

IMPROVING PLACES SELECT COMMISSION

Date and Time :- Thursday, 25 July 2019 at 1.30 p.m.

Venue:- Town Hall, Moorgate Street, Rotherham.

Membership:- Councillors Atkin, Buckley, B. Cutts, Elliot, Jepson, Jones, Khan, Mallinder (Chair), McNeely, Reeder, Rushforth, Sansome, Sheppard, Taylor, Tweed (Vice-Chair), Julie Turner, Whysall and Wyatt.

Co-opted Member:- Mrs. W. Birch.

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.

AGENDA

1. Apologies for Absence

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

2. Minutes of the previous meeting held on 6th June, 2019 (Pages 1 - 4)

To consider and approve the minutes of the previous meeting held on (insert date) as a true and correct record of the proceedings.

3. Declarations of Interest

To receive declarations of interest from Members in respect of items listed on the agenda.

4. Questions from members of the public and the press

To receive questions relating to items of business on the agenda from members of the public or press who are present at the meeting.

5. Exclusion of the Press and Public

To consider whether the press and public should be excluded from the meeting during consideration of any part of the agenda.

6. Communications

To receive communications from the Chair in respect of matters within the Commission's remit and work programme.

7. Thriving Neighbourhoods - Update Report (Pages 5 - 46)

To consider the delivery of the Thriving Neighbourhoods Strategy and the Neighbourhood Working model.

8. Enforcement Contract - Kingdom/Doncaster MBC (Pages 47 - 64)

To consider the levels of performance and agree the importance of enhanced enforcement and visibility.

9. Home to School Transport Update (Pages 65 - 66)

To consider the update on the implementation of the new Home to School Transport Policy.

10. Urgent Business

To consider any item which the Chair is of the opinion should be considered as a matter of urgency.

11. Date and time of the next meeting

The next meeting of the Improving Places Select Commission will take place on 19th September, 2019 commencing at 1.30 p.m. in Rotherham Town Hall.

IMPROVING PLACES SELECT COMMISSION
Thursday, 6th June, 2019

Present:- Councillor Mallinder (in the Chair); Councillors Birch, Buckley, B. Cutts, Jepson, Jones, Khan, Reeder, Sansome, Sheppard, Taylor and Tweed and Ms. W. Birch (Co-opted Member).

Apologies for absence were received from Councillors Atkin, McNeely, Rushforth, Whysall and Wyatt.

An apology for absence was received from Councillor Hoddinott, Cabinet Member for Waste, Roads and Community Safety.

The webcast of the Council Meeting can be viewed at:-
<https://rotherham.public-i.tv/core/portal/home>

1. MRS. LILIAN SHEARS

The Chair reported the sudden death of Mrs. Lilian Shears.

The Select Commission stood for a minute's silence as a mark of respect.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at the meeting.

3. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

There were no members of the public or press present at the meeting.

4. COMMUNICATIONS

New/Old Select Commission Members

The Chair welcomed Councillors Rushforth, Taylor and Tweed to the Select Commission.

The Chair thanked Councillors Vjestica and Walsh for their contributions to the work of the Select Commission during the 2018/19 Municipal Year.

Review Meeting

A review meeting had taken place on 26th April and discussed the following items:-

Rights of Way Improvement Plan 2

This built on the previous improvement plan and had 4 main aims:-

- Accurately recorded, easy to use and free from obstructions
- A ROW network that retained the character of the countryside
- Promoted health and enjoyment

- Prioritising works to get the best out of Rotherham's network

Recommendation – That the Head of Highway Services for Community and Street Scene look at providing information, at Ward level, in relation to Public Rights of Way to Members.

Clean Air Zone – Improving Air Quality in Rotherham

This showed the consultation process for how the Council would meet the mandate from Government to undertake a feasibility study to reduce nitrogen dioxide in the shortest possible time.

Recommendation – That officers meet with relevant Members to discuss any potential impact on their Wards in light of the proposed changes listed as part of the Clean Air Zone to improve the air quality in Rotherham.

5. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH APRIL 2019

Consideration was given to the minutes of the meeting held on 18th April, 2019.

Resolved:- That the minutes of the meeting of the Improving Places Select Commission held on Thursday, 18th April, 2019, be approved as a correct record.

6. AGREEMENT BETWEEN DIGNITY FUNERALS LTD AND ROTHERHAM METROPOLITAN BOROUGH COUNCIL - UPDATE

Polly Hamilton, Assistant Director, Culture, Sport and Tourism, presented an update on the progress made against the recommendations of the Improving Places Select Commission held on 14th February, 2019.

Also in attendance were:-

Louise Sennitt, Superintendent Registrar/Contract Manager, RMBC
Steve Gant, Dignity
Nicola Cook, Dignity
Sam Fletcher, Rotherham Manager, Dignity.

There had been significant progress made over the last year. Regular monitoring and dialogue took place between the Council and Dignity as well as a number of systems and processes by which to check with the wider community and those with protected characteristics.

The report set out the progress made against the Select Commission's recommendations of 14th February, 2019.

Discussion ensued with the following issues raised/clarified:-

- Provision of environmentally friendly burial options – work was taking place to consider different options in terms of suitable land. There was one environmentally friendly burial site not too far from Rotherham owned by another company; Dignity had one environmentally friendly burial section in one of their cemeteries. It was something that was definitely gaining a lot of interest but Dignity's current experience was that there was not a great deal of uptake

It was noted that Councillor Hoddinott had been looking into good practice in other local authorities. There were some other authorities who Rotherham could perhaps learn from and potential site visits that could be undertaken in the future

Before any decision was made, the Council would follow its consultation policy and process to establish if there was the demand for such facility from the general public. Initial engagement had been made with Ward Members with regard to potential sites who had raised the issue of communication and consultation

- Although the main driveway at Ridgeway was in good order, a number of the side roads were showing signs of potholes. Dignity undertook to ensure the Grounds Maintenance Team carried out checks
- Cemetery testing was a priority throughout all the cemeteries. Dignity were currently progressing an inhouse system to make that more effective which would be rolled out as and when
- Clarification that Psalters Lane Cemetery was listed as "Masbrough"
- The secure storage for registers and records had been a big project for Dignity to find suitable storage methods as well as the legislation having changed since the original contract. A third and final quote was awaited for comparison purposes but it was hoped by the end of the year to have the safes installed to store all of the records. Scanning would also be explored to provide extra security. Initially consideration had been given to scanning and then removal of the documents to an offsite facility, however, there was a lot of interest from members of the public in seeing the physical registers and felt it would be unreasonable to move them off site
- Appreciation of the Muslim community for listening to them and the provision of extended hours to facilitate Muslim burials
- Issue of some of the Muslim graves being waterlogged – when preparing the new section for Muslim graves, the Grounds Maintenance Team had found a pipe which had flooded the area. Despite best efforts the problem had not been solved as yet and water was continuing to be pumped out so they could be used. Ongoing investigations were taking place to ascertain the source of the water

- After hours burials charge – this was an agenda item for the next Project Liaison Group. Dignity was charged a fee which was then passed onto the client. There was constant discussion regarding the fee and it was hoped a resolution would be reached that suited all parties
- Future land for Muslim burial sites – Dignity had maps showing their burial land and able to forecast where provision could be extended. This information would be provided to the Select Commission

The Chair thanked Dignity and relevant officers for their work on this matter.

Resolved:- (1) That the report be noted.

(2) That once extended hours for burials pilot was completed, the outcome be submitted to the Select Commission.

7. DATE AND TIME OF THE NEXT MEETING:-

Resolved:- That a further meeting be held on Thursday, 25th July, 2019, commencing at 1.30 p.m.

Summary Sheet

Improving Places Select Commission (IPSC) – 25th July 2019

Report Title

Thriving Neighbourhoods

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

No

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Author(s)

Martin Hughes. Head of Neighbourhoods, Assistant Chief Executive Department

Ward(s) Affected

All wards

Summary

The purpose of this report is to:

- a) Provide a summary of the delivery of the Thriving Neighbourhoods Strategy and the Neighbourhood Working model

Recommendations

Members of Improving Places Select Committee are asked to:

1. Note the progress of the delivery of the Thriving Neighbourhoods Strategy and the Neighbourhood Working model.

List of Papers Included

None

Background Papers

- Thriving Neighbourhoods: The Rotherham Neighbourhood Strategy 2018-2025
- Annual Report of Neighbourhood Working 2017/18

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Thriving Neighbourhoods

1. Recommendations

- 1.1 Members of Improving places Select committee are asked to:
- Note the progress of the delivery of the Thriving Neighbourhoods Strategy and the Neighbourhood Working model

2. Background

- 2.1 The new Neighbourhood Working model was introduced in May 2017. The Neighbourhoods Team has since been restructured and the team is now fully staffed.
- 2.2 Improving Places Select Commission received a summary of the first year of delivery in September 2018.
- 2.3 Cabinet approved the Thriving Neighbourhoods Strategy (2018-2025) in November 2018. The strategy sets out a fresh approach to working with residents and partners across the borough and signals a new way of working for the Council both for members and for staff
- 2.4 The Thriving Neighbourhoods Strategy is framed around three key outcomes which describe what the Council would like to see in each ward across Rotherham:
- Neighbourhoods are safe and welcoming with good community spirit;
 - Residents are happy and healthy and love where they live, and
 - Residents use their skills and assets to contribute to the outcomes that matter to them
- 2.5 An Implementation Plan for the strategy was developed in November 2018 and is constantly reviewed and refreshed on a monthly basis
- 2.6 Governance and steer for implementation of the strategy is provided by the Neighbourhood Working Members Forum and the Thriving Neighbourhoods Programme Board (made up of Council officers and partner agencies)

3. Key Issues

- 3.1 An Implementation Plan for the Strategy was produced in November 2018. It is a living document that is updated on a monthly basis. It identifies the following drivers:
- Engage & Develop the Workforce
 - Councillors as Community Leaders
 - Communication & Engagement
 - Asset Based Community Development
 - Integrated Place Based Working
 - Role of Parish Councils

There has been significant progress on implementing the Strategy since November 2018.

Engage & Develop the Workforce

- 3.2 Raising awareness – the strategy and new neighbourhood working model has been discussed with a range of stakeholders across the council and partners organisations, including:
- Directorate Leadership Teams
 - Wider Leadership Team
 - Staff Engagement sessions (led by the Chief Executive)
 - VCS organisations
 - Parish Councils
- 3.3 Training & Development – the Neighbourhoods Team, representatives from other council services and Councillors have attended masterclasses focused on communication & engagement. These have been facilitated by the Local Government Association (LGA) and drawn on their guide ‘New Conversations – a guide to engagement’.
- 3.4 Next steps – over the next 12 months the following will take place –
- Follow up meetings with Directorate Leadership Teams and Heads of Service to explore opportunities to embed neighbourhood working in the delivery of services
 - Link neighbourhood working / asset based approach into the Rotherham Leader Programme
 - Series of masterclasses including:
 - Asset Based Community Development
 - VCS Governance arrangements - Charities / Charity law
 - Business planning and bid writing with Community Groups
 - Supporting Volunteers – benefits, current legislation, etc.
 - Mapping Assets and the Joint Strategic Needs Assessment
 - Understanding Neighbourhood data
 - Community Asset Transfer
 - Recruit 3 Community Sport and Health Apprentices (based in North, Central & South) as part of Neighbourhoods Team
 - Develop a Rotherham Council staff volunteering programme
 - Utilise opportunities in the Public Service ‘Social Values Act’ within the commissioning and procurement process.

Councillors as Community Leaders

- 3.5 Raising awareness – the Head of Neighbourhoods has attended 18 ward meetings in order promote the strategy and the neighbourhood working model and increase understanding amongst councillors
- 3.6 Training & Development – as described in 3.2 Councillors have attended LGA run masterclasses focused on communication & engagement, alongside council officers.

