



CABINET

Monday, 16 September 2019

10.00 a.m.

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

Cabinet Members:-

Leader of the Council
Deputy Leader of the Council,
Children's Services and Neighbourhood Working Portfolio
Adult Social Care and Health Portfolio
Cleaner, Greener Communities
Corporate Services and Finance Portfolio
Housing Portfolio
Jobs and the Local Economy Portfolio
Waste, Roads and Community Safety Portfolio

Councillor Chris Read
Councillor Gordon Watson

Councillor David Roche
Councillor Sarah Allen
Councillor Saghir Alam
Councillor Dominic Beck
Councillor Denise Lelliott
Councillor Emma Hoddinott

Rotherham
Metropolitan
Borough Council 

CABINET

Venue: Council Chamber - Rotherham Town Hall, Moorgate Street, Rotherham, South Yorkshire S60 2TH

Date and Time: Monday, 16th September, 2019 at 10.00 a.m.

Agenda Contact James McLaughlin, Head of Democratic Services
01709 822477 or james.mclaughlin@rotherham.gov.uk

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

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

A G E N D A

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Questions from Members of the Public

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

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

Councillors may also ask questions under this agenda item.

4. Minutes of the Previous Meeting (Pages 1 - 14)

To receive the record of proceedings of the Cabinet meeting held on 8 July 2019.

5. Exclusion of the Press and Public

Agenda Items 15, 17, 18 and 19 have exempt appendices. Therefore, if necessary when considering those items, the Chair will move the following resolution:-

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

ADULT SOCIAL CARE AND HEALTH

6. Adults Independent Advocacy Services - Commissioning and Procurement Approach (Pages 15 - 52)

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

Recommendations:-

1. That the procurement of independent advocacy services be aligned to the service delivery model in preferred Option 2, described in this report.
2. That the statutory NHS Complaints Advocacy Service be included in the scope of this procurement exercise.
3. That the contract term be 3 years + 1 + 1.

7. Procurement of a Local Healthwatch Service (Pages 53 - 74)

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

Recommendations:-

1. That approval be given to Option 2 at Section 3.2 in the report and the commencement of a tender on the open market for the procurement of a local Healthwatch Service for the period of 3 years from 1st April 2020 to 31st March 2023 (with an option to extend for a further year).

8. Housing Related Support - Children and Young People Pathway Tender Conclusion Information Update (Pages 75 - 114)

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

Recommendations:-

1. That Cabinet note:-
 - the co-production work and re-design of a new service specification was successfully completed to enable a tender process to take place

- a competitive tendering exercise ran from 20th February to 28th March 2019.
- Roundabout Ltd were identified as the successful organisation and awarded the contract.
- The contract commenced on the 1st August 2019. The initial term of the contract is for two years, with an option of a further extension for a year.
- The overall contract value for two years is £1,050,000 (£1,575,000 with the third year).

CHILDREN'S SERVICES AND NEIGHBOURHOOD WORKING

9. Special Educational Needs and Disability (SEND) Phase 2 - New Education Places (Pages 115 - 161)

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

Recommendations:-

1. That approval be granted to the increase in education provision by 111 places to be achieved by September 2020.
2. That approval be granted to utilise the £1.186 million available capital funding to create the additional infrastructure required to deliver the projects as set out at paragraph 2.8.

10. Recommended Adoption of Policies - Support for Elected Members (Pages 163 - 174)

Report of the Assistant Chief Executive

Recommendations:-

1. That the Council be recommended to amend the Members' Allowances Scheme (Appendix 8 of the Constitution), subject to the receipt of the recommendations from the Independent Remuneration Panel
2. That the policies to support Elected Members in respect of parental leave, disabilities, arrangements for carers and dignity in dying be approved and be adopted subject to the Council determining to amend the Members' Allowances Scheme.

CORPORATE SERVICES AND FINANCE

11. July Financial Monitoring Report 2019/20 (Pages 175 - 192)

Report of the Strategic Director of Finance and Customer Service

Recommendations:-

1. That the current General Fund Revenue Budget forecast of £4.6m overspend be noted.
2. That it be noted that actions will continue to be taken to mitigate the forecast overspend.
3. That the Capital Programme update be noted.

12. Council Plan Monitoring Quarter 1 (April to June 2019) (Pages 193 - 258)

Report of the Assistant Chief Executive

Recommendations:-

1. That the overall position and direction of travel in relation to the Council Plan be noted.
2. That measures which are not achieving their targets and the actions required to improve performance, including future performance clinics, be discussed.
3. That the performance reporting timetable for 2019-2020 be noted.

13. Review of Polling Places 2019 - Final Proposals (Pages 259 - 385)

Report of the Strategic Director of Finance and Customer Service

Recommendations:

1. That Cabinet recommend to Council that:-
 - a) The submissions made in respect of the review of polling districts and polling places for the borough of Rotherham be noted.
 - b) Approval of the adoption of the polling district boundaries as outlined in Appendix 1 and the maps found in Appendix 4 be given.
 - c) Approval of the final proposals for polling places as detailed in Appendix 1 to this report is given.
 - d) The Electoral Registration Officer be requested to make the necessary amendments to the polling districts to take effect from publication of the revised register on 1 December 2019.

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

14. New Applications for Business Rates Discretionary Relief for Rotherham Rise and Sea Cadets Core (Pages 387 - 400)

Report of the Strategic Director of Finance and Customer Services

Recommendations:-

1. That 20% top up discretionary relief be awarded to Rotherham Rise, for the period 15th January 2019 to 31st March 2020 and to the Sea Cadets Core, Falding Street, Rotherham, S61 1JB and Off Doncaster Road, Thrybergh, Rotherham S65 4JS for the period 1st April 2019 to 31st March 2020

15. New Application for Business Rates Hardship Relief (Pages 401 - 413)

Report of the Strategic Director of Finance and Customer Services

Recommendations:-

1. That the application for hardship relief be refused.

JOBS AND THE LOCAL ECONOMY

16. Local Plan: consultation on draft Supplementary Planning Documents (Pages 415 - 597)

Report of the Strategic Director of Regeneration and Environment

Recommendations:-

1. That approval be given to public consultation on the draft Supplementary Planning Documents at Appendices 2 to 7.
2. That following consultation a further report be submitted regarding adoption of the Supplementary Planning Documents.

17. Community Energy Switching Scheme (Pages 599 - 613)

Report of the Strategic Director of Regeneration and Environment

Recommendations:-

1. That the development of a community energy switching scheme in partnership with bidder B be approved.

18. Disposal of Surplus Properties: Kiveton Youth and Community Centre, the Former Keepers Cottage at Ulley Reservoir; and the site of the former Copeland Lodge and adjacent land (Pages 615 - 632)

Report of the Strategic Director of Regeneration and Environment

Recommendations:-

1. That approval be given to the disposal of the Council's freehold interest in the following properties:-
 - a) Former Kiveton Youth and Community Centre
 - b) Former Keepers Cottage Ulley Reservoir
 - c) Former Copeland Lodge and adjacent land
2. That approval be given to the Assistant Director, Planning Regeneration and Transport to dispose of the assets by implementing the most appropriate method of disposal to help expedite the process, whilst ensuring that best consideration is achieved under Section 123 – Local Government Act 1972.
3. The Assistant Director of Planning Regeneration and Transport negotiate the terms of disposals.
4. The Assistant Director of Legal Services negotiate and complete the necessary legal documentation.

19. Proposed Compulsory Purchase Order (CPO) Acquisition - Unit 1 Riverside Precinct (Pages 633 - 648)

Report of the Strategic Director of Regeneration and Environment

Recommendations:-

1. That approval be given to invoke a Compulsory Purchase Order (CPO) for the acquisition of the remaining leasehold interest at Unit 1 Riverside Precinct Rotherham.
2. That the Assistant Director Planning Regeneration and Transport, in conjunction with The Assistant Director of Legal Services, prepare and publish the Order.
3. That the Assistant Director Planning Regeneration and Transport continue to negotiate a purchase by agreement with the leaseholder whilst the Compulsory Purchase order process is ongoing.

WASTE, ROADS AND COMMUNITY SAFETY

20. Strategic Management and Maintenance of Rotherham's Highways (Pages 649 - 695)

Report of the Strategic Director of Regeneration and Environment

Recommendations:-

1. That the strategic approach to the Management and Maintenance of Rotherham's Highways be endorsed.
2. That the impact of the additional Rotherham Metropolitan Borough Council capital investment to improve the local (unclassified) road network be noted.

21. Amendment to the General Enforcement Policy (Pages 697 - 750)

Report of the Strategic Director of Regeneration and Environment

Recommendations:-

1. That the outcome of the consultation be noted and the revised General Enforcement Policy be adopted.

22. Recommendations from Overview and Scrutiny Management Board

To receive a report detailing the recommendations of the Overview and Scrutiny Management Board in respect of the above items that were subject to pre-decision scrutiny on 11 September 2019.

23. Date and Time of Next Meeting

The next meeting of the Cabinet will take place on Monday 21 October 2019 commencing at 10.00 a.m. in Rotherham Town Hall.



SHARON KEMP,
Chief Executive.

THE CABINET
8th July, 2019

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

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

18. DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

19. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

20. MINUTES OF THE PREVIOUS MEETING

Resolved:- That the minutes of the Cabinet meeting held on 10th June, 2019, be agreed as true and correct record of the proceedings.

21. EXCLUSION OF THE PRESS AND PUBLIC

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

22. REVISED FOSTER CARER FEES AND ALLOWANCES PAYMENT SCHEME

Consideration was given to the report which detailed the vision in Rotherham of 'Working with Rotherham's children, young people and families to be safe, resilient and successful' and the aim to improve the care experience for children in Rotherham by ensuring that wherever possible they were looked after in a foster family environment. In the spirit of this ambition the Council was proposing to revise its 'offer' to RMBC foster carers with regard to the fees and allowances that they received. If RMBC foster carer numbers are increased it would also lead to a reduced overall cost in line with budget assumptions.

The needs of children and young people could be most effectively met if they lived in an environment that provided a high quality of care and support. In most cases this would be within a family setting. The ambition also includes that wherever possible, children and young people should be placed within their own community which enables them to continue to have some consistency of education placement and contact with the people and community of most importance to them, thus promoting a strong sense of self, fundamental to resilience in later life.

Rotherham Metropolitan Borough Council had over six hundred children in care and whilst over a quarter were placed with Rotherham Borough foster carers, there was still a shortage of all foster placements, particularly of placements for adolescents and for larger siblings groups.

The lack of sufficient RMBC foster care placements means that Rotherham relies on the use of Independent Fostering Agencies (IFAs) or residential provision, both of which are significantly more costly.

Comparisons with other authorities within the Yorkshire region have also been carried out and learning from the more successful recruiters had been incorporated into this proposal e.g. Leeds incentivising carers to take additional placements. The proposals in this report would, therefore, increase the incentive for potential foster carers to become RMBC foster carers and also provide an incentive for foster carers (current and potential) to increase the number of children they fostered.

In response to the current sufficiency position, this proposal formed part of the work to transform the local authority's in-house fostering agency 'offer'. This included a review of Rotherham's fostering provision, including a review of the payments to foster carers. It was anticipated that some existing Rotherham foster households may be able to increase the number of children they cared for and provide an opportunity to increase placements.

In reviewing the fee rate and structure and developing the 'offer' it was essential to ensure the fostering service remained financially competitive, whilst supporting the recruitment and retention of more locally based foster carers.

Under the proposed new fee structure the weekly allowance and the skills payment for the first child remained the same, with an additional payment for subsequent children.

Cabinet Members welcomed the proposals on the basis that they compared reasonably across the region and provided a good incentive for existing and prospective foster carers in Rotherham.

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

Resolved:- That implementation and changes to Foster Carer Fees and allowances as follows be approved:-

- An additional skill level fee be paid to the carer when caring for more than one child, as set out in paragraph 2.11.
- The weekly allowance, to cover the expense involved in caring for a child, to remain the same.
- Change in payments to foster carers for birthdays, Christmas/cultural celebrations and holiday pay for the child in placement, as set out in paragraph 2.11.

23. ADVICE SERVICES REVIEW - PHASE 2

Consideration was given to the report which detailed how continuing austerity and the impact of welfare reforms including the roll out of universal credit was having a significant effect on many of the most vulnerable Rotherham residents especially people with disabilities and families with children.

The provision of good quality advice services therefore, provided essential support particularly for those individuals and families experiencing difficulties and there was a need to secure a responsive and effective service across the Borough to meet growing demands and complex cases that were developing.

The review of the service was set in the context of significant need for advice services by the residents of Rotherham and the first phase of the review was to bring together arrangements for Council supported open door advice provided in the voluntary sector.

The second phase of the review included advice services provided directly by the Council and the enhancement of partnership working through Advice in Rotherham Partnership.

Proposals now included bringing together under one management Council provided advice services and enhancing partnership working and referral systems. This would provide a more efficient set of inter-related services and improve access and referral routes for clients through a new "Single Advice Model".

It was projected that bringing services under one management could be achieved by September, 2019.

Some of the components of the "Single Advice Model" including a new referral system were now being introduced. Further enhancements to partnership working would be developed in discussion with partners and the changes could be achieved within existing budget and staffing allocations.

Phase 3 would require much better partnership working. The Council remained committed to supporting its most vulnerable residents and it was important that it ensure it was provided the full service.

This report had been considered by the Overview and Scrutiny Management Board as part of the pre-scrutiny process who were in support of the recommendations, subject to a monitoring report on the implementation of Phase 2 being brought back to a sub-group of the Management Board, along with outline proposals for Phase 3.

Cabinet Members were fully supportive of the proposals within Phase 2 of the Advice Services Review and believed co-location of relevant staff was a valuable development.

Resolved:- (1) That the management of Council provided advice services be consolidated under the management of Housing Services within the Adult Social Care and Housing Directorate and co-located within Riverside House by September, 2019.

(2) That the role of partnership working through the Advice in Rotherham Partnership (AiR) be enhanced to provide full alignment and added value across advice services in Rotherham through the introduction of a new "Single Advice Model."

24. COUNCIL PLAN QUARTER 4 (JANUARY TO MARCH 2019) AND 2018-2019 ANNUAL PERFORMANCE REPORT

Consideration was given to the report which detailed how the Council Plan was the core document that underpinned the Council's overall vision.

The Plan set out the headline priorities, outcomes and measures that would demonstrate delivery of the vision. The process for monitoring performance against the vision was set out in the Council's Performance Management Framework which explained to all Council staff how robust performance monitoring should be carried out.

The Performance Report and Performance Scorecard included in Appendix A provided an analysis of the Council's current performance against fourteen key delivery outcomes and seventy measures. This report was based on the currently available data and also included an overview of progress on key projects and activities which contributed to the delivery of the Council Plan. For this quarter, the report also included a summary of the Council's achievements during the financial year.

