked after children locally and in particular to provide for additional capacity to secure permanence for sibling groups with foster carers and adopters.

Every adult secure, responsible and empowered

Digital technology and the independence provided to individuals through assistive technology is key part of adult social care's transformation and capital funding of £2.7m has been identified to enable the continued development of products and services.

The Assistive Technology service provides vulnerable customers with a range of personal triggers and auto alerting telecare equipment. This equipment is installed in customer's properties to alert the Rothercare service or an on-site carer; if for example the person has fallen, exited the property at an inappropriate time of day/night or has an Epileptic seizure. GPS trackers are also issued for vulnerable people to still be able to access the community but can be located if there is concern.

The service provides a diverse range of equipment which can create bespoke packages to meet individual needs/risks to enable the individual to remain as

independent as possible whilst reducing the risks.

A range of non-telecare preventative equipment is also issued e.g. orientation clocks, lockable automated medication dispensers; automated reminder screens; also specialist equipment to support both Visual and Hearing impaired individuals.

A strong community in a clean safe environment

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.

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 and residents quality of life. 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".

In 2018/19, the Council prioritised an initial investment of £1m in the Councils footway network in 2018/19 to slow the decline of the condition, which is currently around 4% per year.

Investment in two mechanical cleaning vehicles will support the provision of mechanical across the Authority. Rotherham Metropolitan Borough Council undertakes scheduled street cleansing using a mixture of manual (litter-picking) and mechanical (path/road sweeping) resources. Mechanical cleansing is by far the most efficient and effective way to keep the public highway clear of litter and detritus. Regular mechanical cleaning of highway channels removes litter, but also prevents the build-up of detritus and weed growth, and supports the cleanliness of drainage gullies. The machines are currently being procured.

The Council services 1,880 litter bins across the borough (7.2 per 1,000 head of population). Of these around 120 are in the main town centre of Rotherham. A recent audit showed that around 15% of the litter bins are damaged, missing or inappropriate, and require repair or replacement. At present the number of requests for repair or replacement of litter bins outstrips our financial capacity, and has led to a backlog of reactive repairs. At present there are around 150 requests for litter bins to be replaced across the Borough. In addition to this, there are a number of litter bins across the Borough which, whilst not damaged beyond repair, would merit replacement. We plan to replace 160 bins across the borough.

Our investment in solar compaction litter bins will help with remote monitoring, that can inform the operational service when bins are full, and support operational services to plan bin emptying more effectively, with an assumption that they can reduce the number of required collections by around 80%, and

that this also leads to reductions in the use of bin liners, and vehicle wear and tear and fuel consumption. In turn the manufacturers claim that the high cost of these bins can be offset by savings through productivity and route efficiency, through optimised collections, reallocated resources and reduced man hours.

Investment in Rother Valley Country Park means that it will have its own camping and caravan site. The site will offer 129 pitches for touring caravans and motorhomes, plus spaces for 34 tents, along with modern toilet and shower facilities, a reception block with café bar, a shop for visitors and a children's play area. The business generated by these facilities is expected to help the long-term future of Rother Valley Country Park and ensure it continues to be a popular destination for those in the borough and surrounding areas.

The Council plans to deliver 12 bungalows for older people, through a pilot to test alternative modern construction methods. Funding for the pilot will come from the Housing Revenue Account (HRA) and, subject to confirmation, grant funding from the Sheffield City Region's Housing Fund. 'Modern methods of construction' (MMC) is a generic term used to cover several different types of homes that are manufactured in a factory environment and either fully or partially assembled in the factory, or the component parts are assembled on site. MMC could provide an efficient alternative to traditional construction methods for the following reasons:

- Increased pace of delivery
- Quality and energy efficiency can be higher
- Some providers claim the costs are lower than traditional construction

Extending opportunity, prosperity and planning for the future

The town centre masterplan details how major development will take place - from a vibrant leisure quarter at Forge Island, attractive outdoor spaces, and high quality riverside living. Highlights of the plan include:

- Forge Island developed into a major leisure destination including a new cinema, a quality hotel, food and drink and potentially a new theatre
- More than 350 high quality riverside homes, offering buyers spacious, well-designed waterfront living at competitive prices
- The opening-up of Rotherham outdoor market, with a new attractive stepped entrance and space for a new community advice hub
- A new higher education development at Doncaster Gate scheduled to open in September 2018
- A refurbished bus interchange and multi-storey car park, funding for which has already been secured
- A series of upgraded streets and spaces including a vibrant green space at Effingham Square and new pedestrianised setting and traffic calmed environment at Grimm & Co.

Rotherham Metropolitan Borough Council wishes to improve the vitality and viability of the town centre of Swinton, introducing additional residential accommodation in close proximity to the centre together with a civic and community offer

complemented by an enhanced retail offer in the form of a limited number of new units and refurbishment of the existing parade.

Technology
All of us, to varying degrees, now expect technology to be part of our lives and part of the way we do business. We need to make it easy for people to do business with the Council online whilst recognising that there will still be a proportion of the population that will still want to do business on the telephone or indeed face to face.

The Council's Digital Strategy sets out its vision for putting technology at the forefront of the Council's journey to become a modern, high performing local authority. The Strategy recognises what digital can do for Rotherham: bringing communities together, strengthening relationships between the Council and its customers.

The updated Capital Programme proposals for 2018/19 to 2022/23 include implementation of Office 365, a customer management system and technology to support social care.

Asset Rationalisation and Disposals
The Council has been actively rationalising its operational and non-operational estate for the last five years, which has delivered both capital receipts to help fund further investment priorities as well as revenue savings. A Corporate Property Strategy sets out how the Council will manage its property portfolio over the next 5 years and how it will work with and challenge services on their proposed use of property to deliver services.

Housing Revenue Account

The Housing Revenue Account (HRA) records all expenditure and income relating to the provision of council housing and related services, and the Council is required to produce a HRA Business Plan setting out its investment priorities over a 30 year period.
The Council's published the HRA Business Plan 2018/19 in January 2018 covering the next 30 years.

As of April 2017 the Council had £304 million housing debt and a borrowing limit set by the Government of £336 million. Total HRA Operating expenditure for the year 2018-19 is projected to be £75m. Income for the year is forecast to be £83.5m. Appropriations to support capital investment will total approximately £8.5m.

The objectives of this business plan are to ensure the HRA has balanced budgets for the next five years, support housing growth, continuing stock investment that will satisfy tenant expectations and targeted investment in key services that will improve services to tenants. The main areas of investment in the early years will be:

• Supporting housing growth where we plan to spend over £50m by 2023

• Activity to mitigate the impact of welfare reform

• Ensuring we prioritise the completion of essential investment associated with our statutory duties including but not limited to the Regulatory Reform (Fire Safety) Order 2006.

The main source of funding for the business plan is from tenant rents which will continue to be set in line with the Government's national social rent policy.

Key priorities of the HRA Business Plan are :

- Contributing to the Borough's housing growth objective of 900 homes per year through building and/or purchasing new properties
- Maintaining and continuing to improve the Council's 20,500 homes
- Contributing to the development of low cost home ownership products that are needed locally and will play a critical role in the overall economic growth of Rotherham Borough.

Delivering and Monitoring the Financial Strategy

This Strategy has set out the challenges and the options facing Rotherham MBC over the next 3 years. The underpinning budget is being developed using a policy-led approach that is corporately owned and will consider and explore opportunities to modernise services, do things differently and ensure that the longer-term implications of both savings and investments in the short-term are fully considered across all services.
The budget setting process identifies the services pressures faced by the Council and ensures that resources are allocated to where they meet with Council Plan priorities and are affordable. Robust budget saving options are developed to ensure that the Council addresses its funding gap and these options are widely consulted with key stakeholders including the electorate. Development of the Council budget adopts robust governance principles ensuring both members and officers are involved in the process considering all relevant information. There is a strong emphasis on understanding both the national and local environment which inform the decision making process. Evaluation of key pressures including pay and price levels, statutory changes and demand for service is undertaken.

Each month managers receive timely information on expenditure and income on each budget which is sufficiently detailed to enable them to fulfil their budgetary responsibilities.

Financial monitoring reports which include an up to date outturn forecast are submitted to Cabinet at least 6 times a year. Overview and Scrutiny Management Board also review Financial Monitoring reports on a quarterly basis alongside quarterly performance reports on the Council Plan.

The Medium Term Financial Strategy will be kept under review alongside the monitoring of delivery of the Council's budget and performance objectives as set out in the Council Plan.

In particular the MTFS will be refreshed following the publication of Spending Review 2019 which is expected to be in Spring 2019.

Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Increase in Council Tax Empty Property Premium

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)
Robert Cutts, Service & Development Manager - Revenues, Benefits & Payments
01709 823320 or robert.cutts@rotherham.gov.uk

Ward(s) Affected
Borough-wide

Summary

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 1st 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.

In January 2018 Cabinet approved the introduction of the 100% Premium, which is expected to be effective from 1st April 2019. However it has subsequently been announced that further changes are to be introduced to the Premium for the financial years 2020/21 and 2021/22, which would allow Councils to apply larger premiums to properties unoccupied and unfurnished for over five and ten years. It is understood that further guidance regarding implementation of the 2020/21 and 2011/22 changes may be released by the Government at a later date.

Legislation to introduce the changes to premiums received Royal Assent in November 2018 and it is expected that guidance in respect of the changes that can be applied from 2020/21, will be issued thereafter.

Recommendations

1. That Cabinet recommend to Council that subject to the legislation being introduced an increase in the Empty Property Premium as follows;

   (a) From 2020/21 a 200% premium for properties unoccupied and unfurnished for over five years.

   (b) From 2021/22 a 300% premium for properties unoccupied and unfurnished for over ten years.

   (c) Any decisions required in relation to the implementation of premiums following the issue of Government guidance, be delegated to the Strategic Director of Finance and Customer Services, in consultation with Cabinet Member for Corporate Services and Finance.

List of Appendices Included
None

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

Increase in Council Tax Empty Property Premium

1. Recommendations

1.1 That Cabinet recommend to Council an increase in the Empty Property Premium as follows;

1.1.1 From 2020/21 a 200% premium for properties unoccupied and unfurnished for over five years.

1.1.2 From 2021/22 a 300% premium for properties unoccupied and unfurnished for over ten years.

1.1.3 Any decisions required in relation to the implementation of premiums following the issue of Government guidance, be delegated to the Strategic Director of Finance and Customer Services, in consultation with Cabinet Member for Corporate Services and Finance.

2. Background

2.1 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.

2.2 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.

2.3 The Council introduced the Council Tax Premium with effect from 1st April 2013 with the 50% Premium being charged on the two year anniversary of a property becoming unoccupied and substantially unfurnished. Government introduced exceptions to the Premium for annexes and properties which were the sole or main residence of members of the armed forces.

2.4 In addition to the two exceptions for annexes and armed forces, Government included in both the consultation and subsequent guidance their expectations that councils would consider why properties were empty including whether they were genuinely on the housing market for sale or rent. Government stipulated in their guidance however that billing authorities were free to make their own decisions when administering the premium.

2.5 Rotherham, like many other authorities, considered that the determination of whether a property was genuinely on the housing market for sale or rent would be difficult and create an administrative burden. No exceptions were therefore adopted and the Premium in Rotherham is applied to all long term empty properties without any locally determined exceptions.

2.6 Liable parties are advised of the Premium six months in advance of it coming into effect. Where they are struggling with payment the Council Tax teams will work with them to agree payments and where a sale is imminent will agree to payment from proceeds of sale if backed by a solicitor's agreement. Although Charging Orders can be obtained to secure any Council Tax arrears this can incur substantial additional costs and is generally only used where the level of arrears is high and the taxpayer is not making efforts to pay. The Charging Order can be used to force the sale of the property in certain circumstances such as high arrears levels or where a property is abandoned. Analysis of the accounts where a premium was being charged showed that only 10% had an outstanding Liability Order as a result of non-payment. It is assumed that the level of non-payment will increase should higher premiums be introduced.

2.7 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.

2.8 In January 2018 Cabinet approved the introduction of the 100% Premium, which is expected to be effective from 1st April 2019. The current premiums that have already been approved by Cabinet are detailed in the table below.

	Over 2 Years	**Over 5 years**	**Over 10 years**
2018 / 19	50%	50%	50%
2019 / 20	100%	100%	100%

2.9 It has subsequently been announced that further changes are to be introduced to the premium for the financial years 2020/21 and 2021/22, which would allow Councils to apply larger premiums to properties unoccupied and unfurnished for over five and ten years. It is understood that further guidance regarding implementation of the 2020/21 and 2011/22 changes may be released by the Government at a later date.

2.10 The proposed new percentages are as detailed in the table below.

	Over 2 Years	**Over 5 years**	**Over 10 years**
2020 / 21	100%	200%	200%
2021 / 22	100%	200%	300%

2.11 The breakdown of the 324 properties currently attracting a premium, by property band, is shown in the following two tables by number and percentage.

Numbers of premiums in each band and age group

	A	**B**	**C**	**D**	**E**	**F**	**G**	**H**
2 years	153	19	10	11	3	0	0	0
5 years	58	7	6	4	2	2	1	0
10 year	38	6	3	1	0	0	0	0
Total	**249**	**32**	**19**	**16**	**5**	**2**	**1**	**0**

Percentages of premiums in each band and age group*

	A	B	C	D	E	F	G	H
2 years	78%	10%	5%	6%	2%	0%	0%	0%
5 years	73%	9%	8%	5%	3%	3%	1%	0%
10 year	79%	13%	6%	2%	0%	0%	0%	0%
Overall	**77%**	**10%**	**6%**	**5%**	**2%**	**1%**	**0%**	**0%**

*Rounded to the nearest whole percentage

2.12 The annual charges for each Band as a result of the various premiums can be seen in the following table. These figures are based on 2018/19 charges without a parish precept

.

Premium	A	B	C	D	E	F	G	H
None	£1,146	£1,337	£1,528	£1,719	£2,101	£2,483	£2,865	£3,438
50%	£1,719	£2,006	£2,292	£2,579	£3,152	£3,725	£4,298	£5,158
100%	£2,292	£2,674	£3,056	£3,438	£4,202	£4,967	£5,731	£6,877
200%	£3,438	£4,011	£4,584	£5,158	£6,304	£7,450	£8,596	£10,315
300%	£4,584	£5,349	£6,113	£6,877	£8,405	£9,933	£11,461	£13,753

2.13 Legislation to introduce the changes to premiums received Royal Assent in November 2018 and it is expected that further guidance will be issued thereafter in respect of the changes that can be applied from 2020/21.

3. Key Issues

3.1 Legislation to introduce the changes to premiums received Royal Assent in November 2018 and it is expected that further guidance will be issued subsequently regarding the implementation by councils of the 2020/21 and 2021/22 changes.

4. Options considered and recommended proposal

4.1 The Council could choose not to introduce some or all of the premium increases however it is considered that it is desirable to do so in order to incentivise owners to bring empty properties back into use and thus reduce the shortage of available housing.

4.2 Exceptions to the 100% Premium could be introduced where, for example, it is considered that a property is genuinely on the housing market for sale or rent. However this would require a change to the current premium arrangements and as was previously considered, it would be very difficult to implement accurately and fairly, involving a substantial amount of individual opinion.

5. Consultation

5.1 The recommendations have been considered by the relevant Cabinet Member who is supportive of the recommendations to increase the Council Tax Empty Premium for the financial years 2020/21 and 2021/22.

6. Timetable and Accountability for Implementing this Decision

6.1 The Legislation regarding increases to the premium received Royal Assent in November 2018. Increases to the premium in Rotherham would be introduced based on the effective dates of each individual change as outlined in the legislation.

7. Financial and Procurement Implications

7.1 In Rotherham the 50% Council Tax premium charges for 2018/19 is expected to total £198k per annum.

7.2 Although the number of properties attracting a Premium over recent years has not fluctuated much, the value of the premium has steadily increased as Council Tax charges have risen year on year, particularly with the introduction of the Adult Social Care Precept.

7.3 Over recent years the gross value of the Premium raised, inclusive of any precepts, has been as follows although it should be noted that not all Premium raised is collected;

- 2013/14 = £160k
- 2014/15 = £133k
- 2015/16 = £159k
- 2016/17 = £178k
- 2017/18 = £175k
- 2018/19 = £198k

7.4 Based on the current empty properties and Council Tax charges, the premium charges for this year and subsequent years, with the maximum premium percentage applied, are estimated as set out below. These amounts could reduce if the increased premium charge encourages liable parties to sell properties, bring them back into occupation or furnish them.

	Over 2 Years	**Over 5 years**	**Over 10 years**	**Total**
2018/19	£120k	£49k	£29k	£198k
2019/20	£240k	£98k	£59k	£397k
2020/21	£240k	£196k	£117k	£553k
2021/22	£240k	£196k	£176k	£612k

7.5 Based on the Medium Term Financial Strategy assumption of a Council Tax increase of 1.99%, the increase in income above current budget plans will be in the region of £160k from 2020/21 and will contribute to the budget gap of £15.8m for 2018/19. Any implementation delay risk will be managed through the Council's Collection Fund and hence does not constitute a risk to the Budget.

8. Legal Implications

8.1 Legislation to introduce the changes to premiums received Royal Assent in November 2018.

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 implementation of the 50% premium in 2013/14 prompted a number of complaints from affected taxpayers, elected members and Members of Parliament. It is likely that further increases in the Premium may have the same effect.

14. Accountable Officer(s)

Graham Saxton, Assistant Director of Financial Services

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services (S.151 Officer)	Graham Saxton	09/11/18
Assistant Director of Legal Services (Monitoring Officer)	Dermot Pearson	23/11/18
Assistant Director of Human Resources (if appropriate)	N/A	N/A
Head of Procurement (if appropriate)	N/A	N/A

Report Author: *Rob Cutts, Service & Development Manager - Revenues, Benefits & Payments*

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Review of Polling Places 2019

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 Finance & Customer Services

Report Author(s)
Claire Wardle, Electoral Services Manager
01709 823521 or claire.wardle@rotherham.gov.uk

Ward(s) Affected
Borough-wide

Summary

The purpose of this report is to seek a recommendation from Cabinet to Council for approval of the commencement of a statutory review of polling districts and polling places within the borough.

Recommendations

1. That Cabinet recommend to Council that:

    a. approval is granted to undertake a review of polling places in 2019 following the process described in this report.

    b. the scope of the review and the proposals for changes be noted.

    c. the outline timetable for the review, as set out in Appendix 1, be agreed.

    d. power to designate polling places in accordance with section 18B of the Representation of the People Act 1983 is continued to be delegated to the Chief Executive, such power to be exercised only in circumstances where a decision is required at short notice and it is not possible to await a decision of Council.

2. That following the outcome of the consultation on the review, the Assistant Director of Legal Services report to Cabinet with final review proposals for determination in order for Cabinet to make final recommendations to Council.

List of Appendices Included
Appendix 1 Review Timetable
Appendix 2 Notice of Review
Appendix 3 Consultation Paper
Appendix 4 Maps of current wards
Appendix 5 Maps of new wards

Background Papers
Electoral Commission guidance on the review of polling districts and polling places

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Council – 23 January 2019

Council Approval Required
Yes

Exempt from the Press and Public
No

Review of Polling Places 2019

1. Recommendations

1.1 That Cabinet recommend to Council that:

1.1.1 approval is granted to undertake a review of polling places in 2019 following the process described in this report.

1.1.2 the scope of the review and the proposals for changes be noted.

1.1.3 the outline timetable for the review, as set out in Appendix 1, be agreed.

1.1.4 power to designate polling places in accordance with section 18B of the Representation of the People Act 1983 is continued to be delegated to the Chief Executive, such power to be exercised only in circumstances where a decision is required at short notice and it is not possible to await a decision of Council.

1.2 That following the outcome of the consultation on the review, the Assistant Director of Legal Services report to Cabinet with final review proposals for determination in order for Cabinet to make final recommendations to Council.

2. Background

2.1 Under the Representation of the People Act 1983, the council has a duty to divide its area into polling districts and to designate a polling place for each district.

2.2 The following definitions may be helpful when reading the report and Appendices.

- "Polling districts" are geographical electoral areas into which wards and constituencies may be sub-divided.
- "Polling places" are the buildings or areas designated by the council where electors in a polling district go to vote in person.
- "Polling stations" are the number of issuing desks in the building that is the designated polling place.

2.3 The Electoral Administration Act 2006, as amended, introduced a duty on all local authorities in Great Britain to review their polling districts and polling places at least once every five years. The Council undertook the last full compulsory review between November 2013 and December 2014. An interim review was undertaken in 2017, but a full review is now due and should be completed by December 2019.

2.4 The Local Government Boundary Commission carried out an electoral review of the Rotherham Borough between September 2016 and October 2017. The Rotherham (Electoral Changes) Order was made on 8 March 2018, and the new ward boundaries will take effect from May 2020. The polling places review will consider the polling places and polling districts for the new wards.

2.5 Ward boundaries cannot be changed as part of this review. Ward and constituency boundaries are the responsibility of the Local Government and Parliamentary Boundary Commissions respectively. This review can only consider the internal boundaries of polling district within wards.

2.6 The review will be governed by the provisions of Schedule 1A to the Representation of the People Act 1983, and follow the Electoral Commission guidance on the review of polling districts and polling places.

3. Key Issues

3.1 A preliminary review has been undertaken by council officers to inform the Returning Officer's initial proposals which are set out in the Consultation Paper attached at Appendix 2.

3.2 Some current polling places will not be available in future, and the review also takes into account the impact of the ward boundaries which will come into effect at the 2020 elections. The main issues considered in the development of the initial proposals were:

a) To try and identify new polling places in areas where the existing provision is unsuitable or unavailable
b) To consider, as appropriate, feedback received following recent elections raised by members of the public, elected members and other stakeholders
c) To ensure, as far as practicable, that any new polling places are accessible to people with disabilities
d) To ensure that ell electors have such reasonable facilities for voting as are practicable in the circumstances
e) To try and minimise disruption to schools. It should be noted that the Returning Officer is entitled to use schools and academies free of charge. However, where alternative premises exist which can provide better facilities for voting, they may be considered.
f) To minimise any inconvenience to voters where polling district boundaries are altered as a result of the ward boundary changes.

3.3 Further details about the existing polling scheme and the proposals for changes are outlined in the Consultation Paper, a copy of which is attached at Appendix 2.

3.4 Following this initial assessment of the current issues and proposals of change, the process for designating new polling places should be robust and allow input from interested parties. There are five key stages in the review process.

3.4.1 Notification of the review – the Council will give public notice of the review, using the Notice attached at Appendix 3, and will publicise the review via the council website and press release.

3.4.2 Consultation – As well as making details of the consultation available on the website, the consultation paper will be sent to borough ward members, parish councillors, MPs, and local political parties. It will also be sent to any other interested persons or groups, including local disability groups

3.4.3 Concluding the review – All representations will be considered, and a further report will be brought to Council with final proposals for determination.

3.4.4 Publishing the conclusion of the review – the final decisions will be published, along with the reasons for those decisions, and along with all representations received during the consultation period.

3.4.5 Appeals process – certain persons, on specific grounds, can appeal to the Electoral Commission about the alteration of polling places.

4. Options considered and recommended proposal

4.1 Option 1 – Do not carry out a review, and do not change any polling places before the 2020 elections. This option has been discounted because the council has a statutory duty to carry out a review, and some existing polling places will not be available in 2020.

4.2 Option 2 – Carry out a full review of polling places commencing in February 2019 to allow sufficient time to consult and determine changes in time for the Borough, Parish and Police and Crime Commissioner elections in May 2020.

4.3 It is recommended that a full review of polling places be undertaken, following the statutory process and guidance issued by the Electoral Commission.

5. Consultation

5.1 As outlined in paragraph 3.6 (2), certain stakeholders will be consulted directly. The review will be widely publicised and any elector will be entitled to respond.

6. Timetable and Accountability for Implementing this Decision

6.1 An outline timetable for the review is given at Appendix 1, commencing with the notice of review on 4 February 2019. The work involves seeking comments on the existing arrangements and initial proposals for change, preparing final proposals, Council determination of the final proposals, publishing the conclusions, and altering the electoral register as required.

6.2 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 provides for decisions on polling districts and places to be made by the Council.

6.3 The Assistant Director for Legal Services will be responsible for implementing the decisions.

7. Financial and Procurement Implications

7.1 The cost of conducting the review will be funded from within the existing Electoral Services budget.

7.2 Subject to the final recommendations following the consultation, any increased hire charges arising from the use of private premises, if necessary, will be offset by a reduction in the number of polling stations.

7.3 There are no financial implications for the General Fund. The Council only funds the cost of Borough elections, with all other elections being funded from grant monies from Central Government.

8. Legal Implications

8.1 The Council has a legal duty to review polling districts and polling places, as described in this report. The legislative framework for reviews of polling districts and places consists of: (i) sections 18A to 18E and Schedule A1 of the Representation of the People Act 1983, as inserted by section 16 of the Electoral Administration Act 2006; (ii) section 17 of the Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews.

9. Human Resources Implications

9.1 None arising directly from this report.

10. Implications for Children and Young People and Vulnerable Adults

10.1 The voting age is 18 or over. The recommendations link to the council priority - every adult secure, responsible and empowered.

11. Equalities and Human Rights Implications

11.1 The council must seek to ensure that, so far as is reasonable and practical, every polling place for which it is responsible is accessible to people who are disabled. Provision of reasonably convenient polling arrangements is an essential element of the free and fair elections required under Protocol 1, Article 3 of the Human Rights Act.

12. Implications for Partners and Other Directorates

12.1 None arising directly from this report, but partners and other directorates will be engaged as appropriate through the consultation.

13. Risks and Mitigation

13.1 Polling places are essential for the conduct of elections. Inadequate provision of polling places and polling stations could have a detrimental effect on voter turnout and could be the source of an election challenge.

14. Accountable Officer(s)

Dermot Pearson, Assistant Director (Legal Services)

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services (S.151 Officer)	Nikki Kelly	18.11.2018
Assistant Director of Legal Services (Monitoring Officer)	Dermot Pearson	18.11.2018
Assistant Director of Human Resources (if appropriate)	N/A	N/A
Head of Procurement (if appropriate)	N/A	N/A

Report Author *Claire Wardle, Electoral Services Manager*
01709 823521 or claire.wardle@rotherham.gov.uk

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Appendix 1 – Draft Timetable

Review of Polling Places 2019 – Draft timetable	
Resolution from Council providing for commencement of the review	Wednesday 23 January 2019
Notice of Interim Review published in relevant areas and elected members of the area notified	Monday 4 February 2019
Commencement of Consultation on current provision and proposed changes	Monday 4 February 2019
End of Consultation	Friday 26 April 2019
Consider comments and if necessary revise proposals	Friday 17 May 2019
Final proposals published via Agenda papers and website	22 July 2019 (tbc)
Cabinet Meeting	5 August 2019 (tbc)
Council meeting – approval of polling place scheme	4 September 2019 (tbc)
Publication of review result	September 2019
Publish Electoral Register on new wards and polling districts	1 December 2019
Elections on new boundaries and polling place scheme	Thursday 7 May 2020 (Borough, Parish and Police and Crime Commissioner elections)

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Appendix 3

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

Notice of Review of Polling Districts, Polling Places and Polling Stations

Rotherham Metropolitan Borough Council is carrying out a review of polling districts and polling places in the borough.

This is in accordance with the requirements of section 18C of the Representation of the People Act 1983.

Details of the current arrangements and the Returning Officer's proposals for changes can be viewed:

- on the council's website at www.rotherham.gov.uk/elections
- at the Customer Service Centre, Riverside House, Main Street, Rotherham
- at Aston Library & Neighbourhood Hub, Worksop Road, Aston
- at Maltby Library and Neighbourhood Hub, Braithwell Road, Maltby
- at Wath Library, Montgomery Square, Wath
- at Dinnington Library and Neighbourhood Hub, Laughton Road, Dinnington
- at Rawmarsh Library & Neighbourhood Hub, Barbers Avenue, Rotherham

Any registered elector may make representations on the current and proposed arrangements. We welcome comments and suggestions from anyone who has expertise in access for people with any type of disability.

Where possible, people making representations should suggest alternative places that may be used as polling places.

Representations should be made in writing by no later than **Friday 26 April 2019** to Electoral Services by using the online form on the council's website, or by post to Riverside House, Main Street, Rotherham S60 1AE, or by email to electoral.services@rotherham.gov.uk.

The results of the review will be published by the Council in September 2019 and will be available for inspection on the council's website and the above mentioned offices. Persons or groups making submissions need to be aware that, upon completion of the review, all correspondence/representations received must by law, also be published.

Dated 4 February 2019

Sharon Kemp, Chief Executive

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Review of Polling Districts and Polling Places

Rotherham Metropolitan Borough Council

Consultation Paper

Consultation Period runs from 4 February to 26 April 2019

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1. Background to the Review

Under the Representation of the People Act 1983, the council has a duty to divide its area into polling districts and to designate a polling place for each district for Parliamentary elections. The arrangements made for parliamentary elections are also used at other elections, and the council must keep the arrangements under review.

The Electoral Administration Act 2006, as amended, introduced a duty on all local authorities in Great Britain to review their polling districts and polling places at least once every five years. Rotherham council undertook the last full compulsory review between November 2013 and December 2014, so another full review is now due and should be completed by December 2019.

2. Boundary changes

The Local Government Boundary Commission carried out an electoral review of the Rotherham Borough between September 2016 and October 2017. The aim of the electoral review was to recommend ward boundaries that mean each councillor represents approximately the same number of voters.

The Boundary Commission's final recommendations have been made law through the Rotherham (Electoral Changes) Order, made on 8 March 2018. The new ward boundaries will take effect from May 2020. The ward boundary changes are significant, affecting each area of Rotherham:

- Instead of 21 wards, there will be 25 wards
- Each ward will be represented by two or three councillors
- The number of councillors will reduce from 63 to 59

A map of the new wards is reproduced at p.6, and a list of the new wards and the number of councillors that will represent each ward is set out on p.7.

Further information about the electoral review can be found at http://www.lgbce.org.uk/all-reviews/yorkshire-and-the-humber/south-yorkshire/rotherham

As a result of the changes to electoral wards, the polling districts in the borough need to be reviewed and amended. The polling district boundary changes required are included in this compulsory review of polling districts and polling places.

Maps of the current wards and polling districts and the new wards and polling districts can be found on the council's website at www.rotherham.gov.uk/elections or are available from Electoral Services.

It should be noted that electors will continue to be electors of their current ward in the event of any local by-election occurring before the May 2020 elections.

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The Parliamentary Boundary Commission for England has recently published its final recommendations for new constituency boundaries, which will now be subject to parliamentary approval. If approved, the Wentworth and Dearne constituency would be renamed Wentworth and Hoyland, and it would take in three different wards from Barnsley MBC. The current Wickersley Ward would be in the Rotherham parliamentary constituency rather than the Wentworth constituency, and so this potential change must be taken into account when reviewing the polling arrangements for the new Bramley & Ravenfield and the Wickersley North Wards.

Neither the ward boundaries, nor the parliamentary constituency boundaries, can be changed as part of the council's review of polling districts and polling places, as they are the responsibility of the relevant Boundary Commission.

3. Definitions

"Polling districts" are geographical electoral areas into which wards and constituencies may be sub-divided. In areas with parishes, each parish should be its own polling district.

"Polling places" are the buildings or areas designated by the council where electors in a polling district go to vote in person.

The polling place should in normal circumstances be situated within the polling district for which it is designated, but in some circumstances, for example where no suitable polling place can be found, then the polling place may be designated outside the polling district.

"Polling stations" are the number of issuing desks in the building that is the designated polling place, which generally range from one to three. The Returning Officer determines the number of polling stations depending on the electorate at a particular election. Wherever possible there should be no more than 2,500 electors (excluding postal voters) allotted to a polling station.

4. The Review Process

A preliminary review has been undertaken by council officers to inform the proposals now set out in the representations of the (Acting) Returning Officer. The proposals have been included in this consultation paper, from p. 8, and the council invites comments on these proposals.

The main issues considered in the development of the proposals were:

a) To try and identify new polling places in areas where the existing provision is unsuitable or unavailable.

b) To consider, as appropriate, feedback received following recent elections raised by members of the public, elected members and other stakeholders.

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c) To ensure, as far as practicable, that any new polling places are accessible to people with disabilities.

d) To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances.

e) To try and minimise disruption to schools. It should be noted that the Returning Officer is entitled to use schools and academies free of charge[1]. However, where alternative premises exist which can provide better facilities for voting, they may be considered.

f) To minimise any inconvenience to voters where polling district boundaries are altered as a result of the ward boundary changes.

The council is required to publish a notice of the holding of a review. Information about the review is made available on the council's website. The consultation paper will be sent to councillors, Members of Parliament, local political parties, parish councils, and any other interested groups or persons, including those who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

5. Making comments

The council would welcome comments on the proposals. We would encourage anyone making representations to suggest alternative polling districts or places to those proposed where appropriate, along with their reasons, so that they may be given full consideration.

Anyone registered as an elector in the Rother Valley, Rotherham or Wentworth and Dearne constituencies may make representations to the council. Please note that all representations are required by law to be published.

Representations will also be considered from persons who have particular expertise in relation to access to premises or facilities for person who have different forms of disability.

Any representations must be received by **Friday 26 April 2019,** and should be addressed to:

Electoral Services, Riverside House, Main Street, Rotherham, S60 1AE

or emailed to: electoral.services@rotherham.gov.uk

The sheet at Appendix 1 may be used for submitting your views. Or you can respond using our online form via www.rotherham.gov.uk/consultations

[1] Rule 22, Sch 1, Representation of the People Act 1983

6. The Review Timetable

Publication of notice of review	Monday 4 February 2019
Publication of consultation paper including (Acting) Returning Officer's proposals	Monday 4 February 2019
Closing date for representations	Friday 26 April 2019
Council's Cabinet meeting – recommendation of polling place changes	5 August 2019 (tbc)
Council meeting – ratification of polling district and polling changes	4 September 2019 (tbc)
Publication of Electoral Register on new wards and polling district boundaries	1 December 2019
Rotherham Borough Council Elections /Parish elections / Police and Crime Commissioner elections	Thursday 7 May 2020

7. Completion of review

The council will publish:

- The results of the review
- The minutes of council meetings concerning the review
- All correspondence received in connection with the review
- All representations made by any person in connection with the review

8. Role of the Electoral Commission

The council will follow guidance issued by the Electoral Commission in undertaking the review.

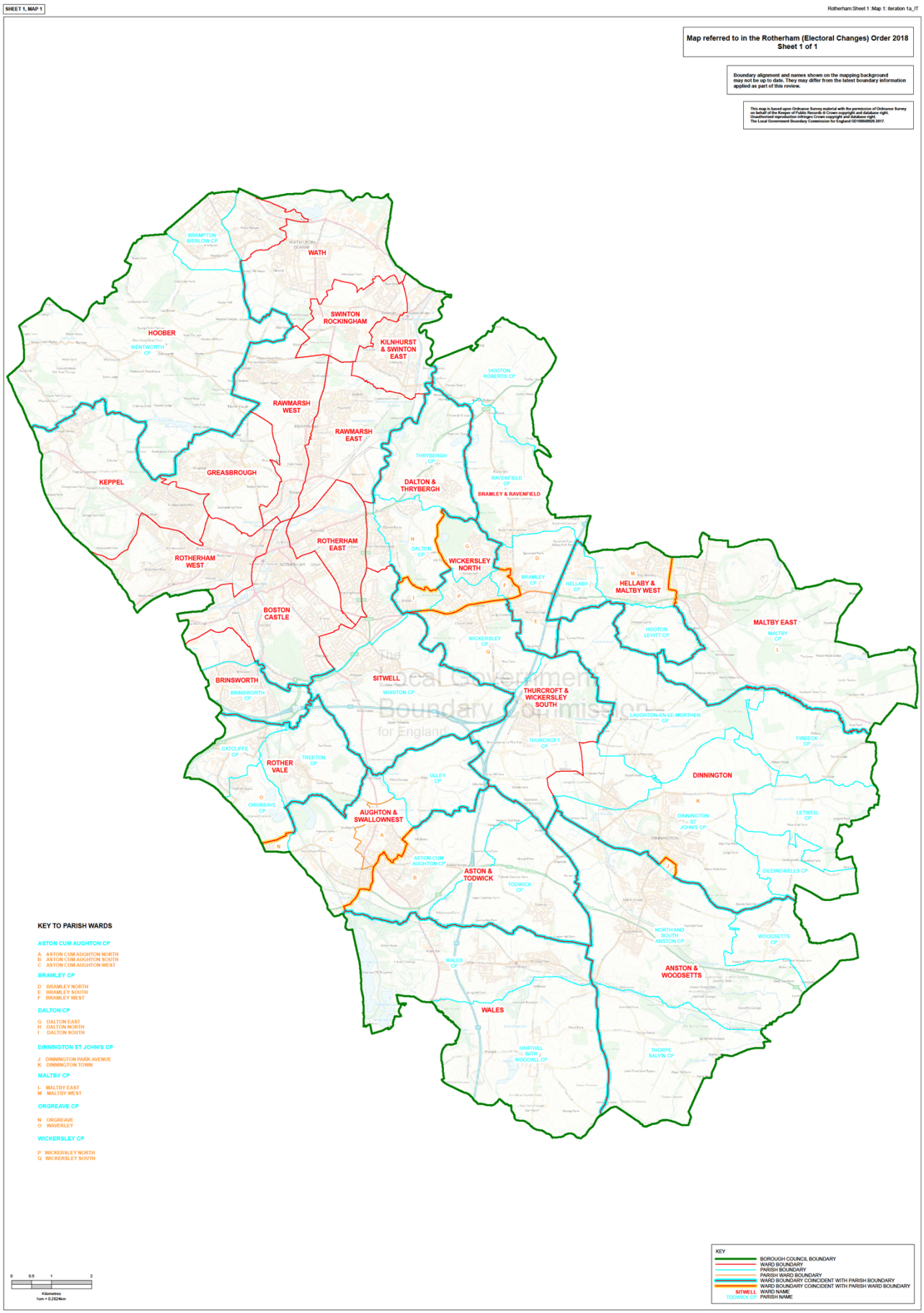
Although the Electoral Commission has no role in the review process itself, it can consider comments if people do not think that the review has met the reasonable requirements of electors or taken sufficient account of the needs of disabled electors.

The following people can make representations to the Electoral Commission:

- 30 or more registered electors
- any person who made comments during the review
- any parish council or parish meeting for the area
- any non-elector who the Commission fells has sufficient interest in the accessibility of disabled persons

The Electoral Commission has the ability to direct the council to make alterations to polling places if it thinks that is necessary.

New Borough and Parish Wards coming into effect for May 2020 local elections



List of new wards from May 2020

Ward	Number of Councillors	Electorate (2022)
Anston & Woodsetts	3	9,714
Aston & Todwick	2	7,348
Aughton & Swallownest	2	6,849
Boston Castle	3	10,526
Bramley & Ravenfield	2	7,423
Brinsworth	2	7,715
Dalton & Thrybergh	2	7,503
Dinnington	3	10,089
Greasbrough	2	6,567
Hellaby & Maltby West	2	6,467
Hoober	3	10,286
Keppel	3	11,058
Kilnhurst & Swinton East	2	6,342
Maltby East	2	6,945
Rawmarsh East	2	7,365
Rawmarsh West	2	7,286
Rother Vale	2	6,550
Rotherham East	3	10,917
Rotherham West	3	10,812
Sitwell	3	10,285
Swinton Rockingham	2	6,447
Thurcroft & Wickersley South	2	7,573
Wales	2	7,480
Wath	2	6,854
Wickersley North	3	9,862
Totals:	**59**	**206,263**

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Polling station scheme and Returning Officer's Proposals

Electorates as at 1 July 2018 (electorate figures are approximate in the case of new / amended polling districts)

1 - Anston & Woodsetts Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
AA	ANA	Anston (North Ward)	1,278	Anston Greenlands Primary School, Edinburgh Drive	Single	None	No
AB	ANB	Anston (North Ward)	1,197	Anston Park Junior School, Park Avenue	Double (polling place will be shared with ANF)	None	No
AC	ANC	Anston (North Ward)	1,587	Anston Parish Hall, 15A Ryton Road	Single	None	No
AD	AND	Anston (South Ward)	1,377	South Anston Methodist Community Hall, Sheffield Road	Single	None	No
AE	ANE	Woodsetts	1,011	Woodsetts Village Hall, Gildingwells Road	Double (polling place is also used for DIF – Dinnington Ward	None	No
DE (12%)	ANF	Dinnington St John's (Park Avenue Ward)	261	Anston Park Junior School, Park Avenue	Double (polling place shared with ANB)	Previous DE polling district split – 12% to this ward, and 88% remaining in Dinnington ward	Existing polling place, but these voters previously voted at Dinnington St Joseph's Catholic School.

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RB	ANG	Thorpe Salvin	276	Harthill Village Hall, Winney Hill	Double (polling place is also used for WAA – Wales Ward)		No

Issues, Options and Reasons for Returning Officer's Proposals

The new Anston & Woodsetts ward is based on the previous Anston and Woodsetts ward with the addition of part of Dinnington Parish and Thorpe Salvin Parish.

Anston Park Junior School has asked the Returning Officer to consider alternative venues to avoid closing the school. No alternatives have been identified to date, but suggestions for alternatives are welcome.

A new polling district of ANF will need to be created for electors in the Borrowdale Crescent and Park Avenue area which is being transferred from Dinnington Ward, as this is a new parish ward as a result of the boundary changes. Previously, these electors would have voted at Dinnington St Joseph's Catholic School in Dinnington Ward. It is desirable to avoid sharing polling places across wards, to minimise confusion for voters and complications at the counting of votes. The new polling district is too small and without any suitable polling place within its boundaries to justify having its own polling station. The proposed polling place for this new polling district is Anston Park Junior School, as this is situated in the Anston and Woodsetts Ward. . The voters affected would not have to pass their previous polling place on the way to the new assigned polling place.

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2 - Aston & Todwick Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
FA (44%)	ASA	Aston-cum-Aughton (South Ward)	869	Aston-cum-Aughton Parish Hall, Rosegarth Avenue	Double (polling place shared with AUA)	Previous FA polling district split – 44% to this ward, and 56% to Aughton & Swallownest Ward	No
FB	ASB	Aston-cum-Aughton (South Ward)	1,945	Aston Hall Junior & Infant School, Church Lane	Single	None	No
FC	ASC	Aston-cum-Aughton (South Ward)	1,361	Aston Lodge Primary School, Lodge Lane	Single	None	No
RC	ASD	Todwick	967	Todwick Village Hall, Kiveton Lane	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Aston & Todwick Ward is made up of part of the previous Holderness ward with the addition of Todwick Parish and the removal of part of Swallownest.

The polling district of ASA will consist of nearly half of the former FA polling district. The voters from FA would have previously voted at Aston-cum-Aughton Parish Hall, and we propose that this continues. Although this would mean sharing a polling place between Aston & Todwick Ward and Aughton & Swallownest Ward, the polling place is considerably more convenient for the affected voters and is large enough to contain two polling stations.

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3 - Aughton & Swallownest Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
FA (56%)	AUA	Aston-cum-Aughton (North Ward)	1106	Aston-cum-Aughton Parish Hall, Rosegarth Avenue	Double (polling place shared with ASA)	Previous FA polling district split – 56% to this ward, and 44% to Aston & Todwick Ward	No
KB	AUB	Orgreave	385	Aston Fence J&I School, Sheffield Road	Double (polling place shared with AUD)	None	No
KC	AUC	Aston-cum-Aughton (West Ward)	1027	Swallownest Community Centre, Rotherham Road	Double (polling place shared with AUF)	None	No
KD	AUD	Aston-cum-Aughton (West Ward)	454	Aston Fence J&I School, Sheffield Road	Double (polling place shared with AUB)	None	No
KE	AUE	Ulley	101	Ulley Village Hall, Main Street	Single	None	No
FD	AUF	Aston-cum-Aughton (North Wd)	740	Swallownest Community Centre, Rotherham Road	Double (polling place shared with AUC)	None	No

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FE	AUG	Aston-cum-Aughton (North Ward)	1020	Aughton Early Years Centre, Main Street	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Aughton & Swallownest Ward is made up part of the of the previous Holderness and Rother Vale wards with the addition of Ulley and Orgreave parishes.

The polling district of AUA will consist of over half of the former FA polling district. The voters from FA would have previously voted at Aston-cum-Aughton Parish Hall, and we propose that this continues. Athough this would mean sharing a polling place between Aston & Todwick Ward and Aughton & Swallownest Ward, the polling place remains convenient and is large enough to contain two polling stations.

The Head of the Aughton Early Years Centre, and others, have asked the Returning Officer to consider alternative venues to avoid closing the Centre. Prior to 2015, the polling place for AUG was Aughton Junior Academy, Turnshaw Avenue. It has been suggested that this was a better polling place.

Electoral Services officers have visited a number of premises to assess their suitability as a polling place for the AUG polling district, including Aughton Junior Academy, Windy Ridge and Heighton View Neighbourhood Centres, and Aston-cum-Aughton Leisure Centre.

Aughton Junior Academy is not considered ideal in terms its approach from the road and limited parking. There are no rooms which could be used to prevent closing the school for the day. The two Neighbourhood Centres are quite small, with limited parking and it is likely that their use as a polling place would inconvenience the neighbouring residents. It has not been confirmed that the Leisure Centre can accommodate being designated as a polling place, and Aston Academy does not appear suitable or appropriate.

Therefore it is proposed that Aughton Early Years Centre be retained as the polling place for AUG, at is considered to be the most suitable venue.

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4 - Boston Castle Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
BA	BCA	n/a	350	MyPlace Rotherham, St Ann's Road	Single	None	No
BB	BCB	n/a	682	Talbot Lane Methodist Church, Moorgate Street	Single	None	No
BC	BCC	n/a	658	United Methodist Church Clifton, Lister Street	Single	None	No
BD	BCD	n/a	604	Beeversleigh Community Centre, Clifton Lane	Single	None	No
BE	BCE	n/a	2,498 (2249 as amended – see Table 1 below)	Broom Valley Club Room, Guest Place	Double	See Table 1 below	No
QJ (40%)		n/a	445			Previous QJ polling district split – 40% to this ward, and 60% to Rotherham East Ward (See table 1 below)	Existing polling place, but these voters previously voted at Herringthorpe Infant School.
BF	BCF	n/a	857 (1106 as amended – see below)	Boston Castle, Boston Castle Grove	Single	See Table 1 below	No

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BG	BCG	n/a	586	Canklow Woods Primary School, Wood Lane	Single	None	No
BH	BCH	n/a	269	Garden Building, Clifton Park, Clifton Lane	Single	None	No
BI	BCI	n/a	366	The Hub, 103 Canklow Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The Boston Castle Ward is largely unchanged, with the addition of part of the former QJ polling district from the former Valley Ward.

The voters from QJ would have previously voted at Herringthorpe Infant School. While it is proposed that Herringthorpe Infant School is retained for the voters transferring to Rotherham East ward, it would be more appropriate for the voters transferring to this ward to vote in a polling place for the Boston Castle ward.

The part of the QJ polling district transferring to Boston Castle is quite small and does not contain a suitable polling place. However, simply adding this area to BCE would make the polling district too big for one polling place, and the electorate would increase to approximately 2943.

Therefore we propose to amend the boundary between BCE and BCF and reassign some of the electors from the Broom Valley Club Room to the Boston Castle polling station. This would be a more convenient polling station for the electors shown in Table 1 and it would relieve some of the pressure from the Broom Valley Club Room. The net polling station electorate in BCE would decrease to 2694 and the electorate in BCF would increase to 1106.

This would also mean that the use of Broom Valley Community School as a polling place could be avoided, although it would be a suitable contingency.

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Table 1 – Properties to be transferred from BCE to BCF			
Roads	**No of properties**	**No of electors**	**No of electors excluding postal voters** (approximately)
Hall Grove	12	21	12
Hall Road	78	139	90
Heather Close	20	34	20
Moorgate Chase	34	23	12
Moorgate Grove	24	40	32
Moorgate Lane	5	8	1
Moorgate Road (no. 43 to 71 only)	18	41	13
Rotherstoke Close	30	38	18
Welham Drive	17	34	21
Whiston Grove	25	50	30
Total	**263**	**428**	**249**

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5 - Bramley & Ravenfield Ward (Rotherham Constituency; Rother Valley Constituency; Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
EB	BRA	Bramley (South Ward)	1639	Bramley Youth Centre, Flash Lane	Single	None	No
NG	BRB	Bramley (North Ward)	618	Bramley Parish Hall, Cross Street	Triple (Polling place is also used for BRC and WYF in Wickersley North Ward)	None	No
TC (22%)	BRC	Bramley (North Ward)	273	Bramley Parish Hall, Cross Street	Triple (Polling place is also used for BRB and WYF in Wickersley North Ward)	Previous TC polling district split – 22% to this ward, and 78% to Wickersley North Ward	No
NH	BRD	Ravenfield	1573	Ravenfield Parish Hall, Birchwood Drive	Single	None	No
NI	BRE	Hooton Roberts (parish meeting)	102	Thrybergh Parish Hall, Park Lane	Triple (polling place shared with DAA and DAC in Dalton & Thrybergh Ward)	None	No
TE	BRF	Bramley (North Ward)	912	Bramley Grange Primary School (The Grange Zone), Howard Road	Single	None	No

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Issues, Options and Reasons for Returning Officer's Proposals

The new Bramley & Ravenfield Ward is made up parts of Bramley parish which were previously contained in Hellaby, Silverwood and Wickersley borough wards, with the addition of Hooton Roberts and Ravenfield parishes.

The polling place for both NG and TC previously was Bramley Parish Hall. It is proposed that this is retained for the BRB and BRC polling districts, as well as being used for the WYF district in Wickersley North ward.

The new BRC polling district will be quite small, but it cannot be merged with the BRB polling district because of the proposed parliamentary constituency boundary (BRC will be in the Rotherham constituency, but BRB will be in the Wentworth and Hoyland constituency). It would not be appropriate to merge BRC with BRF, because the Bramley Grange Primary School would not be a convenient polling place for many electors in BRC.

The polling place for the former NI polling district was Thrybergh Parish Hall, which was also used for two other Silverwood polling districts. As Hooton Roberts will be in Bramley & Ravenfield ward, and the other two districts will be in Dalton & Thrybergh ward, some consideration was given to designating Ravenfield Parish Hall as the polling place for BRD. However, voters would have further to travel, so in the absence of a suitable alternative within the district itself, it is proposed that Thrybergh Parish Hall be retained for BRE.

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6 - Brinsworth Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
CA	BWA	n/a	582	Rotherham West Community Centre, Brinsford Road	Single	None	No
CB	BWB	Brinsworth	2192	Brinsworth Community Hall, Brinsworth Lane	Single (previously a double station but could be reduced to a single)	None	No
CC	BWC	Brinsworth	892	Brinsworth Howarth Primary School, Whitehill Lane	Single	None	No
CD	BWD	Brinsworth	1101	Brinsworth Whitehill Primary School, Howlett Drive	Single	None	No
CE	BWE	Brinsworth	899	St Andrews Church, Bonet Lane	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Brinsworth Ward is based on the previous Brinsworth and Catcliffe Ward, with the removal of Catcliffe.

As Brinsworth Community Hall was being refurbished at the 2018 elections, Brinsworth Manor Infants School was used instead, but the Community Hall will now be available for future elections. There is no reason to change the other polling places for this ward.

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7 - Dalton & Thrybergh Ward (Rotherham Constituency; Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
ND	DAA	Thrybergh (North Ward)	519	Thrybergh Parish Hall, Park Lane	Triple (polling place shared with BRD and DAC)	None	No
NE	DAB	Thrybergh (North Ward)	713	Staple Green Community Centre, Staple Green	Single	None	No
QA	DAC	Thrybergh (South Ward)	1075	Thrybergh Parish Hall, Park Lane	Triple (polling place shared with BRD and DAA)	None	No
QC	DAD	Dalton (North Ward)	467	The Willow Tree Children's Centre, Foljambe Drive	Single	Slight adjustment of boundary, will not affect any electors	No
QE	DAE	Dalton (North Ward)	760	Trinity Croft CE J&I School (Parish Room), Dalton Lane	Single	Slight adjustment of boundary, will not affect any electors	No
QF	DAF	Dalton (North Ward)	477	Dalton Parish Hall, Doncaster Road	Single	None	No
QG	DAG	n/a	1211	High Greave Junior School (Sports Hall), High Greave Road	Single	None	No

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Issues, Options and Reasons for Returning Officer's Proposals

The new Dalton & Thrybergh Ward is made up part of Dalton parish and the whole of Thrybergh parish which were previously contained in the Valley and Silverwood borough wards, and including East Herringthorpe.

The Willow Tree Children's Centre is not part of the Children and Young People's Service review of children's centres, and is considered the most suitable venue for a polling place in the DAD polling district.

There is no reason to change any of the current polling places for this ward.

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8 - Dinnington Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
DA	DIA	Laughton-en-le-Morthen	767	Laughton Village Hall, Firbeck Avenue	Single	None	No
DB	DIB	Thurcroft (South Ward)	1136	Monksbridge Community Centre, Monksbridge Road	Double (polling place shared with DIC)	None	No
DC	DIC	Dinnington St John's (Town Ward)	1131	Monksbridge Community Centre, Monksbridge Road	Double (polling place shared with DIB)	None	No
DD	DID	Dinnington St John's (Town Ward)	2660	Dinnington Resource Centre, Laughton Road	Double	None	No
DE (88%)	DIE	Dinnington St John's (Town Ward)	1911	St Joseph's RC Church Hall, Swinston Hill Road	Single (previously a double station but could be reduced to a single)	Previous DE polling district split – 88% remaining in this ward and 12% to Anston & Woodsetts ward	Yes – previously Dinnington St Joseph's Catholic School
DF	DIF	Gildingwells (parish meeting)	65	Woodsetts Village Hall, Gildingwells Road	Double (polling place is also used for ANE – Anston & Woodsetts Ward)	None	No

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DG	DIG	Letwell	70	Letwell Village Hall, Barker Hades Road	Single	None	No
DH	DIH	Firbeck	195	Firbeck Village Hall, New Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The Dinnington Ward is largely unchanged, with the removal of the Park Avenue area of Dinnington St John's Parish to the Anston & Woodsetts Ward.

Dinnington St Joseph's Catholic Primary School would have been retained for the part of the former DE polling district which will remain in Dinnington Ward. However, Dinnington St Joseph's Catholic Primary School has asked the Returning Officer to consider alternative venues to avoid closing the school.

Electoral Services officers have visited a number of premises to assess their suitability as a polling place for the DIE polling district, including Middleton Hall, Salvation Army Hall, the Bridge New Life Church, Jade Youth and Community Centre and St Joseph's RC Church Hall. St Joseph's RC Church Hall, Swinston Hill Road is considered to be the most suitable venue, with a central location, good facilities for voters and polling staff, plenty of parking and disabled access.

We would welcome comments on this proposed new polling place.

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9 - Greasbrough Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
UA	GRA	n/a	2393	Greasbrough Primary School, Munsborough Rise	Double (busy station keep as a double)	None	No
UB	GRB	n/a	1218	Rockingham Professional Development Centre, Roughwood Road	Single	None	No
UC	GRC	n/a	1028	Youth Centre, Wingfield Academy, Wingfield Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Greasbrough Ward is based on the former Wingfield Ward, with the removal of the Kimberworth Park area to the Keppel Ward.

There is no reason to change the current polling places for this ward.

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10 - Hellaby & Maltby West Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
EC	HEA	Hellaby	481	Centenary Hall, Bateman Road	Single	None	No
ED	HEB	Maltby (West Ward)	2691	Hilltop School, Larch Road	Double	None	Yes – previously Addison Day Centre
IA	HEC	Maltby (West Ward)	909	Maltby Linx Youth Centre, Lilly Hall Road	Single	None	No
IB	HED	Maltby (West Ward)	433	The Grange Warden Centre, St Bartholomew's Close	Double (polling place shared with HEE)		No
ID (2%)		Maltby (West Ward)	19 (total for HED - 452)			Previous ID polling district split – 2% to this ward, and 98% to Maltby East Ward	Existing polling place, but these voters previously voted at the Wesley Centre.
IH	HEE	Hooton Levitt (parish meeting)	70	The Grange Warden Centre, St Bartholomew's Close	Double (polling place shared with HED)	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Hellaby & Maltby West Ward is made up part of Maltby parish, Hooton Levitt and Hellaby parishes which were previously contained in the two separate Hellaby and Maltby borough wards.

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The Addison Day Centre is due to close within the next few years, and so alternative premises should be identified.

Electoral Services officers have visited a number of premises to assess their suitability as a polling place for the HEB polling district, including Maltby Redwood Academy, Maltby Lilly Hall Academy, Redwood Community Centre and Hilltop School. Hilltop School, Larch Road is considered to be the most suitable venue, with a central location, good facilities for voters and polling staff, plenty of parking and disabled access. Unfortunately this would mean that the school is likely to close on polling day.

We would welcome comments on this proposed new polling place.

The Maltby Linx Youth Centre is included in the Children and Young People's Services review of youth centres. However, the building could still be used as a polling place for HEC, as it will be asset transferred to Maltby Academy. Bevan Crescent Neighbourhood Centre has also been identified as a contingency polling place for HEC.

The polling district of HED is proposed to be made up of the former IB polling district, and a small part of the former ID polling district (Church Lane and Church Close). The voters from ID would have previously voted at the Wesley Centre, Blyth Road, and this would be retained for the voters remaining in the Maltby East Ward. The polling place for the current IB polling district is the Grange Warden Centre, and so it is proposed that this be the polling place for the enlarged HED polling district. The voters from the previous ID polling district transferring to Hellaby & Maltby West would not have to pass their previous polling place on the way to the new assigned polling place.

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11- Hoober Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
GA	HOA	Brampton Bierlow	2774	Brampton Bierlow Parish Hall, Knollbeck Lane	Double	None	No
GB	HOB	Wentworth (Wentworth Ward)	93	Wentworth Mechanics Institute, Main Street	Tripartite (polling place shared with HOE and HOH)	None	No
GC	HOC	n/a	2027	West Melton Primary School, Stokewell Road	Single	None	No
GD	HOD	n/a	975	Christchurch Hall, Christchurch Road	Single	None	No
GE	HOE	Wentworth (Wentworth Ward)	267	Wentworth Mechanics Institute, Main Street	Tripartite (polling place shared with HOB and HOH)	None	No
GF	HOF	Wentworth (Harley Ward)	394	Harley Church, Harley Road	Single	None	No
GG	HOG	Wentworth (Harley Ward)	51	Trinity Community Centre, Sough Hall Avenue	Triple (also used as double polling station KEA in	None	No

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					Keppel ward)		
GH	HOH	Wentworth (Wentworth Ward)	61	Wentworth Mechanics Institute, Main Street	Tripartite (polling place shared with HOB and HOE)	None	No
SG (90%)	HOI	n/a	757	Wath upon Dearne RUFC Clubhouse, Moor Road	Double (proposed that polling place be shared with WHF in Wath Ward)	Previous SG polling district split – 90% to this ward, and 10% to Wath Ward	No

Issues, Options and Reasons for Returning Officer's Proposals

The Hoober Ward is based on the previous ward of the same name, with the removal of the Manor Farm polling district to the Rawmarsh West Ward, and the addition of most of the Manvers polling district from the Wath Ward.

There is no reason to change the current polling places for this ward.

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12 - Keppel Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
HA	KEA	n/a	1875	Trinity Community Centre, Slough Hall Avenue	Double (polling place also used for HOG in Hoober ward)	None	No
HB	KEB	n/a	109	Scholes Cricket Pavilion, Scholes Village	Single	None	No
HC	KEC	n/a	822	Roughwood Primary School, Roughwood Road	Single	None	No
HD	KED	n/a	1030	Chislett Centre, Kimberworth Park Road	Single	None	No
HE (15%)	KEE	n/a	232	St John's Church, St John's Green	Double	Previous HE polling district split – 15% to this ward, and 85% to Rotherham West Ward	Existing polling place, but these voters previously voted at St Bede's Catholic Primary School
MH		n/a	644			No – but separate polling district no longer required	No
UD		n/a	1971 (total for KEE 2847)			No – but separate polling district no longer required	No
HF	KEF	n/a	1219	ArtWorks Community Centre, Brook Hill	Single	None	Yes - previously Thorpe Hesley Primary School

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Issues, Options and Reasons for Returning Officer's Proposals

The Keppel Ward is based on the previous ward of the same name with the removal of most of the Toll Barr polling district to the Rotherham West Ward, and the addition of the eastern part of Kimberworth Park from the former Wingfield and Rotherham West wards.

The polling district of KEE is proposed to be made up of the former MH polling district, the former UD polling district and part of the former HE polling district, around Eilam Road.

The former HE polling district will be divided between Keppel Ward and Rotherham West Ward, as a result of the ward boundary changes. The voters from HE would have previously voted at St Bede's Catholic Primary School. Although the school could have been suitable for voters from the HE part which is transferring to Rotherham West, the proposed polling place for the voters remaining in Keppel is St John's Church, which is already used as a polling place for Keppel. The voters affected would not have to pass their previous polling place on the way to the new assigned polling place, or cross the main Wortley Road.

St John's Church was previously a shared polling place for both the former MH polling district and the UD polling district. However, previously MH was a smaller polling district (for Rotherham West ward) and UD was a larger polling district (for Wingfield ward). Now that both areas are in Keppel ward, a single enlarged polling district can be created. A double station will still be required, but the register can be split more equally between the two stations.

Thorpe Hesley Primary School has been used as a polling place for the former HF polling district since 2016, but previously the polling place was the OAP Centre on Brook Hill. The building on Brook Hill is now being run by ArtWorks and is currently undergoing refurbishment, and will be available as a polling place from early 2019. It is proposed that ArtWorks Community Centre, Brook Hill be designated the polling place for KEF.

We would welcome comments on this proposed new polling place.

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13 - Kilnhurst & Swinton East Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
NB	KIA	n/a	341	Kilnhurst Community Resource Centre, Victoria Street	Single	None	No
PC (37%)	KIB	n/a	436	The Brookfield Centre, Lime Grove	Single	Previous PC polling district split – 37% to this ward, and 63% to Swinton Rockingham	Existing polling place, but these voters previously voted at Swinton Civic Hall.
PE		n/a	1237 (total for KIB - 1673)				No
PD	KIC	n/a	1100	St Thomas CE Primary School, Meadow View Road	Single	None	No
PF	KID	n/a	1491	Piccadilly Methodist Church, Wentworth Road	Single	Slight adjustment of boundary, with Swinton Common being moved to Swinton Rockingham Ward	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Kilnhurst & Swinton East Ward is formed of the east Swinton area which was previously in Wath Ward, and the rest of Kilnhurst which was previously in Silverwood Ward.

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The former PC polling district will be divided between Kilnhurst & Swinton East Ward, and Swinton Rockingham Ward, due to the ward boundary changes. The voters from PC would have previously voted at Swinton Civic Hall. While it is proposed that Swinton Civic Hall is retained for the voters transferring to Swinton Rockingham Ward, it would be more appropriate for the voters transferring to this ward to vote in a Kilnhurst & Swinton East polling place.

A new potential polling place for this area has been identified, the Liberty Church, Charles Street. However, as this part of the PC polling district quite small, and an existing suitable polling place is nearby, it is proposed that this area is merged with PE to create an enlarged polling district of KIB, with the Brookfield Centre as the polling place. The voters affected would not have to pass their previous polling place on the way to the new assigned polling place.

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14 - Maltby East Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
IC	MAA	Maltby (East Ward)	1351	Maltby Manor Academy, Davy Drive	Single	None	No
ID (98%)	MAB	Maltby (East Ward)	940	The Wesley Centre, Blyth Road	Single	Previous ID polling district split – 98% to this ward, and 2% to Hellaby and Maltby West Ward	No
IE	MAC	Maltby (East Ward)	862	Edward Dunn Memorial Hall, Tickhill Road	Single	None	No
IF	MAD	Maltby (East Ward)	999	Maltby St Mary's Catholic Primary School, Muglet Lane	Single	None	No
IG	MAE	Maltby (East Ward)	733	Ascension Close Warden Centre, Ascension Close	Single	None	No
II	MAF	Maltby (East Ward)	525	Charles Foster Community Centre, Woodland Gardens	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Maltby East Ward is formed of most of the former Maltby Ward, east of the Braithwell Road.

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Maltby Manor Academy has asked the Returning Officer to consider alternative venues to avoid closing the school. No alternatives within the polling district have been identified to date, but suggestions for alternatives are welcome.

A new potential polling place has been identified for the ward, the Full Life Church, High Street. However, this is situated in the former ID polling district, and it is not as convenient and suitable for voters as Maltby Manor Academy, and is therefore not being proposed as an alternative.

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15 - Rawmarsh East Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
JD (47%)	RAEA	n/a	207	Rawmarsh St Joseph's Catholic Primary School, Green Lane	Single (previously a double station but could be reduced to a single)	Previous JD polling district split – 47% to this ward, and 53% to Rawmarsh West Ward	Existing polling place, but these voters previously voted at Rawmarsh Methodist Church
JF		n/a	1132			No – but separate polling district no longer required	No
NC		n/a	279 (total for RAEA – 1618)			No – but separate polling district no longer required	No
JG	RAEB	n/a	829	Rawmarsh Rycroft Infants School, South Street	Single	None	No
JH	RAEC	n/a	945	Marshall Close Community Centre, Marshall Close	Single	None	No
NA	RAED	n/a	2086	Rawmarsh Sandhill Primary School, Kilnhurst Road	Single (previously a double station but could be reduced to a single)	None	No

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Issues, Options and Reasons for Returning Officer's Proposals

The new Rawmarsh East Ward is formed of the eastern part of the former Rawmarsh Ward with the addition of the western part of the former Silverwood ward.

The polling district of RAEA is proposed to be made up of the former JF polling district, the former NC polling district and part of the former JD polling district, to the east of the High Street. The polling place for the current JF and NC polling districts is Rawmarsh St Joseph's Catholic Primary School.

The former JD polling district will be divided between Rawmarsh East Ward and Rawmarsh West Ward, as a result of the ward boundary changes. The voters from JD would have previously voted at Rawmarsh Methodist Church. Although the Methodist Church can be retained for voters from the JD part of Rawmarsh West, it would be more appropriate for the voters transferring to this ward to vote in a Rawmarsh East polling place.

The part of the JD polling district falling in Rawmarsh East is quite small and no suitable available polling place has been identified within its boundaries. Therefore, it is proposed that this part of the JD polling district be merged with JF/NC to create an enlarged polling district of RAEA, with the Rawmarsh St Joseph's Catholic Primary School as the polling place. The voters affected would not have to pass their previous polling place on the way to the new assigned polling place.

Rawmarsh St Joseph's School was previously a shared polling place for both the former NC polling district and the JF polling district. However, previously NC was a smaller polling district (for Silverwood ward) and JF was a larger polling district (for Rawmarsh ward). Now that both areas are in Rawmarsh East ward, a single enlarged polling district can be created.

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16 - Rawmarsh West Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
GI	RAWA	n/a	1127	Manor Farm Community Centre, Harding Avenue	Single (previously a double station but could be reduced to a single)	No – but separate polling districts no longer required	No
JA		n/a	657 (Total for RAWA – 1784)				No
JB	RAWB	n/a	1991	Monkwood Primary Academy, Monkwood Road	Single (previously a double station but could be reduced to a single)	None	No
JC	RAWC	n/a	893 (819 as amended – see Table 2 below)	Salvation Army Hall, Quarry Street	Single	See Table 2 below	No
JD (53%)	RAWD	n/a	233 (353 as amended – see Table 2 & 3 below)	Rawmarsh Methodist Church, High Street	Single	Previous JD polling district split – 53% to this ward, and 47% to Rawmarsh East Ward	No
JE	RAWE	n/a	606 (560 as amended – see Table 3 below)	Rawmarsh Ashwood Primary School, Ashwood Road	Single	See Table 3 below	No

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Issues, Options and Reasons for Returning Officer's Proposals

The new Rawmarsh West Ward is formed of the western part of the former Rawmarsh Ward with the addition of the Manor Farm area which was previously in the Hoober Ward.

Manor Farm Community Centre was previously a shared polling place for both the former JA polling district and the GI polling district. However, previously JA was a smaller polling district (for Rawmarsh ward) and GI was a larger polling district (for Hoober ward). Now that both areas will be in Rawmarsh West ward, a single enlarged polling district can be created.

It is proposed that Rawmarsh Methodist Church be retained as the polling place for the western part of the former JD polling district which will fall in Rawmarsh West Ward. However, this would now become quite a small polling district.

To make it more viable, we propose to amend the boundary between RAWC and RAWD and reassign some of the electors from Salvation Army Hall to Rawmarsh Methodist Church. This would be a more convenient polling station for the electors shown in Table 2.

We also propose to amend the boundary between RAWD and RAWE and reassign some of the electors from Rawmarsh Ashwood Primary School to Rawmarsh Methodist Church. This would be a more convenient polling station for the electors shown in Table 3.

The net electorate for RAWD would increase to approximately 353.

Rawmarsh Ashwood Primary School has asked the Returning Officer to consider alternative venues. No alternatives within the polling district have been identified to date, but Electoral Services will continue to work with the school, for example by providing fencing, to enable to school to remain open on polling day.

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Table 2 – Properties to be transferred from RAWC to RAWD			
Roads	**No of properties**	**No of electors**	**No of electors excluding postal voters** (approximately)
Blyth Avenue	39	69	61
Dale Road (no. 16 to 28 only)	7	18	13
Total	**46**	**87**	**74**

Table 3 – Properties to be transferred from RAWE to RAWD			
Roads	**No of properties**	**No of electors**	**No of electors excluding postal voters** (approximately)
Church Avenue	4	16	11
Church Croft	7	16	9
Church Street	23	44	26
Total	**34**	**69**	**46**

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17 - Rother Vale Ward (Rother Valley Constituency; Rotherham Constitueny)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
CF	RVA	Catcliffe	1151	Catcliffe Memorial Hall, Old School Lane	Single	None	No
CG	RVB	Waverley	252	AMP Technology Centre, Brunel Way	Double (polling place shared with RVD)	None	No
KA	RVC	Treeton	1851	Treeton Village Community Hub, Pit Lane	Single	None	Yes – previously Treeton Youth Centre
KG	RVD	Waverley	739	AMP Technology Centre, Brunel Way	Double (polling place shared with RVB)	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Rother Vale Ward is based on the Catcliffe, Waverley and Treeton areas which were previously in Brinsworth and Catcliffe Ward and the former Rother Vale Ward.

Waverley is a new parish coming into effect from 1 April 2019 covering the new housing development spanning the area previously covered by part of Catcliffe and Orgreave parishes. However, the RVB and RVD polling districts cannot be merged into one district, because of the

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current and proposed parliamentary constituency boundary (RVB is in the Rotherham constituency, and RVD is in the Rother Valley constituency).

Treeton Youth Centre is included in the Children & Young People's Service's review of youth centres, and it is no longer considered to be the most suitable building for a polling place.

Electoral Services officers have visited a number of premises to assess their suitability as a polling place for the RVC polling district, including Treeton Parish Council reading rooms, Treeton Baptist Church, St Helen's Church, and Treeton Village Community Hub. The Treeton Village Community Hub, Pit Lane is considered to be the most suitable venue, with good facilities for voters and polling staff, plenty of parking and disabled access. This would also mean that the use of Treeton CE Primary School as a polling place could be avoided.

We would welcome comments on this proposed new polling place.

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18 - Rotherham East Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
LA	ROEA	n/a	672	Eastwood Village Community Centre (Zone 2) Erskine Road	Single	None	No
LB	ROEB	n/a	401	The Unity Centre, St Leonards Road	Single	None	No
LC	ROEC	n/a	1409	St James Vestry (St Francis Room), Cambridge Street	Single	None	No
LD	ROED	n/a	1151	Rotherham Baptist Church Hall, Badsley Moor Lane	Single (previously a double station but could be reduced to a single)	None	Yes – previously Badsley Moor Primary School
LE		n/a	689 (total for ROED 1840)				Yes – previously Badsley Moor Primary School
LF	ROEE	n/a	631	Mowbray Gardens Community Centre, Mowbray Road	Single	None	No
LG	ROEF	n/a	493	Springwell Gardens Community Centre, Eastwood View	Single	None	No

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LH	ROEG	n/a	1008	The Place Young Peoples Centre (next to Coleridge Primary School)	Single	None	No
LI	ROEH	n/a	256	Bakersfield Warden Centre, Longfellow Drive	Single	None	No
QI	ROEI	n/a	757	St Mary's Catholic Church (parish room), Herringthorpe Valley Road	Single	None	Yes – previously Herringthorpe Young People's Centre
QJ (60%)	ROEJ	n/a	667	Herringthorpe Infants School, Chatterton Drive	Single	Previous QJ polling district split – 60% to this ward, and 40% to Boston Castle	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Rotherham East Ward is largely based on the previous Rotherham East Ward with the addition of parts of Herringthorpe which was previously in the Valley Ward.

Badsley Moor Primary School has asked the Returning Officer to consider alternative venues to avoid closing the school. The school was previously used as a polling place for LD and LE polling districts, and it is proposed that the LD and LE polling districts be merged to create the ROED polling district.

Electoral Services officers have visited a few premises to assess their suitability as a polling place for the ROED polling district, including the Lanes Community Centre and Rotherham Baptist Church Hall, Badsley Moor Lane. The Baptist Church Hall is considered to be the most suitable venue, as it is located close to the previous polling place, and has adequate facilities for voters and polling staff, on street parking and disabled access.

We would welcome comments on this proposed new polling place.

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Herringthorpe Young People's Centre is included in the Children & Young People's Service's review of youth centres, and it is no longer considered to be the most suitable building for a polling place.

Electoral Services officers have visited the area to seek alternative premises. The parish room at St Mary's Catholic Church, Herringthorpe Valley Road is considered to be a suitable venue, with good facilities for voters and polling staff, plenty of parking and disabled access. The building can be accessed from Herringthorpe Valley Road, or from Goldsmith Road. This would also mean that the use of St Mary's RC Junior & Infant School as a polling place could be avoided.

We would welcome comments on this proposed new polling place.

It is proposed that Herringthorpe Infants School be retained as the polling place part of the former QJ polling district remaining in Rotherham West Ward.

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19 - Rotherham West Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
HE (85%)	ROWA	n/a	1312	St Thomas Community Hall, High Street	Single	Previous HE polling district split – 85% to this ward, and 15% to Keppel	Yes – previously St Bede's Catholic Primary School
MA	ROWB	n/a	853	Blackburn Primary School, Baring Road	Single	None	No
MB	ROWC	n/a	920	Meadow View Primary School, Meadowhall Road	Single	None	No
MC	ROWD	n/a	948	Kelford School, Oakdale Road	Single	None	No
MD	ROWE	n/a	771	Ferham Primary School, Ferham Road	Single	None	No
ME	ROWF	n/a	788	Henley Community Centre, Oates Close	Single	None	No
MF	ROWG	n/a	381	Thornhill Primary School, Clough Bank	Single	None	No

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MG	ROWH	n/a	518	Masbrough & Thornhill Community Centre, College Road	Single	None	No
MI	ROWI	n/a	1176	Kimberworth Community Primary School, Kimberworth Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Rotherham West Ward is largely based on the previous Rotherham West Ward with the addition of part of the Toll Barr district which was previously in the Keppel Ward and the removal of the Warren Hill district to the new Keppel Ward.

St Bede's Catholic Primary School would have been the polling place for the part of the former HE polling district transferring to Rotherham West Ward. However, the school has asked the Returning Officer to consider alternative venues to avoid closing the school.

Electoral Services officers have visited some premises to assess their suitability as a polling place for the ROWA polling district, including the Salvation Army Hall and St Thomas Community Hall, High Street. St Thomas Community Hall is considered to be the most suitable venue, with a central location, readily available, good facilities for voters and polling staff, and disabled access. Although the building does not have its own car park, arrangements can be made for voters to park at the Salvation Army car park opposite. This would also avoid the need to use Winterhill School or Abbey School.

We would welcome comments on this proposed new polling place.

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20 - Sitwell Ward (Rother Valley and Rotherham Constituencies)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
OA	SIA	n/a	1025	Herringthorpe United Reformed Church, Wickersley Road	Single	None	No
OB	SIB	n/a	789	St Cuthberts Church Hall, Bent Lathes Avenue	Single	None	No
OC	SIC	n/a	997	Broom Methodist Church, Broom Lane	Single	None	No
OD	SID	n/a	1048	Newman Additional Resource (next to Newman School) East Bawtry Road	Single	None	No
OE	SIE	Whiston	915	Whiston J&I School, Saville Road	Single	None	No
OF	SIF	Whiston	1057	Whiston Worry Goose J&I School, Hall Close Avenue	Single	None	No
OG	SIG	Whiston	760	Whiston Parish Hall, Well Lane	Single	None	No

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QH	SIH	n/a	389	St Bernards Catholic High School, Herringthorpe Valley Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Sitwell is largely based on the previous Sitwell Ward with the addition of the St Bernard's district from the former Valley Ward.

Whiston J&I School has asked the Returning Officer to consider alternative venues to avoid closing the school. The school does have a room available in their new extension which could be used while keeping the rest of the school open. However, the room is considered too small to accommodate the number of voters for the polling district. No other alternatives have been identified to date, but suggestions for alternatives are welcome.

Another option has been considered, to merge the former OE and OG polling districts, and use Whiston Parish Hall for an enlarged polling district, with an electorate of 1675. Although the Parish Hall could accommodate this number of voters, parking at the venue is not ideal and there are concerns that congestion could be an issue. It would also mean that voters would be walking past their previous, suitable polling place to get to a different one.

Therefore, no changes to the current provision of polling places are proposed.