3.7 Ward Updates – a programme of ward updates commenced at Council on 5th December 2018. To date reports from 12 wards have been presented.

3.8 Devolved ward budgets – throughout 2018/19 Councillors have invested their ward budgets. At the beginning of the financial year each ward received -

- Community Leadership Fund - £1,000 per Councillor
- Ward Revenue budget - £1,450
- Ward Capital budget - £10,000

Any carry forward from 2017/18 was added onto these figures. A summary of how each ward allocated its 2018/19 budget has been published online. A borough wide summary is attached as Appendix 1.

In 2018/19 a total of £305,063 was allocated by ward councillors to projects, activities, services and equipment that contributed to tackling their ward priorities. The main themes which received investment were –

- Community Development / Engagement - £79,857 (26%)
- Environment - £67,297 (22%)
- Community Safety & ASB - £53,212 (17%)

The £305,063 was allocated to the following sectors -

- Voluntary Community Faith Sector - £116,560 (38%)
- Public Sector (primarily Rotherham Council) - £159,344 (52%)
- Private Sector (purchase of equipment for community use) - £29,159 (10%)

In 2019/20 the ward revenue budget was split 3 ways into a Community Leadership Fund (CLF) for each councillor. Each Councillor now has £1,483 each. New guidance on ward budgets has been issued to all councillors, which emphasises:

- Ward budget allocations must be aligned to the Ward Plan priorities and fund activity or services that support activity to tackle these
- All devolved ward budgets (other than CLF) can be agreed on a majority vote if a unanimous vote cannot be achieved
- Councillors will have to illustrate that they have allocated/committed their ward budgets by **31st January 2020** and all budgets must be **spent by 31st March 2020** (in advance of the Borough Council elections in May 2020 and the establishment of the new ward boundaries). Where Councillors / Wards have been unable to illustrate they have committed their devolved budgets by **31st January 2020** the balance will be removed.

Appendix 2 provides a breakdown of the 2019/20 devolved ward budget spend up to 30th June 2019.

3.9 Housing Revenue Account – in March 2019 Cabinet agreed to devolve the HRA Panel budget from the Area Housing Panels down to wards. Each ward has a base budget of £8,000 with an enhancement based upon % of council housing in the ward. Allocation of this budget is agreed between the ward councillors and the Tenant Representatives on the Housing Panels.

All HRA Panel budgets must be **spent by 31st March 2020**. Any budget not spent will be taken back into the HRA at the end of the financial year. There is no roll forward provision.

Appendix 3 provides a breakdown of the 2019/20 HRA budget spend up to 30th June 2019

3.10 Next Steps – over the next 12 months –

- Continue with ward updates at Council meetings
- Investment of Community Leadership Fund and ward budgets into projects, activities and services which support/tackle ward priorities
- Develop the governance proposals for Ward Housing Panels and invest the devolved Housing Revenue Account ward budgets into projects, activities and services which support/tackle ward priorities and benefit council housing tenants
- Explore options for the allocation of Local Community Infrastructure Levy in non-parished wards.
- Further member development linked to the officer development programme when appropriate (see 3.5)
- Ensure there is a requirement to consider ward priorities and community engagement in future reports to cabinet and other decision making bodies of the council
- Encourage Overview and Scrutiny Commissions to consider ward priorities when setting future agendas
- Identify opportunities to make further use of the data captured within the Elected Member Casework process.
- Prepare for the change in ward boundaries and all out elections in May 2020.

Communication & Engagement

3.11 Communication & Engagement Plan – the Neighbourhoods Senior Communication Officer was appointed in January 2019 and is currently finalising the Communication and Engagement Plan and includes increasing online and digital presence as well as optimising the use of traditional media. The Communications and Engagement Plan is aligned to the Council's overall Communications and Marketing Plan. It will provide a consistent offer and standard across all wards and ensure that residents are kept informed and have the opportunity to get involved in issues that affect them in their ward or neighbourhood.

3.12 Online and digital presence - Ward newsfeeds are now regularly updated and links between pages on website have improved. From July 2019 each ward will start producing an e-newsletter that will be sent out to all residents that have subscribed.

3.13 Corporate Consultation & Engagement – the corporate Consultation & Engagement group has produced new guidance and a toolkit for officers who are about to embark on consultation. This includes reference to the need to

inform ward councillors, when to involve community organisations and Parish Councils and what support the Neighbourhoods Team can provide.

3.14 Review of Area Housing Panels – the Neighbourhoods Team are supporting the Tenant Involvement Team in the review of Area Housing Panel. This has included assisting in the consultation process with tenants, advice on future tenant engagement and supporting ward councillors in advance of the proposed move to a ward based model.

3.15 Next Steps – over the next 12 months –

- Implement the Neighbourhoods Communication and Engagement Plan
- Ward e-newsletters to be sent out on a monthly basis to all residents that have subscribed
- Improved Social Media presence – facebook & twitter
- Refreshed ward priorities to help target future media campaigns
- Establish a media campaign to encourage public buy-in to a self-help/self-service approach
- Provide opportunities for local residents to contribute to the setting of the new ward priorities in 2020.
- Revitalise Digital Champions programme as a pre-cursor to developing a borough-wide multi-agency approach to promote Digital Inclusion
- Support the delivery of the Integrated Care Partnership Place Plan communication and engagement priorities, which includes social isolation, digital inclusion, suicide prevention, mental health and integrated locality working.

Asset Based Community Development

3.16 Support & develop the capacity of local community organisations – the Neighbourhoods Team are providing direct advice and support for local community organisations, as well as acting as a broker between them and larger infrastructure organisations such as VAR, REMA and Rotherhfd. Local community organisations are being encouraged to have a listing on Rotherham Gizmo (online directory)

3.17 Identification of ward priorities – through regular engagement with Councillors and the Neighbourhoods Team local community organisations and residents the issues that they have raised have helped shape the ward priorities for 2019/20. Local community organisations are also a key component in tackling the issues identified by running activities/services, drawing down external funding, etc.

3.18 Community Asset Transfer – the new process allows community organisations the opportunity to submit and expression of interest for any building that the council wishes to dispose of. The community asset transfer opportunity is widely advertised for a month. If an Expression of Interest accepted by the Council's Asset Management Board the community organisation then has two months to complete a business case, supported by the Neighbourhoods Team if required. There are a number of community organisations going through this process at the moment.

3.19 Next Steps – over the next 12 months –

- Establish joint Officer and Councillor masterclass around –
 - Asset Based Community Development
 - VCS Governance arrangements - Charities / Charity law
 - Business planning and bid writing with Community Groups
 - Supporting Volunteers – benefits, current legislation, etc
- Develop activities, events and programmes that provide opportunities for people from different backgrounds to interact
- Support local residents and community organisations to take collective action that will tackle issues important to them
- Support and promote opportunities around volunteering

Integrated Place Based Working

3.20 Ward Priorities and Plans – throughout May and June 2019 ward members have been considering their ward priorities for the 2019/20. To assist this process they have been furnished with local statistics, information from council services and partner agencies and local community intelligence. There has been an attempt to make the ward priorities more specific and illustrate added value to what is already being delivered or taking place within the ward. A summary of the refreshed ward priorities for 2019/20 is attached as Appendix 4. Across the wards there are consistent priorities focused on:

- Community Safety & ASB
- Environment – tackling litter and improving parks / green space
- Social isolation and mental health
- Children, Young People & Families - activities & services
- Community Development – supporting community organisations and increasing community engagement

Published versions will be online from August 2019. A detailed action plan has been developed for each ward that captures the additional activity taking place in the ward that is tackling the identified priorities.

3.21 Ward-based multi-agency working - Over the last 12 months all wards have developed Community Action Partnerships (CAPs) as a mechanism for Councillors and SY Police to meet on a regular basis. These currently fall into three categories:

- Incorporated into the Elected Members' monthly ward briefings – SY Police attend for part of the meeting. RMBC Housing often also attends for this discussion. 14 wards operate this model
- A separate Community Action Partnership / Community Safety meeting to allow more time to discuss the subject matter. This principally involves Elected Members, SY Police and RMBC Housing. 5 wards operate this model.
- Incorporated as part of an existing multi-agency body that tackles a wider range of local issues / priorities. These tend to have a wider spread of services and organisations attending. 2 wards operate this model ('Dinnington Where We Live' and 'Wingfield On A Thursday')

CAPs are only one example of multi-agency working taking place within wards. Appendix 5 captures the multi-agency working currently taking place at ward level. In addition number of wards run community action days, door knocks and walkabouts, which involve a variety of services and partners. Co-location of services provides excellent opportunities for informal conversations and problem solving between council service and partners.

3.22 Multi-Agency Groups (MAGs) – In 2017, the Rotherham Together Partnership Chief Executive Officer Group agreed to establish multi-agency groups for the north, south and central areas of Rotherham. These groups were chaired by senior level partner “champions”. The main purpose was to provide a vehicle for partner organisations to work more effectively together in addressing place-based priorities. This included better coordination and information sharing; exploring ways to work differently to achieve better outcomes and reduce demand; and helping to engender an asset-based approach.

Since the MAGs approach was agreed in mid-2017, significant progress has been made in establishing a strategic framework including the Thriving Neighbourhoods Strategy and supporting structures that enable partners to work together to address place-based priorities. Neighbourhood or ward level meetings now take place regularly across the borough, and neighbourhood teams are in place for north, south and central Rotherham, with scope to expand these to incorporate a wider range of partner agencies. As such there is currently no additional need for MAGs and these are no longer meeting. Although the South MAG has been the catalyst for developing a loneliness pilot based on “making every contact count” principles and will continue to meet until that is completed. MAGs will be kept under review and if the need for a co-ordination group at area level is needed in the future then they may be reconvened.

3.23 Capturing neighbourhood data and mapping community assets – work is ongoing to develop the Joint Strategic Needs Assessment (JSNA) website into an online portal that will provide a gateway to all local neighbourhood data and details of community assets (e.g. public buildings, public space, community organisations, etc.). A Steering Group has been established to progress this which is led by officers from Public Health.

3.24 Next Steps – over the next 12 months:

- Implement the 2019/20 ward plans and ensure all stakeholders have the opportunity to inform the new 2020/21 ward plans and the priorities within them
- Develop Community Action Partnerships (CAPs) and other ward based multi-agency working that help to tackle ward priorities
- Support the review of neighbourhood libraries
- Launch the new Joint Strategic Needs Assessment (JSNA) website that will provide a gateway to all local neighbourhood data and details of community assets
- Ensure ward priorities and neighbourhood working are considered when developing future strategies, service plans and allocate resources

- Confirm the new north, central, south areas based on the new 25 wards which come into being in May 2020.