At the end of the fourth and final quarter (January to March 2019) thirty-four measures had either met or had exceeded the target set in the Council Plan. This represented 58% of the total number of measures where data was available or where targets have been set. This is the highest percentage of performance measures that the Council had hit for a number of years and represented a significant improvement in

performance over previous quarters, as only 47%, 45% and 42% of measures hit their targets in quarters one, two and three respectively.

The direction of travel was positive for thirty-two (51%) of the measures calculated in this quarter. This was a deterioration compared to the 58% figure for last quarter and suggests that, although there had been an increase in the number of targets marked as “hit”, there were an increasing number of measures where performance was stable or worsening.

In terms of Priority 5 Councillor Alam confirmed that areas performing well or improving were around Performance and Development Review completions, reduction of agency costs, actions from the Equalities Review implemented, complaints closed within the timescale and number of transactions on line.

However, an area for improvement remained days lost to sickness per full-time equivalent employee which was off target at 11.4 days against a target of 10.3 days. A range of activities and interventions to address the increase was in place and would be challenged by senior management.

In terms of Priority 3 Councillor Allen reported on the areas performing well or improving were around number of engagements, customer satisfaction and the number of visits to the Council’s Culture and Leisure Services. It was also pointed out that for the first time in a decade the number of active borrowers from libraries had risen with customer satisfaction levels at 99.8%.

Grounds maintenance and street cleansing had received very few complaints, with the initial concerns being raised in Quarter 1, which were due to the weather. The implementation of zonal working should make a real difference and would be a further way of measuring performance. In terms of litter this was a baseline year and would be monitored quarter by quarter.

Councillor Lelliott reported on the measures in her area overall, with three improving performance, three with stable performance and three measures that had worsened. Of those performing well the number of planning applications determined within the specific period remained at 100% and narrowing the gap of working age population with Rotherham above the national average.

The target for the number of new business started with help from the Council was slightly down.

Councillor Hoddinott reported on the good performance of the non-principal road networks in need of repair and the compliments received in Brinsworth, Hoover and Swinton as a result.

Reducing the number of repeat victims of anti-social behaviour had seen a big improvement, although public perception of anti-social behaviour was still high and did not reflect the downward trend in reported incidents.

The number of missed bin collections was an area for improvement, but it was anticipated this would shortly be back on track and monitored closely. There had been some confusion around bin collections and which bin needed to be presented.

The number of customer contacts by service area had also increased, but this was due to the changes in the waste management process.

Hate crime had seen a reported increase of positive outcomes over the year. Efforts to increase positive outcomes and the reliability of data would be challenged.

Councillor Watson reported on the positive reduction in the Children in Need rate and in the number of children subject to a Child Protection Plan.

Improvements were still required on the reduction in the number of Looked After Children and whilst other measures were performing well, this was an area that would be impacted on by the positive performance of others.

A target remaining stable was the target for 16/17 year olds not in Education, Employment or Training (NEETS).

Councillor Roche reported on the performance for the measures relative to Public Health, two of which were in Priority 1. The first was around the smoking status at the time of delivery which had an aspirational target and since exceeded. The quit smoking in pregnancy target was also rated green following interventions by the Quit Smoking in Pregnancy Team.

Childhood immunisations were overall green, but there remained a few pockets of low uptake in the Borough.

In terms of Priority 2 successful completion of drug treatment for non-opiate users performance had worsened slightly, but work was taking place with providers.

For Adult Social Care five measures had met or were exceeding targets, one was making satisfactory progress and another had no baseline data.

The proportion of safeguarding adults at risk who felt their outcomes were met was positive reaching 99.05% during Quarter 3, as was the number of people who were provided with information and advice at the first point of contact.

Areas that required further improvement were the number of carers assessments completed and the proportion of people offered the reablement service are discharge from hospital.

Councillor Beck was pleased to report the number of new homes delivered during the year had increased, but this increase would continue in future years. Work was taking place with developers.

With regards to the number of new homes delivered during the year via direct Council intervention, the measure allowed the Council to track the amount of homes delivered which the Council could actually influence. This had been achieved against a year-end target of 109. Officers were confident this target would be achieved, whilst acknowledging the Council had little influence in terms of housing growth within the private sector.

It was also noted that there was no stock “non-decent” by the end of the year against the target and the number of privately rented properties compliant with the Selective Licensing conditions within designated areas continued to be positive at 95.7% against a target of 95%.

Resolved:- (1) That the overall position and direction of travel in relation to performance be noted

(2) That consideration be given to measures which have not achieved their target and the actions required to improve performance, including future performance clinics

(3) That the performance reporting timetable for 2019-2020 be noted.

(4) That the achievements for 2018-2019 be noted.

25. FINANCIAL OUTTURN 2018/19

Consideration was given to the report which outlined the final revenue and capital outturn position for 2018/19.

The Revenue Budget 2018/19 was approved by Council on 28th February 2018. A budget of £216.876m was set for General Fund services; this excluded schools budgets and Housing Revenue Account (HRA).

The final outturn position was a balanced budget which required £3.2m less use of corporate reserves than planned for. The original budget proposed a planned use of corporate reserves of £5.2m as part of a budget contingency of £10.0m. Additional funding received in year, use of earmarked grants and balances and flexible use of capital receipts had resulted in a reduced call on the planned reserves leaving a balance of £3.2m available to support the budget in later years.

The Council's General Fund minimum balance had been increased from £11.269 to £16.812m, as a result of the planned use and profiling of reserves balances as set out in the Council's Reserves Strategy reported in the Budget and Council Tax Report 2019/20. The reserve was held to protect the Council against unforeseen events and realisation of contingent liabilities.

The Housing Revenue Account had an underspend of £1.4m. This reduced the overall amount required from reserves to balance the budget. The final drawdown from the HRA reserve was just under £11m.

The schools outturn position which was funded by the ring-fenced Dedicated Schools Grant had an underspend of £1.968m, therefore, increasing schools balances at the end of 2018/19 for the Council's maintained schools and pupil referral units to £3.369m.

The capital outturn showed slippage and underspend of £8.1m against the estimated spend for 2018/19 included within the Capital Programme. Of this, £7.073m related to slippage on projects which had been factored into the revised Capital Programme 2019/20 – 2022/23.

Cabinet Members noted the financial outturn, but in doing so sought clarity on the High Needs Block and was advised the outturn at the end of March 2019 was an in-year overspend of £5.4m of which £5.1m was the High Needs Block with minor movements of £0.3m across the other blocks.

Resolved:- (1) That the revenue outturn position for 2018/19 be noted.

(2) That the transfer of the £1.4m HRA underspend to the HRA reserve be approved.

(3) That the carry forward of the combined schools balance of £3.369m in accordance with the Department for Education regulations be noted.

(4) That the reserves position set out in section 2.33 be noted.

(5) That the capital outturn and funding position as set out in sections 2.41-2.69 be noted.

(6) That the report be referred to Council to note the updated financial position as detailed in the report and for approval of the updated Capital Programme as set out in paragraphs 2.65 to 2.69 and Appendices A to D.

26. FINANCIAL OUTTURN 2018/19 - TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS

Consideration was given to the report which detailed the final treasury report for 2018/19. Its purpose was to review the treasury activity for 2018/19 against the strategy agreed at the start of the year. The report also covered the actual Prudential Indicators for 2018/19 in accordance with the requirements of the Prudential Code.

The report met the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities.

The Council was required to comply with both the aforementioned Codes through regulations issued under the Local Government Act 2003.

Part of the Council's Treasury activities was to address the borrowing need, either through borrowing from external bodies, or utilising temporary cash resources within the Council. The wider treasury activities also included managing the Council's cash flows, its previous borrowing activities and the investment of surplus funds. These activities were structured to manage risk foremost, and then optimise performance. The primary objective was security ahead of liquidity and then yield or return.

For 2018/19 provision was made for the estimated borrowing need for the year to partly reduce the Council's 31st March, 2018 under-borrowed position. However, the Council had continued to take advantage of the current availability of short-term cash loans at very favourable rates and did not take out any new long-term loans in 2018/19.

Resolved:- (1) That the Treasury Management Prudential Indicators outturn position as set out in Section 3 and Appendices A and B of the Annual Treasury Management Report for 2018/19 be noted.

(2) That the report be forwarded to the Audit Committee for information.

27. MAY FINANCIAL MONITORING REPORT 2019/20

Consideration was given to the report which set out the financial position as at the end of May, 2019 and was based on actual costs and income for the first two months of 2019/20 and forecast for the remainder of the financial year.

Financial performance was a key element within the assessment of the Council's overall performance framework and was essential to achievement of the objectives within the Council's Policy Agenda. To that end, this was the first in a series of monitoring reports for the new financial year which would continue to be brought forward to Cabinet on a regular basis. The next report would also include an update on the Capital Programme.

As at May 2019, the Council had forecast year-end overspend of £4.5m on the General Fund.

Resolved:- (1) That the current General Fund Revenue Budget forecast of £4.5m overspend be noted.

(2) That continuing actions to mitigate the forecast overspend be noted.

28. NEW APPLICATION FOR BUSINESS RATES DISCRETIONARY RELIEF FOR RAIN RESCUE

Consideration was given to the report which detailed two applications for the award of a business rate discretionary relief for the same organisation in accordance with the Council's Discretionary Business Rates Relief Policy (approved by Cabinet on 12th December, 2016).

Resolved:- (1) That 20% top up discretionary relief be awarded to Rain Rescue for the animal welfare centre at Summerfield Lodge, Moat Lane, Wickersley, Rotherham S66 1DZ for the period 1st April, 2018 to 31st March, 2020.

(2) That 20% top up discretionary relief be refused to Rain Rescue for the shop at 8 Woodhouse Green, Thurgroft, Rotherham S66 9AQ for the period 6th August, 2018 to 31st March, 2020.

29. RESPONSE TO SCRUTINY RECOMMENDATIONS:- MODERN METHODS OF CONSTRUCTION

Further to Minute No. 103 of the meeting of the Cabinet held on 4th February, 2019 consideration was given to the report which detailed the response to the five recommendations and how the Council's Strategic Housing and Development Service was exploring a range of ways to accelerate the delivery of new housing in the Borough, including the use of modern methods of construction. The Housing Service was also undertaking a pilot to deliver homes built using modern methods of construction of twelve new bungalows.

In considering the five recommendations; two were accepted and were in the process of being delivered and three were deferred pending further work and outcomes of the pilot project. This would be reported back to the Improving Places Select Commission and further dialogue would take place as and when required.

The Service remained fully committed to the innovation of modern methods of construction and were willing to explore different methods of delivering quality homes for the Borough.

Resolved:- (1) That the officer response to the recommendations of the Scrutiny Review of Modern Methods of Construction as set out in Appendix A be approved.

(2) That a formal 'lessons learned' report post be provided on completion of the current MMC pilot.

30. ACQUISITION OF LAND AT FENTON ROAD

Consideration was given to the report which sought approval to acquire 1.29 hectares of land at Fenton Road from the Watson Estate.

The Council already owned part of this Fenton Road site and the acquisition of the remainder would give the Council full control of this site and enable it to be marketed for housing development. The whole site could accommodate approximately 90 new homes which would make a positive contribution to the Council's Housing Delivery Target.

The sale of the site to a housebuilder would also secure a Capital Receipt for the Council and would be the subject of a further report to Cabinet.

Resolved:- (1) That the acquisition of land at Fenton Road, as detailed in Appendix 3, subject to the land being acquired within the allocated budget be approved.

(2) That the Assistant Director of Planning, Regeneration and Transport negotiates and agrees the terms and conditions of the proposed acquisition, in consultation with the Assistant Director of Financial Services and the Assistant Director of Legal Services.

(3) That the Assistant Director of Legal Services be authorised to negotiate and complete the necessary legal agreements required for the acquisition of land at Fenton Road.

31. LOCAL PLAN CORE STRATEGY FIVE YEAR REVIEW

Consideration was given to the report which detailed how, in line with legislative requirements, a desk based five year review of the Local Plan Core Strategy had been undertaken to assess whether some or all of it may need updating.

The review indicated that, although the Core Strategy continued to be broadly up-to-date and complied with requirements set out in national planning policy, a number of areas required an update. Approval was, therefore, sought to commence a partial update of the Core Strategy to

update policies relating to housing, flood risk and water management, climate change and carbon reduction, and the presumption in favour of sustainable development, and to update infrastructure requirements to support new growth.

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

Resolved:- (1) That the findings of the Local Plan Core Strategy Five Year Review be noted.

(2) That the commencement of a partial update of the Local Plan Core Strategy (adopted 10th September, 2014) be approved.

(3) That a further report be brought to Cabinet to consider a revised Local Development Scheme setting out the timescale for, and broad scope of, the partial update of the Core Strategy.

32. TRANSPORTATION CAPITAL INVESTMENT PROGRAMME 2019/20

Consideration was given to the report which outlined the Transportation Capital Investment Programme for schemes to be delivered and developed in the financial year 2019/20. The report also provides an update on progress on the A630 Parkway Widening Project and the College Road Roundabout.

The appendix set out in detail the Department for Transport categories and project titles, some of which would be brought forward on a worst first basis.

It was also noted that, following the trend of many Central Government departments, the DfT was increasingly responding to national budgetary constraints by reducing the level of grant funding to Local Authorities. This was primarily through the Local Transport Capital Funding allocation, which had witnessed a significant decrease in recent years.

The timelines for the two main schemes; A630 Parkway Widening was for 2020 with a decision awaited in October and College Road Roundabout would be commencing shortly.

Resolved:- (1) That the specific funding allocations for the Transportation Capital Investment Programme for the 2019/20 financial year be noted.

(2) That the proposed programme as identified in Appendix 1 as the basis for further feasibility works, detailed design and implementation during the 2019/20 financial year be noted.

(3) That progress with the A630 Parkway Widening project be noted and implementation is to be expected in 2020/21, subject to Department for Transport approval of the Full Business Case being submitted in Autumn 2019.

33. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD

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

34. DATE AND TIME OF NEXT MEETING

Resolved:- That the next meeting of the Cabinet take place on Monday, 16th September, 2019 at 10.00 a.m.

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Name of Committee and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Adults Independent Advocacy Services - Commissioning and Procurement Approach

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

Yes

Strategic Director Approving Submission of the Report

Anne Marie Lubanski, Strategic Director of Adult Care, Housing and Public Health

Report Author(s)

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Jacqueline Clark, Head of Prevention and Early Intervention
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Ward(s) Affected

Borough-Wide

Report Summary

This report primarily concerns the commissioning and procurement of independent advocacy services for adults, though there is also some provision for young people aged between 16 and 17 years old.

Independent advocacy services are necessary to meet all of the Councils statutory requirements under the Care Act 2014, the Mental Capacity Act 2005, the Mental Health Act 2007 and the Health and Social Care Act 2012. Statutory independent advocacy services provide support to people:

- who may require assistance throughout the care and support assessment and through the review process,
- who lack mental capacity to make decision about themselves
- who are detained under the Mental Health Act
- who require support to complain about services provided by the NHS.

The majority of people who receive these services reside within Rotherham, with a smaller number of people placed in care and support services located outside Rotherham also eligible to receive support.