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21 – Swinton Rockingham Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
PA	SWA	n/a	626	Swinton Fitzwilliam Primary School, Broadway	Double (polling place to be shared with SWD)	No – but separate polling district no longer required	No
SE (South of Church Street)		n/a	756 (as amended – see Table 4)			Previous SE polling district split – 98% to this ward, and 2% to Wath Ward See Table 4 below	No
PF (no electors)		n/a	0 (total for SWA – 1382)			Slight adjustment of boundary, majority of district in Kilnhurst & Swinton East Ward	
PB	SWB	n/a	1448	Swinton Queen Primary School, Queen Street	Single	None	No
PC (63%)	SWC	n/a	743	Swinton Civic Hall, Station Street	Single	Previous PC polling district split – 63% to this ward, and 37% to Kilnhurst & Swinton East	No
SE (North of Church Street)		n/a	401 (as amended - see Table 5) Total for SWC - 1144			See Table 5 below	Existing polling place, but these voters previously voted at Swinton Fitzwilliam Primary School
SD (52%)	SWD	n/a	930	Swinton Fitzwilliam Primary School, Broadway	Double (polling place to be shared with SWA)	Previous SD polling district split – 52% to this ward, and 48% to Wath Ward	Existing polling place, but these voters previously voted at Saint Pius X Catholic High School

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Issues, Options and Reasons for Returning Officer's Proposals

The new Swinton Rockingham Ward is formed of the western part of the former Swinton Ward, along with parts of Rookery, Racecourse and Golden Smithies areas which were previously in Wath Ward.

Electoral Services officers have visited the area to try identify further polling places to relieve some of the pressure from the current polling places. St Margaret's Church, Church Street has been visited; however it has no separate hall, and has steps at the entrance with disabled access being via a temporary ramp. Park View function suite has also been assessed. The venue is accessible; however it is very close to the existing polling place of Swinton Fitzwilliam Primary School.

Swinton Fitzwilliam Primary School was previously a shared polling place for both the former PA polling district and the SE polling district. However, previously PA was a smaller polling district (for Swinton ward) and SE was a larger polling district (for Wath ward). Both areas will be in Swinton Rockingham ward, so a single enlarged polling district could be created. However, it is proposed that the Swinton Rockingham part of the former SE polling district be divided, with only the properties south of Church Street being included in the new SWA polling district (See Table 4). This would balance out the electorate between the available polling places. It is proposed that Swinton Fitzwilliam Primary School be designated the polling place for the new SWA polling district.

The former SD polling district will be divided between Swinton Rockingham and Wath wards, as a result of the ward boundary changes. The voters from SD would have previously voted at Saint Pius X Catholic High School. Although the High School could be retained for the voters from the SD part of Wath, it would be more appropriate for the voters transferring to this ward to vote in a Swinton Rockingham polling place.

No suitable polling place has been identified in the part of the SD polling district falling in Swinton Rockingham. Therefore, it is proposed that Swinton Fitzwilliam Primary School be designated the polling place for this area. The voters affected would not have to pass their previous polling place on the way to the new assigned polling place. The School would become a double station as it was previously, with a net electorate of 2,312.

It is proposed that Swinton Civic Hall be retained as the polling place for the part of the former PC polling district remaining in Swinton Rockingham Ward. However, this would be smaller polling district than previously. Therefore it is proposed that the properties north of Church Street from the former SE polling district are included in the new SWC polling district (See Table 5). This would balance out the electorate between the available polling places. It is proposed that Swinton Civic Hall be designated the polling place for the new SWC polling district.

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Table 4 – Properties from former SE to be included in SWA			
Roads	**No of properties**	**No of electors**	**No of electors excluding postal voters** (approximately)
Brameld Road	45	55	39
Broadway	13	25	20
Broadway Close	6	12	8
Central Avenue	72	132	114
Church Street (odds)	30	54	33
Church View	21	34	30
Fitzwilliam Street	2	3	3
Griffin Road	22	43	36
Highfield Road	39	73	51
Park Close	16	27	25
Park Road	50	94	81
Rockingham Road	48	77	58
Rookery Road	97	170	126
Toll Bar Road	78	134	114
Woodlands Crescent	16	30	18
Total	**555**	**960**	**756**

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Table 5 – Properties from former SE to be included in SWD			
Roads	**No of properties**	**No of electors**	**No of electors excluding postal voters** (approximately)
Birch Court	2	1	1
Church Street (evens)	30	47	33
Far Golden Smithies	80	178	118
Golden Smithies Lane (part)	20	35	26
Low Golden Smithies	63	159	132
Paddock Croft	9	21	16
St Georges Avenue	18	33	23
St Margaret's Drive	11	17	16
The Stables	9	21	16
Yearling Chase	16	33	20
Total	**258**	**545**	**401**

DRAFT

22 - Thurcroft & Wickersley South Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
EA	THA	Wickersley (South Ward)	2044	The Church Barn, Church Lane	Double (busy station keep as a double)	None	No
KF	THB	Thurcroft (North Ward)	3534	Gordon Bennett Memorial Hall, Green Arbour Road	Double	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Thurcroft and Wickersley South Ward is formed from the northern part of Thurcroft parish and the southern part of Wickersley parish.

There is no reason to change the polling districts or places for this ward.

DRAFT

23 - Wales Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
RA	WAA	Harthill-with-Woodall	877	Harthill Village Hall, Winney Hill	Double (polling place also used for ANG in Anston & Woodsetts Ward)	None	No
RD	WAB	Wales (Wales Ward)	1058	Wales-Kiveton Methodist Church, School Road	Single	None	Yes – previously Wales Primary School
RE	WAC	Wales (Kiveton Park Ward)	1305	Old Colliery Offices (training room), Colliery Road	Single	None	Yes – previously Kiveton Park Youth & Community Centre
RF	WAD	Wales (Wales Ward)	1522	Kiveton Park & Wales Village Hall, Walesmoor Avenue	Single	None	No
RG	WAE	Harthill-with-Woodall	219	Peregrine Way Community Centre, Peregrine Way	Single	None	No
RH	WAF	Wales (Kiveton Park Ward)	454	Viking Way Community Centre, Viking Way	Single	None	No

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Issues, Options and Reasons for Returning Officer's Proposals

The new Wales Ward is largely based on the previous Wales Ward with the removal of Thorpe Salvin (to Anston & Woodsetts) and Todwick (to Aston & Todwick).

Wales Primary School has asked the Returning Officer to consider alternative venues to avoid closing the school.

Electoral Services officers have visited some premises in the area to assess their suitability as a polling place, including Wales Jubilee Sports & Social Club and Wales-Kiveton Methodist Church. Wales-Kiveton Methodist Church is considered to be the more suitable venue, with good facilities for voters and polling staff, and disabled access. The Church only has a small car park, but this is considered as sufficient as the current provision for parking.

We would welcome comments on this proposed new polling place

Kiveton Park Youth & Community Centre is included in the Children & Young People's Service's review of youth centres, and it is subject to a further Corporate Property review.

Electoral Services officers have visited a few premises to assess their suitability as a polling place for the WAC polling district, including Kiveton Park Infant School and the Old Colliery Offices, Colliery Road. The Old Colliery Offices (Training Room) is considered to be the most suitable venue, with good facilities for voters and polling staff, plenty of parking and disabled access.

We would welcome comments on this proposed new polling place.

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24 – Wath Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
SA	WHA	n/a	1009	Wath Community Library, Montgomery Square	Single	None	No
SB	WHB	n/a	698	The Base Community Hub, Fir Close	Single	None	Yes – previously Oaks Day Centre, Oak Road
SD (East of Sandygate		n/a	302 (as amended – see Table 6) Total for WHB 1000			Previous SD polling district split – 48% to this ward, and 52% to Swinton Rockingham Ward See Table 6 below	These voters previously voted at Saint Pius X Catholic High School
SC	WHC	n/a	1298	St Joseph's Catholic Church Hall, Carr Road	Single	None	Yes – previously Wath Victoria Children's Centre, Sandymount Road
SE (2%)		n/a	16			Previous SE polling district split – 2% to this ward, and 98% to Swinton Rockingham Ward	These voters previously voted at Swinton Fitzwilliam Primary School

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SF	WHD	n/a	1327	Wath Central Primary School, Fitzwillliam Street	Single	None	No
SD (West of Sandygate)		n/a	629 (as amended – see Table 7) Total for WHE 1956			Previous SD polling district split – 48% to this ward, and 52% to Swinton Rockingham Ward See Table 7 below	These voters previously voted at Saint Pius X Catholic High School
SG (10%)	WHE	n/a	84	Wath upon Dearne RUFC Clubhouse, Moor Road	Double (proposed that polling place be shared with HOI in Hoober Ward)	Previous SG polling district split – 10% to this ward, and 90% to Hoober Ward	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Wath Ward is based on the existing Wath Ward with the removal of the housing north of Manvers Way to the Hoober Ward, and parts of Rookery, Racecourse and Golden Smithies areas to the Swinton Rockingham Ward.

The Wath Community Library was used as a polling place for the first time in 2018, as the Trinity Methodist Church is no longer available. For future elections, the Returning Officer will seek to use a space on the ground floor of the library, rather than the meeting room on the first floor.

The former SD polling district will be divided between Swinton Rockingham Ward and Wath Ward, as a result of the ward boundary changes. The voters from SD would have previously voted at Saint Pius X Catholic High School. It is proposed that the Wath part of the former SD polling district be divided, and that the properties east of Sandygate be included in the new WHB polling district (See Table 6). This would balance out the electorate between the available polling places. The voters affected would not have to pass their previous polling place on their way to the new assigned polling place. This would also avoid the use of Saint Pius High School as a polling place, although it would be a suitable contingency.

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The Oaks Day Centre is due to close within the next few years, and so alternative premises should be identified for the WHB polling district. Electoral Services officers have visited the area to try assess alternatives. Fir Close Meeting Centre was used as a polling place until 2014, and, having recently been developed into the Base Community Hub, it is still considered to be suitable, so it is proposed that this be designated the polling place for WHB.

We would welcome comments on this proposed new polling place.

The polling district of WHC is proposed to be made up of the former SC polling district, and a small part of the former SE polling district (Far Field Lane and houses at north of Golden Smithies Lane). The voters from SE would have previously voted at Swinton Fitzwilliam Primary School, and this would be retained as a polling place for the Swinton Rockingham ward. It would be more appropriate for the voters transferring to this ward to vote in a polling place for the Wath ward.

Wath Victoria Children's Centre is included in the Children and Young People's Services review of children's centres. It is possible that the building could still be used as a polling place for WHC, and it may be asset transferred to Wath Victoria Primary School. Even so, alternatives have been sought and considered.

Electoral Services officers have visited some premises to assess their suitability as a polling place, including the Dunholme Social Club and St Joseph's Catholic Church Hall. St Joseph's Catholic Church Hall, Carr Road is considered to be the more suitable available venue for the WHC polling district, with good facilities for voters and polling staff, disabled access, and a reasonably sized car park. This would also avoid the need to use Wath Victoria Primary School.

We would welcome comments on this proposed new polling place.

The former SD polling district will be divided between Swinton Rockingham Ward and Wath Ward, as a result of the ward boundary changes. The voters from SD would have previously voted at Saint Pius X Catholic High School. It is proposed that the Wath part of the former SD polling district be divided, and that the properties west of Sandygate be included in the new WHD polling district (See Table 7). This would balance out the electorate between the available polling places. The voters affected would not have to pass their previous polling place on their way to the new assigned polling place

DRAFT

Wath Central Primary School has asked the Returning Officer to consider alternative venues to avoid closing the school. Electoral Services officers have visited the area to try to identify alternatives for the WHD polling district, including Wath Youth & Community Centre and Wath upon Dearne Leisure Centre. It has not been confirmed that the Leisure Centre can accommodate being designated as a polling place, and Wath Central Primary School remains the most suitable venue.

Therefore it is proposed that Wath Central Primary School be retained as the polling place for WHD.

The polling place for the former SG polling district was previously the Wath upon Dearne RUFC Clubhouse, and this would be retained for the larger proportion of the district which will fall in the new Hoober Ward. Although it is not ideal to share polling places across wards, in this case it may be the best option. There is new housing around the RUFC clubhouse, and it would not be appropriate to allocate these voters to a different polling place. Therefore it is proposed that the RUFC clubhouse be designated the polling place for the WHE district in Wath as well as for the HOI district in Hoober Ward.

Table 6 - Properties from former SD to be included in WHB

Roads	**No of properties**	**No of electors**	**No of electors excluding postal voters** (approximately)
Acorn Place	5	5	5
Broom Close	26	69	55
Chestnut Avenue	27	53	27
Elm Way	19	41	37
Holly Grove	32	61	45
Oak Close	18	15	13
Oak Road	29	57	44
Sandygate (no. 105 to 141 only)	19	33	22
Willow Road	34	70	54
Total	**209**	**404**	**302**

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Table 7 – Properties from former SD to be included in WHD			
Roads	**No of properties**	**No of electors**	**No of electors excluding postal voters** (approximately)
Boswell Road	33	62	39
Buckleigh Road	75	146	114
Campsall Field Road	15	27	21
Coverleigh Road	37	86	63
Crowley Drive	32	64	54
Dawson Lane	1	2	0
Gipsy Green Lane	15	23	16
Mount Pleasant Road	32	65	54
Quarry Hill Road	88	173	125
Sandygate (no. 90 to 140 only)	29	48	44
Sandygate Crescent	14	34	22
Varney Road	5	7	5
Wath Wood	3	7	6
Wath Wood Bottom	1	2	2
Wath Wood Road (no. 2 to 18 only)	9	18	13
Woodland Grove	8	17	15
Woodland Road	26	48	36
Total	**423**	**829**	**629**

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25 - Wickersley North Ward (Rotherham Constituency; Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
NF	WYA	Dalton (East Ward)	714	Sunnyside Community Centre, Flanderwell Lane	Triple (shared with WYB and WYE)	None	No
QB	WYB	Dalton (East Ward)	375	Sunnyside Community Centre, Flanderwell Lane	Triple (shared with WYA and WYE)	None	No
QD	WYC	Dalton (South Ward)	592	Listerdale Primary School, Beech Avenue	Single	None	No
TA	WYD	Dalton (East Ward)	1124	Flanderwell Early Excellence Centre, Flanderwell Primary School, Greenfield Court	Single	None	No
TB	WYE	Dalton (East Ward)	1131	Sunnyside Community Centre, Flanderwell Lane	Triple (shared with WYA and WYB)	None	No
TC (78%)	WYF	Bramley (West Ward)	968	Bramley Parish Hall, Cross Street	Triple (Polling place is also used for BRB and BRC in Bramley & Ravenfield Ward)	Previous TC polling district split – 78% to this ward, and 22% to Bramley & Ravenfield	No

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TD	WYG	Wickersley (North Ward)	2381	Blessed Trinity Catholic Church, Northfield Lane	Double	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Wickersley North Ward is largely based on the previous Wickersley Ward with the addition of parts of Sunnyside and Brecks from the former Silverwood and Valley wards, and the removal of south Wickersley.

There is no reason to change the polling places for this ward.

DRAFT

Consultation Response Form – Review of polling districts and polling places 2019

All representations or comments in connection with the review must be submitted in writing, eg by letter or email. This form is not compulsory but it has been designed to help capture the information required for consideration during the review.

Information shown in the grey boxes will be redacted, (blanked out) prior to publication.

Individual – Details	
Name:	
Address:	
Voter No: (if known)	
Contact Tel No: (optional)	

Organisation - Details	
Name of organisation:	
Address:	
Contact Name:	
Contact Tel No: (optional)	

Comments on the proposed scheme of polling district and polling places as outlined in the consultation paper	
Polling district:	
Proposed polling place:	
Do you have any comments to make about the polling district?	

DRAFT

Do you have any other suggestions for the polling district?
Do you have any comments about the proposed polling place? (issues with accessibility etc?
Is there an alternative that the council should consider?
Why is the alternative a better option?

DRAFT

Please return this form to: Electoral Services, Riverside House, Main Street, Rotherham, S60 1AE
or email to: electoral.services@rotherham.gov.uk
by 26 April 2019

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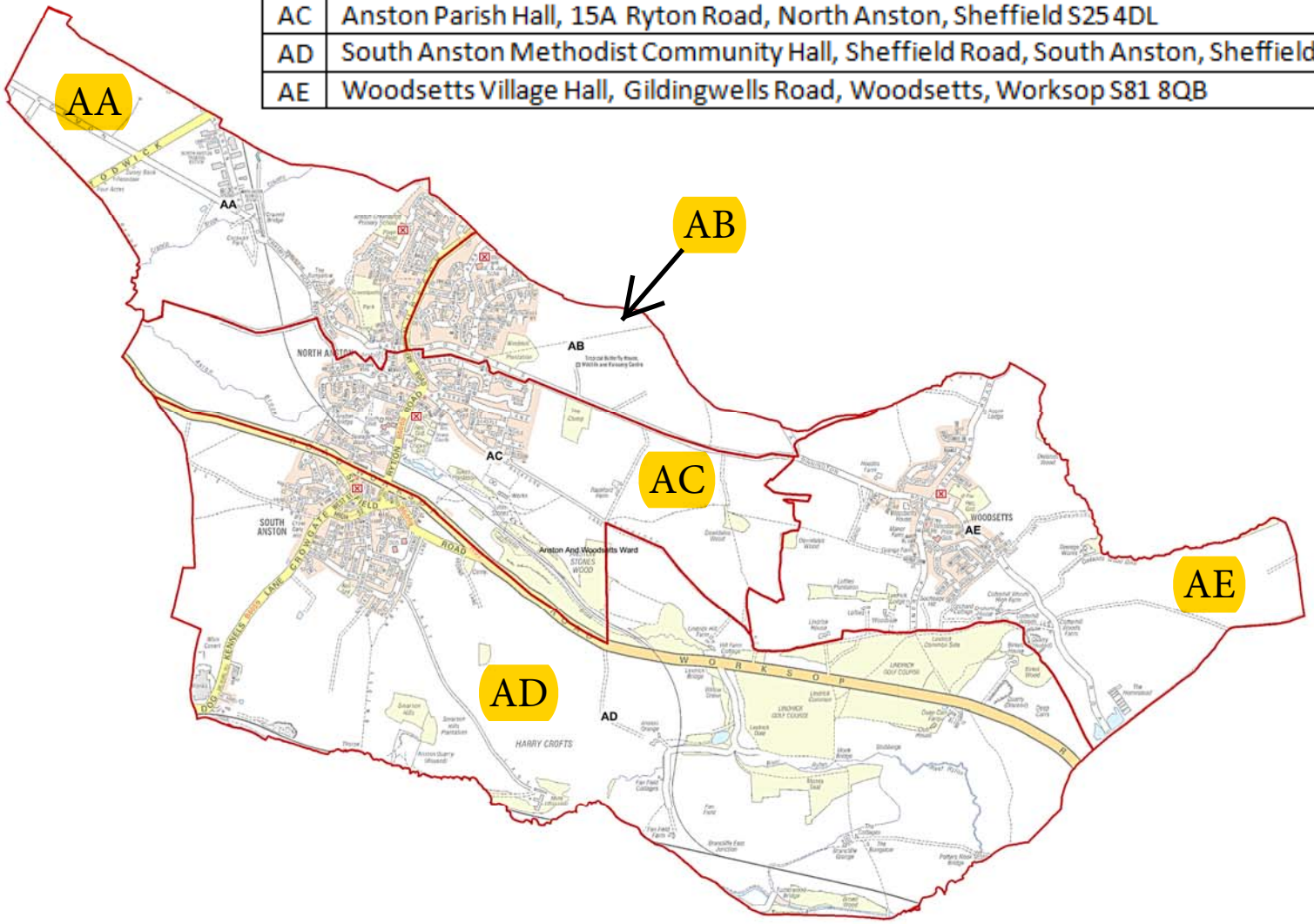
AA	Anston Greenlands Primary School, Edinburgh Drive, North Anston, Sheffield S25 4HD
AB	Anston Park Junior School, Park Avenue, North Anston, Sheffield S25 2QZ
AC	Anston Parish Hall, 15A Ryton Road, North Anston, Sheffield S25 4DL
AD	South Anston Methodist Community Hall, Sheffield Road, South Anston, Sheffield S25 5DW
AE	Woodsetts Village Hall, Gildingwells Road, Woodsetts, Worksop S81 8QB



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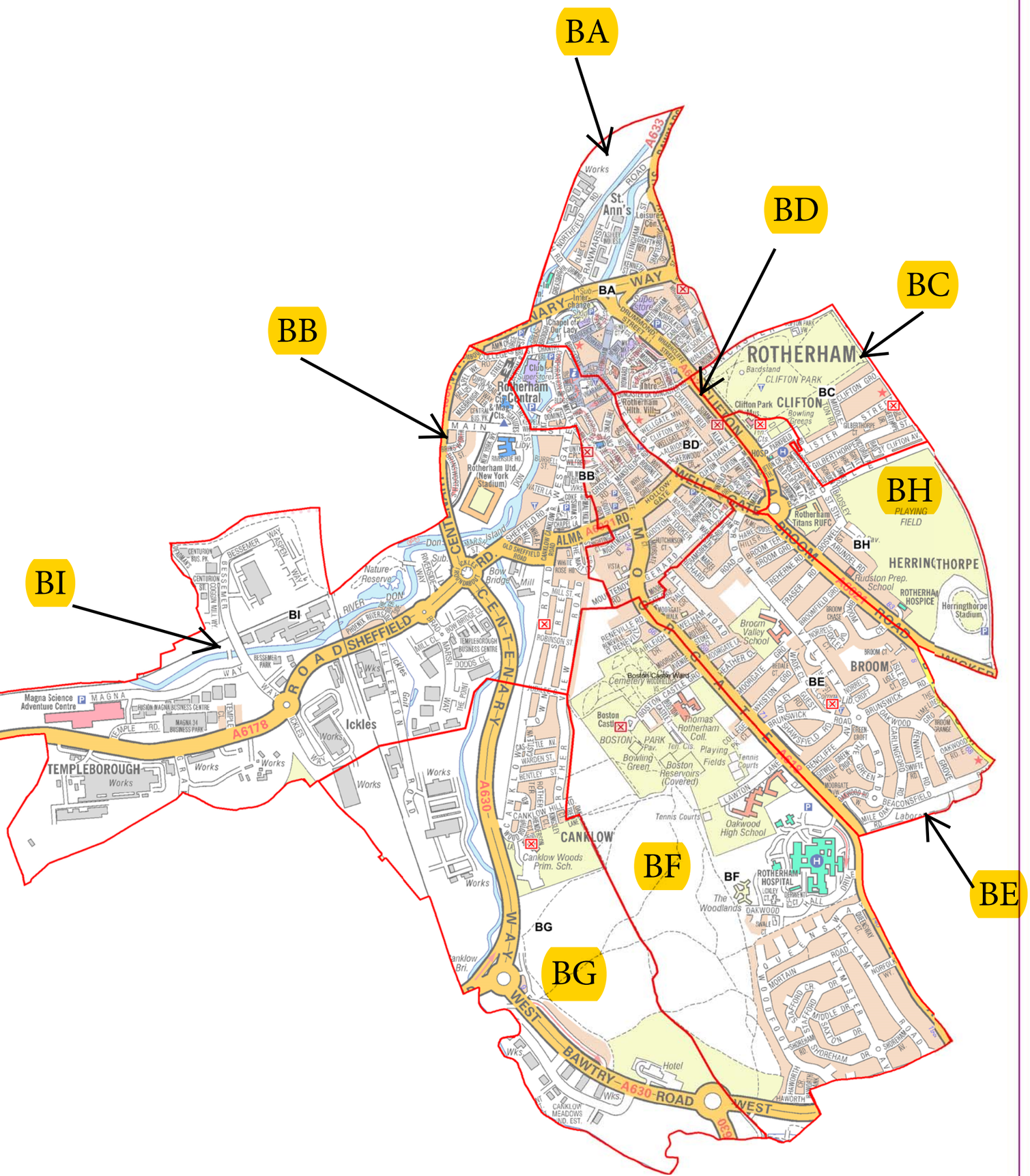
BA
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ROTHERHAM
CLIFTON
BROOM
HERRINGTHORPE
CANKLOW
TEMPLEBOROUGH
Ickles
Rotherham Central
Rotherham Utd. (New York Stadium)
Boston Castle Ward
Broom Valley School
Oakwood High School
Rotherham Titans RUFC
Herringthorpe Stadium
ROTHERHAM HOSPICE
Canklow Woods Prim. Sch.
Magna Science Adventure Centre
Boston Castle
Thomas Rotherham Coll.
Rudston Prep. School
Clifton Park Bowling Greens
Clifton Park Mus.
Bardsland
CLIFTON PARK
PLAYING FIELD
Tennis Courts
Hotel
The Woodlands
Nature Reserve
Bow Bridge
Mill
Works
Sub-Station
Chapel of Our Lady
Club superstore
Super store
Inter-change
Rotherham Hith. Vill.
Cts.
Liqy.
Loisure Cen.
St. Ann's
Cemetery
Boston Reservoirs (Covered)
Bowling Green
Playing Fields
Pav.
Ten Cts.
Tennis Courts
Canklow Bri.
Canklow Meadows Ind. Est.
ROTHERHAM HOSPITAL
A6178
A630
A633
A6109
A57
A618
A629
A6178 SHEFFIELD ROAD
CENTENARY WAY
MAIN STREET
WESTGATE
WELLGATE
ALMA RD.
BROOM ROAD
WEST BAWTRY ROAD
WEST WAY
BESSEMER WAY
TEMPLE RD.
OAKES WAY
RIVERSIDE WAY
MOORGATE ROAD
BROOM LANE
BEACONSFIELD RD.
QUEENSWAY
RIVER DON
Don
Sub
Station
Interchange
Super store
Ind. Est.
Pav.
Ten Cts.
Mus.
Cts.
Liqy.
Cen.
Hith. Vill.
Bus. Pk.
Bus. Centre
Bus. Park
Bus. Pk.
Ind. Est.
Rd. Sub Station
Rd. Bridge
Rd. Island
Rd. Ind. Est.
Rd. Cemetery
Rd. Recreation Ground
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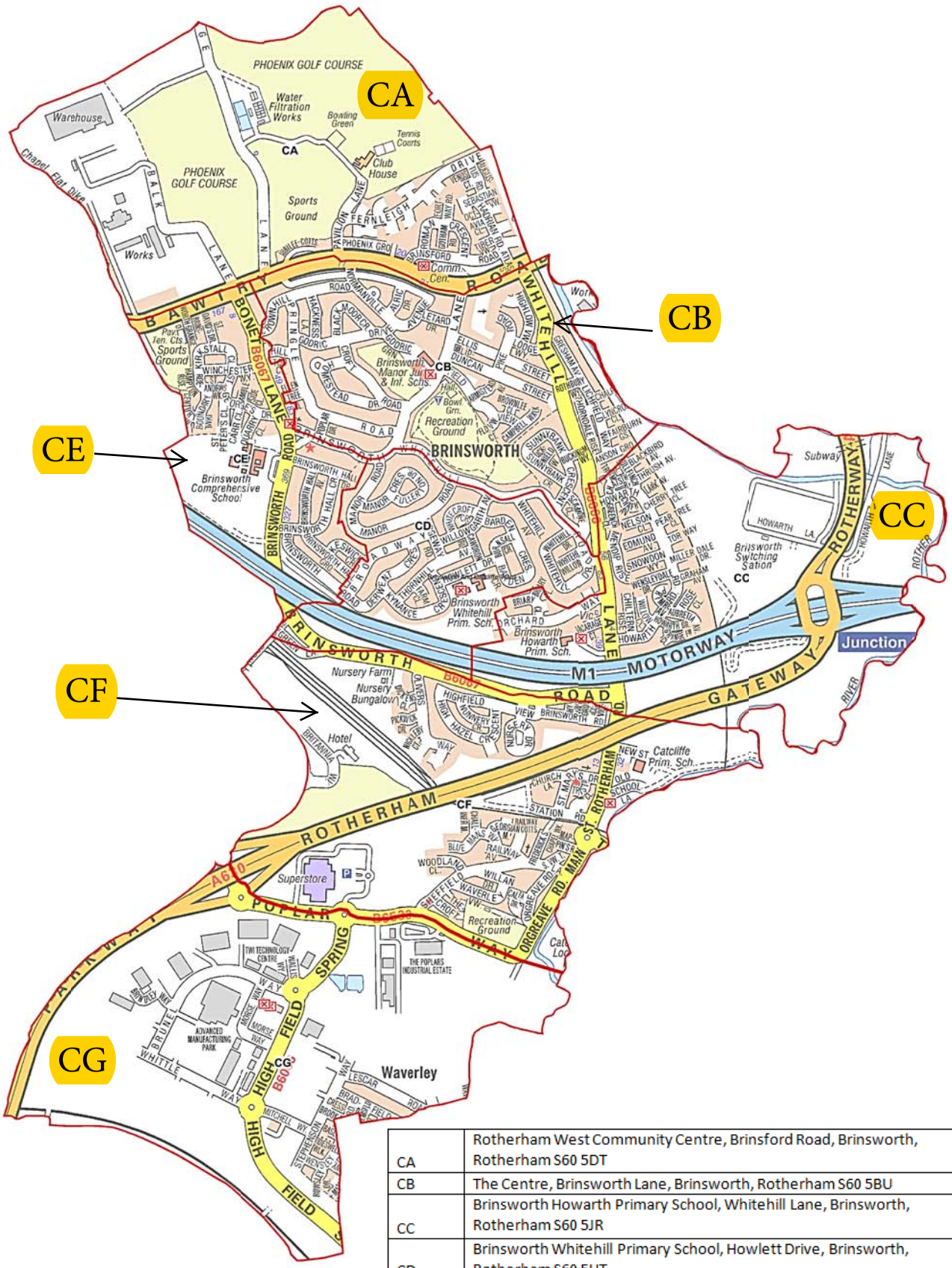

CA	Rotherham West Community Centre, Brinsford Road, Brinsworth, Rotherham S60 5DT
CB	The Centre, Brinsworth Lane, Brinsworth, Rotherham S60 5BU
CC	Brinsworth Howarth Primary School, Whitehill Lane, Brinsworth, Rotherham S60 5JR
CD	Brinsworth Whitehill Primary School, Howlett Drive, Brinsworth, Rotherham S60 5HT
CE	St Andrews Church, Bonet Lane, Brinsworth, Rotherham S60 5NF
CF	Catcliffe Memorial Hall, Old School Lane, Catcliffe, Rotherham S60 5SP
CG	AMP Technology Centre, Brunel Way, Catcliffe, Rotherham S60 5WG

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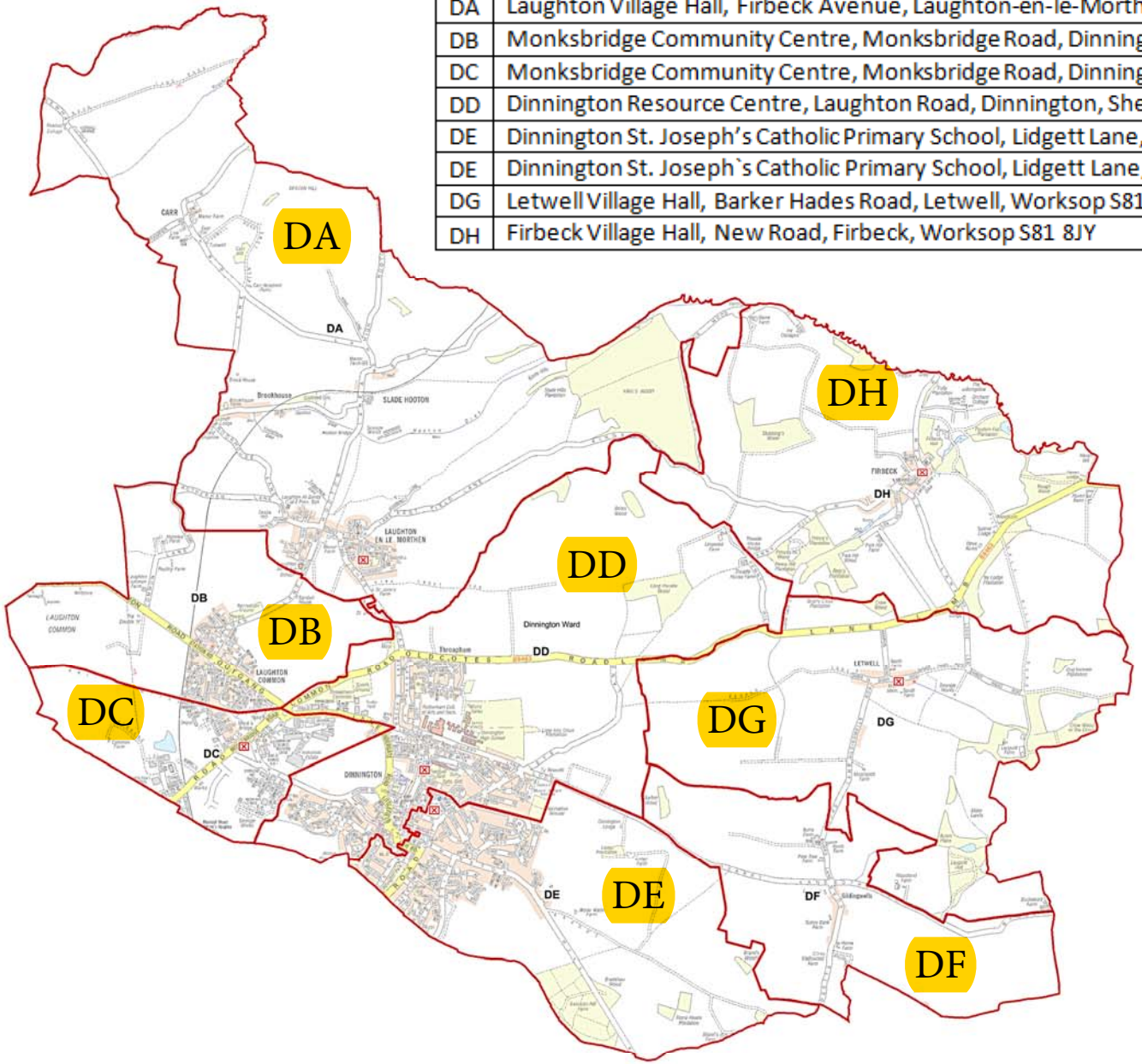
DA	Laughton Village Hall, Firbeck Avenue, Laughton-en-le-Morthen, Sheffield S25 1YD
DB	Monksbridge Community Centre, Monksbridge Road, Dinnington, Sheffield S25 3QS
DC	Monksbridge Community Centre, Monksbridge Road, Dinnington, Sheffield S25 3QS
DD	Dinnington Resource Centre, Laughton Road, Dinnington, Sheffield S25 2PS
DE	Dinnington St. Joseph's Catholic Primary School, Lidgett Lane, Dinnington, Sheffield S25 2QD
DE	Dinnington St. Joseph`s Catholic Primary School, Lidgett Lane, Dinnington, Sheffield S25 2QD
DG	Letwell Village Hall, Barker Hades Road, Letwell, Worksop S81 8DF
DH	Firbeck Village Hall, New Road, Firbeck, Worksop S81 8JY



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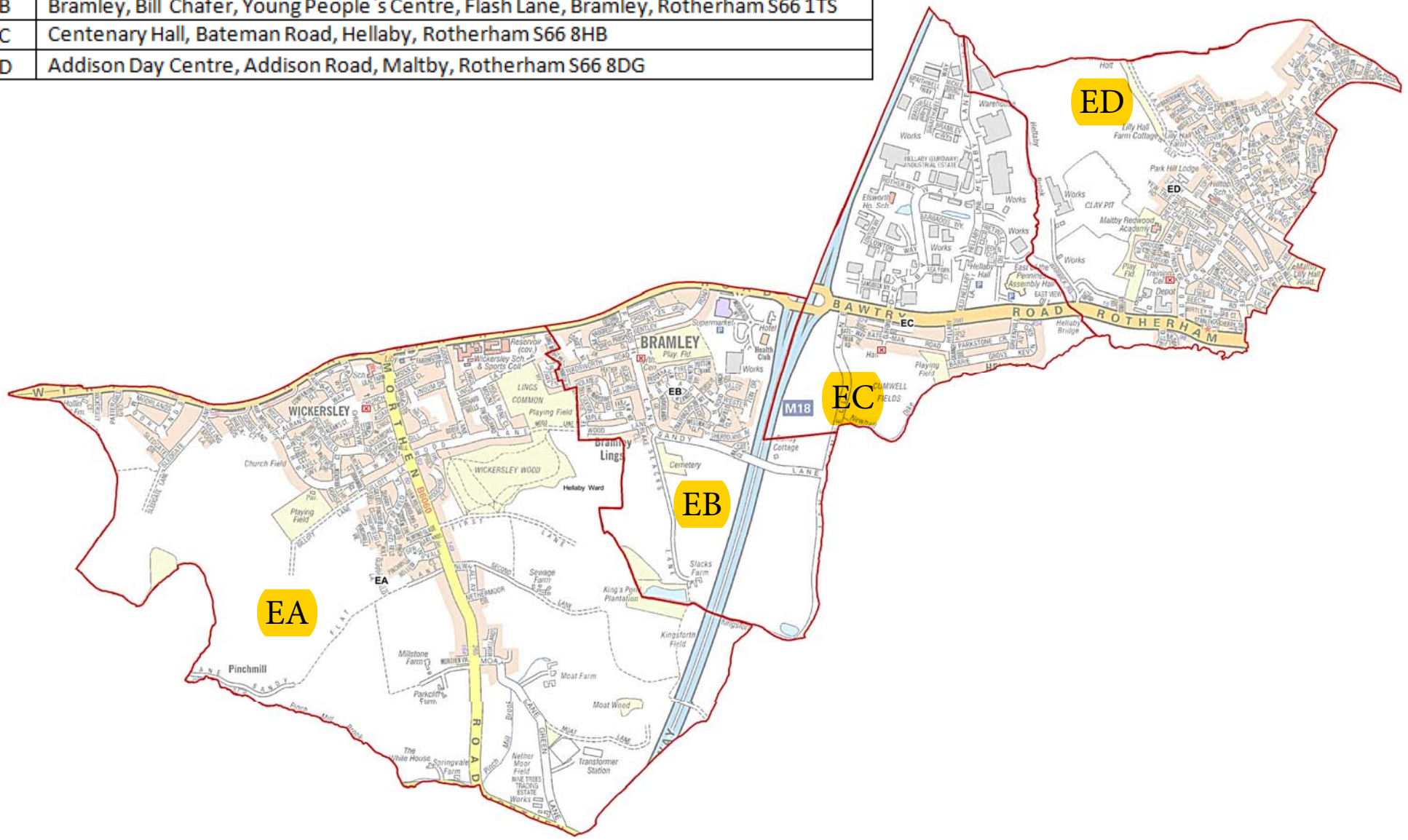
EA	The Church Barn, Church Lane, Wickersley, Rotherham S66 1ES
EB	Bramley, Bill Chafer, Young People`s Centre, Flash Lane, Bramley, Rotherham S66 1TS
EC	Centenary Hall, Bateman Road, Hellaby, Rotherham S66 8HB
ED	Addison Day Centre, Addison Road, Maltby, Rotherham S66 8DG



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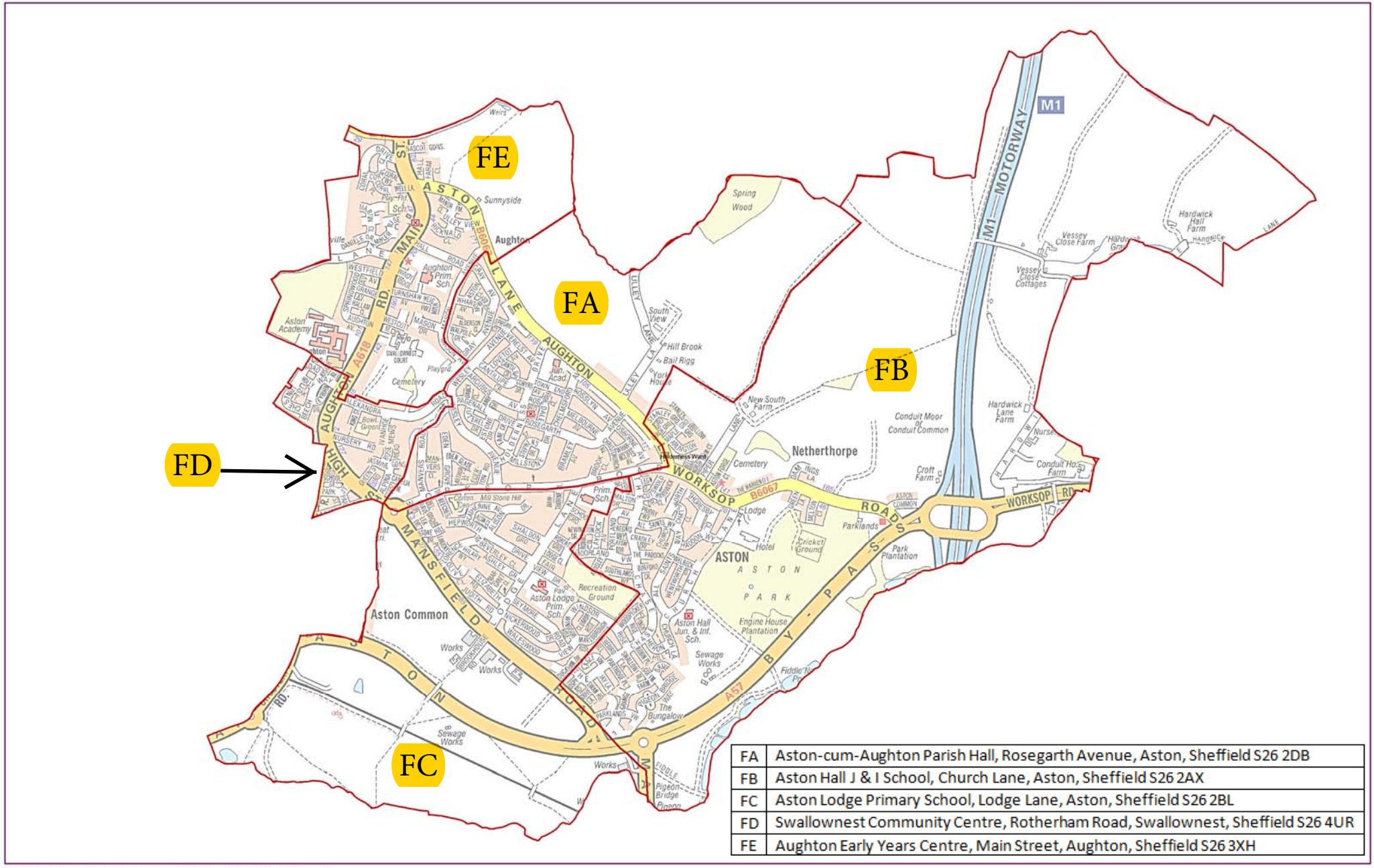

FA	Aston-cum-Aughton Parish Hall, Rosegarth Avenue, Aston, Sheffield S26 2DB
FB	Aston Hall J & I School, Church Lane, Aston, Sheffield S26 2AX
FC	Aston Lodge Primary School, Lodge Lane, Aston, Sheffield S26 2BL
FD	Swallownest Community Centre, Rotherham Road, Swallownest, Sheffield S26 4UR
FE	Aughton Early Years Centre, Main Street, Aughton, Sheffield S26 3XH

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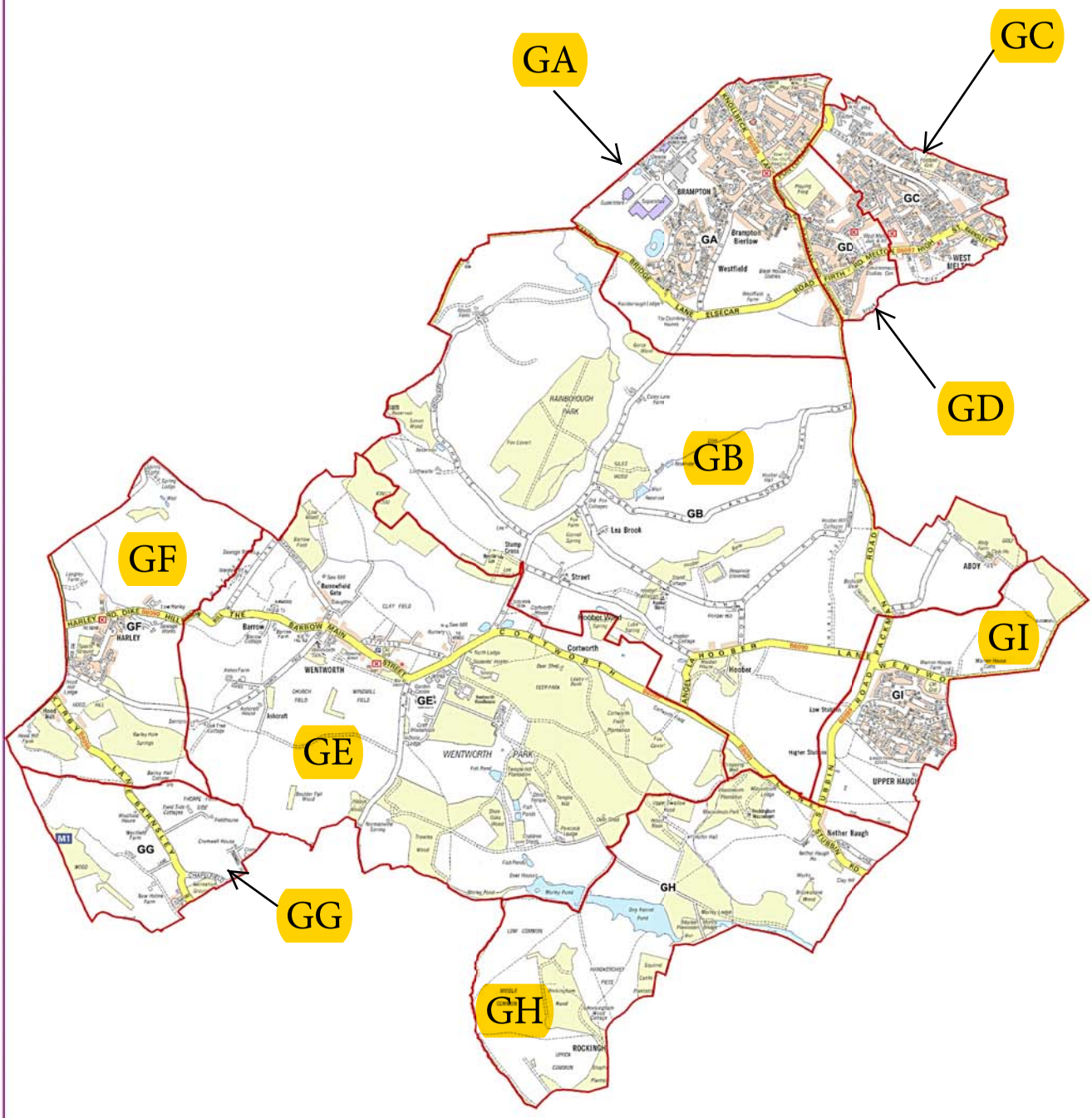

GA	Brampton Bierlow Parish Hall, Knollbeck Lane, Brampton Bierlow Barnsley S73 0TX
GB	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
GC	West Melton Primary School, Stokewell Road, West Melton, Rotherham S63 6NF
GD	Christchurch Hall, Christchurch Road, Wath upon Dearne, Rotherham S63 6NW
GE	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
GF	Harley Church, Harley Road, Harley, Rotherham S62 7UD
GG	Trinity Community Centre, Sough Hall Avenue, Thorpe Hesley, Rotherham S65 2QJ
GH	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
GI	Manor Farm Community Centre, Harding Avenue, Upper Haugh, Rotherham S62 7ED

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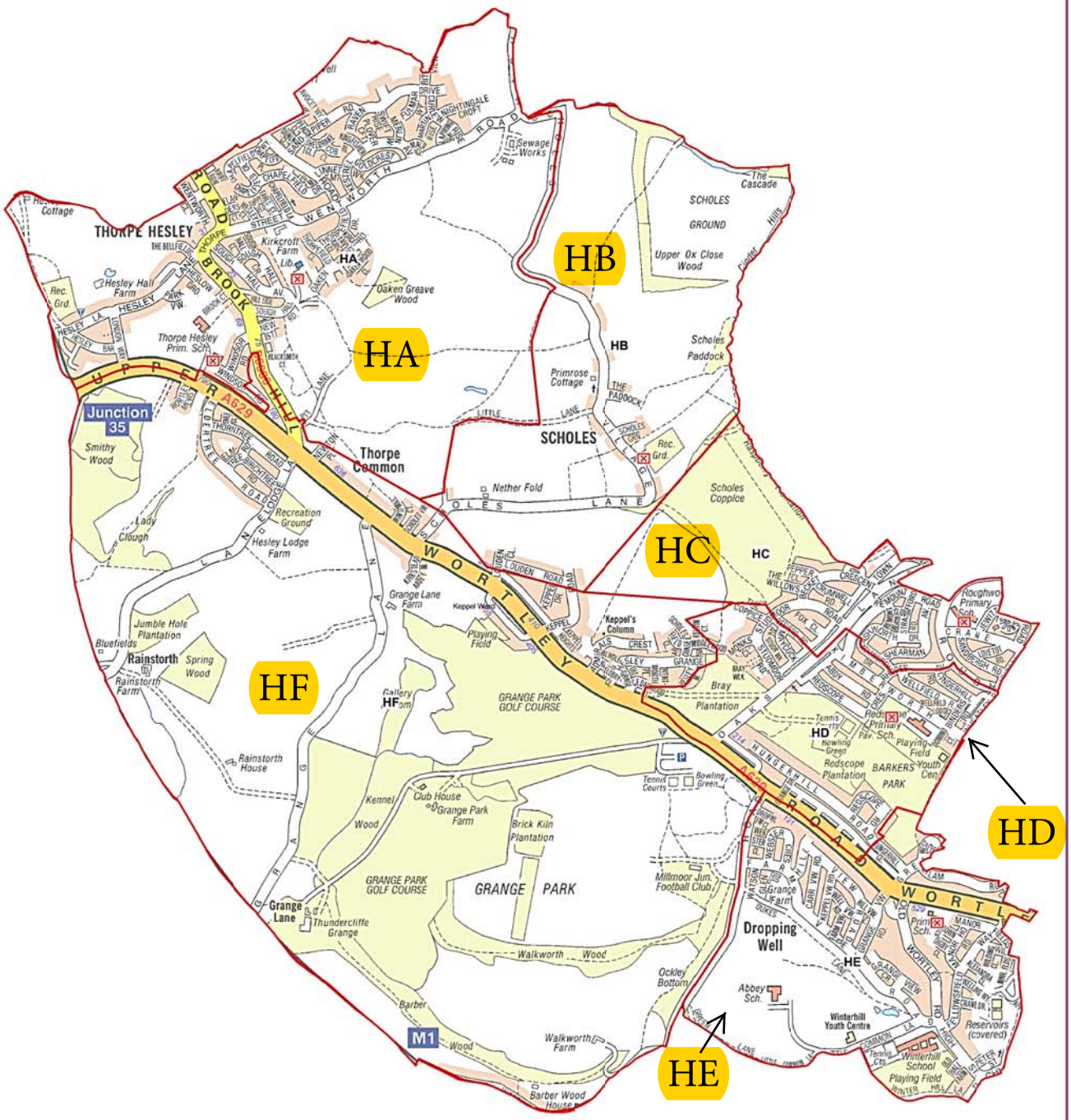

HA	Trinity Community Centre, Sough Hall Avenue, Thorpe Hesley, Rotherham S65 2QJ
HB	Scholes Cricket Pavilion, Scholes Village, Rotherham S61 2RQ
HC	Roughwood Primary School, Roughwood Road, Rotherham S61 3HL
HD	Chislett Centre, Kimberworth Park Road, Rotherham S61 3JT
HE	St Bede`s Catholic Primary School, Wortley Road, Rotherham S61 1PD
HF	Thorpe Hesley and Scholes OAP & Community Centre, Brook Hill, Thorpe Hesley, Rotherham S61 2QF

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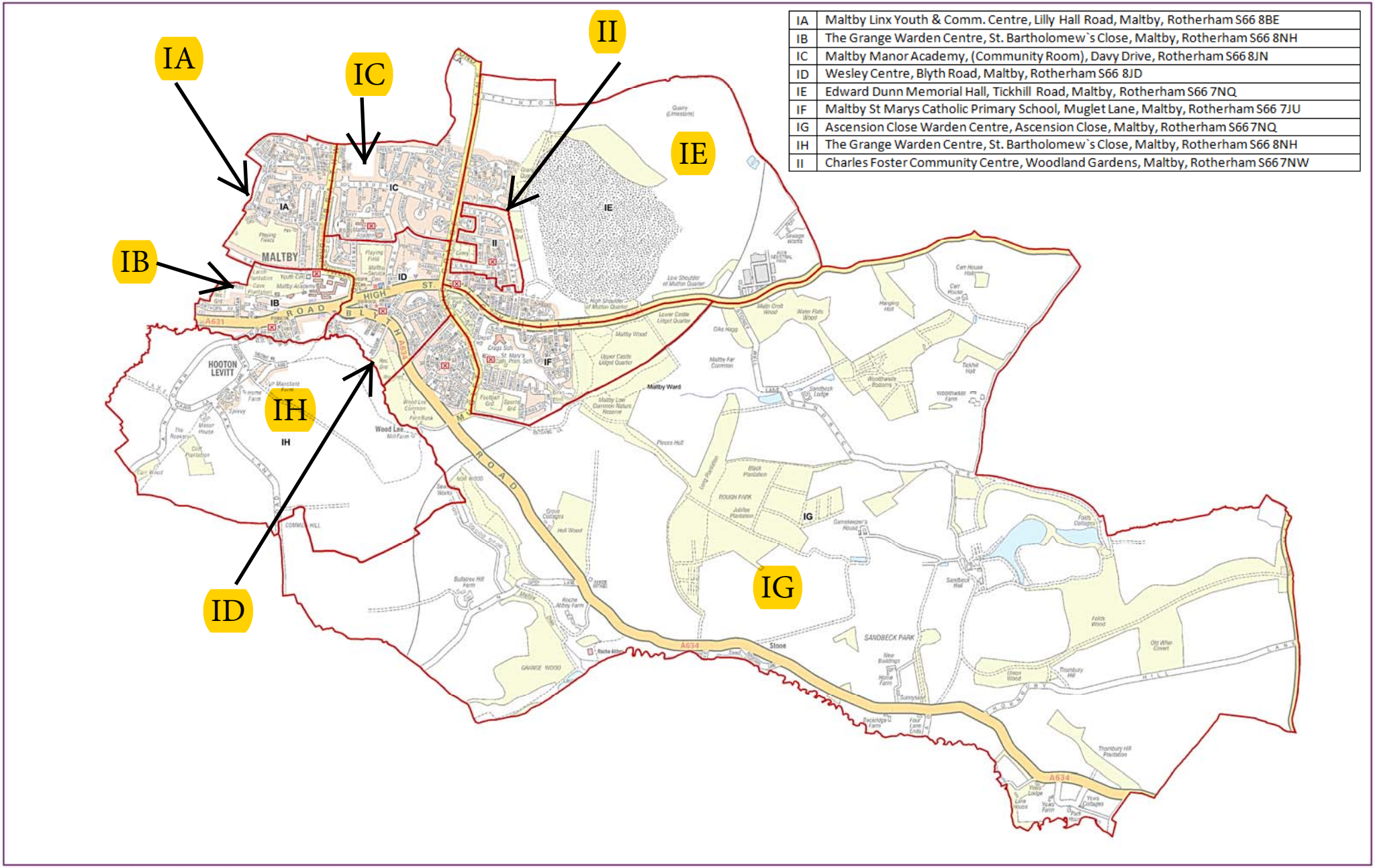

IA	Maltby Linx Youth & Comm. Centre, Lilly Hall Road, Maltby, Rotherham S66 8BE
IB	The Grange Warden Centre, St. Bartholomew`s Close, Maltby, Rotherham S66 8NH
IC	Maltby Manor Academy, (Community Room), Davy Drive, Rotherham S66 8JN
ID	Wesley Centre, Blyth Road, Maltby, Rotherham S66 8JD
IE	Edward Dunn Memorial Hall, Tickhill Road, Maltby, Rotherham S66 7NQ
IF	Maltby St Marys Catholic Primary School, Muglet Lane, Maltby, Rotherham S66 7JU
IG	Ascension Close Warden Centre, Ascension Close, Maltby, Rotherham S66 7NQ
IH	The Grange Warden Centre, St. Bartholomew`s Close, Maltby, Rotherham S66 8NH
II	Charles Foster Community Centre, Woodland Gardens, Maltby, Rotherham S66 7NW

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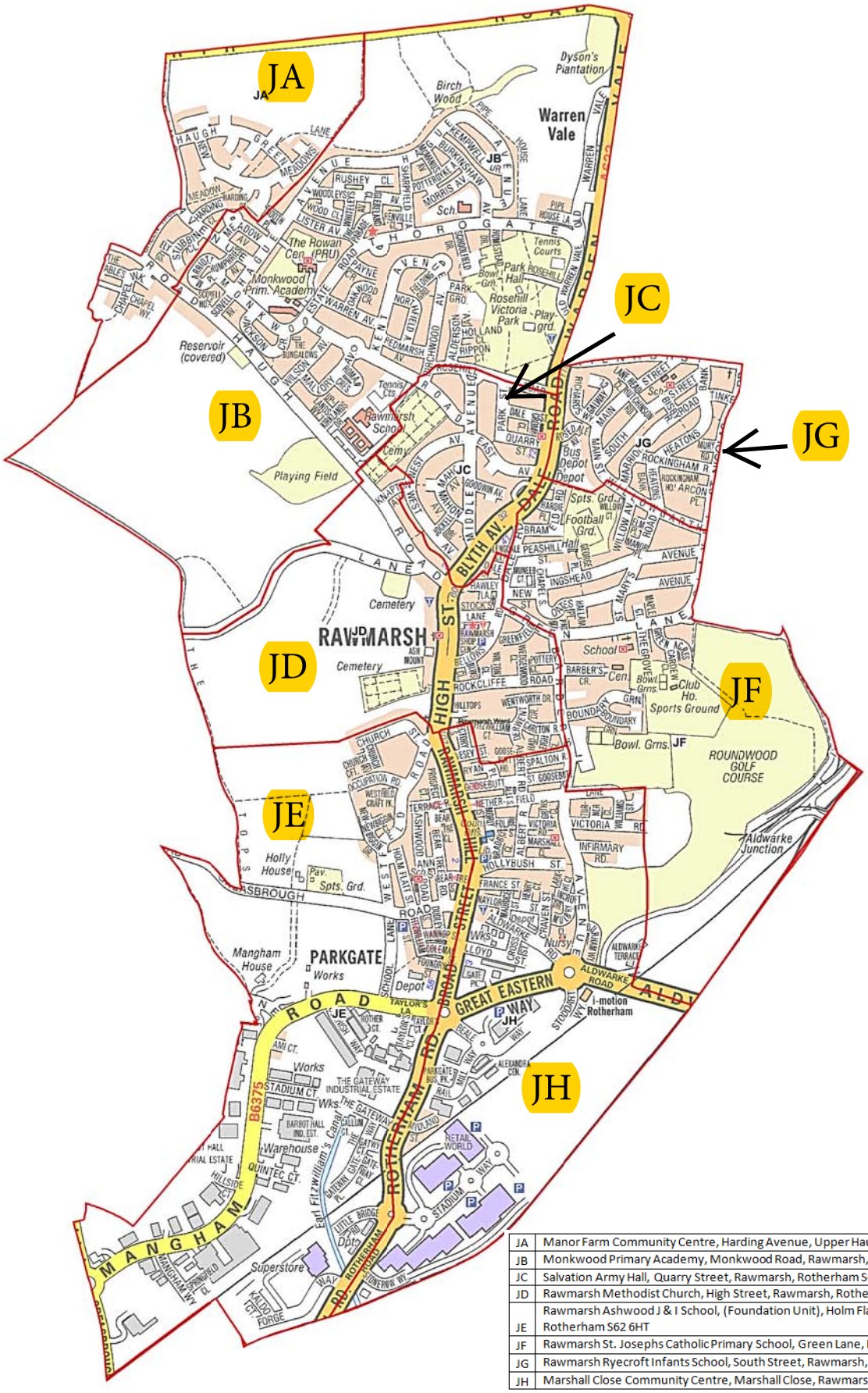
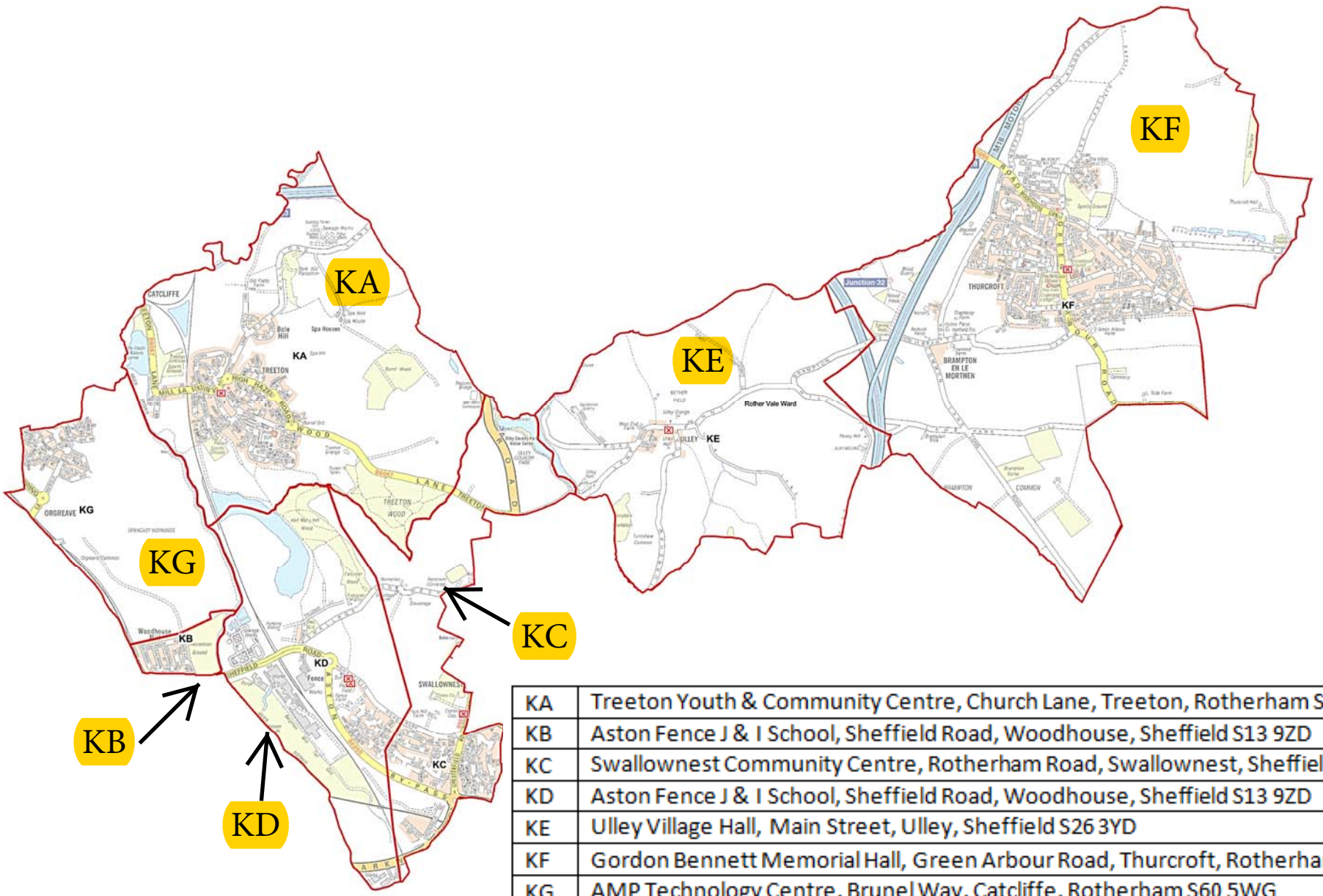

JA
JB
JC
JD
JE
JF
JG
JH
Warren Vale
Dyson's Plantation
Birch Wood
Monkwood Prim. Academy
The Rowan Cen. (PRU)
Rawmarsh School
Playing Field
Reservoir (covered)
Cemetery
RAWMARSH
Bus Depot
Football Grd.
Sports Ground
Bowl. Grns.
ROUNDWOOD GOLF COURSE
Aldwarke Junction
PARKGATE
Mangham House
Holly House
Works
Depot
Superstore
i-motion Rotherham
Retail World
Stadium
Warehouse
Infirmary Rd.
Nursy
Pav.
Spts. Grd.
Tennis Courts
Park Hall
Rosehill Victoria Park
Play grd.
Cem.
Cen.
School
Club Ho.
Bowl. Grns.
Spts. Grd.
Hall
Depot
Works
Wks.
Pav.
Spts. Grd.
HIGH STREET
BLYTH AV.
RAWMARSH HILL
ROTHERHAM RD.
GREAT EASTERN WAY
ALDWARKE ROAD
MANGHAM WAY
B6375
PARK AVENUE
MIDDLE AVENUE
WEST AVENUE
EAST AVENUE
GREEN LANE
ST. MARY'S AVENUE
THE GROVE
HOLLYBUSH ST.
FRANCE ST.
VICTORIA RD.
ROCKINGHAM R.
HEATONS
ROCKCLIFFE ROAD
BARBER'S CR.
BOUNDARY
WENTWORTH DR.
CHURCH ST.
CHURCH COMMON
CHURCH ST. WEST
OCCUPATION RD.
WESTFIELD CRAFT IN.
PROSPECT ST.
TERRACE
BEAR TREE CL.
ASHWOOD ROAD
HOLM FLATT ST.
DUDLEY ROAD
RHODES WAY
SCHOOL LANE
FOUNDRY ST.
TAYLOR'S LA.
ROTHER CT.
AMI CT.
STADIUM CT.
THE GATEWAY INDUSTRIAL ESTATE
BARBOT HALL IND. EST.
QUINTEC CT.
HILLSIDE
EARL FITZWILLIAM'S COURT
LITTLE BRIDGE
KILDWICK CT.
FORGE
LONGROW WY.
ALEXANDRA CON.
RETAIL WORLD
STADIUM
ALDWARKE TERRACE
STOODLEY WY.
BEALE WAY
ARKGATE BUS. PK.
RAIL
ROYLAND WAY
HAUGH LANE
NEW HAUGH GREEN
MEADOW VIEW
MEADOW AV.
HARDING AV.
RUSHEY CL.
WOODLEYS CL.
WHITTERS CL.
SHARPFIELD CL.
POTTERDYKE AV.
MORRIS AV.
BURKINSHAW AV.
KEMPWELL AV.
WARREN VALE
PIPE HOUSE LA.
THE ORCHARDS
THE ABLES
CHAPEL WK.
CHAPEL WY.
STUBBIN RD.
ARNOLD CL.
PUMPHREYS CL.
WOODHOUSE CL.
WOODHOUSE LA.
SCHOOL CL.
WOODHOUSE AV.
WOODHOUSE CR.
WOODHOUSE RD.
THE BUNGALOWS
JACKSON CL.
WELSON CL.
MALORY CRES.
ROSEHILL AV.
PAYNE CR.
HOLLAND CL.
RIPPON CL.
ALDERSON AV.
REDMARSH AV.
NORTHWOOD AV.
HELDING AV.
NORTH AV.
WARREN AV.
HAMMOND CR.
WOOD CL.
SISTER AV.
SOMERSBY CL.
SOMERSTON DR.
WARREN VALE
OLD WARREN VALE
PARK GRO.
PARK DALE
QUARRY ST.
MAHON AV.
GOODWIN AV.
KNAPTON AV.
WEST ROAD
LANE
THE
ASH MOUNT
ROCKINGHAM HO.
ARCON PL.
MAIN ST.
SOUTH ST.
BANK ST.
TINKER LANE
MARRIOTT RD.
HEATONS RD.
WILLOW AV.
WILLOW CT.
MARLOW RD.
BRAM HARDIE PL.
PEASHILL ST.
MUNEER CT.
INGSHEAD AVENUE
NEW ST.
STOCKS LANE
RAWLEY LA.
GREENFIELD
POTTERY ROAD
ROWAN CL.
ROWAN CT.
ROWAN RD.
ROWAN TERRACE
ROWAN VILLAS
ROWAN WAY
ROWAN WK.
ROWAN WY.
ROWAN HO.
ROWAN PL.
ROWAN AV.
ROWAN CR.
ROWAN GRO.
ROWAN ROAD



KA	Treeton Youth & Community Centre, Church Lane, Treeton, Rotherham S60 5PZ
KB	Aston Fence J & I School, Sheffield Road, Woodhouse, Sheffield S13 9ZD
KC	Swallownest Community Centre, Rotherham Road, Swallownest, Sheffield S26 4UR
KD	Aston Fence J & I School, Sheffield Road, Woodhouse, Sheffield S13 9ZD
KE	Ulley Village Hall, Main Street, Ulley, Sheffield S26 3YD
KF	Gordon Bennett Memorial Hall, Green Arbour Road, Thurcroft, Rotherham S66 9DD
KG	AMP Technology Centre, Brunel Way, Catcliffe, Rotherham S60 5WG

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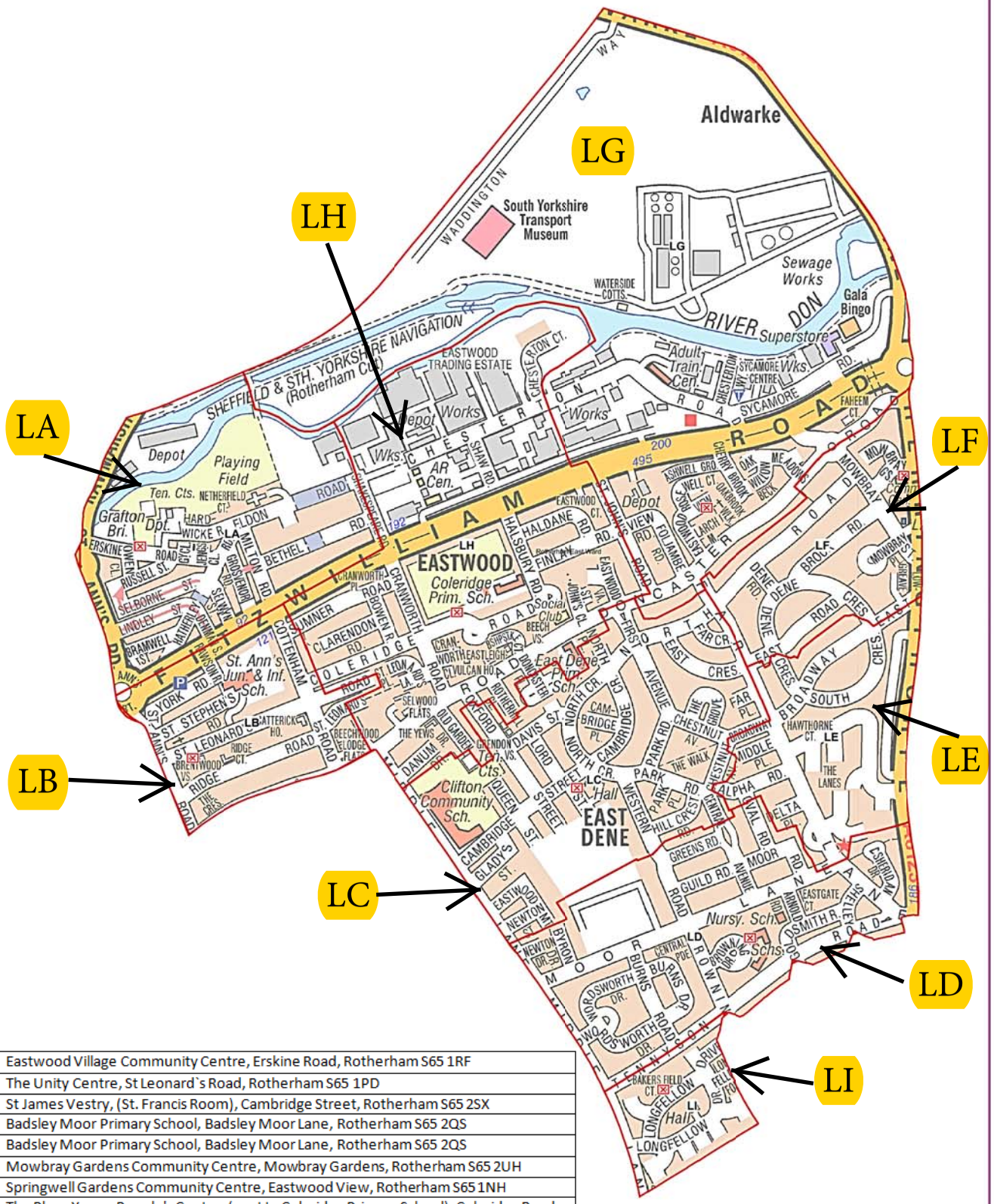

LA	Eastwood Village Community Centre, Erskine Road, Rotherham S65 1RF
LB	The Unity Centre, St Leonard`s Road, Rotherham S65 1PD
LC	St James Vestry, (St. Francis Room), Cambridge Street, Rotherham S65 2SX
LD	Badsley Moor Primary School, Badsley Moor Lane, Rotherham S65 2QS
LE	Badsley Moor Primary School, Badsley Moor Lane, Rotherham S65 2QS
LF	Mowbray Gardens Community Centre, Mowbray Gardens, Rotherham S65 2UH
LG	Springwell Gardens Community Centre, Eastwood View, Rotherham S65 1NH
LH	The Place Young People's Centre, (next to Coleridge Primary School), Coleridge Road, Rotherham S65 1LW
LI	Bakersfield Warden Centre, Longfellow Drive, Rotherham S65 2LH

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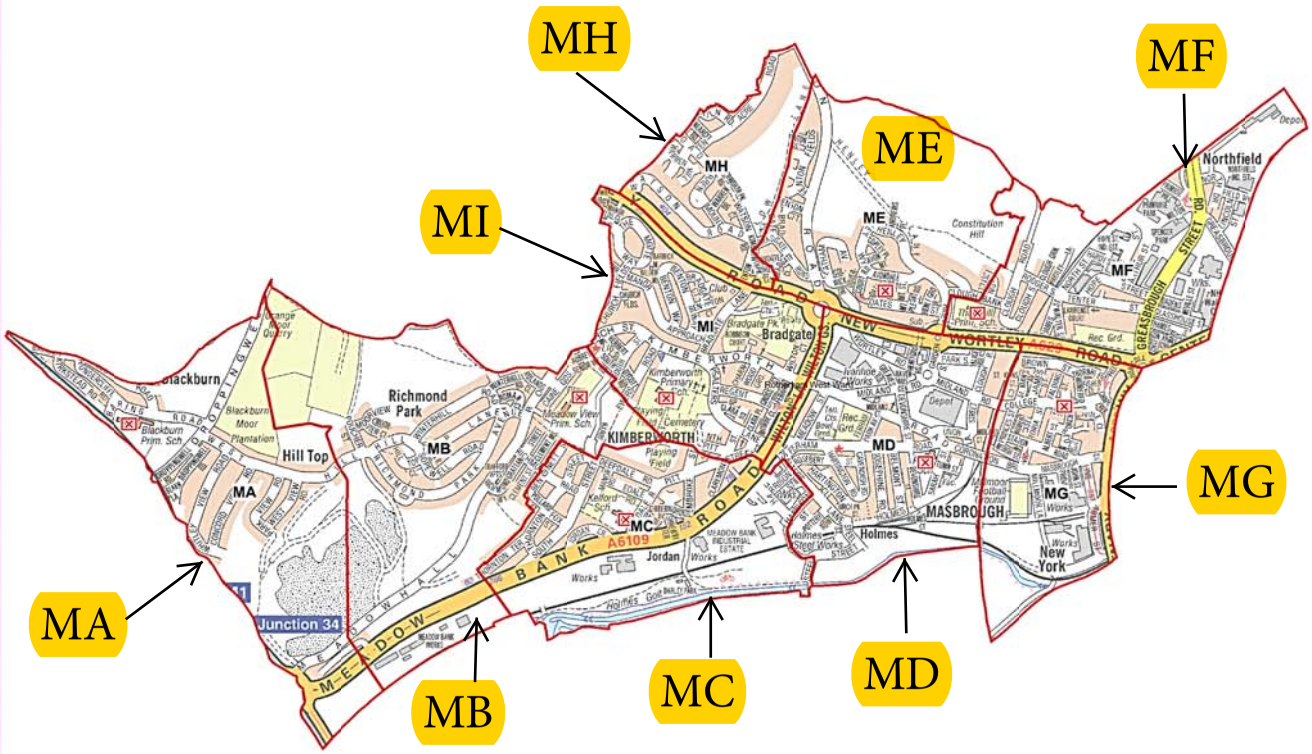

MA	Blackburn Primary School, Baring Road, Blackburn, Rotherham S61 2BU
MB	Meadow View Primary School, (Community Room), Meadowhall Road, Rotherham S61 2JD
MC	Kelford School, Oakdale Road, Rotherham S61 2NU
MD	Ferham Primary School, Ferham Road, Rotherham S61 1AP
ME	Henley Community Centre, Oates Close, Rotherham S61 1TP
MF	Thornhill Primary School, Clough Bank, Rotherham S61 1TD
MG	Masbrough & Thornhill Community Centre, College Road, Rotherham S60 1JE
MH	St John's Church, St John's Green, Kimberworth Park, Rotherham S61 3JL
MI	Kimberworth Community Children's Centre, Kimberworth Road, Rotherham S61 1HE