Role of Parish Councils

- 3.25 Promoting partnership working with Rotherham Council – The Cabinet Member for Cleaner, Greener Communities and the Parish Council Liaison Officer have visited all the Parish Councils across the borough to encourage positive working relations between both tiers of Local Government and identify the key issues to be addressed in order for this to happen. These meetings have been generally positive. A summary of the key opportunities and challenges raised, along with recommendations, will be presented to Cabinet and the Strategic Leadership Team in the near future. Parish Councils were specifically asked to contribute to the setting of the 2019/20 ward priorities.
- 3.26 Opportunities for Parish Councils to work together – A number of meetings have been developed or established to assist Parish Councils to work together
- Rotherham Council, Town, and Parish Councils Joint Working Group - facilitated by Cllr. Allen and Parish Council Liaison Officer and attended by a number of appointed Parish Councillors and clerks. There is a work programme aligned to the themes of the Rotherham Council, Town and Parish councils Joint Working Agreement and is regularly updated. The group meets every six weeks and this provides an opportunity to improve communications with Rotherham Council, discuss shared issues and plan future Network meetings, seminars, etc.
 - Parish Council Network – facilitated by Cllr. Allen and Parish Council Liaison Officer. Meets on a quarterly basis and has had discussions around identifying shared issues, future joint working with Rotherham Council, Thriving Neighbourhoods Strategy, Council Budget (presented by Chief Executive), Neighbourhood Policing and the future of tenant engagement.
 - Clerks support meetings - facilitated by Parish Council Liaison Officer. Provides a forum for clerks to address issues collectively and gain assistance from Rotherham Council
 - Parish Councils Enhanced Enviro-crime group – facilitated by the Parish Liaison Officer, the group consists of representatives of Parish Councils from the south of the borough to work with Community Safety and Street Scene Services and SY Police on certain issues concerned with enviro-crime.
 - Information seminars – have taken place on issues pertinent to Parish Councils such as Planning Matters, Code of Conduct, and Data Protection Regulation
- 3.27 Raising the profile within Rotherham Council – the role of Parish Councils and the opportunities of joint working has formed part of all the Thriving Neighbourhoods Strategy presentations and discussions across the Council. The Parish Council Liaison Officer continually acts as a broker between Parish Councils and a variety of council services. The Corporate Consultation

and Engagement guidance and toolkit now specifically references the need to engage with Parish Councils.

3.28 Community Infrastructure Levy (CIL) – Parish Councils are due CIL income raised from new development within their parish boundary. The default is payment of 15% of CIL income raised within their area. Parishes with an adopted Neighbourhood Plan receive 25% of CIL income. There are currently no adopted Neighbourhood Plans in the borough. Dinnington, Wickersley, Maltby and Dalton have started the process of preparing a Neighbourhood Plan. Parish Councils can spend CIL income on infrastructure in their parish. Officers from Planning are supporting Parish Councils in the development of their Neighbourhood Plans and the management of CIL.

3.29 Waverley Community Council – was established in May 2019. The establishment of the council was supported by the Neighbourhoods Team, local ward councillors and a variety of other services across the Council.

3.30 Next Steps – over the next 12 months –

- Deliver the recommendations identified in the report to Cabinet and the Strategic Leadership Team. Recommendations likely to focus on building relations between Borough Councillors and Parish Councillors, improving communication and engagement (especially concerning service changes), and alleviating the feeling of dis-connect felt by many of the local councils.
- Continue to support the various networks, seminars, and meetings that enable Parish Councils to work together and develop relationships between them and Rotherham Council
- Continue to promote the role and function of Parish Councils and the opportunities for joint working across the Council.
- Provide opportunities for Parish Councillors to access joint learning and development opportunities with Borough Councillors and officers.
- Support the development of Neighbourhood Plans and the investment of local Community Infrastructure Levy.
- Refresh the RMBC, Town and Parish Council Joint Working Agreement
- Consult Local Councils on the proposed Local Councils Planning Protocol

4. Options considered and recommended proposal

4.1 The report is presented for information

5. Consultation on proposal

5.1 The report is presented for information

6. Timetable and Accountability for Implementing this Decision

6.1 The report is presented for information

7. Financial and Procurement Implications

7.2 There are no financial and procurement implications.

8. Legal Implications

8.1 There are no direct legal implications.

9. Human Resources Implications

9.1 There are no direct staffing implications.

10. Implications for Children and Young People and Vulnerable Adults

10.1 The outcomes within the Thriving Neighbourhoods strategy support the Council's priorities: "Every child making the best start in life" and "Every adult secure, responsible and empowered".

11. Equalities and Human Rights Implications

11.1 The new neighbourhood model should improve the Council's ability to respond to the specific needs of Rotherham's increasingly diverse communities. Engagement with residents needs to take into account the assets and needs of different communities of interest. The needs and requirements of the citizens, businesses and communities in each ward are different and the new approach allows the flexibility to respond to these needs by making the ward the building block for community engagement.

12. Implications for Partners and Other Directorates

12.1 The Thriving Neighbourhoods Strategy provides the framework for a strategic review of how the whole Council engages with its citizens and customers in localities.

12.2 Delivery of the Thriving Neighbourhoods strategy requires a collective effort from all Council directorates and partners.

13. Risks and Mitigation

13.1 Connecting services across the council and with other service providers – Ensuring that services are joined up so that the resident experience does not require multiple contacts

Mitigation - workforce development programme; ensuring input into ward priority setting process; providing assurances / examples that identification of local priorities won't necessarily need to be resolved via a purely single service delivery based solution

13.2 Supporting Elected Members – Supporting and enhancing the skills needs of elected members

Mitigation – member development programme and peer support; ward reports at council; demonstration of good practice and impact

13.3 Rebuilding Confidence and Trust with communities and residents - Residents feel uninformed or unable to participate in local decision making

Mitigation – communication and engagement plan implemented bespoke for particular wards/ neighbourhoods / communities; promotion of good news stories; implementation of new corporate consultation policy and toolkit

14. Accountable Officer(s)

Shokat Lal, Assistant Chief Executive
Martin Hughes, Head of Neighbourhoods

Approvals obtained from:

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

Report Author: Martin Hughes – Head of Neighbourhoods

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

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

Appendix 1 – Summary of ward budgets 2018/19

a) Themes/Priorities Invested in

Ward	Community Development & Engagement	Environment	Community Safety & ASB	Community Facilities	Children & Families	Road Safety	Social Isolation (Older People) & Mental Health	Health & Wellbeing	Community Learning	TOTAL
Anston & Woodsetts										
CLF	£0		£112		£549	£0		£338		£999
Revenue	£899		£0		£471	£0		£0		£1,370
Capital	£5,311		£500		£1,000	£2,000		£1,189		£10,000
Ward Total	£6,210		£612		£2,020	£2,000		£1,527		£12,369
Boston Castle										
CLF	£3,622		£400							£4,022
Revenue	£700		£750							£1,450
Capital	£9,300		£3,755							£13,055
Ward Total	£13,622		£4,905							£18,527
Brinsworth & Catcliffe										
CLF	£1,300	£1,113	£0	£150		£0				£2,563
Revenue	£750	£581	£754	£0		£0				£2,085
Capital	£0	£6,214	£250	£493		£4,000				£10,957
Ward Total	£2,050	£7,908	£1,004	£643		£4,000				£15,605

Ward	Community Development & Engagement	Environment	Community Safety & ASB	Community Facilities	Children & Families	Road Safety	Social Isolation (Older People) & Mental Health	Health & Wellbeing	Community Learning	TOTAL
Dinnington										
CLF	£1,180	£754	£0		£1,625			£300		£3,859
Revenue	£550	£0	£0		£900			£0		£1,450
Capital	£600	£925	£2,500		£4,475			£1,085		£9,585
Ward Total	£2,330	£1,679	£2,500		£7,000			£1,385		£14,894
Hellaby										
CLF		£835	£0		£1,070	£400	£2,103			£4,408
Revenue		£335	£1,109		£0	£0	£0			£1,444
Capital		£1,028	£0		£0	£1,000	£4,125			£6,153
Ward Total		£2,198	£1,109		£1,070	£1,400	£6,228			£12,005
Holderness										£0
CLF	£250		£222	£0	£1,012		£1,305	£0		£2,789
Revenue	£0		£927	£810	£0		£26	£128		£1,891
Capital	£0		£6,191	£350	£0		£520	£621		£7,682
Ward Total	£250		£7,340	£1,160	£1,012		£1,851	£749		£12,362
Hoover										
CLF	£606		£0		£860		£1,815			£3,281
Revenue	£2,529		£0		£0		£205			£2,734
Capital	£4,483		£5,842		£998		£0			£11,323
Ward Total	£7,618		£5,842		£1,858		£2,020			£17,338

Ward	Community Development & Engagement	Environment	Community Safety & ASB	Community Facilities	Children & Families	Road Safety	Social Isolation (Older People) & Mental Health	Health & Wellbeing	Community Learning	TOTAL
Keppel										
CLF	£5,421	£0	£0			£0				£5,421
Revenue	£2,862	£0	£0			£0				£2,862
Capital	£8,168	£1,753	£1,407			£3,855				£15,183
Ward Total	£16,451	£1,753	£1,407			£3,855				£23,466
Maltby										
CLF		£1,401	£135		£1,804		£161		£550	£4,051
Revenue		£41	£0		£860		£0		£0	£901
Capital		£8,098	£0		£0		£1,042		£0	£9,140
Ward Total		£9,540	£135		£2,664		£1,203		£550	£14,092
Rawmarsh										
CLF	£2,313	£250	£258		£1,376					£4,197
Revenue	£415	£0	£0		£0					£415
Capital	£0	£3,023	£900		£0					£3,923
Ward Total	£2,728	£3,273	£1,158		£1,376					£8,535
Rother Vale										
CLF	£895		£445				£180		£940	£2,460
Revenue	£0		£2,318				£0		£0	£2,318
Capital	£5,060		£7,020				£750		£0	£12,830
Ward Total	£5,955		£9,783				£930		£940	£17,608

Ward	Community Development & Engagement	Environment	Community Safety & ASB	Community Facilities	Children & Families	Road Safety	Social Isolation (Older People) & Mental Health	Health & Wellbeing	Community Learning	TOTAL
Rotherham East										
CLF	£1,661	£1,539	£0	£0						£3,200
Revenue	£0	£0	£1,453	£0						£1,453
Capital	£750	£5,100	£0	£461						£6,311
Ward Total	£2,411	£6,639	£1,453	£461						£10,964
Rotherham West										
CLF	£4,425		£179		£0					£4,604
Revenue	£980		£0		£1,256					£2,236
Capital	£0		£5,039		£1,000					£6,039
Ward Total	£5,405		£5,218		£2,256					£12,879
Silverwood										
CLF	£1,358	£740	£629		£722					£3,449
Revenue	£0	£0	£1,875		£280					£2,155
Capital	£0	£0	£3,815		£0					£3,815
Ward Total	£1,358	£740	£6,319		£1,002					£9,419
Sitwell										
CLF	£2,013	£0	£0			£0				£2,013
Revenue	£0	£500	£0			£1,000				£1,500
Capital	£2,300	£8,213	£2,455			£0				£12,968
Ward Total	£4,313	£8,713	£2,455			£1,000				£16,481

Ward	Community Development & Engagement	Environment	Community Safety & ASB	Community Facilities	Children & Families	Road Safety	Social Isolation (Older People) & Mental Health	Health & Wellbeing	Community Learning	TOTAL
Swinton										
CLF		£1,081	£387	£2,315	£200	£0				£3,983
Revenue		£670	£0	£1,038	£0	£136				£1,844
Capital		£8,183	£0	£795	£2,081	£70				£11,129
Ward Total		£9,934	£387	£4,148	£2,281	£206				£16,956
Valley										
CLF	£3,461	£123								£3,584
Revenue	£1,414	£0								£1,414
Capital	£0	£7,710								£7,710
Ward Total	£4,875	£7,833								£12,708
Wales										
CLF	£0	£300		£2,230		£0				£2,530
Revenue	£643	£535		£0		£291				£1,469
Capital	£0	£1,218		£0		£3,822				£5,040
Ward Total	£643	£2,053		£2,230		£4,113				£9,039
Wath										
CLF				£2,832						£2,832
Revenue		£303	£421	£1,695						£2,419
Capital		£430	£645	£8,648	£6,777					£16,500
Ward Total		£733	£1,066	£13,175	£6,777					£21,751