Independent advocacy services which are non-statutory (or generic) are available to people living in Rotherham who have difficulty articulating and negotiating their health and social care needs. This support empowers people to effectively navigate the health and social care system. Typically non statutory advocacy support is used to accompany people to official meetings with social workers and allied health professionals to discuss matters relating to health and social care.

Independent Advocacy Services that support people to challenge benefit claims are outside the scope of this consideration. Should any issues relating to benefits come to the attention of the health and social care advocacy service people are referred to the Citizen's Advice Bureau, Kiveton Park Advice Centre or if appropriate to the Department of Work and Pensions.

The existing contractual arrangements for provision of independent advocacy services are due to reach their full term at 31 March 2020.

The table below illustrates the advocacy type and the incumbent provider:

Legislative reference	Type of Advocate	Provider
Care Act 2014	Independent Care Act Advocacy	Absolute Advocacy
Mental Capacity Act 2005	Independent Mental Capacity Advocacy	Absolute Advocacy
Mental Health Act 2007	Independent Mental Health Advocacy	Absolute Advocacy
Non statutory advocacy	Generic Advocacy	Absolute Advocacy
Health and Social Care Act 2012	NHS Complaints Advocacy	Healthwatch

This report seeks approval to:

- include the NHS Complaints Advocacy (currently delivered by Healthwatch) in the scope of this advocacy procurement exercise,
- commence a tender process in line with Option Two outlined in the report, with the objective of mobilising new independent advocacy services from 1 April 2020 for a contract period of 3 years + 1 + 1 arrangement.

Recommendations

1. That the procurement of independent advocacy services be aligned to the service delivery model in preferred Option 2, described in this report.
2. That the statutory NHS Complaints Advocacy Service be included in the scope of this procurement exercise.
3. That the contract term be 3 years + 1 + 1.

List of Appendices Included

- Appendix 1 Equality Screening Tool – Independent Advocacy Services (Adults)
 Appendix 2 Equality Analysis – Independent Advocacy Services (Adults)

Background Papers

None

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Adults Independent Advocacy Services - Commissioning and Procurement Approach

1. Background

- 1.1 Advocacy in all its forms seeks to ensure that people, particularly those who are most vulnerable in society, are able to have their voice heard on issues that are important to them; defend and safeguard their rights; and have their views and wishes genuinely considered when decisions are being made about their lives.

The key principles of advocacy are:

- Independence
- Confidentiality
- Person Centred Approach
- Empowerment
- Equal opportunity
- Accountability
- Accessibility

Advocacy is often conflated with advice, but they are different. Advice is telling or instructing someone what the advisor thinks they should do based on their professional opinion. Advocacy is about supporting the person to express their own views and make their own decisions using information provided to do this.

- 1.2 The existing arrangements to provide both statutory and generic non statutory Independent Advocacy Services were implemented following a competitive tender process undertaken in 2016. Following a successful application, Cloverleaf, an independent charity, was awarded a contract to deliver services from 1 September 2016 for a contract period of 26 Months. The service, delivered under the name of Absolute Advocacy provides statutory Independent Mental Capacity Advocates (IMCA), Independent Mental Health Advocates (IMHA) and Care Act advocates in addition to a generic advocacy service which is non-statutory. Generic advocacy benefits any person that has a health or social care related problem, particularly those who are disadvantaged by society and need independent support to make their views heard.

The contractual arrangements put in place in 2016 brought all the independent advocacy services under a single provider arrangement, having been previously delivered by a range of different organisations.

- 1.3 The Statutory Advocacy NHS Complaints Advocacy Service (NHSCAS) is currently delivered by Healthwatch Rotherham. This arrangement is out of step with that of other local authorities where all the types of statutory advocacy are delivered by specialist advocacy providers. The service was commissioned under historical commissioning arrangements as a service separate to other statutory advocacy contracts.

The NHS Complaints Advocacy element as a stand-alone approach does not offer efficiencies or options to offer wider support to people accessing the service if required; it is therefore beneficial to include it as part of the future procurement arrangements for all health and social care advocacy.

Both the Healthwatch and Absolute Advocacy contracts are due to end at 31 March 2020 and this presents an opportunity to align all health and social care statutory advocacy into a single procurement process. If approved this would secure a comprehensive independent statutory advocacy service and increase efficiency by providing multi-skilled advocates with streamlined access for people who require support.

It is proposed that the Healthwatch function will be commissioned separately and is subject to a separate Cabinet report.

1.4 Advocacy services were historically commissioned as a result of a series of legislative changes implemented over time and therefore the contracts did not form part of a strategic approach and could either overlap or create unintentional gaps. Prior to the above arrangements being implemented the provision of independent advocacy services presented a complex picture in Rotherham for the following reasons:

- There was an under-provision of Care Act advocacy
- Budget expenditure disproportionately supported non-statutory advocacy services which needed to be rebalanced to support the development of statutory advocacy services, particularly for the Care Act
- Provision of generic advocacy services were inequitable across all of the cohorts supported by Adult Care
- Meaningful performance, qualitative and quantitative data was not routinely submitted by all services to the Council and value for money could not be easily ascertained and assessed
- Contractual arrangements were fragmented and monitoring approaches inconsistent
- Multiple contracts containing a variety of overheads was not an efficient use of resources
- Contractual arrangements with neighbouring authorities for Independent Mental Health Advocates and Independent Mental Capacity Advocates services were causing concern in terms of capacity and equity of access for Rotherham residents.

The existing single provider contract arrangements which include Independent Mental Capacity Advocacy, Independent Mental Health Advocacy, Care Act and non-statutory advocacy were implemented in September 2016. Frequent and comprehensive contract monitoring has taken place over the contract period and this has supported the Council to carry out a thorough review of the commissioned independent advocacy in the borough supporting health and social care. The Council now has a clear understanding of qualitative and quantitative performance of both statutory and generic advocacy (ref to section 2.3.1) which was not the case when the contracts were previously let in 2016.

2. Key Issues

2.1 NHS Complaints Advocacy Service (NHSCAS)

The Statutory Advocacy NHS Complaints Advocacy Service (NHSCAS) is currently delivered by Healthwatch Rotherham. Healthwatch and Absolute Advocacy contracts are both due to end at 31 March 2020. This presents an opportunity to align all statutory advocacy into one competitive process and offer a focused access to a range of independent advocacy services. The Healthwatch function will be commissioned separately and is subject to a separate cabinet report.

2.2 Service Review/Co-production:

A review of the current single provider model has been undertaken and a series of co-production events has involved people who have accessed independent advocacy services, professionals and service providers. The events have focused on three key areas:

- What is working well?
- What is not working well?
- How can the advocacy offer be improved?

The strengths, weaknesses of the current single provider model and future opportunities are detailed below.

2.2.1 Strengths:

Streamlined access:

As the service is streamlined under a single provider model the referral pathway is clear for professionals and for individuals accessing the advocacy offer. Response to requests for statutory advocacy service are managed appropriately – with 7-10 working days targets to respond to Care Act advocacy service and 48 hours targets for allocation of independent mental health advocacy being met.

Multi – skilled and efficient use of capacity:

The service delivers a range of statutory and generic advocacy services to people who are in turn supported by the provider to navigate through their options of advocacy types rather than being 'handed over' to different agencies. Advocates employed have relevant experience and are multi-skilled in Care Act advocacy, independent mental capacity advocacy, independent mental health advocacy and hold relevant qualifications in social work and specialist areas such as understanding autism and dementia. As the single provider model delivers a range of advocacy types the provider is able to triage and use of service capacity efficiently and provide a timely response to requests by drawing on a network of skilled staff.

Continuity:

In the single provider model, staff are multi skilled and undertake training in a range of advocacy types - Independent Mental Capacity Advocacy, Independent Mental Health Advocacy, Relevant Person Representative, Care Act Advocacy and generic advocacy. Other specialisms such as training in autism are also undertaken. This means that people accessing the service who require different types of specialised support are supported by the same advocate for a number of issues and receive consistent service. During co-production people expressed strongly that advocates must have relevant experience and skill bespoke to the issues for the individuals.

This single provider model allows an efficient use of contract monitoring resources to support robust oversight and allows efficient use of commissioning and procurement resources.

2.2.2 Weaknesses:

Low levels of Generic (non-statutory advocacy) provision:

In the current model statutory advocacy is often prioritised over generic (non-statutory) advocacy as the statutory advocate is responding to critical issues requiring an immediate response i.e. when a person is detained under the Mental Health Act. There are delays in allocating a generic advocacy service which could lead to escalation of issues if they are unaddressed in a timely way.

In February 2019 there were 14 people recorded who were awaiting a generic advocate to be allocated with a similar picture in June 2019.

People who are placed on the generic advocacy waiting list are triaged and there is regular telephone contact with them from the advocacy service, at least every two weeks and priority is given to people who need support for planned meetings.

Lack of interface with specialist organisations:

The current service is not required to interface with specialist organisations whose remit is directed towards the relief by reason of disability and concern particular to a client group i.e. a learning disability organisation who support only people with learning disabilities and so on for mental ill-health, sensory impairment, etc. As campaigning organisations these services have insight into the common issues faced by people with particular disabilities. The current model fails to utilise this resource to benefit people who fit in to these client groups.

Lack of group/peer and self-advocacy (non-statutory):

The current service model does not offer group advocacy, peer advocacy and self-advocacy which are all types of generic or non-statutory advocacy:

- Group advocacy can support people who have commonalities of issues in situations where there is for example service change/redesign and the affected people can be supported to influence change as a group.
- Peer advocacy can offer support from people with disabilities to others with similar disabilities. The advantage of this type of advocacy is that the experience of the peer advocate can add insight to the issue for the recipient of the service which adds quality and offers a better experience.
- Self-advocacy can offer people the opportunity to gain skills to advocate for themselves – investment in this type of advocacy chimes with the Directorates direction to encourage people to not become reliant on formal services if at all possible.

The views of people accessing health and social care services:

People who access care and support services are not accessing independent advocacy to be supported to have their views heard i.e. for quality monitoring purposes.

Understanding the role of advocacy:

The term 'Advocacy' is poorly understood by the public and people who need to self-refer report that this is difficult as the service is not obviously accessible/available for example 'a drop in' service would suit people who may wish to self-refer.

- *'People don't understand what an "advocate" is. What is the role of an advocate?' comment by a professional and people accessing services – co-production event May 2019.*

Often people conflate advocacy specifically for health and social care with other types of advocacy, information and advice for example to support welfare benefit claims/appeals or to support legal processes. It is necessary for the new service to offer more assistance to people to navigate the access to advocacy services and for clarity as to the offer and scope.

Should issues regarding welfare benefits emerge as part of the initial discussions between advocates and the person they are supporting, they will refer the person to contracted advice providers in Rotherham such as Citizens Advice Rotherham and District or Kiverton Park Advice Centre.

Utilisation by Health Professionals:

The service is not high profile throughout all professional groups – i.e. GP's in particular. Referrals from this professional group are low e.g. during 2018-19 only 16 people were referred for independent mental capacity advocacy who were undergoing serious medical treatment which seems out of step with the high prevalence of mental ill-health and dementia in the borough.

There are also lower than expected numbers of referrals to the service for people requiring statutory advocacy: i.e. people:

- referred for Care Act Advocacy especially for people
 - o going through a Section 42 Enquiry
 - o who are unpaid Carers
 - o undergoing assessment and review.

2.2.3 The existing single provider model ensures the majority of the principles and standards of advocacy which are cited by the Social Care Institute of Excellence are delivered. The service offers independence, confidentiality, promotes individual empowerment, demonstrates accountability and provides skilled, high quality service. However there are deficiencies around equitable and easy access to the service and self-referrals are low.

2.3 Demand:

2.3.1 Service Activity Statutory Advocacy:

The table below illustrates the activity of the advocacy service by advocacy type over the period of a year (2018-19):

	New Referrals	Total Hours	Average hours per case
NHS Complaints Advocacy Service	104	Not recorded	Not recorded
Care Act Advocacy	233	1833	10
IMCA	140	3511	11
Paid Relevant Person Representative	116		27
IMHA	387	1163	8
Total	1096	6507	

2.3.2 Service Activity Generic Advocacy:

In 2018-19 there were a total of 132 referrals for generic (non-statutory) advocacy. Of this number less than half (48) were self-referrals. The majority of this type of advocacy was accessed by people requiring support to communicate with professionals or to have support at meetings.

2.3.3 An increase in demand for independent advocacy is expected for the following reasons:

Demographic:

The population in Rotherham is expected to increase by an average of 830 per year over the next ten years. Demand for independent advocacy services is predicted to rise as the aging population grows and mental ill health and dementia prevalence rates rise.

Mental ill – Health:

The prevalence of severe mental ill-health (percentage of patients with schizophrenia, bipolar affective disorder and other psychoses as recorded on practice disease registers) in Rotherham has increased from 0.84% to 0.93% and numbers on practice registers have increased from 2,155 to 2,433 between 2012/13 and 2017/18 (Persons, All ages) (Source: Quality and Outcomes Framework, NHS Digital).

Dementia:

Dementia prevalence rates in Rotherham are significantly increasing. The number of detected cases of dementia has increased year on year and this trend is predicted to continue. The number of people aged 65+ with dementia is predicted to increase from 3,750 in 2020 to 5,115 by 2030. This represents a growth of 62% from 2014.

Older People:

Rotherham's older population (age 65+) is predicted to increase by 4.5% by 2020 with an additional 8% (or 4,700) increase from the year 2020 to 2025.

Adults 18-65 - Adults of working age:

In respect of adults 18 to 65 years of age, there are currently around 850 people with moderate or severe learning disability and around 16,350 people with a moderate or severe physical disability. From 2020 and over the next 5 years, these numbers are expected to remain relatively stable.

2.3.4 Legislative change:

Care Act 2014:

The statutory requirement for local authorities to provide Care Act Advocacy was introduced in 2015. The estimated demand for this new type of statutory advocacy was calculated using a Department of Health formula. At the time that Care Act advocacy was introduced, care and support funding reforms being considered by the Government and additional Care Act assessments and reviews were predicted to increase. Decisions on funding reforms have been delayed and the demand for Care Act Advocacy has not met the original levels estimated. However it is anticipated that the demand for Care Act advocacy will possibly grow during the proposed new contract period as a result of newly elected government leadership indicating renewed intentions concerning Adult Social Care funding reforms.

Mental Capacity (Amendment) Act 2019:

It is expected that the demand for independent advocacy will increase as a result of the Mental Capacity (Amendment) Act 2019 to be implemented at some point in 2020 – the formal date has not yet been determined. Statutory advocacy services provide advocates to support people in hospital or care homes who lack mental capacity to make decisions and are deprived of their liberty (Deprivation of Liberty Safeguards). Following a Supreme Court judgment known as “Cheshire West”, an amendment to the Mental Capacity Act the Mental Capacity (Amendment) Act 2019 will replace Deprivation of Liberty Safeguards (DoLS), with Liberty Protection Safeguards (LPS). Again, this is anticipated to be introduced in 2020, but with no fixed date.