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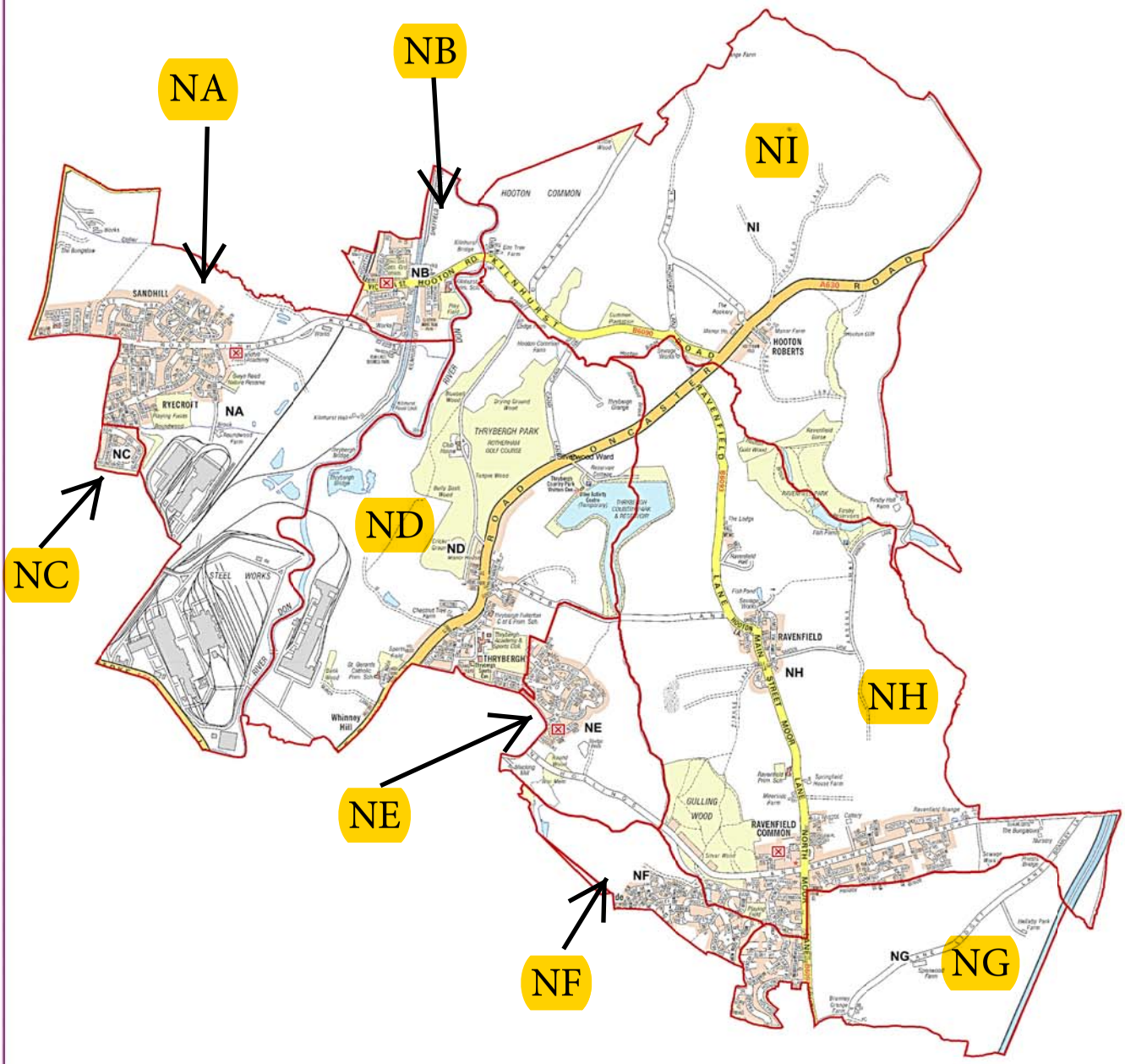

NA	Sandhill Primary Academy, Kilnhurst Road, Rawmarsh, Rotherham S62 5LH
NB	Kilnhurst Comm. Resource Centre, Victoria Street, Kilnhurst, Mexborough S64 5SQ
NC	Rawmarsh St. Josephs Catholic Primary School, Green Lane, Rawmarsh, Rotherham S62 6JY
ND	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4EE
NE	Staple Green Community Centre, Staple Green, Thrybergh, Rotherham S65 4DA
NF	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
NG	Bramley Parish Hall, Cross Street, Bramley, Rotherham S66 2SA
NH	Ravenfield Parish Hall, Birchwood Drive, Ravenfield, Rotherham S65 4PT
NI	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4BP

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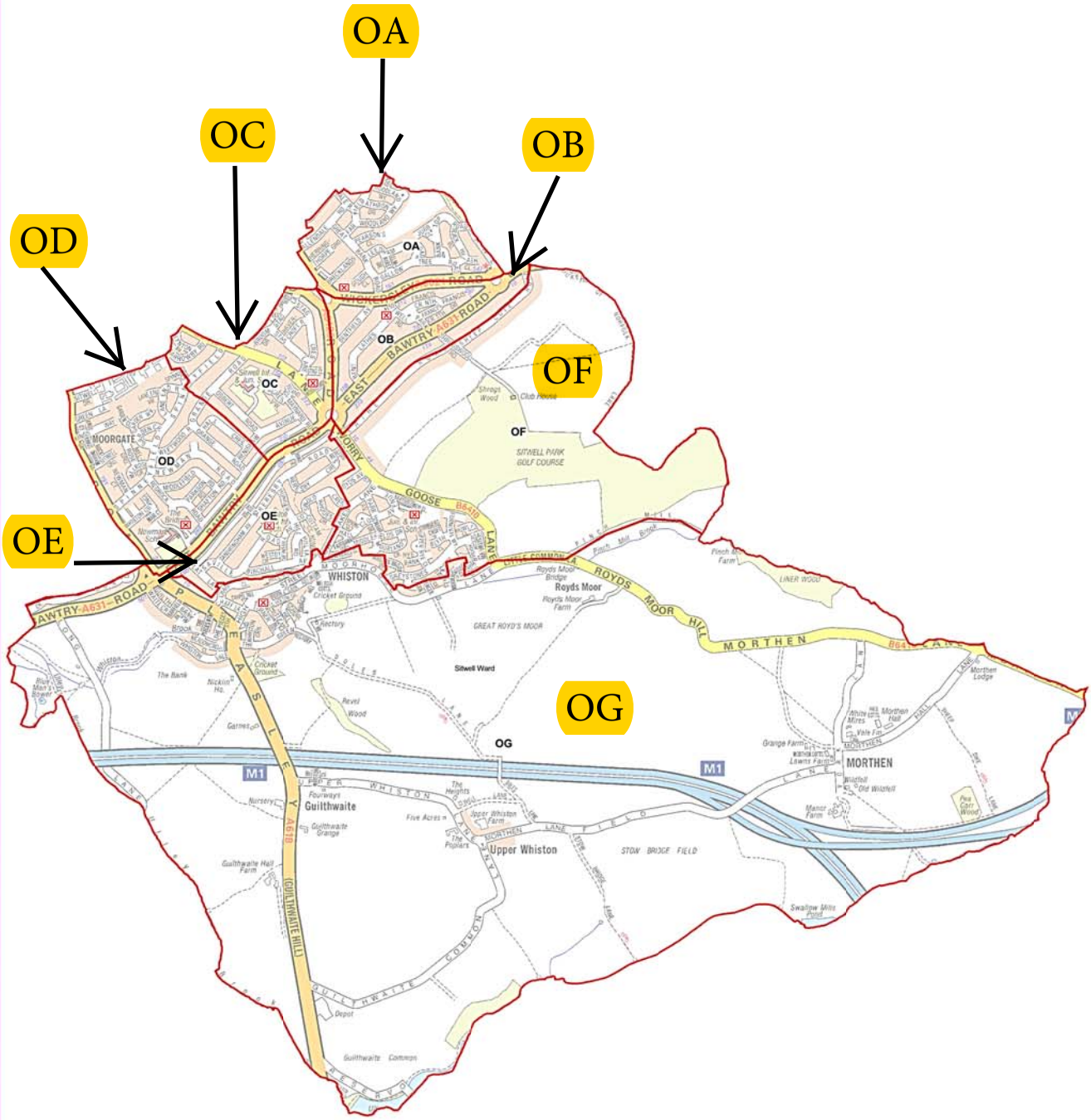

OA	Herringthorpe United Reformed Church, Wickersley Road, Rotherham S60 4JN
OB	St Cuthbert's Church Hall, Bent Lathes Avenue, Rotherham S60 4BN
OC	Broom Methodist Church, Broom Lane, Rotherham S60 3NW
OD	Newman Additional Resource (next to Newman School) East Bawtry Road, Rotherham S60 3LX
OE	Whiston J & I School, Saville Road, Whiston, Rotherham S60 4DX
OF	Whiston Worry Goose J & I School, Hall Close Avenue, Whiston, Rotherham S60 4AG
OG	Whiston Parish Hall, Well Lane, Whiston, Rotherham S60 4HX

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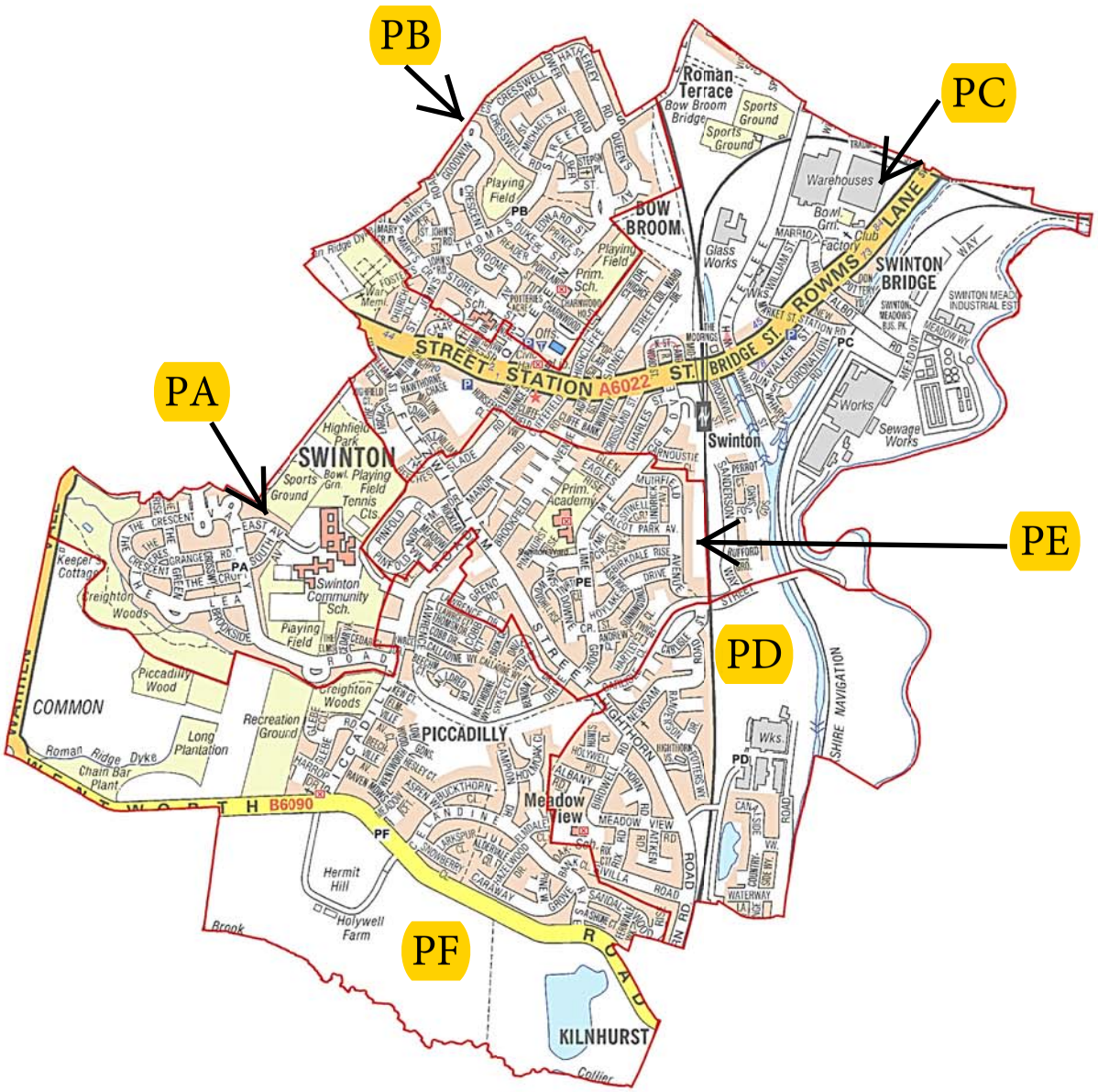

PA	Swinton Fitzwilliam Primary School, Broadway, Swinton, Mexborough S64 8HF
PB	Swinton Queen Primary School, Queen Street, Swinton, Mexborough S64 8NE
PC	Swinton Civic Hall, Station Street, Swinton, Mexborough S64 8PZ
PD	St Thomas Primary School, Meadow View Road, Kilnhurst, Mexborough S64 5UA
PE	The Brookfield Centre, Lime Grove, Swinton, Mexborough S64 8TG
PF	Piccadilly Methodist Church, Wentworth Road, Swinton, Mexborough S64 8JZ

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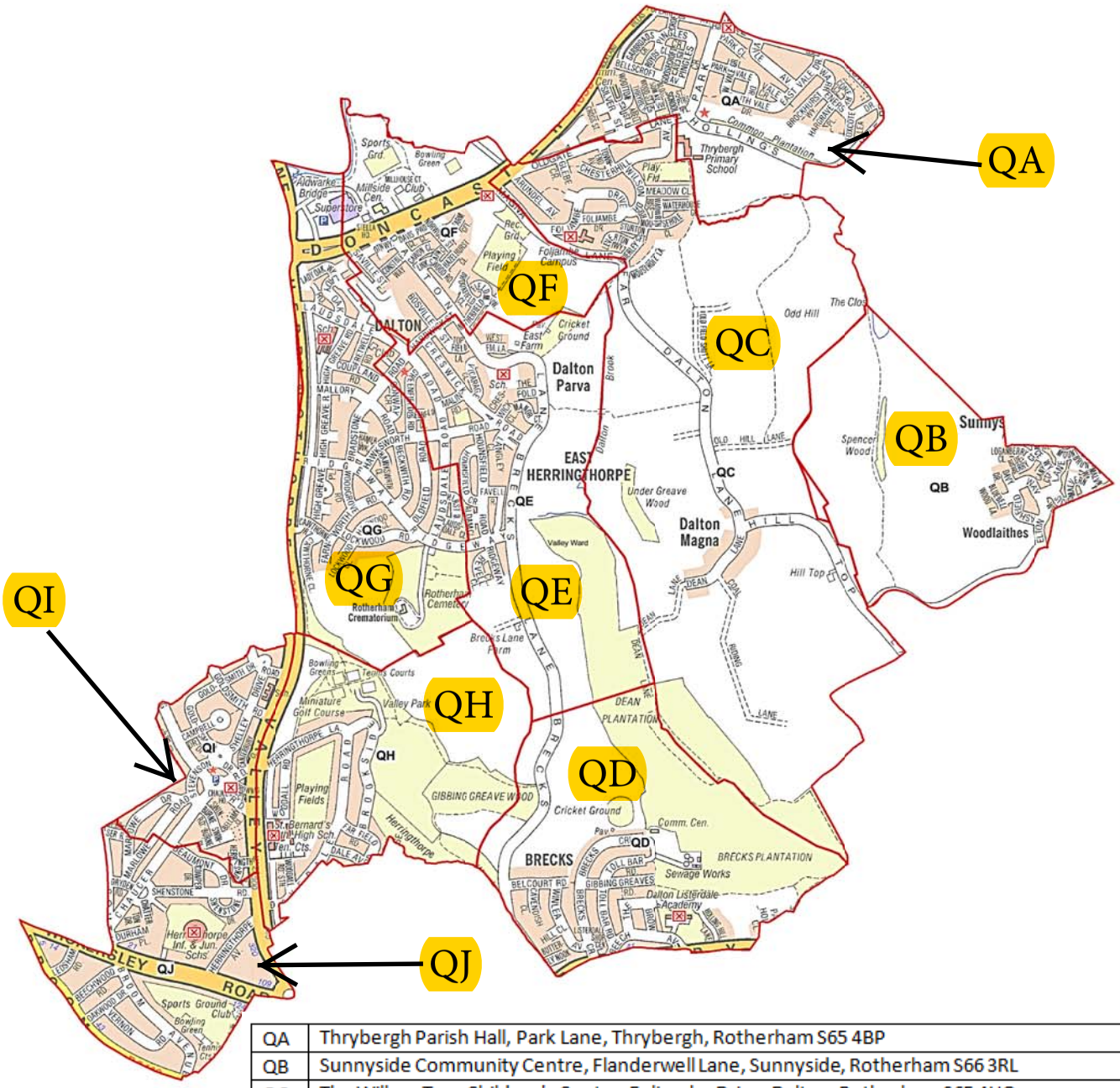

QA	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4BP
QB	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
QC	The Willow Tree Children's Centre, Foljambe Drive, Dalton, Rotherham S65 4HQ
QD	Listerdale Primary School, Beech Avenue, Brecks, Rotherham S65 3HN
QE	Trinity Croft C of E J & I School, (Parish Room), Dalton Lane, Dalton Parva, Rotherham S65 3QJ
QF	Dalton Parish Hall, Doncaster Road, Dalton, Rotherham S65 3EW
QG	High Greave Junior School, (Sports Hall), High Greave Road, Rotherham S65 3LZ
QH	St Bernards Catholic High School, Herringthorpe Valley Road, Rotherham S65 3BE
QI	Herringthorpe Young People`s Centre, Chaucer Road, Rotherham S65 2LG
QJ	Herringthorpe Infants School, Chatterton Drive, Rotherham S65 2JW

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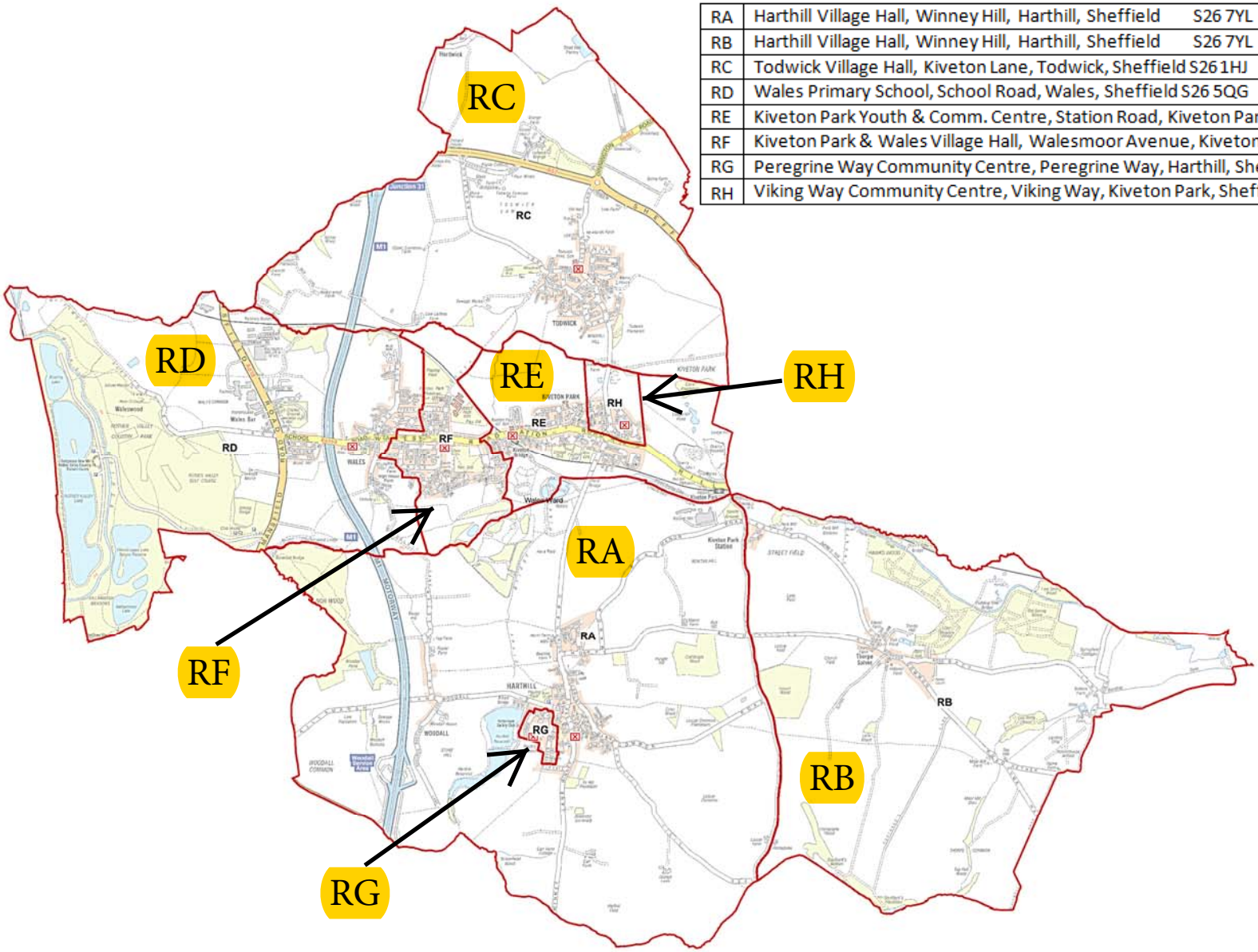
RA	Harthill Village Hall, Winney Hill, Harthill, Sheffield	S26 7YL
RB	Harthill Village Hall, Winney Hill, Harthill, Sheffield	S26 7YL
RC	Todwick Village Hall, Kiveton Lane, Todwick, Sheffield	S26 1HJ
RD	Wales Primary School, School Road, Wales, Sheffield	S26 5QG
RE	Kiveton Park Youth & Comm. Centre, Station Road, Kiveton Park, Sheffield	S26 6QQ
RF	Kiveton Park & Wales Village Hall, Walesmoor Avenue, Kiveton Park Sheffield	S26 5RG
RG	Peregrine Way Community Centre, Peregrine Way, Harthill, Sheffield	S26 7UP
RH	Viking Way Community Centre, Viking Way, Kiveton Park, Sheffield	S26 6RX



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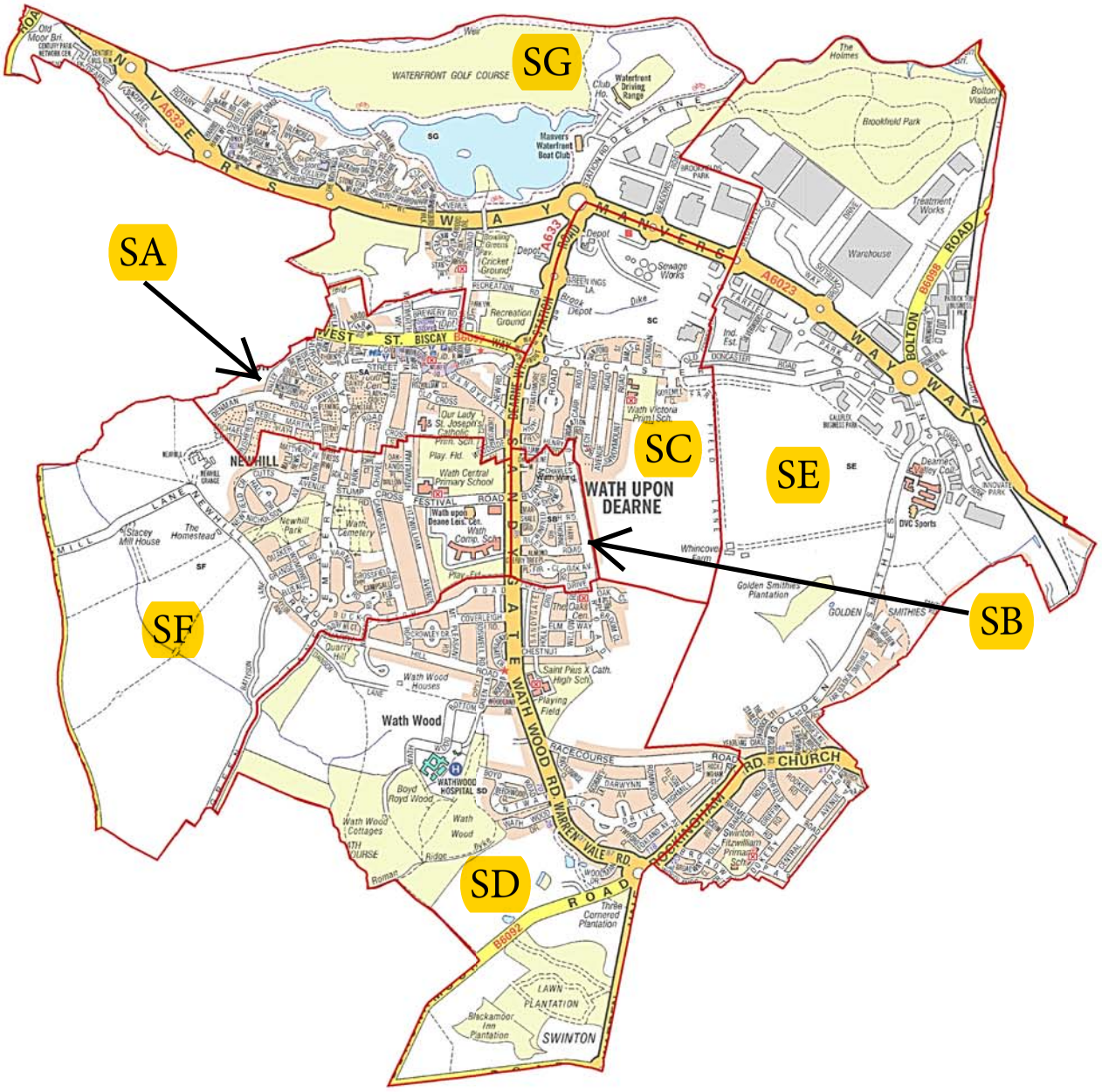
SA	Trinity Methodist Church, Chapel Street, Wath upon Dearne, Rotherham S63 7RF
SB	Oaks Day Centre, Oak Road, Wath upon Dearne, Rotherham S63 7BB
SC	Wath Victoria Children's Centre, Sandymount Road, Wath upon Dearne, Rotherham S63 7AB
SD	Saint Pius X Catholic High School, (Sports Hall), Wath Wood Road, Wath upon Dearne, Rotherham S63 7PQ
SE	Swinton Fitzwilliam Primary School, Broadway, Swinton, Mexborough S64 8HF
SF	Wath Central Primary School, Fitzwilliam Street, Wath upon Dearne, Rotherham S63 7HG
SG	Wath upon Dearne RUFC Clubhouse, Moor Road, Wath upon Dearne, Rotherham S63 7RT



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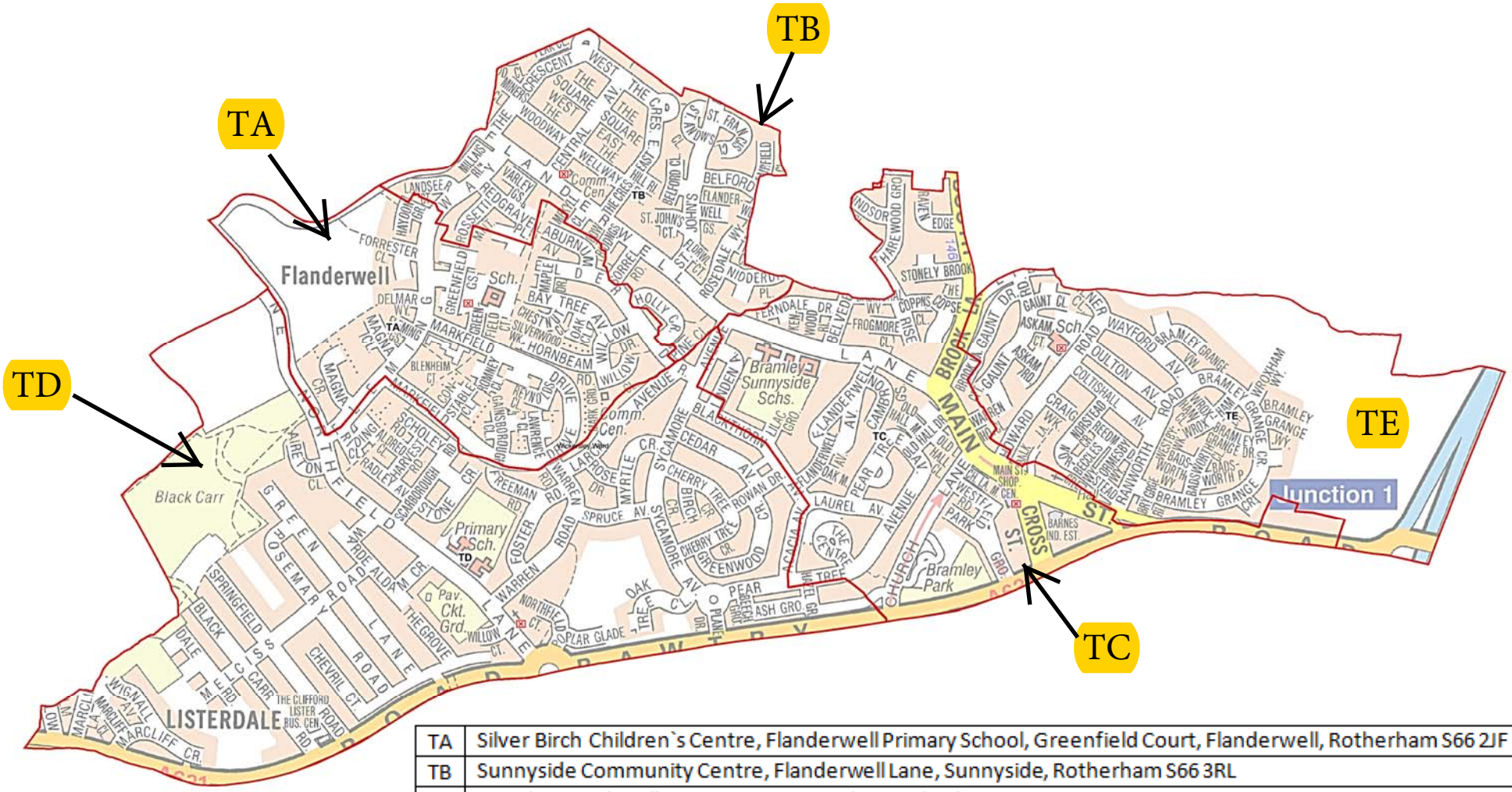

TA	Silver Birch Children`s Centre, Flanderwell Primary School, Greenfield Court, Flanderwell, Rotherham S66 2JF
TB	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
TC	Bramley Parish Hall, Cross Street, Bramley, Rotherham S66 2SA
TD	Blessed Trinity Catholic Church, Northfield Lane, Wickersley, Rotherham S66 2HF
TE	The Grange Zone, Bramley Grange Primary School, Howard Road, Bramley, Rotherham S66 2SY

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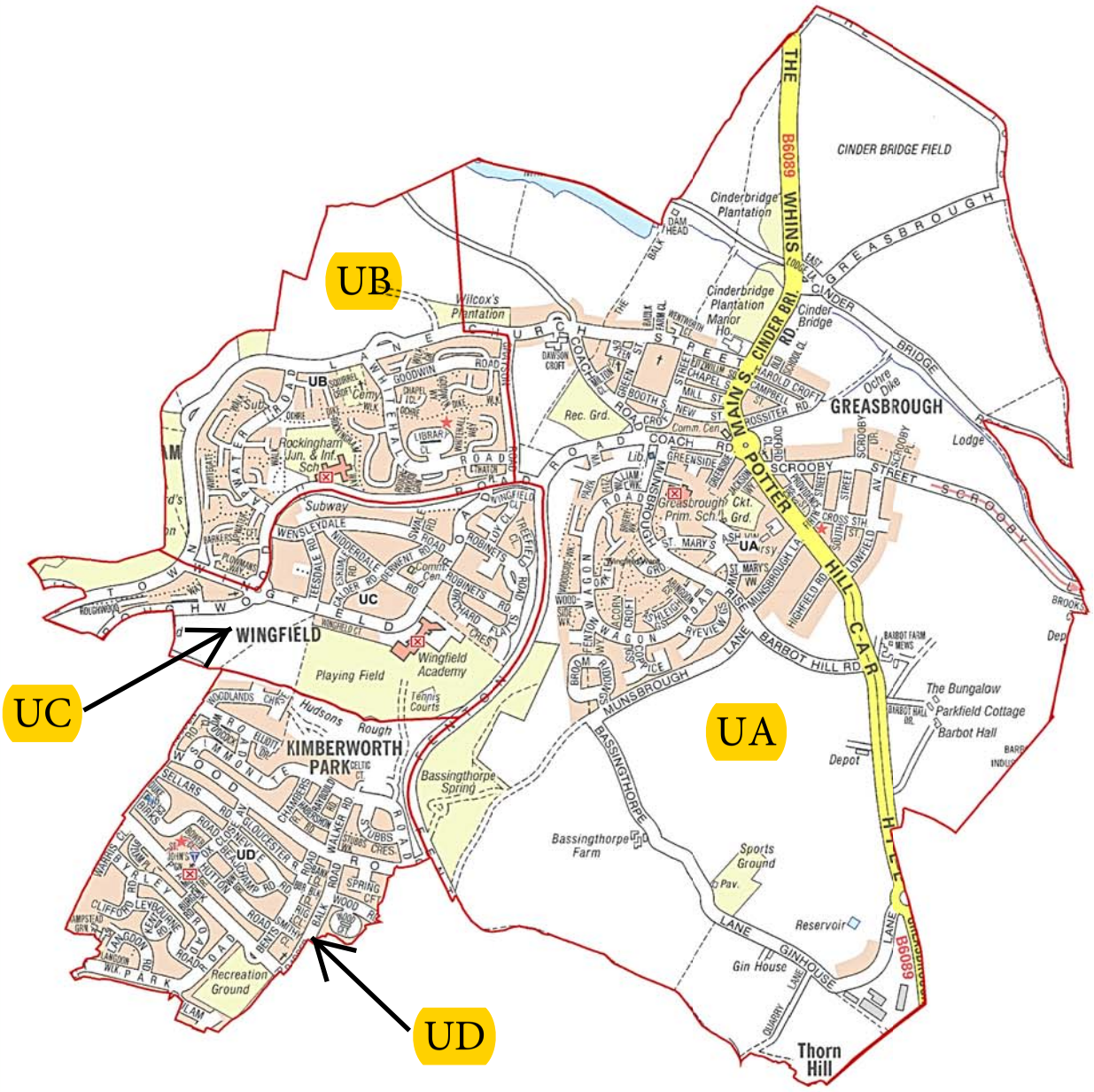

UA	Greasbrough Primary School, Munsborough Rise, Greasbrough, Rotherham S61 4RB
UB	Rockingham Professional Development Centre, Roughwood Road, Rotherham S61 4HY
UC	Youth Centre, Wingfield Academy, Wingfield Road, Rotherham S61 4AU
UD	St John's Church, St John's Green, Kimberworth Park, Rotherham S61 3JL

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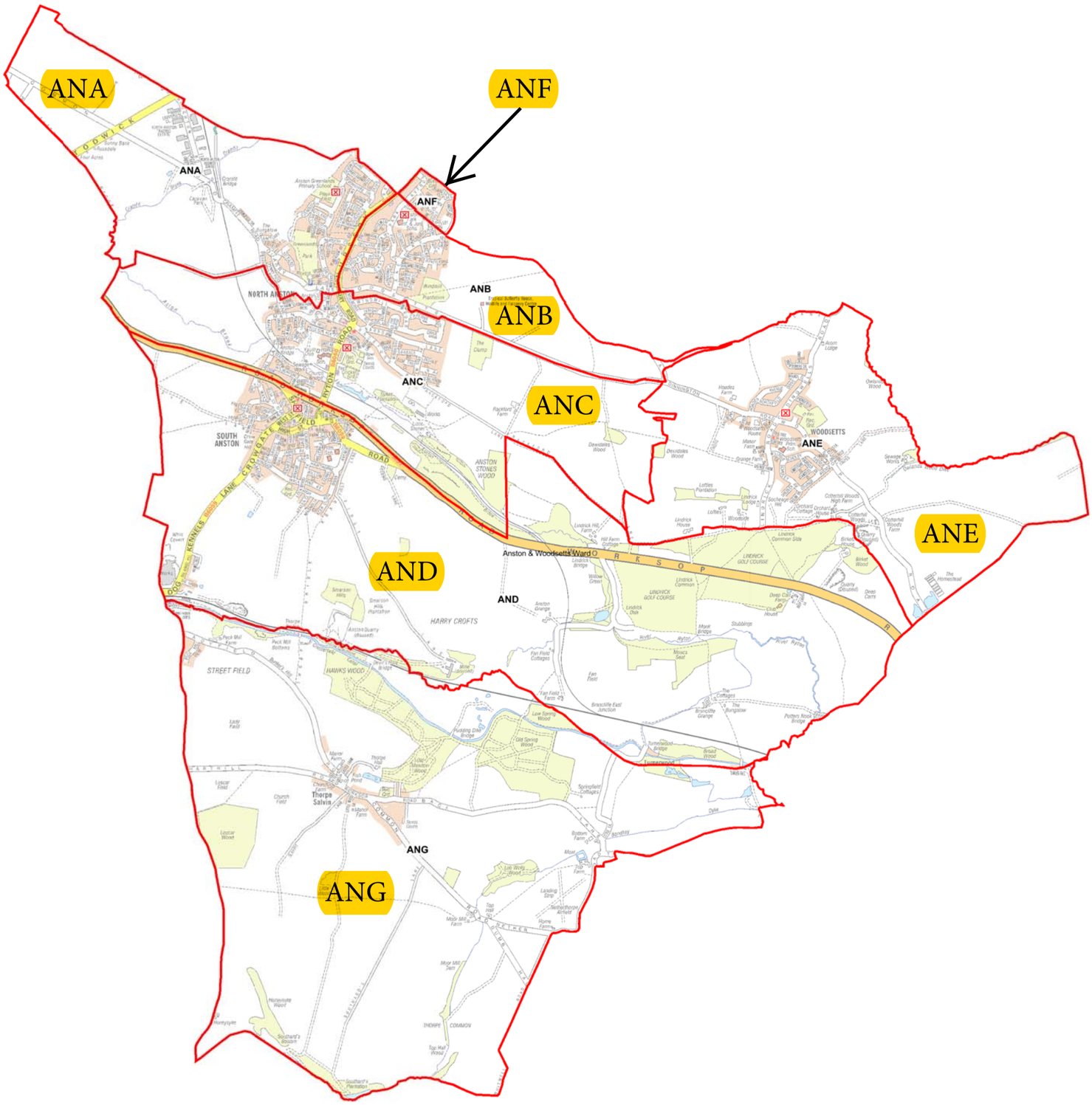
ANA	Anston Greenlands Primary School, Edinburgh Drive, North Anston, Sheffield S25 4HD
ANB	Anston Park Junior School, Park Avenue, North Anston, Sheffield S25 2QZ
ANC	Anston Parish Hall, 15A Ryton Road, North Anston, Sheffield S25 4DL
AND	South Anston Methodist Community Hall, Sheffield Road, South Anston, Sheffield S25 5DW
ANE	Woodsetts Village Hall, Gildingwells Road, Woodsetts, Worksop S81 8QB
ANF	Anston Park Junior School, Park Avenue, North Anston, Sheffield S25 2QZ
ANG	Harthill Village Hall, Winney Hill, Harthill, Sheffield S26 7YL



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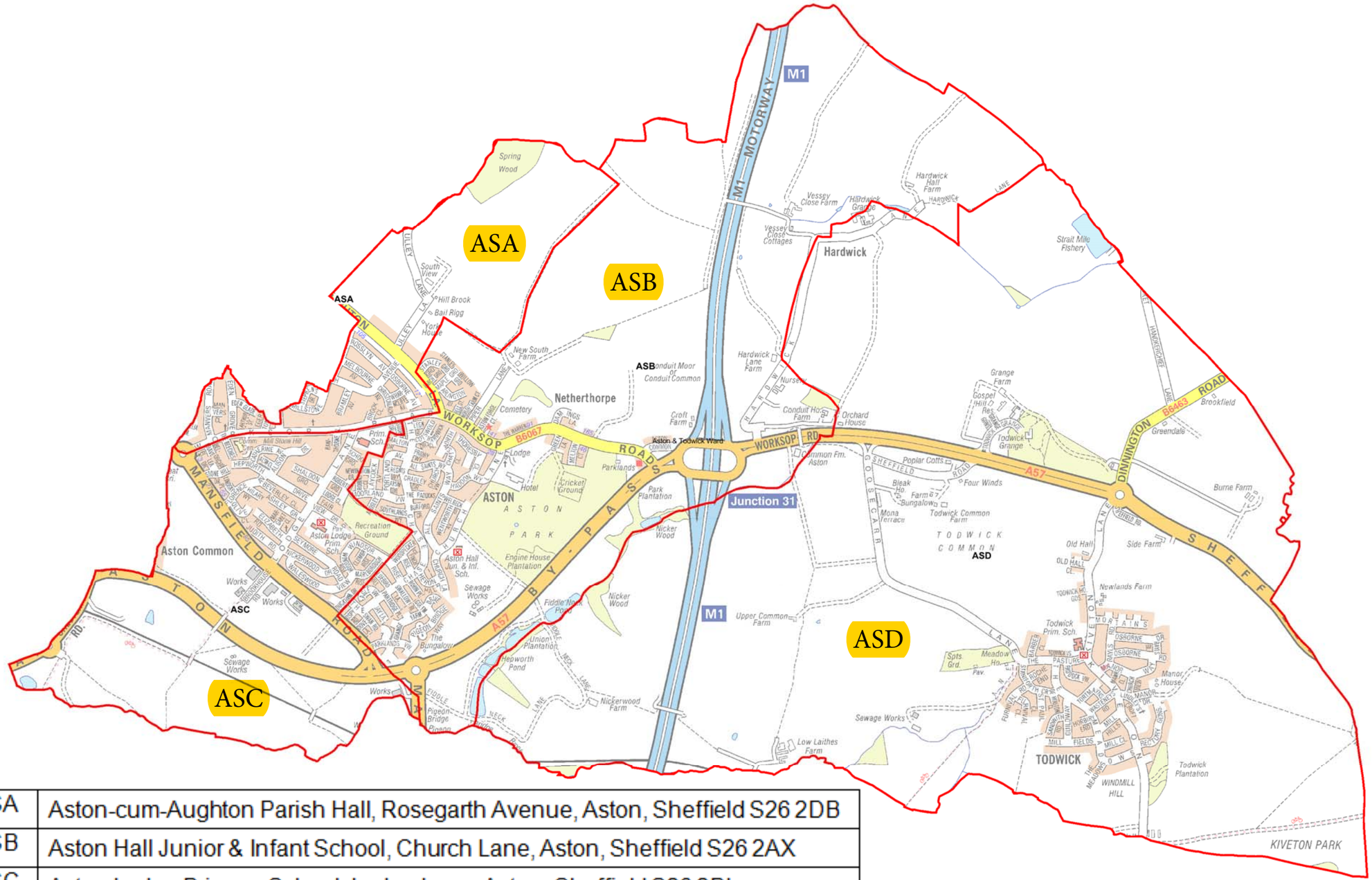

ASA	Aston-cum-Aughton Parish Hall, Rosegarth Avenue, Aston, Sheffield S26 2DB
ASB	Aston Hall Junior & Infant School, Church Lane, Aston, Sheffield S26 2AX
ASC	Aston Lodge Primary School, Lodge Lane, Aston, Sheffield S26 2BL
ASD	Todwick Village Hall, Kiveton Lane, Todwick, Sheffield S26 1HJ

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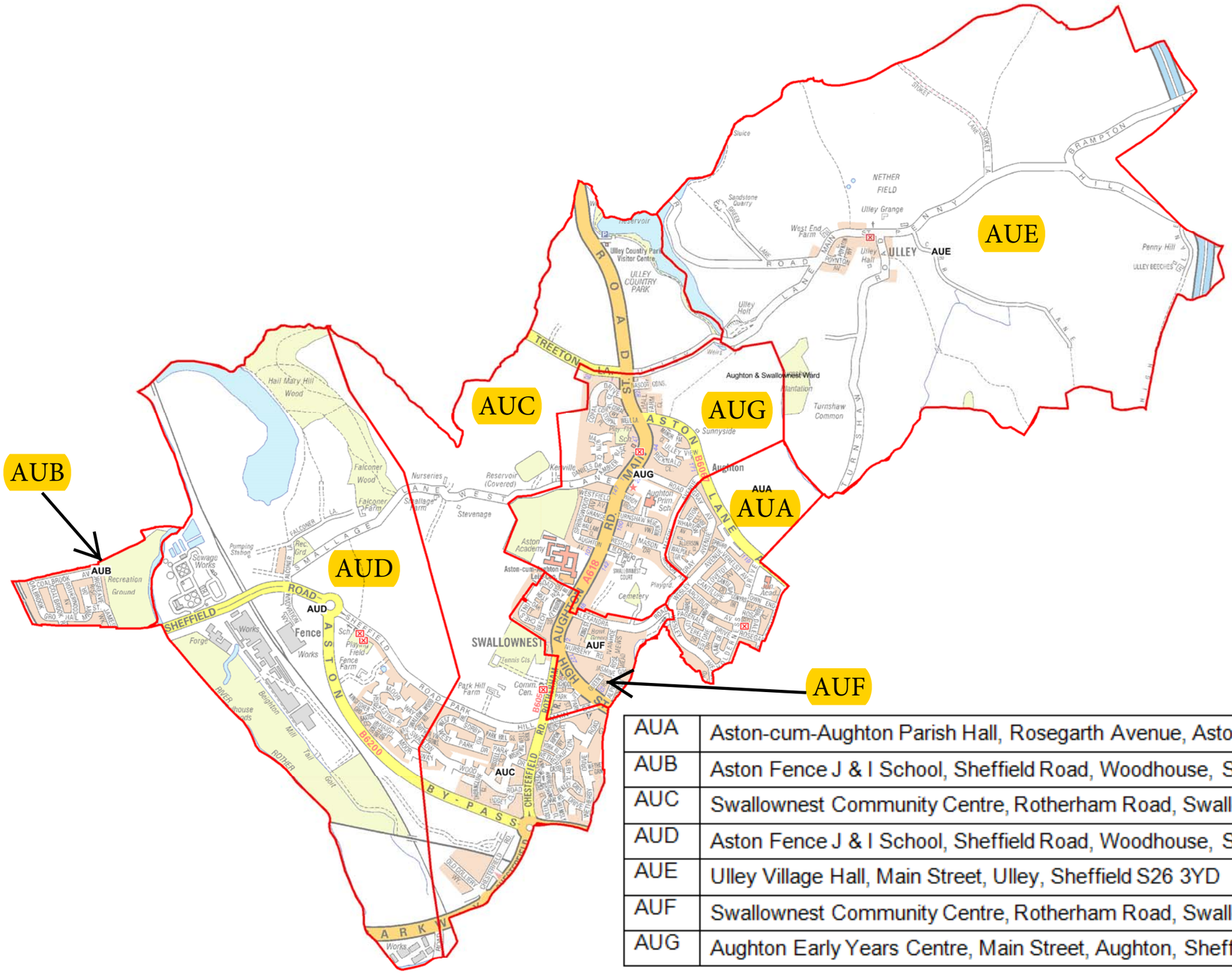

AUA	Aston-cum-Aughton Parish Hall, Rosegarth Avenue, Aston, Sheffield S26 2DB
AUB	Aston Fence J & I School, Sheffield Road, Woodhouse, Sheffield S13 9ZD
AUC	Swallownest Community Centre, Rotherham Road, Swallownest, Sheffield S26 4UR
AUD	Aston Fence J & I School, Sheffield Road, Woodhouse, Sheffield S13 9ZD
AUE	Ulley Village Hall, Main Street, Ulley, Sheffield S26 3YD
AUF	Swallownest Community Centre, Rotherham Road, Swallownest, Sheffield S26 4UR
AUG	Aughton Early Years Centre, Main Street, Aughton, Sheffield S26 3XH

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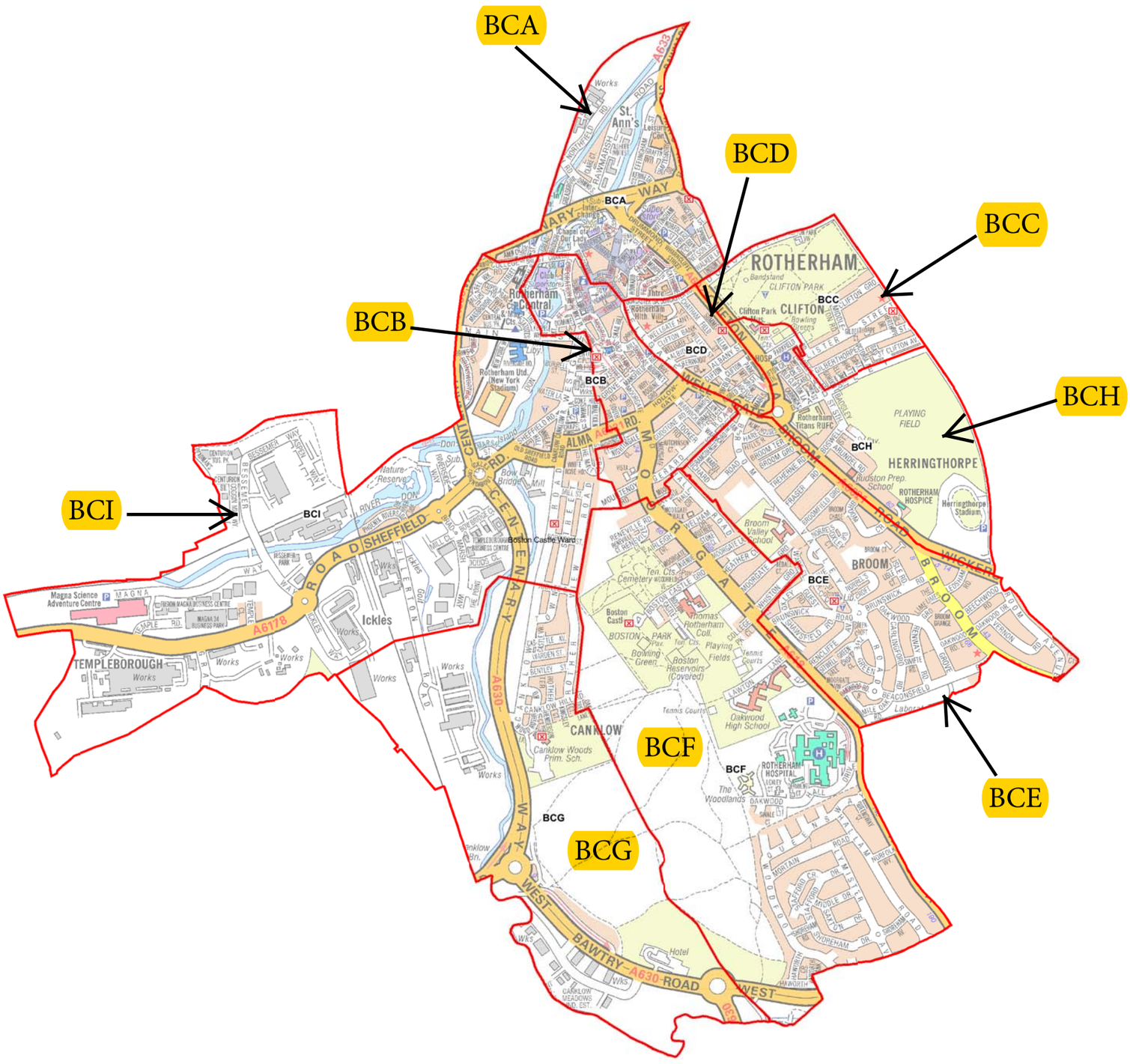

BCA	Myplace Rotherham, St Ann's Road, Rotherham S65 1PH
BCB	Talbot Lane Methodist Church, Moorgate Street, Rotherham S60 2EY
BCC	United Methodist Church Clifton, Lister Street, Rotherham S65 2AX
BCD	Beeversleigh Community Centre, Clifton Lane, Rotherham S65 2AD
BCE	Broom Valley Club Room, Guest Place, Rotherham S60 2SE
BCF	Boston Castle, Boston Castle Grove, Rotherham S60 2BA
BCG	Canklow Woods Primary School, Wood Lane, Rotherham S60 2XJ
BCH	Garden Building, Clifton Park, Clifton Lane, Rotherham S65 2AA
BCI	The Hub, 103 Canklow Road, Rotherham S60 2JF

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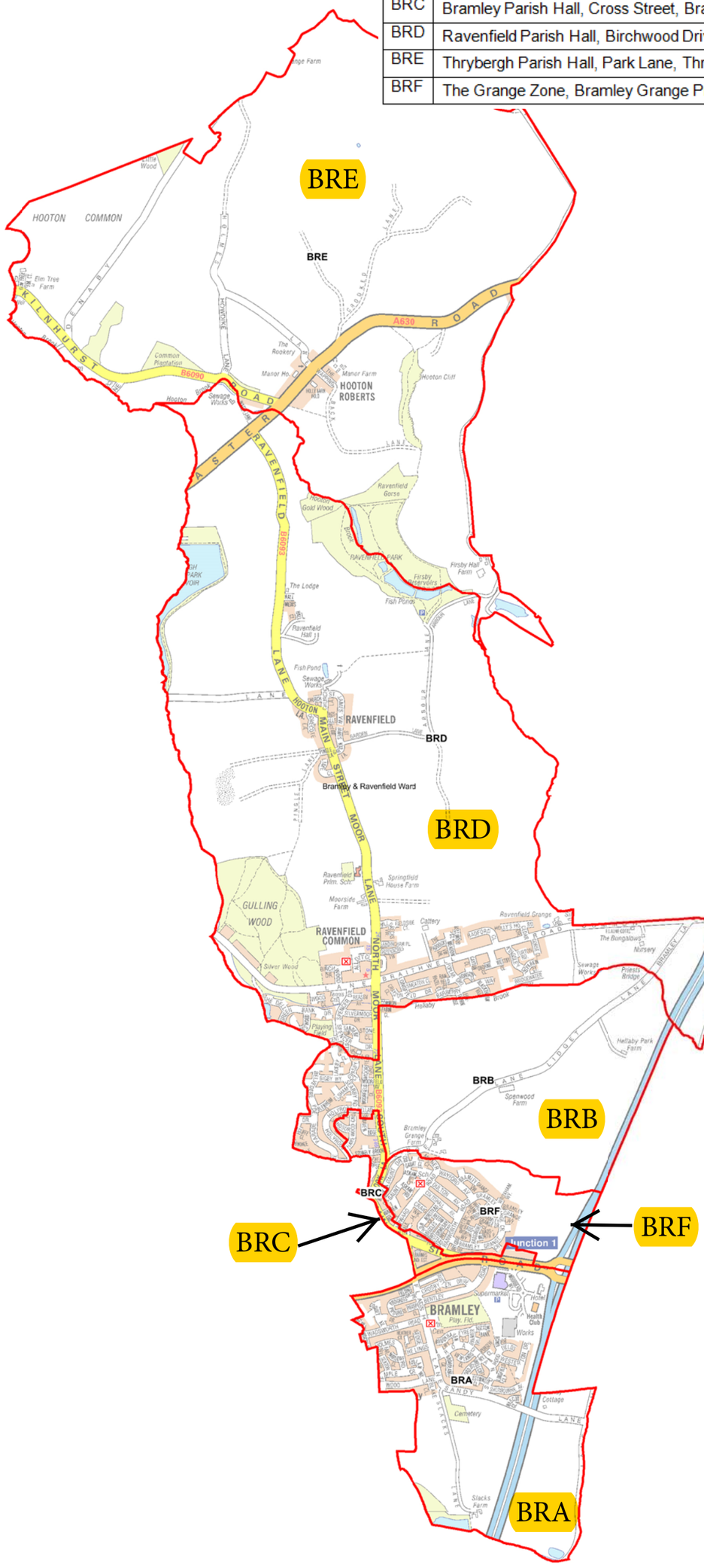
BRA	Bramley, Bill Chafer, Young People`s Centre, Flash Lane, Bramley, Rotherham S66 1TS
BRB	Bramley Parish Hall, Cross Street, Bramley, Rotherham S66 2SA
BRC	Bramley Parish Hall, Cross Street, Bramley, Rotherham S66 2SA
BRD	Ravenfield Parish Hall, Birchwood Drive, Ravenfield, Rotherham S65 4PT
BRE	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4BP
BRF	The Grange Zone, Bramley Grange Primary School, Howard Road, Bramley, Rotherham S66 2SY



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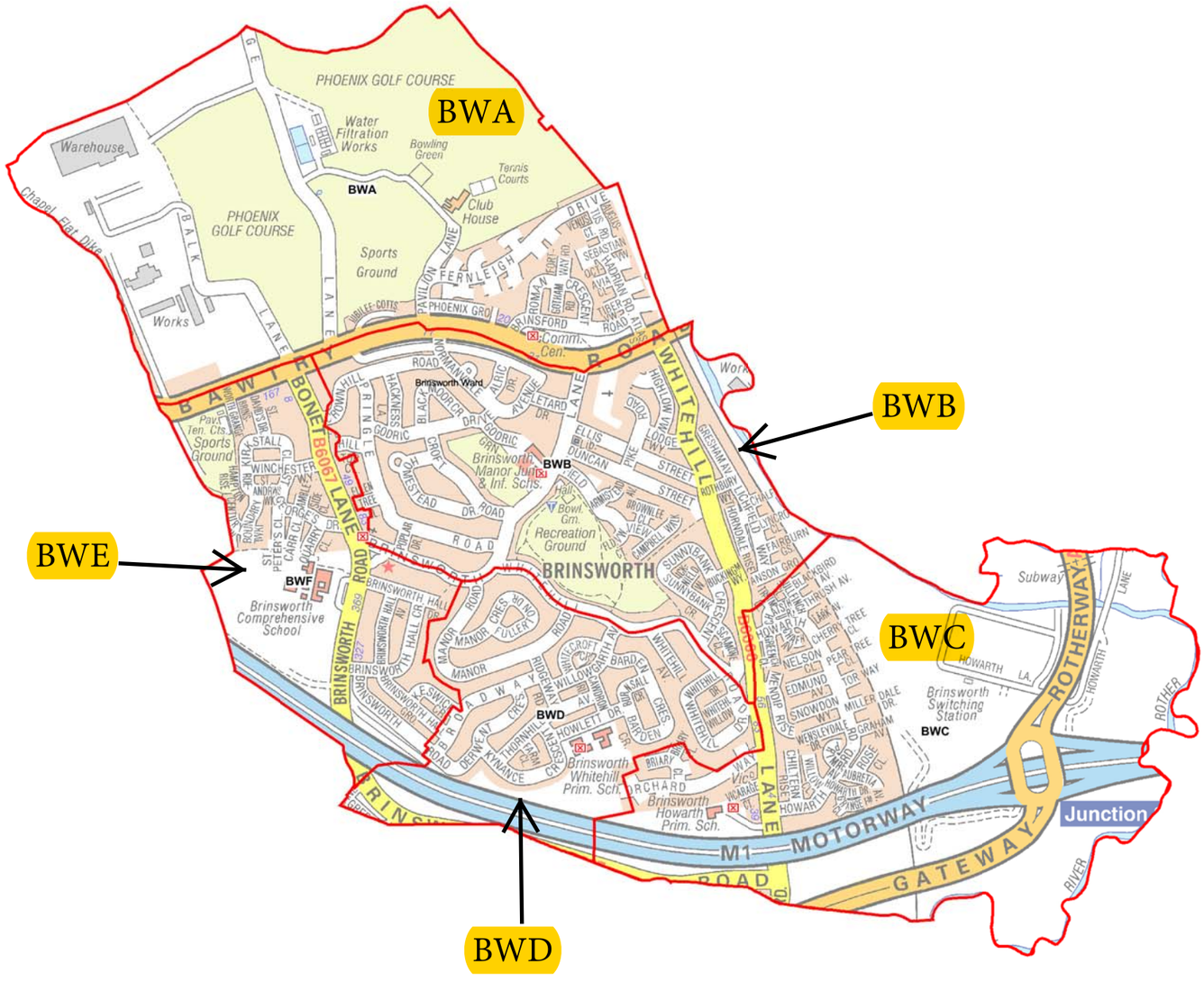

BWA	Rotherham West Community Centre, Brinsford Road, Brinsworth, Rotherham S60 5DT
BWB	Brinsworth Community Hall, Brinsworth Lane, Brinsworth, Rotherham S60 5BU
BWC	Brinsworth Howarth Primary School, Whitehill Lane, Brinsworth, Rotherham S60 5JR
BWD	Brinsworth Whitehill Primary School, Howlett Drive, Brinsworth, Rotherham S60 5HT
BWE	St Andrews Church, Bonet Lane, Brinsworth, Rotherham S60 5NF

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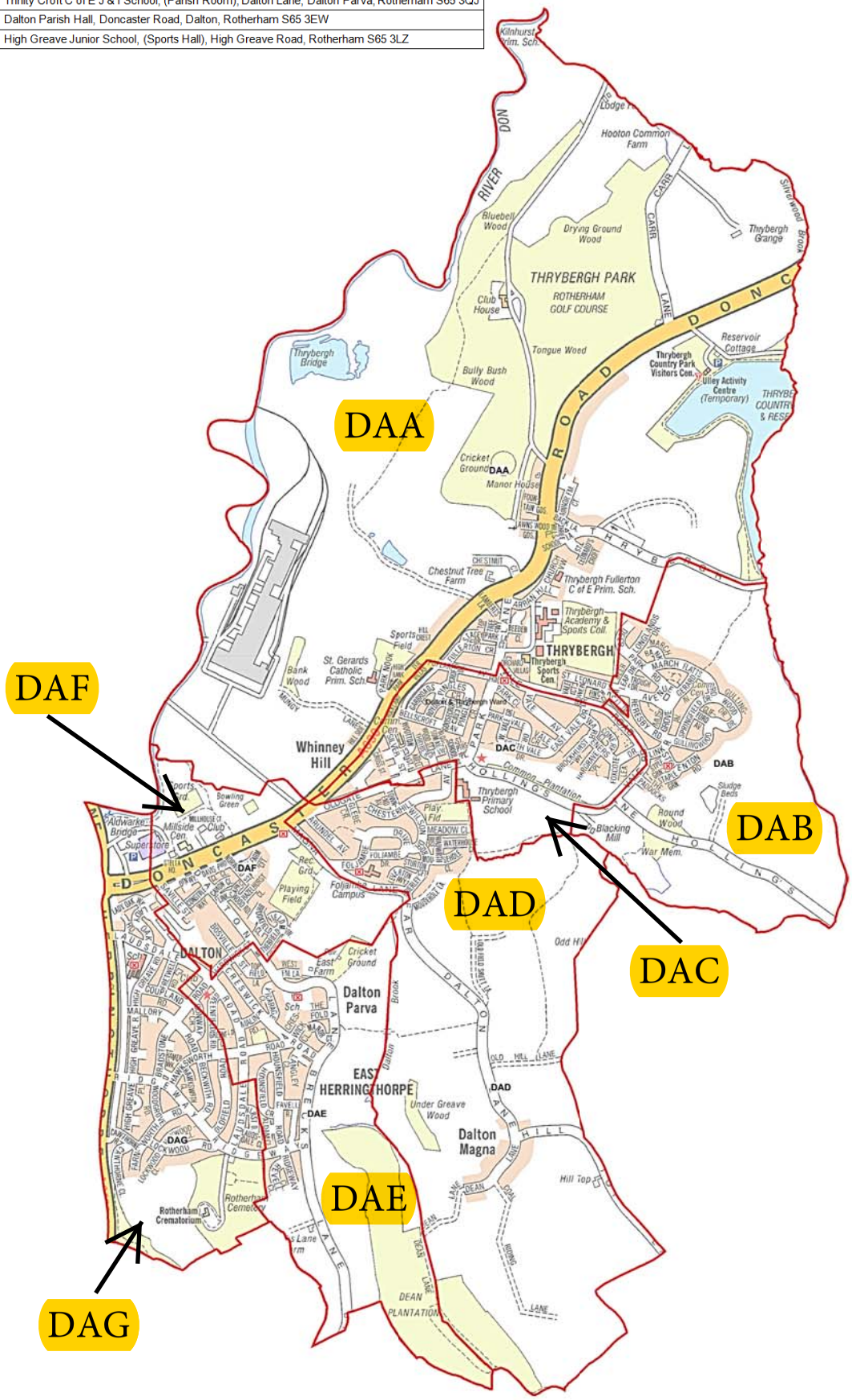
DAA	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4BP
DAB	Staple Green Community Centre, Staple Green, Thrybergh, Rotherham S65 4DA
DAC	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4EE
DAD	The Willow Tree Children's Centre, Foljambe Drive, Dalton, Rotherham S65 4HQ
DAE	Trinity Croft C of E J & I School, (Parish Room), Dalton Lane, Dalton Parva, Rotherham S65 3QJ
DAF	Dalton Parish Hall, Doncaster Road, Dalton, Rotherham S65 3EW
DAG	High Greave Junior School, (Sports Hall), High Greave Road, Rotherham S65 3LZ



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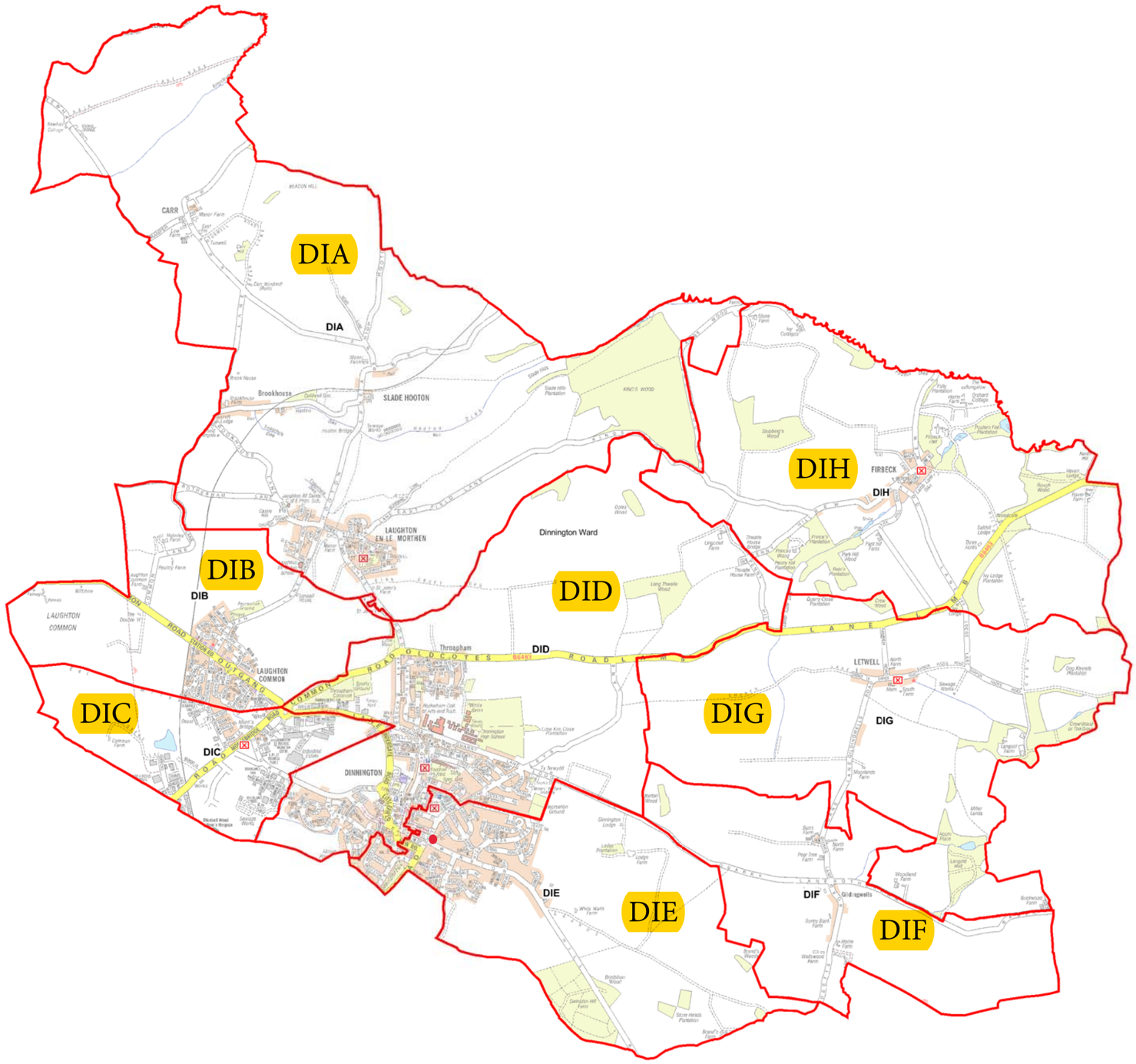

DIA	Laughton Village Hall, Firbeck Avenue, Laughton-en-le-Morthen, Sheffield S25 1YD
DIB	Monksbridge Community Centre, Monksbridge Road, Dinnington, Sheffield S25 3QS
DIC	Monksbridge Community Centre, Monksbridge Road, Dinnington, Sheffield S25 3QS
DID	Dinnington Resource Centre, Laughton Road, Dinnington, Sheffield S25 2PS
DIE	St Josephs RC Church Hall, 1 Swinston Hill Road, Dinnington, Sheffield S25 2RX ●
DIF	Woodsetts Village Hall, Gildingwells Road, Woodsetts, Worksop S81 8QB
DIG	Letwell Village Hall, Barker Hades Road, Letwell, Worksop S81 8DF
DIH	Firbeck Village Hall, New Road, Firbeck, Worksop S81 8JY

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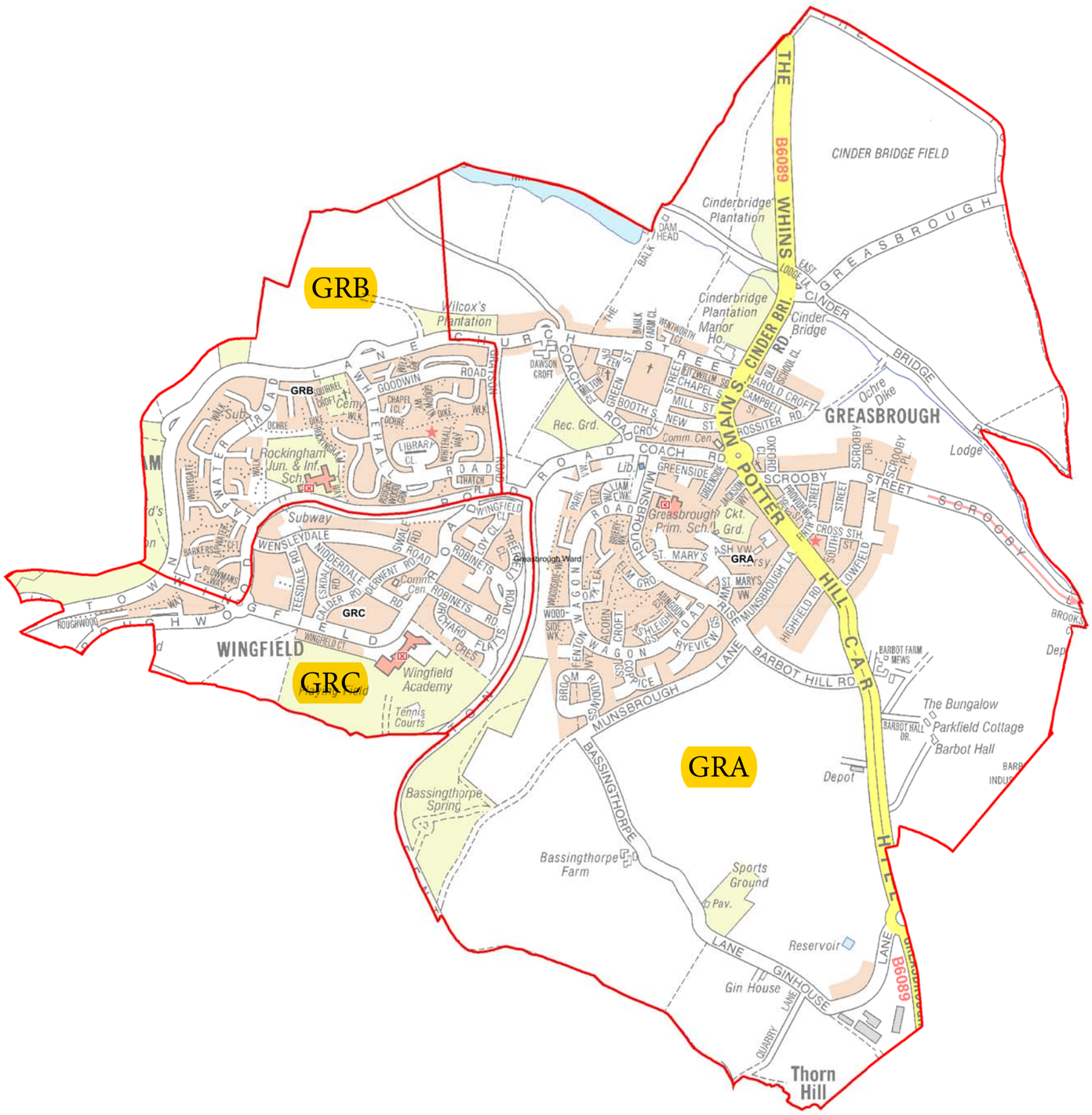

GRA	Greasbrough Primary School, Munsborough Rise, Greasbrough, Rotherham S61 4RB
GRB	Rockingham Professional Development Centre, Roughwood Road, Rotherham S61 4HY
GRC	Youth Centre, Wingfield Academy, Wingfield Road, Rotherham S61 4AU

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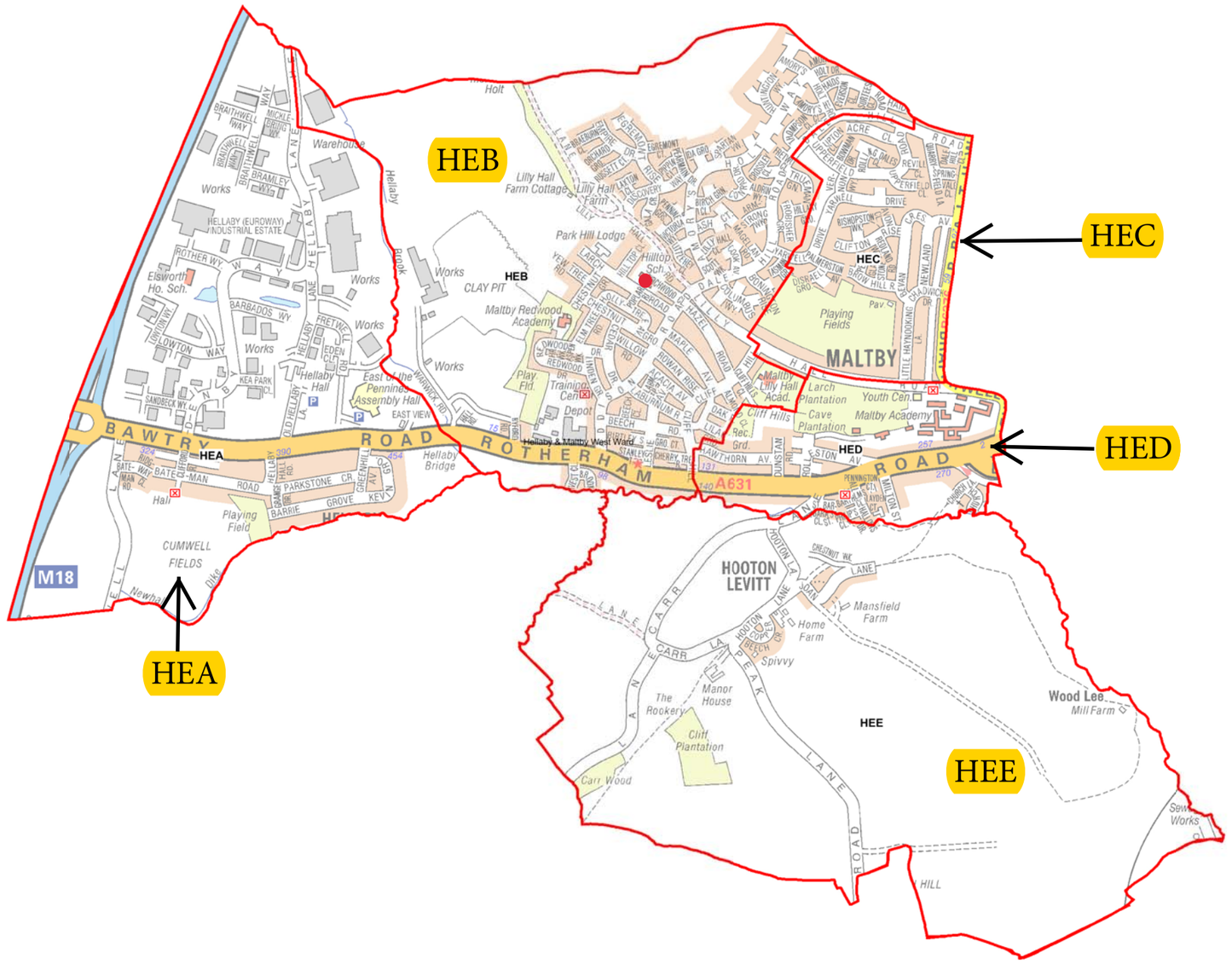

HEA	Centenary Hall, Bateman Road, Hellaby, Rotherham S66 8HB
HEB	Hilltop School, Larch Road, Maltby, Rotherham S66 8AZ ●
HEC	Maltby Linx Youth & Comm. Centre, Lilly Hall Road, Maltby, Rotherham S66 8BE
HED	The Grange Warden Centre, St. Bartholomew`s Close, Maltby, Rotherham S66 8NH
HEE	The Grange Warden Centre, St. Bartholomew`s Close, Maltby, Rotherham S66 8NH