Ward	Community Development & Engagement	Environment	Community Safety & ASB	Community Facilities	Children & Families	Road Safety	Social Isolation (Older People) & Mental Health	Health & Wellbeing	Community Learning	TOTAL
Wickersley										
CLF	£1,227	£1,524			£0	£0				£2,751
Revenue	£0	£411			£1,040	£0				£1,451
Capital	£1,052	£2,366			£0	£3,855				£7,273
Ward Total	£2,279	£4,301			£1,040	£3,855				£11,475
Wingfield										
CLF	£1,359		£0	£0	£1,213		£1,790			£4,362
Revenue	£0		£519	£0	£0		£0			£519
Capital	£0		£0	£11,709	£0		£0			£11,709
Ward Total	£1,359		£519	£11,709	£1,213		£1,790			£16,590
TOTAL	£79,857	£67,297	£53,212	£33,526	£31,569	£20,429	£14,022	£3,661	£1,490	£305,063

c) Sectors invested in

Ward	VCF	Public	Private	Total
Anston & Woodsetts				
CLF	£612	£249	£138	£999
Revenue	£1,151	£219	£0	£1,370
Capital	£1,811	£8,189	£0	£10,000
Ward Total	£3,574	£8,657	£138	£12,369
Boston Castle				
CLF	£2,315	£200	£1,507	£4,022
Revenue	£1,100	£350	£0	£1,450
Capital	£9,186	£3,705	£164	£13,055
Ward Total	£12,601	£4,255	£1,671	£18,527
Brinsworth & Catcliffe				
CLF	£2,563	£0	£0	£2,563
Revenue	£0	£2,085	£0	£2,085
Capital	£493	£10,464	£0	£10,957
Ward Total	£3,056	£12,549	£0	£15,605
Dinnington				
CLF	£3,759	£50	£50	£3,859
Revenue	£0	£1,450	£0	£1,450
Capital	£8,005	£1,580	£0	£9,585
Ward Total	£11,764	£3,080	£50	£14,894
Hellaby				
CLF	£2,503	£1,670	£235	£4,408
Revenue	£0	£0	£1,444	£1,444
Capital	£304	£5,849	£0	£6,153
Ward Total	£2,807	£7,519	£1,679	£12,005
Holderness				
CLF	£1,827	£962	£0	£2,789
Revenue	£26	£1,145	£720	£1,891
Capital	£520	£6,541	£621	£7,682
Ward Total	£2,373	£8,648	£1,341	£12,362
Hooper				
CLF	£3,164	£117	£0	£3,281
Revenue	£205	£1,464	£1,065	£2,734
Capital	£4,483	£6,840	£0	£11,323
Ward Total	£7,852	£8,421	£1,065	£17,338

Ward	VCF	Public	Private	Total
Keppel				
CLF	£4,901	£520	£0	£5,421
Revenue	£2,512	£350	£0	£2,862
Capital	£3,501	£7,015	£4,667	£15,183
Ward Total	£10,914	£7,885	£4,667	£23,466
Maltby				
CLF	£1,795	£1,960	£296	£4,051
Revenue	£376	£525	£0	£901
Capital	£598	£8,542	£0	£9,140
Ward Total	£2,769	£11,027	£296	£14,092
Rawmarsh				
CLF	£2,513	£1,444	£240	£4,197
Revenue	£0	£415	£0	£415
Capital	£900	£775	£2,248	£3,923
Ward Total	£3,413	£2,634	£2,488	£8,535
Rother Vale				
CLF	£1,880	£580	£0	£2,460
Revenue	£0	£2,318	£0	£2,318
Capital	£2,160	£10,670	£0	£12,830
Ward Total	£4,040	£13,568	£0	£17,608
Rotherham East				
CLF	£3,123	£77	£0	£3,200
Revenue	£1,453	£0	£0	£1,453
Capital	£4,211	£2,100	£0	£6,311
Ward Total	£8,787	£2,177	£0	£10,964
Rotherham West				
CLF	£3,971	£633	£0	£4,604
Revenue	£281	£1,955	£0	£2,236
Capital	£2,754	£2,753	£532	£6,039
Ward Total	£7,006	£5,341	£532	£12,879
Silverwood				
CLF	£2,190	£759	£500	£3,449
Revenue	£0	£880	£1,275	£2,155
Capital	£1,800	£0	£2,015	£3,815
Ward Total	£3,990	£1,639	£3,790	£9,419

Ward	VCF	Public	Private	Total
Sitwell				
CLF	£1,613	£400	£0	£2,013
Revenue	£0	£1,500	£0	£1,500
Capital	£4,000	£6,811	£2,157	£12,968
Ward Total	£5,613	£8,711	£2,157	£16,481
Swinton				
CLF	£1,570	£1,933	£480	£3,983
Revenue	£0	£1,844	£0	£1,844
Capital	£802	£10,327	£0	£11,129
Ward Total	£2,372	£14,104	£480	£16,956
Valley				
CLF	£3,335	£249	£0	£3,584
Revenue	£0	£1,414	£0	£1,414
Capital	£0	£7,710	£0	£7,710
Ward Total	£3,335	£9,373	£0	£12,708
Wales				
CLF	£2,530	£0	£0	£2,530
Revenue	£0	£949	£520	£1,469
Capital	£0	£5,040	£0	£5,040
Ward Total	£2,530	£5,989	£520	£9,039
Wath				
CLF	£2,632	£200	£0	£2,832
Revenue	£948	£721	£750	£2,419
Capital	£9,078	£7,422	£0	£16,500
Ward Total	£12,658	£8,343	£750	£21,751
Wickersley				
CLF	£1,177	£964	£610	£2,751
Revenue	£0	£411	£1,040	£1,451
Capital	£0	£5,363	£1,910	£7,273
Ward Total	£1,177	£6,738	£3,560	£11,475
Wingfield				
CLF	£3,929	£433	£0	£4,362
Revenue	£0	£0	£519	£519
Capital	£0	£8,253	£3,456	£11,709
Ward Total	£3,929	£8,686	£3,975	£16,590
TOTAL	£116,560	£159,344	£29,159	£305,063

Appendix 2 – Devolved Ward Budgets 2019/20 - Position Statement (up to 30/06/19)

Ward / Budget	Budget (inc cf)	Spent / Committed	Balance
Anston & Woodsetts			
Capital	£10,500	£500	£10,000
Revenue (c/f from 2018/19)	£0	£0	£0
Cllr. Jonathan Ireland	£2,709	£1,213	£1,496
Cllr. Clive Jepson	£2,222	£200	£2,022
Cllr. Katherine Wilson	£3,427	£100	£3,327
Boston Castle			
Capital	£14,494	£3,855	£10,639
Revenue (c/f from 2018/19)	£0	£0	£0
Cllr. Saghir Alam	£1,719	£200	£1,519
Cllr. Rose McNeely	£1,504	£200	£1,304
Cllr. Taiba Yasseen	£1,740	£0	£1,740
Brinsworth & Catcliffe			
Capital	£19,635	£11,500	£8,135
Revenue (c/f from 2018/19)	£424	£375	£49
Cllr. Alan Buckley	£1,608	£360	£1,248
Cllr. Adam Carter	£1,672	£160	£1,512
Cllr. Nigel Simpson	£1,966	£946	£1,020
Dinnington			
Capital	£10,415	£4,835	£5,580
Revenue (c/f from 2018/19)	£0	£0	£0
Cllr. Jeanette Mallinder	£1,617	£838	£779
Cllr. Simon Tweed	£1,586	£838	£748
Cllr. John Vjestica	£1,534	£841	£693
Hellaby			
Capital	£18,199	£9,027	£9,172
Revenue (c/f from 2018/19)	£0	£0	£0
Cllr. Jenny Andrews	£1,485	£509	£976
Cllr. Brian Cutts	£1,785	£169	£1,616
Cllr. John Turner	£1,484	£169	£1,315
Holderness			
Capital	£18,510	£12,146	£6,364
Revenue (c/f from 2018/19)	£10	£0	£10
Cllr. Michael Elliot	£1,485	£601	£884
Cllr. Lyndsay Pitchley	£1,981	£503	£1,478
Cllr. Robert Taylor	£1,560	£501	£1,059

Hooper			
Capital	£17,807	£2,999	£14,808
Revenue (c/f from 2018/19)	£1,676	£0	£1,676
Cllr. Denise Lelliott	£1,693	£133	£1,560
Cllr. David Roche	£1,484	£333	£1,151
Cllr. Brian Steele	£2,012	£334	£1,678
Keppel			
Capital	£14,317	£0	£14,317
Revenue (c/f from 2018/19)	£44	£0	£44
Cllr. Maggi Clark	£1,735	£0	£1,735
Cllr. David Cutts	£1,702	£0	£1,702
Cllr. Paul Hague	£1,702	£0	£1,702
Maltby			
Capital	£18,761	£8,761	£10,000
Revenue (c/f from 2018/19)	£1,457	£1,457	£0
Cllr. Christine Beaumont	£1,562	£147	£1,415
Cllr. Richard Price	£1,484	£147	£1,337
Cllr. Amy Rushforth	£1,484	£147	£1,337
Rawmarsh			
Capital	£20,319	£9,775	£10,544
Revenue (c/f from 2018/19)	£1,292	£0	£1,292
Cllr. Bob Bird	£1,554	£200	£1,354
Cllr. Sandra Marriott	£1,585	£0	£1,585
Cllr. David Shepherd	£1,570	£200	£1,370
Rother Vale			
Capital	£14,292	£5,450	£8,842
Revenue (c/f from 2018/19)	£1,048	£1,048	£0
Cllr. Leon Allcock	£2,058	£200	£1,858
Cllr. Amy Brookes	£2,563	£200	£2,363
Cllr. Bob Walsh	£2,148	£200	£1,948
Rotherham East			
Capital	£19,879	£13,490	£6,389
Revenue (c/f from 2018/19)	£0	£0	£0
Cllr. Wendy Cooksey	£1,625	£228	£1,397
Cllr. Deborah Fenwick-Green	£1,794	£329	£1,465
Cllr. Tajamal Khan	£1,624	£228	£1,396
Rotherham West			
Capital	£19,706	£10,299	£9,407
Revenue (c/f from 2018/19)	£670	£0	£670

Cllr. Pat Jarvis	£1,689	£993	£696
Cllr. Ian Jones	£1,484	£827	£657
Cllr. Eve Rose Keenan	£1,578	£564	£1,014
Silverwood			
Capital	£17,670	£9,098	£8,572
Revenue (c/f from 2018/19)	£1,236	£0	£1,236
Cllr. Steve Marles	£3,285	£945	£2,340
Cllr. Alan Napper	£1,484	£200	£1,284
Cllr. G A Russell	£2,325	£100	£2,225
Sitwell			
Capital	£16,032	£4,308	£11,724
Revenue (c/f from 2018/19)	£1,904	£0	£1,904
Cllr. Allen Cowles	£2,211	£0	£2,211
Cllr. Peter Short	£1,484	£100	£1,384
Cllr. Julie Turner	£2,580	£0	£2,580
Swinton			
Capital	£13,789	£3,826	£9,963
Revenue (c/f from 2018/19)	£0	£0	£0
Cllr. Victoria Cusworth	£1,519	£467	£1,052
Cllr. Stuart Sansome	£1,573	£467	£1,106
Cllr. Ken Wyatt	£1,589	£467	£1,122
Valley			
Capital	£22,290	£6,100	£16,190
Revenue (c/f from 2018/19)	£1,489	£131	£1,358
Cllr. Kerry Albiston	£1,484	£400	£1,084
Cllr. Kath Reeder	£1,484	£400	£1,084
Cllr. Jayne Senior	£2,983	£400	£2,583
Wales			
Capital	£14,960	£8,100	£6,860
Revenue (c/f from 2018/19)	£0	£0	£0
Cllr. Dominic Beck	£1,767	£300	£1,467
Cllr. Gordon Watson	£1,787	£1,000	£787
Cllr. Jennifer Whysall	£1,498	£0	£1,498
Wath			
Capital	£16,727	£1,890	£14,837
Revenue (c/f from 2018/19)	£1,171	£1,171	£0
Cllr. Alan Atkin	£2,137	£810	£1,327
Cllr. Jayne Elliott	£1,959	£810	£1,149
Cllr. Simon Evans	£1,812	£701	£1,111