DoLS has been judged to be an unwieldy slow process and had limited application to care home settings whilst the needs of those residing in other settings were overlooked. The LPS is a new model for authorising deprivations of liberty in care and is expected to increase the demand for Independent Mental Capacity Advocates as the LPS will apply to a wider cohort of people in settings other than care homes i.e. supported living, shared lives, private and domestic settings; and is expected to accelerate the pace at which cases are dealt with. The implementation date for LPS has not yet been determined but The Department of Health and Social Care estimate that 30% of LPS authorisations will involve an advocate, potentially driving up future support requirements.

2.3.5 Adult Operating Model:

In line with the Care Act 2014 the Adult Operating Model places emphasis on early intervention and the promotion of independence where possible. Independent advocacy is important to support people to access information and advice before they approach the Council for a formal Care Act assessment.

3. Options considered and recommended proposal

3.1 Option 1 - Single Provider Service Model:

The current service delivery model for the independent advocacy service is the single provider model. In this model the statutory NHS Complaints Advocacy is the only type of statutory advocacy that sits outside the offer (delivered by Healthwatch). The model has positively delivered the elements explained at paragraph 2.2.1 in terms of streamlined service.

In this option there would be no change to the Single Provider Service Model. This option is not recommended as this fails to address the issues identified Section 2.2 and the opportunities to improve the service model will be missed.

3.2 Option 2 – Recommended - Lead Provider Service Model:

In the Lead Provider model the contract would be awarded to a provider to deliver the statutory advocacy function:

- Independent Mental Capacity Advocates (IMCA),

- Independent Mental Health Advocates (IMHA) and
- Care Act advocates
- NHS Complaints Advocates

The Lead Provider would be responsible for the whole contract, ensuring the service is accessible, for the triage of people accessing the service, supporting people to navigate the service options and the efficient allocation of the most appropriate types of advocates to support people.

Where specific expertise for disabilities is required and where there is a requirement for generic (non-statutory) advocacy, under this model the Lead Provider would involve other organisations capable of providing service. This could include smaller organisations and voluntary sector groups. The services provided would include individual issues based advocacy, group and peer advocacy or to stimulate self-advocacy.

The recommended Option 2 reflects the outcomes of the service review and the co-production exercise and is considered to be an improved service model by which to deliver high quality independent advocacy services for Rotherham residents, maximising the resources available to ensure inclusivity.

Option 2 retains the strengths of the single provider model:

- the access pathway remains streamlined,
- advocacy capacity continues to be used efficiently,
- continuity for people who are accessing the service is retained
- cost-efficiency may be achieved due to economies of scale

Option 2 also;

- addresses issues of delays in accessing generic advocacy,
- provides opportunity to develop non statutory advocacy such as group advocacy, peer advocacy and self-advocacy options,
- utilises resources of organisations supporting people with particular disabilities,
- enhance the service offer where specialist knowledge is required for clients with particular disabilities and to offer greater insight to statutory advocates where required.

The lead provider is able to triage and prioritise referrals and work in collaboration with stakeholders where required.

The value in this model is:

- Single point of contact simplifying access
- Reduced delays caused by 'hand offs' to alternative agencies
- Consistency for people accessing the service referenced across a number of providers
- People have support to navigate the service from the first point of contact with the lead provider taking the strain for the person accessing the service

- Prioritisation to aid waiting list management
- Streamlined access improves integration between health and social care
- Specialist organisations either existing or establishing in Rotherham would have positive impact for people with particular disabilities
- Good practice is shared through a number of providers collaborating as competition is broken down and a network of providers develops
- Helps to remove the Council as the dominant purchaser increases independent aspect as the lead provider collaborates with specialist organisations.
- Cost effective as transaction and quality monitoring cost are reduced as the lead provider manages the quality assurance of partner providers.

The Lead Provider model requires collaboration with organisations that have specific aims which are directed towards the relief by reason of disability and concern particular to a cohort i.e. a Learning Disability organisation who support only people with Learning Disabilities and so on for Mental ill-health, Sensory Impairment, etc.

4. **Consultation on proposal**

A number of co-production events have been undertaken to gain views on the future of independent advocacy services. These events included people who access the service, professionals and service providers.

Event Type/Venue	Date	Target Audience
Forum/Town Hall	18 April 2019	People who Access Services
Forum/Town Hall	14 May 2019	Professional Stakeholders
1:1 Meetings with provider organisations	10 July – 30 July 2019	8 x Providers in the market
1:1 – optional discussion/ Woodlands - Dementia Unit	16 August 2019	People who experience Dementia and access the IMHA service
1:1 – optional discussion /Swallownest Court – Mental Health service	August 2019	People are or were detained under the Mental Health Act

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

- 5.1 The publication of the tender is scheduled to take place 30 September 2019 to enable new services to commence 1 April 2020.

6. **Financial and Procurement Advice and Implications**

- 6.1 The budget setting process approved by Council in February 2019 set the Annual budget to support independent statutory and generic advocacy as:

Financial Year	Budget (£)
2020- 2021	397,000*
2021-2022	397,000*

*NHS Complaints Advocacy Budget Included

- 6.2 The budget has been set at an appropriate level to meet anticipated demand during the initial contract term. The budget will be subject to annual review as part of the Council's annual budget setting process.

7. Legal Advice and Implications

- 7.1 The Council's statutory duties are set out in the following:

- Care Act 2014 – sections 67 – 68
- Mental Capacity Act 2005 – sections 35 – 41
- Mental Health Act 1983 – section 130
- Health and Social Care Act 2012 – section 185

- 7.2 In all statutes apart from The Care Act, the section requires that the Council make such arrangements as it considers 'reasonable' or 'appropriate' to make available persons to 'represent' and 'support' those to whom each Act refers. The Care Act provides that the Council must (if certain conditions are met) arrange for a person who is independent of the authority to be available to represent and support the person to whom the section refers.

- 7.3 The criteria to qualify for advocacy services is different under each statute, but most general is under the Care Act, by which a person is entitled to advocacy support if they would experience 'substantial difficulty' in relation to 'understanding' information, 'retaining' information 'using or weighing' information or 'communicating the individual's views, wishes or feelings'. There is also a separate duty to arrange an independent advocate for adults who are subject to a safeguarding enquiry or Safeguarding Adults Review (SAR). Further, the Guidance advises that an independent advocate be at least considered whenever a joint package of care is being planned between the CCG and social services.

- 7.4 Central Government has issued Regulations under the Care Act 2014 - in the Care and Support (Independent Advocacy Support) (No 2) Regulations 2014 – setting out the matters to which the Council must have particular regard.

- 7.5 Chapter 7 of the Care and Support Statutory Guidance provides further detailed material on Care Act independent advocacy duty.

- 7.6 The Council's duties are detailed and substantial. In the event that such independent advocacy services were not provided in each case where appropriate, there would follow an appreciable risk that the provision of the specific care and support be unlawful - and subject to Judicial Review or complaint to the Ombudsman.

8. Human Resources Advice and Implications

- 8.1 As this is an externally provided service, there are no human resource implications for internal staff of Rotherham Council.
- 8.2 The employees supporting the Absolute Advocacy and Healthwatch Rotherham service may be subject to Transfer Undertakings (Protection of Employment) Regulations 2006, depending on the outcome of the tender process.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 Securing the independent advocacy service represents a positive step in supporting vulnerable adults and young people aged 16-17 (undergoing transition to adult services). The service offer will help young people say what they want, secure their rights, represent their interests and obtain services they need under the Care Act, if they lack mental capacity or require support with making an NHS complaint. The aim is that the new model of advocacy support will better fit with the Children and Young People service offer to support a more seamless transition.

10. Equalities and Human Rights Advice and Implications

- 10.1 Equality analysis of the beneficiaries of the service shows service uptake largely proportionate to numbers of people recorded living in Rotherham with protected characteristics (see attached Equality Analysis). Where people with protected characteristics are under-represented the new service will be designed to overcome any issues identified.
- 10.2 The recommendations in this report will promote assisting those most vulnerable in society to express their wishes and feelings, and defend their rights.

11. Implications for Partners

- 11.1 Statutory advocacy is commissioned by the Council for recipients of health care i.e. people who are detained under the Mental Health Act, receiving Continuing Health Care, have a diagnosis of dementia, etc. Health partners from the NHS Rotherham Clinical Commissioning Group and Rotherham Doncaster and South Humber Mental Health Trust have participated in the co-production activity to support the development of the service delivery model.

12. Risks and Mitigation

- 12.1. The timeframe for the Mental Capacity (Amendment) Act 2019 to be implemented is uncertain and guidance on its implementation has not as yet been published. Estimating accurately the level of increased demand for independent advocacy is not possible. The Council must await further announcements from the Department of Health and Social Care. The expectation is for the service provider to deliver to the statutory guidance issued will be built into the new service model.

13. Accountable Officers

Nathan Atkinson, Assistant Director Strategic Commissioning
Jacqui Clark, Head of Prevention and Early Intervention

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	19/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/08/19

*Report Author: Jacqueline Clark – Head of Prevention and Early Intervention
01709 822358 or jacqueline.clark@rotherham.gov.uk*

This report is published on the Council's [website](#).

PART A - 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 (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title	
Title: Adults Independent Advocacy Services – Adults – Commissioning and Procurement 2019 Approach	
Directorate: Adult Care, Housing and Public Health	Service area: Strategic Commissioning
Lead person: Jacqueline Clark	Contact number: 22358
Is this a:	

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

Independent advocacy services are necessary to meet all of the Councils statutory requirements under the Care Act 2014, the Mental Capacity Act 2005, the Mental Health Act 2007 and the Health and Social Care Act 2012. Statutory independent advocacy services provide support to people:

- who may require assistance throughout the care and support assessment and through the review process,
- who lack mental capacity to make decision about themselves –
- who are detained under the Mental Health Act
- who require support to complain about services provided by the NHS.

The majority of people who receive these services reside within Rotherham, with a smaller number of people placed in care and support services located outside Rotherham also eligible to receive support.

Independent advocacy services which are non-statutory (generic) are available to people living in Rotherham who have difficulty articulating and negotiating their needs, recognising that this support empowers them to effectively navigate the health and social care system.

Existing contractual arrangements for provision of independent advocacy services are due to reach their full term at 31 March 2020. Processes is currently underway to commission and procure independent advocacy services for adults (some provision for young people aged between 16 and 17 years olds) with the objective of mobilising new independent advocacy services from 1 April 2020.

This initial screening concerns the wider Equality Analysis exercise being undertaken to ensure the service is relevant and inclusive of those with protected characteristics.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community?	•	
Could the proposal affect service users?	•	
Has there been or is there likely to be an impact on an individual or group with protected characteristics?	•	
Have there been or likely to be any public concerns regarding the proposal?	•	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom?	•	
Could the proposal affect the Council's workforce or employment practices?		•

If you have answered no to all the questions above, please explain the reason

The service is commissioned from external organisations and therefore no internal staff are affected.

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 before decisions are made.

Considering equality 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 using the prompts for guidance and complete an Equality Analysis (Part B).

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

The current provider of the statutory and non-statutory advocacy service is a voluntary sector organisation who are contracted to deliver independent advocacy services.

Advocacy Service - Contractual Obligations:

The provider of the current service and future providers are required to comply with all statutory requirements relating to the Equality Act 2010 and discrimination against any individual or group of people will be seen as a breach of the conditions of the Contract. The provider is required to comply with the Accessible Information Standard and deliver advocacy services to a diverse audience with a range of needs that meet all Equality Standards, for example including respect for individuals cultural, religious and spiritual needs.

Evidence of compliance against this requirement has been considered:

- Equality and Diversity is a standing agenda item at partnership meetings (contract meetings) with the contract holder which take place bi-monthly. Issues discussed include for example how people who experience problems with communication access the service;
 - There is evidence that people who require language interpreters are receiving the interpretation service.
 - Efforts are implemented to retain continuity of the interpreter over the period when advocacy is required.
 - The service also develops staff skills in communication methods and training is undertaken in for example 'Makaton'
 - The service utilises skills of staff in the wider network of their organisation to ensure communication needs are met.
 - The service has for example a Polish speaker within the team who is able to accommodate Polish people accessing the service
 - The service encourages volunteers to increase capacity – a male service user who is deaf and able to speak and lip read, is interested in advocacy work and is looking at becoming a volunteer.
 - The service uses social Media, facebook and twitter to increase outreach to people who wish to access the service – there is evidence that this method of communication is utilised.
- The provider routinely collects/collates specific data around the protected characteristics and the trend data enables the service to consider demand and gaps in delivering to people with protected characteristics. This information is collated monthly and shared with the Council. Referrals of trends in referrals to the service for protected characteristics are discussed at the monitoring meetings with mitigation plans discussed/actioned.
- The services training programme in Equalities and Diversity is evidenced and monitored to ensure staff receive training on induction into the service and regular updated training – this is evidenced in training records which are validated by the contract compliance officer.
- The service is proactive in capturing equalities and diversity issues that do not necessarily fit in the accepted protected characteristics profile ie – veterans of armed forces – awareness raising sessions where undertaken with this particular group to offer advocacy support.

Equality and Diversity – Disability:

The independent advocacy service is accessed by people with a range of disabilities including mental-ill health, dementia, learning disabilities, physical disabilities and sensory impairments and across the full spectrum of gender/ethnicity and religions (protected characteristics). The service is fundamentally provided to support people who require health and/or social care and have substantial difficulty in articulating and negotiating their needs and to empower them to effectively navigate the

health and social care system.

As the service's main purpose is to support people who have substantial difficulty in articulating and negotiating their needs and retaining information a high proportion of people accessing the service have mental ill-health, mental capacity problem and for example learning difficulties or disabilities.

The uptake of the service has been evaluated to consider whether people with protected characteristics associated with disabilities are able to access the service at reasonable levels. The LAS data has been against the number of people who have a particular primary support reason – Learning Disability, Mental ill-health, Physical Disability, etc. The percentage of people accessing services by primary support reason (LAS) has been compared to the % of people who are accessing independent advocacy services to give an indication of whether the service take up level is proportionate.