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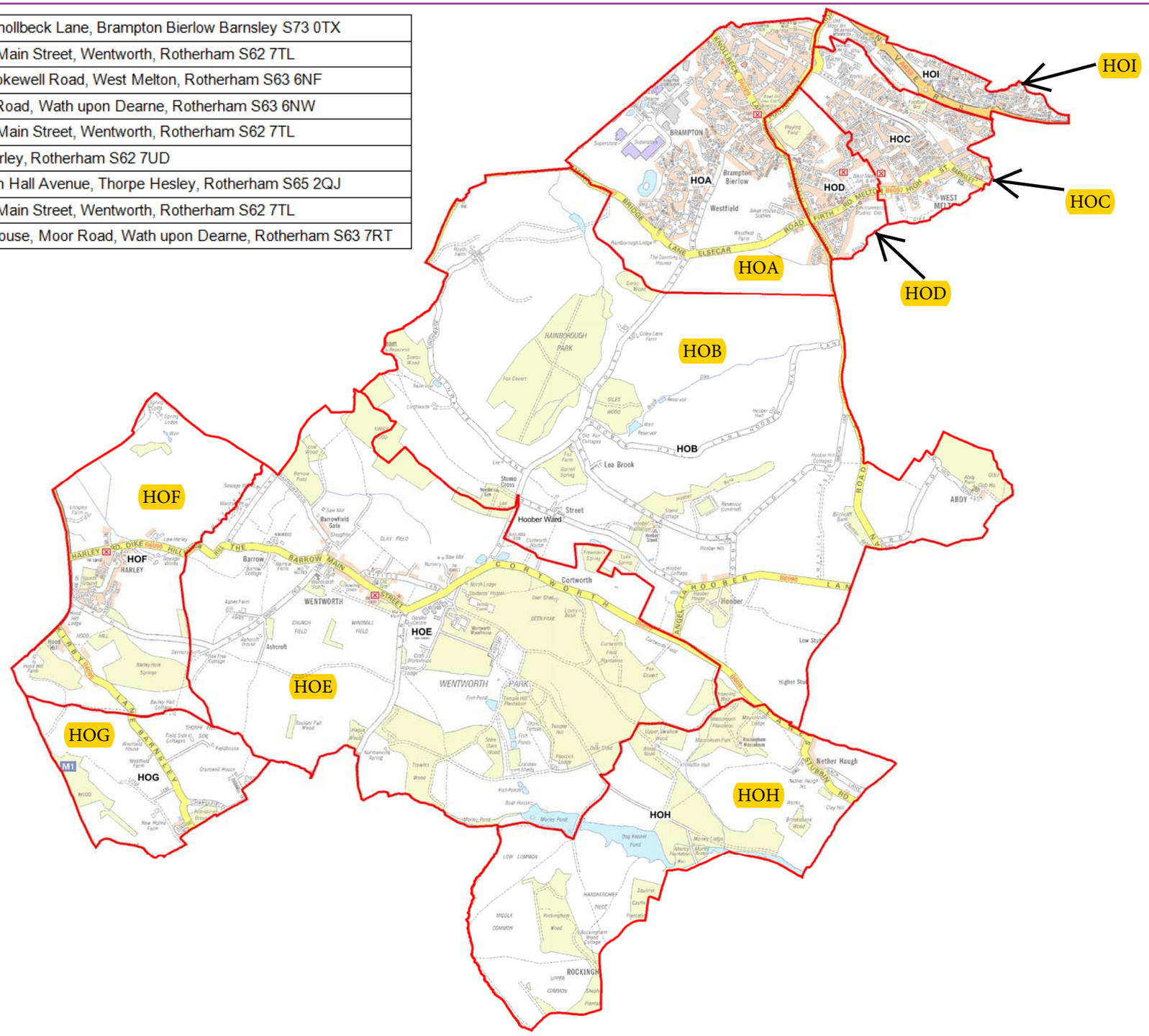
HOA	Brampton Bierlow Parish Hall, Knollbeck Lane, Brampton Bierlow Barnsley S73 0TX
HOB	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
HOC	West Melton Primary School, Stokewell Road, West Melton, Rotherham S63 6NF
HOD	Christchurch Hall, Christchurch Road, Wath upon Dearne, Rotherham S63 6NW
HOE	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
HOF	Harley Church, Harley Road, Harley, Rotherham S62 7UD
HOG	Trinity Community Centre, Sough Hall Avenue, Thorpe Hesley, Rotherham S65 2QJ
HOH	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
HOI	Wath upon Dearne RUFC Clubhouse, Moor Road, Wath upon Dearne, Rotherham S63 7RT



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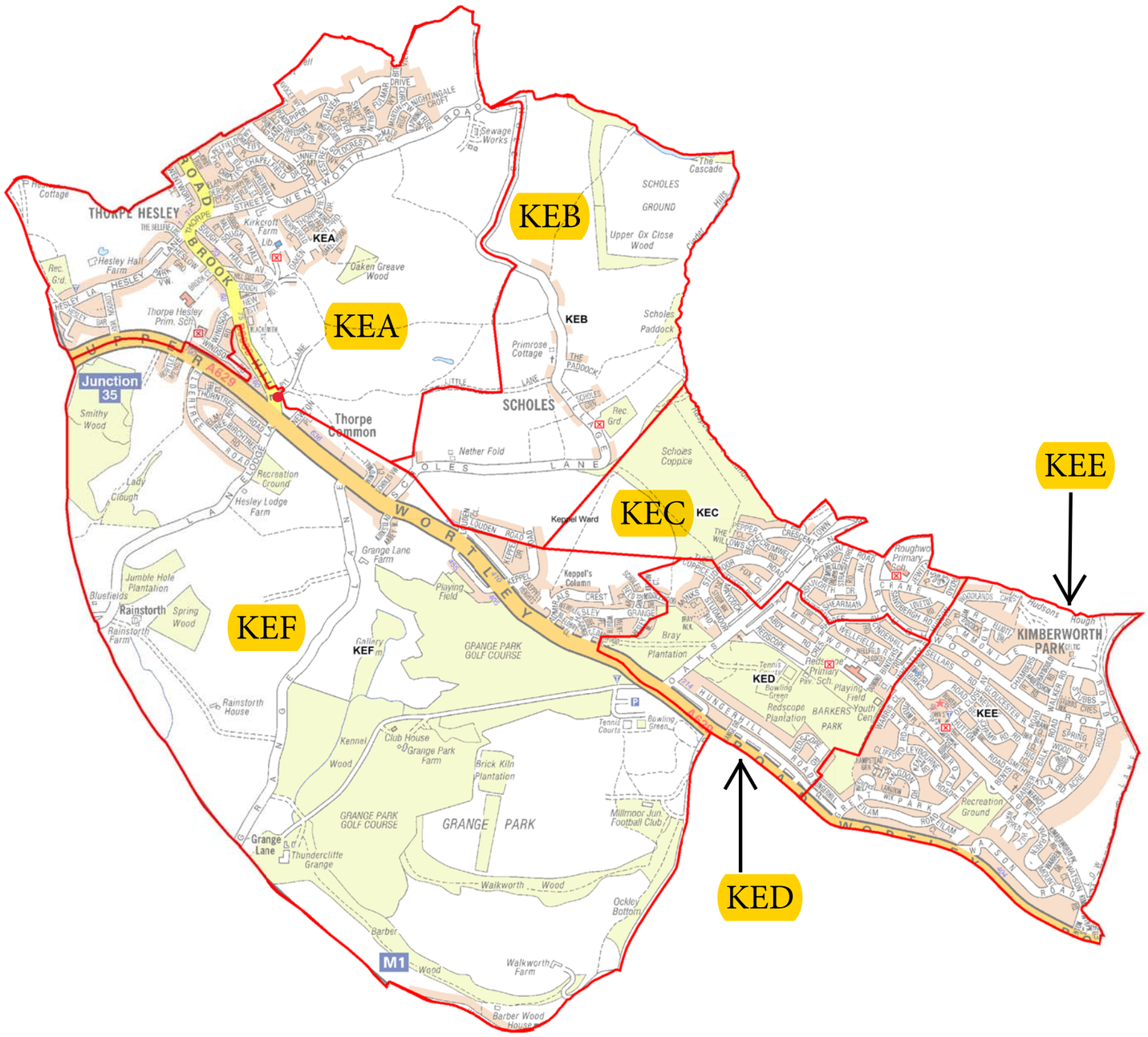

KEA	Trinity Community Centre, Sough Hall Avenue, Thorpe Hesley, Rotherham S65 2QJ
KEB	Scholes Cricket Pavilion, Scholes Village, Rotherham S61 2RQ
KEC	Roughwood Primary School, Roughwood Road, Rotherham S61 3HL
KED	Chislett Centre, Kimberworth Park Road, Rotherham S61 3JT
KEE	St John's Church, St John's Green, Kimberworth Park, Rotherham S61 3JL
KEF	ArtWorks Community Centre, Brook Hill, Thorpe Hesley, Rotherham S61 2QF

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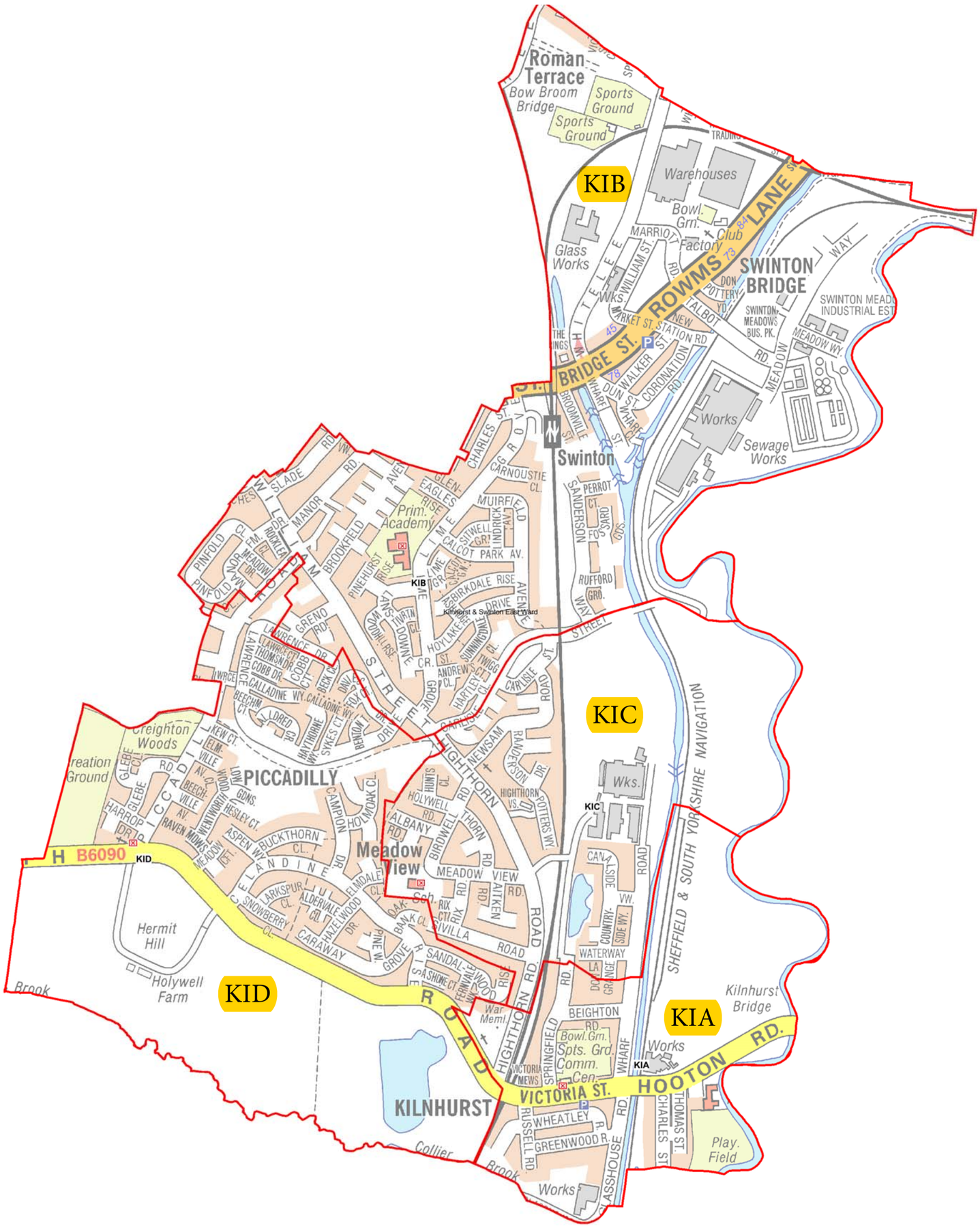
KIA	Kilnhurst Comm. Resource Centre, Victoria Street, Kilnhurst, Mexborough S64 5SQ
KIB	The Brookfield Centre, Lime Grove, Swinton, Mexborough S64 8TG
KIC	St Thomas Primary School, Meadow View Road, Kilnhurst, Mexborough S64 5UA
KID	Piccadilly Methodist Church, Wentworth Road, Swinton, Mexborough S64 8JZ



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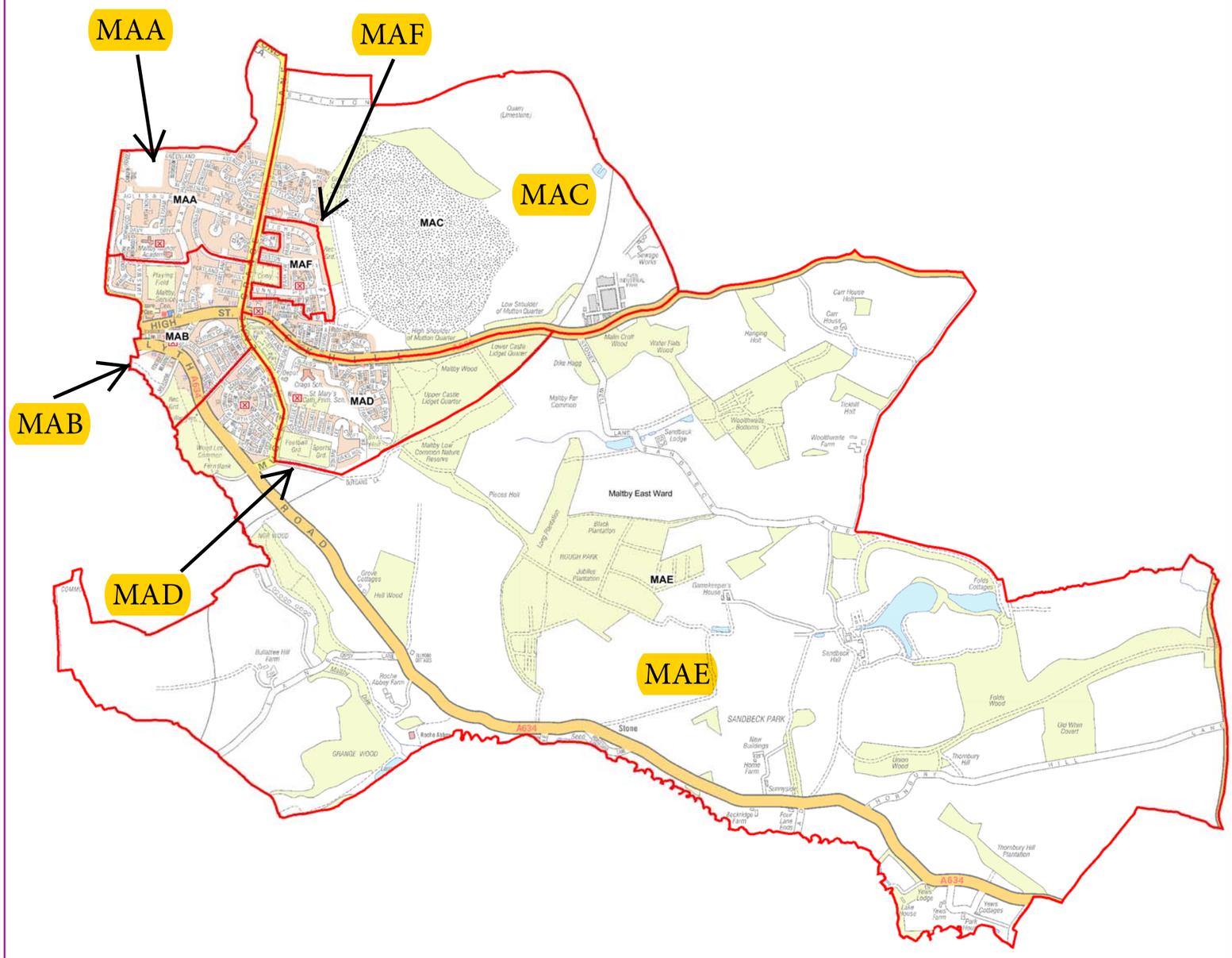
MAA	Maltby Manor Academy, (Community Room), Davy Drive, Rotherham S66 8JN
MAB	Wesley Centre, Blyth Road, Maltby, Rotherham S66 8JD
MAC	Edward Dunn Memorial Hall, Tickhill Road, Maltby, Rotherham S66 7NQ
MAD	Maltby St Marys Catholic Primary School, Muglet Lane, Maltby, Rotherham S66 7JU
MAE	Ascension Close Warden Centre, Ascension Close, Maltby, Rotherham S66 7NQ
MAF	Charles Foster Community Centre, Woodland Gardens, Maltby, Rotherham S66 7NW



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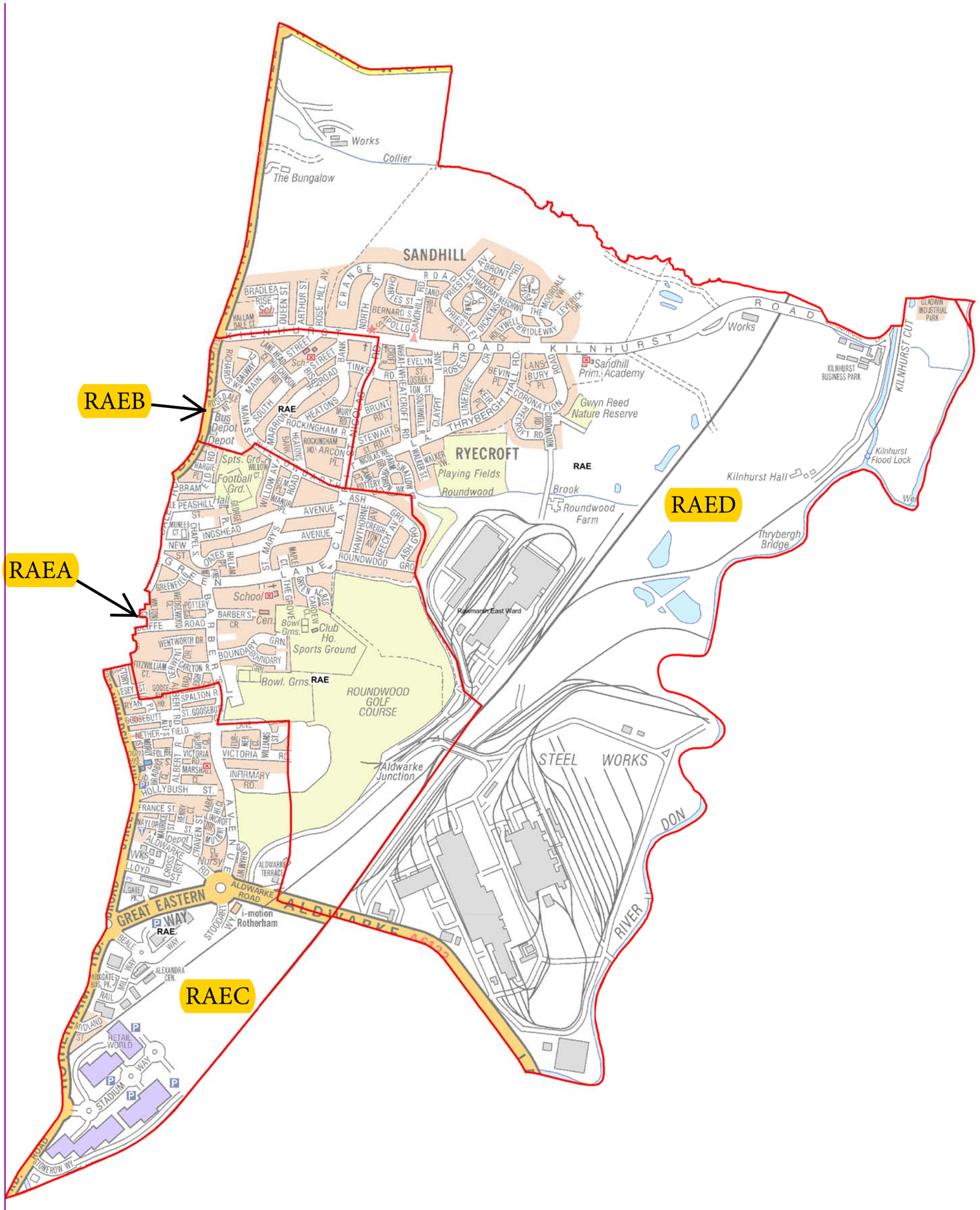
RAEA	Rawmarsh St. Josephs Catholic Primary School, Green Lane, Rawmarsh, Rotherham S62 6JY
RAEB	Rawmarsh Ryecroft Infants School, South Street, Rawmarsh, Rotherham S62 5QW
RAEC	Marshall Close Community Centre, Marshall Close, Rawmarsh, Rotherham S62 6DB
RAED	Sandhill Primary Academy, Kilnhurst Road, Rawmarsh, Rotherham S62 5LH



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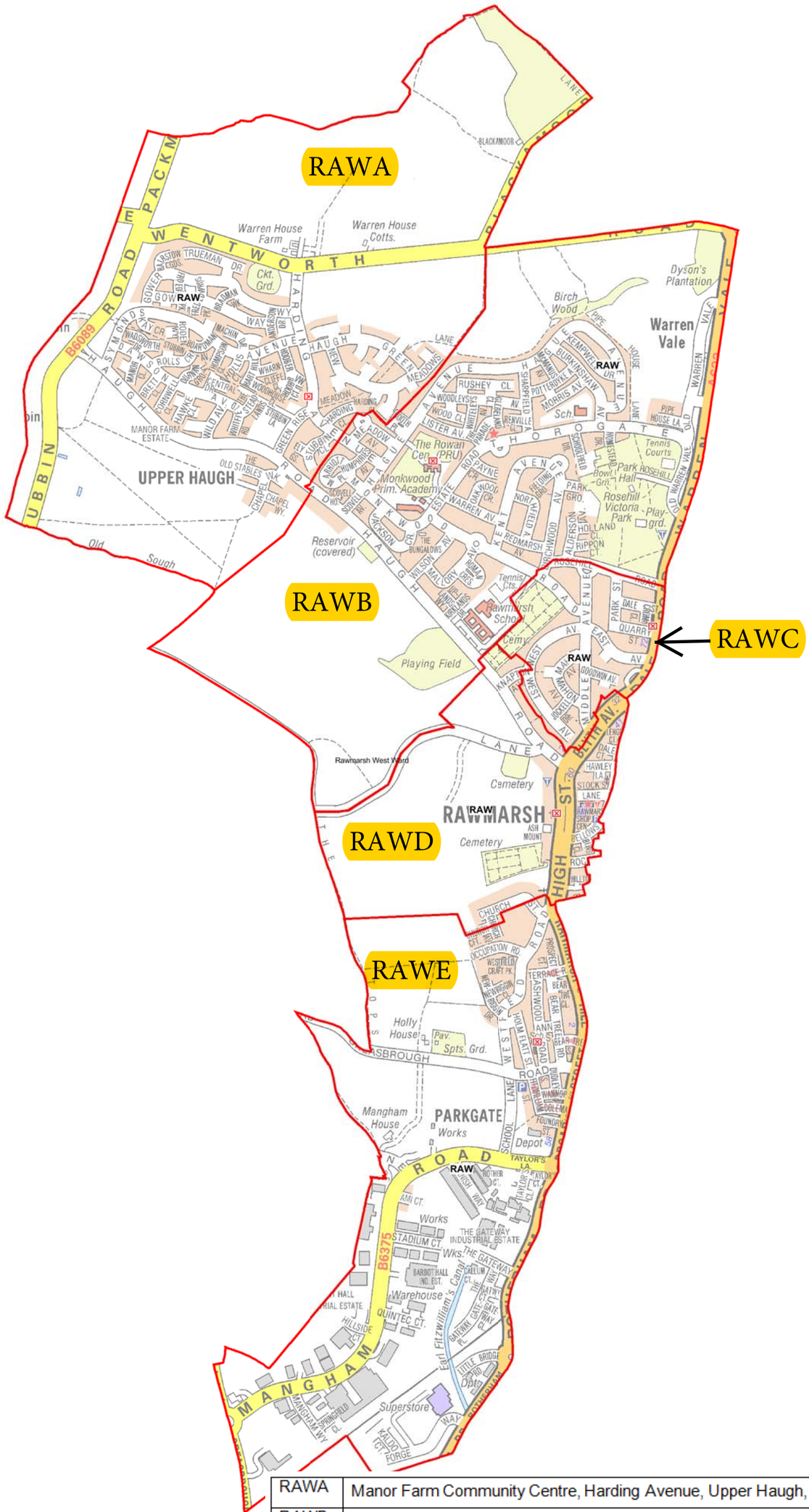

RAWA	Manor Farm Community Centre, Harding Avenue, Upper Haugh, Rotherham S62 7ED
RAWB	Monkwood Primary Academy, Monkwood Road, Rawmarsh, Rotherham S62 7JD
RAWC	Salvation Army Hall, Quarry Street, Rawmarsh, Rotherham S62 7DB
RAWD	Rawmarsh Methodist Church, High Street, Rawmarsh, Rotherham S62 6LN
RAWE	Rawmarsh Ashwood J & I School, (Foundation Unit), Holm Flatt Street, Parkgate, Rotherham S62 6HT

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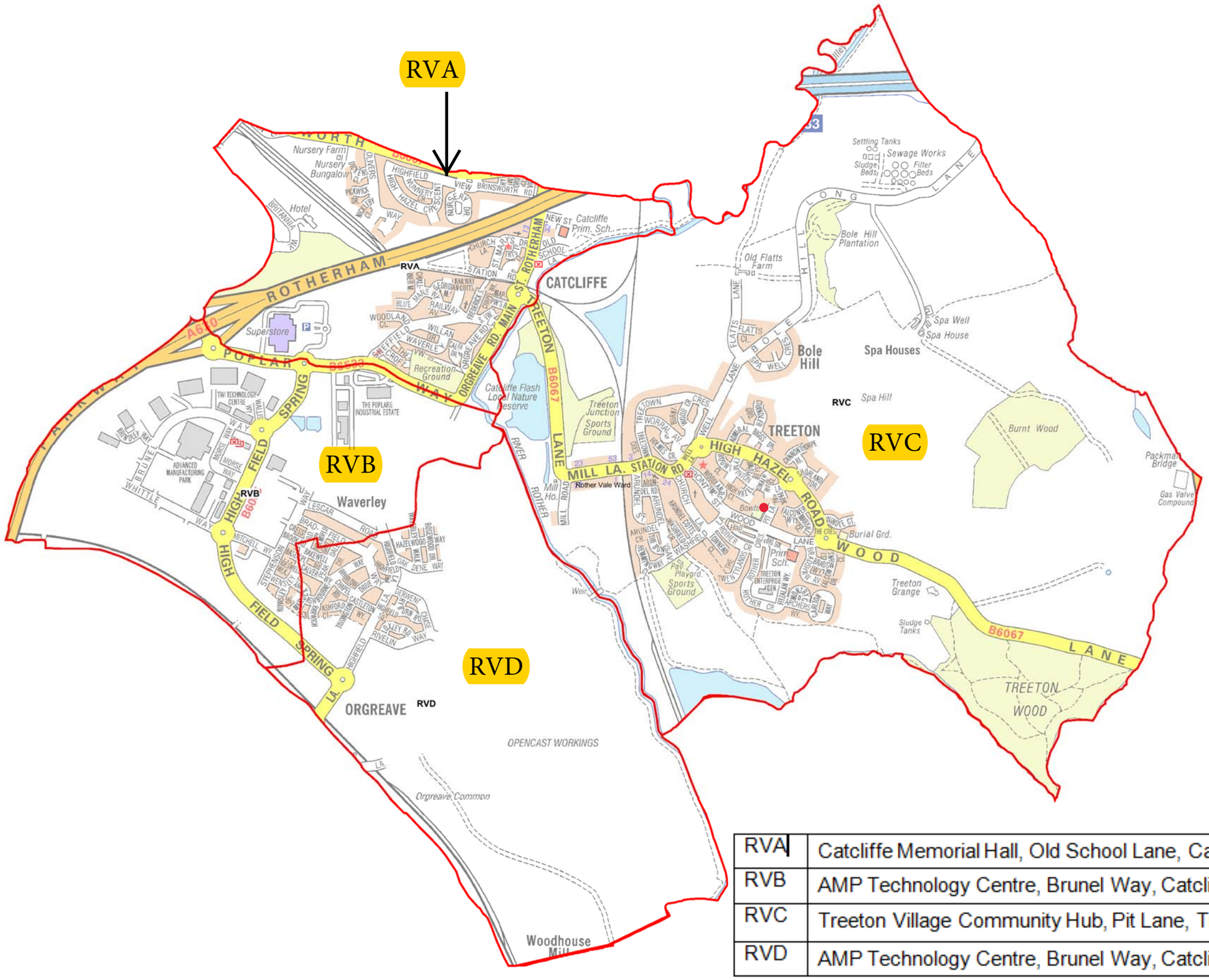

RVA	Catcliffe Memorial Hall, Old School Lane, Catcliffe, Rotherham S60 5SP
RVB	AMP Technology Centre, Brunel Way, Catcliffe, Rotherham S60 5WG
RVC	Treeton Village Community Hub, Pit Lane, Treeton, Rotherham S60 5QT
RVD	AMP Technology Centre, Brunel Way, Catcliffe, Rotherham S60 5WG

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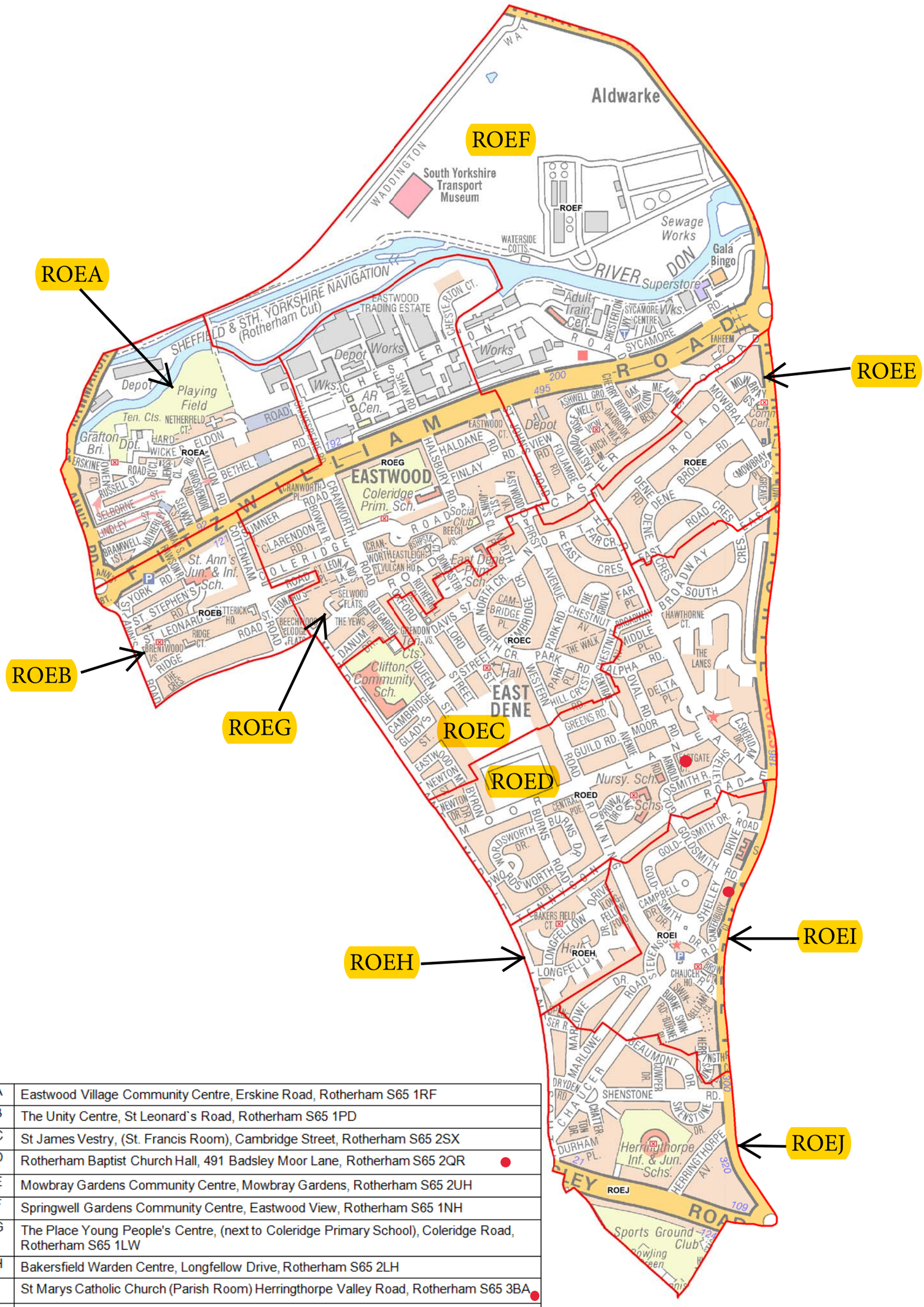

ROEA	Eastwood Village Community Centre, Erskine Road, Rotherham S65 1RF
ROEB	The Unity Centre, St Leonard`s Road, Rotherham S65 1PD
ROEC	St James Vestry, (St. Francis Room), Cambridge Street, Rotherham S65 2SX
ROED	Rotherham Baptist Church Hall, 491 Badsley Moor Lane, Rotherham S65 2QR
ROEE	Mowbray Gardens Community Centre, Mowbray Gardens, Rotherham S65 2UH
ROEF	Springwell Gardens Community Centre, Eastwood View, Rotherham S65 1NH
ROEG	The Place Young People's Centre, (next to Coleridge Primary School), Coleridge Road, Rotherham S65 1LW
ROEH	Bakersfield Warden Centre, Longfellow Drive, Rotherham S65 2LH
ROEI	St Marys Catholic Church (Parish Room) Herringthorpe Valley Road, Rotherham S65 3BA
ROEJ	Herringthorpe Infants School, Chatterton Drive, Rotherham S65 2JW

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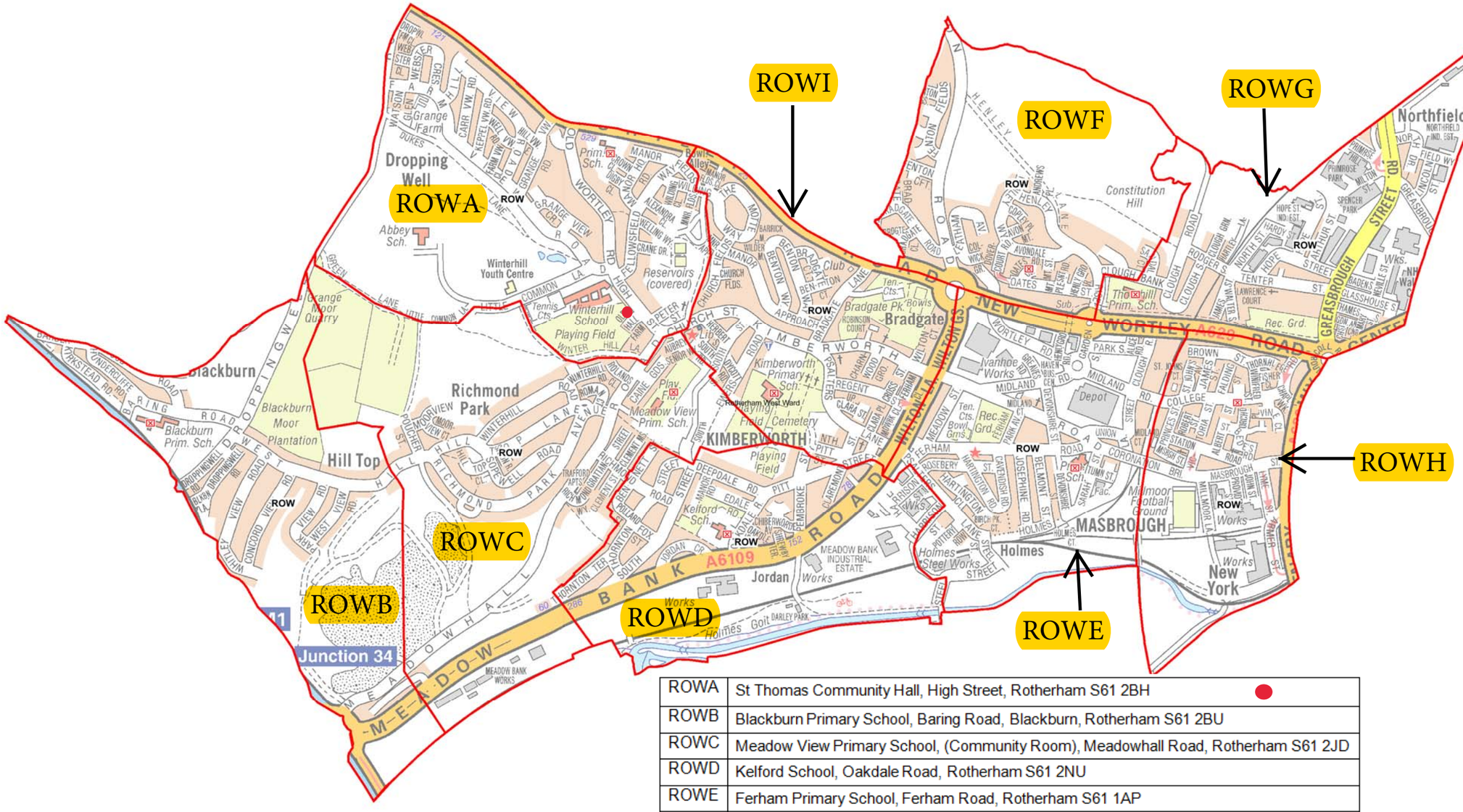

ROWA	St Thomas Community Hall, High Street, Rotherham S61 2BH
ROWB	Blackburn Primary School, Baring Road, Blackburn, Rotherham S61 2BU
ROWC	Meadow View Primary School, (Community Room), Meadowhall Road, Rotherham S61 2JD
ROWD	Kelford School, Oakdale Road, Rotherham S61 2NU
ROWE	Ferham Primary School, Ferham Road, Rotherham S61 1AP
ROWF	Henley Community Centre, Oates Close, Rotherham S61 1TP
ROWG	Thornhill Primary School, Clough Bank, Rotherham S61 1TD
ROWH	Masbrough & Thornhill Community Centre, College Road, Rotherham S60 1JE
ROWI	Kimberworth Community Children's Centre, Kimberworth Road, Rotherham S61 1HE

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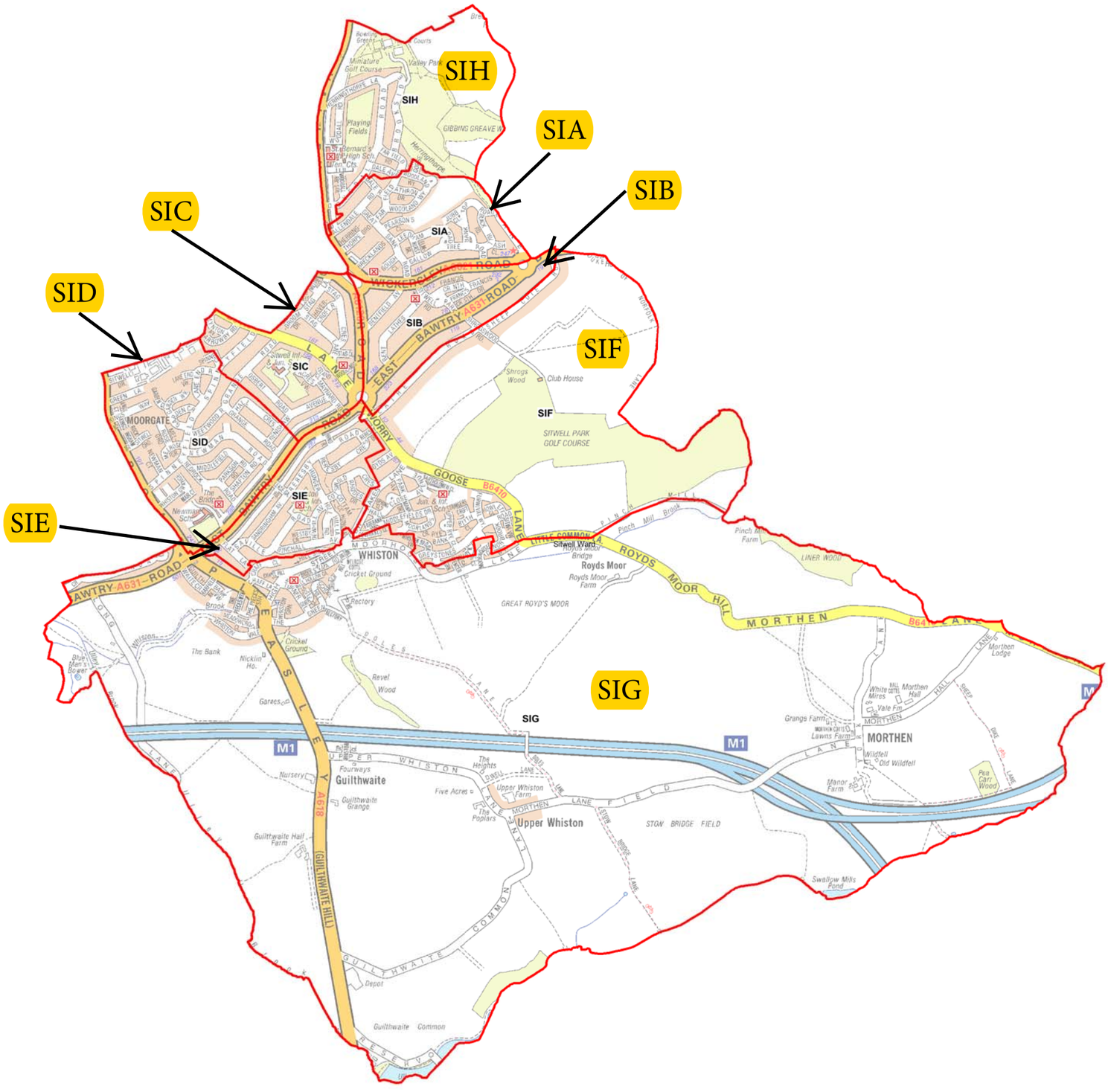

SIA	Herringthorpe United Reformed Church, Wickersley Road, Rotherham S60 4JN
SIB	St Cuthbert's Church Hall, Bent Lathes Avenue, Rotherham S60 4BN
SIC	Broom Methodist Church, Broom Lane, Rotherham S60 3NW
SID	Newman Additional Resource (next to Newman School) East Bawtry Road, Rotherham S60 3LX
SIE	Whiston J & I School, Saville Road, Whiston, Rotherham S60 4DX
SIF	Whiston Worry Goose J & I School, Hall Close Avenue, Whiston, Rotherham S60 4AG
SIG	Whiston Parish Hall, Well Lane, Whiston, Rotherham S60 4HX

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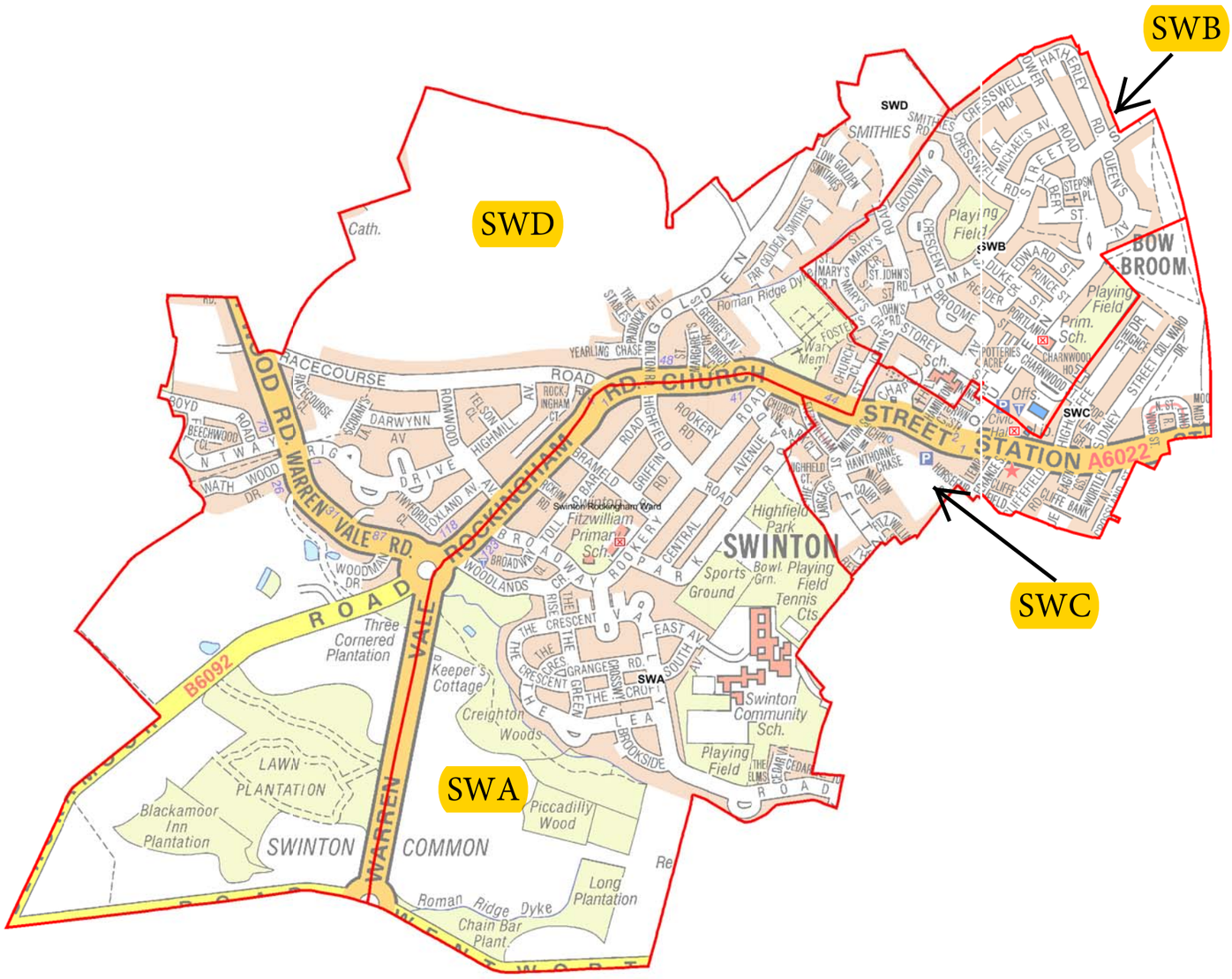

SWA	Swinton Fitzwilliam Primary School, Broadway, Swinton, Mexborough S64 8HF
SWB	Swinton Queen Primary School, Queen Street, Swinton, Mexborough S64 8NE
SWC	Swinton Civic Hall, Station Street, Swinton, Mexborough S64 8PZ
SWD	Swinton Fitzwilliam Primary School, Broadway, Swinton, Mexborough S64 8HF

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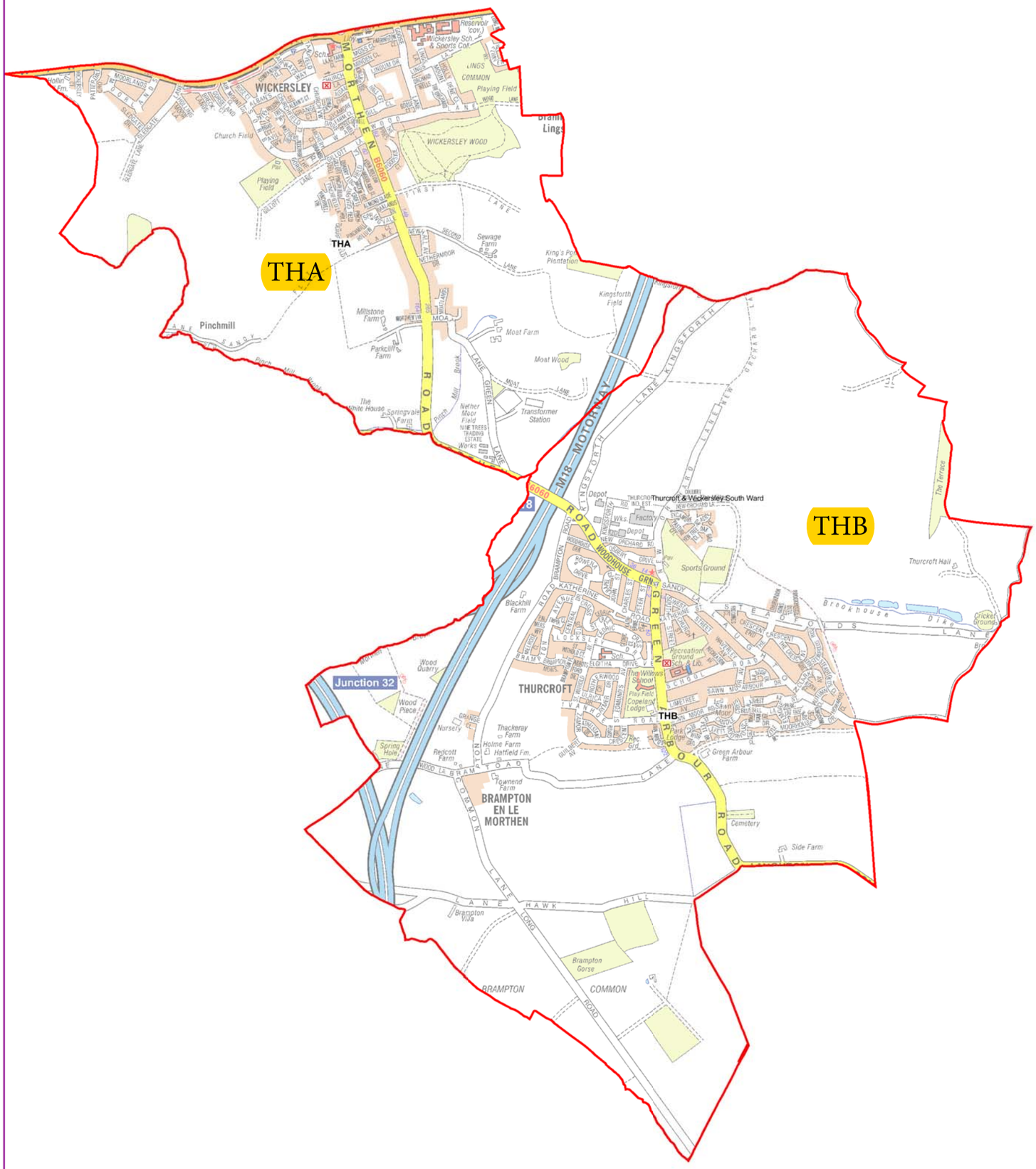
THA	The Church Barn, Church Lane, Wickersley, Rotherham S66 1ES
THB	Gordon Bennett Memorial Hall, Green Arbour Road, Thurcroft, Rotherham S66 9DD



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Thurcroft & Wickersley South Ward

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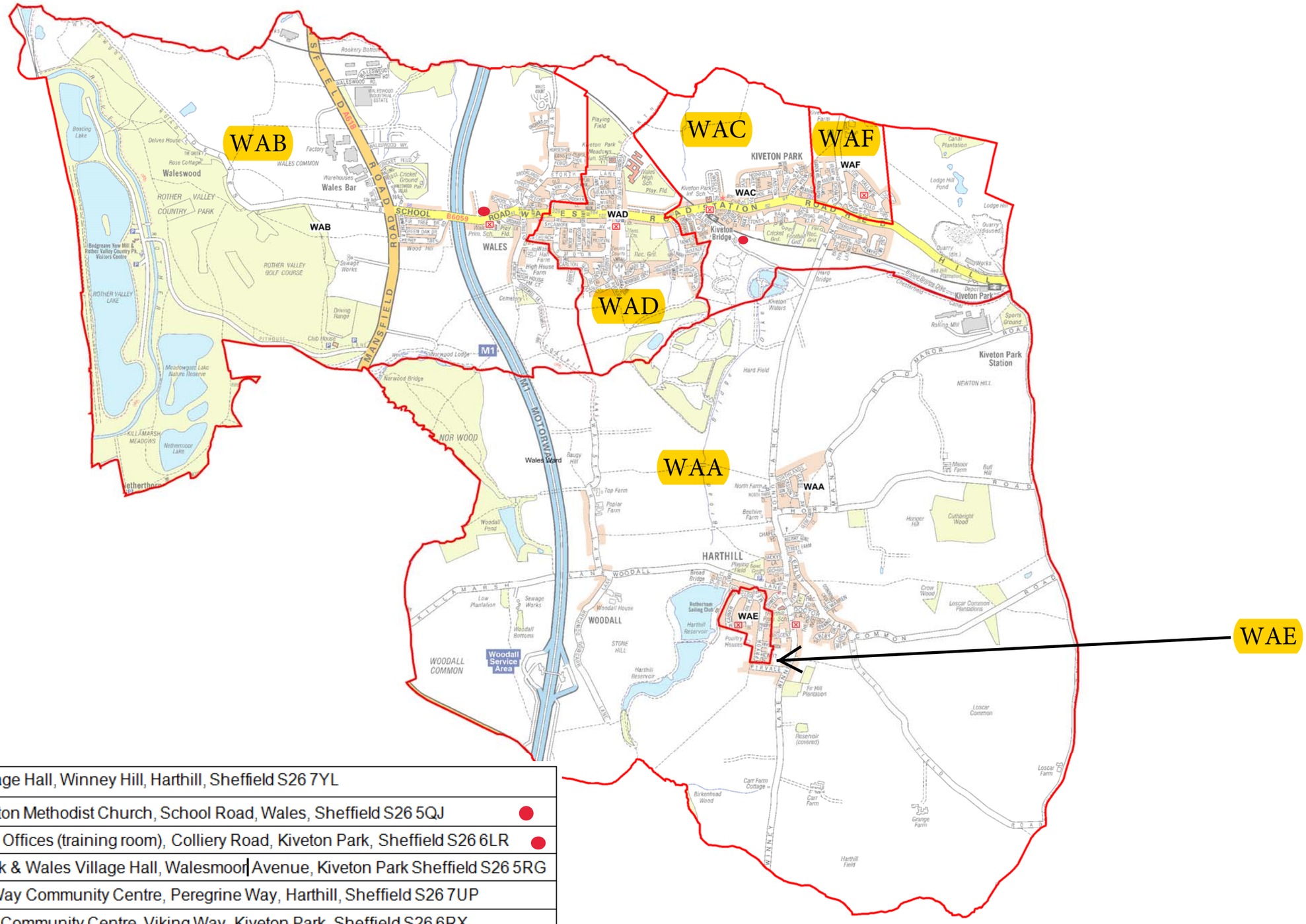
Rotherham Metropolitan Borough Council
Corporate ICT
Riverside House
Main Street
Rotherham
S60 1AE



WAA	Harthill Village Hall, Winney Hill, Harthill, Sheffield S26 7YL
WAB	Wales-Kiveton Methodist Church, School Road, Wales, Sheffield S26 5QJ
WAC	Old Colliery Offices (training room), Colliery Road, Kiveton Park, Sheffield S26 6LR
WAD	Kiveton Park & Wales Village Hall, Walesmoor Avenue, Kiveton Park Sheffield S26 5RG
WAE	Peregrine Way Community Centre, Peregrine Way, Harthill, Sheffield S26 7UP
WAF	Viking Way Community Centre, Viking Way, Kiveton Park, Sheffield S26 6RX

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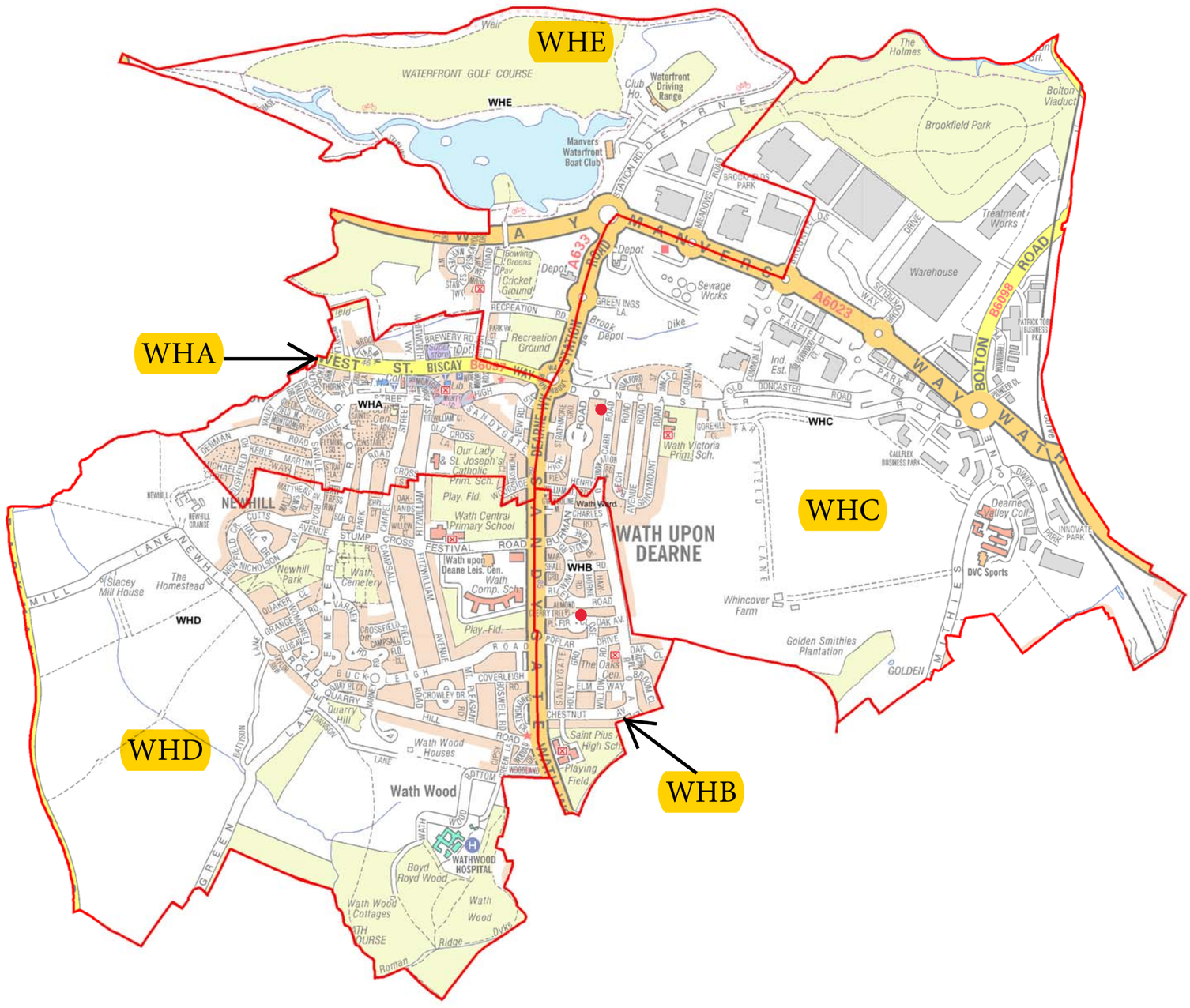

WHA	Trinity Methodist Church, Chapel Street, Wath upon Dearne, Rotherham S63 7RF
WHB	The Base Community Hub, Fir Close, Wath, Rotherham S63 7NU
WHC	St Josephs Catholic Church Hall, 2 Carr Road, Wath upon Dearne, Rotherham S63 7AA
WHD	Wath Central Primary School, Fitzwilliam Street, Wath upon Dearne, Rotherham S63 7HG
WHE	Wath upon Dearne RUFC Clubhouse, Moor Road, Wath upon Dearne, Rotherham S63 7RT

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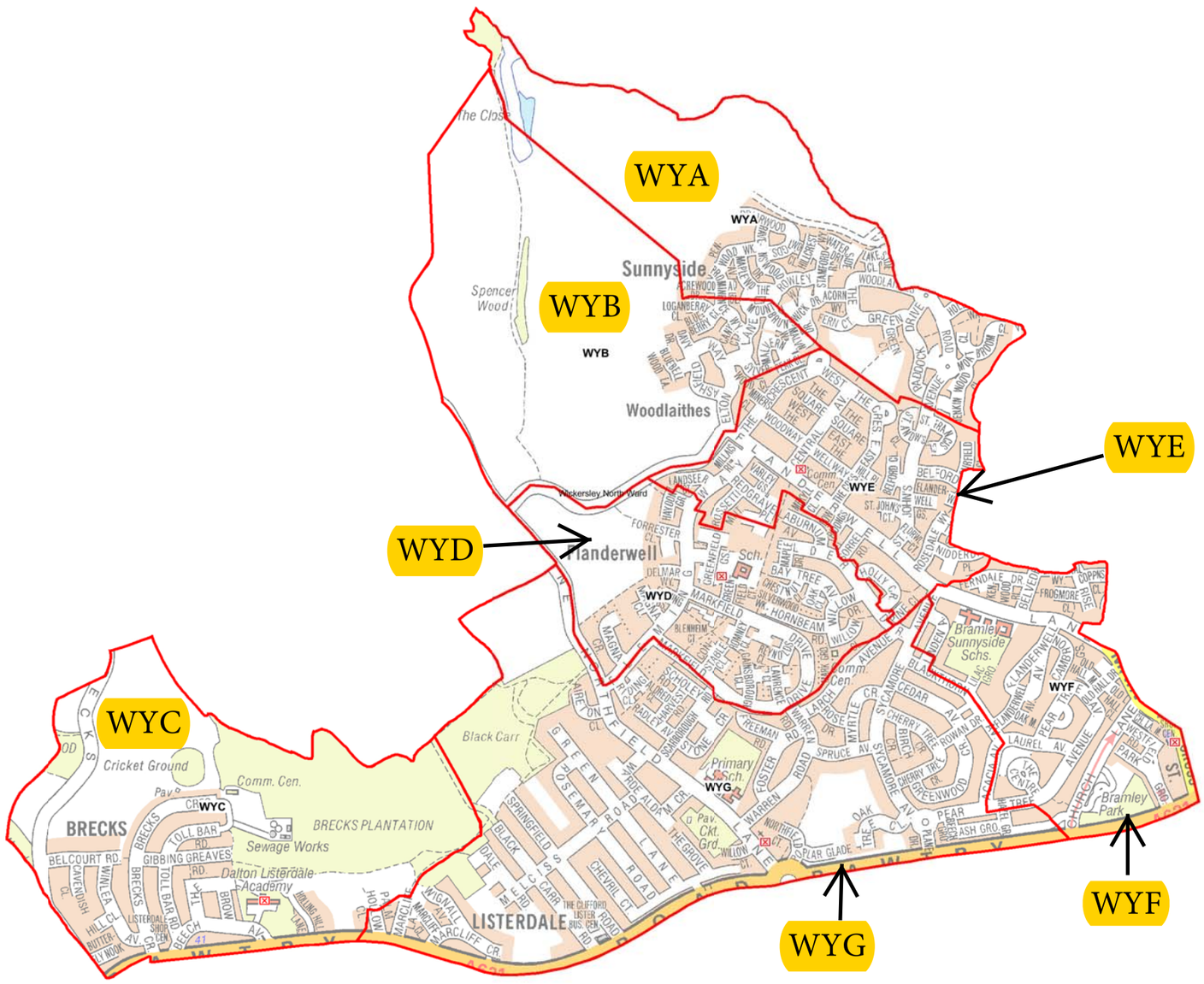

WYA	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
WYB	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
WYC	Listerdale Primary School, Beech Avenue, Brecks, Rotherham S65 3HN
WYD	Flanderwell Early Excellence Centre, Flanderwell Primary School, Greenfield Court, Flanderwell, Rotherham S66 2JF
WYE	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
WYF	Bramley Parish Hall, Cross Street, Bramley, Rotherham S66 2SA
WYG	Blessed Trinity Catholic Church, Northfield Lane, Wickersley, Rotherham S66 2HF

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Council Plan 2018-2019 Quarter 2 Performance Report

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
Shokat Lal, Assistant Chief Executive

Report authors:
Jackie Mould, Head of Performance, Intelligence and Improvement,
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Simon Dennis, Corporate Risk Manager,
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Tanya Palmowski, Performance Officer (Corporate),
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Wards Affected
Borough-wide

Executive Summary

The Council Plan is the core document that underpins the Council's overall vision. The Plan sets out the headline priorities, indicators and measures that will demonstrate delivery of the vision. The process for monitoring of performance against the vision is set out in the Council's Performance Management Framework which explains to all Council staff how robust performance monitoring should be carried out.

The Council Plan for the period 2017-2020 was approved by Elected Members at the RMBC Council meeting on 12th July 2017. Refreshed performance indicators covering the 2018-2019 financial year were approved by Cabinet on 21st May 2018.

To ensure that the delivery of actions and their impact is assessed, formal quarterly performance reports are presented in public at Cabinet meetings, with an opportunity for pre-decision scrutiny consideration if required. This report is the second report in

the 2018-2019 reporting cycle covering quarter 2 (1st July 2018 to 30th September 2018).

The Performance Report and Performance Scorecard included in Appendix A provides an analysis of the Council's current performance against 14 key delivery outcomes and 70 measures. This report is based on the currently available data and also includes an overview of progress on key projects and activities which contribute to the delivery of the Council Plan.

At the end of the second quarter (July to September 2018) 24 measures had either met or had exceeded the target set in the Council Plan. This represents 45% of the total number of indicators where data is available or where targets have been set. This is a slight decline in performance from the first quarter when 47% of indicators hit their targets. The Priority area with the highest proportion of targets met is Priority 1 (Every child making the best start in life) where 53% of indicators are marked on target.

The direction of travel is positive for 33 (57%) of the indicators measured in this quarter. This is a significant improvement compared to the 45% figure for last quarter and suggests that, although there has been an increase in the number of targets marked as "off track", overall performance is improving.

Recommendations

1. That the overall position and direction of travel in relation to performance be noted.

2. That consideration be given to measures which have not progressed in accordance with the target set and the actions required to improve performance, including future performance clinics.

3. That the performance reporting timetable for 2018-2019 be noted.

List of Appendices Included
Appendix A Quarter 2 Performance Report

Background Papers
'Views from Rotherham' report, October 2015
Performance Management Framework 2016-2017
RMBC Council Plan 2017-2020 – Cabinet Agenda 25th June 2017 and revised indicators for 2018-2019 – Cabinet Agenda 21st May 2018
Corporate Performance Report 2018-2019 Quarter 1 – Cabinet Agenda 17th September 2018

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Overview and Scrutiny Management Board – 16 January 2019

Council Approval Required:
No

Exempt from the Press and Public:
No

Corporate Plan 2018-2019 Quarter 2 Performance Report

1. Recommendations

1.1 That the overall position and direction of travel in relation to performance be noted.

1.2 That consideration be given to measures which have not progressed in accordance with the target set and the actions required to improve performance, including future performance clinics.

1.3 That the performance reporting timetable for 2018-2019 be noted.

2. Background

2.1 The current Council Plan, which covers the period 2017 to 2020, was approved by members on 12th July 2017. Refreshed performance indicators, covering the 2018-2019 financial year, were approved by Cabinet on 21st May 2018.

2.2 This is the second quarterly Performance Report for 2018-2019. The first report, covering quarter 1 of 2018-2019, was reported to the Cabinet meeting on 17th September 2018 and to the Overview and Scrutiny Management Board on 3rd October 2018.

2.3 Service Plans have been produced to ensure a 'golden thread' runs from the Council Plan through to each service as well as the PDR process. These help to develop a consistent approach across the Council.

3. Key Issues

3.1 The Council Plan includes 70 measures. The measures sit under 14 key delivery outcomes, which form the priority actions under each of the vison 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*

These four priorities are underpinned by a fifth, cross-cutting commitment to be a *modern and efficient Council*.

3.2 The 2017-2020 Council Plan sets out the vision, priorities and measures to assess progress. Through the guidance and direction set out in the supporting Performance Management Framework, relevant plans are in place at different levels of the organisation to provide the critical 'golden thread' that ensures everyone is working together to achieve the Council's strategic priorities.

3.3 The Quarter 2 Performance Report (Appendix A) sets out how the Council has performed in the second quarter of 2018-2019 (1st July to 30th September 2018) to deliver the five headline priorities for Rotherham as set out in the Council Plan for 2017-2020. The report provides an overview of progress and exceptions, highlighting good and improved performance as well as areas of concern. The report also includes wider information, key facts and intelligence such as customer feedback, quality assurance, external regulation and specific case study information to demonstrate what has been achieved to deliver the vision.

3.4 The Quarter 2 Performance Scorecard data, which is included within the Performance Report at Appendix A, provides an analysis of the Council's performance against each of the 70 performance measures. Based on the frequency of reporting and targets set each of the measures are rated as follows:

Overall status (relevant to target)

Measure progressing above or in line with target set

Measure progress has been satisfactory but is not fully reaching target set

Measure has not progressed in accordance with target set

Measure under development (e.g. awaiting data collection or target-setting)

Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)

Measure information not yet available (e.g. due to infrequency or timing of information/data)

Direction of travel (dependent upon whether good performance in high or low)

Numbers have improved

Numbers are stable

Numbers have got worse

Direction of travel not applicable

3.5 At the end of the second quarter (July to September 2018) 24 measures had either met or had exceeded the target set in the Council Plan. This represents 45% of the total number of indicators where data is available or where targets have been set. This is a slight fall when compared to Quarter 1 where 47% of indicators hit their targets. The Priority area with the highest proportion of targets met is Priority 1 (Every child making the best start in life) where 53% of the indicators measured have met or exceeded the target.

3.6 The direction of travel is positive for 33 (57%) of the indicators measured in this quarter. This is significantly better than the 45% figure for the last quarter, with Priority 1 (Every child making the best start in life) recording proportionately the strongest positive direction of travel.

3.7 The performance report at Appendix A was redesigned for 2018-2019 to make it more accessible and to reduce the amount of text included in it. The report includes a high level overview of progress against each of the priority outcomes and highlights key achievements by the Council in the period; a graphical interpretation of each Priority Area, with the former "Scorecard" information now included within the body of the report. All of the 70 indicators in the Council Plan are given equal priority and this is reflected in both the narrative report and the scorecard.

3.8 The Council Plan for 2017-2020 focuses on indicators that can be measured monthly or quarterly. To ensure that the Plan is managed effectively, formal quarterly performance reports will continue to be presented to Cabinet meetings during 2018-2019 as follows:

- Quarter 3 Performance Report (performance to end December 2018) – 18th March 2019
- Quarter 4/Annual Performance Report (un validated data) (performance to end March 2019) – July 2019 (exact date TBC)
- Final 2018-2019 Annual Performance Report (validated data) – early Autumn 2019 (exact date TBC)

4. Options considered and recommended proposal

4.1 It is recommended that Cabinet review the overall position, direction of travel and general progress made to deliver against the key delivery outcomes and provide feedback regarding what action is required in relation to areas of poor performance.

5. Consultation

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

5.2 A presentation on the first version of a new Corporate Plan was made to Overview and Scrutiny Management Board on 26th November 2015, with this formally considered by members at the Council meeting on 9th December 2015 and approved on 13th July 2016. Regular discussions on the developing plan were also held with Strategic and Assistant Directors, M3 Managers and Cabinet Members and Commissioners.

5.3 Focus groups, M3 manager meetings, as well as the "Views from Rotherham" consultation conducted in 2015, have all also provided opportunities to help define the new values and behaviours for the organisation contained within the Plan. Trades Unions have also seen the values and behaviours and will be included in considerations around the roll out of these.

5.4 The quarterly reporting template and performance scorecard has been developed in consultation with performance officers, the Strategic Leadership and Cabinet Members.

6. Timetable and Accountability for Implementing this Decision

6.1 This is the second quarterly Performance Report relating to the Council Plan's refreshed indicators the 2018-2019 financial year. Paragraph 3.8 sets out an outline forward programme of further quarterly performance reports.

7. Financial and Procurement Implications

7.1 The Council Plan is designed to help steer the use of Council finances, balanced against the wider funding backdrop for the Council and the broader context of national local government finance and policy.

7.2 The Council operates in a constantly changing environment and will need to be mindful of the impact that changes in central Government policy, forthcoming legislation and the changing financial position of the authority will have on its ability to meet strategic, corporate priorities and performance targets; and that ambitions remain realistic.

7.3 Whilst there are no direct procurement implications as a result of this report, any identified need to procure goods, services or works in relation to achieving the Council Plan objectives should be referred to the Corporate Procurement Service in order to ensure all projects are in line with the relevant internal Contract Procurement Rules and the UK Public Contract Regulations 2015 as well as other relevant EU/UK legislation governing procurement practice.

7.4 The redesigned Council Plan Performance Report now includes information regarding the Council's financial position, however further work is required to link the budgets to the Council Plan priorities and align the performance and financial reporting timelines.

8. Legal Implications

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

8.2 An effective and embedded Council Plan is also a key part of the Council's ongoing improvement journey.

9. Human Resources Implications

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

10. Implications for Children and Young People and Vulnerable Adults

10.1 The Council Plan has a core focus on the needs of children and young people and vulnerable adults and this is embedded in the Council Plan under Priority 1, "Every child making the best start in life".

11. Equalities and Human Rights Implications

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

11.2 A new corporate Equalities and Diversity Policy was adopted by Council on 13th July 2016. This reinforced the duties of the Council in delivering the aims and ambitions of the Council Plan for 2017-2020, and supporting service business planning processes. A performance indicator specifically relating to equalities has been included in the 2018-2019 iteration of the Council Plan.

12. Implications for Partners and Other Directorates

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

13. Risks and Mitigation

13.1 Within the Performance Report there are risks and mitigations identified under each of the key delivery outcomes. Additionally, the Priority areas also include an assessment of the areas where progress is not in line with. Within the Scorecard data tables, all measures which have not progressed in accordance with the target set are clearly marked with a red cross. Directorates are also responsible for ensuring that any significant risks are also addressed via Directorate and Corporate Risk Registers.

13.2 The Corporate Strategic Risk Register is structured to identify and mitigate strategic risks aligned to the Council Plan. The process of updating and identifying strategic risks is designed to enable the Council to manage risks connected to the Council Plan.

14. Accountable Officer(s)

Sharon Kemp, Chief Executive
Shokat Lal, Assistant Chief Executive

Approvals obtained on behalf of:

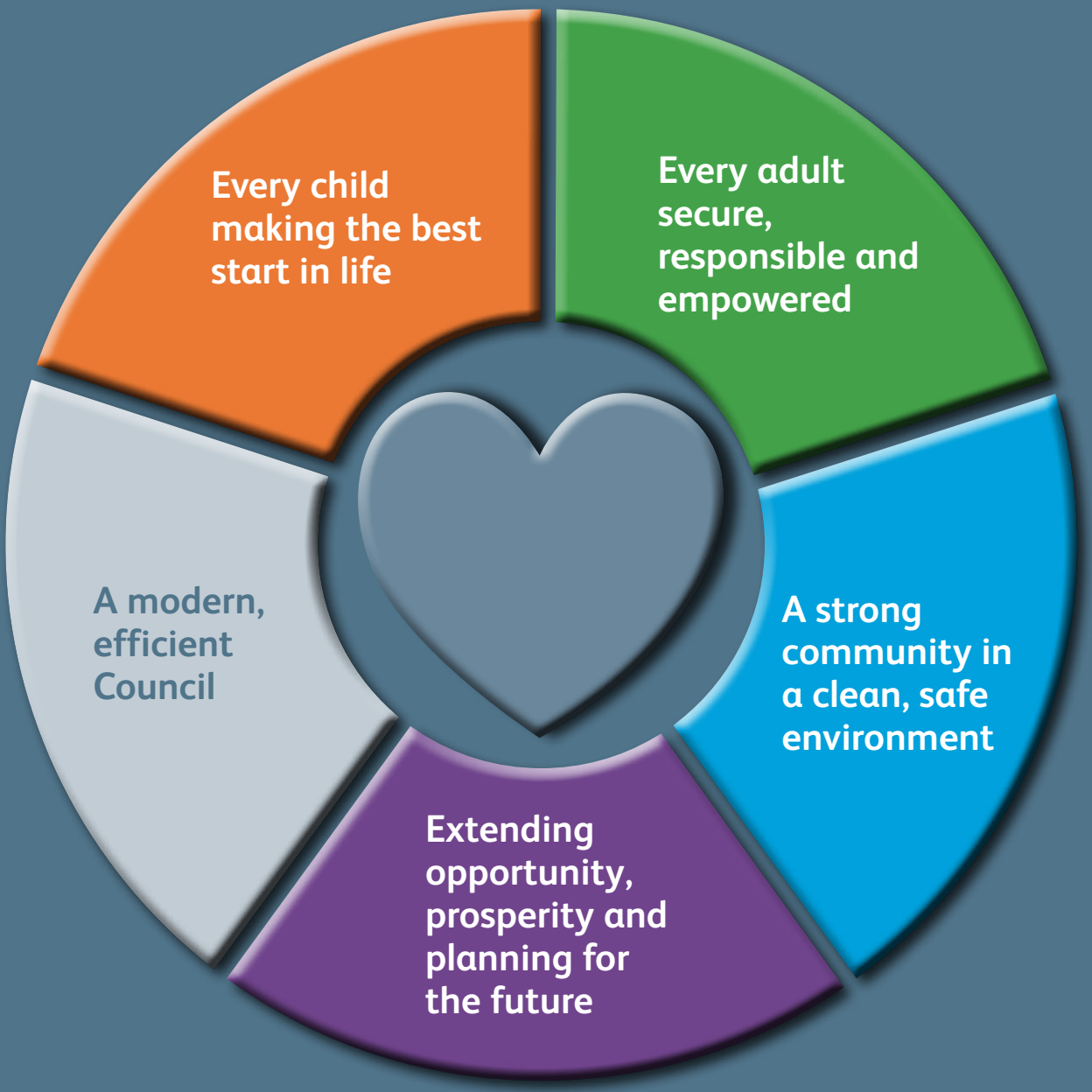
	Named Officer	Date
Strategic Director of Finance & Customer Services	Paul Stone	27.11.2018
Assistant Director of Legal Services	Stuart Fletcher	27.11.2018
Assistant Director of Human Resources	Ian Henderson	23.11.2018
Head of Procurement	Karen Middlebrook	23.11.2018

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

COUNCIL PLAN 2017–20

Performance report and key achievements/activities

Period: Quarter 2 (July–September 2018)



Big Hearts *Big Changes*

Rotherham Metropolitan Borough Council

EXECUTIVE SUMMARY

This report sets out how the Council has performed in the second quarter of 2018/19 to deliver the vision and priorities for Rotherham as set out in the Council Plan for 2017-20. The priorities include:

Priority 1: Every child making the best start in life

Priority 2: Every adult secure, empowered and responsible

Priority 3: A strong community in a clean, safe environment

Priority 4: Extending opportunity, prosperity and planning for the future

Priority 5: A modern, efficient council

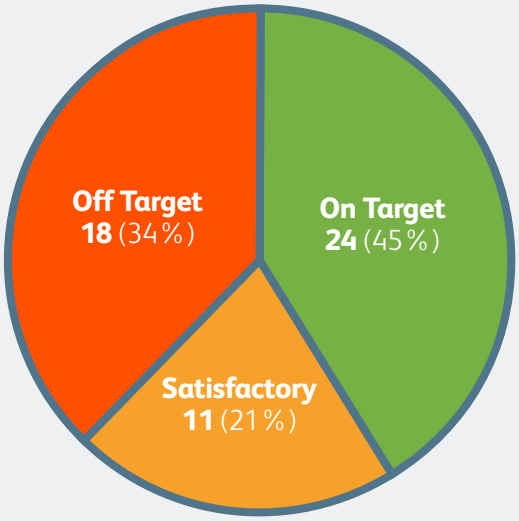
The report focuses on progress against the 13 key delivery outcomes which underpin the Council's priorities and the 70 headline performance measures that directorates have identified that best demonstrate progress in achieving the outcomes. It also brings together wider information, key facts and intelligence to explain how the Council is working and performing.