Wickersley			
Capital	£19,618	£9,618	£10,000
Revenue (c/f from 2018/19)	£0	£0	£0
Cllr. Sue Ellis	£1,642	£0	£1,642
Cllr. Emma Hoddinott	£2,495	£105	£2,390
Cllr. Chris Read	£1,484	£0	£1,484
Wingfield			
Capital	£18,291	£8,291	£10,000
Revenue (c/f from 2018/19)	£933	£0	£933
Cllr. Sarah Allen	£1,642	£508	£1,135
Cllr. Robert Elliott	£1,711	£408	£1,304
Cllr. John Williams	£1,641	£507	£1,134
SUMMARY - Devolved Budget	Budget (inc cf)	Spent / Committed	Balance
Capital	£356,211	£143,868	£212,343
Revenue	£13,354	£4,182	£9,172
CLF	£114,790	£22,853	£91,937
Total	£484,355	£170,903	£313,452

Appendix 3 – HRA Panel Budget 2019/20 - Position Statement (up to 30/06/19)

		WARD	Budget for 2019/20 (£)	Committed (£)	Remaining Budget (£)
North	WN	Hoover	10,158	0	10,158
		Swinton	9,922	1,130	8,792
		Wath	9,884	0	9,884
	WS	Rawmarsh	10,747	0	10,747
		Silverwood	9,502	0	9,502
		Valley	11,307	800	10,507
Central	RN	Kepple	9,315	9,315	0
		Rotherham West	9,779	0	9,779
		Wingfield	12,387	0	12,387
	RS	Boston Castle	9,626	936	8,690
		Rotherham East	11,043	0	11,043
		Sitwell	8,592	2,327	6,265
South	RVS	Anston & Woodsetts	8,695	0	8,695
		Dinnington	9,015	3,260	5,755
		Wales	8,963	4,920	4,043
	RVW	Brinsworth & Catcliffe	9,070	0	9,070
		Holderness	9,369	0	9,369
		Rother Vale	9,500	0	9,500
	WV	Hellaby	8,522	0	8,522
		Maltby	9,220	0	9,220
		Wickersley	9,085	0	9,085
TOTAL			203,700	22,688	181,012

Appendix 4 – Summary of ward priorities (2019/20)

Ward	No.	Priorities
Anston & Woodsetts	1	Support local vol-com organisations that provide activities and services for - <ul style="list-style-type: none"> • Older people • Young people and families
	2	To give support around the Woodland Drive area by - <ul style="list-style-type: none"> • Increasing activities in the community centre to help with its sustainability • Improving facilities for the community play area • Supporting residents
	3	To support initiatives which will look at the Health and Wellbeing of the ward by - <ul style="list-style-type: none"> • Funding and fitting Defibrillators around the Ward • Tackling Isolation and loneliness • Increasing awareness around mental health and suicide prevention
	4	To support a clean and safe environment via - <ul style="list-style-type: none"> • Community litter picking groups and clean up days • Community safety initiatives in hot spot areas
Boston Castle	1	Ensure a co-ordinated response to Crime and ASB, with a particular focus on Wellgate House, Wharncliffe Flats, Herringthorpe Playing Fields and Boston Castle Grove
	2	Update and work with the community on specific local developments
	3	Celebrate achievements and bring communities together, strengthening a sense of belonging
Brinsworth & Catcliffe	1	Support community organisations to be well connected to partners, the council and each other enabling them to deliver locally based services and activities
	2	Develop and deliver community safety initiatives in response to emerging hotspots and areas of concern
	3	Support and develop community based initiatives that tackle environmental issues and improve the appearance of hotspot areas
	4	Support initiatives to decrease loneliness and social isolation and improve physical and mental health and wellbeing

Dinnington	1	<p>Support and develop initiatives to improve the local environment -</p> <ul style="list-style-type: none"> • Refurbishment of Davies Park • Improve Meadow Street Play area • Support the Victoria Street allotments group to deliver a facility accessible for all • Support the volunteer community litter picking groups • Provide community skips • Provide 'Billy&Belinda' bollards at Laughton school. • Provide a speed sign at Lordens Hill • Work to address the empty homes issues through selective licensing
	2	<p>Support local community groups and partnership activities addressing loneliness/isolation/health/leisure and engagement activity –</p> <ul style="list-style-type: none"> • Support JADE Youth Centre to deliver a quality service for our young people • Provide the annual 'Reindeer' event • Provide gentle exercise classes for the elderly • Support coffee mornings • Support RUFC Community Sports Foundation to continue to deliver services in Dinnington • Work with Rotherfed to increase engagement with our community • Take part in the pilot 'make every contact count' scheme • Provide engagement activity across the ward
	3	<p>Promote Community Safety and address issues around Crime & Disorder -</p> <ul style="list-style-type: none"> • Hold community safety events in order to inform residents, provide home security items and help people feel safer • Support crime prevention activity • Target hot spots for partnership action and CCTV • Support youth groups and provide diversionary activities for young people
	4	<p>Work with business and partners to improve economic growth and employment -</p> <ul style="list-style-type: none"> • Refurbishment of the Market • Improve Laughton Road Shopping area • Support training & education activity to enable residents be better prepared for work

Hellaby	1	<p>Develop and support initiatives to improve community safety and road safety -</p> <ul style="list-style-type: none"> • Work with SYFR to engage residents in safety campaigns to reduce the risk of fire deaths and serious injury and promote home safety checks • Support target hardening initiatives in the ward to reduce ASB
	2	<p>Support initiatives around combating social isolation, loneliness, mental health and wellbeing -</p> <ul style="list-style-type: none"> • Continue to support and raise awareness around mental health & suicide prevention • Support Hellaby Community group to promote activities in the area
	3	<p>Develop and support initiatives to improve the environment -</p> <ul style="list-style-type: none"> • Support and develop community litter picking groups • Hold community clean up days • Explore opportunities to develop and support a business watch • Provide additional play equipment at Lyme Tree Park, Maltby
	4	<p>Support Hellaby Ward to be a strong, well connected community -</p> <ul style="list-style-type: none"> • Supporting community groups to be sustainable through the Community Leadership fund. • Hold a series of Councillor Road Shows to raise the profile of the ward plan and bring people together
Holderness	1	<p>Support initiatives around combating social isolation, loneliness and well-being -</p> <ul style="list-style-type: none"> • Increase participation and use of Windy Ridge, Heighton View and Mason Avenue Neighbourhood Centres and continue to support Hepworth Drive. • Develop intergenerational initiatives with Swallownest Bowling Club and Springwood Junior Academy • Develop health initiatives with young people with Aston Places for People Leisure • Develop activities to support young parents around social isolation and wellbeing with Aston Places for People Leisure • Raise profile of play areas in the community
	2	<p>Develop and support initiatives to improve community safety and road safety -</p> <ul style="list-style-type: none"> • Introduce speed activated signage to reduce speeding cars in hot spot areas. • Work with SYFR to engage residents in safety campaigns to reduce the risk of fire deaths and serious injury. • Engage with residents around Community Speed Watch events • Support target hardening initiatives in the ward to reduce ASB

	3	Develop and support initiatives to improve the environment - <ul style="list-style-type: none"> • Support and develop community litter picking groups in the ward. • Hold community clean up days. • Work with Aston-cum-Aughton Parish Council to develop initiatives to reduce dog fouling in the ward. • To hold a garden competition
	4	Support Holderness ward to be a strong, well connected community - <ul style="list-style-type: none"> • Supporting community groups to be sustainable through the Community Leadership fund. • Hold a series of Councillor Road Shows to raise the profile of the Ward plan and bring people together • To hold a celebration event to recognise the contribution of volunteers in the Ward
Hooper	1	Improve the local environment
	2	Tackle social isolation and loneliness
	3	Increase participation in the community
	4	Tackling crime and anti-social behaviour
	5	Explore opportunities to enhance facilities and activities for young people and families in the community
Keppel	1	Work with police colleagues to keep Crime and ASB low, and provide public reassurance by engaging especially with elderly tenants through our multi-agency visits delivering security equipment
	2	Work pro-actively with all partners to improve the environment
	3	Identify and lobby for measures in support of the Clean Air Zone on / around the A629
	4	Develop initiatives and events which bring voluntary / community sector groups together
Maltby	1	Develop and support initiatives to improve community safety, including road safety <ul style="list-style-type: none"> • Installation of a mobile speed activation sign • Ward CCTV cameras • Ward Walkabouts
	2	Improve the environment <ul style="list-style-type: none"> • Improving Coronation Park, including the play area • Support litter picking and community skips • Installation of a new litter bins

	3	Support initiatives to promoting the 5 ways to wellbeing in line with ward priorities- <ul style="list-style-type: none"> • Health initiatives including orienteering in Coronation Park • Combating loneliness and isolation
	4	Support Maltby Ward to be a strong, well connected community- <ul style="list-style-type: none"> • Early Help holiday activities • Bowling Green Hut repair and Open Day event • Support Get Active Maltby community sport activities • Support Maltby Library community activities
Rawmarsh	1	Improve the Physical Environment <ul style="list-style-type: none"> • Weekly Litterpicks by Friends of Rawmarsh and Parkgate Greenspaces • Creation of nature habitat resource in St. Mary's Church Yard for use by local schools and residents
	2	Provision of/Improvements to Facilities and Activities for Children and Young People <ul style="list-style-type: none"> • Rosehill Park Play Area • Barbers Avenue Play Area
	3	Tackle Social Isolation and Loneliness
	4	Explore opportunities to Improve the Health and Well-Being of local residents
	5	Tackling Crime and Anti-Social Behaviour
Rother Vale	1	Build community capacity by supporting community groups and voluntary sector organisations to develop and deliver a wide range of community based services and activities across the ward
	2	Support and develop community safety initiatives in response to emerging hotspots and areas of concern
	3	Champion initiatives to decrease loneliness and social isolation and improve physical and mental health and wellbeing
	4	Support and develop community based initiatives that tackle environmental issues and aim to improve the general appearance of the neighbourhood
	5	Explore opportunities to promote lifelong learning and community education
Rotherham East	1	Work with partners delivering the Eastwood Deal, and are particularly keen to support initiatives involving local people

	2	Ensure a co-ordinated response to Crime and ASB, including a potential redesign of East Dene's The Walk and supporting tenants living in Springwell Gardens
	3	Work on the potential development of a brand new community hub in Badsley Moor Primary School
	4	Work with Schools, Childrens Centres and the Council's Early Help Team on the deprivation indices, and are particularly keen to support work tackling child obesity and attainment
	5	Support initiatives which bring communities together, celebrating the diversity in our ward
Rotherham West	1	Ensure a co-ordinated response to Crime and ASB (incl environmental issues) with a particular focus on Ferham
	2	Support Community Asset Transfers and celebrate local heritage
	3	Work with our local schools on issues important to them
	4	Support initiatives which bring communities together, celebrating the diversity in our ward
Silverwood	1	Tackle Social Isolation and Loneliness
	2	Improve Community Safety by - <ul style="list-style-type: none"> • Tackling traffic/parking outside schools • Providing defibrillators
	3	Explore opportunities to improve the health and well-being of local residents via - <ul style="list-style-type: none"> • Healthy eating initiatives • Holiday hunger/breakfast clubs
	4	Improve the local environment
	5	Provide facilities and activities for children and young people, in particular - <ul style="list-style-type: none"> • Summer sports activities for young people in Kilnhurst area
Sitwell	1	Work with partners to address isolation and loneliness, especially amongst those aged 65+ years
	2	Work with partners to explore the possible removal of the multi-use games area (MUGA) from Greystones Road to an alternative site and / or to develop extra youth provision
	3	Work with Yorkshire Water, the Environment Agency and the Council's Streetpride service to reduce the number of and mitigate the impact of flooding incidents
	4	Support new and existing groups, and are particularly keen to work with local schools and community associations