% of uptake of Statutory and Generic Advocacy services by people who are recorded by primary support reason recorded on LAS as receiving service:

Primary Support Reason	Number	% of Total of people receiving service having been assessed by the Council.	*Number of people by primary support reason accessing independent advocacy	% of people receiving service and accessing independent advocacy Services by primary support reason	Is the level of independent advocacy service proportionate
1. LD (including ASD)	763	20%	145	19%	Proportionate
2. MH*	304	8%	488**		Expected level
3. PD (ABI/LTS/OP)	2279	60%	119	5%	Low – 159 people expected
4. Sensory	83	2%	8	10%	High
5. Social Support	84	2%	Not recorded	Not recorded	
6. Support with memory or cognition	307	8%	188	61%	Expected
	3805	100	937		

*excluding carers and those recorded as others – total 30 – people

**This number includes people who are in receipt of support from mental health professional and may not be in receipt of services

Comment:

1. The level of take up of the independent advocacy for people with learning disability and autism appears equal to or proportionate to the numbers of people with learning disabilities receiving services.
2. There is a high percentage of people with mental ill-health accessing the service which is expected as the nature of the service is to support people who lack mental capacity or have mental ill-health. Rotherham has the highest number of Mental Health customers in the country.
3. The numbers of people with a physical disability who are accessing the independent advocacy service appear low. Of this group, it is assumed that some people will not take up this service as they will have the capacity to, and want to, advocate for themselves. Of those that are assessed or have a review, the DoHSC estimate that about 10% of people would not have family or friends willing or able to advocate on their behalf, and would therefore be eligible for independent advocacy and of this number 70% of those that are eligible will take up the offer of advocacy. If this formula is applied to the data available in respect of people with physical disability taking up the service, 227 people would need an advocate and of this number 159 people would need an *independent* advocate.
4. There are slightly higher numbers of people with sensory impairment accessing the independent advocacy service when compared to the numbers of people who are recorded on LAS with a sensory impairment as a primary need and this presents a positive indication.
5. There are high numbers of people being referred to the independent advocacy service who are recorded on LAS to have a memory or cognitive. This high service take up will be attributable to people requiring an independent mental capacity advocate or/and a relevant person representative.

Conclusion:

There is evidence that the independent advocacy service is delivered to people with a wide range of disabilities but independent advocacy take up for people with a primary support need of physical disability is lower than expected.

Unpaid Carers:

- In Rotherham , there are 31,000 carers across the borough (2011 Census) or 12% of the population, above the national average of 10%.
- Around 3.4% of Rotherham's population provides 50 hours or more of care per week, well above the England average of 2.4%.
- 71% of carers are aged 25-64 but there has also been an increase in carers aged 65 plus who now number 6,900, 47% of whom provide over 50 hours care per week, most caring for their spouse.
- 37% of people providing over 50 hours care per week are aged 65+, amounting to 3,237 people, divided evenly between men and women.

In 2018-19 only 30 unpaid carers accessed the independent advocacy service representing only 3% of the total referrals. Give the above profile of unpaid carers in Rotherham – this number seems low. In 2018-19 555 carers assessments were completed. The DoHSC estimate that 10% of carers receiving a service will require independent advocacy support which would equate to 55 unpaid carers for 2018-19.

Consideration has been given to the service activity and the BME profile of people who have accessed the service:

The DoH estimated that 10% of people who require a Care Act Assessment would require an advocate and of that number 70% would require an independent advocate. This formula has been used to measure whether people accessing

BME Profile of people accessing independent advocacy services 2018-19:

ASC Customer Profile BME Description	Ethnicity	Numbers	% of Total	Rotherham Ethnic Profile	Numbers and % of people accessing Independent Advocacy Services***				
					Overall Profile	Care Act	IMCA &RPR	IMHA	Generic
BME	White British	3534	92.9%	92%	622	86.3%	76.17%	36.18%	78.79%
	BME	181	4.7%	**8.1%	15	2.8%	2.34%	3.62%	2.27%
	Not	90	2.4%			10.8%	21.48%	60.21%	18.94%

	recorded/preferred not to say								
	Total	3,805*							

*Excluding people receiving MH professional support and numbers likely to be high as a result of the nature of the service and client needs.

**More recent estimates indicate BME at 10.5% (2016)

***of those who were completed BME questionnaire

Rotherham's 18+ population is 93.04% White British (ref: Census 2011), in comparison 95.22% of the 18+ cohort are from this ethnic group. Customers from Black Minority Ethnic (BME) groups appear to be under represented in this cohort; 4.78% of the cohort are from a BME background compared with 6.96% of the total population.

The Ethnicity - Customer Profile of people recorded on LAS who are accessing the independent advocacy service:

181 people are recorded on the LAS as being of BME origin representing 4.7% of the customer base. Of the people accessing the independent advocacy service choosing to record their ethnic origin, 15 or 2.4% identify themselves as from a BME background (2018/19). Of the 181 people identifying themselves as of BME background recorded on LAS and receiving service, of this number 15 or 8% receive the independent advocacy service. This is within the expected level of approximately 12 people if the assumption is that *about 10% of people would not have family or friends willing or able to advocate on their behalf, and would therefore be eligible for independent advocacy and of this number 70% of those that are eligible will take up the offer of independent advocacy*. There are currently no concerns that the service is not accessible to BME groups.

Age Profile of people accessing the independent advocacy services:

The table below illustrates the age profile of people (if disclosed when asked) who are accessing the independent advocacy service (2018-19):

Age group (recorded)	16 -17	3	0.3%
	18-64	277	32%
	65+	313	36%

	Preferred not to say	271	31%
		864	

The age profile of people who are recorded by primary support reason recorded on LAS as receiving service is not reflective of the age profile of the people accessing the independent advocacy service at 1,358 (35%) people aged 18-64 and 2,456 (65%) 65+ Age Group and lower numbers of older people are accessing the service. This may be as a result of high disproportionately high numbers of people who receive the independent advocacy service who are detained under the mental health act and have a younger age profile. Further interrogation of this data is required to fully inform whether older people are disadvantaged from accessing the service.

Review of service delivery:

In the current model statutory advocacy is often prioritised as the statutory advocate is responding to critical issues requiring an immediate response i.e. when a person is detained under the Mental Health Act. However delays in allocating a generic advocate mean that issues if unaddressed in a timely way will escalate.

Group advocacy, peer advocacy and self-advocacy are not well developed in the service.

People who access care and support services are not accessing independent advocacy to be supported to have their views heard i.e. for quality monitoring purposes.

The term 'Advocacy' is poorly understood by the public and people who need to self-refer report that this is difficult as the service is not obviously accessible/available for example 'a drop in' service would suit people who may wish to self-refer.

'People don't understand what an "advocate" is. What is the role of an advocate?' comment by a professional and people accessing services – co-production event May 2019.

Often people conflate advocacy specifically for health and social care with other types of advocacy, information and advice for example to support welfare benefit claims/appeals or to support legal processes. It is necessary for the new service to offer more assistance to people to navigate the access to advocacy services and for clarity as to the offer and scope.

The existing service is not high profile throughout all professional groups – i.e. GP's in particular have a lack of awareness of the offer and referrals are low.

There are lower than expected numbers of referrals to the service for people:

- undergoing serious medical treatment – indicating a possible learning need with health colleagues
- referred for Care Act Advocacy especially for people going through a Section42 Safeguarding Enquiry
- Unpaid Carers

Co-Production Events have taken as illustrated below:

Event Type/Venue	Date	Target Audience
Forum/Town Hall	18 April 2019	People who Access Services
Forum/Town Hall	14 May 2019	Professional Stakeholders who represent vulnerable people from the full spectrum of protected characteristics.
Forum/Town Hall	10 July 2019	Service Providers who represent vulnerable people from the full spectrum of protected characteristics and specialist organisations who's remit is to support particular cohorts – i.e. people with Learning Disabilities – 'Speak Up' and Healthwatch the independent consumer champion – for people who are consumers of health and social care services.

Key outcomes from the co-production event are:

- There is a problem accessing the service for people who wish to self-refer – this includes people with protected characteristics.
- There is limited understanding of what an 'advocacy' service offers.

- Lack of group/peer and self-advocacy to support people who do not require statutory advocacy services

- **Key findings**

There are a number of concerns in respect of the low levels of referrals to some of the types of advocacy - service which indicate the requirement for increased awareness of the service/requirements of professionals to involve an advocate:

- Numbers of unpaid carers accessing the service appear relatively low (un-paid carers in Rotherham are considered to have a protected characteristic)
- People who have physical disability accessing the service is low
- There is a lack of understanding regards the term 'Advocacy' by the public and people who need to self-refer
- There appear to be lower numbers than expected of older people accessing the service
- There is a problem accessing the service for people who wish to self-refer – this includes people with protected characteristics.
- Group advocacy, peer advocacy and self-advocacy are not well developed in the service – increasing this function could offer further support to people i.e.
 - Group advocacy can support people who have commonalities of issues in situations where there is for example service change/redesign and the affected people can be supported to influence change as a group
 - Peer advocacy can offer support from people with disabilities to others with similar disabilities. The advantage of this type of advocacy is that the experience of the peer advocate can add insight to the issue for the recipient of the service which adds quality and offers a better experience.
 - Self-advocacy can offer people the opportunity to gain skills to advocate for themselves

- **Actions**

- **The intention is to design a future service which addresses the key findings of the service review, issues identified from the Initial Equality Screening Assessment**

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):	Jacqueline Clark – Head of Prevention and Early Intervention – Strategic Commissioning – Adult Care Housing and Public Health
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5. Governance, ownership and approval

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

Name	Job title	Date

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of all screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.	
Date screening completed	
Report title and date	
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

PART B – Equality Analysis Form

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.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: Adults - Independent Advocacy Services – Commissioning and Procurement Approach.	
Date of Equality Analysis (EA): 1 August 2019	
Directorate: Adult Care Housing and Public Health	Service area: Strategic Commissioning
Lead Manager: Jacqueline Clark	Contact number: 22358
Is this a: <input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other	
If other, please specify	

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance

Name	Organisation	Role (eg service user, managers, service specialist)
Jacqueline Clark	Rotherham MBC	Head of Prevention Early Intervention – Strategic Commissioning
Jo Bell	Rotherham MBC	Strategic Commissioning Manager -
Nathan Atkinson	Rotherham MBC	Assistant Director – Strategic Commissioning

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance
Aim/Scope (who the Policy/Service affects and intended outcomes if known)

This may include a group/s identified by a protected characteristic, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

The independent advocacy service is being commissioned is for adults, though there is also some provision for young people aged between 16 and 17 years old, who require health and social care or have disabilities and require support to have their voice heard on issues that are important to them. Defend and safeguard their rights. Have their views and wishes genuinely considered when decisions are being made about their lives.

The majority of people who receive these services reside within Rotherham, with a smaller number of people placed in care and support services located outside Rotherham also eligible to receive support.

What equality information is available? (Include any engagement undertaken)

- Data available on the Adult Care management system about adults who require health and social care.
- Equality monitoring data on adult care management systems – Adult Care
- Equality monitoring data produced by the service provider that references people accessing the service
- Joint Strategic Needs Assessment data
- Projecting Older Peoples Population Information – IPC
- Projecting Adult Needs and Service Information - IPC

Are there any gaps in the information that you are aware of?

No

What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?

The incumbent service provider is required to routinely collect/collate specific data around the protected characteristics of people accessing the service and the trend data enables the service to consider demand and gaps in delivering the service to people with protected characteristics.

Engagement undertaken with customers. (date and group(s) consulted and key findings)

Co-Production Events have taken as illustrated below:

Event venue	Date	Target Audience
Forum/Town Hall	18 April 2019	People who Access Services
Forum/Town Hall	10 July 2019	Service Providers who represent vulnerable people from the full spectrum of protected characteristics and specialist organisations who's remit is to support particular cohorts – i.e. people with Learning Disabilities – 'Speak Up' and Healthwatch the independent consumer champion – for people who are consumers of health and social care services.

- 1:1 – optional discussion/ Woodlands -Dementia Unit 16 August 2019 - People who experience Dementia and access the IMHA service
- 1:1 – optional discussion /Swallownest Court –

	<p>Mental Health service August 2019 to be arranged with unit manager – (Secure Unit) - People are or were detained under the Mental Health Act</p> <p>Key Findings:</p> <ul style="list-style-type: none"> • There is a problem accessing the service for people who wish to self-refer – this includes people with protected characteristics. • There is limited understanding of what an 'advocacy' service offers. • Lack of group/peer and self-advocacy to support people who do not require statutory advocacy services
Engagement undertaken with staff (date and group(s) consulted and key findings)	<p>Forum/Town Hall 14 May 2019 Professional Stakeholders who represent vulnerable people from the full spectrum of protected characteristics.</p> <p>1:1 Meetings with provider organisations - 10 July – 30 July 2019 -8 x Providers in the market.</p>

4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

The recommendations in this report will promote assisting those most vulnerable in society to express their wishes and feelings, and defend their rights. The Statutory Advocacy Services are available to all people who have protected characteristics and who meet the eligibility criteria relevant to the type of statutory advocacy under the Care Act 2014, the Mental Capacity Act 2005, the Mental Health Act 2007 and the Health and Social Care Act 2012. Statutory independent advocacy services provide support to people:

- who may require assistance throughout the care and support assessment and through the review process,
- who lack mental capacity to make decision about themselves
- who are detained under the Mental Health Act
- who require support to complain about services provided by the NHS.

The Care Act defines four areas where people may experience substantial difficulty.

These are:

- understanding relevant information
- retaining information
- using or weighing information
- communicating views, wishes and feelings.

Generic advocacy:

Independent advocacy services which are non-statutory (or generic) are available to people living in Rotherham who have difficulty articulating and negotiating their health and social care needs. This support empowers people to effectively navigate the health and social care system.

Does your Policy/Service present any problems or barriers to communities or Groups?

No

Does the Service/Policy provide any positive impact/s including improvements or remove barriers?

Yes

The service commissioned will seek to ensure that people, particularly those who are most vulnerable in society, are able to: Have their voice heard on issues that are important to them. Defend and safeguard their rights. Have their views and wishes genuinely considered when decisions are being made about their lives.

What affect will the Policy/Service have on community relations? (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Equality Analysis -
Directorate and service area: Adult Care, Housing and Public Health, Strategic Commissioning
Lead Manager: Jacqueline Clark – Head of Prevention and Early Intervention
Summary of findings:
<p>There are a number of concerns in respect of the low levels of referrals to some of the types of advocacy - service which indicate the requirement for increased awareness of the service/requirements of professionals to involve an advocate:</p> <ul style="list-style-type: none">• Numbers of unpaid carers accessing the service appear relatively low (un-paid carers in Rotherham are considered to have a protected characteristic)• People who have physical disability accessing the service is low• There is a lack of understanding regards the term 'Advocacy' by the public and people who need to self-refer• There appear to be lower numbers than expected of older people accessing the service• There is a problem accessing the service for people who wish to self-refer – this includes people with protected characteristics.• Group advocacy, peer advocacy and self-advocacy are not well developed in the service – increasing this function could offer further support to people i.e.<ul style="list-style-type: none">- Group advocacy can support people who have commonalities of issues in situations where there is for example service change/redesign and the affected people can be supported to influence change as a group- Peer advocacy can offer support from people with disabilities to others with similar disabilities. The advantage of this type of advocacy is that the experience of the peer advocate can add insight to the issue for the recipient of the service which adds quality and offers a better experience.