Through directorate and service-level business plans the Council carries out wider work to measure performance and quality. This report is intended to provide an overview of the contribution that the Council makes across all of its activities to improving Rotherham as a place to live, work and spend time.

Performance overview to 30th September 2018

The diagrams below provide details of the status in relation to the total number of measures in the Council Plan (where data is available or where targets have been set).

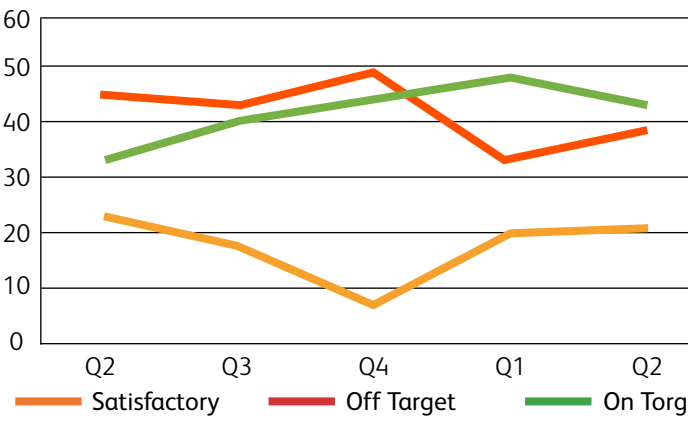
Target Status



Direction of Travel

(Of the 23 worsening, 5 are on target, 4 are making satisfactory progress, 11 are off target and 3 are baseline year).

Percent Overall Status Trend



(The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable. These are measures where no target has been set, however good performance (high or low) is still applicable).

There are a number of measures rated as 'measure information not yet available' due to these being annual, termly or 6 monthly. In some circumstances interim data is available to demonstrate whether or not the Council is on track to achieve the annual target. For others, the Performance Report provides an overview of progress to assure Cabinet/Commissioners that progress is being made.

Performance status broken down by priority

Corporate Priority 1
Every child making the best start in life

8 | 0 | 7

Corporate Priority 2
Every adult secure, responsible and empowered

3 | 3 | 2

Corporate Priority 3
A strong community in a clean safe environment

5 | 2 | 5

Corporate Priority 4
Extending opportunity. Prosperity and planning for the future

4 | 2 | 2

Corporate Priority 5
A modern, efficient Council

4 | 4 | 2

FINANCE UPDATE

As of the end of September 2018, the Council needs to identify a further £3.1m of cost reduction actions by financial year-end in order to achieve a balanced financial outturn, after taking account of the £10m budget contingency approved within the 2018/19 budget.

A number of mitigating savings and actions have been identified to offset the impact of a range of cost and demand pressures impacting on the Council's budgets, which is described below. These actions include recruitment controls, reduction in the use of agency staff, reductions in general spend by all services, reviews of financing options and use of directorate balances. Additional actions are being developed to address the need to reduce spend still further by an estimated £3.1m in order to achieve a balanced financial outturn after taking account of the £10m Budget Contingency.

The overspending against budget within Children's and Young People's Services Directorate continues due to demand for services outstripping budget capacity. The forecast outturn overspend is £16m. The increase in the number of Looked after Children also places significant pressure on Legal Services within the Finance and Customer Services Directorate.

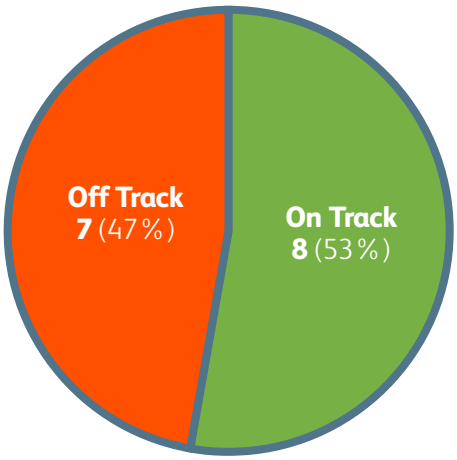
Adult Care Services are currently forecasting an overall overspend of £6.2m. Residential and nursing care budgets across all client groups are under pressure due to a combination of increased client numbers, the rising cost of care packages, and delays in delivery of savings plans.

Priority 1: Every child making the best start in life

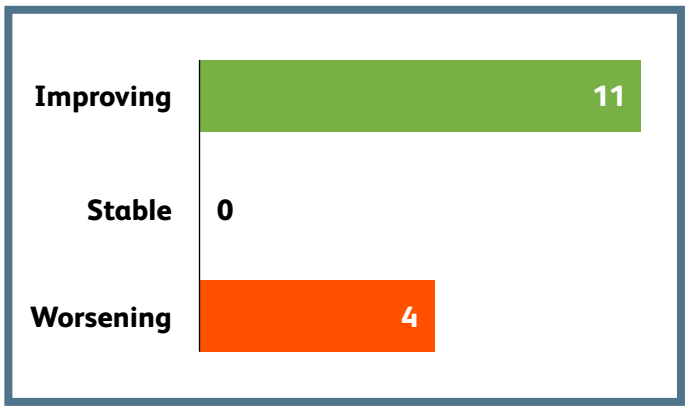
Performance headlines

The diagrams below provide an overview of performance (status and direction of travel) in relation to the priority (where data is available or where targets have been set).

Target Status



Direction of Travel



(Of the 4 worsening, 1 is on target and 3 are off target).

(Note - The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable). These are measures where no target has been set, however good performance (high or low) is still applicable).

Areas performing well or improving

(measures which are on track and direction of travel is improving)

Early Help

(1.A1) **Reduction in Children in Need rate (rate per 10K population under 18)**
(363.6 against a target of 375.5) (lower is better).
and
(1.A4) **Increase the proportion of families who rate the Early Help service as Good or Excellent**
(96.3% against a target of 95%) (higher is better)

Children's Social Care Improvements
Child protection plans

(1.A5) **7.2% of children subject to repeat child protection plans (within 24 months) (lower is better)**
(Against a target of 9%)

Special Educational Needs and Disabilities (SEND)

(1.B4) **65% Education and Health Care Plans completed in statutory timescales (higher is better)**
(Against a target of 65% for this quarter)

(1.C1) **Reduction in smoking status at time of delivery (16.4%) (lower is better)**

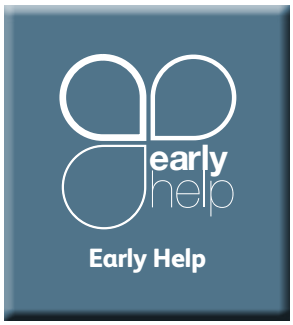
(Latest available data. Reduced from 17.1% in quarter 4 2017/18 to 16.4% in quarter 1 2018/19)

(1.B2a&b) **Reduction in the number of exclusions from schools which are fixed term (260 secondary, 46 primary) (lower is better)**

(Against an academic year target of 2,500 secondary and 280 primary)

Areas for improvement

(measures which are off track and direction of travel is worsening)



(1.A3) **Increase in the number of Looked After Children (rate per 10k population under 18)** (114.5 against a target of 99.1) (lower is better)

The 'Right Child, Right Care' (RCRC) transformation action plan is being implemented focusing on both reducing the number of admissions through the early help, edge of care preventative approaches and 'safely' increasing the number of children ceasing care.

(1.B1b) **43.3 average attainment 8 score at the end of Key Stage 4 - from the end of primary school (KS2) to the end of secondary school (KS4)** (higher is better) against a target of 47)

(1.B3) **16.4% of 16-17 year olds NEET or activity not known** (lower is better) (against a target of 5.8%)

(1.B1b) Work taking place to encourage better collaborative working between schools to share good practice and support improvement.

(1.B3) It is to be expected that the Not Known results will be high at this point as we gather enrolment data from post 16 providers and Y11 leaver destinations from schools. Conversely the NEET result may be low as we await confirmation of destinations.

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

Lead accountability: Jon Stonehouse, Strategic Director Children and Young People's Services

Where are we now?: Demand across the whole of children's services remains high at all levels of social care intervention, (i.e. Children in Need, Child Protection Plan and Looked After Children), with Rotherham placed significantly higher than similar statistical neighbouring authorities. This appears to be as a result of a combination of factors including: an improvement in social work assessments identifying and responding to risk of new and legacy cases; the complex abuse enquiry and; an upward trend nationally.

The 'Right Child, Right Care' (RCRC) project work continues to progress with 87 (51%) of the initial target of 170 children in a workstream having already been discharged from care and another 44 children (20%) whose plans are assessed as being 'on-track'. Phase 2 of RCRC has been initiated with 365 children being considered in the very broad scope for discharge from care. These cases are to be reviewed over the coming months so the cohort can be formalised and RCRC phase 2 to be launched in January 2019.

Case level audits of all new admissions are undertaken by the Head of Service to ensure that all are appropriate. Similarly, other senior managers are continuing to monitor and ensure that thresholds for each level of service, not just LAC, are being applied rigorously and that there is good throughput in the service to ensure no child or family is subject to intervention for longer than necessary.

Despite the on-going level of demand performance against compliance and outcome measures remains stable with some areas of small improvement. Examples include;

- High family engagement and positive satisfaction in Early Help services with 96.3% of families rating their support as 'good or excellent'.
- A further reduction in the proportion of children becoming subject to a repeat child protection plan from 8.2% in quarter 1 to 7.2%. This is an indication that previous work with families has made a sustainable impact in keeping children safe.
- Despite the increase in LAC through improved quality of foster care placements both internally and via commissioned services we continue to retain a high proportion of children in family based settings (83%). Stability of placements also continues to improve and is currently evidencing better performance than at any other time over the past two years with 68% of LAC in the cohort having been in the same placement for 2 years or more.

Next steps:

- The Edge of Care Service is in the process of becoming part of the LAC Service which should contribute to more joined up working in respect of admissions to care and general management oversight
- Final proposals from the Early Help Review are going to Cabinet on 22 October 2018
- Completion of the review of support pathways to maximise opportunities for closer working and resource allocation across Early Help and Social Care is on-going.

Risk/issue	Mitigation
The numbers of Looked After Children (LAC) continue to rise as evidenced within the Department for Education (DfE) Statistical First Release in November 2018.	The 'Right Child, Right Care' (RCRC) transformation action plan is being implemented focusing on both reducing the number of admissions through the early help, edge of care preventative approaches and 'safely' increasing the number of children ceasing care.
Increase in demand in Child in Need (CIN) and Child Protection CPP reducing the quality of service	Service managers in locality social work teams continue to lead regular reviews in conjunction with early help colleagues on CIN work to minimise drift and ensure only those children that require this type of intervention are open to the service. Joint work with the edge of care team continues to have a positive effect, resulting in some children remaining with family when previously it would be assumed the children would need to come into care.
Lack of early help surveys being completed by families therefore quality of work unknown.	Work is on-going with locality teams to ensure they maximise the number of surveys requested each month as this is a vital way of capturing child and family satisfaction rates.

Risk/issue	Mitigation
The increased use of Special Guardianship Orders (SGO's)/Child Assessment Order's (CAO's) through the RCRC project may have negative impact on placement stability performance as long-term LAC will be taken out of the cohort.	Good communication with all agencies, members and stakeholders is essential to ensure any decline in performance is understood and that this will be due to positive outcomes being achieved for the looked after young people.

Outcome: B Children and Young people are supported to reach their potential

Lead accountability: Jon Stonehouse, Strategic Director Children and Young People's Services

Where are we now?: The Rotherham School Improvement Service (RoSIS) 2018-2019 traded service continues to offer a range of services, Continuing Professional Development (CPD) and school improvement activity focussed on improved pupil outcomes.

Provisional attainment data released for 2018 shows improvement at Key Stage 2 (end of primary school). Rotherham met the expected standard in the combined Reading, Writing & Maths measure, showing an improvement of 0.7%. The national results improved, now placing Rotherham 2.5% below the national average.

The provisional and un-validated Rotherham local authority (LA) average Attainment 8 score per pupil has decreased by 1.7 points to 43.3 in 2018. The LA average is 3.2 points below the national average (state-funded schools) and 1.0 point below the national average (all schools). The Progress 8 score is -0.11; this is -0.08 below the national average (state-funded) and -0.03 below the national average (all schools). In 2018, the Progress 8 measure is ranked 11th compared against other LA's in the Yorkshire and Humber region and 3rd compared against our statistical neighbours.

The overall trajectory in terms of reducing exclusions in secondary schools remains positive, with a decreasing trend evidenced by a 50% reduction this quarter when compared with Quarter 2 in 2017. Primary schools however, have not yet developed their Social, Emotional & Mental Health (SEMH) Pupil Management Groups to the same level, therefore performance remains broadly similar when compared to the previous year.

Following completion of the 3 year, national programme to convert Special Education Need statements to Education, Health and Care Plans (EHCP), the team can focus on the 'new' EHCPs. timeliness. These increased during the first part of the quarter (73%) but declined in September (53%), part due to school closures, staff annual leave and the current restructure of the Education, Health and Care Assessment Team which will come to a close at the end of October. It is envisaged that over the course of the year performance will improve.

Next steps:

- Targeted Support Workshops with a focus on KS2 reading and mathematics will be held during the Autumn Term 2018 (starting October). Consistently high performing schools or those that have improved significantly are invited to deliver short "best practice" workshops to other schools. More productive partnership working is required between secondary schools to disseminate good practice.
- A Rotherham Social, Emotional & Mental Health (SEMH) Strategy will be co-produced with partners and stakeholders during Autumn 2018 to respond to recommendations from the DfE review of exclusion, articulate Rotherham's Graduated Response to SEMH and to support the on-going drive to reduce fixed term exclusions in both primary & secondary schools.

Risk/issue	Mitigation
Decline in performance for new Key Stage 4 measures in particularly in English and Mathematics.	Improve performance for all pupils in English and Mathematics, especially for boys and those disadvantaged eligible for pupil premium funding. Better collaborative working between schools to share good practice and support improvement.
Maintaining an effective Borough wide focus on School Improvement and the quality of provision.	Regular termly meetings with the Regional Schools Commissioners office (RSC) to highlight the importance of co-operation and collaborative working with all academies/MATs. Meetings with the Chief Executive Officers (CEO's)/Executive Headteachers of schools/academies to discuss their schools and range of school improvement services available
The SEMH Partnerships at both primary and secondary phase remain variable in terms of engagement which in turn impacts upon the drive to reduce exclusions.	CYPS exclusions 'Turning the Curve Action Plan 2018-19' is now in draft and stakeholders across education, health, social care and Rotherham Parent Carer forum are to be identified to support the drive to reduce exclusions.

Outcome: C Children, young people and families are enabled to live healthier lives

Lead accountability: **Terri Roche**, Director Public Health

Where are we now?: Public Health (PH) continues to commission specialist services for smoking cessation in pregnancy. All women are carbon monoxide (CO) monitored and smokers are referred to the in-house specialist service using an opt-out system.

The provider is performance managed using a Key Performance Indicator (KPI) measured by number of quits and not a percentage. The figures achieved by the service by quarter are outlined in the table below (No data is available at present for quarter 2 2018/19).

The KPI is to average 12.6 quits a month. Due to a lower quarter 4 the full year average was 11.6 quits a month, and below target. quarter 1 2018/19 data is also below target.

2017/18	Quit
Q1 (April to June)	34
Q2 (July to September)	37
Q3 (October to December)	44
Q4 (January to March)	24
2018/19	
Q1 (April to June)	26

No data is available yet for Smoking Status at Time of Delivery (SATOD) for quarter 2 2018/19 (due December 2018), therefore the latest data is for quarter 1 2018/19.

Following the large decrease between quarter 3 and quarter 4 2017/18 (from 21.1% to 17.1%) there was a further small decrease to 16.4% in quarter 1 2018/19 (lower is better). This is below the 2018/19 target of 18% therefore smoking in delivery is currently rated green.

Data for Childhood Immunisation – DTaP/IPV/Hib (2 years) is not available for quarter 2 of 2018/19 at present (due December 2018). The latest data for quarter 1 2018/19 of 96.8% is well above the target level of 95%. However, although the overall Rotherham level is green, there are pockets of low uptake in the borough. NHS England is working with GP practices in Rotherham which have a low uptake in their area (generally the more deprived practices) to ensure equity of access across the population.

Next steps:

- The Trust are looking at how they can improve referrals to the Stop Smoking Service (part of 'Get Healthy Rotherham' integrated wellbeing service).This will support the SATOD work.

Risk/issue	Mitigation
The Smoking Status at Time of Delivery (SATOD) target for 2018/19 is an aspirational target of 18% as the annual data for 2016/17 included a very low quarter which skewed the outcome figure of 17% (2017/18 outturn was 19.9%). Additionally there has been a reduction in funding for the smoking midwifery service of 36%.	The service continues to be performance managed. Referrals have been set up between the 'Get Healthy Rotherham' Wellbeing Service and the Quit Smoking in Pregnancy Service. The Early Help Children Centre Outreach Worker provides on-going smoking cessation support and prevents relapse throughout pregnancy to women who have successfully stopped smoking with the Rotherham Smoking In Pregnancy Service. The main aim is to support women after they have reached 6/7 weeks of stopping smoking and to motivate them to remain stopped through to delivery and postnatal. If relapse occurs at any time or any problems are identified then they are referred back to the Smoking In Pregnancy Service. Wider tobacco control work is ongoing which will promote a reduction in general population smoking prevalence and contribute to reducing SATOD, such as smokefree school gates and supporting the hospital to implement the South Yorkshire QUIT programme.
2018/19 is a transition year where the general Stop Smoking Service became part of the Wellbeing Service (April 2018) which may also impact on this target.	
Rotherham has high rates of smoking in pregnancy as it is a deprived area and all smokers are identified. Every woman is CO (carbon monoxide) monitored at each visit to midwifery (system in place from after Q1 2016/17) whereas data for our statistical neighbours is based on self-reported smoking status.	

Corporate Priority 1 – Every child making the best start in life

Key	Overall status (relevant to target)			
	✔	Measure progressing above or in line with target set	🛠	Measure under development (e.g. awaiting data collection or target-setting)
	●	Measure progress has been satisfactory but is not fully reaching target set	☐	Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)
	✖	Measure has not progressed in accordance with target set	■	Measure information not yet available (e.g. due to infrequency or timing of information/data)

Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT	Annual			Quarterly					Monthly			Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Q2 Jul - Sep 2017	Q3 Oct - Dec 2017	Q4 Jan - Mar 2018	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Jul-18	Aug-18	Sep-18	
A. Children, young people and families are protected and safeguarded from all forms of abuse, violence and neglect	Jon Stonehouse, Strategic Director Children and Young People's Services	1.A1	**Early Help** – Early Help service to identify and support families at the right time to help prevent social service involvement	Reduction in Children in Need rate (rate per 10K population under 18)	Mel Meggs - CYPS	low	Monthly	375.5	✔		320	359.8	411.0	342.1	403.8	411.0	426.2	363.6	383.6	355.7	363.6	Demand at the end of Qtr 2 (363.6) shows a decrease which brings numbers below the target & data suggests the Council are now below the statistical neighbour average (372.7) but still above the national average (337.7). N.B. Following data validation, performance has been refreshed where necessary.
		1.A2		Reduction in the number of children subject to a CP plan (rate per 10K population under 18)	Mel Meggs - CYPS	low	Monthly	99.6	✖		65.4	65.6	114.5	91.7	107.1	114.5	113.6	108.8	112.9	110.6	108.8	Although the recent trend for the number of children with a Child Protection Plan (CPP) shows a decrease, it remains significantly higher than that of statistical neighbours (56.6) and the national average (43.3). Internal and external scrutiny has indicated that risk is being appropriately identified and that for those children with a CPP it is the appropriate plan. N.B. Following data validation, performance has been refreshed where necessary.
		1.A3		Reduction in the number of Looked After Children (rate per 10k population under 18)	Mel Meggs - CYPS	low	Monthly	99.1	✖		76.6	86.6	110.8	91.5	103.9	110.8	113.4	114.5	114.9	115.7	114.5	The rate per 10,000 of the population now stands at 114.5 as compared to the statistical neighbour average of 81.3 and the national average of 62 (as reported at March 2017). N.B. Following data validation, performance has been refreshed where necessary.
		1.A4		Increase the proportion of families who rate the Early Help service as Good or Excellent.	David McWilliams - CYPS	high	Monthly	95%	✔		Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	94.3%	96.3%	100.0%	100.0%	95.0%	118 Exit Surveys have been returned this financial year (73 during quarter 2) from families who had been supported by the Early Help Service. 96.3% of these respondents rated their overall experience as Good or Excellent.
		1.A5	**Children's Social Care Improvement** – Ensure that all Child Protection Plan work is managed robustly and that appropriate decisions and actions are agreed with partner agencies	% children who are subject to repeat child protection plans (within 24 months)	Mel Meggs - CYPS	low	Monthly	9%	✔		4.7%	9.2%	9.5%	9.5%	10.1%	9.5%	8.2%	7.2%	7.7%	6.9%	7.2%	As this is a 'rolling year indicator' this quarter considers referral data for the 12 months prior to 30th September 2018. The proportion of children subject to repeat plans has started to see an improving trend. N.B. Following data validation, performance has been refreshed where necessary.
		1.A6	**Child Sexual Exploitation** - an increased awareness of CSE and an increase in the number of police prosecutions as a result of joint working	Number of children and young people with a currently assessed as medium/high risk of CSE (CSE cohort)	Mel Meggs - CYPS	Not applicable	Monthly	No target - not applicable	☐		Not Available	64	85	68	86	85	72	55	67	56	55	There is no good or bad performance in relation to this measure.
		1.A7	**Placements** - Improve Quality of Care for looked after children	Reduce the number of disrupted placements. D*efinition: % of LAC who have had 3 or more placements - rolling 12 months*	Mel Meggs - CYPS	Low	Monthly	10.8%	✖		13.0%	11.9%	13.4%	13.7%	11.6%	13.4%	13.8%	12.6%	12.6%	12.1%	12.6%	Despite the further increase in LAC numbers performance in relation to placements remains fairly consistent. The measure for proportion of LAC experiencing three or more placement moves isn't hitting target but it also isnt seeing the declines experienced in some other areas. N.B. Following data validation, performance has been refreshed where necessary.
		1.A8		Increase the proportion of LAC placed within Family Based settings	Mel Meggs - CYPS	high	Monthly	85.0%	✖		Not Available	81.1%	81.0%	82.8%	83.3%	81.0%	81.2%	82.7%	82.5%	82.9%	82.7%	Performance remains relatively stable at present but it is even more positive to note that despite the numbers of LAC increasing from 607 at the end of January to 648 at the end of September, the percentage of children in family based settings has remained fairly constant.

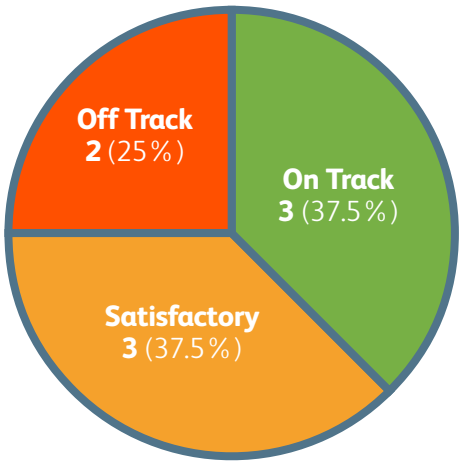
Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT	Annual			Quarterly					Monthly			Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Q2 Jul - Sep 2017	Q3 Oct - Dec 2017	Q4 Jan - Mar 2018	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Jul-18	Aug-18	Sep-18	
B. Children and Young people are supported to reach their potential	Jon Stonehouse, Strategic Director Children and Young People's Services	1.B1 (a)	**Sustainable Education and Skills**	% of pupils reaching the expected standard In reading, writing and mathematics combined at the end of Key Stage 2	Pepe Di'lasio -Assistant Director Education and Skills	high	Academic Year	65%	✗	↑	53.9%	60.8%	61.5% (provisional)									The ROSIS traded service offer to schools contains a range of CPD activities linked to the areas for improvement / borough wide priorities.
		1.B1 (b)		The average attainment 8 score at the end of Key Stage 4 . The progress 8 measure from the end of primary school (KS2) to the end of secondary school (KS4)	Pepe Di'lasio -Assistant Director Education and Skills	high	Academic Year	47 +0.08	✗	↓	48.8 +0.04	45 +0.06	43.3 -0.11 (Provisional)									Provisional data released in October shows that the average Attainment 8 score has decreased by 1.7 points. National averages also decreased by 0.1 (state-funded) and 0.3 (all schools). The provisional Progress 8 score is -0.11; this is -0.08 below the national average (state-funded) score of -0.03. This is the first year the progress 8 score has been below the national level.
		1.B2 (a)	**Sustainable Education and Skills** – Reduce the number of school days lost to exclusion	Reduction in the number of exclusions from school which are i) Fixed term (Secondary school)	Jenny Lingrell, Joint Assistant Director of Commissioning, Performance and Inclusion	low	Monthly	2,500 Academic Yr	✔	↑	3,555	3,116	3,068	544	1097	791 (YTD 2191) (cumulative)	634	260	154	0 *(Schools Closed)*	106 *(New Academic Year)*	This quarter shows performance for the end of the academic year 2017/18 inc. the 6 week summer holiday when schools are closed. Secondary and Primary exclusions continue to be a high priority for the service and our school partners, we will continue to monitor the situation closely and to give exclusions our focus through regular performance clinics and partnership working with schools throughout the rest of the academic year.
		1.B2 (b)		Reduction in the number of exclusions from school which are ii) Fixed term (Primary school)				280 Academic Yr	✔	↑	406	358	408	50	146	85 (YTD 260) (cumulative)	116	46	30	0 *(Schools Closed)*	16 *(New Academic Year)*	
		1.B3	**Sustainable Education and Skills** – Enable hard to reach young people to achieve their full potential through education employment or training	% of 16-17 year olds NEET or whose activity is Not Known (NK) % 16-17 year old NEET % 16-17 year olds whose activity is Not Known	David McWilliams - CYPS	low	Monthly	5.8% combined i) 3.3% (NEET) ii) 2.5% (Not Known) (Local Annual target based on Dec, Jan, Feb Ave)	✗	↓	Not Available	5.7% combined i) 2.6% (NEET) ii) 3.1% (Not Known)	5.8% combined i) 3.3% (NEET) ii) 2.5% (Not Known)	17.3% combined i) 1.7% (NEET) ii) 15.6% (Not Known)	7.2% combined i) 3.2% (NEET) ii) 4.0% (Not Known)	5.3% combined i) 3.3% (NEET) ii) 2.0% (Not Known)	6.5% combined i) 3.5% (NEET) ii) 3.0% (Not Known)	16.4% combined i) 1.4% (NEET) ii) 15% (Not Known)	7.0% combined i) 3.6% (NEET) ii) 3.4% (Not Known)	23.9% combined i) 3.7% (NEET) ii) 20.2% (Not Known)	16.4% combined i) 1.4% (NEET) ii) 15% (Not Known)	It is to be expected that the Not Known results will be high at this point as we gather enrolment data from our Post 16 providers and Y11 leaver destinations from schools. Conversely the NEET result may be low as we await confirmation of destinations. The NEET cohort currently sits at 127.
		1.B4	**Special Educational Needs and Disabilities (SEND)** – Improve personal outcomes for our young people with SEND to enable them to make choices that lead to successful adult lives	Increase the proportion of Education and Health Care Plans completed in statutory timescales (based on NEW plans)	Jenny Lingrell, Joint Assistant Director of Commissioning, Performance and Inclusion	high	Monthly	Qtr 1 - 45% Qtr 2 - 65% Qtr 3 - 75% Qtr 4 - 90% (in period) 2018/19 - 70% (cumulative)	✔	↑	58.30%	52%	57%	87%	40%	52%	48%	65%	73%	68%	53%	At the end of Qtr 2 performance (65%) hit the target set (65%).
C. Children, young people and families are enabled to live healthier lives	Terri Roche, Director Public Health	1.C1	**Deliver services for the 0-19 year olds** – to support children and families to achieve and maintain healthier lifestyles	Smoking status at time of delivery (women smoking during pregnancy)	Gilly Brenner, Consultant in Public Health	Low	Quarterly	18%	✔	↑	18.1%	17.0%	19.9%	21.2%	21.1%	17.1%	16.4%	n/a (due Dec18)				Overall status shown as green as data for the latest quarter available (Q1 2018/19) was 16.4% and below the Target level of 18% (lower is better) Therefore, at this quarter the measure is progressing above or in line with the target set (criteria for rating as green)
		1.C2		Childhood immunisation - % of eligible children who received 3 doses of DTaP / IPV / Hib vaccine at any time by their 2nd birthday (diphtheria, tetanus and pertussis/polio/Haemophilus influenza type b)	Gilly Brenner, Consultant in Public Health	High	Quarterly	95%	✔	↓	96.7%	96.7%	97.2%		96.7%	97.9%	96.8%	n/a (due Dec18)				Overall status shown as green as data for the latest quarter available (Q1 2018/19) was 96.8% and above the Target level of 95% (higher is better) Therefore, at this quarter the measure is progressing above or in line with the target set (criteria for rating as green) National target is 95% to ensure control of vaccine preventable diseases.

Priority 2: Every adult secure, empowered and responsible

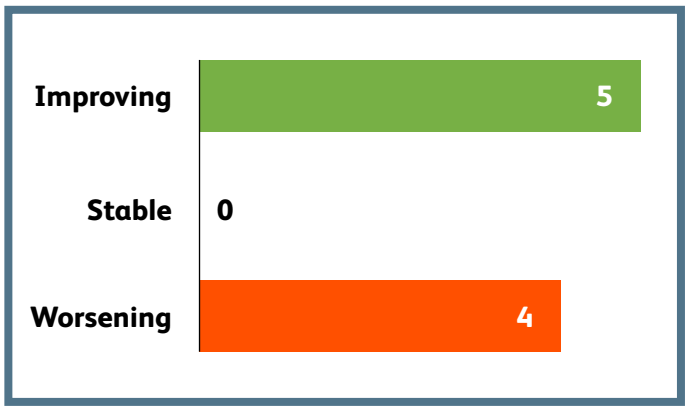
Performance headlines

The diagrams below provide an overview of performance (status and direction of travel) in relation to the priority (where data is available or where targets have been set).

Target Status



Direction of Travel



(Of the 4 worsening, 1 is on target and 3 are off target).

(Note - The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable). These are measures where no target has been set, however good performance (high or low) is still applicable).

Areas performing well or improving

(measures which are on track and direction of travel is improving)

(2.B7) **91% of new clients received short term (enablement) service with no further requests for support (higher is better).**
(Against a target of 83%)

(2.B9) **Decrease in the number of adults supported in residential/nursing Care (lower is better).**
(975 against a year-end target of 950)

Areas for improvement

(measures which are off track and direction of travel is worsening)

(2.A1b) **Reduction in the number of successful completion of drug treatment –b) non-opiate users (aged 18-75) (latest available data) (higher is better).**

(Reduced from 32.5% between quarter 4 2017/18 to 31.5% quarter 1 2018/19)

Once the new working practices by Change Grow Live (CGL) are established this is expected to improve in line with opiates.

Outcome: A Adults are enabled to live healthier lives

Lead accountability: Terri Roche, Director Public Health

Where are we now?: The latest figure for successful completion of opiate exits quarter 1 2018-19 is 4.2% which has increased very slightly from quarter 4 2017-18 at 4.1% (higher is better). Rotherham is RAG rated as 'red' (lower) when compared to the England average. The baseline for the new service is 4.3% which is based on the average of quarter 3 & quarter 4 2017-18 performances. The target improvement by the end of the first year, based on a 1.5% improvement year on year, is 5.8%, followed by 7.3% by the end of year 2, followed by 8.8% by the end of year 3.

CGL(Change Grow Live) are aware of the challenge to improve performance and have produced an action plan that targets stratification of opiate users by dose of methadone in order to target the offer of a new detoxification pathway at this group. All staff are having training in this approach.

The latest figure for successful completion of non-opiate exits at quarter 1 2018-19 is 31.5% which has dropped from 32.5% at quarter 4 2017-18 (higher is better). Rotherham is just outside the top quartile range for comparator local authorities (one more successful exit was needed) and RAG rated as 'amber' (similar) when compared to the England average.

The new provider contract with CGL commenced 1st April 2018, however due to the way the successful completion figure is calculated (i.e. wait 6 months after successful completion to ensure client does not re-present back into treatment), and also the need to wait for the new service to have had at least 6 months to change practices, impact of the new service won't be seen in the Public Health Outcomes Framework (PHOF) figures until March 2019 National Drug Treatment Monitoring System (NDTMS) data (published May 2019).

Next steps:

- The new service, after the launch in July is fully open and regular performance and quality meetings take place to look at the service offer and uptake against the delivery model. Moving from a culture of treatment to one of recovery is challenging as this is not what Rotherham's service users have been willing to consider – but gradual change is visible.
- Quarter 2 performance is not yet available but a presentation is scheduled to Health Select Committee on the 29th November to look at Q2 performance and the related action plan in more detail.

Risk/issue	Mitigation
A key risk is that in order to meet this target the service provider does not push service users to reduce their methadone doses too quickly.	Close monitoring of any service user complaints or GP or pharmacy concerns. Monitoring of deaths to ensure that rapid dose reduction is not part of the picture behind the death. Health Select Committee have had an update on deaths. There have been no GP or pharmacy concerns about this issue. The new detoxification offer has been used in other areas by CGL with success, and is being overseen by the service medical lead. The new service is building links with local housing providers and employment specialists in order to try to build aspiration and hope into the recovery offer.
Many service users feel that recovery is not an attractive option as being drug free is not a desirable state unless they can build a new life without drugs.	

Outcome: B Every adult secure, responsible and empowered

Lead accountability: **AnneMarie Lubanski**, Strategic Director Adult Social Care and Housing

Where are we now?: The Council continues to support adults and older people to improve their wellbeing, live within their community and have choice and control over their care and support.

There are now more customers who, when they have a new or a changed care need, are receiving services and support without the need for a short break, respite or long term residential admission. Rotherham's enablement service are achieving a 91% positive outcome rate, which is above the local target of 83%, and ensures almost all new customers leave the service needing no further support. This highlights the start of a long-term journey of learning and development which will move the local service offer away from the historic initial response of residential short breaks and instead move to a 'strengths based' approach which promotes more flexible community or home based support wherever possible.

To ensure staff have the right skills and are supported with these practice changes a programme of training is being delivered across adult's social care services. Recently this has included a series of direct payment training workshops, led by the voluntary sector organisation 'Active Independence', alongside a specific mandatory e-learning course. Legal literacy training has also been provided and the high take up rate evidences that the workforce has an appetite to develop their own skills/development (84% of locality social workers completed face-to-face training, 87% e-learning).

There has been a reduction in the number of safeguarding concerns which are progressed further to safeguarding enquiries. The proportion of vulnerable adults who felt their outcomes and wishes were acted upon saw a negligible decline of 0.1 % in this reporting period however it remains high at 96.5 %; evidencing that making safeguarding personal is becoming embedded within practice. This continues to be monitored on a bi-weekly basis in the safeguarding performance report and recent data evidences an increasing picture.

The Safeguarding Adults Team continues to forge good working relationships with providers and work on preventative measures when low level Safeguarding trends occur. The team work closely with the contract compliance function, health partners and the Care Quality Commission (CQC) feeding into a Quality Board. The board aims to take a multi-disciplinary approach to quality monitoring in order to proactively address emerging issues and concerns. Managers in the Single Point of Access Team are currently working with colleagues in housing on a project regarding how housing officers can support with information and advice, improving our prevention offer for people in Rotherham. This includes the recent contract renewal of "I Age Well" on 24th August, a quick and easy online resource that can help individuals map and manage their life's journey (extended to September 2019).

The Voluntary Sector Pilot, which co-located Active Independence and Age UK colleagues within the Council's Single Point of Access Team to provide additional expertise at the first point of contact, has now come to an end. An evaluation report has presented to the senior management and directorate leadership teams, the positive benefits were evident and learning will be captured and deployed across customer contact points to reduce duplication and maximise impact. Commissioning will review what similar commissioning arrangements are already in place and what is needed moving forward.

The Wellbeing Forum, (which provides challenge to workers on consistency and application of strengths based approaches), has extended their in-scope cohort to now include all Adult Social Care/Care Act assessment services. The expansion will ensure directorate wide consistency and modelling/learning will take place. This will embed strength based approaches to support adults and older people to maximise their own personal resources, making the most of the social capital as their local community offer before statutory and paid support is considered.

The authority has an ongoing duty under the care act to ensure assessed eligible unmet needs continue to be met. The Support Planning Review Policy covers the support planning and review phase of the process and sets out how the council will ensure that it fulfils its duty. To ensure staff awareness, the policy has been promoted by managers with their teams and in individual supervisions and is easily available for staff to access as required.

The Adult Social Care Quality Assurance Framework has been strengthened with a monthly programme of case audits now in place. These audits include the review of Care Act assessments and support plans to ensure that strengths based approaches are being embedded and where areas of improvement are identified that these inform further staff learning and development.

Next steps:

- Recruitment activity within re-ablement to increase scope of the service so that more Rotherham residents can benefit from this intervention.
- Audit safeguarding cases across all teams and embed this as part of a wider quality assurance framework.
- Increase promotion and maximise utilisation of "I age well" and explore the impact of incorporating carer's information within this.
- Review all commissioned contracts with an element of information and advice to reduce duplication, ensuring best value and customer outcomes.

Risk/issue	Mitigation
Staff member's productivity does not increase at pace as new working practices get embedded.	Team Managers and senior staff directly analyse weekly performance developments.
Current and new models of engagement with customers and families do not engage sufficiently.	Staff members to work in co-production working style to develop the conversation model and challenging conversations.
Increased staff turnover as the focus on new delivery methods are implemented.	Team Managers to recruit new staff with clear experience or motivation for new ways of working.

Corporate Priority 2 – Every adult secure, responsible and empowered

Key	Overall status (relevant to target)			
	✔	Measure progressing above or in line with target set	🛠	Measure under development (e.g. awaiting data collection or target-setting)
	🟡	Measure progress has been satisfactory but is not fully reaching target set	☐	Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)
	✖	Measure has not progressed in accordance with target set	■	Measure information not yet available (e.g. due to infrequency or timing of information/data)

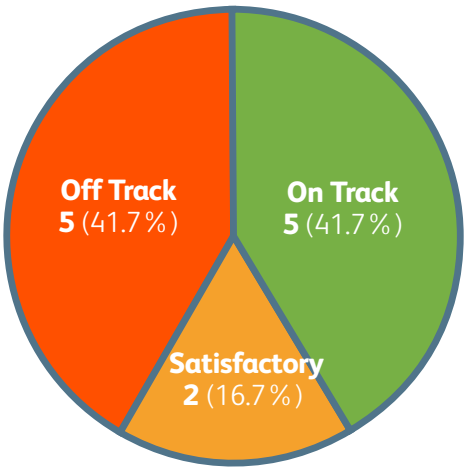
Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT	Annual			Quarterly					Monthly			Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Q2 Jul - Sep 2017	Q3 Oct - Dec 2017	Q4 Jan - Mar 2018	Q1 Apr - Jun 2017	Q2 Jul - Sep 2018	Jul-18	Aug-18	Sep-18	
A. Adults are enabled to live healthier lives	Terri Roche, Director of Public Health	2.A1 (a)	Implement **Health and Wellbeing Strategy** to improve the health of people in the borough	Successful completion of drug treatment – a) opiate users (aged 18-75)	Gilly Brenner, Consultant in Public Health	High	Quarterly	1.5% increase on the value at new provider starting point (ie April 2018)	☐	↑	6.3% (2015)	3.9% (2016)	n/a (due Nov18)	3.5%	4.4%	4.1%	4.2%	n/a (est. Nov18)				(Q1) The baseline for the new service is 4.3% which is based on the average of qtr3 & qtr4 2017/18 performances. The expected improvement at the end of the first year, based on a 1.5% improvement year on year, is 5.8%.The new provider contract with CGL (Change Grow Live) commenced 1 April 2018 with treatment and recovery services under one roof at Carnson House. However, It will take time for the impact to be seen due to the way the measure is calculated plus it will take at least 6 months for new practices to be established.
		2.A1 (b)		Successful completion of drug treatment –b) non-opiate users (aged 18-75)	Gilly Brenner, Consultant in Public Health	High	Quarterly	No national target. Local ambition to be within LA Comparators Top Quartile	✖	↓	42.9% (2015)	36.9% (2016)	n/a (due Nov18)	36.8%	34.6%	32.5%	31.5%	n/a (est. Nov18)				(Q2) Performance on non-opiates has worsened recently. Once the new working practices by CGL are established this is expected to improve in line with opiates. Overall status is based on the latest available quarter. Rotherham's figure of 31.5% is just outside LA Comparators Top Quartile range of 31.7% - 41.2% but statistically similar to England (36.9%). NOTE - Quarter shown as point of success i.e. 6 months after end of treatment where person did not re-present.
B. Individuals and carers are supported to be safe, independent and resilient within a personalised model of care and support	Anne Marie Lubanski, Strategic Director Adult Social Care and Housing (Commenced 8th August 2016).	2.B1	We must ensure we make safeguarding personal	Proportion of Safeguarding Adults at risk who felt their outcomes were met.	Andrew Wells - Head of Service Safeguarding & Professional Practice	High	Quarterly	96.6%	✖	↓	72%	85%	98.3%	97%	96.20%	98.50%	96.60%	96.50%				Performance in Q2 has decreased slightly and is slightly above target. 157 out of 163 iindividuals felt that their outcomes were met as part of their Safeguarding enquiry.
		2.B2		No. of Safeguarding investigations (Section 42 enquiries) completed per 100,000 population adults (over 18 years)	Andrew Wells - Head of Service Safeguarding & Professional Practice	Not applicable	Quarterly	No target - not applicable	☐		278	214	314	144	244	358	64.77	123.52 (Cumulative)				National guidance states a higher value is not reflective of good or bad performance, therefore the previous target of 336 has been removed. Q2 Based on 255 S42 Enquiries completed . Performance based on rate per 100,000 population.
		2.B3	We must ensure that information, advice and guidance is readily available (e.g. b increasing self assessment) and there are a wide range of community assets which are accessible	Number of people who are provided with information and advice at first point of contact (to prevent service need).	Jenny Anderton - Interim Head of Service - Single Point of Access and Enablement Services	High	Quarterly	2,750	✔	↓	944 (Nov-Mar)	2,780	2,452	573	658	655	884	805				The numbers of individuals not known to the service and provided with information and advice has decreased when compared to last quarter but continues to be higher than anticipated when compared to full year target for 2018-19
		2.B4	Improved approach to **personalised services** – always putting users and carers at the centre of everything we do	Proportion of Adults receiving long term community support who received a direct payment (excludes managed accounts)	Gordon Waigand - Head of Service - Localities, Transitions and High Cost Placements	High	Quarterly	22%	🟡	↑	17.5%	19.2%	20.30%	20%	19.80%	19.98% (As at end of period)	20.50%	21..25%				Performance in Q2 continues to improve.
		2.B5		Number of carers assessments	Jenny Anderton - Interim Head of Service - Single Point of Access and Enablement Services	High	Quarterly	567	🟡	↑	2,420	771	2,051	502	502	563	123	148				Q2 performance includes data from our MH partner. Performance has imporved in Q2 but remains below target.
		2.B6	Modernise **Enablement Services** to maximise independence, including: • Intermediate care • Enabling • Prevention agenda • Developing community assets	The proportion of people (65+) offered the reablement service after discharge from hospital	Jenny Anderton - Interim Head of Service - Single Point of Access and Enablement Services	High	Annual	2.6%	■		1.7%	1.8%	2.24%			2.24%						Data will be available in Q3
		2.B7		Proportion of new clients who receive short term (enablement) service in year with an outcome of no further requests made for support	Jenny Anderton - Interim Head of Service - Single Point of Access and Enablement Services	High	Quarterly	83%	✔	↑	86.1%	81.9%	88.50%	88.0%	87.40%	88% (Cumulative)	89%	91% (Cumulative)				Data is cumulative and based on In House Reablement only. Further work is required to analyse and validate performance.
		2.B8	We must commission service effectively working in partnership and co-producing with users and carers. **We must use our resources effectively.**	All age numbers of New permanent admissions to residential nursing care for adults	Gordon Waigand - Head of Service - Localities, Transitions and High Cost Placements	Low	Quarterly	305	✔	↓	432	356	334	148	233	351 (Cumulative)	70	145 (Cumulative)				Data is cumulative and is curerntly less than half of the annual target, hence marked as meeting target. Increased admissions in Q2 currently being investigated to identify future projection of risk in acheving target.
		2.B9		All age total number of people supported in residential/nursing care for adults	Richard Smith - Interim Assistant Director of Independent Living and Support	Low	Quarterly	950	🟡	↑	1,288	1,111	1,023	1,101	1,026	1,023 (As at end of period)	998	975				Indicator has a positive trajectory with numbers supported in residential/nursing care decreasing steadily and curerntly estimated to beat the target by the end of the financial year.

Priority 3: A strong community in a clean, safe environment

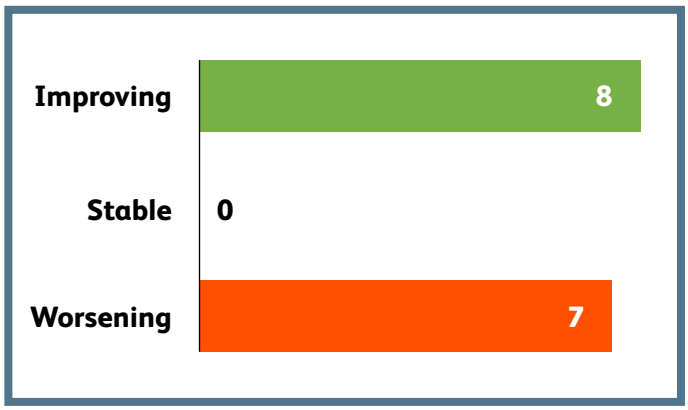
Performance headlines

The diagrams below provide an overview of performance (status and direction of travel) in relation to the priority (where data is available or where targets have been set).

Target Status



Direction of Travel



(Of the 7 worsening, 2 are on target, 1 is making satisfactory progress, 2 are off target and 2 are baseline year).

(Note - The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable). These are measures where no target has been set, however good performance (high or low) is still applicable).

Areas performing well or improving

(measures which are on track and direction of travel is improving)

(3.A1b) **Reduction in the number of repeat victims of ASB (lower is better)**
(38 quarter 2 2018/19 in comparison to 94 in quarter 2 2017/18 and 46 in quarter 1 2018/19)

(3.A6) **102,907 (211,981-cumulative) engagements with the Council's culture and leisure facilities which help adults and children learn, develop their skills or get a job** (higher is better) - in comparison to 94,387 in quarter 2 2017/18
and
(2.A8) **1,246,710 (2,361,208 cumulative) visits to the Councils, culture and leisure facilities** (higher is better) – in comparison to 851,067 in quarter 2 2017/18

Areas for improvement

(measures which are off track and direction of travel is worsening)

(3.A1a) **38% of people (who responded) perceived anti-social behaviour as a problem in their area** (lower is better)

(Against a target of 32%. Performance for quarter 2 was a 4% increase on quarter 1 (34%)

The Council's Community Safety team and Police Safer Neighbourhoods Service have been tasked with establishing the reasons for the increase and identifying actions to address this.

(3.B2b) **Reduction in effective enforcement action taken – other enviro-crime (fixed penalty notices and prosecutions) – 515 (cumulative)** (higher is better)

(In comparison to 3,659 in quarter 2 2017/18 and against a target of 5,000)

The partnership with Doncaster Council began in September 2018, with the resumption of dedicated staff to issue fixed penalty notices. This had an immediate impact on the number of fixed penalty notices issued during the last two weeks in September.

Outcome: A Communities are strong and people feel safe (also contributes to priority 2 Every adult secure, responsible and empowered)

Lead accountability: Paul Woodcock, Acting Strategic Director Regeneration and Environment and Shokat Lal, Assistant Chief Executive.

Where are we now?: The Council's work to build stronger, safer communities continues to focus on three key areas: community safety; licensing; participation and engagement in cultural and leisure activities.

Overall anti-social behaviour (ASB) in Rotherham has reduced by 33% (1,929 incidents) compared to the same period last year. Although there has been a change in the way the Police record incidents of ASB, the overall trend for ASB in Rotherham and across South Yorkshire continues to be downwards.

The number of repeat victims of ASB has dropped to 38 in quarter 2, from 46 for the previous quarter. The number of repeat victims has also consistently fallen, from 67 in quarter 3 of 2017. Continued identification of and support for repeat victims is a significant factor in the reductions currently being seen.

Hate crime is a priority for Rotherham and the Police's hate crime improvement plan includes a seven day supervisor ring back to victims with investigations scrutinised on a daily basis. Whilst victim satisfaction is good - 81% are at least fairly satisfied - the percentage of positive outcomes over the year for reported hate crime cases remains lower than the target. Increased public confidence in reporting hate crime, along with improved data quality around crime recording, means that reporting of "lower level" hate crime has increased. As a result, over 50% of all reported hate crimes now have no known suspect or offender. Many victims of "lower level" hate crime do not want to have any formal action taken by the Police, but want the offender speaking to and words of advice given.

A whole service review of Domestic Abuse is being undertaken on behalf of the Safer Rotherham Partnership and this will be used to shape a new Domestic Abuse provision for Rotherham. The 'Inspire to Change' perpetrator programme continues to promote its service, however the Rotherham referral remains lower than other areas. Services have been requested to highlight the programme through the Domestic Abuse Priority Group meetings

of the Safer Rotherham Partnership. Domestic Abuse Services and Perpetrator Programme Services have attended Safeguarding awareness events this quarter, and continue to promote their services throughout Rotherham. The Domestic Abuse Competency Framework has been sent to all Council Heads of Service, with a request to return with their staff needs. Updated training is now in place and is receiving good feedback.

The proactive inspection of taxis and private hire vehicles has shown significant improvements when compared to quarter 1, with 79% of vehicles and 84% of drivers compliant with licensing requirements. The majority of defects in vehicles related to vehicle signage. Three drivers were found to be non-complaint with licensing requirements. All of these related to the driver's failure to wear their ID badge in the manner required by their licence conditions. The failure of drivers to wear ID badges is a clear trend in non-compliance, which will be brought to the attention of the licensed trade representatives. All drivers will also be reminded of the requirement to wear their ID badge when the badge is issued.

The draft Cultural Strategy was launched at Rotherham Show in September with a key goal to encourage more people to 'get active, creative and outdoors, more often'. This recognises the benefits of participation in terms of contributing to health and wellbeing, community cohesion and economic growth. It also enhances civic pride as people derive enjoyment from the cultural and leisure assets on their doorstep. Satisfaction ratings for these services are consistently high.

Attendance at all culture, leisure and tourism events and facilities has seen an increase in recorded numbers, however this is mainly due to the reinstatement of the counters at Clifton Park (over 300,000 recorded visits compared to the same period last year where no figures were recorded because the counters were out of action). Particularly good weather has added around 27,000 in real terms to the total number of visits compared to the same quarter last year. Libraries have successfully increased engagement through the Summer Reading Challenge, an increasingly diverse activity programme to encourage new users and more partnership-working (in keeping with their important role as neighbourhood hubs). Around 10,000 more people attended Rotherham Show and this is believed to be due to a stronger cultural and entertainment offer and better promotion.

Volunteering is an important way to engage people with positive outcomes for participants who enjoy the experience of contributing their time in our libraries, heritage sites and green spaces. This supports the findings of research behind campaigns such as Five Ways to Wellbeing and the success of social commissioning. For example, feedback from participants in countryside events shows that the work that volunteers carry out improving countryside sites has helped participants to overcome serious illnesses. Two people taking part stated that the support of the group and the physical nature of the work helped to speed their recovery and continues to contribute to their wellbeing.

Next steps:

- A whole service review of Domestic Abuse Support Services is being undertaken and this will used to shape the new domestic abuse provision for Rotherham
- The introduction of online accounts for all licence holders, which will allow them to make applications online rather than visit Riverside House in person
- A review of the Council's knowledge test for Taxi Drivers has been completed during quarter 2 and is due to be introduced in November 2018. This test is more comprehensive than the current one and will ensure that the standard of driver that is licensed in Rotherham is further improved
- Culture, sport and tourism services are continuing to work to improve processes for evaluating the impact of their work, particularly in relation to health and wellbeing, civic pride, community cohesion and economic growth. A project on this is being developed in collaboration with the Wentworth and Elsecar Great Place programme

- Consultation on the Cultural Strategy continues through quarter 3 with a launch planned for quarter 4
- North and South joint council-police neighbourhood teams established.

Risk/issue	Mitigation
Reduction in positive hate crime outcomes.	South Yorkshire Police is working to reduce and rectify the recording issues affecting outcome data for all crime types. SYP to begin a new focus on Restorative Justice/ Community Resolution for hate crimes where the victim does not want to go to court. This work, with partners, will support out of court disposals for hate crime.
Repeat incidences of domestic violence higher than national average.	Whole Borough Review, Mapping services, funding streams. To look at a one service/one front door approach.
The Active Rotherham scheme faces a decrease in participation numbers because of the reduction in officers within the team since April 2018, This is due to the loss of external funding.	Make attempt to secure additional external funding sources.
Herringthorpe Stadium participation numbers may face a decrease due to the end of externally funded posts as identified above.	Make attempt to secure additional external funding sources.

Outcome: B Streets, public realm and green spaces are clean and well maintained

Lead accountability: Paul Woodcock, Acting Strategic Director Regeneration and Environment and Shokat Lal, Assistant Chief Executive.

Where are we now?: Although the current condition of the unclassified road network, (estate roads) remains worse than the national average this quarter has seen an improvement of 0.25% on the quarter 1 return of 24%. The continued investment by the Council should see this trend continuing.

The Council continues to take action against fly-tippers with 9 fixed penalty notices issued and two successful prosecutions for fly tipping offences. One fly-tipping offence resulted in a simple caution, forfeiture of the vehicle used and the offender paying the clean-up costs to the Council.

The prosecution process for offences of enviro-crime has seen a significant increase in August and September 2018, due to the Single Justice Procedure, which deals with relatively minor offences in a more streamlined manner. Larger volumes of cases can be heard in one day, providing defendants the opportunity to enter a plea by post rather than presenting to the Magistrate's Court for a full hearing if the plead guilty. Cases where a plea is not entered are considered in the absence of a plea and fines applied. Magistrates applied a total of £82,000 of fines and costs for littering offences in Rotherham, but the recovery of costs is dependent on the offender paying the Court.

At the end of September the partnership with Doncaster Council began, with the resumption of dedicated staff to issue fixed penalty notices. Initial performance has seen 70 additional fixed penalty notices issued by the team, for littering and dog fouling offences in the last two weeks of September.

49 complaints have been received in quarter 2 in street cleansing, grounds maintenance, litter and waste management areas, this is an increase on the same period in 2017/18, this is relatively small for grounds maintenance street cleansing and litter, however an increased focus on the waste service changes has increased residents' complaints.

The recycling rate has fallen slightly when compared to quarter one last year, from 51.57% to 49.56%. This is due to a 50% reduction in garden waste collected due to the extreme dry spell over the summer. Recycling from all the other recycling streams has improved, and this has helped mitigate the effect of the fall in garden waste tonnages.

Next steps:

- Continue delivery of comprehensive communications and engagement plan to support the change in waste management services. Full roll-out will be complete by March 2019.

Risk/issue	Mitigation
As the new Waste collection service is introduced together with a second phase January to March 2019 this will increase risk of customer complaints as the new service embeds itself in customers' expectations.	The service changes have been planned with an extensive communications and engagement programme, implementation will be monitored as service changes progress
Potential decline in performance of missed bin measure as the new Waste collection service is rolled out.	The service changes have been planned with an extensive communications and engagement programme, implementation will be monitored as service changes progress

Corporate Priority 3 – A strong community in a clean safe environment

Key	Overall status (relevant to target)			
	✔	Measure progressing above or in line with target set	🛠	Measure under development (e.g. awaiting data collection or target-setting)
	●	Measure progress has been satisfactory but is not fully reaching target set	☐	Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)
	✖	Measure has not progressed in accordance with target set	■	Measure information not yet available (e.g. due to infrequency or timing of information/data)

Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT	Annual			Quarterly					Monthly			Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Q2 Jul - Sep 2017	Q3 Oct - Dec 2017	Q4 Jan - Mar 2018	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Jul-18	Aug-18	Sep-18	
A. Communities are strong and help people to feel safe	Paul Woodcock, Acting Strategic Director Regeneration and Environment	3.A1(a)	Ensure that the **Safer Rotherham Partnership** is robust and fit for purpose. Develop an effective Community Safety Strategy and Performance Management Framework	Public perception of ASB (via the "Your Voice Counts" quarterly survey)	Tom Smith - Regeneration and Environment	Low	Quarterly	32%	✖	🕐	30%	32%	34%	34% (2% ahead of 16/17 outturn and 1% decrease on Q1)	34% which is a 4% increase on the same period 16/17.	33% which is a 1% increase on the same period 16/17 but a 1% reduction on Q3.	34%	38%				'The increase was raised and discussed on 7th November 2018 at the joint Police/Council 'Thrive' meeting chaired by Superintendent Steve Chapman. The Councils Community Safety team and Police Safer Neighbourhoods Service have been tasked with establishing the reason(s) for the increase and actions to address it, before reporting back to the next 'Thrive' meeting on 28th November 2018.'
		3.A1(b)		Reduce the number of repeat victims of ASB	Tom Smith - Regeneration and Environment	Low	Quarterly	80 or fewer repeat callers per quarter	✔	🕐			77	94	67	63	46	38				The number of repeat victims of ASB has dropped to 38 in quarter 2, from 46 for the previous quarter. The number of repeat victims has also consistently fallen, from 67 in quarter 3 of 2017. Continued identification of and support for repeat victims is a significant factor in the reductions currently being seen.
		3.A2		An increase in the % of positive outcomes over the year, for reported Hate Crime cases	Tom Smith - Regeneration and Environment	High	Quarterly	20%	✖	🕐	38%	22%	Currently not available, see data notes	15.19% which equates to a 2% increase on the same period last year.	17.86% which equates to a 2% increase on the same period last year	Currently not available, see data notes	9.64% which equates to a 4.3% reduction on the same period last year.*	10.45% which equates to a 4.7% reduction on the same period last year.*				*Based on figures given in Q2 2017. Please note that 28% of offences in Q2 2018 are ongoing investigations. South Yorkshire Police is working to reduce and rectify the recording issues affecting outcome data for all crime types. SYP are beginning a new focus on Restorative Justice/Community Resolution for hate crimes, where the victim does not want to go to court. This work, with partners, will support out of court disposals for hate crime.
		3.A3(a)		Total number of referrals to Domestic Abuse support services	Tom Smith - Regeneration and Environment	High	Quarterly	Baseline year	☐	🕐							692	675				Referrals in to IDVA, Rotherham Rise and Rothacs Counselling service.
		3.A3(b)		% of people receiving Domestic Abuse support who are satisfied with the service	Tom Smith - Regeneration and Environment	High	Annual	Baseline Year	■								Not yet available	Not yet available				Data not yet available
		3.A4(a)	Ensure an robust, effective and efficient **licensing service**	The number of on the spot inspections of taxis	Tom Smith - Regeneration and Environment	High	Quarterly	Baseline year	☐	🕐							37	19 (Cumulative 56)				In the year to date there have been 21 defects identified in the 20 non-compliant vehicles. 13 of the defects related to signage and were dealt with by way of a formal warning. Warnings were also issued in relation to defective bulbs / lamps (5) and tyres approaching the legal limit (2). One vehicle was suspended due to tyres at the legal limit. All defects were rectified during the inspection, or were found to have been rectified following re-inspection the following day. Since April 2018, 13 drivers were found to be non-compliant; 11 of these were due to the driver not wearing their ID badge (despite the badge being present within the vehicle), these drivers were issued with warnings and instructed to wear their ID badge in accordance with their licence conditions (which they then did). One driver was issued with a warning regarding their standard of driving. The final driver was found to have failed to activate their taxi camera system, the investigation remains ongoing in relation to this matter.
		3.A4(b)		The % of taxis found to be compliant with the licensing regime during on the spot inspections.	Tom Smith - Regeneration and Environment	High	Quarterly	Baseline year	☐	🕐							57%	79% (vehicles) (Cumulative: 64%)				
		3.A5 a)	Rotherham **residents are satisfied** with their local area and borough as a place to live	a) How satisfied or dissatisfied are you with your local area as a place to live	Christopher Burton, Assistant Chief Executive's office	High - very or fairly satisfied	6 monthly	>79%	■		79% June 2015 82% December 2015 satisfied or fairly satisfied	80% June 2016 81% December 2016 satisfied or fairly satisfied	79% June 2017 75% February 2018 Very or fairly satisfied			75% (Wave 6 February 2018)Very or fairly satisfied	79% (Wave 7 June 2018)Very or fairly satisfied					New communications strategy, including overarching marketing plan, in line with council priorities which will come into full effect for the new financial year but will start as a concept and way of working before the end of the calendar year. Campaigns-led approach to marketing built into the marketing calendar, with first campaign (town centre) delivered in October 2018. New approach and emphasis being placed on developing external emails has been in place since July and will expand to include further campaigns and options.
		3.A5 b)		b) Overall, all things considered, how satisfied or dissatisfied are you with Rotherham Borough as a place to live	Christopher Burton, Assistant Chief Executive's office	High - very or fairly satisfied	6 monthly	>69%	■		69% June 2015 61% December 2015 very or fairly satisfied	62% June 2016 66% December 2016 very or fairly satisfied	56% February 2018 Very or Fairly Satisfied			56% (Wave 6 February 2018) Very or Fairly Satisfied	57% (Wave 7 June 2018) Very or Fairly Satisfied					

Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT	Annual			Quarterly					Monthly			Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Q2 Jul - Sep 2017	Q3 Oct - Dec 2017	Q4 Jan - Mar 2018	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Jul-18	Aug-18	Sep-18	
A. Communities are strong and help people to feel safe	Paul Woodcock, Acting Strategic Director Regeneration and Environment	3.A6	Create a **rich and diverse cultural offer and thriving Town Centre**	Number of engagements with the Council's Culture and Leisure facilities which help adults and children learn , develop their skills or get a job.	Polly Hamilton - Regeneration and Environment	High	Quarterly	320,000 cumulative annual target.	✔				400,228	94,387	101,789	101,243 (Cumulative)	109,074	102,907 (211,981-cumulative)				Direction of travel arrow compares performance to last year's quarter in order to account for seasonal variations. Good weather and the introduction of additional swimming lessons has increased the number of events held in Heritage and Leisure facilities. The figures demonstrate an increase of 8,520 engagements (9%) against the same period last year.
		3.A7		Customer satisfaction with culture, sport and tourism services	Polly Hamilton - Regeneration and Environment	High	Quarterly	a) Libraries and CSC >90% b) Heritage Sites >90% c) Parks and Opens Spaces >82% d) Sport and Leisure Facilities >95%	●				a- Libraries & CSC) 99.% b- Heritage Sites) 91% c- Parks and Open Spaces) 84% d- Sport & Leisure Facilities) 95%	a- Libraries & CSC) 99.70% b- Heritage Sites) 87.47% c- Parks and Open Spaces) 84.50% d- Sport & Leisure Facilities) 95%	a- Libraries & CSC) 99.76% b- Heritage Sites) 92.57% c- Parks and Open Spaces) 82.65% d- Sport & Leisure Facilities) 95%	a- Libraries & CSC) 99.01% b- Heritage Sites) 89.2% c- Parks and Open Spaces) 82.65% d- Sport & Leisure Facilities) 95%	a- Libraries & CSC) 98.76% b- Heritage Sites) 86.6% c- Parks and Open Spaces) 82.65% d- Sport & Leisure Facilities) 95%	a- Libraries & CSC) 99.06% b- Heritage Sites) 88% c- Parks and Open Spaces) 82.65% d- Sport & Leisure Facilities) 95%				The Sport & Leisure facilities survey is biennial - the latest survey was carried out in May this year and the results are expected in Quarter 3.
		3.A8		Number of visits to the Councils, Culture and Leisure facilities a - Libraries b - Clifton Park Museum, archives and other heritage sites c - Civic Theatre d - Country Parks (Rother Valley, Thyrbergh and Clifton Park) e - Visitor Information Centre f - Events g - Engagement and Outreach Activities h - Leisure Centres i - Other activities delivered by Third Parties	Polly Hamilton - Regeneration and Environment	High	Quarterly	3,000,000 cumulative annual target	✔				a: 538,851 b: 110,217 c: 86,981 d: 1,034,416 e: 47,326 f: 69,660 g: 31,205 h: 1,296,570 i: 1,320 Total no. of visits = 3,216,546	a: 133,092 b: 44,758 c: 10,127 d: 283,770 e: 12,326 f: 52,800 g: 9,298 h: 304,896 i: 0 Total no. of visits = 851,067	a: 126,700 b: 14,508 c: 34,785 d: 186,426 e: 11,443 f: 7,560 g: 6,823 h: 304,920 i: 0 Total no. of visits = 693,165	a: 127,521 b: 13,784 c: 23,711 d: 270,851 e:11,446 f: 100 g: 7,271 h: 345,253 i: 0 Total no. of visits = 799,937	a: 155,196 b: 35,532 c: 17,875 d: 555,368 e: 0 f: 6,250 g: 2,490 h: 341,787 i: 0 Total no. of visits = 1,114,498	a: 157,446 b: 47,631 c: 7,429 d: 646,273 e: 0 f: 55,600 g: 1,514 h: 330,817 i: 0 Total no. of visits = 1,246,710 2,361,208 cumulative				Direction of travel rating compares performance to last year's quarter in order to account for seasonal variations. Attendance at all Culture, Leisure and Tourism events and facilities has seen an increase in numbers, this is mainly due to the reinstatement of the counters at Clifton Park (over 300,000 recorded visits compared to the same period last year where no figures were recorded because the counters were out of action). Along with some particularly good weather which has encouraged groups to book more sessions which has added around 27,000 to the total number of visits compared to the same quarter last year. There is no data for the Visitor Centre as work is ongoing with colleagues in the Property Team to install people counters at the new location in the Makers Emporium on High Street. Once they are installed we will again be able to record visitor numbers but only to the whole shop as there is a single door entry and so it will not be possible to differentiate between the Emporium and Visitor Centre numbers Theatre visitor figures show a reduction on the previous quarter due to the annual "close down" period during the summer

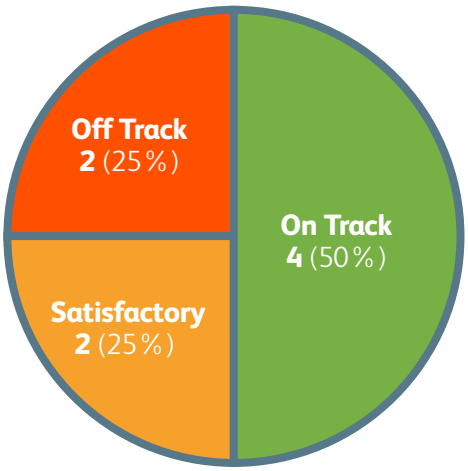
Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT	Annual			Quarterly					Monthly			Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Q2 Jul - Sep 2017	Q3 Oct - Dec 2017	Q4 Jan - Mar 2018	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Jul-18	Aug-18	Sep-18	
B. Streets, public realm and green spaces are clean and well maintained	Paul Woodcock, Acting Strategic Director Regeneration and Environment	3.B1 (a)	Deliver a **cleaner, greener** Rotherham to ensure that it is a safe Rotherham to ensure that it is a safe and attractive place to live, work and visit	Percentage of the principal road network in need of significant repair	Tom Smith - Regeneration and Environment	Low	Annual	3%			3%	3%	2%		2%							Data available at Calendar year end
		3.B1 (b)		% of the non-principal road networks in need of repair	Tom Smith - Regeneration and Environment	Low	Annual	6%			6%	7%	5%		5%							Data available at Calendar year end
		3.B1 (c)		% of unclassified roads in need of repair	Tom Smith - Regeneration and Environment	Low	Annual	22%	✗		24%	23%	23%	23%	23%	23%	24%	23.75%				From CVI surveys the current condition of the Unclassified road network which requires significant repair is 23.75% . We are currently in year two of a three year programme focussed on the repair of unclassified roads with an additional total budget of £10m. This years delivery of the the works can be seen on the Councils Website - Highway Repair Programme 2018/19.
		3.B2(a)		Effective enforcement action taken where evidence is found a) Fly Tipping (fixed penalty notices and prosecutions)	Tom Smith - Regeneration and Environment	High	Monthly	37+ (50% increase in prosecutions for the year)	●		Not available - baseline year	25	42	12 (Cumulative)	23 (Cumulative)	42 (Cumulative)	7	12 (Cumulative)	0	3	2	9 fixed penalty notices for fly tipping have been issued and there have been two successful prosecutions for fly tipping offences. Once fly tipping offence resulted in a Simple Caution, forfeiture of the vehicle used and the offender paying the clean up costs the Council incurred. DoT is shown as worsening as, although cumulative performance is the same as this time last year, only 5 notices in this period have been issued compared to seven in Q1.
		3.B2(b)		Effective enforcement action taken where evidence is found b) Other enviro-crime (fixed penalty notices and prosecutions)	Tom Smith - Regeneration and Environment	High	Monthly	5000 (cumulative for the year)	✗		Not available - baseline year	185	6,673	3,659	5,897	6673 (Cumulative)	89	515 (Cumulative)	37	157	232	August and September 2018 saw a significant increase in the number of littering offences heard by magistrates under the Single Justice Procedure which deals with relatively minor offences in a more streamlined manner. Magistrates applied a total of £82,000 of fines and costs in the previous quarter for littering offences in Rotherham, but the recovery of costs is dependant on the offender paying the Court. DoT is currently worsening as performance this financial year is lower than the same quarters in 17/18 as the partnership with Doncaster Council and Kingdom Security did not begin until end September, with the resumption of dedicated staff to issue fixed penalty notices. Initial performance saw 70 additional fixed penalty fines issued for littering and dog fouling offences in the last 2 weeks of September by the new team.
		3.B3		Total number of customer contacts by service area and overall total. Service areas measured are a) Street Cleansing, b) Grounds Maintenance, c) Litter, d) Waste Management. Contacts measured are: i) Official complaints ii) Compliments received iii) Service Requests	Tom Smith - Regeneration and Environment	Low	Monthly	5% reduction,(target 75 cumulative) in the number of official complaints received. Increase compliments to 60.	✗			No of customer contacts for A) 1,301 B) 6,115 C) 452 D) 716 'Complaints 79	Grounds Maintenance i) Complaints 5 ii) Compliments 11 iii) Service Requests 1292 Street Cleansing i) Complaints 15 ii) Compliments 14 iii) Service Requests 9445 Waste Management i) Complaints 64 ii) Compliments 29 iii)Service Requests 35,358 Total cumulative complaints figure= 84	Grounds Maintenance i) Complaints 1 ii) Compliments 3 iii) Service Requests 812 Street Cleansing i) Complaints 3 ii) Compliments 2 iii) Service Requests 2883 Waste Management i) Complaints 20 ii) Compliments 3 iii)Service Requests 9333 Total cumulative complaints figure= 47	Grounds Maintenance i) Complaints 2 ii) Compliments 0 iii) Service Requests 87 Street Cleansing i) Complaints 4 ii) Compliments 5 iii) Service Requests 1717 Waste Management i) Complaints 10 ii) Compliments 7 iii)Service Requests 8665 Total cumulative complaints figure= 63	Grounds Maintenance i) Complaints 0 ii) Compliments 1 iii) Service Requests 23 Street Cleansing i) Complaints 2 ii) Compliments 0 iii) Service Requests 2442 Litter i) Complaints 0 ii) Compliments 0 iii)Service Requests 465 Waste Management i) Complaints 19 ii) Compliments 11 iii)Service Requests 8328 Total cumulative complaints figure= 84	Grounds Maintenance i) Complaints 14 ii) Compliments 1 iii) Service Requests 408 Street Cleansing i) Complaints 4 ii) Compliments 0 iii) Service Requests 1702 Litter i) Complaints 3 ii) Compliments 1 iii)Service Requests 286 Waste Management i) Complaints 31 ii) Compliments 7 iii)Service Requests 8348 Total cumulative complaints figure= 52	Grounds Maintenance i) Complaints 3 ii) Compliments 3 iii) Service Requests 219 Street Cleansing i) Complaints 2 ii) Compliments 0 iii) Service Requests 2086 Litter i) Complaints 1 ii) Compliments 0 iii)Service Requests 317 Waste Management i) Complaints 43 ii) Compliments 6 iii)Service Requests 9118 Overall number of complaints Q2 = 49 Total cumulative complaints figure= 101	Grounds Maintenance i) Complaints 1 Street Cleansing i) Complaints 0 Litter i) Complaints 1 Waste Management i) Complaints 9	Grounds Maintenance i) Complaints 1 Street Cleansing i) Complaints 0 Litter i) Complaints 0 Waste Management i) Complaints 16	Grounds Maintenance i) Complaints 1 Street Cleansing i) Complaints 2 Litter i) Complaints 0 Waste Management i) Complaints 18	49 complaints have been received in Q2 in Street Cleansing, Grounds Maintenance, Litter and Waste Management areas, this is an increase on the same period in 2017/18, this is relatively small for Grounds Maintenance Street cleansing and Litter, however an increased focus on the waste service changes has increased residents complaints . The most significant impact however has been the decision to re-classify complaints that were previously classed as informal as formal Stage 1 complaints. Based on data from 2017/18 this can be expected to increase the number of complaints by at least 55% over the current year. DoT is marked as "up" because there have been fewer complaints in Q2 than in Q1.
		3.B4	Ensure an efficient and effective **waste and recycling** service	Number of missed bins per 100,000 collections	Tom Smith - Regeneration and Environment	Low	Quarterly	50	✔		62.7	46.92	42.21	Q2 - 38.78 Overall YTD - 42.42	Q3 -33.90 Overall YTD - 39.86	Q4 51.06 Overall YTD - 42.21	Q1 43.01 Overall YTD - 43.01	Q2 44.27 Overall YTD - 43.64				Missed collection are monitored and regular meeting are held with crews where performance is raised and improvement required.
		3.B5		% of waste sent for reuse (recycling and composting)	Tom Smith - Regeneration and Environment	High	Quarterly	45%	✔		43.11%	45.30%	46.11%	51.57% Current estimate for March 2018 - 45.25%	48.75% Current estimate for March 2018 - 45.74%	46.11%	53.72% Current estimate for March 2018 - 46.27%	49.56% Current estimate for March 2018 - 44.60%				Recycling is reduced this year due to 50% reduction in garden waste collected due to extreme dry spell over the summer and minimal grow of grass etc. All other recycling stream have improved that has helped minimise the affect of the diminished garden waste.

Priority 4: Extending opportunity, prosperity and planning for the future

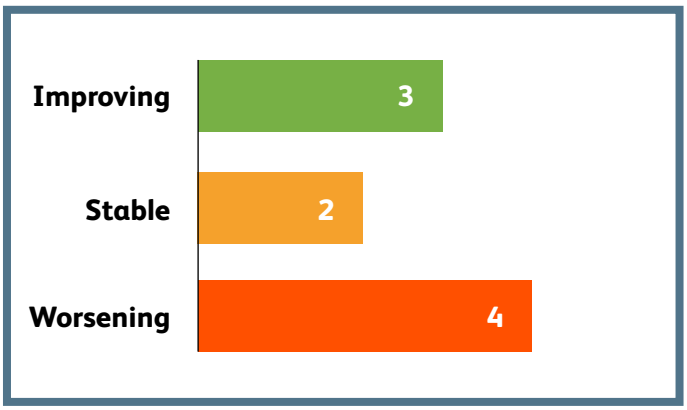
Performance headlines

The diagrams below provide an overview of performance (status and direction of travel) in relation to the priority (where data is available or where targets have been set).

Target Status



Direction of Travel



(Of the 4 worsening, 1 is making satisfactory progress, 2 are off target and 1 is baseline year).