Swinton	1	Improving the environment by reducing litter, fly-tipping, graffiti and improving street cleansing
	2	Enhancing children's play areas, parks and pitches
	3	Improvements to the area and community facilities
	4	Tackling Crime and Anti-Social Behaviour
Valley	1	Develop Neighbourhood Centres into successful community hubs
	2	Make environmental improvements to improve community safety and wellbeing
	3	Enhance facilities and activities for children, young people and families
Wales	1	To support and develop initiatives to improve the local environment - <ul style="list-style-type: none"> • Encouraging people to love where they live by supporting and developing community litter picking groups in the ward • Holding community clean up days in hot spot areas • Working with local primary schools to educate young people on environmental issues with the clean and green presentation
	2	To support and develop initiatives to improve road safety in the community by – <ul style="list-style-type: none"> • Providing Billy and Belinda bollards at Todwick Primary School to reduce speed • Reducing and monitoring speed in Todwick and Harthill by the provision of 2 speed activated signs. • Exploring options to address parking issues around Limetree Avenue. • Holding community speed watch events across the ward
	3	To support and develop initiatives around combating social isolation, loneliness and well-being such as - <ul style="list-style-type: none"> • Increasing participation and use of Perigrine Way Neighbourhood Centre at Harthill
	4	Support Wales ward to be a strong, well connect community by - <ul style="list-style-type: none"> • Supporting community groups to be sustainable through the Community Leadership fund
Wath	1	Tackling Crime and Anti-social behaviour
	2	Improving the environment by reducing litter, fly-tipping, graffiti and improving street cleansing
	3	Improving community facilities and activities
	4	Enhancing children's play areas, parks and pitches
	5	Explore opportunities to enhance Wath town centre

Wickersley	1	<p>Improving the environment by empowering communities</p> <ul style="list-style-type: none"> • Community clean up • Installation of new litter bins • Installation of a dog bin • Community Walkabouts
	2	<p>Building Stronger Communities</p> <ul style="list-style-type: none"> • Explore opportunities to support community groups and initiatives that tackle social isolation, loneliness and promoting wellbeing. • Supporting the Flanderwell Door Knock
	3	<p>Tackling Crime and Anti-social behaviour</p> <ul style="list-style-type: none"> • Supporting residents with noise nuisance relating to entertainment establishments • Exploring opportunities to improve road safety and parking in the area • Community Speed Watch • Installation of mobile speed activation sign • Encouraging residents to report issues from their area. • Tackling off road bikes through education and reporting
Wingfield	1	Develop community hubs and engage with individuals / groups through networking events
	2	Ensure a co-ordinated response to Crime and ASB
	3	Address isolation and loneliness
	4	Provide facilities for young people and projects focusing on their mental health

Appendix 5 – Summary of CAPs and Ward Based Multi-agency working

Ward	Partnership / Network	Purpose	Attendees	Frequency
Anston & Woodsetts	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Others as required 	Monthly
Boston Castle	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Highways (as required) 	Monthly
Brinsworth & Catcliffe	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Others as required 	Monthly
	Brinsworth POP	<ul style="list-style-type: none"> • Focus on issues on Duncan St, Ellis Street and Pike Road 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Community Safety • Community Protection 	Bi-Monthly

			Unit <ul style="list-style-type: none"> • Streetpride • Local community groups 	
Dinnington	Where We Live / CAP	<ul style="list-style-type: none"> • Tackling ward priorities and other local issues • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Community Safety • Community Protection Unit • JADE youth Team • Dinnington Town Council • Rotherfed 	Bi-Monthly
Hellaby	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Others as required 	Monthly
Holderness	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Others as required 	Monthly

Hooper	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Others as required 	Every 6 weeks
Keppel	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Highways 	Monthly
Maltby	CAP	<ul style="list-style-type: none"> • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • SY Housing Association • Community Safety • Others as required 	Monthly
	Young People's Steering Group	<ul style="list-style-type: none"> • Co-ordination of young people's activities 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • Early Help • Yorkshire Sports Trust • SY Police • Maltby Leisure Centre • Maltby Academy • SY Housing 	Quarterly

			<ul style="list-style-type: none"> Association Others as required 	
Rawmarsh	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> Tackling ward priorities Allocation of ward budgets Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> Ward Members Neighbourhoods SY Police Others as required 	Monthly
Rother Vale	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> Tackling ward priorities Allocation of ward budgets Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> Ward Members Neighbourhoods SY Police Others as required 	Monthly
	Ward multi-agency meeting	<ul style="list-style-type: none"> Tackling ward priorities 	<ul style="list-style-type: none"> Ward Members Neighbourhoods SY Police Housing Early Help Parish Councils (x4) 	Bi-monthly
Rotherham East	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> Tackling ward priorities Allocation of ward budgets Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> Ward Members Neighbourhoods SY Police Housing 	Monthly

	<p>Eastwood Deal</p> <ul style="list-style-type: none"> • Strategic Group • Office Group • Front-line tasking group 	<ul style="list-style-type: none"> • Tackling Eastwood Deal priorities 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Early Help • Community Protection Unit • Community Safety • Housing • Streetpride • Communications • SY Housing Association • Eastwood Village Primary School • Clifton Learning Partnership • REMA • Change Grow Live • Sheffield & Rotherham Wildlife Trust 	All Monthly
Rotherham West	<p>CAP (incorporated as part of monthly members briefing)</p>	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action • Particular focus on Ferham 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Community Protection Unit • Asset Management • Green Spaces • Highways 	Monthly

Silverwood	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Others as required 	Monthly
Sitwell	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing 	Monthly
Swinton	CAP	<ul style="list-style-type: none"> • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Early Help • Others as required 	Monthly
	Fitzwilliam Estate Sub-group	<ul style="list-style-type: none"> • Focus on issues on Fitzwilliam estate 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing 	As and when required
Valley	Community Safety Meeting	<ul style="list-style-type: none"> • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Community Protection Unit 	Bi-Monthly

			<ul style="list-style-type: none"> • Others as required 	
Wales	CAP (incorporated as part of monthly members briefing)	<ul style="list-style-type: none"> • Tackling ward priorities • Allocation of ward budgets • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Others as required 	Monthly
Wath	CAP	<ul style="list-style-type: none"> • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Early Help • Community Protection Unit • Guinness Northern Counties • Others as required 	Monthly
Wickersley	CAP	<ul style="list-style-type: none"> • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Others as required 	Monthly
	Flanderwell Task Group	<ul style="list-style-type: none"> • Focus on issues on Flanderwell 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing 	Bi-monthly

			<ul style="list-style-type: none"> • Early Help • Flanderwell Primary School 	
Wingfield	Wingfield on a Thursday (WOAT)	<ul style="list-style-type: none"> • Tackling ward priorities • Analysis of Crime & ASB and possible action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Early Help • Community Protection Unit • Streetpride • Highways 	Monthly
	Ward Network Events	<ul style="list-style-type: none"> • Dialogue between service, partners and community groups to identify and report back on local issues / action 	<ul style="list-style-type: none"> • Ward Members • Neighbourhoods • SY Police • Housing • Early Help • Community Protection Unit • Streetpride • Highways • Local community groups 	Quarterly

Public Report
Improving Places Select Commission

Committee Name and Date of Committee Meeting
Improving Places Select Commission – 25 July 2019

Report Title
Evaluation of the Time For Action Initiative

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

Strategic Director Approving Submission of the Report
Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)
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Ward(s) Affected
Borough-Wide

Report Summary

The 'Time for Action' initiative provided for a mechanism to deliver enhanced enforcement around enviro-crime, particularly littering offences, and parking offences.

Joint arrangements with Doncaster Council have been operational since mobilisation in September 2018 and have delivered enhanced enforcement across a range of locations in Rotherham.

This report provides an updated position in relation to the service delivery performance, together with a number of challenges that are currently being addressed.

Recommendations

1. To note the contents of the update report
2. To note the levels of performance and agree the importance of enhanced enforcement and visibility

List of Appendices Included

Appendix 1 Litter and Dog Fouling Fines and Patrols by Location

Appendix 2: Parking Charge Notices Issued by Location

Appendix 3: Equalities Screening Assessment

Background Papers

Improving Places Select Commission 29th November 2017, item 96

Cabinet and Commissioners' Decision Making Meeting 11th December 2017, item 91

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Improving Places Select Commission 29th November 2017

Cabinet and Commissioners' Decision Making Meeting 11th December 2017

Council Approval Required

No

Exempt from the Press and Public

No

Evaluation of the Time For Action Initiative

1. Background

- 1.1 During the initial pilot project to test out the Time for Action initiative, an evaluation report was considered by Improving Places Select Commission on 29th November 2017, at which a number of recommendations were made in relation to future arrangements.
- 1.2 Following the pilot project, a shared delivery mechanism through a Service Level Agreement with Doncaster Metropolitan Borough Council (DMBC) was developed which became effective on 13th September 2018. The Service Level Agreement details performance and financial monitoring, along with expected delivery targets.
- 1.3 The joint mechanism to deliver enhanced enforcement, around littering in particular, contributes significantly to the Council's priority of delivering a cleaner greener Rotherham through taking effective enforcement against enviro-crime offences.
- 1.4 The project has resulted in a number of key achievements, including:
 - Additional resources, at no cost to the Council, to undertake enhanced enforcement of littering and dog fouling across the Borough;
 - The increased visibility of enforcement resources across wards;
 - An increased number of parking and littering offences dealt with and Fixed Penalty Notices issued;
 - Additional hotspot intelligence being provided by ward members and resources being directed to address issues;
 - The inclusion of enhanced parking enforcement outside of the town centre, at no additional cost to the Council.

2. Key Issues

Service Delivery

- 2.1 Contract management arrangements are different for the delivery of enviro-crime and parking enforcement:
 - For littering and dog fouling, the contract is wholly managed by DMBC, including the processing of all enviro-crime fines and reminders, debt recovery and prosecution. In addition, DMBC undertake the review of all representations or appeals against fines and responses to formal stage one complaints relating to process or conduct. Delivery includes clear and consistent processes and information throughout, from the initial issue of the fine, through to reminder letters, debt recovery and prosecution.
 - For parking enforcement additional resources are provided through the contract, however the processing of Parking Penalty Charge Notices (PCNs) and payments is managed within Rotherham Metropolitan Borough Council's (RMBC's) existing provisions.

- 2.2 The Service Level Agreement details both the performance targets and reporting mechanisms, along with the financial arrangements for revenue distribution, which is driven through:
- Automated and bespoke monthly reports
 - Relaying of hotspot and intelligence to inform contract delivery
 - Monthly performance meetings with DMBC and the contractor
- 2.3 Key elements of the implementation of the joint arrangements, included:
- A joint communications plan between RMBC, DMBC and the contractor.
 - Information provided to ward members through a Member's briefing
 - All staff working within the contract received formal training (across a number of areas, including legislation, tools and powers, expected standards of conduct, safeguarding and operational procedures and protocols.
 - Structured standards checks by supervisors and administrative control at Doncaster to ensure consistency and appropriate conduct.
 - Clearly identifiable branding, with uniforms in keeping with those of the RMBC Wardens and badged jointly with RMBC and contractor logos
- 2.4 Whilst legislation allows fines for littering to be issued on land open to the public, including private land, commercial provision of the service to private landowners has been explored however, to date, there has been no interest.