- Self-advocacy can offer people the opportunity to gain skills to advocate for themselves

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Design Commission and Procure a future service which addresses the key findings of the service review and issues identified from the Initial Equality Screening Assessment	Age, Disability, Sex, Gender Reassignment, Race/ Ethnicity, Religion or Belief, Sexual Orientation, Pregnancy/Maternity, Civil Partnership or Marriage. Carers, other groups	1 April 2020

***A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups**

6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

Name	Job title	Date

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7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

If this Equality Analysis relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date Equality Analysis completed	
Report title and date	
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Procurement of a Local Healthwatch Service

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

Yes

Strategic Director Approving Submission of the Report

Anne Marie Lubanski, Strategic Director of Adult Care, Housing and Public Health

Report Author(s)

Nathan Atkinson, Assistant Director – Strategic Commissioning
01709 822270 or nathan.atkinson@rotherham.gov.uk

Joanne Bell, Strategic Commissioning Manager
01709 823942, joanne.bell@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The current contract for the provision of a local Healthwatch Service is in place until 31st March 2020. The service is due to come to the end of the contractual term and the extension clause has been exercised, thus requiring a formal procurement exercise. The current contract includes the provision of the NHS Complaints Advocacy Service (NHSCAS) in addition to the Healthwatch function, both are statutory functions. A revised service specification and financial terms and conditions were agreed with an expectation that the funding would be allocated on a 65/35 split between the Healthwatch and the NHSCAS functions. This was in response to the revised budget for the Healthwatch contract agreed by Council in February 2019.

Under the Council's Contract Procedure Rules a procurement exercise is required to secure both services from April 2020. It is intended that the NHSCAS provision will be included in the procurement exercise that is proposed for the Council's Independent Advocacy Services in 2019 (for provision from April 2020). The Healthwatch function will be commissioned as a standalone service. This is in line with the majority of other Local Authority approaches and ensures that the focus of the service covers all aspects of health and social care and captures peoples' needs, concerns and experiences.

Recommendations

1. That approval be given to Option 2 at Section 3.2 in the report and the commencement of a tender on the open market for the procurement of a local Healthwatch Service for the period of 3 years from 1st April 2020 to 31st March 2023 (with an option to extend for a further year).

List of Appendices Included

Appendix 1 ACH 6 Healthwatch contract - Updated ASR post consultation

Appendix 2 Initial Equality Screening Assessment

Appendix 3 Equality Analysis

Background Papers

[Overview and Scrutiny Management Board – 13 February 2019, Appendix 1A\(ii\)
https://www.healthwatch.co.uk/](https://www.healthwatch.co.uk/)

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Procurement of a Local Healthwatch Service

1. Background

- 1.1 The Health and Social Care Act 2012 amended the Local Government and Public Involvement in Health Act 2007 to make provision for a national Healthwatch England and for a local Healthwatch. This is a statutory service and each Local Authority is mandated to have a local Healthwatch.
- 1.2 Healthwatch Rotherham is expected to be the local consumer champion for patients, service users and the public, covering both health and social care for all ages, including children.
- 1.3 Their main statutory functions are to
 - Obtain the views of people about their needs and experience of local health and social care services and make these views known to those involved in the commissioning and scrutiny of care services.
 - Make reports and recommendations about how those services could or should be improved.
 - Promote and support the involvement of people in the monitoring, commissioning and provision of local health and social care services.
 - Provide information and advice to the public about accessing health and social care services and the options available to them.
 - Make the views and experiences of people known to Healthwatch England, helping them to carry out their role as national champion. Healthwatch England may use this evidence to advise the Care Quality Commission (CQC) to carry out special reviews or investigations into areas of concern.

2. Key Issues

- 2.1 The current contracted provision for a local Healthwatch will end on 31st March 2020.
- 2.2 The service is a statutory function and the Councils own Financial and Contract Procedure Rules require that, as the value of the contract exceeds £25,000 per annum, a tender on the open market must take place to put in place a new service from April 2020.
- 2.3 The current service provides both a Healthwatch function and a NHS Complaints Advocacy Service (NHSCAS), the majority of other Local Authorities commission these services separately. A split of these two services can now be facilitated as the Council is also required to undertake a procurement exercise in 2019, to secure its Independent Advocacy Services for service from April 2020.

- 2.4 The Healthwatch Rotherham Service has historically focussed more on the NHSCAS and not the Healthwatch function. The Healthwatch Rotherham Annual Report 2018/19 demonstrates examples of the NHSCAS activity influencing changes, with less evidence of Healthwatch statutory functions influencing wider changes to health and social care services in the borough. Healthwatch Rotherham published no additional reports and carried out no *enter and view* inspections during 2018/19. Healthwatch Rotherham also have a limited role within the Rotherham Integrated Care Partnership overseeing the integration of health and social care in the borough.

The inclusion of the NHSCAS in the Council's Independent Advocacy function would secure this provision and would have limited detrimental effect on the provision of the statutory elements of a local Healthwatch Service.

- 2.5 By procuring the services separately it is expected that the Healthwatch service will be able to focus on its role as a local champion and concentrate its efforts on developing its engagement activities to really understand the issues facing the users of health and social care services to effect change and improve services in the sector for the people of Rotherham.
- 2.6 It is also expected that the new local Healthwatch service will engage with Healthwatch England in developing their new Quality Assurance Framework (QAF) and then implement the use of this QAF to measure the quality and effectiveness of the service provided. This will enable the service to operate consistently with other Healthwatch provision and for data to be analysed and for it to be benchmarked.

3. Options considered and recommended proposal

- 3.1 **Option 1. Procure a joint local Healthwatch and NHSCAS i.e tender based on the existing arrangements.** This option would mean that the service would provide both the Healthwatch and NHSCAS functions; however this is contrary to common practice in the majority of other Local Authorities and can cause a tension as to how best to allocate resources to discharge both statutory functions.
- 3.2 **Option 2. Procure a local Healthwatch Service from an organisation experienced in engaging with the local community and influencing change.**

This will ensure that people have:

- the support they need to access service
- knowledge of local health and social care services available to them and how they are rated by the Regulator
- the ability to take greater control of their own health, care and wellbeing.
- local providers of Health and Social Care Services are provided with significant opportunities to better meet people's needs and expectations.

3.3 It is recommended that Option 2 be agreed.

3.4 A local Healthwatch service be procured from an organisation that has experience in engaging with the local community and influencing change, with a commitment to implement the Healthwatch England Quality Assurance Framework and ensure the best quality Healthwatch service for the residents of Rotherham.

3.5 An open tender process via the Council's e-procurement system will take place and applicants will be assessed on their ability to provide the best quality service within the financial envelope.

3.6 Applicants will be questioned on their track record and their ability to:

- engage with all people, including those with disabilities or disadvantage
- collect and analyse data and use this to effect change
- utilise and manage volunteers to expand the service's reach
- engage local citizens in the work of the service
- train and manage staff
- understand local Safeguarding Procedures and how they will safeguard those people they comes into contact with

4. Consultation on proposal

4.1 As set out above the local authority is required by law to procure a Healthwatch service and to have it in place by 1st April 2020. There is no requirement for the council to consult on the proposed procurement exercise.

5. Timetable and Accountability for Implementing this Decision

5.1 If agreed, the tender will be published late September 2019 and will be awarded in December 2019 to allow any transition to a new organisation to take place by 1st April 2020.

6. Financial and Procurement Advice and Implications

6.1 The Healthwatch service is funded within the Adult Social Care revenue budget through the Local Reform and Community Voices grant. The current cost of the service in 2019/20 is £137,000, this includes the provision of the Healthwatch (£90,000) and NHSCAS service (£47,000).

6.2 The annual budget for the Healthwatch service will be £90,000 from 1st April 2020.

6.3 Given the value of this service exceeds £25,000 the procurement will be advertised on the open market via Contracts Finder and YORtender in line with the Councils own Financial and Contract Procedure Rules. The Corporate Procurement Team will work with Strategic Commissioning, to develop the tender documentation for this statutory function in order to secure the new service provision from April 2020.

7. Legal Advice and Implications

- 7.1 Pursuant to the Health and Social Care Act 2012 the local authority is required to ensure that a local Healthwatch service is in place for its area. The budget for this service for the 3 year period (April 2020 to March 2023), is £270,000 therefore CPR 53 requires the council to undertake a procurement exercise. If agreed, as set out above, this will commence late September 2019. It is important that the service is appropriately procured and in place to commence service once the existing service comes to an end in March 2020.

8. Human Resources Advice and Implications

- 8.1 There are no implications for the Council. The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE), may apply from the existing provider to the new provider should they not be successful. The Council would not be directly involved in this process but would ensure that the TUPE information is available at the point of publishing the tender opportunity.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The service is available to all ages and although procured by Adult Care, Housing and Public Health will support Children and Young People's Services by engaging the local community and influencing change in relation to services accessed by children and young people.

10. Equalities and Human Rights Advice and Implications

- 10.1 The service is available all Rotherham residents. The requirements of the service specification ensure that the service monitors and evidences how it has reached and is available to all groups particularly those that are underrepresented and hard to reach. This is evidenced in the attached Equality Analysis.

11. Implications for Partners

- 11.1 NHS partners and Independent Sector partners will benefit from the work of a Healthwatch Service proactively working with them to improve services.

12. Risks and Mitigation

- 12.1. The level of budget may affect the ability of a provider to provide the required level of service to meet the outcomes required in the Service Specification and the Healthwatch England Quality Assurance Framework. Any changes to the Local Reform and Community Voices Grant funding may impact on the future funding of the service.
- 12.2 Although the available budget places Rotherham in the bottom quartile for Healthwatch funding when benchmarked against other local authorities, it was set following information on expected spend supplied by Healthwatch England and the results of the public consultation on the Council's budget proposals agreed by Council in February 2019.

- 12.3 The Council has a number of family authorities that are used for comparison purposes by the Chartered Institute of Public Finance and Accountancy (CIPFA). The following three authorities operate under a similar budget to one proposed for Rotherham.

CIPFA Comparator Authorities Healthwatch Funding 2018/19

(Source: Healthwatch England's State of Support Briefing – Funding for Local Healthwatch 2018/19)

LA	2018/19 Funding per Annum £
Halton	121,715*
Rotherham	101,878**
Telford and Wrekin	100,000*
Calderdale	78,000*

*Does not include provision of an NHSCAS

**Based on 65/35 split of budget to Healthwatch and NHSCAS

Annual Reports published by Halton, and Telford and Wrekin Healthwatch Services indicate active services that engage with the community, produce reports and recommendations and demonstrate change as a result utilise volunteers in both community engagement and enter and view activity.

Example Activity Halton:

- 1975 people accessed information, help and support either online, face to face, or by telephone or email
- Volunteers contributed over 600 hours of time, attending meetings, visiting services and helping with community events and outreach
- Visited 12 services and 141 community events to understand people's experience of care
- More than 50 suggestions for improvement to services. 31 improvements were adopted.
- Across information service, events, project work, surveys and visits to services, we engaged with 6885 people.

Example Activity Telford and Wrekin

- 23 Volunteers provided 1746 hours of service
- Attended 94 community events, visiting over 40 services to understand people's experience of care. Made 152 recommendations for improvement
- 23 improvements suggested were adopted by services to make health and care better in our community.
- Enter and View – hospital ward

Healthwatch Calderdale have yet to publish their 2018/19 report.

- 12.4 The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply which may affect an organisation's ability to put forward a financially viable application to provide the service. Without any effective engagement with interested parties, then the tender may fail due to insufficient interest.
- 12.5 In order to mitigate the risk of a lack of interested bids TUPE information will also be sought to clarify the position. An event will also be held with the market to stimulate interest in the opportunity prior to the tender being published. This approach, known as 'soft market testing' will let potential providers know about the Rotherham context, requirements and expectations to help encourage credible bids.

13. **Accountable Officers**

Nathan Atkinson, Assist Director, Strategic Commissioning

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	21/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/08/19

Report Author: Nathan Atkinson, Assistant Director – Strategic Commissioning
01709 822270 or nathan.atkinson@rotherham.gov.uk

This report is published on the Council's [website](#).

Budget Option 2019/20 – 2020/21

Cumulative Net Savings

Reference:	ACH 6
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2018/19 £'000	2019/20 £'000	2020/21 £'000
0	20	20

Director Responsible for Delivery	Strategic Director Adult Care, Housing and Public Health
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Cabinet Portfolio Holder	Cllr David Roche
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Finance Business Partner	Julie Copley
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Proposal Description	Proposed reduction in the contract value of the Healthwatch Rotherham contract.
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Details of Proposal (including implications on service delivery)	<p>The Health and Social Care Act 2012 amended the Local Government and Public Involvement in Health Act 2007 to make provision for a national Healthwatch England and for a local Healthwatch. This is a statutory service.</p> <p>Healthwatch Rotherham is expected to be the local consumer champion for patients, service users and the public, covering both health and social care for all ages. Their statutory activities should include gathering local views and making these known to providers and commissioners, monitoring and scrutinising the quality of provision of local services, and a seat on the local Health and Wellbeing Board.</p> <p>The Healthwatch contract is funded from a previously ring fenced grant allocation: Local Reform and Community Voices Grant of £183,917. The ring fence was removed in 2015/16 There is therefore no mandate as to the value of the contract since the removal of the ring fence.</p> <p>A two year contract was issued following a competitive tender process during 2017/18 with a contract value of £174,150. The contract had a tapered value for year two, with the current value of £156,735 during 2018/19. The contract has an option to extend for one year to 31 March 2020 subject to agreement on a revised contract value.</p> <p>It is proposed that the contract value is further reduced to £137,000 for 2019/20. This will be facilitated through a</p>
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	<p>negotiation with the existing provider with the option to extend on a revised contract value/service specification for the one year period. The service specification will be revised to more clearly articulate the requirements of both the Healthwatch and NHS Complaint Advocacy functions. There will also be a commitment to apply the emerging Healthwatch England framework when this is rolled out to ensure that the local offer is in line with the rest of the country.</p> <p>The changes to the original proposal for a £66,000 budget reduction have been recommended following consideration of feedback from the Council's budget consultation.</p> <p>A number of responses pertaining to Healthwatch via social media and through face to face events were received by the Council Leader/Chief Executive. These all asserted opposition to the level of proposed cut to the Healthwatch budget. 45 letters were received (including one with 28 signatures) from a range of individuals and services supporting people of all ages including children and young people. The majority of the adverse impacts cited related to the potential loss of advocacy support and negative consequences that this would have on the wider community requiring support to make an NHS complaint.</p> <p>A detailed response was received from Healthwatch England. This provided constructive feedback with regard to expected Healthwatch functions and outlined challenges to potential organisational delivery within the financial envelope in the original proposal. The benchmarking information provided by Healthwatch England also helped inform the revision to the depth of the proposed reduction in the budget.</p>
Implications on other Services (identify which services and possible impact)	<p>The Healthwatch service is an all age offer and though the majority of activity is focused on adults there are also aspects that cover CYPS such as CAMHS and maternity services. This is reflected in the revised service specification which ensures that the functions for both Healthwatch and NHS Complaints Advocacy retain a commitment to all age support.</p> <p>The provider employs a small number of staff and has recently moved offices in order to reduce overhead costs. The revised level of funding should lessen the adverse impact on the Healthwatch Rotherham staffing deployment.</p>
Support required from Corporate Services – Finance, HR, Legal, ICT (please specify)	None required as the revised proposal can be made within the existing contractual arrangements.
Reduction in Staffing Posts (FTEs)	To be determined by the provider – no direct impact for the Council.
Reduction in Head Count	To be determined by the provider – no direct impact for the Council.