(Note - The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable). These are measures where no target has been set, however good performance (high or low) is still applicable).

Areas performing well or improving

(measures which are on track and direction of travel is improving)

(4.A6) **Economic activity rate reached the national average (lower is better)**

(Latest data available quarter 1 2018/19 – 78.5% which is the same as the national average and the gap is 0)

(4.B2) **Reduction in the % of housing stock that is non-decent (lower is better)**

(0.41% quarter 2 2018/19 which is 0.17 % better than at the start of the financial year when 0.58% was non-decent)

(4.A7) **Number of planning applications determined within specified period remains at 100% (higher is better)**

(4.B3) **% of privately rented properties compliant within designated areas remains at 97% (higher is better).**

(Against a target of 95%)

Areas for improvement

(measures which are off track and direction of travel is worsening)

(4.A5) **99,000 jobs in the borough (latest available data 2017/18**

(higher is better) (against a target of 1,000 new jobs p.a. (10,000 over 10 years) and in comparison to 104,000 2016/17).

This outcome contradicts all other measures of Rotherham's current economy and feedback from the Office of National Statistics indicates that the data is misleading. Future returns will however be monitored closely.

(4.B1b) **233 new homes delivered during the current financial year (98 during quarter 2) (higher is better)**

(In comparison to 135 new homes in quarter 1 2018/19 and against an annual target of 641)

Housing growth will be stimulated through increased land on which to build more new homes via the Local Plan, through the Council's approved building programme and continued engagement with land owners and developers.

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

Lead accountability: Paul Woodcock, Acting Strategic Director Regeneration and Environment and Shokat Lal, Assistant Chief Executive.

Where are we now?: The construction of the Gulliver's Valley theme park and resort started in September 2018 meaning the development is on track for opening spring 2020, bringing £6.5m investment and 93 new FTE jobs in the Borough in phase 1.

The new University Centre in Rotherham (UCR) was completed in August enabling the delivery of degree courses and professional qualifications in the town. Muse has also been appointed as the Council's development partner for the leisure development on Forge Island.

Rotherham's economic recovery is reflected in the economic activity rate which has reached the national average of 78.5%. The Borough's employment rate has reached a record 74.6%, higher than before the last recession and closing the gap with the national average from 9.4% in 2011/12 to just 0.5% in 2017/18. There are now 121,600 Rotherham residents in employment, an increase of 11,500 over the last 6 years. Employment growth has been spread across a number of industries with an extra 3,100 working in construction, 2,000 more in manufacturing and 3,200 more in public services (mainly in health, social care and education).

Rotherham Investment and Development Office (RiDO) continues to deliver business growth support through funded programmes and RiDO Business centres. RiDO has assisted 16 new growth enquiries over quarter 2, actively engaged with 70 Small and Medium Sized Enterprises (SMEs) and delivered 41 business assists and 2 jobs created outputs for the EU funded 'Growth Hub Enhancement' project. The Council has also helped start 13 new businesses in Rotherham.

The 'Launchpad Business Start-up' programme received 63 enquiries and delivered 19 workshops during the quarter, attended by 127 people. The support assisted in creating 7 new businesses in the period July to September 2018. An application for an extension of the project has been submitted to the Ministry of Housing, Communities and Local Government, (MHCLG) to March 2022.

The RiDO Business Centres continue to perform well with average occupancy at the end of September 2018 of 95%, with 6 early stage companies taking space during the quarter.

RiDO is working with Department of International Trade and SCR as part of the Key Account Management Programme, this has been operational for just under 12 months. There 16 foreign owned companies being supported in Rotherham which over the next 3 years are forecasting to grow total annual turnover by c.£503.7 Million, invest an additional c.£149.1 Million and employ and create an additional 392 jobs.

Sheffield Hallam University is assisting the Council to prepare an Employment and Skills Plan, providing information on the employment and skills issues facing particular groups. The first draft of the Employment and Skills Plan will be available prior to Christmas, with sign off of the final document due in spring 2019.

Next steps:

- Finalise the draft Employment and Skills Plan for consultation
- Complete and approve development and legal agreements with MUSE Developments
- Town Centre Masterplan:
  - Finalise the Forge Island flood defence design and submit the planning application
  - Produce the design brief for the Public Realm
  - Complete the condition survey for the Markets and begin the design brief
- Commence work on design of the new Century Phase II Business Centre and submit the planning application
- Hold a business event aimed at development, investment and growth (scheduled for December 2018).

Risk/issue	Mitigation
Very difficult trading conditions for town centre businesses, especially retail.	Implementation of the Masterplan. University Centre Rotherham (UCR) opened, development partner appointed for Forge Island, refurbishment of Interchange progressing well and on target for completion. Seeking to provide more events to driving footfall, including better linkages between town centre, Markets and Clifton Park. Looking at ways to improve movement around the town, linking to the parking provision

Risk/issue	Mitigation
Impact of national/international economy on Rotherham.	Strengthen resilience of local economy through: • AMID • 'Launchpad Start-up' programme • 'Key Account Management' programme • 'Rotherham Local Plan' in place to support business growth and expansion • Delivery of 'Town Centre Masterplan' • Rotherham Pioneers programme.
Provision of a skilled and experienced workforce to drive business growth.	• Linking businesses with University Centre Rotherham (UCR) • Enterprise Adviser Network • Provision of Skills and Employment Plan.
Availability of funding to deliver regeneration.	• Council capital funds • Bidding into Sheffield City Region (SCR) funds • Securing private sector partners.

Outcome: B People live in high quality accommodation which meets their need, whether in the social rented, private rented or home ownership sector (also contributes to priority 2 – Every adult secure, responsible and empowered)

Lead accountability: AnneMarie Lubanski, Strategic Director Adult Social Care and Housing

Where are we now?: The Council is continuing to work hard to increase the supply of housing in the Borough and to improve standards for tenants living in private and social housing.

Increasing supply

The Council has a year-end target of 109 homes to be delivered as a result of Council intervention, and good progress is being made with a further 44 homes completed during quarter 2.

The overall number of homes being built in Rotherham continues to fall short of the target (98 completed during quarter 2 against a year-end target of 641), despite the Council's continuing efforts to stimulate and support the private sector, e.g. by:

- Providing a top-class planning service
- Engaging with developers via an annual Housing Developer Summit
- Releasing sites through the Local Plan
- Working collaboratively across teams to provide a 'One Council' approach
- Direct delivery by the Council.

Performance against the overall new homes target will increase in future years as a number of programmes are delivered.

2400 more new homes will be built at Bassingthorpe Farm but this programme will not commence before 2021 due to the size and complexity of the site. New homes are also currently being built at the new Waverley community which the Council is supporting by purchasing the units to rent as council housing

The Council's own approved building programmes will deliver significant growth over the next five years which will make a positive contribution to overall delivery rates. Through the Council's strategic enabling role and direct delivery, 330 new homes will be started during 2018/19, therefore performance will significantly exceed the current year's target of 109 homes delivered through Council intervention.

Adoption of the Local Plan by the Council in June is also accelerating housing growth by freeing up around 100 sites for residential development.

Improving standards

Compliance standards in the homes of tenants living in rented accommodation covered by the Selective Licensing Scheme are continuing to be maintained at 97%, 2% above target. Prosecution actions are being taken against landlords failing to comply with the Council's standards: 6 convictions were secured in quarter 2 compared to 4 convictions in the previous quarter. The number of licensable homes has reduced to 2329 from 2340 and excellent progress is being made against increasing properties registered under the Selective Licensing Scheme, which now stands at 98% compared to 91% at the end of the previous quarter.

Decency standards in the homes of tenants renting their properties from the Council are also being maintained above target with 99.59% of the 20,393 properties meeting the minimum standards of decency at the end of quarter 2. Programmes of work are in place with repairs and maintenance contractors to ensure the remaining 0.41% of properties are decent before the end of quarter 4.

Next steps:

- The annual Developer Summit in November will provide opportunities for the Council to increase housing growth by engaging with property developers and representatives from the business community
- 350 more new homes will be delivered as a result of the Council's approved own building programme
- Property standards in Selective Licensing Areas will continue to improve through a robust scheme of inspections
- Work with the Councils Repairs and Maintenance Contractors Fortem and Mears will continue ensuring all properties owned and let to tenants by the Council will meet minimum standards of decency by the end of the current financial year.

Risk/issue	Mitigation
Some factors affecting the number of new homes being built are beyond the Councils control.	The Council has its own building programme in place. Land is now available for future development. A wider range of developers will be used to build new homes.

Corporate Priority 4 – Extending opportunity. Prosperity and planning for the future

Key	Overall status (relevant to target)			
	✔	Measure progressing above or in line with target set	🛠	Measure under development (e.g. awaiting data collection or target-setting)
	●	Measure progress has been satisfactory but is not fully reaching target set	☐	Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)
	✖	Measure has not progressed in accordance with target set	■	Measure information not yet available (e.g. due to infrequency or timing of information/data)

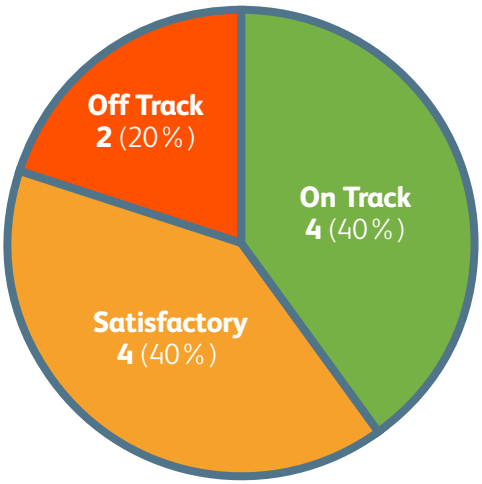
Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT	Annual			Quarterly					Monthly			Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Q2 Jul - Sep 2017	Q3 Oct - Dec 2017	Q4 Jan - Mar 2018	Q1 Apr - Jun 2018	Q2 Jul - Sep 2018	Jul-18	Aug-18	Sep-18	
A. Businesses supported to grow and employment opportunities expanded across the borough	Paul Woodcock, Acting Strategic Director Regeneration and Environment	4.A1	Deliver **economic growth** (via the Economic Growth Plan, Business Growth Board and Sheffield City Region)	Number of new businesses started with help from the Council	Paul Woodcock - Regeneration and Environment	High	Quarterly	15	●	↓			13.75	22	15	11	20	13				Historically the summer months are quiet for business start up activity. Classed as 'amber' as average for the 2 quarters to date is above the quarterly target of 15.
		4.A2		Survival rate of new businesses (3 years)	Paul Woodcock - Regeneration and Environment	High	Annual	60.0%	■		60%	59.9%	60.5%			60.5%						Next Data released in November 18
		4.A3		% vacant floor space in the Town Centre area	Paul Woodcock - Regeneration and Environment	Low	Quarterly	25.0%	☐				22.0%	22.3%	23%	23.1%	23.3%	16.0%				Following adoption of the Local Plan Sites and Policies document a revised approach to monitoring vacancies in town centres has been introduced. This approach continues to monitor vacancies at ground floor level but excludes derelict buildings or buildings which are unoccupied and where redevelopment is expected to take place within a reasonable period of time. This approach reflects the fact that these premises are not available to come back into use within a reasonable period of time and as such more accurately identifies where units are vacant (and could come back into use) as opposed to being unavailable. The Direction of Travel and the overall Status have been removed for Q2 due to the changes set out above.
		4.A4		Net new business in the Town Centre	Paul Woodcock - Regeneration and Environment	High	Quarterly	Baseline Year	☐	↓							1	-6				Q2 saw an unexpected increase in retail closures, with two nationals going into liquidation; Poundworld and Bargain Buys.
		4.A5		Number of jobs in the Borough	Paul Woodcock - Regeneration and Environment	High	Annual	1,000 new jobs p.a. (10,000 over 10 years).	✖	↓	100,000	104,000	99,000 (Annual Data for 17/18)		104,000 (annual data for 2016/17)			99,000 (Annual Data for 17/18)				This is showing a significant fall which is difficult to understand as all other indicators show increasing employment/ lower unemployment and greater economic activity. The source of the data for this measure is survey based and based on a sample so will be subject to fluctuations year on year. The Office of National Statistics have been contacted for a possible explanation and the reply received indicated that the 2016 figure was 'optimistic' and likely to be due to over reporting of jobs in the Health sector. Future returns on this measure will be monitored closely.
		4.A6		Narrow the gap to the UK average on the rate of the working age population economically active in the borough	Paul Woodcock - Regeneration and Environment	Low	Quarterly	3.2% (This is a 0.8% reduction on the 2017/18 target of 4%)	✔	↑	1% gap	4.3%	3.23%	3.1% (Sep 17 data)	2.1% (Dec 17 data)	0.90%	0%	Not yet available				Based on the average of the last 4 rolling years to quarter (Oct 16-June 18), our economic activity rate is now the same as England at 78.5% so the gap has reduced to 0.
		4.A7		Number of Planning Applications determined within specified Period: a) Major 13 weeks b) Minor 8 weeks c) Other 8 weeks	Paul Woodcock - Regeneration and Environment	High	Quarterly	All at 95%	✔	→	89.9%	99.9%	a) 100% b) 100% c) 100%	a) 100% b) 100% c) 100%	a) 100% b) 100% c) 100%	a) 100% b) 100% c) 100%	a) 100% b) 100% c) 100%	a) 100% b) 100% c) 100%				Consistent high performance continues in the current quarter.
B. People live in high quality accommodation which meets their need, whether in the social rented, private rented or home ownership sector	Anne Marie Lubanski, Strategic Director Adult Social Care and Housing (Commenced 8th August 2016).	4.B1(a)	Implement the **Housing Strategy** 2016-2019 to provide high quality accommodation	Number of new homes delivered during the year via direct Council intervention	Tom Bell - Adult Social Care and Housing	High	Quarterly	109	●	↑							19	44				Second quarter performance is strong and the Council is on track to deliver against the target. The number of starts on site (homes delivered as a result of Council direct intervention) is projected to be 332 by year end. A number of Council-led programmes are currently being developed and the 'lead in' time is typically 18 months – two years. Performance on completions will be even higher for the next three years, as a result of projects planned and initiated during 2018/19. A total of 63 units have been delivered in the borough by the end of quarter 2. 44 units were delivered in quarter 2, 25 more units than were delivered in quarter 1 .
		4.B1(b)		Number of new homes delivered during the year	Tom Bell - Adult Social Care and Housing	High	Quarterly	641	✖	↓	663	593	479	69	130	142 (cumulative)	135 Revised from 134 Units	98				233 new homes have been delivered in the borough during the current financial year. 98 new homes have been delivered in quarter 2 which is 37 fewer homes than were delivered in quarter 1. However at the point of reporting figures from the NHBC (National House Building Council) have not been received and this figure is likely to increase. A number of initiatives are in place to increase the number of homes in the future which include the Councils own approved building programme, the release of around 100 development sites as a result of the Councils adoption of the Sites and Policies Document and the annual Developer Summit that will be held in November .
		4.B2		% of stock that is non-decent	Tom Bell - Adult Social Care and Housing	Low	Quarterly	0.5%	✔	↑	0.00%	0.00%	0.00%	0.40%	0.25%	0% (cumulative)	0.49%	0.41%				0.41% of the Councils housing stock is non decent as at the end of quarter 2. This is 0.17 % better than at the start of the current year when 0.58% , or 118 of the Councils 20,393 properties were projected to become non decent .
		4.B3	Private rented housing – improving standards through **selective licensing**	% of privately rented properties compliant with Selective Licensing conditions within designated areas	Tom Smith - Regeneration and Environment	High	Monthly	95%	✔	→		85%	94.2%	93%	94%	94.2%	97.0%	97.0%	97.0%	97.0%	97.0%	Performance at the end of quarter 2 is 97% which is 2% above target and consistent with the position at the end of quarter 1. A robust scheme of inspections is in place and it is anticipated performance will continue to operate above target for the remainder of the year .

Priority 5: A modern, efficient council

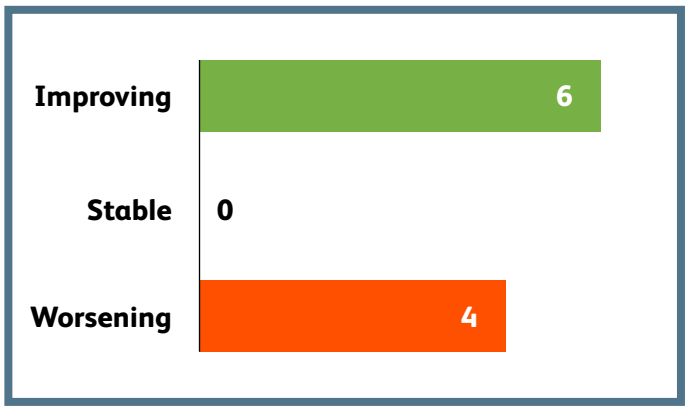
Performance headlines

The diagrams below provide an overview of performance (status and direction of travel) in relation to the priority (where data is available or where targets have been set).

Target Status



Direction of Travel



(Of the 4 worsening 2 are making satisfactory progress and 2 are off target).

(Note - The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable). These are measures where no target has been set, however good performance (high or low) is still applicable).

Areas performing well or improving

(measures which are on track and direction of travel is improving)

(5.A2) **55.4% non-domestic (business) rates collected in the current financial year (higher is better).**

(In comparison to 54.9% in quarter 2 2017/18 and against an annual target of 98% (top quartile metropolitan authorities)

(5.B1) **100% of pre-scrutiny recommendations adopted (higher is better).**

(Against a target of 90% and in comparison to 83% in quarter 1)

(5.C3) **Increase in % of transactions online (higher is better).**

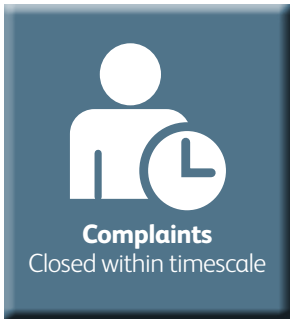
(50% against a target of 28% and in comparison to 24% in quarter 4 2017/18)

(5.D6) **85% of actions from the Equalities Peer review that have been implemented – 29 of the 34 actions have been completed (higher is better)**

(Against a target of 60%)

Areas for improvement

(measures which are off track and direction of travel is worsening)



(5.C1) **83% closed within timescale (cumulative) (higher is better).**
(Against a target of 85%)

Closely managing performance and regular reports to senior management team meetings to address areas of concern.

(5.D2) **10.64 days (excluding schools) days lost per FTE (lower is better).**
(Against a target of 10.3)

Targeted action is being taken to address areas of concern.

Outcome: A Maximised use of assets and resources and services demonstrate value for money

Lead accountability: Judith Badger, Strategic Director Finance and Customer Services

Where are we now?: With continued cuts to Local Government funding it is vital that the Council aims for excellence at collecting local revenues, in particular Council Tax and Non Domestic Rates, which currently fund over one-third of the Council's annual gross spend on providing services to citizens (excluding housing benefit payments, housing revenue account and schools grant funding).

As at the end of quarter 2 Council Tax in year collection performance is 53.73% which is 0.26% down on performance as at this time last year. Although it is too early in the financial year to indicate a trend, there are a number of contributing factors that may be having an impact on the in-year collection rate including the gradual roll-out of Universal Credit in some areas of Rotherham and the overall increases to the rate of council tax in 2018/19, including precepts. Non Domestic Rates in-year collection performance is 55.42% which is 0.54% up on performance at this time last year.

The Council's external auditor completed its audit of the Council's Statement of Accounts 2017/18 in July 2018, confirming that the Council "has made proper arrangements to ensure it took properly-informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people".

The Council's financial position is regularly reported to key stakeholders. Where a service has overspends, appropriate mitigating actions are implemented and reported accordingly.

The Council's medium term financial projections demonstrated a funding gap of £30m for the period 2019/20 to 2020/21. A number of budget options totalling £23.6m have been identified to help bridge the funding gap. Consultation with stakeholders, including the public, staff and trade unions, will be undertaken during October/November 2018.

Next steps:

- Continued monitoring of performance and redirection of resources within the Revenues and Benefits Service, where possible, to focus on effective actions to support maintaining levels of collection at those reflected within performance objectives and the Council's budget.

Risk/issue	Mitigation
Collection of Council Tax as at the end of September 2018 is 0.26% down on performance at same time in 2017/18	Work on the Revenues & Benefits teams is being focussed on ensuring the Council Tax target of 97% is achieved in year

Outcome: B Effective governance arrangements and decision making processes are in place

Lead accountability: **Shokat Lal**, Assistant Chief Executive

Where are we now?: The pre-decision scrutiny process has become embedded within the decision-making process and has been positive in ensuring the effectiveness of governance arrangements and decision making. Regular reports are submitted by Overview and Scrutiny Management Board to Cabinet detailing the recommendations from non-executive Members. Performance continues to be good in this area with the majority of recommendations being accepted by the Cabinet. In the second quarter of the year, all recommendations were accepted by the Cabinet in full.

Next steps:

- Overview and Scrutiny Members to use the Forward Plan to identify potential items for pre-decision scrutiny at an earlier stage in the preparation of a report
- Consideration by Cabinet Members of inviting scrutiny involvement in the development of proposals for determination by Cabinet.

Risk and issues:

Risk/issue	Mitigation
Late involvement and scrutiny of proposals prior to determination does not allow sufficient time to analyse and significantly amend proposals.	Consideration of earlier involvement from scrutiny members in the development and review of draft proposals.

Outcome: C Staff listen and are responsive to customers to understand and relate to their needs

Lead accountability: **Shokat Lal**, Assistant Chief Executive and **Judith Badger**, Strategic Director Finance and Customer Services

Where are we now?: A new communications strategy that aligns with the Council's priorities will fully commence in the new financial year. The strategy includes an overarching marketing plan and will start as a concept and way of working before the end of 2018. A "campaigns-led" approach to marketing is built into the calendar and the first campaign, covering the town centre, will be delivered in October 2018.

A new approach to developing external emails has been in place since July. It will expand to include further campaigns and options in the coming months.

A number of new processes have been made available to our customers online. The new garden waste collection service has been a very successful online campaign. This has significantly improved the online transactions being process by the council and shows the ability to improve our online presence. A new customer management system is being procured along with the provision for our website to be refreshed to make it more relevant, accessible and useable by all our customers.

Complaints performance is reported to management teams on a monthly and quarterly basis. Through this process the Directorates are fully informed of their performance against complaint timescales. The Regeneration and Environment Directorate have put in place a better tracking system for waste and environmental health and the Children's and Young People's Services and Adult Care Directorate receive weekly performance dashboards to their Directorate Management Teams.

Next steps:

- The new customer managements system will be installed to enable the delivery of customer transactions
- Performance dashboards reported to Directorate Management Teams weekly
- Additional resource in the Corporate Complaints team to provide additional help to individual managers.

Risk/issue	Mitigation
If we do not respond to complaints in time there is more chance that the customer will not be satisfied with the response and therefore escalate their complaint through the complaint procedure. This could also mean that we have more complaints being considered by the Local Government and Social Care Ombudsman and the Housing Ombudsman Service.	Improved performance management – via management teams and with individual managers.
Customer management system not installed in a timely fashion.	Tight procurement and project management is ensuring successful deliver of the new system.

Outcome: D Effective members, workforce and organisational culture

Lead accountability: **Shokat Lal**, Assistant Chief Executive and **Jon Stonehouse**, Strategic Director Children and Young People's services

Where are we now?: The Council Workforce Plan has five key priorities, Develop Good Managers and Leaders; Value Driven and High Performing; Develop Workforce Capacity and Skills; Recruit and Retain a skilled and capable workforce; Maintain a sustainable workforce.

Performance is tracked via three key indicators, Performance Development Review (PDR) completion rate, Attendance (Sick days lost per FTE) and agency worker expenditure.

- Progress on PDR completion rates for the year has achieved 94%, and is on track for quarter 3 performance to meet the annual target of 95%
- Attendance exceeded the annual target in the second quarter at 10.64 days per full time equivalent. Absence in Regeneration & Environment has increased whilst absence in other directorates has continued to reduce
- Agency expenditure is currently projected to reach circa £5.8m by the end of the year and the annual reduction projected 17%, should exceed the 10% reduction target.

There has been a continuing reduction in agency staff over the last 2 quarters from 60 at the end of 2017/18 to 31 at the end of September 2018, and we are working towards the target set to meet forecast reductions in numbers and costs.

No activity has taken place in respect of undertaking Personal Development Plan interviews with Members in the first quarter. Having achieved 100% during the 2017/18 municipal year, consideration is being given as to how the process will be improved and engage Members to take ownership of their personal development.

85% of the actions from the Equalities Peer review have been implemented by September 2018. Progress has included:

- 13 Members attended Equality and Diversity training and 7 Members received training regarding Equality Impact Assessments
- A total of 1,335 people have completed the mandatory Equality and Diversity training and the deadline for the training has been extended to end October 2018. In addition, 56 people have attended the Equality and Diversity, complaints and customer services training sessions in various council venues
- The Corporate Consultation and Engagement Group held their first meeting on 24th September 2018. The group discussed their purpose and went through the Terms of Reference. The purpose of the group is to provide corporate oversight of consultations across the Council. At the meeting it was agreed that a Corporate Consultation and Engagement Policy was required to go alongside the Toolkit.

Next steps:

- A review of Organisational Development activity is to be undertaken by the new HR Business Partner and Assistant Director of HR.
- Further scrutiny of agency usage and exit strategies to take place by the Council's Workforce Management Board.
- Discussions are to continue taking place with current agency workers to encourage moves to permanent contracts.
- Further consideration of the future approach to undertaking Member PDP interviews by the Member and Democratic Support Panel in November 2018.
- Continue to deliver Equality and Diversity training and training to support staff with regards to the Equality Analysis process; seek Equality and Diversity Champions; support the launch of the new HR system by ensuring equalities data is up to date.

Risk/issue	Mitigation
Timely completion of effective PDR's is essential in ensuring employees have an opportunity to reflect on their performance and how their future objectives contribute to the overall vision of the Council.	Regular reporting on completion rates to Chief Executive and the senior leadership team is taking place.
Levels of attendance impact on flexible workforce costs, overtime and temporary workers, which can lead to potential reductions in quality of service.	Targeted intervention of hotspot areas continues.
Agency usage in Children's continues to account for 59% of all agency expenditure. Recruitment of permanent staff is set against a national shortage.	A reduction in costs dependent on continued successful recruitment campaigns.
Members not aware of or engaging with development and training opportunities.	Regular publication and awareness raising of development and training opportunities through the fortnightly Member Update.
Increase in social worker caseloads that are picking up extra work to cover vacant roles or long term sickness absence.	Every business case for agency workers has to go through DLT to understand the risk to service users and they are considered on an individual basis.
Introduction of reduced hourly rate through Memorandum of Understanding could result in some Agency Workers leaving.	The use of agency workers is now a last resort, acting up and use of Newly Qualified Social Worker's (NQSW) are being utilised which will reduce the reliance on agency staff.

Corporate Priority 5 – A modern, efficient Council

Key	Overall status (relevant to target)			
	✔	Measure progressing above or in line with target set	🛠	Measure under development (e.g. awaiting data collection or target-setting)
	●	Measure progress has been satisfactory but is not fully reaching target set	☐	Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)
	✖	Measure has not progressed in accordance with target set	■	Measure information not yet available (e.g. due to infrequency or timing of information/data)

Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT	Annual			Quarterly					Monthly			Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Q2 Jul - Sep 2017	Q3 Oct - Dec 2017	Q4 Jan - Mar 2018	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Jul-18	Aug-18	Sep-18	
A. Maximised use of assets and resources and services demonstrate value for money	Judith Badger, Strategic Director Finance and Customer Services	5.A1	**Maximising the local revenues** available to fund council services	% Council Tax collected in the current financial year	Graham Saxton - Finance and Customer Services	High	Monthly	97% (Top Quartile Met Authorities)	●		97.3%	97.3%	97.0%	54.0%	80.41%	97% (cumulative)	27.4%	53.73% (cumulative)	36.2%	45.0%	53.7%	The final performance of 97.0% for 17/18 was equal to the target but 0.3% below performance for 2016/17. National performance for 17/18 saw Rotherham retaining its position as 4th highest performing Met (out of 36) with 97.3%. The Met Council average for 17/18 was 95.4%, but this figure can be distorted by the design of local Council Tax support schemes. Collection is currently 0.26% down on the same time last year which if continued would mean the target of 97% not being achieved although Rotherham would be likely to be still TQM. Contributing factors that may be having an impact on performance of the in-year collection rate include the gradual roll-out of Universal Credit in some areas of Rotherham and the overall increases in the rate of council tax in 2018/19, including precepts. Work is being targeted at this measure in an effort to maximise performance in year.
		5.A2		% non-domestic (business) rates collected in the current financial year	Graham Saxton - Finance and Customer Services	High	Monthly	98% (Top Quartile Metropolitan Authorities)	✔		98.1%	98.3%	98.5%	54.9%	80.5%	98.5% (cumulative)	28.9%	55.42% (cumulative)	36.2%	37.8%	55.4%	The final performance of 98.5% is 0.5% above target and 0.2% above performance for 2016/17. Despite improved performance the National performance figures for 17/18 saw Rotherham dropping from its position as 7th highest performing Met (out of 36) to 11th. The Met Council average for 17/18 was 97.6%. Collection is currently 0.84% up on on the same time last year and as such the target of 98% is expected to be achieved in year. Business Rates collection performance can be significantly impacted by changes to payments on a small number of large value accounts and therefore as always work is being targeted at this measure in order to maximise performance in year.
B. Effective Governance Arrangements and decision making processes are in place	Shokat Lal, Assistant Chief Executive	5.B1	The **Scrutiny function** is effective; engages members and improve outcomes for Rotherham residents and communities	Number of pre-scrutiny recommendations adopted	James McLaughlin, Assistant Chief Executive's Directorate	High	Quarterly	90%	✔		Not available - not previously been required	100%	96%	97%	100%	96%	83%	100%	100%	100%	100%	All recommendations from Overview and Scrutiny Management Board's pre-decision scrutiny have been accepted by Cabinet (and Commissioners whilst they were in place).
C. Staff listen and are responsive to customers to understand and relate to their needs	Shokat Lal, Assistant Chief Executive	5.C1	Treating **customer complaints** with respect and dealing with them in an efficient and outcome-focussed way	% of complaints closed and within timescale (cumulative)	Jackie Mould - Assistant Chief Executive's Directorate	High	Monthly	85%	✖		80%	89%	93%	78%	80%	83%	88%	83% (cumulative)	85%	74%	89%	Currently close to the target of 85%. Month on month figure show fluctuating performance. As usual the performance in CYPS and R+E inform the performance. Feedback has been provided to DMT's in both Directorates. Addition performance management in place in R+E. additional measure currently being considered in CYPS.
		5.C2	**Resident satisfaction** - Assessing overall public opinion on the way the council is working and responding to customers	% of residents who feel that the Council keeps them informed	Christopher Burton, Assistant Chief Executive's Directorate	High - very or fairly satisfied	6 monthly	>53%	■		44% June 2015 49% December 2015	43% June 2016 48% December 2016	49% June 2017 53% February 2018 very or fairly well informed		53% (Wave 6 February 2018) very or fairly well informed		52% (Wave 7 June 2018) very or fairly well informed					New communications strategy, including overarching marketing plan, in line with council priorities which will come into full effect for the new financial year but will start as a concept and way of working before the end of the calendar year. Campaigns-led approach to marketing built into the marketing calendar, with first campaign (town centre) delivered in October 2018. New approach and emphasis being placed on developing external emails has been in place since July and will expand to include further campaigns and options.
	Judith Badger, Strategic Director Finance and Customer Services	5.C3	Enable customers to be active and interact with the Council in an efficient way, **accessing more services online**	% of transactions a) online	Luke Sayers - Finance and Customer Services	High	6 monthly	28%	✔		36%	21%	24%	26%		24%		50%				This significant improvement is due to a number of new processes that have become available online. One of these - Garden Waste Service, is generally an annually used form and so it is likely that the figure will drop in the next few months as there will only be a small number of further transactions in relation to this for the remainder of the year.

Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT	Annual			Quarterly					Monthly			Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Q2 Jul - Sep 2017	Q3 Oct - Dec 2017	Q4 Jan - Mar 2018	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Jul-18	Aug-18	Sep-18	
D. Effective members, workforce and organisational culture	Shokat Lal, Assistant Chief Executive	5.D1	Staff and managers have an opportunity to **reflect on performance**, agree future objectives and are aware of how they contribute to the overall vision	% PDR completion	Shokat Lal, Assistant Chief Executive	High	Quarterly	95%			96%	96%	93%	91%	92%	93% (cumulative)	69%	94% (cumulative)				Performance has improved and slightly below target. It is expected that the target will be reached in the 3rd quarter.
		5.D2	**Sickness is managed** and staff wellbeing supported	Days lost per FTE	Shokat Lal, Assistant Chief Executive	Low	Monthly	10.3			10.43 Days (excluding schools)	10.97 Days (excluding schools)	10.26	10.33 days (excluding schools)	10.39 days (excluding schools)	10.26 days (excluding schools)	10.28 days (excluding schools)	10.64 days (excluding schools)				Absence is above target. Sickness in Directorates has reduced apart from R&E. Targeted action is being taken within R&E to address.
		5.D3	**Reduced use of interims, temporary and agency staff** through effective and efficient recruitment	Reduction in Agency cost	Shokat Lal, Assistant Chief Executive	Low	Monthly	10% reduction			£6.8m	£10.2m	£8.33m	£3.856m (-37%)	£5.953m (-22%)	£8.331m (-18%) (cumulative)	£1.929m (-39% cumulative)	£4.091m (-22% cumulative)				Current agency expenditure for the year is projected at £5.871m, a reduction of £2.5m on the previous year. Actual expenditure in quarter 2 is 6% higher than comparable quarter last year.
		5.D4		Reduction in the proportion of the children's social care establishment who are agency staff.	Jon Stonehouse, CPYS	Low	Monthly	10%				22.8% (67.5)	18.6% (60)	18.8% (57)	19.2% (62)	18.6% (60)	14.6% (46)	10.74% (31.1)	14.5% (46.1)	12.1% (37)	10.74% (31.1)	The proportion of the children's social care establishment who are agency staff is decreasing gradually each month.
		5.D5	**Members are able to fulfil their roles** as effective community leaders	% members receive a personal development interview leading to a structured learning and development plan	James McLaughlin, Assistant Chief Executive's Directorate	High	Annual	95%			80%	87%	100%		100%							The Members and Democratic Support Panel (MADS) will meet in November to further consider how personal development plans for Members will be prepared in future. No work has been undertaken on this since achieving 100% during the 2017/18 municipal year.
		5.D6	The Council complies with good practice in **equalities**	% of actions from the Equalities Peer review that have been implemented	Jackie Mould - Assistant Chief Executive's Directorate	High	Quarterly	60%									74%	85.3% (cumulative)				29 actions from 34 have been completed to date. Plans are in place to deliver the remaining actions

TIMELINE OF KEY ACHIEVEMENTS/ACTIVITIES

The timeline below shows some of the key achievements and activities which have take place over Quarter 2 (July - September 2018)

CASE STUDIES

Priority 1: Every child making the best start in life

Rotherham Looked After Children's Council win Diana Award for their'*Outstanding Contribution to Society'*

Looked After Children (LAC) aged 6 to 19 years are given opportunities to participate in weekly activities with their peers in a safe welcoming environment at the LAC Council (LACC) and LiL LAC Club (Little Looked After Children's Club). Both groups engage in social and team building activities, consultations and co-production work to build positive relationships. The numerous experiences and opportunities offered to young people at the LACC and LiL LAC Club are specifically designed to increase social capital, improve self-awareness and self-esteem, to foster resilience and support better outcomes for our vulnerable young people and of course most importantly to have fun.

To ensure young people's voices are heard the LACC sit on the Corporate Parenting Panel and provide update reports to Local Safeguarding Children's Board. To share good practice regionally the LACC actively participate in the regional Children in Care Council meetings.

The LACC have contributed to various consultation and co-production pieces of work over the past year, held focus groups, 1:1 discussions and ensured their voices have been heard locally, regionally and nationally by helping to design, develop and shape services for Rotherham LAC and young people leaving care. Members have successfully worked to improve the contact service, fostering services; LAC health assessment process; actively engaged in contributing to the recruitment of senior management and led on the Muslim Foster Carer Project.

The group successfully organised and delivered a voice & influence project 'Bin Liners are NOT Suitcases' campaign. This campaign asked for the practice of giving children a bin-liner to move their personal belongings when changing placements to end and bin-liners to be replaced by suitcases. This campaign was successful and saw policy and practice changes in the Council's social care. The group presented their campaign to the Rotherham Corporate Parenting Panel and to the regional Children in Care Council Conference. The campaign also moved to the national arena with the help of the Children's Commissioner for England who tweeted about the project.

Rotherham College students helped the LACC to create their own DVD called 'Precious things' to explain their experiences with moving placements using bin liners. This DVD is now being used to help raise awareness in training sessions with social workers and foster carers.

To celebrate their success the group organised and delivered an energetic and colourful event and fashion show dressing up in bespoke bin-liner outfits to tell their story of how they have changed council policy and practice.

The LACC was publicly honoured for the work they have done to campaign for the rights of children in care, by being awarded the prestigious Diana Award in recognition of their 'Outstanding Contribution to Society'. The award is the most illustrious accolade a young person aged 9-25 years can receive for their social action or humanitarian work. The Diana Award judges said the LAC Council's story was "truly inspirational".

In September 2018, members of our LACC attended a star studded ceremony in Leeds to collect their Diana Award. The young people are extremely proud of their achievement and now feel more empowered to change the world and make positive changes for themselves and other LAC in Rotherham.

CASE STUDIES

Priority 2: Every adult secure, empowered and responsible

Transformation of Learning Disability Services The 'My Front Door' Project

In May 2018, Cabinet and Commissioners approved the new vision for people with a learning disability to reduce building based services and improve people's lives, aspirations; opportunities. A transformation delivery plan was also presented to demonstrate how people with a learning disability would have access to community based services that promote independence, wellbeing and social inclusion.

To support the delivery plan a new project called 'My Front Door' was established to ensure people with a learning disability get access to a wider range of services and support which are part of their local community. It also addresses access to employment, leisure, friendships and independent travel.

Below is a case study which demonstrates how a gentleman's life has been improved as a result of the 'My Front Door' project:

A gentleman's review took place in June 2018. The review carried out found that when Mr H attended the day centre he was reluctant to participate in any activity; he was socially isolated, often spending the day moving from room to room alone without engaging with anyone, or anything in the centre. Mr H was unsettled and his family were concerned about his happiness as they felt that he was always on the periphery of activities and not engaged.

The outcome of the review in June was to improve Mr H's emotional wellbeing, to maintain his relationship with his family, develop relationships with others, and make use of community facilities.

Following the review Mr H commenced day opportunities with a community based provider and the move to this smaller service means Mr H has become a lot more settled and he looks forward to his day. Mr H has built a relationship and rapport with two other individuals who attend the service and this is a significant development.

The change in service has met all of the desired outcomes of Mr H's review.

There has been a marked improvement in his emotional wellbeing, he has formed new friendships, and his family have enjoyed spending time together without feeling strained. Mr H is now actively participating in the community and with support he uses public transport to engage in outside activities.

Mr H's family have expressed their delight at the changes seen in Mr H and they acknowledge the positive impact it has had on their family unit. Mr H's mum said "I have got my son back, he has always got a smile on his dial". She also said "staff are working on road safety with him which is a compete break through and he now understands about pressing the button on crossings and waiting for the green man which he has never done before".

CASE STUDIES

Priority 2: Every adult secure, empowered and responsible

Safeguarding Awareness Week 2018

Rotherham's first Safeguarding Awareness Week took place between 9th to 13th July 2018, initiated between the Local Safeguarding Children and Adults Board; supported by the Safer Rotherham Partnership.

The key messages during the week were:

- EVERYONE has a part to play in keeping vulnerable people (adults with care and support needs, and children and young people) safe from abuse and neglect and promoting their wellbeing
- Safeguarding is.... about all the things that we can do together to identify, respond and support people who are being abused, or neglected, or whose wellbeing is being compromised
- Help and support is available - safeguarding processes help people to work with the individual and their family to meet their needs
- Anyone can raise a concern – Tel: 01709 336080 (to safeguard a child) or Tel: 01709 822330 (to safeguard an adult). Rotherham Safeguarding Adults Board website and Rotherham Children Safeguarding Board websites are the best place to find out more.

The week consisted of a launch event with a domestic abuse theme and was attended by the Leader of the Council, the Chief Executive and the independent chairs of both safeguarding boards, over 100 attendees from the local authority and safeguarding partners were encouraged to get involved over the coming week and spread the safeguarding message.

On the Wednesday, 120 practitioners gathered at a learning event hosted by the authority, the event covered a wide range of safeguarding adults and children topics including safe sleeping, self-neglect and modern day slavery.

Throughout the week there were over 50 awareness raising events by the voluntary and community sector and statutory organisations which took place across the borough for members of the public as well as learning and development opportunities for staff and volunteers working with vulnerable adults and children. Safeguarding topics included online safety, anti-bullying, safeguarding children in sport, sexual exploitation, child trafficking, self-neglect, hoarding, Female Genital Mutilation (FGM), PREVENT, domestic abuse, safeguarding victims through the Operation Stovewood operation and many more.

Someone who participated in the weeks events quoted "it evidences that organisations cannot go it alone and successful partnerships are the key to effective safeguarding". Another attendee quoted "All sessions this week are powerful and informative – we are always learning".

Following the success of the practitioner learning event the Safeguarding Adults Board are planning a second day of learning in February 2019 and this will involve the Safer Rotherham Partnership and the Safeguarding Children's Board.

Rotherham's safeguarding boards are also planning a number of events in support of South Yorkshire Safeguarding Awareness Week which will take place 8th -12th July 2019.

CASE STUDIES

Priority 3: A strong community in a clean, safe environment

Harms of Hate event

Inspirational speakers, poets and performers came together to recognise the 'harms of hate' at a special event at Magna on Thursday 27th September 2018. The event featured survivors recounting their personal stories and experiences of surviving hate, extremism and terror. They spoke to over 400 young people about their experiences, in a bid to get them to challenge hatred when they see it and to work together and be united in the fight against hate.

The Council's aim was for the audience to be inspired by the stories and go away with a sense of hope that things can change if positive action is taken. This work builds on the work of the Council's community cohesion strategy, working with partners to support residents and groups across the town.

Those speaking included Ahmad Nawaz, who experienced unbelievable tragedy when members of the Taliban stormed his school in Peshawar in December 2014 when he was just 14 years old.

Cllr Sarah Allen, Cabinet Member for Cleaner and Greener Communities said:

"It's really important that our young people hear these powerful stories first hand. Speakers like Ahmad, who endured a hate fuelled attack aged just 14, can really help young people to think differently about how important it is to make positive decisions about their futures and their communities. Through this event we hope to demonstrate that the Council is firmly standing up against hate and is very serious about building communities where every child and adult is secure, responsible and empowered."

The event was funded by the Home Office and will be used to create educational resources that can be shared across all schools in the Borough and support the delivery of personal, social, health and economic education (PSHE). A number of young people from Rotherham have been invited to a follow up event in Manchester in February 2019 where they will explore counter extremism narratives in an accredited workshop being hosted by Manchester Metropolitan University.

The "Harms of Hate" brand is going to be used to support a number of community dialogue sessions over the coming months to explore some of the difficult issues surrounding cohesion and integration.

CASE STUDIES

Priority 4: Extending opportunity, prosperity and planning for the future

New University Centre Rotherham (UCR)

The University Centre Rotherham (UCR) opened in September 2018 and comprises of a £10.5 million campus in the town centre providing specialist teaching facilities, seminar and lecture rooms, library, café and independent and group study spaces.

UCR is a key element of the Rotherham Plan 2025 and the Town Centre Masterplan. The Council worked closely with the RNN Group (Rotherham North Notts education and training group), to bring the vision for UCR into fruition providing advice and support in developing the project, assistance to secure £3.5 million of Skills Capital funding from Sheffield City Region and providing a site on Doncaster Gate for the 3,300m2 campus to be constructed.

Despite having GCSE results that are among the best in the region and above the national average Rotherham lags behind on higher level skills. The new UCR will help address this, raising the aspirations of young people, attracting students, and adding new life to the town centre's regeneration. The Council is also working with RNN and business representatives through the Rotherham Together Partnership to ensure the range of courses offered are relevant to Rotherham's growing economy and the local jobs market.

More than 50 different courses are expected to be running by 2020, and in the first 5 years it is estimated UCR will attract over 1,000 additional students studying degree courses accredited by top universities and awarding bodies, including Sheffield Hallam University and the University of Hull.

Priority 5: A modern, efficient council

Government returns powers to the Council

The Council was placed under the control of five Government-appointed Commissioners in 2015 - which later reduced to three - after a number of reports highlighted serious failings across the authority in the aftermath of its child sexual exploitation scandal.

Over the past two years the Government has gradually returned powers in stages to the Council, with children's services remaining the last power under Commissioner over-sight.

In February- March 2018 at the request of Commissioners, an independent health check of Rotherham Council was conducted. The outcome was published in June 2018, confirming that the Council was fit to continue its improvement journey without Commissioner oversight.

Full decision-making powers were restored to the Council on 24th September 2018 by the Rt Hon James Brokenshire MP, Secretary of State for the Ministry of Housing, Communities and Local Government. The Government-appointed Commissioners left the Council on this date and decision making returned to elected councillors.

This followed him saying in July that he was "minded" to return the last remaining powers back to the Council, remove Commissioners, and request a final review to be held early 2019.

Council leaders welcomed the news. Council Leader Cllr Chris Read said: "The confirmation of the early departure of Commissioners from the Council is testimony to the hard work of many people over the last few years.

"The announcement comes on the back of our "Good" Ofsted report for children's services earlier in the year. That our children's services have been transformed has been a critical indicator of the changes that we have made. But it has only been one part of challenging, re-examining, and improving the way we work and the culture of the Council.

"We could not be where we are today if it wasn't for the dedication of lots of people – our staff, partner agencies, Commissioners and councillors – who were all united in determination that the people of Rotherham should be better served than they had been in the past. My thanks go to all those people.

"I'm delighted with the progress that we have made. Whilst the work is never complete and we continue to face significant challenges I hope that residents will be able to take assurance that we are firmly on the right track."

Chief Executive Sharon Kemp added: "Over the past four years there have been significant changes here at the Council, including changes across the leadership.

"The announcement is pleasing however we continue to focus on constantly improving outcomes for all our residents and stakeholders."

Lead Commissioner Mary Ney said: "The Commissioners are pleased that the continuous hard work of members, officers and partners in Rotherham has resulted in sufficient improvement for democratic decision-making to be restored to the Council.

"Whilst the Council still faces challenges we have confidence that the leadership of the Council is strong and will work hard to address these. We would like to thank the Council and all of the members and staff we have worked with for their efforts and commitment and we wish the Council, its partners and Rotherham well for the future."

A final health check is scheduled to take place on 6th, 7th and 8th February 2019 and the findings considered by the Secretaries of State for MHCLG and the Department for Education before the Directions come to an end on 31st March 2019.

Rotherham Metropolitan Borough Council

Public Report with Exempt Appendix
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title:
Rotherham Town Centre Masterplan: Forge Island Agreements

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

Strategic Director Approving Submission of the Report
Paul Woodcock – Acting Strategic Director of Regeneration & Environment

Report Author
Daniel Watson – Investment & Economics Initiatives Manager
01709 254569 or daniel.watson@rotherham.gov.uk

Ward(s) Affected
Boston Castle

Executive Summary
The Town Centre Masterplan was adopted by the Council in September 2017. The Masterplan identifies the redevelopment on Forge Island as an essential catalyst to wider regeneration.

Following an extensive selection process, a development partner has been identified for the Forge Island development, this report seeks Cabinet approval for the approach required to deliver this. This includes both the legal and financial aspects outlined in the 'Agreement for Lease' and 'Development Agreement' documents.

Recommendations

1. That approval be given to enter into a development agreement and the granting of the long lease of the Forge Island development site to the selected developer, Muse Developments Ltd.

2. That approval be given to the outlined financial approach to deliver the Forge Island development and the Strategic Director for Regeneration and Environment be authorised to approve the final proposal in consultation with the Cabinet Member for Jobs & the Local Economy; subject to confirmation by the Strategic Director Finance and Customer Services that the final proposal is affordable within the Budget and Financial Strategy and within the following parameters:

- The initial rents the Council is entitled to receive from occupiers are greater than the initial head lease rent and
- The financial modelling over the 35 year period shows that the Council's anticipated income from the development exceeds the total anticipated head lease costs.

3. The Assistant Director of Legal Services be authorised to agree the final legal documentation.

List of Appendices included
Appendix 1 (Exempt) Financial Modelling

Background Papers
A copy of the Town Centre Masterplan is available at https://www.rotherham.gov.uk/downloads/download/345/town_centre_masterplan
The 2016 Supplementary Planning Document can be found at http://www.rotherham.gov.uk/downloads/download/113/additional_planning_guidance

Forge Island Development Cabinet Report, 11 June 2018

Rotherham Town Centre Implementation Masterplan, Cabinet Report 11th September 2017

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Overview and Scrutiny Management Board – 12 December 2018

Council Approval Required
No

Exempt from the Press and Public
An exemption is sought for Appendix 1; 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, as this report contains sensitive commercial information with regards to costing for works and commercial agreements which could disadvantage the Council in any negotiations if the information where to be made public.

It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information, as the parties' commercial interests could be prejudiced by disclosure of commercial information.

Rotherham Town Centre Masterplan: Forge Island Agreements

1. Recommendations

1.1 That approval be given to enter into a development agreement and the granting of the long lease of the Forge Island development site to the selected developer, Muse Developments Ltd.

1.2 That approval be given to the outlined financial approach to deliver the Forge Island development and authorises the Strategic Director for Regeneration and Environment to approve the final proposal in consultation with the Cabinet Member for Jobs & the Local Economy; subject to confirmation by the Strategic Director Finance and Customer Services that the final proposal is affordable within the Budget and Financial Strategy and within the following parameters:

- The initial rents the Council is entitled to receive from occupiers are greater than the initial head lease rent and
- The financial modelling over the 35 year period shows that the Council's anticipated income from the development exceeds the total anticipated head lease costs.

1.3 The Assistant Director of Legal Services be authorised to agree the final legal documentation.

2. Background

2.1 In 2016 the Council adopted a Supplementary Planning Document (SPD) which sets out the spatial and planning framework for the regeneration of the town centre. The SPD identified a series of development sites, which were essential to the sustainable regeneration of the town centre.

2.2 Subsequent to the SPD it was agreed that a full Masterplan was required for the town centre, providing further detail on the projects required to revitalise the town centre and how they could be delivered. The Town Centre Masterplan was prepared and adopted by the Council in September 2017.

2.3 The site identified in both the SPD and Town Centre Masterplan as key to deliver the transformation and regeneration needed was Forge Island. Both documents also identified Forge Island as a catalyst site suitable for development as a mixed use leisure-led scheme to provide facilities and services currently lacking in the town centre and encourage further investment and development.

2.4 Following approval of the Town Centre Masterplan in September 2017, the Council prepared a 'Development Brief' for the Forge Island site and invited expressions of interest from developers. Thirty five initial expressions of interest were received at Stage 1 and three developers were selected to progress to Stage 2 of the selection process. This required the submission of detailed masterplans for the site, financial appraisals illustrating development costs and funding proposals.

2.5 Two full bids were received at Stage 2; an in-depth and thorough evaluation of the bids was then undertaken by the 'Evaluation Board' comprising of Council officers with support provided from independent experts. Bids were evaluated and scored under the following headings and weightings:

- Project Delivery 5%

- Proposal 60%
  - Development Proposal and Design Quality 40%
  - Timeline/Phasing 5%
  - Marketing, Letting and Sales Strategy 5%
  - Pre-let or end users 5%
  - Stewardship and management 5%

- Financial Proposal 20%
  - Financial Development Appraisal 10%
  - Residual Land Value 5%
  - Funding Mechanism 5%

- Legal arrangements 15%

2.6 Following the evaluation and scoring of bids Muse Developments Ltd, was contacted on 09 August 2018 and informed it had been selected as the preferred development partner. Following a 'standstill' period the Council was able to progress discussions with Muse to agree the legal and financial delivery model to bring the site forward.

2.7 The scheme proposed by Muse is anticipated to cost in the region of £35m and will deliver the following elements:

- Cinema
- Hotel
- Food and beverage units
- Apartments (on the Riverside site and Magistrates site)
- Approx. 350 car parking spaces
- A new bridge over the River Don and the Canal and high quality public realm including a 'Riverside Park'

2.8 The Council is also progressing a flood defence scheme for Forge Island in advance of main works commencing to help de-risk the site, increase viability and provide further flood protection as part of a wider scheme for the town centre. The planning application for this work has been submitted and work is anticipated to start in February 2019. The costs of this work are to be covered from the £17m capital budget the Council set aside for the Town Centre.

3. Key Issues

3.1 It was identified during the background research and evidence gathering stage of preparing the 'Development Brief' for Forge Island, that the current market and economic conditions in the leisure and food and beverage industry meant it was likely that bidders may require some form of public sector intervention to make the redevelopment of Forge Island financially viable.

3.2 Both of the detailed bids submitted at Stage 2 of the selection process required financial support or intervention from the Council to enable their delivery. The successful bid submitted by Muse Developments Ltd included options for the delivery model including the Council providing the capital funding for the scheme and a 'head lease' approach. These are outlined in section 4 of this report.

3.3 The head lease approach requires that the developer raises funding for the total development costs and builds out the scheme in return for the Council taking a head lease of the completed development over a fixed term. The Council, as head lessor, will sublet to and collect rents from operators, which will generate an income stream to fund the head lease costs. This is the option being proposed.

3.4 Under the proposal submitted by Muse, the Council does not take on the head lease until the various phases of the development are completed and a sufficient number of sub-tenants have been secured and have entered in to lease agreements, thereby minimising the financial risk for the Council.

3.5 The precise details of the development costs, head lease rent and income to be received cannot be specified until later in the development process when the scheme is fully designed, funding secured and operator lettings are agreed. The Muse proposal is an incremental approach that allows for options to be considered as the development progresses and gives the Council discretion as to whether it wishes to invest. The information provided at exempt Appendix 1 shows a detailed analysis of the anticipated costs and income based on a thorough assessment of the current market and a prudent financial assessment (from the Council's point of view) of what could be achieved.

4. Options considered and recommended proposal

4.1 **Do nothing** – the Council has the option of not progressing or delaying the delivery of a leisure scheme on the Forge Island development site. This will risk further decline in the vitality and viability of the town centre and have significant negative impacts in terms of market confidence in the Council's commitment to deliver the required regeneration and transformation of the town centre set out in the Town Centre Masterplan.

4.2 **Enter into a development agreement, grant a long lease of the Forge Island Site to Muse Developments Ltd and agree to take a head lease of the development**. This is the preferred option. As explained in the key issues section above the Muse proposal allows for the Council to consider options at its discretion once the full commercial detail is agreed. In agreeing this as a preferred option the Council is not committed to entering into a head lease until it is satisfied with the business case and commercial offer. Based on the information currently available, taking this option provides a viable and affordable route to deliver a key component of the town centre's regeneration and a Council priority. The risks attached to this option are relatively small in comparison to the regeneration benefits that the scheme will deliver.

4.3 **The Council provides capital funding for the whole scheme.** This would require funding over and above the capital programme allocation for the town centre investment fund. It would require that the Council takes on significant additional borrowing or de-commits and re-allocates funding from projects in the current capital programme to supplement the town centre investment fund. Other reasons for not pursuing this option include

- the Council would be taking on all of the development risk
- This would be a different way of delivering the regeneration of Forge Island requiring a different procurement approach. Re-procurement would result in significant delays to delivery of the scheme and consequently undermine market confidence that it will be achieved.

4.4 **The Council provides partial capital funding for the whole scheme.** This would require the Council to allocate some of the existing town centre investment fund towards the project in return for a reduction in the head lease cost. Based on the indicative values provided and current borrowing rates this option would be cost prohibitive for the Council and thus is not recommended.

5. Consultation

5.1 There was extensive consultation on the future use of Forge Island undertaken during the production of the Town Centre Masterplan. This has included:-

- Member workshops
- Stakeholder workshops
- Presentations to the Looked after Children's Council, Rotherham Together Partnership, Business Growth Board, Rotherham Voice, Barnsley and Rotherham Chamber of Commerce Construction Network, Rotherham Pioneers and Rotherham Older Person's Forum.
- Individual meetings with private sector land and property owners.
- Soft market testing with developers and end-users
- Discussions with Historic England,
- An open public exhibition in the town centre

5.2 Most recently, progress was reported to the Improving Places Select Commission on 14th March 2018.

5.3 Further consultation will take place with local residents and other stakeholders as part of the planning application process in line with statutory requirements. The Council will also undertake further engagement throughout the planning and construction process.

6. Timetable and Accountability for Implementing this Decision

6.1 Development of Forge Island has been identified as a priority by both the Council and Muse; as such it is critical that momentum is not lost.

Task	Date
Cabinet report for legal and financial approach	**December 2018**
Flood Defences – Start on Site	**February 2019**
Submission of initial planning application for the site (anticipated to be full for peninsular, outline for rest of site)	**March/April 2019**
Start on site	**November 2019**
Flood Defences - Completion	**November 2019**
Practical completion of cinema and first 2 food and beverage units	**October 2020**

7. Financial and Procurement Implications

7.1 This is anticipated to be a £35m project (at current prices), which will be funded initially by the developer partner and their investors. Under the preferred option the Council would take on a head lease for the development for a 35 year term, with no break clause. At the end of that period the Council has the option to purchase the development (including all built assets) for the sum of £1. The exact details of the head lease cannot yet be specified until later in the development process when the scheme is fully designed, funding secured and operator lettings are agreed. However, based on current information and assumptions it is anticipated that the project will be self-financing over the 35 year period and the business rates growth should aid the wider economy.

7.2 The Council's Capital Strategy (2016-2021) was approved by the Council on 2nd March 2016 and allocated £17million to regeneration projects in the town centre. This includes the development of key strategic sites, such as Forge Island and enhancements to the leisure/night-time offer. This sum includes funding for flood defence works in respect of Forge Island, which are necessary to allow the development to progress. This work will be commissioned and funded by the Council as planned.

7.3 The exempt Appendix 1 provides additional information on the agreement and the financial implications.

7.4 The process adopted for the selection of a Forge Island development partner is objective, open, fair and transparent. In designing this process the Council has taken specialist legal advice.

8. Legal Implications

8.1 The Council will continue to engage specialist external legal advice to ensure that the Council complies with its procurement and regulatory obligations. In addition, the external legal advisors will negotiate the legal documentation on behalf of the Council to protect the Council's position, mitigate risk (in particular those risks identified in paragraph 13 below due to void periods) and clarify the obligations of the respective parties thereafter.

9. Human Resources Implications

9.1 There are no Human Resource implications to this paper

10. Implications for Children and Young People and Vulnerable Adults

10.1 There are no direct implications for Children and Young People and Vulnerable Adults from the recommendations in this paper. However, the Town Centre Masterplan makes clear the important role the redevelopment of Forge Island will play in creating a town centre that is attractive to all users including young people.

11. Equalities and Human Rights Implications

11.1 None specifically from this report

12. Implications for Partners and Other Directorates

12.1 There are no direct implications for partners and other directorates from the recommendations in this paper. Forge Island is a Council regeneration priority identified as having a major catalytic impact on the town centre and is included in the Rotherham Plan. There are benefits to be gained from successfully delivering regeneration of this key site.

13. Risks and Mitigation

13.1 The Potential risks and mitigation for this project are shown in the table below:

Potential Risks	Identified Mitigation(s)
<u>Void periods</u> The Council will be committed to a head lease for 35 years with no break clause. There is a risk that there may be void periods for the sub-let units at the lease break periods. The initial lease periods will be 20 years for the hotel and cinema and 10 years for the restaurant/café units. So if units are vacant for any length of time there is a risk that annual income would not be sufficient to cover costs and in addition the Council would be required to cover any business rates payable for vacant units and shortfall in maintenance costs due to reduced service charge income	• A the beginning of the lease term the head lease rent will not be more than 70% to 75% of the sub lease rents the Council is entitled to receive. • The agreement with the Developer will include a requirement that the Cinema, Hotel and two of the restaurant units will be pre-let before the head lease is signed. • The Council will have a right to agree all lettings and thus can review the financial stability of proposed lessees to ensure only those with strong covenants are selected. • The Council will be aware of lease durations, this allows for forward planning when expiry dates are approaching. The Council will actively commence marketing 12 months prior to all expiry dates to minimise any void periods.

Tenant business failure – this would have similar consequences to the void periods above.	• The Council will have a right to agree all lettings and thus can review the financial stability of proposed lessees to ensure only those with strong covenants are selected
<u>Inflationary increases</u> These are index linked but with a potential higher cap on the head lease than on the sub leases. This is a standard arrangement for an investment of this nature. This poses a risk to the Council that in periods of high inflation, the head lease rent could escalate at a higher rate than the sub-lease income which could lead to a reduction in the headroom or surplus available to the Council. Ultimately the level of sub-lease income will be dependent on market conditions.	• The worst case scenario could be a 3% differential between the inflationary rates applied. However, given recent historical and prevailing inflationary increases this is considered low risk for the foreseeable future.
<u>Ongoing costs of maintenance</u> The Council's head lease will be on a full repairing and insuring basis. This arrangement will be mirrored in the sub-lease arrangements. The Council will also be responsible for the facilities management and repair and maintenance of the common areas of the development, including the car park, lifts and public realm.	• All maintenance costs will be recovered via the annual service charge, which will be charged to tenants on top of the rent. This is a standard arrangement. • The Council will have input in to the design of the site and thus has the ability to influence the design so as to minimise future maintenance requirements. • All sub-tenants will be responsible for repair and maintenance costs of their own building in line with the head lease approach.
<u>Council's share of business rates</u> Under the current local government finance system, the Council retains 49% of locally collected business rates. From 2020/21, the Government has confirmed that local authorities can retain 75% of business rates under a revised funding regime. However, the details of the amended scheme are uncertain, as	• The Council will model the financial impact as more details are released by Government over the next 12 months and respond accordingly addressing any significant concerns.

proposals for the new scheme are still being negotiated, with the final outcomes not expected until the end of 2019.	

14. Accountable Officer(s)

Approvals Obtained from:-

Role	Named Officer	Date
Strategic Director of Finance & Customer Services	Julie Copley	
Assistant Director of Legal Services	Lesley Doyle,	20/11/2018
Head of Procurement (if appropriate)		
Assistant Director of Human Resources (if appropriate)		

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

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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Rotherham Metropolitan Borough Council

Public Report with Exempt Appendix
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Swinton Town Centre Redevelopment – Development Brief, Appointment of Developer and Disposal

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

Strategic Director Approving Submission of the Report
Paul Woodcock, Acting Strategic Director of Regeneration and Environment

Report Author
Lorna Vertigan – Senior Programme Manager
lorna.vertigan@rotherham.gov.uk

Ward(s) Affected
Swinton

Executive Summary

This report updates Cabinet on progress following the market testing of a redevelopment opportunity for two sites one a vacant Council owned site proposed for residential development and the other the existing Council buildings in Swinton Town Centre, which for the purpose of the redevelopment and this report will be treated as one.

The site is fronted by Council owned retail and residential units and community facilities, the rear of the site is vacant. The vacant element is suitable for housing and the development of this land offers the opportunity to bring forward improvements to the Council owned assets. This report also requests the approvals required to progress this project through the submission of a Development Brief to the open market.

Recommendations

1. That approval be given to the aims and objectives for the redevelopment of Swinton Town Centre as set out at section 2 of this report.

2. That approval be given for an OJEU compliant procurement process to be undertaken in accordance with Rotherham Council's Contract Procedure Rules and Domestic and European Procurement Law.

3. That approval be given to Option 2 as set out at paragraph 4.2 of the report. This option foregoes an amount of capital receipt to the Council in order to achieve regenerative benefits to the Community and the Council in relation to the redevelopment.

4. That a further report be submitted following the evaluation of the tender submissions received, which recommends the endorsement of the preferred proposal and any approvals required for the disposal of land and property.

List of Appendices Included
Appendix 1 Map showing Swinton Town Centre redevelopment area
Appendix 2: Open Market Valuation (Exempt)

Background Papers
Swinton Prior Information Notice
Swinton Town Centre Redevelopment – Development Brief and Acquisition of Integral Site Cabinet Report – 16th October 2017

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

Council Approval Required
No

Exempt from the Press and Public

An exemption is sought for Appendix 2 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, as this report contains sensitive commercial information with regards to the potential disposal of land and negotiation strategy which could disadvantage the Council if the information were to be made public.

It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information, as the parties' commercial interests could be prejudiced by disclosure of this commercial information.

Swinton Town Centre Redevelopment – Development Brief, Appointment of Developer and Disposal

1. Recommendations

1.1 That approval be given to the aims and objectives for the redevelopment of Swinton Town Centre as set out at section 2 of this report.

1.2 That approval be given for an OJEU compliant procurement process to be undertaken in accordance with Rotherham Council's Contract Procedure Rules and Domestic and European Procurement Law.

1.3 That approval be given to Option 2 as set out at paragraph 4.2 of the report. This option foregoes an amount of capital receipt to the Council in order to achieve regenerative benefits to the Community and the Council in relation to the redevelopment.

1.4 That a further report be submitted following the evaluation of the tender submissions received, which recommends the endorsement of the preferred proposal and any approvals required for the disposal of land and property.

2. Background

2.1 Swinton Town Centre has excellent transport links and the town centre previously consisted of a number of public service provisions as well as independent and national retailers. Over the last few years various services have been relocated and buildings demolished leaving a cleared site which is in need of redevelopment. There remains a strong community with well-used but tired facilities. To bring about regeneration and improve the Town Centre new housing and a community focussed redevelopment is proposed.

2.2 A report was considered by Cabinet in October 2017 which detailed a number of options for Swinton Town Centre. Five options were considered:

- Option 1: The site to remain in its present state with no action or intervention
- Option 2: Sale on the open market
- Option 3: Development through a potential Special Purpose Vehicle for housing and regeneration
- Option 4: Development of grant-funded affordable housing, rather than a mixed tenure provision.
- **Agreed Option** 5: Submission of a Development Brief to developers together with the acquisition of the integral site. This was the agreed option.

2.3 The approved option involved the issuing of a Development Brief in the form of a Prior Information Notice (PIN) to test the market appetite for a development partner to lead the regeneration of the Swinton Town Centre site.

2.4 In total 8 responses were received demonstrating a healthy appetite for the scheme. The responses have been presented to Ward Members as well as Council officers and the proposals have helped to refine the aims and objectives for the redevelopment.

2.5 An officer workshop was held on the 4th September 2018 to further clarify the aims and objectives for the redevelopment, these are set out below. The workshop identified four key deliverables (community facilities, housing, public realm and green space) which would bring about the regeneration of Swinton Town Centre; these have been considered in terms of their regenerative and financial impact.

2.6 It is proposed that a competitive procurement process will enable developers to deliver a revitalised town centre. In summary, the Development Brief will stipulate the delivery of new housing together with improvements to Council owned assets which will remain in the Council's ownership. The developer's ability to deliver the Council's requirements will be assessed through the production of a masterplan, accompanying financial appraisal and commentary which details their capability and capacity to deliver, and the rationale behind the masterplan. Although the Development Brief will guide developers to meet the Council's requirements the detail of the scheme will come from the chosen developer's submission. The following will be conveyed to the bidders through the Development Brief.

2.7 Community Facilities: The current community facilities are well-used and have the potential to be the heart of the town for both existing and new residents. It is for this reason that the Council wish to take the opportunities provided by the delivery of new development, on the vacant area to the rear of the site, to co-design the library service, civic hall and other community facilities alongside the local community and partnerships in order to ensure that the Council are meeting their needs and creating a welcoming well-designed and well-regarded 'Community Hub'.

2.8 The existing library is owned and operated by the Council. It was built in 1975 and is a typical 1970's concrete construction, and externally the building is in an unsatisfactory condition, both aesthetically and functionally. Internally the property is tired and would benefit from refurbishment. The Civic Hall is owned by the Council and is well used, being occupied most evenings and frequently in the daytime and accommodates a not-for-profit community café. Constructed in 1972 the building is generally in a serviceable condition, however the roof is in need of attention and internally the building is showing signs of disrepair.

2.9 The Development Brief will encourage bidders to rationalise the community facilities into one building, either by providing a new building or through the refurbishment of an existing building. The economies of scale brought about by this rationalisation are anticipated to bring about a reduction in maintenance costs in the future and the immediate repair costs anticipated by retaining the buildings in their current condition. The revenue costs of the community buildings are summarised in Exempt Appendix 2.

2.10 The rationalisation of the community buildings will require some capital investment, which is expected to be part of the development and thus likely to reduce any potential capital receipts from the wider site accordingly.

2.11 Housing: The vacant site could support a minimum of 70 units across the site, 50 on the lower, 20 on the upper site. Developers will be asked to provide innovative, aspirational housing which will drive a regenerative change in the neighbourhood. Developers will be encouraged via the development brief to have at least 25% of the site attributed to affordable housing and adhere to the Council's affordable housing policy. However this is subject to viability.

2.12 Public Realm and Greenspace: There are currently problems with vandalism and anti-social behaviour (ASB) associated with the existing public realm. The Development Brief will require bidders to put forward measures to design out the potential for ASB and encourage the community to use and take pride in the public realm and greenspace provision. It is anticipated that the maintenance of the public realm will be passed to a management company thus alleviating the Council of maintenance costs and ensuring maintenance in perpetuity.

2.13 Retail: Transferring the ownership of the existing retail units (which have Council housing above) is not considered to be a suitable option as retail analysis has shown that the existing units are popular. The Council will therefore retain ownership and Developers will be asked to improve the frontage of the parade of residential and retail units by providing a suitable, contemporary façade which amalgamates and complements the new retail and civic hall provision there will also be the opportunity to provide one or two new additional larger units as part of the development.

2.14 The retail units have a maintenance backlog and the associated public realm is dated. The Development Brief will request that this is addressed through the redevelopment and bidders will be asked to provide low maintenance solutions in their proposals.

2.15 Proposals to upgrade the existing retail units or improve the public realm could reduce the potential capital receipt to the Council. A final scheme will be subject to Planning.

2.16 Revenue costs and income are detailed in Exempt Appendix 2.

3. Key Issues

3.1 The sites are shown in Appendix 1.The Development Brief for the procurement process is for the site 1 and site 2. The market will be asked to consider the site as a whole.

3.2 The detail of the final design will be determined by the developer submissions and it is likely that the site (or elements of the site) will be taken out of Council ownership and disposed of to the successful developer. The existing retail units, the new community hub and garage units are proposed to remain in the ownership of the Council.

3.3 The land value is contained in Exempt Appendix 2. As the Development Brief will ask for improvements to the public realm, existing retail offer and new or refurbished community facilities (the library and Civic Hall) there will be a cost associated with this. It is therefore recommended that Cabinet agrees that the capital receipt is likely to be less than market value in exchange for these outcomes to be delivered. The value of the enhancement and regenerative works will be no less than the reduction to the market value received. The use of the competitive process through the OJEU will result in the best value for the site being brought back to the Council.

4. Options considered and recommended proposal

4.1 In response to the release of the Prior Information Notice (PIN) developer interest has been proven and through consultation the aims and objectives for the site have been considered, see section 2.0 above, this exercise leads to two options to consider in moving the project forward:

- Option 1: Seek the maximum capital receipt from the land value (Exempt Appendix 2). This option is essentially equivalent to sale on the open market which was originally considered and rejected at Cabinet in October 2017; however for the sake of comparison it is included. This option seeks the maximum financial value generating aspects to the development, i.e. housing and privately owned retail units, thus reducing the qualitative benefits to the Community by refurbishing or providing new community facilities.
- Option 2: Forgo some of the capital receipt (Exempt Appendix 2) to achieve benefits to the Council and community. A reduction in the capital receipt will allow the improvement and redevelopment of the area. It will provide rationalised and improved community facilities and improvements to the retail and residential units, which all remain as Council assets. This option will also mitigate some revenue pressures on the Council for the backlog maintenance and repair of the existing buildings and public realm.

4.2 Option 2 is recommended to bring about the maximum regenerative impact and mitigate future costs to the Council. In order to deliver this option a full development brief is to be submitted to the market via the OJEU open procedure.

5. Consultation

5.1 Ward Members and members of the Stakeholder Working Group have been consulted on the submissions received in response to the Prior Information Notice, from these consultations and in line with recommended Option 2 the aims and objectives of the Development Brief have been captured. Further consultation with these parties will be undertaken in respect of the detailed proposals received in response to the Development Brief. Any future scheme will also be subject to the planning process which will also include consultation.

6. Timetable and Accountability for Implementing this Decision

6.1 The Development Brief will be ready to be submitted to the market in early 2019, if approved by Cabinet. The Open Procedure through the OJEU is proposed and bidders will be given approximately 6 weeks to respond. The bidder's submissions will be evaluated in accordance with procurement procedures and requirements. A preferred developer will be identified in May 2019 and a subsequent Cabinet report scheduled for July 2019.

7. Finance and Procurement Implications

7.1 An Open Procedure through the OJEU is proposed, the process will begin in January 2019 and complete in May 2019.

7.2 The Council currently owns and maintains the following properties on the site: - the customer service centre, civic hall, library and shop units. The details of running costs, backlog of repairs and estimated site valuation are contained in the Exempt Appendix 2.

7.3 Under the redevelopment some of the future repair costs on these 3 buildings may be avoided.

7.4 It is unlikely that there will be any revenue savings on these buildings as a result of the redevelopment. There will be some buildings which continue to be owned and operated by the Council and thus will still incur running costs.

7.5 It is not expected that the income from the shops will be adversely impacted. In fact an improvement in the general appearance of the site will likely mean that units are more sought after and potentially reduce void periods.

7.6 Any capital receipt generated will contribute towards the minimum £2m a year required as part of the Council's budget.

7.7 The redevelopment will also create some housing, which in turn will benefit the Council in terms of Council Tax and New Homes Bonus.

8. Legal Implications

8.1 A development agreement will be concluded between the Council and the appointed developer. The appropriate process whereby the successful developer is to be identified is set out within the body of the report.

8.2 It is likely that the disposal of the site to the successful developer will be at less than best consideration. The Council can dispose of property at less than best consideration (the difference between fair value and the proposed consideration) that can reasonably be obtained so long as it does not exceed £2m, and the Council considers that the disposal and redevelopment will help to secure the promotion or improvement of the economic, social or environmental wellbeing of its area. As such it is considered that the site may be disposed at less than best consideration in these circumstances.

9. Human Resource 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 chosen option will focus on the provision of family housing within a range of market and affordable housing options, which are likely to enhance the lives of children, young people and vulnerable adults. The new enhanced community provision will increase services to the entire community, in particular young families, the elderly and other vulnerable adults by allowing the existing community work to continue and flourish.

11. Equalities and Human Rights Implications

11.1 None.

12. Implications for Partners and Other Directorates

12.1 There will be implications for the Library service and the process and developer submissions will be shared with the service and a project team approach will be implemented.

13. Risks and Mitigation

13.1 The refurbishment of the retail units and the improvements to the community facilities and public realm may not be covered within the cost envelope for this project i.e. the additional requirements from the Council cost more than the value of the land. This would result in the project requiring gap funding which may not be available.

13.2 The requirements of the Council to refurbish and retain the retail and community facilities may result in a lack of interest from the market. However the process of market testing via the PIN process has assisted in mitigating this risk, although the full viability will be obtained via the full procurement route.

14. Accountable Officer(s)

Paul Woodcock, Acting Strategic Director, Regeneration and Environment
Paul Smith, Head of Asset Management
Lindsay Johnson, Strategic Asset Manager
Lorna Vertigan, Senior Programme Manager

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance and Customer Services	Julie Copley	01.10.2018
Assistant Director of Legal Services	Stuart Fletcher	26.09.2018
Head of Procurement	Lorna Byne	25.09.2018
Assistant Director of Human Resources	John Crutchley	25.09.2018

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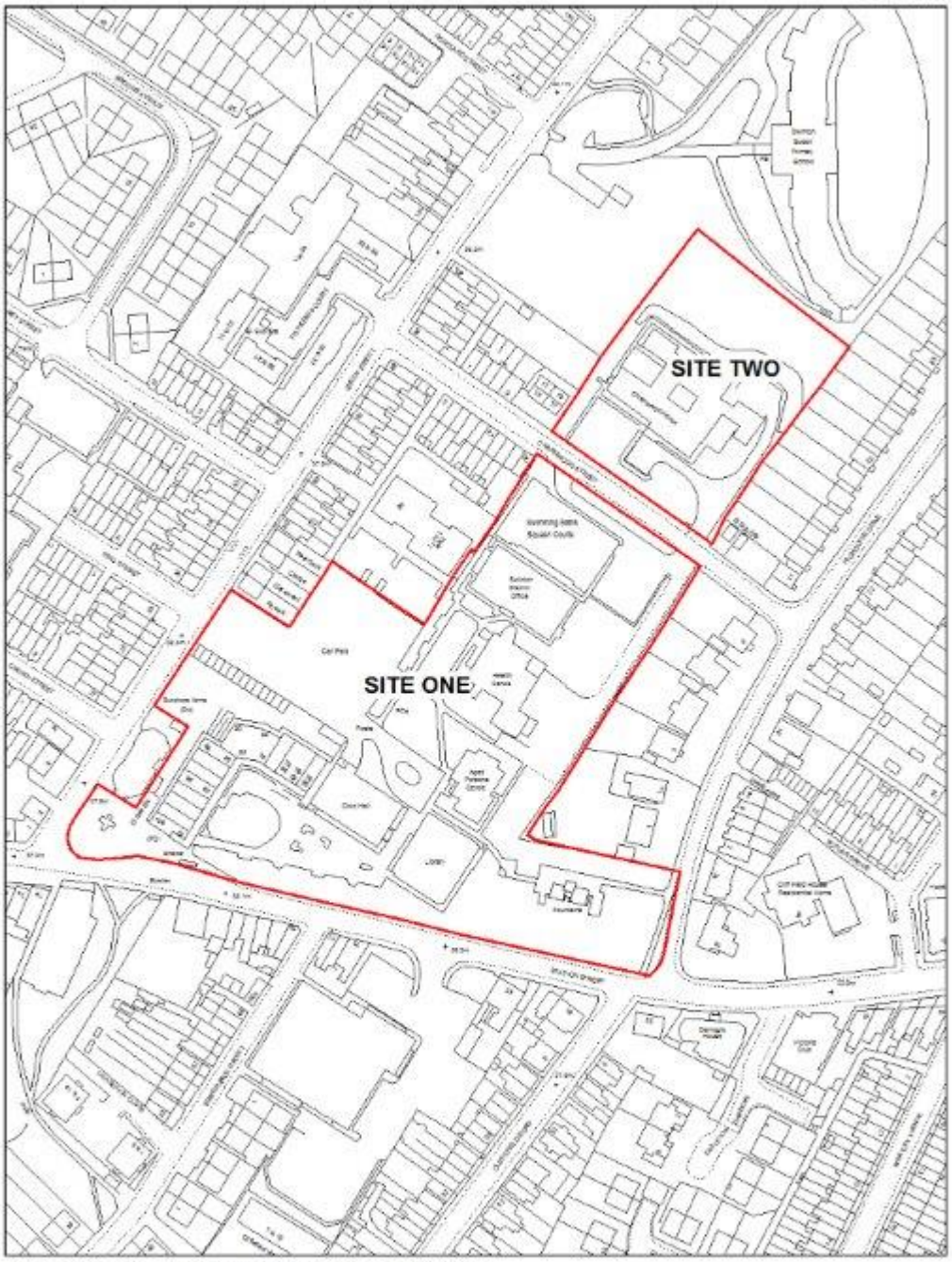
APPENDIX A



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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Community Energy Switching Scheme

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

Strategic Director Approving Submission of the Report
Paul Woodcock, Acting Strategic Director of Regeneration and Environment

Report author(s):
David Rhodes, Environment, Energy and Data Manager
01709 254017 or david.rhodes@rotherham.gov.uk

Wards Affected
Borough-wide

Executive Summary
This proposed community energy switching scheme would be open to all Rotherham residents and would reduce the number of households paying high tariffs for gas and electricity and reduce fuel poverty. Although the scheme would be open to all residents it should be particularly beneficial to hard to reach and vulnerable tenants to assist them to identify and change to a cheaper tariff. Residents could save around £200 to £300 per year in an average 3 bedroom semi-detached houses.