Delivery Targets

- 2.5 The Service Level Agreement contained a number of specific performance measures, including:
- Number of fixed penalty notices issued, by type (including type of litter, for example cigarette, food wrapper etc.), date and location in the past three months
 - Number, location, date and duration of littering and dog fouling patrols by hot spot/post code area
 - Number of prosecutions put forward for Court and those heard in Court
 - Number of Parking PCNs issued, broken down to higher (£70) and lower levels (£50)
 - Location and number of Parking PCNs issued by ward
 - Number of cancelled and written off fines together with reasons
 - Number of complaints including stage 1, stage 2 and stage 3, by issue and finding
 - Revenue analysis including payments to the Service Provider, money retained by Doncaster and fees provided to Rotherham in accordance with the Financial Allocation Mechanism in Schedule 4; and
 - Gender and age relating to FPNs issued
- 2.6 The Service Level Agreement also contains a number of important targets and principles, including:
- The issue of 5,000 to 10,000 fines, excluding Parking PCNs, each year
 - The issue of up to 1,000 Parking PCNs each year
 - The issue of 60% of fines outside of Rotherham town centre

- DMBC will investigate formal complaints up to and including stage 1
- The level of fees payable to Rotherham through a financial allocation mechanism

Improving Places Select Commission Recommendations

2.7 Improving Places Select Commission made a number of recommendations in terms of the service, including:

- To extend the service to include issuing of parking fines.
- A communication plan be developed to promote the initiative borough-wide.
- Service provision should be distributed equally across outlying areas and Wards.
- Members are notified when Enforcement Officers are working in their Wards
- Branding is clearly identified and is included as part of the communications plan
- Explore extending service provision to private sector areas.
- Contractors work to RMBC's Code of Conduct.
- When fines are issued that clear and consistent information is provided about the process and what happens next.
- Details of the contract covering the shared service arrangements should be presented to Improving Places Select Commission.

2.8 Delivery against each of these elements has been mixed and has been negatively influenced by software reporting capabilities and contractor staffing turnover.

Staffing

2.9 Contractor resources for the RMBC element of the contract were initially set at an optimal level of five officers, including a team leader or supervisor, flexibly working across six days. This contractor has unfortunately found this resource level difficult to maintain consistently, due to a number of challenges including:

- Regular turnover with some staff leaving at short notice
- The loss of two team leaders
- The nature of the work affecting staff retention
- The relatively high frequency of recruitment and training of new staff

2.10 The turnover of contractor employees impact on performance in a number of ways including:

- Diversion of staff to train new starters
- Reliance on the town centre for 'live' training
- Reduced capacity to issue fines
- Reduced flexibility both in terms of time and ability to reach locations

2.11 The contractor has subsequently recognised the need to ensure greater consistency of staffing levels, and in June 2019 agreed to recruit a further three

members of staff to be deployed flexibility across Rotherham and Doncaster in order to cover any staff shortages.

- 2.12 The impact of low staffing levels can be clearly seen during periods where fines and numbers of patrols undertaken are particularly low, for example in February 2019, as can be seen from Appendix 1.

Reporting

- 2.13 It is important to recognise that the software system used by DMBC to record and monitor the contract was new at the point of implementation of the contract. Subsequently, a large amount of work has been required to develop and improve reporting mechanisms. There remain a number of key refinements to further develop, including:
- Demographic information
 - Formatting of the reports
 - Financial reporting detail

Performance

- 2.14 At the end of June, 1,691 fines for littering had been issued, at an average of 211 each month. This compares to the average of 416 fines required each month to meet the minimum 5,000 specified in the contract. This level of performance has been raised as a concern consistently throughout the arrangement, and the contractor is working to improve the position.
- 2.15 The breakdown of fines issued shown in Appendix 1 clearly identifies the location of issue, however the software used to record data does not currently have the capability of distinguishing between a fine for a cigarette end being littered and other litter being discarded. However, as with most offences for littering, it is highly likely that the overwhelming majority of fines issued and paid are for littering cigarette ends.
- 2.16 Some 54% of all fines having been issued in the town centre, compared to the expectation that only 40% would be issued in the town centre. This picture is repeated when patrol locations, attached at Appendix 1, are considered, with the town centre accounting for 68% of patrols. There are circumstances that affect this performance including:
- The loss of a patrol vehicle for substantial periods restricting travel by the contractor
 - Staff turnover
 - Training of new starters in the town centre leading to more tickets being issued in that location
 - The operational practicalities of beginning daily patrols in the town centre and then radiating out to other parts of the Borough.
- 2.17 Discussions are ongoing to influence the direction of performance and improve the levels of focus outside of the town centre. However it is worth noting that if patrols were more focused outside of the town centre, then there would likely

be a further reduction in the number of fines issued, given the lower prevalence of offences in outlying areas.

- 2.18 As might be expected, given the challenges associated with witnesses such offences, Dog fouling fines are relatively low. 17 fines were issued during the period. Interestingly, 4 of those fines issued were in the town centre, away from noted dog walking areas.
- 2.19 Whilst performance is low compared to the target levels, it is important to remember that the objective of the arrangement is to increase the level of enforcement and ensure that there is a visible presence, in order to change behaviour. It could therefore be anticipated, that if this approach influences changes in behaviour, there would inevitably be a reduction in the number of fines issued as less individuals drop litter.

Cancelled Fines, Representations and Complaints

- 2.20 By the end of June 2019, 124 fines had been cancelled, the majority being due to officer or technical errors, health issues, or successful representation by the individual.
- 2.21 Representations refer to challenges by the individual against the provenance of the fine being served. Each representation is considered by officers at DMBC, who review the circumstances of each challenge including viewing body camera images. From 68 representations made, 31 have been accepted and the fines cancelled. Reasons for acceptance of representations include:
- 10 due to faults with camera recordings
 - 9 due to officer errors
 - 4 due to the health of the recipient
- 2.22 Recent improvements to the camera systems are anticipated to reduce the number of accepted representations.
- 2.23 A much smaller number of formal complaints have been made against alleged behaviour of officers when issuing fines. From September 2018 to the end of June 2019, 7 formal complaints have been made at stage 1, with no stage 2 or stage 3 complaints. Only 2 complaints have been upheld: one due to incorrect actions by the officer; the second, due to a failure of the camera equipment which consequently could not be used to resolve the allegation.
- 2.24 In addition to the formal complaints, an informal complaint was raised by an RMBC employee in June that an officer wearing a Barnsley Metropolitan Borough Council (BMBC) logo was seen in the town centre. It transpired that an officer had moved over to RMBC from BMBC and wore a jacket with a BMBC logo. The matter was referred directly to DMBC, and the matter was resolved immediately.

Prosecutions

- 2.25 Where fines remain unpaid, Doncaster Council consider each case for prosecution through the Single Justice System at Magistrate's Court, with a bundle of cases presented during scheduled hearings for consideration.
- 2.26 Since the first prosecution hearings brought by Doncaster held in February 2019, 96 cases have been heard and proven in Court, with fines, costs and victim surcharges awarded, amounting to £24,936. Although it should be noted that the fines and costs data for the period from March to June 2019 is still awaited.

Parking Enforcement

- 2.27 Since January 2019, Parking enforcement has been undertaken as part of the agreement and has been predominantly focused outside of the town centre to delivery extra capacity into areas of need.
- 2.28 During the 2018/19 third quarter, some 268 Parking PCNs were issued. Similarly, during the first quarter of 2019/20, 234 Notices were served. At this level of performance it can be anticipated that the target of 1,000 stated within the Service Level Agreement will be achieved during the first full financial year of the contract.
- 2.29 Issued Parking PCNs are divided between the higher and lower charges, defined by early payment or not, paid at rates of £28 and £23 respectively to the contractor. During the third quarter of 2018/19 and the first quarter of 2019/20, the overwhelming majority of Charges were paid at the higher rate.
- 2.30 A summary of the location of Parking PCNs being issued is attached at Appendix 2.

3. Options considered and recommended proposal

- 3.1 This is an update report and Members are asked to note and comment on the progress made.

4. Consultation on proposal

- 4.1 No consultation is proposed as this is an update of an existing scheme.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Monthly performance meetings are held with both DMBC and the contractor to drive performance and to mitigate risks.

5.2 Future meetings with the software provider, Chipside are to be arranged by DMBC, to improve the data reporting from the software to meet the needs of RMBC.

5.3 Local performance meetings with the contractor's supervisor at RMBC every fortnight, deliver hotspot and intelligence and direction in relation to delivery. However, there is currently a transitional period of familiarity for the new supervisor, and the local meetings will be arranged again beginning during the last week of July 2019.

6. Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)

6.1 Different financial mechanisms are applied in relation to parking and enviro-crime offences:

- Parking PCN revenue is collected by Rotherham and then a level of £23 and £28 paid to Doncaster Council for each lower and higher payment respectively.
- For enviro-crime offences, Doncaster Council collects payments and then reverts payments to Rotherham Council at a rate of £7, £17, and £42 for each £80, £100, and £150 fine paid respectively.

6.2 Levels of revenue generated in relation to Parking PCNs for the Council is at a low level, with an average of around £2.88 retained for each Notice paid during the last quarter of 2018/19.

6.3 Levels of revenue reflect the relatively low performance in terms of littering fines issued. The financial mechanism for fees payable to Rotherham are contained within schedule 4 of the Service Level Agreement. Although originally a saving of £100,000 was allocated to revenue budgets in respect of the joint working with Doncaster, the Cabinet Meeting of 15th April 2019 approved the reduction in this savings target to £22,000 following the agreement of alternative savings proposals. Consequently, against the saving applied to the budget, it is anticipated at this stage that a pressure of around £7,000 will be realised which will need to be accommodated from elsewhere within the Regulatory Services budget.

6.4 It should be noted that these figures are not fully reconciled and may be subject to amendment. In addition, it should be noted that there is a delay between the issuing of fines and fees paid to Rotherham. This delay accommodates the full process from issuing fines through to reminders being sent and the decision to prosecute if not paid.

7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)

7.1 Further legal implications are not anticipated from this update report.

8. Human Resources Advice and Implications

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

9. Implications for Children and Young People and Vulnerable Adults

9.1 There are no implications for Children and Young People and Vulnerable Adults from this update report.

9.2 Fines are not issued to children, although advice will be given.

9.3 Officers are trained to be conscious of individuals who may be vulnerable or suffer with mental health issues and should not issue fines to those individuals. However, mental health and vulnerability issues are not always apparent to the issuing officer and, where representations are made in respect of mental health or vulnerability, fines can be cancelled.

10. Equalities and Human Rights Advice and Implications

10.1 There are no further equalities or human rights implications from this update report. An equalities screening assessment is attached at Appendix 3

11. Implications for Partners

11.1 There are no further implications for partners from this update report.

12. Risks and Mitigation

12.1 There is some risk that if reports particularly relating to finance are not further refined, that financial scrutiny of the contract arrangements might not be as effective as desired. It is anticipated that the level of detail required can be achieved through discussions with the software provider to better enable bespoke reports based on Rotherham's needs.

12.2 Staffing remains a risk to the performance of the contract both in terms of the numbers and locations of fines issued and the areas patrolled. It is anticipated, that the introduction of three flexibly deployable staff across Rotherham and Doncaster will go some way to mitigate this risk. However, the effect on performance through turnover of staff still remains.

12.3 The impact of staffing in particular upon the required focus outside of town centre is of concern. It is anticipated that through the monthly performance meetings with Doncaster and the contractor, that this situation will be effectively dealt with over the coming months.