Either Cabinet or Officer/Management Action	
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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: ACH&PH	Service area: Commissioning
Lead person: Nathan Atkinson	Contact number: 822270

1. Title:

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

The Procurement of a local Healthwatch Service for service provision from April 2020 to March 2023.

The Health and Social Care Act 2012 makes provision for a local Healthwatch. This is a statutory service and each Local Authority is mandated to have a local Healthwatch.

Healthwatch Rotherham is expected to be the local consumer champion for patients, service users and the public, covering both health and social care for all ages.

Its main statutory functions are to

- Obtain the views of people about their needs and experience of local health and social care services and make these views known to those involved in the commissioning and scrutiny of care services.
- Make reports and recommendations about how those services could or should be improved.
- Promote and support the involvement of people in the monitoring, commissioning and provision of local health and social care services.
- Provide information and advice to the public about accessing health and social care services and the options available to them.
- Make the views and experiences of people known to Healthwatch England, helping us to carry out our role as national champion. Make recommendations to Healthwatch England to advise the CQC to carry out special reviews or investigations into areas of concern.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	x	
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	x	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>	x	
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>	x	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>	x	
Could the proposal affect the Council's workforce or		x

employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		
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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 equality 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)

Yes, the ethos behind a local Healthwatch, as set out by the Health and Social Care Act 2012, is to be a voice for the whole community by gathering views and experiences of local people to affect change and improve health and social care services.

- **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)

The current provider of the Healthwatch services holds limited data on equality and diversity but from information provided to the Council have indicated that 90% of the service users engaging with the NHS Complaints advocacy are White British. The intention is to address the paucity of Equalities data with mandatory requirements in the revised service specification for regular information to be provided to the Council.

- **Actions**

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

The tender method statement and the service specification requires that the service fully understands and its role in promoting equality and diversity in the provision of the service and can describe how it will monitor and evidence this. Evidence of how hard to reach groups will be accessed will also be a key factor in determining suitability.

The revised service specification will expect the successful organisation to provide clear and robust equality monitoring data.

Healthwatch is designed to remove barriers and will do this by ensuring their engagement activities reach all communities, that they act on information gathered from local people about what is stopping them accessing services and effect the necessary change assuring health and social care services are accessible to all.

This will be monitored by the Council over the length of the contract as part of its contract monitoring and quality assurance processes.

Date to scope and plan your Equality Analysis:	June 2019
Date to complete your Equality Analysis:	August 2019
Lead person for your Equality Analysis (Include name and job title):	Joanne Bell, Strategic Commissioning Manager

5. Governance, ownership and approval

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

Name	Job title	Date
Nathan Atkinson	Assistant Director, Strategic Commissioning	June 2019

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	21/6/19
If relates to a Key Delegated Decision, Executive Board, Council or a Significant Operational Decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

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<p>Under the Equality Act 2010 Protected characteristics are age, disability, gender, gender identity, race, religion or belief, sexuality, civil partnerships and marriage, pregnancy and maternity. Page 6 of guidance. Other areas to note see guidance appendix 1</p>	
<p>Name of policy, service or function. If a policy, list any associated policies:</p>	<p>Re-Tendering of a Local Healthwatch service.</p>
<p>Name of service and Directorate</p>	<p>ACH&PH – Strategic Commissioning</p>
<p>Lead manager</p>	<p>Jacqueline Clark</p>
<p>Date of Equality Analysis (EA)</p>	<p>June 2019</p>
<p>Names of those involved in the EA (Should include at least two other people)</p>	<p>Jacqueline Clark – Head of Prevention Early Intervention – ACH - Rotherham MBC Joanne Bell, Strategic Commissioning Manager, RMBC</p>
<p>Aim/Scope (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1</p> <p>Proposed re-tender of a local Healthwatch (a statutory service)</p> <p>The Health and Social Care Act 2012 makes provision for a national Healthwatch England and for a local Healthwatch. This is a statutory service.</p> <p>Healthwatch Rotherham is expected to be the local consumer champion for patients, service users and the public, covering both health and social care for all ages. Their statutory activities should include gathering local views and making these known to providers and commissioners, monitoring and scrutinising the quality of provision of local services, and a seat on the local Health and Wellbeing Board.</p> <p>A 3 year contract with an option for extension of up to a further 12 months is proposed to start on 1st April 2020</p> <p>Funding is proposed at £90,000 per annum.</p>	
<p>What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? See page 7 of guidance step 2.</p> <p>The Healthwatch Service Specification requires that the service is open to all groups it therefore can apply to the whole population. It is a major function of a local Healthwatch to ensure equal access to services, both their own service and that provided by health and social care organisations in the Borough. They must monitor the access to their service by people according to their protected characteristics and specifically target hard to reach groups in their engagement activity.</p> <p>The current provider of the Healthwatch services holds limited data on equality and</p>	

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diversity but from information provided to the Council have indicated that 90% of the service users engaging with the NHS Complaints advocacy are white British. The intention is to address the paucity of Equalities data with mandatory requirements in the revised service specification for regular information to be provided to the Council.

Rotherham has a steadily growing population which reached a record level of 263,400 in 2017. The population is growing as a result of natural increase (more births than deaths), net inward migration and increased life expectancy. Rotherham has 161,400 people of working age (61%). This is slightly lower than the English average. Rotherham has an ageing population whereby the number of older people is increasing fastest, and their health and social care needs place increasing pressure on care and support services. There are 51,000 people aged 65+ including 6,000 people aged 85+ whose numbers are projected to increase by a third over the next 10 years.

The population is increasingly diverse, with around one person in 10 from a minority ethnic group. The largest BME group is Pakistani and Kashmiri who numbered 7,900 in 2011. At the time of the 2011 Census, there were 13,147 people born outside the UK and living in Rotherham or 5.1% of the population, compared with 6,473 in 2001. The number has since increased further through migration, especially from Slovakia, Poland and latterly Romania.

Health in Rotherham has long been poorer than average with life expectancy below that in England as a whole, although rising. Life expectancy for males in Rotherham is 1.4 years below the national average and for females the gap is greater at 1.9 years. Health inequalities within the Borough are illustrated by the 9.5 year gap in life expectancy for men living in the most deprived areas and the least deprived, and a 7 year gap for women.

Particular health and lifestyle concerns in Rotherham are obesity, alcohol and smoking related illness, cancer smoking in pregnancy and low breastfeeding initiation. Older people in Rotherham are far more likely to be disabled and be in poor health than average. The 2011 Census showed that 56,588 (21.9%) of Rotherham's population had a long term health problem or disability and 11.3% said their day-to-day activities were limited a lot by long term conditions (8.3% nationally).

Engagement undertaken with customers. (date and group(s) consulted and key findings) See page 7 of guidance step 3

Healthwatch service users will generally benefit through accessing the website for information and indirectly through the work of Healthwatch in improving services through work with local Health and Social care Commissioners.

In response to the Council's budget consultation in February 2019 a number of responses pertaining to Healthwatch were received. These came via social media and through face to face events with the Council Leader/Chief Executive. All of the responses asserted opposition to the level of proposed cut to the Healthwatch budget. 45 letters were received (including one with 28 signatures) from a range of individuals and services supporting people of all ages including children and young people. The majority of the adverse

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	<p>impacts cited related to the potential loss of advocacy support and negative consequences that this would have on the wider community requiring support to make an NHS complaint.</p> <p>A detailed response was received from Healthwatch England. This provided constructive feedback with regard to expected Healthwatch functions and outlined challenges to potential organisational delivery within the financial envelope in the original proposal. The benchmarking information provided by Healthwatch England also helped inform the revision to the depth of the proposed reduction in the budget.</p>
<p>Engagement undertaken with staff about the implications on service users (date and group(s) consulted and key findings) See page 7 of guidance step 3</p>	<p>The proposed procurement of a local Healthwatch function has no detrimental effect on service users. The service is there to support the voice of the public. An effective service will be an asset to the whole community and will involve volunteers in supporting the Service.</p>
The Analysis	
<p>How do you think the Service meets the needs of different communities and groups? Protected characteristics of age, disability, gender, gender identity, race, religion or belief, sexuality, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors. This list is not exhaustive - see guidance appendix 1 and page 8 of guidance step 4</p> <p>The service is open to all and the service specification requires that a local Healthwatch engage with underrepresented and hard to reach groups, these include those with a sensory and or physical disability, ethnic minorities and carers. The role of the service is to gather the views of residents of the borough and act on their behalf to effect changes and improvements in the local provision of health and social care services. Engagement activities must reach those hard to reach groups and not discriminate against any person.</p> <p>Healthwatch currently use a range of access channels and referrals to ensure that this duty is discharged. Examples include sensory service users and engagement with the Roma Community.</p>	
<p>Analysis of the actual or likely effect of the Policy or Service: See page 8 of guidance step 4 and 5</p> <p>The tender method statement and the service specification requires that the service fully understands its role in promoting equality and diversity. This is the context of the provision of the service and it must describe how it will monitor and evidence engagement and adherence to equality requirements. Evidence of how hard to reach groups will be accessed will also be a key factor in determining suitability.</p>	

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The revised service specification will expect the successful organisation to provide clear and robust equality monitoring data.

Does your Service present any problems or barriers to communities or Group?

Identify by protected characteristics **Does the Service/Policy provide any improvements/remove barriers?** Identify by protected characteristics

Healthwatch is designed to remove barriers and will do this by ensuring their engagement activities reach all communities. An effective local Healthwatch will act on information gathered from local people about what is stopping them accessing services and effect the necessary change assuring health and social care services are accessible to all.

What affect will the Policy/Service have on community relations? Identify by protected characteristics

None

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

Website Key Findings Summary: To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

Equality Analysis Action Plan

Time Period - Oct 2019 to March 2023

Manager: Joanne Bell **Service Area:** ACH&PH Strategic Commissioning **Tel:** 01709 823942

Title of Equality Analysis:

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

Action/Target	State Protected Characteristics (A,D,RE,RoB,G,GI O, SO, PM,CPM, C or All)*	Target date (MM/YY)
Ensure the revised Service Specification includes the requirement to monitor and record who is using the service and make the necessary steps to address any lack of engagement/access to the service.	A, C, D, G, RE	October 2019
Monitor performance and take up of a the service from people with protected characteristics	A, C, D, G, RE	April 2020 to end of contract
Name Of Director who approved Plan		Date

*A = Age, C= Carers D= Disability, G = Gender, GI Gender Identity, O= other groups, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage.

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Website Summary – Please complete for publishing on our website and append to any reports to Elected Members, SLT or Directorate Management Teams

Completed equality analysis	Key findings	Future actions
<p>Directorate:</p> <p>Adult Care, Housing and Public Health</p> <p>Function, policy or proposal name:</p> <p>Re-Procurement of a local Healthwatch Service</p> <p>Function or policy status: Changing (new, changing or existing)</p> <p>Name of lead officer completing the assessment:</p> <p>Joanne Bell</p> <p>Date of assessment: 21/6/19</p>	<p>The remit of the service is to collect and act upon the views and experience of the users of health and social care services to improve those services.</p> <p>Current equality data is not complete or sufficiently collected, analysed or acted on by the current provider.</p> <p>Therefore RMBC cannot be confident that the service is engaging with all client groups as it should be.</p>	<p>This data will be required to be collected, analysed and acted on in the revised Service Specification.</p>

Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Housing Related Support – Children and Young People Pathway Tender Conclusion Information Update

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

Yes

Strategic Director Approving Submission of the Report

Anne Marie Lubanski, Strategic Director of Adult Care, Housing and Public Health

Report Author(s)

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Ward(s) Affected

Borough-wide

Report Summary

The purpose of this report is to provide an update report to Cabinet following on from the Cabinet meeting held on the 17 December 2018, where a report was submitted on Housing Related Support – Children and Young People Pathway Tender.

The initial report dated 17th December 2018 set out the following details:

- An overview of the previous commissioned services and key issues.
- The national and local context of young people's changing needs, due to young people presenting with more complex issues.
- An overview on the revision of the existing services and the progress to co-produce a future model that will meet the needs of all young people.
- Outlined how Adult Care and Children & Young People's Services were jointly developing clear pathways which may differ depending on the needs of the individual and the statutory requirements for Children and Young People's Services.

On 17th December 2018 Cabinet Resolved:-

- (1) That the new service model is defined following the completion of the Co-production work and this will inform the specification for the new contractual arrangements be noted.
- (2) That the tender for the Housing Related Support Service for young people aged 16-25 following completion of co-production work with relevant stakeholders to develop the new service be approved.

It was agreed that a further report would be submitted to Cabinet following the conclusion of the procurement process.

The updated report would:

- Provide a brief summary of Housing Related Support and the changing needs of young people which led to the decision to redesign and procure the Young People aged 16 – 25 service.
- Give an overview of the new Young People aged 16 – 25 service specification.
- Provide information on the tendering process and award of contract
- Briefly outline the profile of the successful service provider
- Give an overview of the implementation of the new service model
- Provide an overview of the future approach to contract performance reporting and monitoring

Recommendations

1. That Cabinet note:-

- the co-production work and re-design of a new service specification was successfully completed to enable a tender process to take place
- a competitive tendering exercise ran from 20th February to 28th March 2019.
- Roundabout Ltd were identified as the successful organisation and awarded the contract.
- The contract commenced on the 1st August 2019. The initial term of the contract is for two years, with an option of a further extension for a year.
- The overall contract value for two years is £1,050,000 (£1,575,000 with the third year).

List of Appendices Included

Appendix 1 Co-create Redesign Report

Appendix 2 Equality Analysis

Background Papers

Cabinet Report 17th December 2018

[Housing Related Support - Children and Young People Pathway Tender](#)

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Housing Related Support, Children, Young People Pathway Tender Conclusion Information Update

1. Background

- 1.1 The purpose of this report is to provide an update report to Cabinet following on from the Cabinet meeting held on the 17 December 2018, where a report was submitted on Housing Related Support – Children and Young People Pathway Tender.
- 1.2 The initial report dated 17th December 2018 set out the following details :-
- An overview of the previously commissioned services and key issues.
 - The national and local context of young people's changing needs, due to young people presenting with more complex issues.
 - An overview of the revision of the existing services and the progress to co-produce a future model that will meet the needs of all young people.
 - Outlined how Adult Care and Children & Young People's Services were jointly developing clear pathways which may differ depending on the needs of the individual and the statutory requirements for Children and Young People's Services.
- 1.3 The recommendations in the Cabinet report, 17th December 2018 stated:
- That it be noted that the new service model will be defined following the completion of the Co-production work and this will inform the specification for the new contractual arrangements.
- That approval be given to tender the Housing Related Support service for Young people aged 16-25 following completion of co-production work with relevant stakeholders to develop the new service.
- 1.4 Housing Related Support (HRS) delivers a preventative programme. The Council commission Housing Related Support for young people aged 16-25 via Adult Care, but with a strong link into Children & Young People's Services with regard to young people aged under 18 and for care leavers. Services assist individuals with multiple needs. In some instances services are provided to people with chaotic lifestyles, who may not be supported by more traditional statutory services. People in receipt of Housing Related Support require support packages to gain their independence and obtain suitable permanent accommodation.
- 1.5 The young person's accommodation based services were previously delivered by Action Housing and the floating support, community provision was delivered by Target Housing.