At its meeting on 9 July 2018 Cabinet received a report on a Community Energy Switching Scheme and agreed that a feasibility study be undertaken and this report be brought back to Cabinet for consideration.

Having completed the feasibility study the purpose of this report is to obtain approval to carry out an OJEU procurement process to identify a potential partner to develop a community energy switching scheme and inform a business case that will be developed based on the results of the tender.

Recommendations

1. That approval be given to the OJEU procurement process to identify a potential partner to develop a community energy switching scheme and inform a business case that will be developed, based on the results of the tender.

2. That the business case and Tender Evaluation Report be submitted to Cabinet for approval.

List of Appendices Included

Appendix 1	Feasibility Assessment Notes and Operating Arrangements of Community Energy Switching Schemes.
Appendix 2	Initial Equalities Impact Assessment
Appendix 3 (Exempt)	Financial Feasibility Results and Details of Typical Commission Received.

Background Papers

Community Energy Switching Scheme - Cabinet and Commissioners' Decision Making Meeting – 9 July 2018.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Overview and Scrutiny Management Board – 28 November 2018

Council Approval Required

No

Exempt from the Press and Public

While the main report is an open item, exemption for Appendix 2 is requested 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, as it contains sensitive commercial information with regards to the Council's contracts

Community Energy Switching Scheme

1 Recommendations

1.1 That approval be given to the OJEU procurement process to identify a potential partner to develop a community energy switching scheme and inform a business case that will be developed, based on the results of the tender.

1.2 That the business case and Tender Evaluation Report be submitted to Cabinet for approval.

2. Background

2.1 At its meeting on 9th July 2018 Cabinet received a report on a Community Energy Switching Scheme and agreed that a feasibility study be undertaken and this report be brought back to Cabinet for consideration.

2.2 Twelve potential community energy switching scheme organisations have been assessed for feasibility through a process of internet searches; telecons and meetings. Feasibility notes and details of operating arrangements are at Appendix 1. Financial information and commercial confidential data is at the exempt Appendix 3.

3 Key Issues

3.1 There are numerous organisations operating community energy switching schemes, many with different methods of operation and management. The Council will need to select a provider and potential partner that provides the best financial and quality option for a new scheme through the procurement process.

3.2 The operating arrangements of a scheme should ensure that:

- The Council should develop a scheme that offers fair, simple and clear prices and good customer service. The scheme will be open to all Rotherham residents.

- The Council should explore the possibility of offering a renewable energy tariff.

- Asset Management shall engage with community groups, voluntary sector groups, Housing and Neighbourhood Services, Customer Information and Digital Services, Communications & Marketing and Equality & Diversity to inform the development of a marketing and communication strategy.

- The Council may receive a commission from the partner organisation selected, which may be reinvested to provide additional resources to develop, market and support the scheme in Rotherham. A breakdown of the potential commission to support a scheme is at Appendix 3.

- An initial budget would be required to set the scheme up for marketing, support and operation. Resource requirements include:

    - Community Energy Officer. Responsible for developing, operating, marketing, communication and supporting residents joining the scheme. It is envisaged that 1 officer will be required for year 1 and an additional officer will be required in years 2 and 3 once the scheme expands.

    - Marketing and communication. Promoting the scheme through different media, arranging public marketing events and communicating to all stakeholders.

3.3 Initial revenue and cost projections illustrate that any up-front costs should be repaid through the money received from the partner organisation for each meter signed up for a year. However, this is dependent upon the speed of take-up by residents, so there will be a period when revenue funding is required to support the project. Void Council properties would need to be included in the scheme to make it financially viable.

3.4 An energy price cap has been proposed by OFGEM based on a typical dual fuel customer on a poor value default tariff. The cap should be set at £1,136 per year and should be confirmed in November and come into effect in December 2018. The cap is expected to save £75 a year on average and more than £120 a year for those on the worst tariffs.

3.5 The cap will affect around 11 million households and savings will vary depending on the tariff households are on, the amount of energy used, how it is paid for and the type of fuel used. The level of the cap will be updated twice a year in April and October and will last until 2023 at the latest.

3.6 A comparison was carried out on 14th September 2018 to assess the potential savings in addition to the energy price cap. There are hundreds of tariffs and variables so this has been based on:

- A standard variable rate (STR) with paper bills.
- monthly direct debit payments
- for a standard 3 bed semi-detached house

Using a comparison website there is a potential saving of:

	Household Savings per Year	
	Before Cap	After Average £75 Cap
Using the same supplier with a different tariff	£108	£33
Switch using one of the big 6 suppliers	£317	£242
Switch with smaller provider	£383	£308

The comparison shows that significant savings are expected to be achievable after the cap is introduced.

4 Options Considered and the Recommended Proposal

4.1 **Option 1 –** Do not develop a community energy switching scheme and let residents manage their own tariff changes through comparison websites such as uswitch, comparethemarket.com or moneysupermarket.com.

4.2 **Option 2 -** Carry out an information campaign for residents to inform them of the potential savings; comparison sites; the big 6 energy companies; and run specified days at Riverside House (and other Council sites e.g. libraries) to assist residents (especially vulnerable residents) wishing to switch but lacking the confidence, IT knowledge or equipment. This would be a short term support programme.

4.3 **Option 3 –** Develop a community energy switching scheme. A partner / provider would need to be awarded the contract through a fully compliant OJEU procurement process.

4.4 Option considerations:

- Options 1 and 2 would not require additional staffing resources.
- Option 2 would require a marketing budget. This option could be seen to be endorsing energy companies on the comparison websites without knowing a great deal about them. This could result in residents asking for further support and blaming the Council for any failures of energy companies. The Council would need to be careful that residents in receipt of warm home discount do not lose out by switching.
- Option 3 is the recommended option. This would require an initial revenue budget to develop and manage the scheme. This option is preferred as it would provide the greatest continuous benefit the residents of Rotherham and over a 3 year period would be cost neutral to the Council if the projected take up figures are achieved.

5. Consultation

5.1 Consultation was carried out with Housing & Neighbourhood Services. A concern was initially raised about including void Council properties and the benefits of a future scheme compared to current arrangements, however following discussion, this has now been resolved. The Voids Team will need to be involved in developing the scheme criteria used in the procurement process.

6. Timetable and Accountability for Implementing this Decision

6.1 If approval is given to the recommendation as presented above, this will be actioned immediately and the criteria developed and procurement process instigated.

6.2 The OJEU procurement process can take at least 6 months to complete. On completion of the bid evaluation a Tender Evaluation Report will be taken to Cabinet for award approval.

6.3 Estimated time frame to launch a community energy scheme, if approved, is 12 months including: the procurement process; award approval; partner pre-contract meetings; scheme development (brand, website, marketing plan and communication) and liaison with voluntary sector groups, community groups and relevant Council services.

7. Financial and Procurement Implications

7.1 The exempt Appendix 3 provides headline financial information received from potential bidders, as part of the feasibility work undertaken. In order to deliver the scheme, it has been assumed that 2 FTEs will be required, together with a small marketing budget. Projected resource requirements are:

Resource	**Annual Cost (£)**		
	Year 1	**Year 2**	**Year 3**
Community Energy Officer (Band D)	24,500	25,000	25,500
Community Energy Officer (Band A)		23,500	24,000
Marketing and Communication	4,000	3,000	2,500
TOTAL	**28,500**	**51,000**	**52,000**

A total cost for marketing, operation and administration, based on the scheme operating for 3 years is £122,546. On the basis of the anticipated take-up of the scheme, it is estimated the project will be self-financing over a 3 year period.

An initial revenue budget will be required, before take-up of the scheme begins to increase. The true financial position will not be known until the tender process has taken place. On the basis of the feasibility work undertaken, it is anticipated that the tender outcome will be marginal from a financial point of view, so the Cabinet may also wish to consider the wider social benefits that the project will deliver.

7.2 The report details that there is a competitive market capable of delivering the services detailed within this report. The Council therefore would need to ensure that any arrangements entered into are done so following a fully EU compliant procurement procedure.

8. Legal Implications

8.1 OFGEM introduced the Retail Market Review (RMR) reforms late in 2010 to make the retail energy market simpler, clearer and fairer for consumers. The domestic RMR recognised that white label partnerships have the potential to deliver greater consumer choice and competition. White label partnerships must comply with the RMR rules.

8.2 Charging for services is only permitted on a pure cost recovery basis, i.e. a surplus that equates to 'profit' cannot be generated without the formation of a trading company.

8.3 Other partnership arrangements being made by Local Authorities have a minimum 3 – 5 year contract. There are break clauses included in these contracts should one or both partners want to end the project. It is anticipated the Council would make similar arrangements.

8.4 The Council would enter into a partnership arrangement with a provider following an EU compliant tender in accordance with Utilities Contract Regulations 2016. The partner supplier would be responsible for the supply of gas and electricity to the customers of the partnership and the partner provider will be obligated to comply with the supply license conditions.

9. Human Resources Implications

9.1 The recruitment of additional staffing resources would be required should the business case and Cabinet report be approved following the OJEU procurement process as detailed in 3.2.

10. Implications for Children and Young People and Vulnerable Adults

10.1 The scheme should benefit households to reduce the cost of energy and reduce fuel poverty.

11. Equalities and Human Rights Implications

11.1 The energy supply offer will be made available to all households in Rotherham. An initial Equalities Impact Assessment has been carried out at Appendix 2. The assessment is a working document and will be updated as more data, information and actions are obtained.

12. Implications for Partners and Other Directorate

12.1 The implications for Housing Services have been included in the report.

12.2 The success of the scheme will require support from all relevant Council departments to communicate and engage with hard to reach and vulnerable tenants to identify and change to a cheaper tariff.

13. Risks and Mitigation

13.1 The Council or energy provider cannot guarantee that a given tariff will always be the cheapest. Online comparison sites may (but not always) provide the best saving, however a community energy switching scheme is aimed at residents that are unable or not confident enough to switch energy providers. The energy supply market is volatile and the cheapest market price can be superseded the next day by another provider.

13.2 There is a reputational risk for the Council. Consumer complaints about billing and the Council may receive the criticism for any price increases set by the partner energy company. Customer service and customer retention performance would have to be regularly monitored.

13.3 There is a financial risk to the Council if the number of residents that sign up to the scheme is insufficient to cover the marketing and administration costs. The energy cap that is expected in December will increase the risk and householders may believe the cap results in the best saving. Marketing and communication will need to address this. The Council would need to consider pulling out of the scheme in order to mitigate on going losses if this was the case.

14 Accountable Officer(s)

Paul Smith, Head of Asset Management

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services (S.151 Officer)	Kavita Ladva	29.09.2018
Assistant Director of Legal Services (Monitoring Officer)	Jon Baggaley	14.09.2018
Assistant Director of Human Resources (if appropriate)	John Crutchley	10.09.2018
Head of Procurement (if appropriate)	Karen Middlebrook	19.09.2018

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Appendix 1
Feasibility Assessment Notes and Operating Arrangements of Community Energy Switching Schemes.

ichoosr

a. Governance and Operation.
ichoosr is a privately owned international company (4 countries) that facilitates collective energy switching energy auctions with licensed suppliers (1 - 3 auctions each year). The aim is to secure reduced tariffs through group purchasing. Participants sign up for energy auctions following a set process:
- Residents sign up for the scheme free of charge.
- Participants are included in the next quarterly auction.
- A personal offer (tariff) is offered to participants post auction.
- Participants accept or decline the offer/tariff.

The process can take up to 12 weeks to switch. Partner organisations (e.g. Local Authorities) marketing the scheme in their area receive a small commission for each resident that signs up to the scheme and adopts a new tariff.

b. Contract Terms.
The Council contract with ichoosr would be for 3 years. Supply contracts will depend on the type ichoosr decide to auction for and could include dual fuel, separate contracts or electricity-only.

c. Customer Benefits.
Residents benefit from an offer for electricity or gas that should suit their circumstances and should result in a saving.

d. Customer Service Standards.
Ichoosr commit to providing a helpdesk that deals with customers telephone calls and e-mail enquiries in a timely manner.

e. Is the scheme open to all Rotherham tenants?
Yes and the scheme is also open to residents without any contract arrangements with the Council.

f. Payment Arrangements.
Payment terms include direct debit, standard credit and prepayment meter. Pricing includes fixed price, variable price or capped price with billing through direct debit; online; paper or other arrangements.

g. Marketing and Communication Support.
Training is provided for Council staff (call centre) to support the scheme internally. The Council are responsible for communicating and promoting the scheme to residents and providing a link on the Council website to enable residents to register. The Council need to facilitate the registration of residents who do not have access to internet / e-mail address.

h. Community Energy Switching Brand.
Ichoosr have their own brand.

i. Void Arrangements.
This scheme does not include voids.

j. Level of Customer Take Up.
Since the scheme started ichoosr claim to have facilitated over 150 auctions with over 1.5 million offers accepted by customers.

k. Additional Offers.
A solar panel scheme for private residents is on offer.

l. Warm Home Discount Scheme.
No.

m. Remarks.
All UK registrants are put into one single group in order to maximise the economy of scale and group buying power.

Robin Hood Energy

a. Governance and Operation.
Robin Hood Energy (RHE) is a national not-for-profit licensed energy provider that is owned by Nottingham City Council. They employ 160 - 180 staff dealing with customer services; billing; back office functions; wholesale buying; regulatory compliance and metering services associated with energy provision.
Potential customers sign up to the scheme and are offered a tariff depending on their circumstances. The customer can either accept or reject the offer. If accepted RHE will carry out the transfer similar to any other licensed supplier.

b. Contract Terms.
RHE have a number of white label arrangements including White Rose Energy and Great North Energy.
RHE has stated that a partnership contract would be better arranged through another white label partner rather than Robin Hood Energy direct. The cost to set up new partnerships and the potential customer base from Rotherham alone may not be sufficient for RHE to invest in.

c. Customer Benefits.
Potential cheaper energy tariff. Those that are on an 18 month fixed tariff are moved to the cheapest available peak tariff once the contract term expires. This arrangement is not available to customers on the 12 month tariff at the moment. Online account management is available.

d. Customer Service Standards.
Customer helpline wait times are 2 minutes maximum and within 1 minute for 70% of customers. Return calls are made within 48 hours.

e. Is the scheme open to all Rotherham tenants?
Yes, including single fuel customers.

f. Payment Arrangements.
Payment terms include direct debit, standard credit and prepayment meter. Pricing includes fixed price, variable price or capped price with billing through direct debit; online; paper or other arrangements

g. Marketing and Communication Support.
N/A

h. Community Energy Switching Brand.
Yes.

i. Void Arrangements:
RHE has a dedicated voids team. Void properties are given £5 credit per meter and standing charges are waived for 40 days.

j. Level of Customer Take Up.
over 100,000.

k. Additional Offers.
Nil.

l. Warm Home Discount Scheme.
Yes

m. Remarks.

RHE has a UK based call centre with live chat and email helpdesk. When asked about recent reports of price increases and financial stability the response was:

- The standard variable tariff hadn't changed for 18 months and increased after the big 6 raised their tariff.
- Company debt report for 2016/17 showed a deficit as expected.
- Now at critical mass of customers to break even (over 100,000) and expected to break even for 2017/18.

Great North Energy

a. Governance and Operation.
Doncaster Council has established a 'white label' partnership agreement with Robin Hood Energy and set up their own community energy switching brand and website called Great North Energy (GNE). The scheme offers domestic energy tariffs to Doncaster residents and the provision of energy and billing is managed by Robin Hood Energy.
A white label provider is an organisation (The Council) that does not hold a supply licence and instead partners with a licensed supplier (Robin Hood Energy) to offer gas and electricity using its own brand (Great North Energy).

b. Contract Terms.
The Council would agree a contract with Doncaster Council and a service level agreement with RHE.

c. Customer Benefits.
Same as RHE.

d. Customer Service Standards.
The majority of the customer facing activity and marketing is undertaken by existing staff (Doncaster has 3 x Neighbourhood Energy Officers whom are externally funded and St Leger Homes Tenant Liaison Officers). Other standards the same as RHE.

e. Is the scheme open to all Rotherham tenants?
Yes.

f. Payment Arrangements.
Same as RHE.

g. Marketing and Communication Support.
Doncaster Council will assist with marketing and have developed a portfolio of marketing resources. Great North Energy brand would be promoted with a Rotherham Council label alongside Doncaster Council.

h. Community Energy Switching Brand.
Yes, would be available to partner organisations.

i. Void Arrangements:
Same as RHE

j. Level of Customer Take Up.
To date (25th April 2018) they have secured approximately 2,300 meters equating to around 1,300 customers including void Council properties (Doncaster Council record meters contracted rather than customers to provide a better commercial overview). Additional meters are coming into contract at a rate of approximately 100 per week.

k. Additional Offers.
Nil.

l. Warm Home Discount Scheme.
Yes.

m. Remarks.
Doncaster Council is looking at the feasibility of applying for a supply license and expanding the scheme to include commercial energy for SME's and possibly for Council properties.
Barnsley Council has awarded their 'white label' energy partnership scheme to RHE, using the Great North Energy brand. The scheme will start with their voids on 1st October 2018, with a launch to the wider community to follow.

White Rose Energy

a. Governance and Operation.
Leeds City Council has established a 'white label' partnership agreement with Robin Hood Energy and set up their own community energy switching brand and website called White Rose Energy (WRE). The scheme offers domestic energy tariffs to Leeds (and Yorkshire) residents and the provision of energy and billing is managed by Robin Hood Energy.

b. Contract Terms.
The Council would agree a contract with Leeds City Council and a service level agreement with RHE. Bradford and Calderdale are current partners and Kirklees is a potential partner for the future.

c. Customer Benefits.
Same as RHE.

d. Customer Service Standards.
WRE has a suite of KPIs that are monitored and reported monthly.

e. Is the scheme open to all Rotherham tenants?
Yes, the scheme is open to all Yorkshire residents even without a partnership agreement.

f. Payment Arrangements.
Same as RHE.

g. Marketing and Communication Support.
WRE will assist with marketing and have developed a portfolio of marketing resources that could have a Rotherham brand alongside White Rose Energy. Assistance will be provided towards printing leaflets.

h. Community Energy Switching Brand.
Yes, would be available to partner organisations.

i. Void Arrangements:
Same as RHE

j. Level of Customer Take Up.
The scheme has been operational for 2 years and secured approximately 7,000 customers across the region. Take up includes approximately 3,500 voids per year.

k. Additional Offers.
Nil.

l. Warm Home Discount Scheme.
Yes

m. Remarks.
Take up was less than expected.

Bristol Energy

a. Governance and Operation.
Bristol Energy (BE) is a licensed not-for-profit energy supplier owned by Bristol City Council.

b. Contract Terms.
White label arrangements have been considered previously with other Local Authorities but not taken up. A white label arrangement with Rotherham Council is an option that would be considered but it would have to be commercially viable for BE.
BE will be responsible for customer facing activity such as billing; back office functions; wholesale buying; regulatory compliance and metering services associated with energy provision.

c. Customer Benefits.
BE focus on social values and for every fuel contracted £15 is invested back into the community through a Fuel Good Fund to help households in fuel poverty. A similar scheme could be set up for Rotherham.

d. Customer Service Standards.
Customers are provided with the best tariff option depending on their circumstances. This may not always be the cheapest option.

e. Is the scheme open to all Rotherham tenants?
The scheme would be open to all Rotherham residents.

f. Payment Arrangements.
Payment arrangements include monthly; quarterly or pre-paid. Online account management is available.

g. Marketing and Communication Support.
Support could be provided for marketing and communication but the arrangement would need to be discussed.

h. Community Energy Switching Brand.
Rotherham could use the BE brand or develop their own (at an additional cost).

i. Void Arrangements:
Voids are not included but this may change in the future.

j. Level of Customer Take Up.
To date 130,000 meters have been supplied with fuel by BE.

k. Additional Offers.
A smart meter roll out programme is in place and this would be available to Rotherham tenants.

l. Warm Home Discount Scheme.
Yes

m. Remarks.
BE would incur costs to set up a white label partnership agreement with Rotherham Council and as such these would need to recouped through the commission payments. Costs would also be incurred by Rotherham Council to set up a white label agreement.
BE has a target to be profitable by 2021.

Our Power

a. Governance and Operation.
Our Power is a not for profit licensed energy supplier based in Edenborough and owned by a combination of social housing providers, community organisations and local authorities. Partners include Bath and North East

Somerset Council; Bath & West Community Energy; Community Energy South; Hartlepower; Hebrides Energy and The Isles of Scilly.

b. Contract Terms.
Service level agreement with termination options.

c. Customer Benefits.
Our Power operates 2 main tariffs and specific regional area tariffs that suit targeted areas. Tariffs are fixed or variable with no exit fees.

d. Customer Service Standards.
Helpline waiting times are 2 minutes maximum and return calls are made within 48 hours.

e. Is the scheme open to all Rotherham tenants?
Yes, district heating customers only eligible for 1 fuel (electricity).

f. Payment Arrangements.
Dependant on chosen tariff.

g. Marketing and Communication Support.
Our Power has a suite of materials that could be branded for Rotherham.

h. Community Energy Switching Brand.
Yes.

i. Void Arrangements.
Our Power has a process for clearing previous tenant debt, installing new meters and standing charges are waived for a set period.

j. Level of Customer Take Up.
Approximately 200,000 customers.

k. Additional Offers.
A fee would be available for referrals to be negotiated.

l. Warm Home Discount Scheme.
Yes

m. Remarks.
No financial information relating to the organisation profit or stability was available.

Engie

a. Governance and Operation.
Engie is a global privately owned licensed supplier providing various services (energy, FM, regeneration) to public and private organisations. The company provides the FM on the Council's Schools PFI contract, as a subcontractor to Transform Schools (Rotherham) Limited and has an office in the Borough. Engie has expressed an interest in setting up a white label arrangement and develop a Rotherham energy brand. The company has developed a white label arrangement with Cheshire West & Chester which is due to be launched before Christmas 2018.

b. Contract Terms.
The minimum contract term would be 4 years as Engie would be investing a significant amount of capital to develop a white label arrangement and brand for Rotherham.

c. Customer Benefits.
Rotherham residents could benefit from reduced energy tariffs and community energy initiatives. Customers who reach the end of their fixed term without choosing a new tariff will be automatically put onto the cheapest comparable tariff available to them. Supplies 100% renewable energy. Specialist support for vulnerable customers would be provided.

d. Customer Service Standards.
Engie ranks 2nd out of 50 suppliers for customer service in the Citizens Advice Bureau ratings: KPI data:

Customer Satisfaction Criteria	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18			
Average Call Waiting Time (seonds)	-	-	-	-	-	-	28s	38s	25s	26s	31s	55s	77s			
% Call Answered	86%	90%	95%	82%	90%	85%	97%	98%	98%	99%	97%	96%	93%			
% Emails responded within 120 hours	100%	100%	85%	11%	91%	44%	91%	100%	100%	94%	79%	85%	29%			
% Bill run completed on time	91	91	94	94	94	97	97	97	98	98	98	98	98			
Voice of the Customer Score (Max 5)	-	-	-	-	-	-	4.5	4.5	4.6	4.6	4.5	4.5	4.6			

e. Is the scheme open to all Rotherham tenants?
Yes.

f. Payment Arrangements.
Payment arrangements include monthly; quarterly or pre-paid depending on tariff. Online account management is available.

g. Marketing and Communication Support.
Assistance will be given to develop and implement a marketing plan; develop a brand and website and create a suite of customer communications and documents.

h. Community Energy Switching Brand.
Rotherham could develop their own brand and website.

i. Void Arrangements.
Prepayment meters are reset; £5 Emergency credit is automatically added to each meter; the old debt management process is being developed and details to be confirmed.

j. Level of Customer Take Up.
New white label scheme due to be launched.

k. Additional Offers.
A number of potential schemes may be available to Rotherham such as the solar and battery scheme for social housing.

l. Warm Home Discount Scheme.
Yes.

m. Remarks.
Engie also have a number of other energy related projects that the Council will pursue outside the community energy scheme.
Engie would be responsible for customer facing activity such as billing; back office functions; wholesale buying; regulatory compliance and metering services associated with energy provision.

Fairerpower Red Rose

a. Governance and Operation.
Fairerpower is a partnership between Cheshire East Council, Preston City Council and OVO Energy.

b. Remarks.
Contacted by email, no reply

Community Energy South

a. Governance and Operation.

b. Remarks.
Contacted by email, no reply

Big Clean Switch

a. Governance and Operation.
A comparison site using suppliers with green credentials. Works with Greater Manchester Combined Authority.

b. Remarks.
No community energy schemes available.

Energy Efficiency Savings Ltd

a. Governance and Operation.
(partner with Drax).

b. Remarks.
Not considering any community switching scheme involvement. Involved in large scale energy saving programmes with private and public organisations.

Solaplicity

a. Governance and Operation.

b. Remarks.
Not considering any community switching scheme involvement. Involved in large scale energy saving programmes with private and public organisations.

Appendix 2

Initial Equalities Impact Assessment

RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)

Under the Equality Act 2010 Protected characteristics are Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity. Page 6 of guidance. Other areas to note see guidance appendix 1	
Name of policy, service or function. If a policy, list any associated policies:	Community Energy Switching Scheme
Name of service and Directorate	Asset Management, Regeneration and Environment
Lead manager	David Rhodes
Date of Equality Analysis (EA)	13/09/18
Names of those involved in the EA (Should include at least two other people)	David Rhodes & Paul Maplethorpe
Aim/Scope (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1 A community energy switching scheme aims to reduce the cost of living for people by getting a fair price on gas and electricity.	
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 Ofgem has reported that around 57% of non-prepayment meter consumers remain on poor value standard variable rates, which can be as much as £300 a year more expensive than the cheapest deals on the market. However, more than one in five households across the UK now get their energy from small/medium-sized suppliers, leaving the largest six suppliers with a record-low market share. During 2017, 5.1 million electricity consumers and 4.1 million gas consumers switched supplier, which was the highest number for almost a decade. Many of the customers switched for the first time.	
Engagement undertaken with customers. (date and group(s) consulted and key findings) See page 7 of guidance step 3	No engagement has been undertaken with potential customers. This will be carried out during the development phase if sanctioned.

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	Engagement carried out with Housing / Voids Team.
The Analysis	
How do you think the Policy/Service meets the needs of different communities and groups? Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, 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 scheme will be open to all communities and groups.	
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 scheme should improve communities; reduce fuel poverty and there are no known problems or barriers. **What affect will the Policy/Service have on community relations?** Identify by protected characteristics Positive.	

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.

Equality Analysis Action Plan - See page 9 of guidance step 6 and 7

Time Period: 1st year of implementation

Manager: David Rhodes
Service Area: Asset Management Tel: 54017

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 as listed below**	**Target date (MM/YY)**
Identify communities to be targeted and develop marketing to suit		
Identify potential/perceived barriers that communities or groups could face when signing up to the scheme		
Analyse results of above actions and implement actions to overcome any potential/perceived barriers		

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

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Immobilisation of Vehicles – Persistent Evaders and Untaxed Vehicles

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

Strategic Director Approving Submission of the Report
Paul Woodcock, Acting Strategic Director of Regeneration and Environment

Report Author
Colin Knight, Head of Highways
01709 822828 or colin.knight@rotherham.gov.uk

Ward(s) Affected
All

Executive Summary
A decision is sought in respect of the adoption of a policy which facilitates the immobilisation of vehicles. Approval of the proposals will allow untaxed vehicles and vehicles that are the subject of multiple unpaid parking penalty charge notices (PCNs) to be immobilised (clamped). This will prevent them being driven away prior to removal. This will achieve a safer working environment for officers and contractors by preventing dangerous actions of some drivers.

Recommendations

1. That approval be given to the operational implementation of the immobilisation of untaxed vehicles and vehicles of persistent evaders of Parking PCNs, on the public highway.

List of Appendices Included
None

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

Immobilisation of Vehicles – Persistent Evaders and Untaxed Vehicles

1. Recommendations

1.1 That approval be given to the operational implementation of the immobilisation of untaxed vehicles and vehicles of persistent evaders of Parking PCNs, on the public highway.

2. Background

2.1 The Council currently removes vehicles from the public highway in the following circumstances:

- Where the Council is acting as an Agent for the Driver and Vehicle Licensing Agency (DVLA) in undertaking the enforcement of untaxed and abandoned vehicles; and
- Where "persistent evaders'" vehicles (those which are the subject of 6 or more unpaid PCNs) are observed to be parked in contravention of parking regulations.

Untaxed vehicles

2.2 Untaxed vehicles are identified in the following circumstances:

- Reports from members of the public;
- reports from the Police;
- via Automatic Number Plate Recognition (ANPR) system, from the Council's mobile enforcement vehicle.

2.3 In the above circumstances the Council cannot undertake enforcement action until the DVLA's web-based enquiry system has been interrogated. This is because a vehicle can be taxed on-line, and it is vital that data regarding a vehicle's taxation status is live.

2.4 Once confirmation has been received that a vehicle has been untaxed for at least two months and one day, or is subject to a 'Statutory Off Road Notification' (SORN), arrangements are made for the vehicle to be removed from the highway, to the nominated contractor's vehicle storage compound.

2.5 This process can vary in length, depending on the location of the vehicle in relation to the Council Contractor's compound. This can result in unproductive periods of time for the officer who is authorising the removal of the vehicle, as they must remain in-situ until the vehicle has been removed.

2.6 This potential delay can also result in the vehicle being driven away, prior to the removal truck arriving on site. This results in abortive costs to the Council and a failure to robustly enforce legislation.

Persistent evader's vehicles

2.7 Persistent evaders' vehicles are observed by the Council's Civil Enforcement Officers (CEOs) whilst on duty. On such occasions the operational process is to block in the vehicle using the service's operational vehicles, until the removal contractor arrives and removes the vehicle.

2.8 There have been a number of occasions when the driver has returned to the vehicle and driven it away before it could be blocked in. There have also been other occasions when vehicles that are blocked in have been manoeuvred in a dangerous manner, such as being driven away over the footway.

2.9 In order to achieve a safer and more efficient process it is therefore proposed for a new operational procedure to be adopted.

3. Main Issues

Untaxed Vehicles – proposed approach

3.1 The Council's contract for untaxed vehicle removals includes a clause which facilitates an alternative method of working, namely:

- The Contractor accompanies the Council officer on patrols, where the ANPR system is deployed;
- In the event that an untaxed vehicle is identified, a check of the DVLA Web Enabled Enquiry system is immediately undertaken;
- If confirmation is received that the vehicle is untaxed for the appropriate length of time or SORN, the vehicle is clamped by the Contractor;
- The vehicle keeper may pay the fee and any outstanding tax to enable the release of the vehicle within 24 hours;
- If the relevant fees have not been paid after 24 hours the vehicle is removed to the Contractor's compound.

3.2 Deploying this method of working would realise the following benefits:

- Time would be saved through the vehicle being immobilised and the officer being able to move on to further patrols virtually immediately;
- It is anticipated that more vehicles would be identified due to the increase in the frequency and duration of patrols.

Persistent Evaders' Vehicles – proposed approach

3.3 In the event that a CEO observes a persistent evader's vehicle parked in contravention, he or she will contact the Parking Services Manager (or deputy) for verification of the status of the vehicle.

3.4 Upon receipt of the verification and instruction to proceed, the CEO will arrange for a colleague to join him or her, and to fix a clamp and relevant warning notice to the vehicle. A PCN will also be issued in line with Traffic Management Act regulations.

3.5 Whilst this is being undertaken the Parking Services Manager (or deputy) will prepare and print the appropriate documentation and attend site with the documentation.

3.6 In the event that the driver or keeper returns to the vehicle, the documentation will be handed to that person, explaining why the enforcement action is being taken and how to facilitate release of the vehicle.

4. Options considered and recommended proposal

4.1 **Option 1** – Maintain the current operational procedure in relation to untaxed and SORN vehicles, and the vehicles of persistent evaders. Maintaining the status quo would result in existing working practices being retained. This would mean that current issues relating to the potential risk of injury to Parking Enforcement Team employees and the potential costs to the Council in abortive contractor's expenses would remain.

4.2 **Preferred Option 2 -** That the Parking Services Team implements a revised operational procedure to immobilise untaxed vehicles and vehicles of persistent evaders of Parking PCNs, on the public highway. This option would significantly reduce the risks associated with the enforcement of untaxed vehicles and persistent evaders, to Parking Services employees. This option also has the potential to generate additional income to the Council.

5. Consultation

5.1 None.

6. Timetable and Accountability for Implementing this Decision

6.1 The training for the fitting of clamps to vehicles has been completed so revised procedures can be implemented immediately following Cabinet approval of the recommendation.

6.2 The Parking Services Manager is accountable for implementing this decision.

7. Finance and Procurement Implications

7.1 The estimated cost of training is nominal i.e. in the low hundreds of pounds and will be managed within the existing approved revenue budget for the Service.

7.2 There is no additional cost associated with the contractor role. The service proposed is part of the price tendered.

7.3 It is proposed that 6 clamps be purchased, with an approximate total value of £1,200. The cost of this acquisition will be contained within existing revenue budgets and will be recovered over time as part of the fee charged.

7.4 There is no proposal to amend the current fees at present. These will be reviewed as part of the Council's annual Fees & Charges setting process.

8. Legal Implications

8.1 The Council is able to immobilise untaxed vehicles on behalf of the DVLA pursuant to the Vehicle Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997. Further the Council is able to immobilise vehicles of persistent evaders pursuant to the Traffic Management Act 2004. Guidance provided on the Government website states:

> *"It is an offence to clamp, tow, block in or otherwise immobilise a vehicle without 'lawful authority' in England and Wales. Examples of those with 'lawful authority' to immobilise or remove vehicles are:*
>
> - *local councils or police*
> - *statutory authorities, like the Driver and Vehicle Licensing Agency*
> - *certified bailiffs".*

9. Human Resource Implications

9.1 This report considers that the recommended option and revised procedure, if approved, would reduce the risks to the health and safety of Council employees which have been identified in the current procedures and practices (section 2.8).

10. Implications for Children and Young People and Vulnerable Adults

10.1 None

11. Equalities and Human Rights Implications

11.1 None

12. Implications for Partners and Other Directorates

12.1 None

13. Risks and Mitigation

13.1 None

14. Accountable Officer(s)

Colin Knight – Head of Service – Highways
Martin Beard – Parking Services Manager

Approvals obtained on behalf of:-

	Named Officer	**Date**
Strategic Director of Finance & Customer Services	Jon Baggaley	12/11/2018
Assistant Director of Legal Services	Stuart Fletcher	12/11/2018
Head of Procurement	Lorna Byne	12/11/2018
Assistant Director of Human Resources	John Crutchley	12/11/2018

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Lease of Green Space, School Lane, Parkgate to Rotherham United Community Sports Trust (RUCST)

Is this a Key Decision and has it been included on the Forward Plan?
No

Strategic Director Approving Submission of the Report
Paul Woodcock, Acting Strategic Director of Regeneration & Environment

Report Author(s)
Chris Siddall, Sport and Leisure Manager
01709 822478 or chris.siddall@rotherham.gov.uk

Ward(s) Affected
Rawmarsh

Executive Summary
Part of the recreation ground at School Lane, Parkgate has been leased to Inzone (Yorkshire) Community Interest Company since 2014 under the Asset Transfer Policy. The lessee now wishes to surrender their lease and there is a risk that valuable facilities and infrastructure that they have invested in would be lost as a consequence. It is therefore proposed that the lease be reassigned to Rotherham United Community Sports Trust (RUCST) who have confirmed they would purchase, maintain and provide these facilities for continued community use. RUCST would need to access grant funding to operate and develop the site, and such funding is dependent on them having tenure of the site for 25 years without break clauses. Since this is a deviation from Policy, this report seeks approval to grant an Asset Transfer Policy Lease Agreement to RUCST without break options and sets out the special circumstances which relate to this.

Recommendations

1. That approval be given to the grant of a new Asset Transfer Policy Lease Agreement, as detailed in Option 1 of this report on land at School Lane, Parkgate, as shown edged in blue in the site plan at Appendix 1.

2. That the Assistant Director of Planning Regeneration and Transport negotiate and agree the terms and conditions of the lease.

3. That the Assistant Director of Culture, Sport and Tourism Service agree and monitor the service level agreement.

4. The Assistant Director of Legal Services negotiate and complete the necessary documentation.

List of Appendices Included
Appendix 1 Location and Site plan
Appendix 2 About Rotherham United Community Sports Trust

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

Lease of Green Space, School Lane, Parkgate to Rotherham United Community Sports Trust (RUCST)

1. Recommendations

1.1 That approval the grant of a new Asset Transfer Policy Lease Agreement, as detailed in Option 1 of this report on land at School Lane, Parkgate, as shown edged in blue in the site plan at Appendix 1.

1.2 That the Assistant Director of Planning Regeneration and Transport negotiate and agree the terms and conditions of the lease.

1.3 That the Assistant Director of Culture, Sport and Tourism Service agree and monitor the service level agreement.

1.4 The Assistant Director of Legal Services negotiate and complete the necessary documentation.

2. Background:

2.1 Inzone (Yorkshire) Community Interest Company (IYCIC) requested the Council's consent to reassign its lease at School Lane, Parkgate to Rotherham United Community Sports Trust (RUCST) due to the personal circumstances of key personnel within the company. However, during the legal appraisal of the assignment (under delegated authority), it became apparent that the clauses in the existing lease will not meet the needs of RUCST. Accordingly, RUCST has now requested that the Council grant them a lease of the subject land for a period of 25 years, excluding any break clause and with the ability for RUCST to assign the Lease with the written consent of the Council.

2.2 Tenure for 25 years without break clauses is a funding requirement of the Football Foundation who are potential future funders and therefore provide surety for RUCST's purchase from IYCIC of the infrastructure previously installed by them, and to enable RUCST to access future funding to further develop the facility for sport and physical activity.

2.3 IYCIC occupy the subject land under an existing Asset Transfer Policy lease of 25 years that expires in 2039 (with rolling break clauses). When IYCIC was granted the lease in 2014 it then invested in and built the facility that currently provides community access into a sports facility during the week and weekends with RUCST being one of the major users.

2.4 RUCST propose to continue to operate the existing football facility that includes small-sided synthetic grass pitches, secure fencing, floodlighting, changing rooms and a viewing and waiting area for spectators; along with possible development of the sports facilities through future grant funding opportunity.

2.5 The key focus of RUCST is the delivery of sport and physical activity initiatives for social benefits such as health and wellbeing, education, volunteering and general participation.

2.6 The existing facility/infrastructure on site has been installed by IYCIC and as such will be purchased by RUCST through a separate arrangement, at its own risk, directly with them. The actual amount to be agreed by the two parties is unconfirmed at this stage.

2.7 The indicative price for the facility will be a substantial investment by RUCST who in return require surety from the Council to enable it to use this facility over the next 25 years, hence its request for a new 25 year lease without a break clause and with the ability for the Lessee to assign the Lease, from the Council. There is no requirement for the Council to remove the current facility should RUCST be granted the lease.

2.8 The subject land is allocated as urban green space within the recently adopted Local Plan. The Greenspace Audit (a local study of green space provision in Rotherham) identified this greenspace as being of low value to the community for recreation; primarily because the land is surrounded by industrial and commercial properties. The Council has previously provided a marked football pitch on the site before it was leased to IYCIC, but this was discontinued some years ago due to the lack of demand for pitch hire.

2.9 RUCST has submitted a development plan and accounts in order to show that they have suitable aims and objectives and to show that their proposed business model is likely to be sustainable.

3. Key Issues

3.1 The surrender and grant of a new lease is technically a departure from Council procedure. Normally when a lease of this nature is surrendered it is returned to the Council and Expressions of Interest will then be sought from the wider community to establish any interest in the land.

3.2 Under special circumstances, the Council can decide to depart from procedure if it is justifiable. In this case, the special circumstances are that IYCIC built the facility using its own money and also that a willing community group (RUCST) has come forward with the funds available to invest in the continued use of the facility for sports and physical activity purposes and for the benefit of the community.

3.3 In order for the Council to grant a new lease to RUCST, IYCIC will need to surrender its lease. IYCIC wish to do this in order to recover their investment in the new facility directly from RUCST. These matters will be coordinated to complete on the same day.

3.4 Alternatively, if it is unable to recover its money, IYCIC has up to 2039 to continue to run the facility themselves. However, IYCIC has confirmed it does not wish to do this, and has indicated its intention to surrender its lease back to the Council and remove this facility from the land themselves (as they are obliged to do under the lease) in such circumstances.

3.5 Rotherham United Community Sports Trust (RUCST) works alongside Rotherham United Football Club to bring a better quality of life to various groups across Rotherham. The Trust has provided sufficient evidence that it meets the qualifying criteria for the applicant as set out in the Council's Asset Transfer Policy. More information about RUCST is set out in Appendix 2.

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

3.7 Without any break options contained within the lease, the Council will only be able to terminate the agreement before the expiry of the fixed 25 year term if RUCST are in breach of their obligations under the terms of the agreement. Furthermore there is a presumption against the lessee being able to assign, charge, underlet or part with possession of the whole or any part of the land.

3.8 The Service Level Agreement is an appendix to the lease agreement and this enables the Council to agree actions and objectives in line with the current needs and aspirations of the local community and the work of the Culture Sport and Tourism service.

4. Options considered and recommended proposal

4.1 **Preferred Option 1** – That Cabinet resolves to accept the surrender from IYCIC and grant a new 25 year Asset Transfer lease of the land as shown edged in blue on the site plan at Appendix 1 to Rotherham United Community Sports Trust (RUCST) without a break clause and with the ability for the Lessee to assign the Lease with the written consent of the Lessor not to be unreasonably withheld. This will provide RUCST with the surety it requires to purchase the facility directly from IYCIC; then continue to maintain and potentially develop the facility in line with their proposals. The surety of a new lease without break clauses will also enable RUCST to secure future funding applications and assist in meeting their objectives. The maintenance of this area by RUCST would reduce the financial commitment of the Council to maintain the site, whilst allowing recreational facilities to be provided through RUCST. The adjacent part of this greenspace will still be retained by the Council as open access to cater for any continuing demand for dog walking and other informal use. For these reasons it is recommended that this option is pursued.

4.2 **Option 2** – That Cabinet resolves to accept the surrender of IYCIC's lease and consequently request IYCIC to restore the site to its former cleared green space use with all its facility and infrastructure removed. The Council will then retain and maintain the entire site as open space. However, if IYCIC decide to surrender its lease then the future maintenance of this land will be at cost to the Council, at a time when it is tasked to seek reductions in grounds maintenance operations in response to reduced budgets. This in turn would reduce use of the space for sport and physical activity. As such, option 2 is not the preferred option because of the increased strain on reduced budgets and the negative impact on the active use of this site.

5. Consultation

5.1 Consultation has been carried out with Rawmarsh Ashwood Primary School and Rawmarsh Ward Members. No objections were raised.

6. Timetable and Accountability for Implementing this Decision

6.1 If it is resolved in December 2018 to approve the recommendations in item 1 of this report, then negotiations to agree the terms of the lease will commence immediately thereafter. The Lease and Service Level Agreement will be completed as soon as is reasonably and practicably possible.

7. Finance and Procurement Implications

7.1 There are no financial implications to the Council directly arising from this report. Approval to issue a lease, terminating in 2043, will remove any flexibility that the Council has over the site. However, this is considered to be outweighed by the investment that will be made in the facilities by RUCST and the wider community benefits that will ensue.

7.2 The Council's legal and surveyors' fees will need to be met by RUCST upfront prior to any work being undertaken. RUCST will also be responsible for the additional costs incurred by the Council for the surrender of the existing lease and any other associated costs.

7.3 Under the terms of the existing agreement IYCIC is responsible for all costs associated with the buildings and playing pitches, including the cost of grounds maintenance. This will transfer to the proposed new lease agreement with RUCST.

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 RUCST is in material breach of its obligations under the terms of the Service Level Agreement. Breaches will include failure to manage the site to a satisfactory standard. Legal Services will also ensure that the new lease is excluded from the security of tenure provisions of the Landlord & Tenant Act 1954 in order to mitigate this limitation to expiry of the lease in 2043

8.2 The Service Level Agreement is a legally binding agreement between the parties. This document sits alongside the formal lease and determines the additional requirements from the lessee. The Council would be able to take action for any breach in the Service Level Agreement in keeping with the terms of the current, and any new, Lease Agreement.

8.3 It will be RUCST's responsibility to provide the land back to the Council at the end of the lease in at least as good a condition as it was when the lease was granted including removing any fixtures or fittings [as evidenced by a Schedule of Condition].

8.4 There should be no claim by any proposed funders to the Council or RUCST after the 25 year lease term has ended.

8.5 If the Council was to take back the land under forfeiture of the lease or the RUCST itself served notice on the Council to end the lease agreement before the 25 year expiry, RUCST would solely be responsible for any funding repayments that may exist.

9. Human Resource Implications

9.1 None

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 RUCST to secure grant funding to allow potential improvements/ additions to be undertaken to the site that will improve the facility for the benefit of children, young people and adults.

10.2 The Service Level Agreement will also include a strong 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 monitoring systems already in place by RUCST and the 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 Asset Management Service 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 RUCST are not granted a lease for the site then IYCIC has indicated that it would still seek to surrender its lease and this might lead to the removal of facilities and infrastructure that was installed by them. This would have a negative impact on the current users and on levels of participation in sport and physical activity.

13.2 The site is important to RUCST in growing and expanding their business and offer of sport and physical activity to the residents of Rotherham. If RUCST is not granted a 25 year lease without breaks they will be unable to draw down external grant funding. This could jeopardise the long term community aims and objectives of the organisation, and would also hinder their attempts to obtain funding from alternative sources.

14. Accountable Officer(s)

Bronwen Knight, Acting Assistant Director Planning, Regeneration & Transport
Polly Hamilton, Assistant Director, Culture, Sport & Tourism
Chris Siddall, Sport & Leisure Manager

Approvals obtained on behalf of:-

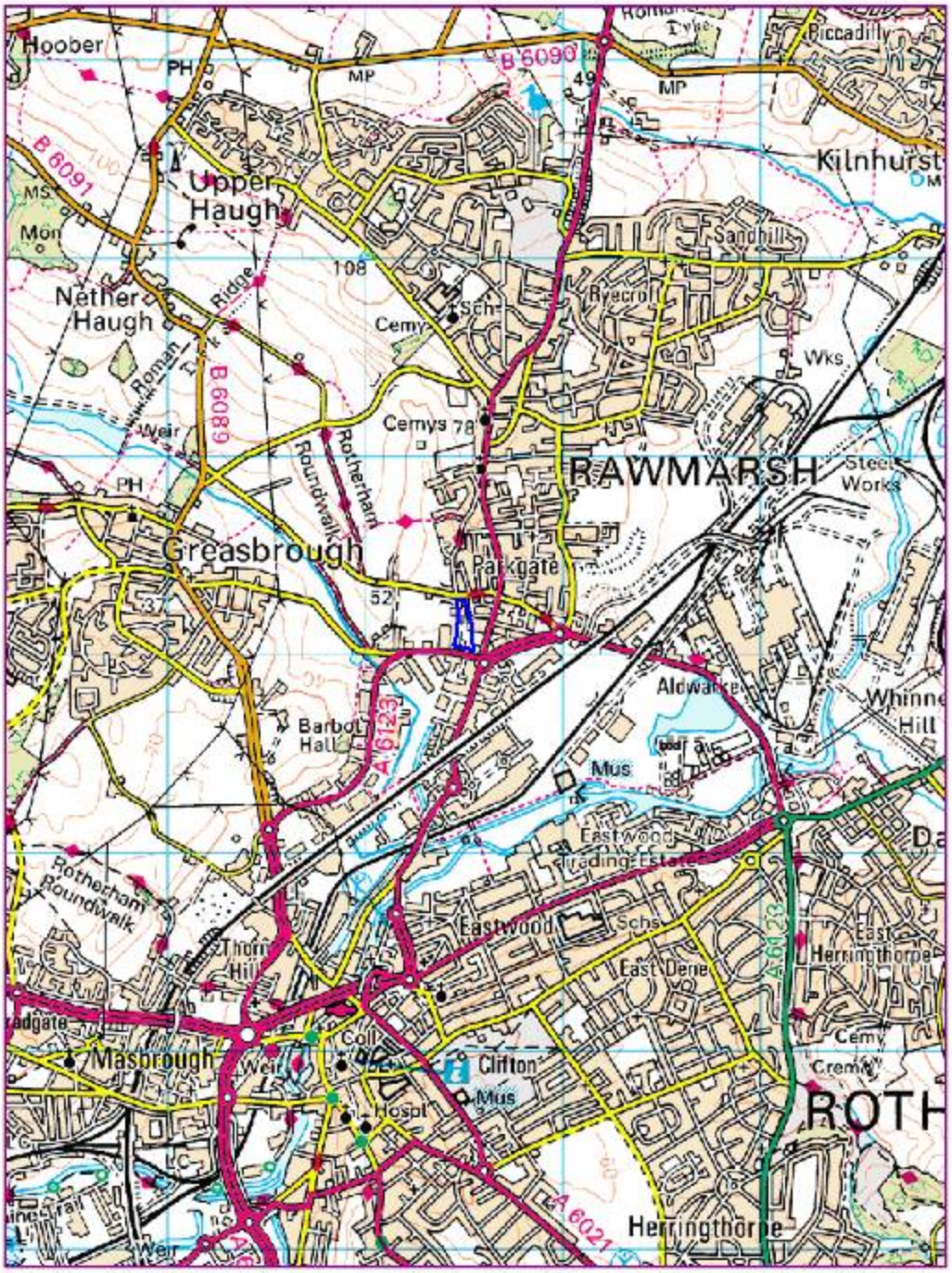
	Named Officer	Date
Strategic Director of Finance & Customer Services (S.151 Officer)	Jon Baggaley	03.07.2018
Assistant Director of Legal Services (Monitoring Officer)	Lesley Doyle	23.07.2018
Assistant Director of Human Resources (if appropriate)	Jon Crutchley	03.07.2018
Head of Procurement (if appropriate)	Joanne Kirk	15.11.2018

Report Author: *Chris Siddall, Sport and Leisure Manager*
01709 822478 or chris.siddall@rotherham.gov.uk

This report is published on the Council's website.

Appendix 1

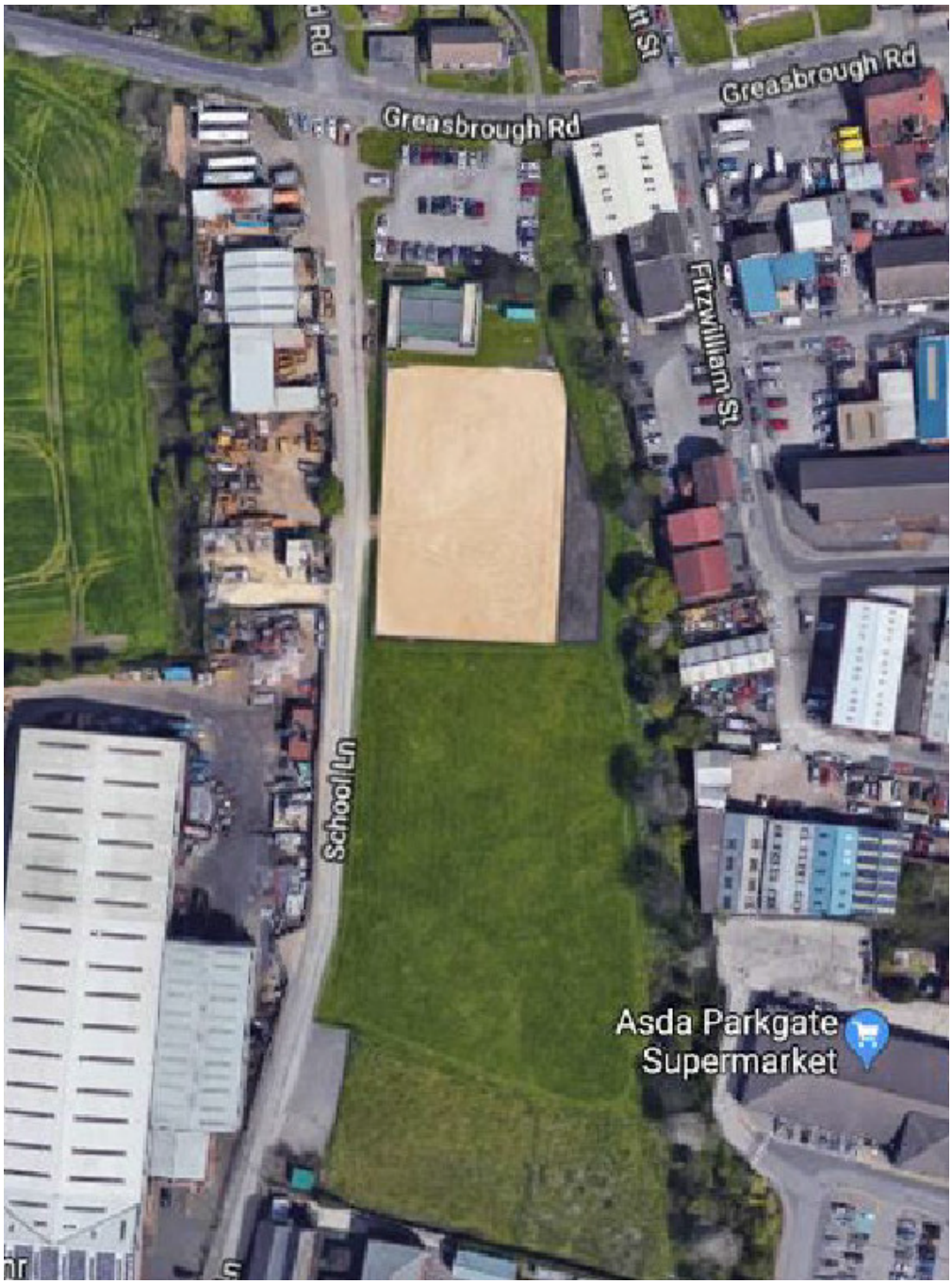
Site Location:



School Lane, Parkgate

Rotherham Metropolitan Borough Council

Site Plan:


Greasbrough Rd
Greasbrough Rd
Fitzwilliam St
School Ln
Asda Parkgate
Supermarket

Appendix 2 – About Rotherham United Community Sports Trust (RUCST)

Rotherham United Community Sports Trust (RUCST) works alongside Rotherham United Football Club to bring a better standard of living to various groups across Rotherham.

The Trust is a community development programme that works across the borough of Rotherham in deprived areas with different communities and age groups, delivering under the three main themes of the Football League Trust of Education, Health & Wellbeing and Sport & Community Development.

RUCST is a charitable company registered under company registration number 06451012 and charity number: 1123692.

Under the terms of its charitable objectives, RUCST is set up to fulfil its objectives, operating:

- for the benefit of the public generally and in particular the residents of South Yorkshire and its surrounding areas;
- to promote community participation in healthy recreation by providing facilities for the playing of association football and other sports capable of improving health;
- to provide and assist in providing facilities for sport, recreation or other leisure time occupation of such persons who have need for such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life; and
- to advance the education of children and young people.

Rotherham United Community Sports Trust is a partner on the Rotherham Activity Partnership and also supports a range of other initiatives, such as the National Citizenship Programme, the Social Commissioning pilot and project activity under the Controlling Migration Fund for the Building Stronger Communities Forum.

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Riverside House Cafe

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

Strategic Director Approving Submission of the Report
Paul Woodcock, Acting Strategic Director, Regeneration and Environment

Report Author
Kim Phillips, Catering & Facilities Services Manager
01709 254025 or kim.phillips@rotherham.gov.uk

Ward(s) Affected
Boston Castle

Executive Summary
The purpose of this report is to detail the implementation proposal to achieve a proposed 2019/20 budget saving, by commissioning an external partner to deliver the Riverside House Café provision.

Riverside House has now been open for seven years during which time the café has become an established feature.

Soft market testing of the opportunity as a business venture has established interest and it is considered that a commissioned partner could offer a more cost effective solution to opening the café.

Recommendations

1. That approval be given to conducting an open tender procedure process in accordance with the Council's Contract Procedure Rules and Domestic and European Procurement Law, in order to identify a partner to deliver the Riverside House Café through a lease and profit share tenancy agreement.

List of Appendices Included
Appendix 1 Exempt Addendum

Background Papers
Equalities Impact Assessment

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Overview and Scrutiny Management Board – 26 October and 12 December 2018.

Council Approval Required
No

Exempt from the Press and Public
This report contains an Exempt Appendix.

An exemption for the appendix 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, as this report Contains sensitive commercial information.

It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information, as the Councils commercial interests could be prejudiced by disclosure of this commercial information.

Riverside House Café

1. Recommendations

1.1 That approval be given to conducting an open tender procedure process in accordance with the Council's Contract Procedure Rules and Domestic and European Procurement Law, in order to identify a partner to manage the Riverside House Café through a lease and profit share tenancy agreement.

2. Background

2.1 Upon the opening of Riverside House a café facility was included on the ground floor, for use by Council employees and the general public. The seating area enables 60 covers and the facility is managed by the Council's Catering & Facilities Services section.

2.2 Analysis of the café usage has identified that around 70% of customers are Council employees, the majority of which choose the take-away option, consuming their purchases on the upper floors of the building in the break-out areas.

2.3 The business is very well established and soft market testing has indicated interest from the private sector in the opportunity to operate the cafe. Progression through a competitive tender process to establish a business partner is considered the most cost effective solution for future provision.

2.4 As highlighted in the exempt appendix the trading position for the cafe is not achieving a good return for the time and resources spent on this activity. The main reasons for this is expensive overheads; staffing costs; procurement and a limited kitchen facility. It is therefore expected that an improvement, in terms of the financial position, will be realised following a competitive tender process.

3. Key Issues

3.1 The management of the café facility would be passed to the successful business partner, following the procurement exercise. A lease tenancy payment and a profit sharing agreement (from 2nd year of trading) will be the suggested terms of contracting. An estimate, based on a commercial lease, has been offered by the Estates Team, Asset Management, see exempt Appendix 1, but it should be recognised that the competitive process and market interest will dictate what is achievable.

3.2 This report requests that the proposal, which forms part of the budget consultation exercise for 2019/20, is agreed in order to progress the required action to realise any financial savings during 2019/20.

4. Options considered and recommended proposal

4.1 Three options were considered to maximise the future financial return to the Council from the ground floor space currently occupied by the café and restaurant seating area.

The following options were considered:-

Option 1
Close the facility and consider alternative use for the area. This option would require significant capital investment to achieve an effective change of use.

Option 2
Retain in house with an improvement plan.

Preferred Option 3
Complete a competitive tender process for the Riverside House Cafe as a business opportunity.

4.2 Soft market testing has established a level of interest in the facility as a business opportunity. Therefore, this report confirms the recommended option to progress a specification to the market through an open tender process, in line with the Council's Contract Procedure Rules and Domestic and European Procurement Law.

The specification will state the opportunity to rent a business premises with an established patronage; included in the package will be existing equipment with the liability for future repairs and replacement clearly stated. The detail of the specification will be through consultation with all affected Directorates.

A profit-sharing arrangement for year two will be included in the terms of the lease.

This option will include the requirement to TUPE the existing 6 staff to the successful bidder.

5. Consultation

5.1 The Cabinet Member has been consulted and the proposal is in the budget options consultation.

5.2 The proposal is included within the Council's future budget options, which has been subject to public consultation concluding on 30 November 2018.

6. Timetable and Accountability for Implementing this Decision

6.1 A specification and lease agreement will be completed by March 2019 to enable an open tender procedure to commence. The target would be to achieve a chosen bidder by July 2019. There will be a requirement to discuss an implementation/mobilisation process with the chosen bidder, which will include the legal consultation period for the TUPE process.

6.2 During this period of commissioning activities the current café management and activities will be reviewed to ensure income streams are maximised.

7. Finance and Procurement Implications

7.1 This proposal forms part of the budget savings proposals for 2019/20, (RE 13). Further information is provided in the exempt addendum to the report – Appendix 1.

7.2 The proposal outlined within this report would be considered as a Concession arrangement. The Council's Contract Procedure Rules and the Concession Contracts Regulations 2016 would therefore govern the procurement procedure followed.

8. Legal Implications

8.1 The proposed procurement exercise will be carried out in accordance with domestic and European procurement legislation. Upon the appointment of a partner, the appropriate contractual documentation will be concluded. Other than this there are no direct legal implications arising from this report.

9. Human Resource Implications

9.1 All affected employees have been updated regularly on the progress of this proposal. TUPE will apply to this process and a full consultation will take place under this agreement as the project progresses.

10. Implications for Children and Young People and Vulnerable Adults

10.1 None considered

11. Equalities and Human Rights Implications

11.1 An Equalities Impact Assessment has been through the appropriate approval process with concerns identified and is available.

12. Implications for Partners and Other Directorates

12.1 None considered

13. Risks and Mitigation

13.1 The following are considered the main risk to this actions:

- Little or no interest from the market leading to a non-competitive process.
- The process does not result in the required income to meet the savings proposal.
- The chosen bidder does not achieve a profitable return and therefore there is a reduction in the anticipated income receipt.
- Future changes to the occupation of the building impact on footfall and therefore the profitability of the business.

14. Accountable Officer(s)

Paul Woodcock, Acting Strategic Director of Regeneration & Environment
Kim Phillips, Catering & Facilities Services Manager

Approvals obtained from:-

	Named Officer	Date
Strategic Director of Finance & Customer Services (S.151 Officer)	Julie Copley	05.11.2018
Assistant Director of Legal Services (Monitoring Officer)	Stuart Fletcher	09.11.2018
Assistant Director of Human Resources (if appropriate)	John Crutchley	09.11.2018
Head of Procurement (if appropriate)	Karen Middlebrook	12.11.2018

Report Author: *Kim Phillips, Catering & Facilities Services Manager*
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This report is published on the Council's website

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

Document is Restricted

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Improving Air Quality in Rotherham

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

Strategic Director Approving Submission of the Report
Paul Woodcock, Acting Strategic Director of Regeneration and Environment

Report author:

Tom Smith, Assistant Director – Community Safety and Street Scene
01709 822902 or tom.smith@rotherham.gov.uk

Ward(s) Affected
Borough-wide

Executive Summary

Air quality is now a major issue of growing interest and significance at a national and international level. There is categorical evidence that long-term exposure to everyday air pollutants contributes to cardiovascular disease (including heart diseases and stroke), lung cancer, and respiratory disease (including asthma and chronic bronchitis). In Rotherham, it is estimated that poor air quality directly contributes to over 100 deaths per year and affects the quality of life for people across the Borough.

The National Air Quality Plan, published by Department for Environment, Food and Rural Affairs (DEFRA) in July 2017, identified those Local Authorities with areas that are not compliant with the European Union (EU) Ambient Air Quality Directive were identified through national air quality modelling. 28 Local Authorities were included (‘mandated’) in the plan, including Rotherham Metropolitan Borough Council (RMBC) and Sheffield City Council (SCC). RMBC and SCC were ‘jointly mandated’ on the basis that the Parkway in both Sheffield and Rotherham was identified as being non-compliant.

This has placed Rotherham and Sheffield under a legal duty to improve the Borough's air quality by reducing NO_2 emissions below the legal limits in the shortest possible time. The Councils are required to submit a proposal to Government (an Outline Business Case) to demonstrate how they will reduce emissions in the shortest possible timescale, by 31st December 2018.

A feasibility study has been undertaken to locally assess air quality across Rotherham and Sheffield, to identify key locations where air quality is above the EU limits and to identify and assess mitigating actions to improve air quality at these locations. The findings of the study indicate that Sheffield will need to introduce a Category C charging zone (covering non-compliant buses, taxis, HGVs, LGVs), within (but including) the inner ring-road of the city centre, in order to achieve legal compliance by 2021. The study concludes however that a charging zone is not required in Rotherham for the Borough to achieve compliance.

The study identifies that measures will need to be taken at four specific locations across Rotherham to achieve compliance. The proposals in Rotherham therefore focus on changes to speed limits on the Rotherham section of the Parkway, improvements to the Rotherham bus fleet and the routing of buses on Rawmarsh Hill and Fitzwilliam Road, and the restriction of HGVs on Wortley Road.

These options are proposed to be accompanied by a number of additional measures, which aim to support businesses to improve their fleet and improve air quality, such as targeted support to upgrade vehicles.

The Council will seek Government funding, through the Outline Business Case, to deliver on these proposals.

Following submission of the Outline Business Case, a wide-ranging statutory consultation across Rotherham and Sheffield is proposed to begin in early 2019. The Councils will seek the views of people who live and work across both areas, and the views of Rotherham's businesses and residents. This consultation will inform the submission of a Full Business Case to Government later in 2019.

Recommendations

1. That Rotherham Metropolitan Borough Council's (RMBC's) commitment to improve air quality in the Borough and to improve health outcomes for residents be endorsed.

2. That it be recognised that Rotherham and Sheffield's air quality challenge is intrinsically connected and therefore approves the development of a joint air quality plan and package of interventions with Sheffield City Council (SCC) to protect and improve the health and wellbeing of people living, working and visiting our areas.

3. That the evidence and analysis of the air quality challenge across the areas and the most challenging locations which breach legal limits for NO_2 pollution be supported and noted.

4. That approval be given to the proposed mitigating measures to bring Rotherham's air quality within the legal limit for NO_2 concentrations in the shortest possible time.

5. That authority be delegated to the Strategic Director, Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and the Cabinet Member for Waste, Roads and Community Safety, to jointly submit, with Sheffield City Council, the Rotherham and Sheffield Outline Business Case to Government by 31st December 2018.

6. That, subject to approval of the implementation plan, authority be delegated to the Strategic Director, Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and the Cabinet Member for Waste, Roads and Community Safety to commence procurement for any necessary infrastructure, goods and services to implement the mitigating measures.

7. That a further report on Rotherham's clean air proposals be submitted, should Government require significant changes once Government has assessed the proposals in our Outline Business Case.

8. That approval be given to the launch of a statutory consultation in early 2019 on the Borough's proposals to tackle NO_2 pollution.

9. That a further report be submitted on the finalised proposals, along with a Full Business Case, in 2019.

List of Appendices Included
Appendix A Equality Impact Assessment

Background Papers

- Committee on the Medical Effects of Air Pollutants (2018) *Associations of long-term average concentrations of nitrogen dioxide with mortality*, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734799/COMEAP_NO2_Report.pdf.

- DEFRA (2017) *UK plan for tackling roadside nitrogen dioxide concentrations: detailed plan*, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/633270/air-quality-plan-detail.pdf.

- Rotherham MBC *Air quality annual status report* – *https://www.rotherham.gov.uk/download/downloads/id/3526/2017_air_quality_annual_status_report.pdf.*

- RMBC *Air Quality Action Plan*– http://www.rotherham.gov.uk/download/downloads/id/3525/rotherham_air_quality_action_plan.pdf.

- RMBC Transport Strategy – https://www.rotherham.gov.uk/download/downloads/id/2687/rotherham_transport_strategy_2016-26.pdf.

- WHO (2018) *How air pollution is destroying our health*, http://www.who.int/air-pollution/news-and-events/how-air-pollution-is-destroying-our-health.

- Ratcliffe, G and Basu S. (2014) An Air Quality Health Inequalities Impact Assessment for Rotherham Metropolitan Borough Council (available on request from Rotherham MBC)

- Sheffield City Council – "Air that is safe to breathe for all: Sheffield's Clean Air Zone proposal", report to Cabinet, 21st November 2018 http://democracy.sheffield.gov.uk/documents/s33102/Clean%20Air%20for%20Sheffield%20-%20Final.pdf.

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Overview and Scrutiny Management Board – 12 December 2018

Council Approval Required
No

Exempt from the Press and Public
No

Improving Air Quality in Rotherham

1. Recommendations

1.1 That Rotherham Metropolitan Borough Council's (RMBC's) commitment to improve air quality in the Borough and to improve health outcomes for residents be endorsed.

1.2 That it be recognised that Rotherham and Sheffield's air quality challenge is intrinsically connected and therefore approves the development of a joint air quality plan and package of interventions with Sheffield City Council (SCC) to protect and improve the health and wellbeing of people living, working and visiting our areas.

1.3 That the evidence and analysis of the air quality challenge across the areas and the most challenging locations which breach legal limits for NO_2 pollution be supported and noted.

1.4 That approval be given to the proposed mitigating measures to bring Rotherham's air quality within the legal limit for NO_2 concentrations in the shortest possible time.

1.5 That authority be delegated to the Strategic Director, Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and the Cabinet Member for Waste, Roads and Community Safety, to jointly submit, with Sheffield City Council, the Rotherham and Sheffield Outline Business Case to Government by 31st December 2018.

1.6 That, subject to approval of the implementation plan, authority be delegated to the Strategic Director, Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and the Cabinet Member for Waste, Roads and Community Safety to commence procurement for any necessary infrastructure, goods and services to implement the mitigating measures.

1.7 That a further report on Rotherham's clean air proposals be submitted, should Government require significant changes once Government has assessed the proposals in our Outline Business Case.

1.8 That approval be given to the launch of a statutory consultation in early 2019 on the Borough's proposals to tackle NO_2 pollution.

1.9 That a further report be submitted on the finalised proposals, along with a Full Business Case, in 2019.

2. Background

2.1 Air quality is now a major issue of growing interest and significance at a national and international level. There is now categorical evidence that long-term exposure to everyday air pollutants contributes to cardiovascular disease (including heart diseases and stroke), lung cancer, and respiratory disease (including asthma and chronic bronchitis).

2.2 The World Health Organisation (WHO) has recently reported that air pollution is now responsible for the deaths of 7 million people a year globally, with 90% of the world's population suffering from the implications of breathing toxic air[1]. In the UK, the Department of Health's Committee on the Medical Effects of Air Pollutants (COMEAP) recently reported the estimated annual number of deaths in the UK from human-made air pollution (PM2.5 and NO_2) ranges from 28,000 to 36,000 deaths[2]. The Royal College of Physicians estimate that the health problems resulting from exposure to air pollution have a high cost to people who suffer from illness and premature death, to health services and to business which together cost an estimated £20bn every year[3].

2.3 In Rotherham, it is estimated that poor air quality directly contributes to over 100 deaths per year and affects the quality of life for people across the Borough. An Air Quality Health Inequalities Impact Assessment for Rotherham Metropolitan Borough Council (Ratcliffe and Basu, 2014) found levels of ambient air pollution which are likely to negatively impact on health outcomes in Rotherham. In particular, ambient air pollution in Rotherham is contributing to more negative outcomes relating to Coronary Heart Disease and Circulatory Disease in the under 75 age groups, and to the rate of Low Weight Births. In addition, childhood asthma is specifically attributable to traffic related air pollution, and increases the probability of hospital admissions, visits to A&E and respiratory and cardiovascular disease. Incorporating health considerations into decision-making in relation to air quality across policy areas provides a collaborative approach to improving the health of the people of Rotherham. This ensures a 'Health in All Policies' (HiAP) approach within the Council; creating places which support and generate good health, which in turn support the achievement of goals in other sectors, such as Public Health.

2.4 Often the poorer and more vulnerable communities that are most exposed to and suffer the consequences of harmful air, in particular the young and old, the sick and lower income groups. Further, poor air quality is also an economic issue: the illnesses caused by poor air quality affect people of working age and we know this causes significant time off work and early retirement. Whilst this is difficult to quantify, studies by the Lancet have found that in low-to-medium income countries, air pollution reduces Gross Domestic Product (GDP) by up to 2% and drives up demand and costs on healthcare services[4].

2.5 The UK has been in breach of the EU legal limit for nitrogen dioxide since January 2010 and, along with other major urban areas in the UK, air quality close to a number of roads in Rotherham and Sheffield breach those legal limits. DEFRA's data indicates that the Rotherham area currently has roads where the average concentration of NO_2 in 2017 exceeds the legal limit of 40µg/m³, in some places by as much as 30%[5].

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[1] WHO (2018) '*9 out of 10 people worldwide breathe polluted air, but more countries are taking action*', http://www.who.int/news-room/detail/02-05-2018-9-out-of-10-people-worldwide-breathe-polluted-air-but-more-countries-are-taking-action

[2] Committee on the Medical Effects of Air Pollutants (2018) *Associations of long-term average concentrations of nitrogen dioxide with mortality*, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734799/COMEAP_NO2_Report.pdf

[3] Royal College of Physicians (2016) *Every breath we take: the lifelong impact of air pollution*, https://www.rcplondon.ac.uk/file/2912/download?token=rhEZPBDl

[4] The Lancet (2017) *The Lancet Commission on pollution and health*, https://www.thelancet.com/pdfs/journals/lancet/PIIS0140-6736(17)32345-0.pdf

[5] NO2 level on some Rotherham roads in 2017 were **53µg/m³.** 40µg/m³ is the legal limit. DEFRA (2017) *UK plan for tackling roadside nitrogen dioxide concentrations* https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/633022/air-quality-plan-detail.pdf

2.6 Rotherham Metropolitan Borough Council published its Air Quality Action Plan for 2016-20 in August 2016. The Plan focusses on those measures that reduce emissions from road traffic and industrial and domestic buildings. The Plan sets out the Council's priorities to improve air quality in Rotherham through:

- the mitigation of air quality impacts though the planning process (Development Control);
- promoting low emission transport, in particular cleaner buses; taxi licensing; the installation of Electric Vehicle recharging infrastructure;
- promoting travel alternatives to the private car, raising public awareness especially of the impact of diesel vehicles on air quality in our towns and cities;
- improving the efficiency of the Rotherham MBC Vehicle Fleet; and
- the production of a new RMBC Air Quality Action Plan during 2019 to take account of all the measures within air quality improvement proposals in this report.

2.7 Improving air quality is intrinsically linked to the way in which residents and visitors travel around the Borough. However, efficient and effective transport is also essential for the economic and social well-being of the Borough's residents and businesses. RMBC's Transport Strategy (2015-2026) clearly articulates this principle in acknowledging that the Council must address two fundamental challenges for transport across the Borough:

- To support economic recovery in the Borough and;
- To adapt to and reduce the transport systems impact on safety, health and climate change to help safeguard its benefits for future generations.

2.8 These challenges are further articulated through the objectives of the Transport Strategy as follows:

- Integrated transport and land use - To support well designed new development that reduces the need to travel and is accessible to everyone by frequent public transport, walking and cycling.
- Public transport (bus, tram & train) - To improve the public transport network so it provides an alternative to the private car.
- Active transport network - To make the transport network safe and attractive for walking and cycling.
- Travel behaviour change - To reduce car dependency & increase levels of walking, cycling, car share and public transport use.
- Roads and Freight - To develop and manage an efficient road network for the movement of people and goods that can be shared by everyone.
- Safer Roads - To make the transport network safe for everyone.

2.9 It is important therefore, that any proposed actions in Rotherham to improve air quality, should also take account of any potential impact on the economic recovery of the Borough, and any consequent impacts of this on the health and well-being of Rotherham's residents.

2.10 The Council has already taken a number of steps to improve air quality through actions identified in the Air Quality Action Plan and Transport Strategy. These have included:

2.11 **Clean Air Zone (CAZ) Early Measures Fund –** the Council secured £705k from government to promote sustainable travel behaviour through two work-streams:

- to install a minimum of 25 electric vehicle charging points across the Borough; and
- a marketing and communications campaign to raise awareness of the Council's commitment to improve air quality and to promote behavioural change, with particular focus on the uptake of electric vehicles.

2.12 **DfT's Sustainable Transport Access Fund** – A £7.5m South Yorkshire bid to promote and support a range of active travel initiatives, including:

- Cycleboost – Bike loans, Cycle training, Bike Doctor and maintenance sessions, Cycle parking facilities, and support to Cycle events held in the City including the partnership with British Cycling and HSBC (mass participation event and local led rides).
- Sustainable and Active Travel support for schools – a support package run by Modeshift STARS to promote walking and cycling behaviour for the journey to and from school.
- Independent Travel Training – providing personalised support for young people to use public transport and walk as an independent alternative to home to school transport.
- Support for a range of walking programmes primarily through the "Walk Rotherham" project.
- Busboost – a focussed support programme to encourage people to try public transport as an alternative to commuting by car.
- EcoStars – an award based system for vehicle fleets to encourage more economical driving habits.