13. Accountable Officer(s)

Sam Barstow, Head of Service, Community Safety and Regulatory Services
Tom Smith, Assistant Director, Community Safety and Street Scene

Approvals obtained on behalf of:-

	Named Officer	Date
Chief Executive		Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Named officer	Click here to enter a date.
Assistant Director of Legal Services (Monitoring Officer)	Named officer	Click here to enter a date.
Assistant Director of Human Resources (if appropriate)		Click here to enter a date.
Head of Human Resources (if appropriate)		Click here to enter a date.

Report Author: Lewis Coates, Regulation and enforcement Manager
01709 823117, lewis.coates@rotherham.gov.uk
This report is published on the Council's [website](#).

Appendix 1 – Litter and Dog Fouling Fines and Patrols by Location

Litter Fines by Location September 2018 to June 2019

Area	Sept		Oct		Nov		Dec		Jan		Feb		March		April		May		June		Totals		Patrols:Fine
	Fines	Patrols	Fines	Patrols	Fines	Patrols	Fines	Patrols	Fines	Patrols	Fines	Patrols	Fines	Patrols	Fines	Patrols	Fines	Patrols	Fines	Patrols	Fines	Patrols	
Anston	0		0		0		1	8	0	8	0	9	0	1	1	2	0	0	0	0	2	28	14.00
Aston	0		0		0		2	18	3	24	1	9	1	4	1	0	0	0	0	0	8	55	6.88
Brampton Bierlow	0		0		0		0	0	1	0	0	0	5	7	4	12	0	0	0	0	10	19	1.90
Brinsworth/ Catcliffe	4		0		0		1	3	0	11	2	5	1	4	0	0	0	0	1	4	9	27	3.00
Canklow	0		1		0		0	0	7	0	2	8	1	5	0	2	0	2	4	3	15	20	1.33
Clifton/Wellgate/Broom	0		8		3		2	0	8	5	0	20	2	43	0	39	0	89	1	32	24	228	9.50
Dalton	0		5		1		2	8	0	12	0	6	0	6	1	1	4	1	3	3	16	37	2.31
Dinnington	0		5		0		8	19	10	55	11	39	8	41	11	37	0	1	0	0	53	192	3.62
Eastwood	10		15		22		5	30	32	174	5	25	10	40	7	14	17	37	40	79	163	399	2.45
Greasbrough/Munsbrough/Rockingham/Wingfield	0		0		0		0	4	0	0	7	25	2	12	6	11	9	12	0	0	24	64	2.67
Herringthorpe/ East Herringthorpe/East Dene	0		5		1		0	0	5	27	4	17	5	5	7	17	10	1	0	0	37	67	1.81
Kilnhurst	0		1		0		0	0	0	15	0	3	2	5	0	2	0	1	0	0	3	26	8.67
Kimberworth/Kimberworth Park	0		1		0		2	9	9	69	4	33	2	31	9	12	4	18	3	11	34	183	5.38
Maltby	0		0		9		0	11	6	38	1	19	4	9	8	12	0	1	0	3	28	93	3.32
Masbrough/Ferham/Holmes	15		10		21		12	47	24	203	13	75	9	79	6	28	5	19	8	17	123	468	3.80
Rawmarsh/Parkgate/Aldwarke	7		6		7		0	10	2	113	6	41	4	27	5	13	7	15	26	34	70	253	3.61
Rotherham Town Centre	29		69		124		84	752	100	1171	14	295	125	1109	141	848	176	1581	51	42	913	5798	6.35
Swinton	2		1		0		0	0	11	20	3	21	0	24	4	10	0	2	0	0	21	77	3.67
Thurcroft	0		0		0		0	9	4	15	1	13	2	19	3	10	0	0	0	0	10	66	6.60
Wales/Kiveton Park	2		0		0		2	0	1	47	2	6	21	0	3	0	0	0	0	1	31	54	1.74
Wath/Manvers	1		0		0		2	17	13	3	17	69	23	64	12	58	2	15	0	0	70	226	3.23
Wickersley/Bramley/Hellaby	0		3		0		2	12	5	61	3	43	9	32	4	20	1	3	0	1	27	172	6.37
Grand Total	70	0	130	0	188	0	125	957	241	2071	96	781	236	1567	233	1148	235	1798	137	230	1691	8552	5.06
Cumulative Town Centre	29	0	98	0	222	0	306	752	406	1923	420	2218	545	3327	686	4175	862	5756	913	5798	913	5798	6.35
Cumulative Total	70	0	200	0	388	0	513	957	754	3028	850	3809	1086	5376	1319	6524	1554	8322	1691	8552	1691	8552	5.06
Monthly % Town Centre	41%		52%		66%		67%	78%	41%	56%	15%	38%	53%	71%	60%	74%	75%	88%	37%	19%	54%		
Cumulative % Town Centre	41%		49%		57%		59%	78%	54%	63%	49%	58%	50%	62%	52%	64%	55%	69%	54%	68%	54%		

Dog Fouling Fines by Location – September 2018 to June 2019

Area	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Totals
Anston	0	0	0	0	1	0	0	0	0	0	1
Broom	0	0	0	0	0	1	0	0	0	0	1
Dalton	0	0	0	0	0	0	0	0	0	1	1
East Dene	0	1	0	1	0	0	0	0	0	0	2
Eastwood	0	0	0	1	0	0	0	0	0	0	1
Holmes & Ferham	0	0	0	2	0	0	0	0	0	0	2
Kimberworth	0	0	1	0	0	0	0	0	0	0	1
Maltby	0	0	1	0	0	0	0	0	0	0	1
Masbrough/Ferham	0	0	0	1	0	0	0	0	0	0	1
Rawmarsh	0	0	0	0	0	0	1	0	0	0	1
Rotherham Town Centre	0	0	1	0	1	0	0		1	1	4
Thurcroft	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	1	3	5	3	1	1	0	1	2	17
Cumulative Total	0	1	4	9	12	13	14	0	2	4	17

Appendix 2: Parking Charge Notices Issued by Location**January to June 2019**

Location	Jan - March	April - June	Total
Anston	0	1	1
Aston / Aughton	3	3	6
Brecks	8	2	10
Brinsworth	0	41	41
Dinnington	37	35	72
Eastwood	0	19	19
Greasbrough	8	3	11
Kilnhurst	0	1	1
Kimberworth	62	24	86
Kiveton Park	8	3	11
Maltby	17	11	28
Outskirts of town	20	9	29
Rawmarsh / Parkgate	46	60	106
Swinton	0	2	2
Thurcroft	1	1	2
Wath / Brampton	42	19	61
Wickersley / Flanderwell	3	1	4
Total	255	235	490

Appendix 3: Equalities Screening Assessment



Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity.
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an equality analysis.

Directorate: Regeneration and Environment	Service area: Regulation and Enforcement
Lead person: Lewis Coates	Contact number: 01790 823117

1. Title: Evaluation of the Time For Action Initiative

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

2. Please provide a brief description of what you are screening

The report details an update position on performance of the SLA with Doncaster Council for the delivery of enhanced enforcement around environmental crime and parking offences.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Does the activity have implications regarding the accessibility of services to the whole community?		X
Is there an impact for an individual or group with protected characteristics? (Discrimination, harassment or victimisation of individuals with protected characteristics)		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect the Council's workforce or employment practices?		X

If you have answered **no** to all the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals prior to carrying out an **Equality Analysis**.

Considering equalities and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below and use the prompts for guidance.

- **How have you considered equality and diversity?**

(**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

- **Key findings**

(**think about** any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

- **Actions**

(**think about** how you will promote positive impact and remove/reduce negative impact)

Date to scope and plan your Equality Analysis:	
Date to complete your Equality Analysis:	
Lead person for your Equality Analysis (Include name and job title):	

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

Name	Job title	Date
Lewis Coates	Regulatory Services Manager	9 th July 2019

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If an Equality Analysis is not required the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance (**to include contact**) and will be published along with the relevant report.

A copy of **all** screenings should also be sent to Zaidah.ahmed@rotherham.gov.uk For record keeping purposes it will be kept on file (but not published).

Date screening completed	9 th July 2019
If relates to a Key Decision - date sent to Cabinet	Not a key decision
Date screening sent to Equalities Officer zaidah.ahmed@rotherham.gov.uk	9 th July 2019

BRIEFING	TO:	Improving Places Select Commission
	DATE:	25 th July 2019
	LEAD OFFICER <i>(Full name, title and Directorate)</i>	Tom Smith Assistant Director, Community Safety and Street Scene Regeneration and Environment
	TITLE:	Recommendations from Improving Places Select Commission Relating to Home to School Transport Policy

Background

1. An update report on the implementation of the new Home to School Transport Policy was presented to Improving Places Select Commission on 1st November 2018.
- Improving Places Select Commission resolved:
- (1) That the report be noted.
 - (2) That an update be submitted to the Select Commission in 6 months.
 - (3) That the possibility of contactless cards be discussed with SYPTE/bus companies.
 - (4) That the appeals process for the renewal of a home to school free bus pass be reconsidered in those cases where a family's circumstances had not changed from the previous year.

Key Issues

2. Service Update

Since the last update to IPSC in November 2018 there have been a number of areas where further progress has been made:

- The annual transport review process, to be undertaken at the same time as EHCP reviews to assess the suitability of existing transport, and the ability to partake in Independent Travel Training, is now in place.
- The targeted uptake was to have 44 young people on Personal Travel Budgets (PTBs) by April 2019, and 69 on PTBs by September 2019. To date 56 young people are enrolled for Personal Travel Budgets. The targeted uptake is therefore on track for delivery and a significant increase from the 30 young people reported to IPSC in November 2018.
- 'Train the trainer' training has been delivered for Independent Travel Training, providing the Council and partner schools with the ability to deliver training to young people.

Demand for the service however continues to rise, in line with national rises in Education and Health Care Plans for young people. The current assessment is that demand for the

service will increase by around 12% between January 2019 and January 2022, with 96 additional pupils in receipt of transport over that period.

Raising Disability Awareness Amongst Bus Drivers

The service has met with South Yorkshire Passenger Transport Executive (SYLTE) to discuss the current situation, in terms of bus companies, to identify possible ways to increase the visibility of travellers with disabilities and the awareness amongst bus drivers.

In doing so, SYLTE have advised that 'journey cards' are currently available for travellers across South Yorkshire which can be displayed to Bus Drivers upon accessing the vehicle, to inform them of a disability. These can be found at:

<https://travelsouthyorkshire.com/journeycards/>.

The cards cover a number of disabilities that are not always recognised by sight and where the driver may be able to provide support to enable the person to travel independently. SYLTE are happy to work with the Council to develop cards to cover disabilities, or activities that may not currently be covered.

Zero Fare Pass Appeals Process

The service was asked by Improving Places Select Commission to consider, in the light of a number of young people being granted zero fare bus passes following Stage 2 appeals on the basis of exceptional circumstances, whether upon reapplication in the following academic year, the service would automatically grant a bus pass if no changes had occurred to the young person's situation, between applications.

Whilst the service appreciates that, on occasion, appeals may overturn decisions made within the Policy, the need for young people to apply each year is enshrined within the Policy. An annual application, and assessment against the Policy, is therefore required to take place. The service is however keen to avoid unnecessary appeals, which take up time and resources, and cause disruption to young people and parents.

The service has therefore reviewed the appeals process, and will issue guidance to the team that at point of application, if the circumstances have not changed year on year, the Transport Manager or Head of Service can grant the pass on the basis of exceptional circumstances without recourse to the appeal process. Clearly, should any change in circumstances occur, a full reassessment would take place, as per the Policy.

Key Actions and Relevant Timelines

3.	
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Recommendations

4.	That Improving Places Select Commission notes and comments on this update report.
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