2.13 A partnership across the South Yorkshire Local Authorities continues to deliver the 'Care4air' Campaign to encourage and influence changes that support cleaner air outcomes, using social marketing and other communications mechanisms.

2.14 The Council has undertaken work with Highways England to tackle air pollution from and around the M1. This includes the introduction of the current 60mph speed limit between J35A and J31 during the morning and afternoon peaks as an air quality mitigation measure.

2.15 A number of current and future infrastructure projects have also been delivered, or are in planning including:

- **National Productivity Investment Fund** – A £4.6m highway capacity scheme at the heart of the Town Centre to reduce traffic congestion.
- **Tram Train Pilot** – a revolutionary tram train pilot scheme utilising the regional heavy and light rail system. The project ensures an integrated transport solution between Rotherham, Meadowhall and Sheffield, complemented with park and ride opportunities in the Town Centre and Parkgate Shopping Centre.
- **Rotherham Interchange** – a refurbishment of the borough main transport interchange to encourage greater public transport use and improved bus service operation.

- **A630 Parkway Widening** – The Council is working with Highways England to deliver considerable capacity relief at the M1 Junction 33. The scheme will be complemented by a reduction in speed limit from 70mph to 50mph.

2.16 The Council is also committed to continue to work with the Sheffield City Region on the wider strategic transport ambitions for the functioning economic area.

3. Key Issues

3.1 The Department for Environment, Food and Rural Affairs (DEFRA) published its final National Air Quality Plan in July 2017, in response to a High Court ruling in December 2016[6]. This Plan details how compliance with the European Union (EU) Ambient Air Quality Directive will be delivered in the United Kingdom, through focussing on improving air quality in a number of Local Authority areas. Those Local Authorities that have areas that are not compliant with the Directive were identified through national air quality modelling. 28 Local Authorities were included ('mandated') in the plan, including RMBC and Sheffield City Council (SCC). RMBC and SCC were 'jointly mandated' on the basis that the Parkway in both Sheffield and Rotherham was identified as being non-compliant.

3.2 Both Local Authorities were therefore required to work together, supported by DEFRA's Joint Air Quality Unit (JAQU), to identify options to reduce levels of Nitrogen Dioxide below the legal limit of 40µg per cubic metre of air, on an annual average, in the 'shortest possible time'. The two Councils were required to undertake local feasibility studies to identify the measures that would reduce levels of nitrogen within the 'shortest possible time'. The Councils were required by DEFRA to include options for charging polluting vehicles, where this would deliver compliance in the shortest possible time.

3.3 Government's priority is therefore speed of delivery/impact and their modelling suggests that CAZs with charging for non-compliant vehicles are most likely to reduce emissions in the shortest possible time (i.e. being charged to enter a specific area encourages behaviour change and vehicle change most quickly). Government have made clear that they will test any interventions proposed by Rotherham and Sheffield against the assumed speed of impact that charging would have.

3.4 In terms of the Critical Success Factors set-out by Government, the two key (Gateway) criteria are:

- Achieve Statutory compliance with Air Quality legislation
- Proposed scheme(s) are deliverable in the shortest possible time and by no later than 2021 (subject to statutory obligations and in accordance with public law principles)

[6] DEFRA (2017) *UK plan for tackling roadside nitrogen dioxide concentrations*, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/633270/air-quality-plan-detail.pdf

3.5 In order to meet our legal duties to deliver this improvement, RMBC and SCC are jointly required to submit an Outline Business Case (OBC) by the 31st December 2018 which demonstrates how we will reduce NO2 emissions at the places in Sheffield and Rotherham which will be in breach of the legal limits in 2021. The Council's will then submit a Final Business Case in 2019, following consultation with residents and businesses.

Air Quality Feasibility Study

3.6 Working with SCC and JAQU, the Council has undertaken a detailed Feasibility Study to fully understand its air pollution issues. This includes understanding the key sites where air quality breaches the legal limit; the main causes of air pollution at those sites; and using transport, air quality and development modelling projections to understand what the scale of the air quality challenge is likely to be in the coming years.

3.7 RMBC and SCC have updated their transport and air quality models, insofar as reasonably possible, within the timescales set by the Legal Directive, to make sure that the models reflect the latest position in terms of any future planned developments, infrastructure or changes to traffic growth and mix of vehicles using the road network.

3.8 The study has involved a comprehensive data assessment of air quality across Rotherham and Sheffield using: analysis of our locally collected air quality data; the latest data on transport flows in the city; data from Automatic Number Plate Recognition (ANPR) cameras in Rotherham and Sheffield; and local Behavioural Research.

3.9 Detailed local data has been collected to ensure that the Council's Transport Emissions and Air Quality models have the best possible data to identify and assess potential mitigating actions.

3.10 As part of the Feasibility Study, the Councils undertook Behavioural Research with drivers across the Rotherham and Sheffield area to better understand local attitudes to air quality, preferences for different types of cleaner vehicle (e.g. electric, cleaner petrol) and reactions to potential different levels of charging. This work included a quantitative survey of London-style Hackney drivers (Sheffield), private hire vehicle drivers, LGV drivers and private car users (512 respondents). It also involved a series of seven focus groups with Rotherham and Sheffield taxi and private hire operators, and LGV drivers (70 participants in total).

3.11 The evidence from the feasibility study indicates that Rotherham's NO_2 problem is:

- **Caused by road traffic** – the majority of NOx and NO_2 emissions in Rotherham come from the exhaust pipes of vehicles on our roads;

- **Disproportionately caused by particular types of vehicles** –all but the newest diesel vehicles and older petrol vehicles are the most polluting. Older non-retrofitted buses contribute significantly more in terms of NOx and NO_2 emissions compared with the newest Euro 6 standard buses (In the CAZ Study Area, buses are 1% of the vehicles but produce 5% of overall emissions), Private Hire taxis (3% of vehicles but 4% of emissions and trips heavily focused on Sheffield city centre), HGVs (3% of vehicles but 15% of emissions) and LGV (vans) (13% of vehicles but 26% of emissions) are disproportionately responsible for the level of NO2 emissions from road transport.

- **Focused in particular locations across the Borough** – Rotherham has a number of sites across the Borough where NO_2 concentrations breach the EU legal limit, The evidence shows that the current expected improvements in the vehicle fleet, through drivers and operators replacing and upgrading to less polluting vehicles over time, will not bring emissions in most of these places within the legal limit by 2021.

3.12 The Council is therefore required by law to identify mitigating actions to improve air quality at these sites in the 'shortest possible timescale'. The sites are as follows:

- Sheffield Parkway in RMBC area (A630) (8% reduction in NO2 required)
- Rawmarsh Hill (A633), Rawmarsh (6% reduction in NO2 required)
- Fitzwilliam Road (A630), Eastwood (2% reduction in NO2 required)
- Wortley Road and Upper Wortley Road, Kimberworth and Thorpe Hesley (A629) (3% reduction in NO2 required)

3.13 It is worth noting that the M1 remains a major cause of air pollution for Sheffield and Rotherham; however responsibility for the M1 falls to Highways England rather than the Local Authorities. Whilst Highways England have been involved with the development of Sheffield and Rotherham's proposals the Council continues to urge Government to take a more robust, strategic approach with Highways England, to address emissions from the motorway network.

Mitigating Actions

3.14 The following specific mitigating actions are proposed in these areas:

Sheffield Parkway in RMBC area (A630)

3.15 The findings of the Sheffield and Rotherham feasibility study indicate that Sheffield will need to introduce a Category C (CAZ C) charging zone in order to achieve legal compliance by 2021. Based on the evidence of the places that are in breach of the legal limits now and in 2021, it is proposed that the Sheffield CAZ will cover the area bounded by the inner ring-road[7]. Evidence indicates that the proposed Sheffield City Centre CAZ 'C' Charging Zone, would bring both the Sheffield and Rotherham sections of Sheffield Parkway into compliance by 2021. This assumes that the proposed 50mph speed limit, associated with the widening of the Parkway in Rotherham is introduced (see 2.16 above).

Rawmarsh Hill (A633), Rawmarsh

3.16 It is proposed to introduce a Government-funded support package as part of the CAZ Business Case for the major bus companies to ensure that all buses operating on Rawmarsh Hill are upgraded or replaced to the Euro VI standard as a minimum. A Euro VI bus delivers an almost 95% reduction in emissions against earlier Euro standards.

3.17 However, even if all scheduled buses operating on Rawmarsh Hill were upgraded to Euro VI standard, full compliance would not be delivered. It has been identified that in order for full compliance to be delivered around half of the scheduled buses from Rawmarsh Hill would need to be diverted onto other routes. The Council therefore proposes to work with bus companies to divert a number of routes onto Barbers Avenue, and to improve the junctions at Dale Road and undertake minor works to Barbers Avenue itself, to support this measure.

Fitzwilliam Road (A630), Eastwood

3.18 The Council proposes to seek funding to support the major bus operators to upgrade buses that operate on this route to the highest level of Euro VI bus that is available (Euro VI 6B).

Wortley Road and Upper Wortley Road (A629), Kimberworth and Thorpe Hesley

3.19 The Council proposes a HGV ban on the northbound Upper Wortley Road and Wortley Road towards the M1 junction, through the use of a Traffic Regulation Order.

[7] •Sheffield City Council – "Air that is safe to breathe for all: Sheffield's Clean Air Zone proposal", report to Cabinet, 21st November 2018http://democracy.sheffield.gov.uk/documents/s33102/Clean%20Air%20for%20Sheffield%20-%20Final.pdf

Additional Measures

3.20 Whilst the above measures are expected to deliver compliance in Rotherham, RMBC and SCC have acknowledged the potential economic impact of charging proposals in Sheffield on Rotherham-based drivers and operators. With that in mind RMBC proposes a number of additional measures to support Rotherham-based drivers and operators to remove and replace the most polluting vehicles on the Borough's roads. The Council's Outline Business Case, the consultation and the Final Business Case, will seek to secure dedicated Government funding to support those most exposed to the charging CAZ.

Taxis and Private Hire Vehicles (PHV)

3.21 Rotherham currently has around 57 licensed hackney carriages and 865 private hire vehicles (PHVs). The age of Rotherham's taxi fleet shows that 68% of hackney carriages and 55% of private hire vehicles are less than six years old, with only 0.6% and 1.3% respectively, older than ten years. Rotherham's Taxi Licensing scheme sets some of the highest vehicle standards in England. However, the majority of vehicles are still diesel and consequently contribute significantly to NOx emissions. Improving the taxi and private hire fleet on Rotherham and Sheffield's roads will therefore deliver significant reductions in NO_2 and benefits for communities across the Borough.

3.22 In acknowledging that many taxi and private hire vehicles, licensed in Rotherham, are reliant on trade into and out of Sheffield, a change in the Rotherham taxi fleet will contribute to improvements in air quality associated with proposals for Sheffield City Centre. Whilst there is no requirement for a Taxi or Private Hire Vehicle licensed in Rotherham to meet the emissions standard for the proposed Sheffield charging zone, clearly any taxi operating into or out of Sheffield will need to either meet the standard, or pay the appropriate charge, should the Sheffield proposal be implemented.

3.23 Research undertaken with Sheffield and Rotherham Private Hire drivers yielded the following information:

- That most drivers are likely to replace their vehicle 'when it reaches a certain age' (76%).
- That 73% of drivers agreed that the Councils should try to reduce air pollution, whilst only 40% of drivers agreed that the Councils should reduce the number of the most polluting vehicles in high pollution areas.
- Over half of PHV respondents (54%) were positive about the idea of buying a new petrol vehicle.
- Over half of PHV drivers (52%) liked the idea of using an electric vehicle.
- Many drivers suggested they would require a financial incentive to upgrade their vehicle.

3.24 As part of the Council's Outline Business Case (OBC), and in line with SCC's proposed approach, RMBC are proposing a support package for taxi drivers licensed in Rotherham, to provide a mixture of grant funding and interest-free loans. These will support drivers to change their vehicles to less polluting ones, which meet the new standards. The Council will seek Government funding to cover the cost of the grants and/or loans through our OBC. To deliver the air quality improvements as quickly as possible, the Council will specify a defined period within which funding can be accessed by drivers.

3.25 RMBC currently has no plans to change its existing Taxi Licensing Policy in regard to the age or emissions of vehicles. However, the existing policy makes provision, within Appendix I, to consider whether differential licensing fees for electric hybrid and ultra-low emission vehicles should be introduced. RMBC will consider this option, as the Outline Business Case progresses through consultation.

Buses

3.26 Around 200 buses operate in Rotherham. On certain routes, the bus fleet contributes a significant amount to the total NOx emissions for example, transport modelling indicates that on Rawmarsh Hill, 19% of the total NOx and NO_2 is emitted by the bus fleet. It is clear therefore that, by delivering improvements to the bus fleet on targeted routes, air quality could be significantly improved across the Borough.

3.27 Ensuring that any proposals to improve air quality in one area do not have adverse effects on another area is a key consideration within the Outline Business Case. Both Councils are therefore keen to ensure that any improvement in the bus fleet due to a charging zone in Sheffield, does not negatively affect the quality of Rotherham's bus fleet.

3.28 The Council will therefore seek support to ensure that all scheduled buses, operating in any of the identified four areas in 3.12 above are upgraded or retrofitted to achieve the Euro 6 standard as a minimum. In addition, like Sheffield, it is the ambition that nearly all buses operating in Rotherham should meet the Euro VI standard, in order to significantly reduce NOx and NO_2 emissions across the Borough.

3.29 Initial discussions with the major Bus Operators have indicated that in order to deliver Euro VI standards the fleet operating in Rotherham and Sheffield will require retrofitting of engine technology and potentially a number of new buses. Bus operators are keen to work collaboratively with both Councils to seek additional funding support for retrofit engine technology and RMBC will be seeking this financial support through the OBC submission.

3.30 Through early engagement it should also be noted that certain bus operators have indicated their inability to retrofit vehicles due to their age. Further discussions including those through statutory consultation will be required in order to consider the potential implications of this fully.

3.31 The same approach will be undertaken for Coach Operators who have vehicles older than Euro VI standard based within the Council area.

Heavy Goods Vehicles (HGVs) and Light Goods Vehicles (LGVs)

3.32 Heavy goods vehicles make up only about 3% of total traffic, but create 15% of the NOx emissions on Rotherham's roads. Light goods vehicles make up 13% of total traffic and create 26% of the NOx emissions from traffic.

3.33 As with taxis and private hire vehicles above, the implications for Rotherham-based businesses operating HGVs and LGVs in the proposed charging zone in Sheffield, need to be fully understood. The Council will work closely with the Borough's businesses throughout the consultation period to develop proposals on how to best to support a reduction in emissions associated with local HGVs and LGVs.

3.34 The Council recognises that there may be capacity challenges in the market with the speed at which retrofitted and clean HGVs can be delivered and will consider this as part of the OBC.

3.35 Modelling indicates that there are around 6,900 LGV trips by Rotherham residents or businesses into Sheffield City Centre every day. Should these vehicles be non-compliant, and travel within the inner ring road, they will pass through the CAZ, and will incur a charge.

3.36 Initial research undertaken with LGV drivers in Rotherham, shows that:

- The most common vehicle age driven by LGV drivers is 5 to 9 years old (41%).
- LGV drivers generally stated that they would replace their vehicles when maintenance costs reach a certain level.
- Most LGV drivers (87%) agreed that the councils should try to reduce air pollution whilst 58% agreed that the councils should reduce the number of the most polluting vehicles in high pollution areas.
- Half of LGV drivers said that LPG had little, or no, appeal to them as an alternative to their vehicle.
- Over half of LGV drivers said that electric vehicle alternatives potentially would appeal to them.
- Many drivers suggested they would require a financial incentive in order to upgrade their vehicle.

3.37 The range of companies, Small and Medium Enterprises (SMEs) and individuals which use LGVs is significant across the two Authority areas. Any support package that is offered will therefore need to be able to provide financial support across this diverse range of businesses. Whilst a number of larger businesses may have already upgraded, or be in the process of upgrading their fleets, given the movement towards Clean Air Zones in a number of English towns and cities, many small and medium enterprises will require support to enable them to upgrade or replace vehicles with less polluting technologies.

3.38 Both Councils will work closely with local SMEs, throughout the consultation to develop proposals on how to best support local LGV owners to retrofit or upgrade their vehicle. Approaches could include the following and would likely to involve targeting at smaller, local LGV owners and businesses:

- Seeking Government funding to provide grant or loan based financial support targeted at smaller local businesses dependent on a LGVs;
- Rollout of further electric charging points to support use of electric LGVs and incentives to support LGV owners to upgrade;
- Assessing the opportunity for sustainable 'last mile' alternatives for deliveries within the CAZ area;
- Considering how we could use time-limited exemptions to support LGV owners.

3.39 In order to resource the proposed additional measures, Rotherham will seek significant funding from Government's Implementation Fund and Clean Air Fund in order to support the scale of change that is needed to reduce NOx and NO_2 emissions.

4. Options considered and recommended proposal

4.1 The key decision, to submit the Outline Business Case to DEFRA, will outline in full the potential options that the Councils have jointly considered in order to reach to deliver reductions in nitrogen dioxide, in the shortest possible time.

4.2 Given that 'doing nothing' is not an option because of the scale of pollution and the legal directive to reduce NO2 emissions in the shortest possible time, assessed options for the Rotherham and Sheffield mandated area have been as follows:

- **CAZ with no charging** – assessed to not deliver the impact needed across the Rotherham and Sheffield mandated area in the shortest possible time

- **Charging CAZ A (non-compliant buses, taxis) in Sheffield** – incentivises change for two of the most polluting vehicles but insufficient to bring air quality within the legal limit in the shortest possible time at multiple sites across the city's road network because of emissions from HGVs and LGVs

- **Charging CAZ B (non-compliant buses, taxis, HGVs) in Sheffield** – incentivises change for three of the most polluting vehicles but insufficient to bring air quality within the legal limit shortest possible time at multiple sites across the city's road network because of emissions from LGVs.

- **Charging CAZ C+ (non-compliant buses, taxis, HGVs, LGVs) in Sheffield** – incentivises change for four of the most polluting vehicles and includes additional measures in some local areas to improve compliance.

- **Charging CAZ D (non-compliant buses, taxis, HGVs, LGVs, private cars) in Sheffield** – whilst a charging CAZ D would achieve compliance, our Feasibility Study assessments indicate that a CAZ C with additional measures will achieve compliance in the shortest possible time without charging private car uses. It is the Council's judgement that, based upon all the evidence available to us, introducing a CAZ D is not required. A CAZ D in Sheffield would have a significant and disproportionate impact on residents and lower income families.

4.3 Table 1 shows a summary of the Feasibility Study and the outcome of the modelling for the preferred option.

Table 1: Feasibility Study Outcomes – Average concentration of NO_2, µg/m³ (EU limit of 40 µg/m³)

Rotherham Sites	2017 Baseline	2021	
		Projected without measures	Projected with measures
A630 Parkway Rotherham	48	44	39.5
A633 Rawmarsh Hill Rotherham	49	42	38.4
A629 Wortley Road Rotherham	45	41	31.3
A630 Fitzwilliam Road Rotherham	45	44	37.6

4.4 Based on the outcomes of the Feasibility Study, a CAZ C charging zone with additional measures ('CAZ C+') is the preferred option to achieve legal compliance for Rotherham and Sheffield in the 'shortest possible time'. The additional measures, that are specific to Rotherham, are those described in Sections 3.14 to 3.39 above.

4.5 The National Air Quality Plan implements the requirements of the EU Ambient Air Quality Directive (2008/50/EC), and the related Environment Act 1995 (Feasibility Study for Nitrogen Dioxide Compliance) Air Quality Direction 2017, placing obligations on the Council to comply with directions.

5. Consultation

5.1 A number of discussions have already taken place with the major Bus Companies in advance of formal consultation processes, and these will continue.

5.2 As previously discussed an initial behavioural study has been undertaken to support the development of the feasibility study and Outline Business Case. Whilst this research provided a number of insights into the motivation of vehicle owners, a more thorough consultation is required to validate these results further.

5.3 RMBC and SCC are jointly mandated by Government to produce an Outline Business Case that covers both Local Authorities. Sheffield's charging CAZ proposals require a statutory consultation to take place. Given the scale and scope of proposals, a full and robust consultation will be undertaken to ensure the views of residents and businesses are taken into account before the Full Business Case is produced.

5.4 Following submission of the Outline Business Case to DEFRA and acceptance of the case by DEFRA, a full public consultation about the proposals will take place in early 2019. This will inform the Final Business Case for submission to DEFRA later in the year.

5.5 The consultation will include opportunities for residents and businesses to engage with the proposals, and will include face to face consultation with the key businesses and stakeholders who are most impacted by the proposals.

5.6 The consultation will make a key contribution to the ongoing development and refinement of our Equality Impact Assessment, and seek to address any disproportionate impacts on any of our communities.

6. Timetable and Accountability for Implementing this Decision

6.1 If the recommendations of this report are approved the Outline Business Case will be submitted to the Joint Air Quality Unit by 21st December 2018, jointly with Sheffield City Council. The Councils are legally directed to submit the Outline Business Case before 31st December 2018.

6.2 The preferred options contained within the Outline Business Case will be subject to public consultation, in early 2019, which in turn will inform the final stage of the work, which is the submission of a Full Business Case.

6.3 Following approval by the Joint Air Quality Unit, the final preferred options, detailed in the Full Business Case, will need to be implemented and demonstrate compliance by 2021.

7. Financial and Procurement Implications

7.1 This report seeks approval for the principle of delivering a Clean Air policy and as such the financial and procurement implications arising from this decision at this time are limited. The Council has received funding of £120,563 from JAQU, via Sheffield City Council, as a contribution to costs incurred in the development of the Outline and Full Business Cases. This is to fund external costs in respect of data collection, internal staff time and other expenses, such as travel. JAQU have been approached for further funding, as the initial allocation will soon have been expended. It is expected that all costs incurred by the Council will be covered by grant.

7.2 In due course detailed proposals will be worked up which will have financial implications for the Authority; however, these proposals will be informed by the amount of external funding that is available. Specifically, the OBC will seek funding from the Government's Implementation Fund and Clean Air Fund. This will include funding for taxi drivers licensed in Rotherham to change their vehicles, including a mixture of grant funding and interest free loans. Government funding will also be sought for Bus, HGV and LGV Operators, to enable them to upgrade their vehicles. This will include grant or loan based financial support aimed at smaller local businesses dependent on LGVs and funding for additional electric charging points within the Borough.

8. Legal Implications

8.1 Under Part IV of the Environment Act 1995, Local Authorities are required to have regard to any national strategy on clean air which is published by the Secretary of State; and to review and assess air quality in their areas and to report against objectives for specified pollutants of concern, to the Department for Environment, Food and Rural Affairs (DEFRA).

8.2 The Environment Act 1995 (Feasibility Study for Nitrogen Dioxide Compliance) Air Quality Direction 2017 set outs the obligation for Rotherham Metropolitan Borough Council to carry out a Feasibility Study in relation to tackling roadside nitrogen dioxide concentrations, and to submit initial and final plans identifying the preferred option for delivering compliance in the 'shortest possible time', and setting out the value for money considerations and implementation arrangements by 31 March 2018 (Strategic Outline Case) and 31st December 2018 (Full Business Case).

8.3 However, Inception Guidance from the Joint Air Quality Unit states:
"Local authorities are required to undertake local assessments to consider the best option to achieve compliance within the shortest possible time. Under the terms of the Environment Act 1995 (Feasibility Study for Nitrogen Dioxide Compliance) Air Quality Direction 2017, the Government has directed that initial plans (equivalent to the Strategic Outline Case) be provided as soon as possible and by the end of March 2018 at the latest. The Direction further directs that the initial plan needs to be followed with a final plan no later than the end of December 2018. Where no public consultation is required we expect a Full Business Case by the end of December 2018. We recognise that where a significant public consultation is required it may not be possible to complete and submit the Full Business Case by December 2018. In that case, the Outline Business Case that outlines the final plan is to be provided at the earliest opportunity and no later than the end of December 2018 with the Full Business Case to follow shortly after."

8.4 Therefore, because Sheffield's charging CAZ proposals require statutory consultation, the Councils are directed to submit the Outline Business Case before 31st December 2018 with the Full Business Case to be submitted following consultation in early 2019.

8.5 The definition of the term 'shortest possible time' is an issue that has been considered at length by both RMBC and SCC. The judgement passed in a recent High Court case set out the following threefold approach:

- Aim to achieve compliance by the soonest date possible;
- Choose a route to that objective which reduces exposure as quickly as possible;
- Take steps which mean meeting the value limits is not just possible, but likely.

Whilst the definition of 'shortest possible time' is open for interpretation, it is clear that compliance needs to be achieved as quickly as possible and by 2021. The deadlines set for the Council are therefore crucial and must be complied with.

8.6 Omitting to submit plans in line with the prescribed deadlines is a risk to the Council and gives rise to potential legal challenge by way of Judicial Review. Action to manage and improve air quality is legally required. The Ambient Air Quality and Cleaner Air for Europe Directive (2008/50/EC) sets legally binding limits for concentrations in outdoor air of major air pollutants that impact public health including fine particulate matter (PM10 and PM2.5) dust and nitrogen dioxide (NO2) gas: annual limit of 40µg.m-3 for NO2 and daily limit of 50µg.m-3 for PM10 (which is not to be exceeded more than 35 times a year). Not achieving the air quality targets nationally means not complying with EU law and consequently, this is a risk for the Council.

8.7 Not achieving the air quality targets nationally means not complying with the law and consequently, this is a risk for the Council. There is the potential for the UK Government to be fined if EU limit values are exceeded. Potentially the fines which can be imposed are significant. The reserve powers in the Localism Act to passport fines to local authorities and public bodies (where they have failed to take action when they could) is significant and helps to highlight the need for a clear line of sight between legal obligations and local authority responsibilities to improve air quality and provide clarity on the role local authorities play. The Government however, can only pass the fines on if they can show that a local authority has not taken appropriate steps to comply with EU and UK law. Failing to do so, would mean RMBC is in breach of the above legislation.

8.8 There is the potential for legal challenge by way of Judicial Review from members of the public generally, or from environmental groups for failing to meet legally binding limits of fine particulate matter and nitrogen dioxide.

8.9 There is also a legal responsibility for Rotherham and Sheffield to:

"…carry out a consultation in relation to the implementation of a charging clean air zone under section 170 of the Transport Act 2000. A local authority (or joint local authorities) must consult such local persons and such representatives of local persons as they consider appropriate about the charging scheme. For instance, coach, bus and taxi operators, businesses using HGVs & non-compliant vehicles, would need to be consulted if a CAZ C is considered necessary to achieve compliance. The consultees would need to be expanded to include members of the public if a CAZ D is considered necessary to achieve compliance. It would make good business sense to include members of the public in the consultation exercise and to include options for a CAZ C and CAZ D charging zone in the consultation documentation".

9. Human Resources Implications

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

9.2 However, the majority of Council employees live in and around the Rotherham area, therefore; improvements in air quality and health outcomes for residents will in turn impact positively on the health of the workforce, contributing to the Council's commitment and overall strategies relating to employee health, safety and wellbeing.

10. Implications for Children and Young People and Vulnerable Adults

10.1 The implications of poor air quality for the health and well-being of children and young people, and for the adult population, are significant. Poor air quality is strongly linked with poor health outcomes, and with increased mortality rates.

10.2 The proposed actions to deliver improvements in air quality will therefore impact positively on the lives of children, young people and vulnerable adults.

11. Equalities and Human Rights Implications

11.1 An initial Equality Impact Assessment (EIA) has been undertaken in support of this report, and the proposals outlined within it (see Appendix A). The EIA will be regularly reviewed and updated throughout the consultation process and will be finalised following the proposed public consultation, prior to agreement of the Final Business Case.

12. Implications for Partners and Other Directorates

12.1 The UK Government's Public Health Outcomes Framework for England (2012) recognises the burden of ill-health resulting from poor air quality as well as other public health concerns. It sets out a range of indicators which local authorities must consider when carrying out their public health functions, with the principal aims of improving overall healthy life expectancy and reducing inequalities in life expectancy. Air pollution is the largest environmental risk to the public's health, contributing to reduced life expectancy, weighted towards the most disadvantaged, who are more likely to be exposed to higher levels of air pollution.

12.2 The interventions outlined in this report present a real opportunity to reduce concentrations of contaminants at a faster rate than would otherwise be achievable and to realise the optimum benefits for public health. The legal thresholds should be viewed as a minimum requirement rather than a target, as no level of air pollution is safe.

12.3 From a public health perspective, the CAZ and associated interventions should be viewed as working alongside other policies that consider health implications, whether through reducing harmful exposures or promoting healthier lifestyle choices.

13. Risks and Mitigation

13.1 As part of the OBC, the Councils will have a full and detailed risk register which assesses the risk against our proposals and sets out appropriate mitigations.

13.2 As a joint study, submission is dependent on the approval of the OBC by both RMBC and SCC.

14. Accountable Officer(s)

Tom Smith, Interim Assistant Director, Community Safety and Street Scene
Paul Woodcock, Acting Strategic Director, Regeneration and Environment

Approvals obtained on behalf of:-

	Named Officer	**Date**
Strategic Director of Finance and Customer Services	Jon Baggaley	20th Nov 2018
Assistant Director of Legal Services	Liz Anderton	27th Nov 2018
Head of Procurement (if appropriate)	Karen Middlebrook	27th Nov 2018
Head of Human Resources (if appropriate)	John Crutchley	19th Nov 2018

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

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

RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)

Under the Equality Act 2010 Protected characteristics are Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity.	
Name of policy, service or function. If a policy, list any associated policies:	Outline Business Case to DEFRA describing proposals to improve Air Quality in Rotherham.
Name of service and Directorate	Community Safety and Street Scene, Regeneration and Environment
Lead manager	Tom Smith
Date of Equality Analysis (EA)	22/11/18
Names of those involved in the EIA (Should include at least two other people)	

Aim/Scope

The National Air Quality Plan, published by Department for Environment, Food and Rural Affairs (DEFRA) in July 2017, identified those Local Authorities with areas that are not compliant with the European Union (EU) Ambient Air Quality Directive were identified through national air quality modelling. 28 Local Authorities were included ('mandated') in the plan, including Rotherham Metropolitan Borough Council (RMBC) and Sheffield City Council (SCC). RMBC and SCC were 'jointly mandated' on the basis that the Parkway in both Sheffield and Rotherham was identified as being non-compliant.

This has placed Rotherham and Sheffield under a legal duty to improve the Borough's air quality by reducing NO_2 emissions below the legal limits in the shortest possible time. The Councils are required to submit a proposal to Government (an Outline Business Case) to demonstrate how they will reduce emissions in the shortest possible timescale, by 31st December 2018.

A feasibility study has been undertaken to locally assess air quality across Rotherham and Sheffield, to identify key locations where air quality is above the EU limits and to identify and assess mitigating actions to improve air quality at these locations. The findings of the study indicate that Sheffield will need to introduce a Category C charging zone (covering non-compliant buses, taxis, HGVs, LGVs), within (but including) the inner ring-road of the city centre, in order to achieve legal compliance by 2021. The study concludes however that a charging zone is not required in Rotherham for the Borough to achieve compliance.

The study identifies that measures will need to be taken at four specific locations across Rotherham to achieve compliance. The proposals in Rotherham therefore focus on changes to speed limits on the Rotherham section of the Parkway, improvements to the Rotherham bus fleet and the routing of buses on Rawmarsh Hill and Fitzwilliam Road, and the restriction of HGVs on Wortley Road.

These options are proposed to be accompanied by a number of additional measures, which aim to support businesses to improve their fleet and improve air quality, such as targeted support to upgrade vehicles.

RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)

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?

This EIA is being undertaken prior to public consultation about proposals to improve air quality across Rotherham. Equality information will be sought as part of the proposed consultation in order to identify any gaps.

The need for monitoring arrangements will be assessed following consultation, and addressed as part of the implementation of mitigating measures following sign-off of the Full Business Case, in 2019, by Government.

Engagement undertaken with customers. (date and group(s) consulted and key findings)	A full consultation on the proposals will take place from early 2019, which will aim to engage with a wide range of stakeholders.
Engagement undertaken with staff about the implications on service users (date and group(s)consulted and key findings)	A full consultation on the proposals will take place from early 2019, which will aim to engage with a wide range of stakeholders.

The Analysis

How do you think the Policy/Service meets the needs of different communities and groups?

In Rotherham, it is estimated that poor air quality directly contributes to over 100 deaths per year and affects the quality of life for people across the Borough. An Air Quality Health Inequalities Impact Assessment for Rotherham Metropolitan Borough Council (Ratcliffe and Basu, 2014) found levels of ambient air pollution which are likely to negatively impact on health outcomes in Rotherham. In particular ambient air pollution in Rotherham is negatively impacting outcomes relating to Coronary Heart Disease and Circulatory Disease in the under 75 age groups and the percentage of Low Weight Births. In addition, childhood asthma is specifically attributable to traffic related air pollution, and increases the probability of hospital admissions, visits to A&E and respiratory and cardiovascular disease.

Air pollution is a significant social justice issue as it is often the poorer and more vulnerable communities that are most exposed to and suffer the consequences of harmful air, in particular the young and old, the sick and lower income groups. Further, poor air quality is also an economic issue: the illnesses caused by poor air quality affect people of working age and we know this causes significant time off work and early retirement. Whilst this is difficult to quantify, studies by the Lancet have found that in low-to-medium income countries, air pollution reduces Gross Domestic Product (GDP) by up to 2% and drives up demand and costs on healthcare services.

RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)

Improvements to air quality will therefore have a positive effect on outcomes for health and wellbeing within a number of communities and groups.

Analysis of the actual or likely effect of the Policy or Service:
Does your Policy/Service present any problems or barriers to communities or Group? Does the Service/Policy provide any improvements/remove barriers?

The proposed mitigating actions to improve air quality have been carefully considered to balance the need to improve air quality, with any potential economic impacts on the wider community.

The measures proposed do not include charging for non-compliant vehicles, and the economic impact on Rotherham as a Borough is therefore limited.

The council is however cogniscent of the potential impact of Sheffield's proposals for a Category C clean air zone, on Rotherham residents travelling into and out of Sheffield. This has the potential to impact upon Rotherham's small businesses and taxis and private hire vehicles. With that in mind the council is proposing a number of additional actions to support business to upgrade to less polluting vehicles.

What affect will the Policy/Service have on community relations?
It is currently assessed that the proposed mitigations will have no negative affect on community relations.

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

Time Period 2019/2020

Manager: Tom Smith Service Area: Community Safety and Street Scene Tel: 01709 822902

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 as listed below	Target date (MM/YY)
Undertake a full consultation about proposed mitigations to improve air quality across Rotherham, and inform a Full Business Case to Government in 2019.	A, D, S, GR, RE, RoB, SO, C	05/19

Name Of Director who approved Plan	**Paul Woodcock**	**Date**	

***A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups**

RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)

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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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Summary Sheet

Name of Committee and Date of Committee Meeting
Cabinet – 17 December 2018

Report Title
Food Service Inspection Plan 2018 -19 and Introduction of a Pre-Inspection Service Offer

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

Strategic Director Approving Submission of the Report
Paul Woodcock, Acting Strategic Director of Regeneration and Environment

Report Authors
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Ward(s) Affected
Borough-wide

Summary
The Food Standards Agency requires all Competent Authorities to have an up-to-date, documented Food Service Plan, which is readily available to food business operators and consumers. This plan must be subject to regular review and clearly state the period of time for which the plan has effect.

The Food Standards Agency undertook a focussed audit of this Authority in May 2010 and reported that the framework for the plan was in line with the Service Planning Guidance in the Framework Agreement. The Food Service Plan for 2018/19 follows this outline.

Food hygiene ratings are increasingly important to the food industry, with customers taking an active interest in the hygiene standards of the premises from which they eat, and accordingly making informed choices.

There is an opportunity to offer a pre-inspection advice service to food business owners. The service could provide valuable information and guidance prior to statutory inspections which, if heeded, will enable businesses to enhance their premises and deliver a higher food hygiene rating.

The Council therefore proposes to introduce an in-house offer to the food industry, to provide bespoke advice and guidance and support businesses to achieve compliance and improved food hygiene ratings. This would support food business, and deliver improved food hygiene outcomes for Rotherham's residents.

Whilst there are a number of food premises which would not take advantage of the offer, either because they have their own internal compliance systems, or where they do not see food hygiene as a priority, it is expected that a market exists for support to businesses who are eager to improve their rating and attract more customers.

Recommendations

1. That approval be given to the Food Service Plan for 2018/19;

2. That approval be given to the introduction of a new Council service to provide pre-inspection advice to food businesses, for which a charge of £195 plus VAT will be made.

List of Appendices Included
Appendix A Food Service Plan 2018/19

Background Papers
The following documents have been considered when preparing this report:

- Food Safety Act 1990
- Food Law Code of Practice (England) issued March 2017
- Food Law Practice Guidance (England) Nov 2017
- Food Standards Agency, *The Food Hygiene Rating Scheme: Guidance for local authorities on implementation and operation – the Brand Standard*, version 6, June 2017
- Localism Act 2011
- Regulators' Code

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

Council Approval Required
No

Exempt from the Press and Public
No

Food Service Inspection Plan 2018 -19 and Introduction of a Pre-Inspection Service Offer

1. Recommendations

1.1 That approval be given to the Food Service Plan for 2018/19;

1.2 That approval be given to the introduction of a new Council service to provide pre-inspection advice to food businesses for which a charge of £195 plus VAT will be made.

2. Background

Food Service Inspection Plan

2.1 The Food Law: Code of Practice (England) is a statutory code of practice requiring 'Competent Authorities' to have an up-to-date, documented Food Service Plan, which is readily available to food business operators and consumers and which reflects paragraph six of the Regulator's Code[1].

2.2 The Plan must cover all areas of food law that the Council has a duty to enforce, and set out how the Council intends to deliver 'Official Controls' within its area. The Plan must include imported food responsibilities and the control arrangements that are in place. The Plan must also include reference to the Council's approach to enforcement including its 'Alternative Enforcement Strategy' for dealing with those premises rated as low risk under the Food Establishment Intervention Rating Scheme.

2.3 The report presents the Food Service Plan 2018/19 at Appendix A for approval. The plan also includes a summary of the work undertaken in 2017/18.

Pre-Inspection Service Offer

2.4 All food businesses are legally required to register with the Council, and are subject to a formal risk-based inspection regime, in accordance with Food Standards Agency guidance.

2.5 There is no legal requirement for a food business to seek advice or be inspected before opening. However, businesses often start trading without any food handling training, inadequate preparation and processes, and inappropriate kitchens, storage areas and facilities. A number of more proactive businesses ask for pre-opening advice.

2.6 Currently, on the occasions where advice is requested and provided, the Council diverts resources away from the delivery of its statutory duties. It is also often the case that this advice is provided to businesses that never actually open, resulting in wasted resources.

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[1] Food Standards Agency, *Food Law: Code of Practice (England)*, March 2017, p69. The *Regulators' Code* is enshrined within the Council's General Enforcement Policy and paragraph six relates to transparency of regulatory activity

3. Key Issues

Food Service Inspection Plan

3.1 The Food Standards Agency last undertook a focussed audit of the Council's Food Service Plan in March 2010 and reported that the framework for the plan was in line with the service planning guidance contained in the Framework Agreement.[2] The Food Service Plan for 2018/19, appended to this report as Appendix A, follows this outline.

3.2 There are two types of food inspections:

1. Food **Hygiene** Inspections aim to ensure that food is being handled and produced hygienically and is safe to eat. They identify factors which have the potential to cause food poisoning. Officers will therefore look at the structure and cleanliness of the premises, pest proofing and the food handling, cooking and storage procedures being employed by the business.

2. Food **Standards** Inspections establish whether legal requirements covering quality, composition, labelling, presentation and advertising of food are being met. Food standards inspections therefore cover issues such as falsely describing foods, substituting foods for cheaper alternatives, for example, substituting lamb with cheaper meats, and the provision of information to consumers regarding allergens in food.

3.3 The Food Service Plan 2018/19 sets out the current profile of food businesses in Rotherham, together with their respective risk ratings in accordance with the Food Law, Code of Practice. Priorities are subsequently identified in relation to both food hygiene and food standards inspections, with a focus on category A and B premises.

3.4 Food hygiene and food standards inspections are required to be undertaken at defined frequencies, dependent on the level of assessed risk. Premises are scored against criteria which include: the potential hazards associated with the particular food being processed; the method of food processing; the number and distribution of potential consumers who could be at risk; the level of current compliance with food standards; and the confidence in current management controls. This score then classifies food businesses on an A to E scale, for food hygiene inspections and an A to C scale for food standards inspections. Categories A and B are deemed the highest risks. Tables 1 and 2 below set out the required frequencies of inspections.

Table 1 – Food Hygiene Inspection Frequencies

Category	Minimum intervention frequency
A	At least every 6 months
B	At least every 12 months
C	At least every 18 months
D	At least every 24 months
E	A programme of alternative enforcement strategies or interventions every three years

[2] Food Standards Agency, *Framework Agreement on Official Feed and Food Law Controls*, April 2010

Table 2 – Food Standards Inspection Frequencies

Category	Minimum intervention frequency
A	At least every 12 months
B	At least every 24 months
C	Alternative enforcement strategy or intervention every five years

3.5 With respect to food hygiene inspections during 2017/18, the Council undertook 100% of high risk category A and B inspections and 99% of Category C inspections to the required frequencies. During the same period food standards inspections were completed to timescales in 100% of category A, 96% of category B, and 75% of category C premises.

3.6 The Food Service Plan for 2018/19 sets out performance measures as follows:

- 100 % of A to C food hygiene premises to be inspected to the required frequencies;
- Category D and E food hygiene premises to be undertaken when resources allow;
- Lower risk Category E food hygiene inspections may be subject to alternative enforcement strategies. For example, the Council uses questionnaires for businesses such as childminders, green grocers and other low risk activities;
- 100% of the Category A and B food standards premises to be inspected to the required frequencies;
- Category C food standards inspections may be subject to alternative enforcement strategies.

3.7 The Food Service Plan also sets out the arrangements for sampling, and how the service contributes to related initiatives set out by Public Health England. The Council participated in a number of surveys last year, such as checking ovens for cooking meat joints in catering premises for pathogens, and undertaking swabbing in catering premises. This resulted in in 172 samples being submitted in 2017/18.

3.8 In addition, the Plan deals with complaints received by the Council in relation to food and infectious disease issues. As an example, last year referrals concerning imported foods and supplements resulted in outcomes that included products being taken off the market and others being re-exported.

3.9 As part of the Food Standards Agency's change programme, the Agency may require the Council to review its Plan, including making changes in response to any public health issues that are arising.

Pre-Inspection Service Offer

3.10 The Council has a statutory duty to inspect food premises using a risk-based approach, to ensure legal compliance and protect the public's health. Each year over 900 food businesses are inspected in Rotherham, to ensure compliance of food businesses with minimum legal standards. Each premise is issued with a food hygiene rating ranging from zero in the worst cases, up to 5 for those premises with the best hygiene standards.

3.11 Food hygiene ratings are becoming increasingly important to customers and businesses. All ratings are published on the Food Standards Agency's website, which is regularly used by web-based food ordering companies and social media to attract attention to local ratings. This can generate significant feedback and comment from customers, particularly in relation to those premises that they frequent with low ratings.

3.12 A number of Councils now offer pre-inspection advice to food businesses. This enables businesses to seek guidance from the Council about how to comply with legal requirements and how to ensure as high a rating as possible. Although this provision is not a statutory obligation, it is a service that can be delivered for a fee that is reflective of the resource required.

3.13 The Council has highly qualified and experienced front-line Environmental Health Officers that are capable of providing a high-quality advice service to enhance support for food businesses and improve food hygiene across the sector. The Localism Act 2011 allows Councils to charge fees for non-statutory services. The offer of pre-inspection advice and guidance is not a statutory obligation and consequently can be charged for.

3.14 A pre-inspection food hygiene advice and guidance offer can be delivered within existing resources to those food businesses that request such a service. The scheme will be aimed at both new and existing businesses, providing a head start to those new to the industry, whilst providing an enhanced service to established businesses wishing to improve their hygiene rating score.

3.15 Service provision would be bespoke to the individual business and aim to assisting compliance and improved food hygiene ratings. In addition the service will:

- improve relationships between businesses and regulators;
- help business get things right first time and so reduce inspection costs;
- reduce the costs to the Council from revisits and regulatory interventions;
- increase food business operators' confidence in running their business;
- promote business success and economic growth;
- increase food hygiene compliance and food hygiene ratings in Rotherham attracting customers;
- enhance the opportunity for businesses to achieve high Food Hygiene Ratings, that can then be used in marketing, and give businesses a competitive edge.

3.16 It is proposed to charge at the rate of £195 plus VAT for a basic package, inclusive of up to 2 hours work (not including travel time). The package would include:

- bespoke guidance and advice to food premises owners at any level whether new to the industry or existing businesses;
- support the development of specific in-house procedures and processes, ensuring that all conflicts of interest, legal and financial implications are taken into account, together with adherence to national legislation and guidance;
- full follow up provision of written specific guidance and advice generated from on-site pre-inspection findings geared to enable the business to achieve higher ratings;
- advice from professional and experienced staff, who are fully trained in relation to the process and procedures;
- visits arranged at the convenience of the food business;
- options for businesses to purchase additional time for training, food safety management coaching and follow up support visits.

3.17 A marketing and communications approach will be developed to promote the service and to ensure businesses are kept up to date with the latest guidance and legislative changes. This will include the development of a website (using the existing Council website) and business support packs and leaflets, to promote the service and aid business.

3.18 Generalised free advice will continue to be available for food businesses through the Council's website and associated links with the Food Standards Agency.

4. Options considered and recommended proposal

4.1 The Council has a statutory obligation to have a Food Service Plan in place. The Food Standards Agency state that it is preferable to seek approval to ensure that there is high level support for the approach, and the Plan is therefore presented for sign-off by Cabinet.

4.2 **Option 1:** The Council is not required to provide pre-inspection advice and consequently might decide that such provision is unnecessary, and to rely entirely upon regulatory intervention to improve compliance.

4.3 **Option 2:** A pre-inspection advice service would be introduced within existing resources as additional duties. It is estimated that ten businesses may realistically take up the service in the first year, yielding an income of £1,950. The assumption within the business model is that the service can be delivered within existing resources, and at negligible cost. This is for a number of reasons:

1. The provision of pre-inspection advice is anticipated to reduce the burden on the Council of regulatory interventions, which can be costly both in terms of finance and time;
2. The package of options, letters, terms and conditions and marketing will be developed at minimal cost by the service;
3. Marketing will be undertaken using the existing Council website and Social Media;

4. Active marketing to business will be through existing interactions with food businesses, at the point of inspection or contact from the business.

4.4 Whilst Officers are confident that the service can be provided at negligible additional cost, this will be tested through the implementation of the service. The Council has no obligation to provide a pre-inspection service, and, should the costs outweigh the financial benefits, the service would then consider whether to continue to provide the service in the future.

4.4 **Option 3:** The Council might prefer to purchase an off the shelf package. Systems to deliver pre-inspection advice have been developed by other Councils and are available to the Council at a cost. In particular, the Safer Food Direct package available from Cornwall Council, and utilised by Leeds City Council, includes all pre-written letters, terms and conditions, marketing and advertising, and staff training. The cost of this licence is approximately £2,200 each year, with a minimum three year contract. This option would allow the scheme to start far quicker than in house development, but would require 22 businesses to take-up the Service in Year 1, to ensure that the same net income to the Council of £1,950 assumed in Option 2. However, there is no indication that take up of the offer will be sufficient to deliver a cost neutral or revenue generating position, with the subsequent risk of further budgetary pressure. This option could be considered at a future point should take up of the offer be such that additional income would more than cover the additional system costs.

4.5 Option 2 is therefore the preferred option.

5. Consultation

5.1 No public consultation has taken place in respect of the Food Plan as this is not required.

5.2 Consultation around models of delivery of a pre-inspection service have been held with Leeds City Council, which already operates a successful and busy Safer Food Direct package purchased from Cornwall Council. Leeds City Council have already covered all licence costs and are now delivering a surplus. However, it is important to note Leeds has a significantly larger food industry and a different economy to that in Rotherham.

6. Timetable and Accountability for Implementing this Decision

6.1 The work to deliver the Food Plan is already underway as the Council has a statutory obligation to undertake the functions within the Plan.

6.2 If agreed, work will be started to develop the pre-inspection scheme from the following month from the decision, with a view to providing the service from 1st April 2019.

6.3 The Assistant Director for Community Safety and Street Scene will be responsible for the delivery and implementation of the Plan.

7. Financial and Procurement Implications

7.1 The 2018/19 Food Service Plan will be delivered within existing budgets.

7.2 The introduction of a chargeable service for the provision of pre-inspection advice to food businesses is one of the budget savings proposals that are being considered, as part of the Council's 2019/20 budget strategy.

7.3 It is proposed that a charge of £195, excluding VAT, will be levied for the provision of the service. This is comparable with the charges levied by other authorities who provide this service. It has been assumed that 10 businesses will take up this service in its first year, generating additional income of £1,950. No market testing has been undertaken to determine demand for the service, but it is anticipated that small numbers of pre inspections can be managed within existing resources. In addition, minimal resources are required to set the service up, which can be accommodated within the existing budget for this service.

7.4 It is anticipated that demand for this new service will increase in future years as the benefits to businesses become more widely known. However, at this point it is difficult to estimate take up of the offer. In the event that demand for the service is higher than anticipated, resource implications will be reviewed and further consideration given to the purchase of an off the shelf package to assist in the delivery of the service.

7.5 There are no procurement implications associated with the recommendations of this report.

8. Legal Implications

8.1 Section 40 of the Food Safety Act 1990 provides the Secretary of State the power to issue Codes of Practice in relation to the execution and enforcement of the 1990 Act. Any Competent Authority that does not have regard to the Code of Practice may find their decisions or actions successfully challenged. In addition, the Food Standards Agency, can give a Competent Authority a direction requiring them to carry out steps in order to comply with the Code of Practice.

8.2 Under the Code of Practice, each Competent Authority must have an up- to-date, documented Food Service Plan for food business operators and consumers. The Plan must be subject to regular review and clearly state the period of time for which it has effect. The Plan should reflect the requirements set out in the relevant Regulators Code and must cover all areas that the Competent Authority has a duty to enforce and set out how the Authority intends to deliver official controls within its area.

8.3 Any failure by the Council to implement the Plan may result in the Food Standards Agency making a direction for compliance, which would be done in consultation with the Secretary of State.

8.4 Section 23 of the Food Safety Act 1990, gives a local authority the power to provide training courses in food hygiene for anyone who is, or who intends to become involved in food businesses, whether as proprietors, employees, or otherwise. That power would encompass the pre-inspection advice service recommended in this report.

8.5 In addition, Section 1 of the Localism Act 2011 gives a local authority a general power of competence to do anything that an individual may do, including providing it for a commercial purpose, or otherwise for a charge. This gives the Authority the power in these circumstances to make a charge for the pre-inspection advice service recommended in this report, as it does not amount to a statutory service.

9. Human Resources Implications

9.1 The assumption within the business model is that the service can be delivered within existing resources, and at negligible cost. There are therefore no human resources implications related to this initiative. However, the provision of the service will be closely monitored, in order to ensure it is not negatively impacting on statutory service delivery.

10. Implications for Children and Young People and Vulnerable Adults

10.1 There are no implications for Children and Young People or Vulnerable Adults.

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. Staff in the food, health and safety section, do however work closely with those in other local authorities to ensure effective delivery of the Food Service Plan.

13. Risks and Mitigation

13.1 Competent Authorities are required to have regard to relevant provisions of this Food Law (England) Code of Practice and if they do not follow them they could find their decisions or actions successfully challenged, and evidence gathered during a criminal investigation being ruled inadmissible by a court.

13.2 In addition, the FSA can, after consulting the Secretary of State, give a Competent Authority a direction requiring them to take any specified steps in order to comply with this Code.

13.3 Each of the discretionary services outlined in this report will enhance regulatory compliance amongst local businesses and improve public protection.

14. Accountable Officer(s)

Tom Smith, Assistant Director, Community Safety and Street Scene

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services	Julie Copley	29th October 2018
Assistant Director of Legal Services	Elizabeth Anderton	14th November 2018
Head of Procurement (if appropriate)	Not Consulted	
Head of Human Resources (if appropriate)	Not Consulted	

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

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Rotherham Metropolitan Borough Council

REGENERATION & ENVIRONMENT SERVICES

COMMUNITY SAFETY & STREET SCENE

Food Service Plan 2018/2019

Contents

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Introduction

Community Safety and Street Scene Services are part of the Regeneration and Environment Services Directorate. It is a diverse service area that touches every household and business in the Borough. Its aim is to set high standards to promote, regulate and protect the quality of life in Rotherham. In addition, the work undertaken by the Service can affect people and businesses outside the Borough. The Service plays both an enforcing and educating role.

Service relating to Food Hygiene, Food Standards and Feed Services are part of the Regulation and Enforcement team and are collectively known as the Food, Health and Safety Team. The Food Service Plan links to the Council Plan 2017- 20.

The Council's Vision and Priorities

The Council's Vision is defined as:

> 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.

The Council Plan sets out what the Council plans to do in order to deliver against the Vision and priorities. The Council's four priorities are:

1 Every child making the best start in life

2 Every adult secure, responsible and empowered

3 A strong community in a clean, safe environment

4 Extending opportunity, prosperity and planning for the future

Underpinning these four priorities, to support better outcomes and an enhanced quality of life for Rotherham's residents, is a further priority to make sure the organisation is capable of delivering this vision through being a "modern, efficient Council".

In terms of service-based priorities, within the Community Safety and Street Scene Service Plan, the Food, Health and Safety Team contribute to:

- A strong community in a clean, safe environment
- Running a modern, efficient Council

The Regulation and Enforcement team has a suite of performance measures which are reported through quarterly performance monitoring, with monthly reports from the Food, Health and Safety Team submitted to the Head of Service, Regulation and Enforcement.

The key performance measure which applies to the Food, Health and Safety Team is:

- Food establishments compliant with food hygiene law

The Food Service Plan provides a framework for employees within Food, Health and Safety, and a framework against which our customers and other stakeholders can assess our performance.

The Team Objectives of the Food, Health and Safety Team are:

- to provide safe food and feed; and
- to safeguard public health.

The Food Service Plan provides a focus for improvements within Food, Health & Safety for 2018/2019. It also seeks to ensure that the aims and methods of service delivery are consistent with, and contribute significantly to the Council's corporate priorities.

The Plan:

- explains the purpose of the Food Hygiene and Standards Service;
- explains the purpose of the Animal Feed Service;
- links to the Food Standards Agency Framework Agreement;
- matches current resources against existing service levels;
- sets targets against which the performance of the Unit can be measured;
- provides a performance management framework to ensure continuous improvement.

1 Priorities – Aims and Objectives

Staff in the Food, Health & Safety Team will be:

- Honest - Open and truthful in everything we say and do
- Accountable – We own our decisions, we do what we say and we acknowledge and learn from our mistakes
- Respectful - We show regard and sensitivity for the feelings, rights and views of others
- Ambitious - We are dedicated, committed and positive, embracing change with energy and creativity
- Proud - We take pride in our borough and in the job that we do

The Service is organised with a focus on business regulation. Food hygiene, food standards, animal feed and animal health work is integrated to provide a "farm to fork" approach, which ensures effective enforcement and advice. It will deliver excellent standards and improve the quality of life for our customers. Service provision includes:

- undertaking programmed food hygiene, food standards and feed inspections, targeting high risk inspections in accordance with the frequency determined under the inspection rating system set out in the relevant legislation, Food Law and Feed Law Codes of Practice and guidance. Lower risk premises will be targeted via different interventions such as questionnaires;

- participating in the Food Standards Agency's Food Hygiene Rating Scheme in accordance with the Brand Standard and Food and Feed Law Codes of Practice and Practice Guidance;

- inspecting, approving, registering and auditing relevant premises in accordance with the relevant legislation, Codes of Practice, guidance, etc;

- producing food/feed sampling programmes and annual reports on sampling activities;

- investigating food/feed complaints and infectious disease referrals within service request initial response times and initiating appropriate actions in accordance with Codes of Practice and guidance;

- having regard to the Primary Authority Scheme with respect to certain premises in Rotherham and carrying out enquiries referred from other agencies;

- supporting the annual inspection programme with targeted advice, press releases and proactive investigations and surveys;

- provide education, advice and information on food and feed safety to food and feed businesses and consumers;

- maintaining and implementing a database of food/feed premises which is accurate and up to date. Ensuring all reasonable security measures are in place to prevent access and amendment by unauthorised persons;

- responding to Food/Allergy Alerts and have procedures in place to notify the Food Standards Agency of any serious localised incident or a wider food/feed safety problem.

- deal with imported and exported food/feed.

2 Profile

Rotherham Metropolitan Borough Council has a population of around 260,000 and covers an area of 28,277 hectares.

As a Metropolitan Borough Council the Authority is responsible for the full range of food service and feed service delivery.

Food Hygiene, Food Standards and Feeding Stuffs are dealt with by staff in the Food, Health and Safety team.

The offices are currently located at:

Community Safety and Street Scene
Floor 3, Wing A
Riverside House
Main Street
Rotherham
S60 1AE

Tel: (01709) 823164
Fax: (01709) 371149

Website: www.rotherham.gov.uk

E.mail: food.health&safety@rotherham.gov.uk

Reception Opening Hours: 08.30-17.30 Monday to Friday

Out of hours messages can be left on an answer machine (01709) 823161 which is checked daily Monday to Friday.

Organisational Structure

Rotherham has a Cabinet Model to enable an open and efficient decision making process.

Councillor Hoddinott is the Lead Cabinet Member for Food, Health and Safety Team services.

Community Safety and Street Scene Services are part of the Strategic Directorate of Regeneration and Environment Services which is reportable to the Chief Executive.

- Staff who perform food hygiene, food standards and animal feed services inspections are part of the Food, Health and Safety Team.

- The Manager of this section reports to the Head of Service Regulation & Enforcement, who reports to the Assistant Director of Community Safety and Street Scene.

Provisions for specialist services:

- The Authority has appointed Duncan Campbell as the Public Analyst and Agricultural Analyst.

- Microbiology Department, Leeds General Hospital, Great George St, Leeds LS1 3EX examines faecal samples and Public Health England (PHE), Food, Water and Environmental Microbiology Network (Leeds Laboratory), Block 10, FERA, Sand Hutton, York, YO41 1LZ acts as the food examiner.

- Other specialist service providers are used as necessary.

- The Local Authority has appointed Nachi Arunachalam as the Proper Officer, who is the Consultant in Communicable Disease Control.

Scope of the Food Service

As a Metropolitan Borough Council the Authority is responsible for the full range of food service delivery.

The Head of Service, Regulation & Enforcement has overall managerial responsibility for the services.

Services relating to Food Hygiene, Food Standards and Feeding stuffs are delivered by the Food, Health and Safety Team. The following services are also delivered:

- health and safety;
- water quality;
- private water supplies;
- infectious diseases;
- animal health;
- advisory services;
- public health, including smoke-free legislation;
- health promotion;
- registration and licensing functions, e.g. tattooists, acupuncturists, etc.
  (NB: this is not an exclusive list).

The Council occasionally uses external contractors to carry out food hygiene inspections to support the service. It is not envisaged that this will occur during this financial year. If contractors are employed, measures are taken to monitor the quality of their work.

Demands on the Food Service

External Factors

A minority of food handlers within the district speak languages other than English. These include: Arabic, Bengali, Cantonese, Greek, Gujerati, Hindi, Mirapuri, Kurdish, Surami, Turkish, Persian, Polish, Slovak, Punjabi, Urdu, etc. The Directorate has the access to translators of many languages.

Other external factors which are expected to impact on service delivery include:

- Outbreaks of various illnesses
- Unplanned events, eg large concerts, etc.
- New legislation, guidance, etc.

The area contains a mix of manufacturing, retail and catering premises. Catering and retail are the dominant sectors within the mix. Businesses are predominantly small to medium.

The premises profile of those in the programme as at 9 April 2018:

Primary Producers	9
Manufacturers/Packers	24
Importers/Exporters	1
Distributors/Transporters	33
Supermarket/Hypermarket	58
Small Retailers	129
Retailer Other	329
Restaurant/Cafe/Canteen	335
Hotel/Guest House	16
Pub/Club	214
Take Away	253
Caring Premises	283
School/College	138
Mobile Food Unit	99
Restaurants and Caterers Other	220
TOTAL	**2141**

There are 174 businesses registered with the Authority for feeding stuffs.

Internal Factors

Internal Factors which can affect food hygiene performance include:

- Changes in legislation;
- Staff training;
- Holiday/flexi-time/sickness/maternity leave;
- Vacant post in Health and Safety and Customer and Admin Support Officer.

Enforcement Policy

The Council has adopted a General Enforcement Policy which is periodically reviewed to reflect current legislation and guidance. High risk premises are prioritised. A number of internal procedures and policies also support the work undertaken by the service.

The work undertaken by the Service:

- Gives priority to inspecting high risk non-compliant premises;
- Priority is also given to high risk visits. Where possible the service uses questionnaires for low risk businesses as part of the Alternate Enforcement Strategy;
- Combines food hygiene and food standards inspections where appropriate.

Premises Profile by Risk Category for Food Hygiene Inspections

Officers from the Food, Health and Safety Team use the Code of Practice issued under Section 40 of the Food Safety Act 1990 and the guidance in the Brand Standard for the Food Hygiene Rating Scheme, to determine the risk rating of food premises in terms of food hygiene and food standards inspections. The Authority inspects, approves and registers premises in accordance with the relevant legislation and Code of Practice made thereunder.

The risk assessment profile for food hygiene inspections on 9 April 2018, which determines the inspection programme, for 2018/19 was:

Category A	6
Category B:	84
Category C:	359
Category D:	772
Category E:	907
Category U:	13

The expected frequency of inspections relating to each risk category is as follows:

Category	**Minimum intervention frequency**
A	At least every 6 months
B	At least every 12 months
C	At least every 18 months
D	At least every 24 months
E	A programme of alternative enforcement strategies or interventions every three years

Officers undertaking food hygiene inspections also carry out other functions as previously described. One FTE officer undertakes reactive work, including service requests relating to premises and food, as well as undertaking food sampling. Resources are targeted to achieving 100% of category A to C inspections. Unrated premises are also prioritised. Category D and E premises are inspected when resources are available. Compliant category D and E premises may be subject to alternative enforcement approaches. Food inspections, revisits, as well as other interventions are carried out by 4 FTE.

Staff are working towards increasing their knowledge of food standards and health and safety, and the inspection regime has been amended to ensure employees cover a wider remit of inspections, to broaden their knowledge. At the same time as undertaking the core work, focussing on food, assessments of the impact of allergens and waste, and compliance with smoke-free legislation, are also undertaken.

The Service achieved 100% of category A – B inspections due in 2017/18, and 98.78%% of category C inspections, overall 72.64% of category A – E inspections were carried out. Compliant category D and E premises may be subject to alternative enforcement means, such as questionnaires or self-assessment.

The Service aims to support 85% of food establishments in the area to be broadly compliant with food hygiene law. In 2017/18, 91.74% were broadly compliant, which is above the national average of 90%.

Premises Profile by Risk Category for Food Standards Inspections

The number of inspections in the food standards programme for 2018/2019 is as follows:

	High Risk
Total Number of Premises to Inspect	A 2 B 190
Number of inspections to achieve target	192 (100%)
Number of Officers available to carry out inspections (FTE)	2

The frequency of Food Standards inspection programme is determined by the Food Standards Agency scoring system as follows:

Category	**Minimum intervention frequency**
A	At least every 12 months
B	At least every 24 months
C	Alternative enforcement strategy or intervention every five years

In 2018/19 there are only two category A premises due for inspection, and 190 category B premises. Resources will be focused on achieving the target of 100% of high risk premises (category A and B) inspected.

Premises rated as low risk need not be included in the planned inspection programme but they must be subject to an Alternative Enforcement Strategy, such as a questionnaire or self-assessment, at least once in every 5 years. There are 525 category C premises. These are inspected at the same time as the food hygiene inspection where appropriate.

When fully staffed there are sufficient resources within the team to undertake 100% of category A and B inspections. There are two FTE staff who undertake food standards inspections and revisits as well as other interventions. Any vacant posts or sickness could impact upon service delivery.

In 2017/18 the Service inspected 100% of category A and 96% of category B premises. In addition 75% of category C premises were inspected.

The Service will monitor and evaluate any new legislation and trade trends and prioritise or target inspections appropriately.

Imported Foods

There are a number of companies in Rotherham who import a wide range of foods. The Authority works closely with the ports and airports to ensure any problems found are followed up.

In 2017/18 there were a number of issues referred to the Authority regarding products which had been imported into Rotherham containing banned products, which required removing from the market. There were also a number of issues regarding traceability which also resulted in them being re-exported.

3 Plans

The following plan is designed to deliver our strategic objectives and step change improvements that are specific, measurable, achievable and realistic and are linked to both Government and local Council agendas. They are outcome based and have lead officers who are responsible for their delivery.

Food Complaints

It is the Service standard to respond to all service requests within 5 working days of receipt. Predicting future service demand can be challenging and is dependent on many factors, not least of which are the introduction of new legislation and any media-driven issues. Each complaint is assessed, and appropriate action is taken in accordance with the relevant Code of Practice and using appropriate guidance.

In 2017/2018, 424 service requests were received for food complaints and regarding premises. It might be estimated that the number of complaints for 2018/2019 can be projected as around 400 by year end based on the number of complaints already received. At an average of 4.4 hours to investigate each complaint, it can be projected that 1,777 working hours will be required to deal with these complaints.

Primary Authority Scheme

Rotherham Metropolitan Borough Council Officers have regard to the Primary Authority Scheme.

The Service acknowledges the importance of the Primary Authority Scheme in enforcement and advisory work. The Food, Health and Safety Team does not have statutory partnerships for Primary Authorities. We do however provide information regarding several large businesses such as: KP Snacks, Greencore Prepared Meals Crawshaws, Greens Desserts UK Ltd, Maple Leaf Foods Ltd, AMB Products, and Staniforths Rotherham Ltd, and have regard to advice and inspection plans by routinely accessing the Primary Authority Scheme's secure ICT system.

Advice to Business

It is the aim of the Service to respond to service requests for advice in 5 working days. A significant proportion of officer time is spent giving advice to potential and existing businesses.

Advice is provided during the course of inspections and other interventions to assist businesses. Follow up letters and reports contain recommendations and advisory leaflets where necessary. Businesses are sign posted to a range of food safety publications. Local businesses are given information on food hygiene training available locally. The Service respond to requests from trade organisations. Officers work closely with other agencies such as Customs and Excise, Border Agency and the Police.

Sampling

Food samples are submitted to the Public Health England (PHE) and the Public Analyst. The Authority contributes to conference calls to target the resources for sampling. The Authority includes Food Standards Agency and PHE surveys in the sampling undertaken.

The Food, Health and Safety sampling budget for 2018/2019 is £8,375 and this is allocated for samples submitted to the public analyst and food examiner.

In 2017/2018, 172 samples were submitted to the food examiner/analyst. The Service participated in a number of surveys, such as checking ovens for cooking meat joints in catering premises, swabbing in catering premises and examining mince preparations. A number of products from an approved premise were checked to ensure the pasteurisation process was operating effectively.

In 2018/2019 it is estimated that Food, Health and Safety will submit 150 food samples to the food examiner/food analyst. The estimated number of hours to be devoted to sampling is 400.

In certain circumstances the Authority may use other specialists/experts such as Campden and Chorleywood Food Research Association.

Promotional Activity

Throughout the year the Food, Health and Safety team raise awareness by:

- Promoting food hygiene courses provided by other agencies
- Providing press releases on relevant food issues
- Providing information regarding Safer Food, Better Business packs on the FSA website
- Promoting the Food Information Regulations resources
- Providing advice on food safety, as appropriate

Control and Investigation of Outbreaks and Food Related Infectious Diseases

Food, Health and Safety work closely with Public Health England (PHE), in particular the Consultant in Communicable Disease (CCDC) and other agencies to investigate cases of food poisoning and other notifiable and communicable diseases. Rotherham has adopted a range of standard forms, letters and advice sheets to assist in the investigation of food poisoning notifications and outbreaks which have been agreed and developed across the four South Yorkshire Authorities and Public Health England.

There were 511 people notified as cases/contacts between April 2017 and March 2018. It is estimated that around 500 cases will be investigated in the 2018/19 financial year based on current levels of reporting.

Food Safety Alerts / Incidents / Food Fraud

Rotherham Borough Council to have regard to the Food Law Code of Practice in relation to the handling of Food Alerts and Food Safety Incidents.

Food, Health and Safety staff ensure that the Food Alerts are actioned and the information is disseminated, where appropriate.

In addition, the Service received numerous notifications regarding allergens in certain foods, product withdrawals and product recalls.

The Authority will share with the National Food Crime Unit any suspicions of food fraud, including historic cases.

Liaison with Other Organisations

The Authority participates in the following liaison groups related to food and feed issues in order to ensure that enforcement action taken within Rotherham Metropolitan Borough Council is consistent with that of the neighbouring local authorities:

- Food and Feed Liaison Groups
- Food, Water and Environmental Microbiology Regional Network
- PHE Liaison meetings / telephone conference calls
- Control of Infection meetings
- Yorkshire Water/Severn Trent
- Liaison meeting with Public Health

Resources

Financial Allocation

The Food Safety Service financial costs are contained within the Community Safety and Street Scene, Food, Health and Safety Team cost centre.

Staff Budget for Food and Infectious Diseases 2018/2019

- Direct Employee Expenses: £406,872
- Indirect Employees Expenses £197
- Transport Related Expenses: £3,200
- Supplies and Services: £16,445
- **Total Expenditure 426,714**
- Income: £56,744
- **Net Food Hygiene/Infectious Disease Budget: £369,970**

Staffing Allocation

The team also cover activities such as health and safety, licensing, water quality, infectious diseases and health promotion.

There are two Principal Officers with one taking the lead for food and feed, and the other for health and safety. 6.8 FTEs undertake food and feed activities and 1.4 FTEs deal with health and safety. There is a full-time Animal Health Inspector and part-time Assistant Animal Health Inspector. There is 1 clerical support member of staff of which 50% is allocated to support food safety/infectious diseases. Staff resources are targeted at the higher risk non-compliant premises. One FTE undertakes reactive work, including service requests, sampling, etc. Currently 4 FTEs undertake food hygiene and 2 FTEs carry out food standards inspections. The Principal Officer and 0.2 of a member of staff undertake feed inspections. Revisits and other interventions are included in this breakdown. Any vacant posts and sick leave could impact on service delivery.

Staff Development Plan

Performance and Development reviews are carried out annually, and reviewed every six months, to enable performance standards to be set and to contribute to the training undertaken.

It is the policy of Rotherham Metropolitan Borough Council to comply fully with the requirements of the statutory Food and Feed Codes of Practice in relation to staff training and the qualification of Authorised Officers. Each officer is required to have at least 10 hours of Continuous Professional Development (CPD) each year.

Ad hoc training will also be carried out throughout the year to inform officers of new legislation and emerging issues. Training is also undertaken jointly with the other South Yorkshire authorities to address consistency issues and provide updates.

Quality Assessment

Quality Assessment

The performance of the Food Safety Service is monitored by interrogation of the AUTHORITY computer database and reports upon the compliance figures to the Head of Service.

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Performance for 2017/18

The Food Service Plan projected that 100% of high risk food hygiene premises and 100% of high risk food standards premises would be inspected during 2017/2018. The outcome for the year end was that 100% of category A and B food hygiene and 99% of Category C inspections were carried out. 72.4% of category A to E premises were inspected. The Service carried out 100% of category A and 96% of category B food standards inspections.

- 91.74% of food establishments in the area were broadly compliant with food hygiene law. Those premises which were not broadly compliant were awarded 0, 1 or 2 ratings attracting further enforcement action to bring them to compliance. Such low ratings can have a significant impact on individual businesses as public perceptions of the scores and promotion through social media, can adversely affect the business of those with poor hygiene.

- 17 feed visits were undertaken, which meant that the service delivered on grant funded work.

- The service submitted 172 food samples and participated in a number of national and local sampling initiatives.

- 450 service requests were received.

- 511 people were notified as cases/contacts of suspected and actual cases of infectious / notifiable diseases between April 2017 to March 2018.

- All Food Alerts were assessed, however none required any action with the Alerts being dealt with between the Food Standards Agency's Incident Branch and the company

Review against the Service Plan

The Food Service Plan will continue to be reviewed annually, with the next review taking place in May 2019, prior to the 2019/20 Plan being submitted to Members.

The Local Authority Enforcement Monitoring System (LAEMS) return is submitted annually by the Head of Service.

Areas for Improvement

During the 2018/19 financial year the Service will be examined in accordance with the Food Standards Agency Framework Agreement. Any gaps will be identified and measures introduced to improve the Service.

- Continued production and revision of policies and procedures with regard to current legislation and guidance from agencies such as the FSA
- CPD training and internal training where necessary in order to maintain officer competence Lead Food Officers and authorised officers must obtain a minimum of 20 hours CPD per year, split into:
  - A minimum of 10 CPD hours on relevant core food matters directly related to the delivery of official controls for which the Officer is authorised;
  - 10 hours on other professional matters. This could include training needs identified by the Lead Food Officer during competency assessments/ appraisals.
  - Documented process for recording CPD and compliance with statutory Codes of Practice
- Introduce any revisions to reflect the Brand Standard
- Work with businesses to promote understanding of the Food Information Regulations
- Further develop the Food Alert process to ensure effective recording and reaction

Action Plan for 2018/2019

To provide safe food

- To undertake 100% of the category A – C food hygiene inspections.
- To undertake 100% of the category A – B food standards inspections
- To achieve broad compliance with food hygiene law of **85%** of the food establishments in the area and improve business satisfaction with the local authority.
- To produce a food sampling programme
- To respond to Food Alerts issued by the Food Standards Agency within 4 working days and to take any necessary actions.
- To undertake training to ensure staff complete their 20 hours Continual Professional Development and comply with the Framework Agreement set by the Food Standards Agency.

To safeguard public health

- To respond to service requests regarding food premises and food.
- To take appropriate enforcement action.
- To investigate food poisoning outbreaks and incidents.

	SMART Objective	Actions	PIs and Measures	Responsibility	Resources	Risks
1.	To deliver 100% of category A-C food hygiene inspections in the programme for 2018/19 to ensure the priority of providing safe food to consumers is met.	To devise a food hygiene programme for 2018/19 in accordance with the Code of Practice.	Food Standards Agency (FSA) LAEMS Return	Lewis Coates / Janice Manning	Food, Health and Safety team	Failure to meet the FSA targets set in the Framework Agreement could result in loss of the food hygiene service by the Local Authority. The Authority would be required to meet the cost of an external agency performing this function.
2.	To meet the local target of 85% of the food establishments in the area which are broadly compliant with food hygiene law.	To inspect food establish-ments in the area, and take appropriate action to encourage them to become broadly compliant with food hygiene law.	Food Standards Agency (FSA) Return	Lewis Coates / Janice Manning	Food, Health and Safety team	The Authority submits a return to the FSA on risk rating of premises.

	SMART Objective	Actions	PIs and Measures	Responsibility	Resources	Risks
3.	To deliver 100% of high risk food standards inspections in the programme for 2018/19 to ensure the priority of providing safe food to consumers is met.	To devise a food standards programme for 2018/19 in accordance with the Code of Practice.	FSA Return	Lewis Coates / Janice Manning	Food, Health and Safety team	Failure to meet the FSA targets set in the Framework Agreement could result in loss of the food standards service by the Local Authority. The Authority would be required to meet the cost of an external agency performing this function.
4.	To deliver the food sampling programmes by 2018/19 to ensure the priority of providing safe food to consumers is met.	To devise food sampling programmes for 2018/19 in accordance with the Code of Practice.	FSA Return	Lewis Coates / Janice Manning	Food, Health and Safety team	Failure to meet the FSA targets set in the Framework Agreement could result in loss of the food hygiene/standards services by the Local Authority. The Authority would be required to meet the cost of an external agency performing this function.
5.	To assess all food alerts issued by the FSA during 2018/19 for relevance to safeguard public health and provide safe food within 4 working days.	To assess and implement any necessary actions to protect public health or safeguard the food chain.	FSA Framework Agreement	Lewis Coates / Janice Manning	Food, Health and Safety team	Failure to respond to food alerts could have serious consequences on the health of the public and may result in death or serious illness of a number of people. It could also compromise food safety.

	SMART Objective	Actions	PIs and Measures	Responsibility	Resources	Risks
6.	To respond to all requests for service regarding food safety within 5 working days in 2018/19.	To assess and implement any necessary actions to protect public health or safeguard the food chain.	FSA Framework Agreement	Lewis Coates / Janice Manning	Food, Health and Safety team	Failure to respond to certain service requests could jeopardise the health of the public or may result in unsafe food.
8.	To deliver a regime to ensure all food poisoning outbreaks and incidents are recorded in 2018/19. An initial response will be made within 4 working days.	Ensure that 100% food poisoning outbreaks and incidents are actioned.	FSA Framework Agreement	Lewis Coates / Janice Manning	Food, Health and Safety team	Failure to respond to food poisoning outbreaks could have serious consequences on the health of the public and may result in death or serious illness of a number of people. It could also compromise food safety.
9.	To ensure all staff are competent in the delivery of their food safety / enforcement duties in 2018/19.	Deliver a programme of education and a training plan for all EHOs/food enforcement officers carrying out the food safety function.	FSA Framework Agreement	Lewis Coates / Janice Manning	Food, Health and Safety team	Failure to have trained staff could have substantial and significant effects, both financially and on public health in the event of an officer closing premises or making an inappropriate judgement regarding fitness or recalling a product.

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