2. Key Issues

The new co-designed service model for Housing Related Support, Young People aged 16-25 with multiple support needs

- 2.1 The Council is committed to co-production and Officers routinely involve people in receipt of services and their families, as well as front line practitioners throughout the commissioning cycle, recognising them as the experts on what works and what doesn't work in service delivery. This is evidenced in Appendix 1.
- 2.2 The redesign of the new Housing Related Support, Young People for 16-25 year olds model was underpinned by a robust co-production approach. The approach was supported by South Yorkshire Housing Association (SYHA) Co-Create, who work alongside commissioners to enable the commissioning process to be authentically co-produced. They did this through relationship building, providing time for creative thinking, utilising best practice experts, and delivering engagement. The views and lived experiences of people in receipt of support, specialist workers and professionals from the wider workforce were captured and incorporated into the new service specification.
- 2.3 Throughout the co-design of the Service Specification, young people, and stakeholders told Officers what was important in the delivery of the future young persons supported housing provision.
- 2.4 As part of the co-design, young people told the Council that they wanted a range of housing related support and accommodation provisions that would be flexible and responsive to their changing needs. Young people also described a number of key areas as being important to them.

A key theme being:

“We want our supported housing to feel like a home and safe”.

“Where I live it needs to feel welcoming, homely and warm”

“Supported housing needs to feel like a real home, not a hostel”

- 2.5 The views from young people and stakeholders are echoed throughout the new service specification. Key elements of the new service specification and changes following the co-production are outlined in the section below.
- 2.6 Co-Create worked closely with the Council on the co-production of the new service specification and have produced a Co-Create Redesign report that has outlined their approach and the work carried out. Please refer to Appendix 1.
- 2.7 The new service is underpinned by the vision that people experiencing multiple needs are supported by effective, coordinated services and are empowered to tackle their problems and reach their full potential. The service model will deliver an outcome focused 'support pathway' clearly focused on the unique needs of younger service users, through which they will progress, working towards independent living.
- 2.8 Young people have told us that they require a service that will have a wider understanding as to why some young people present with challenging behaviours, for example due to past traumatic events.

- 2.9 The service has been designed to provide a Psychologically Informed Environments (PIE) and Trauma Informed Care.
- 2.10 Psychologically Informed Environments (PIE) and Trauma Informed Care are related and complimentary approaches to service delivery for vulnerable individuals with complex needs that are designed and delivered in a way that takes into account the emotional and psychological needs of the individuals using them.
- 2.11 The psychological framework will be adopted by the new provider in order to ensure that the service offers effective support and responds to young people who have been affected by an overwhelmingly negative life event(s) often; these have caused a lasting impact on the individual's mental and emotional stability.
- 2.12 A psychological framework allows services to have a shared understanding of, and response to, the people they support.
- **The physical environment and social spaces** are adapted to improve the space available to engage and support people in the service.
 - **Staff training and support** which enables workers to move away from crisis management and work in a more therapeutic and planned way.
 - **Managing relationships** in order to help staff and clients self-manage their emotional and behavioural responses to triggering events.
 - **Evaluation of outcomes** to enable staff and clients to evaluate their effectiveness, for ongoing development, and to evidence service impact, this includes reflective practice.
- 2.13 The service will introduce an effective and supportive approach to problematic behaviour, such as non-engagement, non-payment of rent. The service will learn from best practice and will reflect this in their warning policy and procedure. This will include alternatives approaches to warnings where considered appropriate, reducing the risk of eviction and repeat homelessness.
- 2.14 Officers from Adult Care and Children and Young People Services worked in partnership, in particular with a key focus being the transition process for a young person from Children and Young People Services to the Housing Related Support Service for 16 – 25 years old. This is reflected in the agreed service specification.
- 2.15 The previous provision of supported housing consisted of three supported housing buildings. The buildings were all within close proximity of each other, accommodating up to 39 young people at one given time. This presented challenges for the previous service due to the number of anti-social behaviour reports in relation to young people's behaviours. It also impacted on relationships with the local residents and the community.

- 2.16 The new service model has addressed housing a large number of young people in the same proximity, as it was considered an environmental factor that contributed to the issues the previous service experienced with anti-social behaviour.
- 2.17 The new service model comprises of a suite of options of accommodation, support and community based elements. The accommodation based provisions are more dispersed across the borough, the maximum of 12 young people accommodated in the Core provision.
- 2.18 The service will comprise of five main elements which work seamlessly in order to provide support that is flexible to individuals and respond to young people's changing needs. It is expected that the whole service provision from entry to exit will be up to a maximum of two years. Where there are exceptions there will be a flexible approach to extend beyond the two years to ensure the needs of the young person are met and that they are ready to live independently without support.
- 2.19 The five main elements of the service pathway will allow flex up and down to meet the changing needs of young people and are described below:

1. Emergency Assessment Beds - 4 Units

The provision is staffed on site, 24 hours per day, 365 days per year, throughout weekends, evenings and bank holidays. 24 hour cover with waking night staff. One of the units will have a dual purpose to allow a young person to have an alternative place to live if they are experiencing difficulties in their current placement. This will be considered where appropriate, allowing time for a reassessment of need to be undertaken in a place of safety. This service will be delivered from a fixed location within the borough.

2. Core Supported Housing - 12 Units

This service element will provide short term accommodation and support to vulnerable young people who are homeless. The aim of the service is to enable young people to move into more independent accommodation. The support provided is 24 hours per day, 365 days per year cover as above. Young people may move from the emergency assessment beds into the Core provision. This service will be delivered from a fixed location within the borough and will be separate from the emergency assessment beds.

3. Semi Supported Dispersed Housing with Flexible Support - 12 Units

This service will provide dispersed accommodation and support, with a range of two bedroom shared or single occupancies to vulnerable young people at risk of becoming homeless to enable them to move into secure tenancies. These properties will be dispersed across the borough. The support will be delivered to young people through visits to their home or other suitable locations. Primarily this element of the pathway provides a step-down option for those young people leaving Emergency Assessment beds or the Core accommodation.

4. Transitional Landlord Service – Dispersed Properties - 7 Units

Support will be delivered in accommodation which is licensed to the Service with the aim of the young person becoming the tenant in their own right. This could be a Council tenancy, or alternatively the service will provide suitable housing that will enable the young person to remain in the tenancy as their permanent home once they have completed the support programme. In order to do this, they must evidence that they are ready to live independently. This service primarily provides a step-down option for those leaving Core Accommodation or Semi Supported Housing. These properties will be dispersed across the borough.

5. Floating Support Ability to flex to Outreach – 50 Units

A floating support service supporting young people to help them move on from supported housing, provide support for young people in permanent tenancies at risk of homelessness through losing their tenancy. This service will deliver housing related support to individuals in their own tenancy (either Council, social housing or private landlord). The flexible outreach will recognise the many barriers vulnerable and disconnected young people face when accessing services. In response, outreach will be a proactive approach to delivering support and interventions to encourage engagement in housing related support services.

3. Tendering Process and Contract Award

- 3.1 A soft market testing provider engagement event was held in October 2018. This provided an opportunity to test and identify the future market appetite and also to help conclude the co-design work. The event was well attended with excellent provider engagement.
- 3.2 The procurement of the new service was advertised in the Official Journal of the European Union (OJEU) and on YORtender in February 2019 with a closing date at the end of March 2019.
- 3.3 The evaluation criteria for quality were specifically tailored to the young person service. This included a robust evaluation around safeguarding and keeping young people safe. It also evaluated how the provider's internal quality assurance would be effectively managed to ensure an outcome focused service would meet the needs of young people with multiple and often complex support needs.
- 3.4 The evaluation process was completed with Roundabout Ltd identified as the successful organisation.
- 3.5 The Roundabout bid identified Rush House as the sub-contractor for 16% of the delivery of the new contract to deliver the Core Provision of the service model – 12 units.
- 3.6 Roundabout, are the lead provider and take the full responsibility for the delivery of the contract including sub-contractor performance.

- 3.7 Roundabout are a well-established Sheffield based charity, providing shelter, support and life skills to young people aged 16-24 who are homeless or at risk of homelessness.
- 3.8 Roundabout first opened its doors to young homeless people in Sheffield in 1977 and has since expanded over the years to successfully offer a number of services to young people including the Homeless Prevention Service and Supported Housing, Drug and Alcohol Support and Employment and Skills.
- 3.9 Roundabout have excellent specialist knowledge within the youth homelessness sector and link closely with national umbrella bodies to keep up to date with changes in government funding policies. The Chief Executive Officer sits on the Homeless National Advisory Council as the Yorkshire and Humber representative and regularly meets with Government Ministers to give them greater understanding of the sector.
- 3.10 The successful new provider has offered a number of social value commitments in the delivery of this contract including training and employment opportunities. Roundabout and Rush are a living wage employer and believe that all workers should be fairly rewarded for their efforts.
- 3.11 Roundabout and Rush House have a previously developed working relationship prior to the contract award and share similar values, making a real difference to young people's lives by providing opportunities and support.
- 3.12 Rush House had previously delivered Housing Related Support Services for young people services in Rotherham. At the time of the tender Rush House were providing a supported housing service on behalf of the Council to Children and Young People's Service, Looked After Children and Young People.

4. Options considered and recommended proposal

- 4.1 This report is submitted for information.

5. Consultation on proposal

- 5.1 No consultation has been necessary to inform the recommendations to note progress detailed within this report

6. Timetable and Accountability for Implementing this Decision

- 6.1 The new service commenced on the 1st August 2019 following the mobilisation of the service which took place between 1st May and 31st July 2019.
- 6.2 The initial term of the contract is for two years with an option of an extension for a further year. The contract value for two years is £1,050,000 and the overall contract value for three years is £1,575,000.

7. Future Contract Performance and Quality Monitoring

- 7.1 The Service will be required to meet a range of outcome indicators regarding the delivery of the service. Officers will review performance and compliance against the service specification on a quarterly basis or earlier if there are any specific contract issues. There will be regular contract performance meetings between Officers and Roundabout Ltd.
- 7.2 The details about the expectations of the quality and key performance indicators of the contract delivery are explicit in the new contract arrangements and include, service utilisation, young people moving into independent living and tenancy sustainment.

8. Financial and Procurement Advice and Implications

- 8.1 A budget is available of £525,000 per annum within the existing Adult Social Care revenue budget from the previously separate contracts to fund the procurement of this service.
- 8.2 All procurement activity relating to the award of this contract has been undertaken in compliance with the Public Contracts Regulations 2015 and the Council's own Financial and Contract Procedure Rules. The approach taken to the tender has had a positive outcome in delivering additional value through an increase in the number of units provided as well as positive social value outcomes that will benefit Rotherham and Rotherham residents.

9. Legal Advice and Implications

- 9.1 This procurement was conducted with the support of Legal Services, including the production of suitable terms and conditions, and advice on various legal complexities that arose during the process (e.g. TUPE issues between providers).

10. Human Resources Advice and Implications

- 10.1 There are no direct Human Resources implications for the Council as a result of the procurement process. However, for this new service external staff from Action Housing and Target Housing were subject to Transfer of Undertakings (Protection of Employment) Regulations (TUPE). As a result of the contract changes, staff were transferred to the employment of Roundabout Ltd prior to commencement of the service on 1st August 2019.

11. Implications for Children and Young People and Vulnerable Adults

- 11.1 The commissioned service accommodates young people aged 16 – 25, some of whom Children and Young People Services have a statutory duty towards e.g. Care Leavers.

- 11.2 The tendered service has determined a more a seamless pathway for both statutory and non-statutory obligations. The approach and ensures that there are no gaps or duplication in both Adult Care and Children and Young People's Services and provides an improved pathway for young people transitioning from Children and Young People Services to Adult Care through Housing Related Support.

12. Equalities and Human Rights Advice and Implications

- 12.1 An Equality Analysis specific to this piece of work has been completed and is attached to the report as Appendix 2.

13. Implications for Partners

- 13.1 The new service has positive implications for homelessness provision in Rotherham and the way in which homelessness is prevented and how its statutory duty is met. The new service will provide a service that will meet the needs of the young people with a complexity of multiple needs. Housing Partners were involved in the co-design and tender evaluation of the new service and worked closely with the new provider during the mobilisation of the service. The new service model will better meet the Council's statutory housing duty.

14. Risks and Mitigation

- 14.1. There is a risk that the new provider is not able to deliver effective support that meets the needs of the young people outlined in the service contract.

This would be a risk to any contract award to a new provider. However, the risk can be mitigated on the basis that Roundabout have excellent specialist knowledge within the youth homelessness environment and currently effectively deliver similar services. They are a Sheffield based charity, providing shelter, support and life skills to young people aged 16-24 who are homeless or at risk of homelessness. Roundabout delivers Psychologically Informed Environments (PIE) and Trauma Informed Care in their Sheffield services. They have demonstrated that they understand the needs of the young people for the new service model. The approaches that work well in Sheffield will be adopted and made bespoke to best meet the requirements of young people in Rotherham.

- 14.2 Roundabout Ltd subcontracting arrangements with Rush House to deliver the Core supported housing provision of 12 units fails to deliver the expectations of the contract.

The following will mitigate the risk of poor service performance:

The service is required to meet a range of outcome indicators regarding the delivery of the service. Officers will review performance and compliance against the service specification on a quarterly basis or earlier if there are any specific contract issues. There will be regular contract performance meetings between Officers and Roundabout. The contact meetings will be more frequent during the settling in period for at least the first six months from the contract commencement date.

Roundabout have a contractual agreement with Rush House with clear expectations of service delivery and standards. The Young People's contract will be formally managed by Roundabout and will be formally discussed monthly with Rush House, with a review quarterly and a full formal appraisal annually. Roundabout will also conduct their own quality assurance and outcome monitoring as a normal function of its service management procedures. The Service Manager will have day-to-day contact with Rush House and will have full operational responsibility for driving and maintaining overall performance, of both Rush House and Roundabout.

- 14.3 Where there are located supported accommodation based provisions, there are issues of anti-social behaviour that effect young people and the local communities.

The new service model has addressed housing a large number of young people in the same proximity and will help mitigate the risks of a large number of young people contributing to anti-social behaviour and impacting on the local community. The accommodation based provisions are more dispersed across the borough, the maximum of 12 young people accommodated in the Core provision. Roundabout will establish key relationships with the local communities. This will include the Police at community level, community safety, local housing services and local residents. Roundabout will feedback to the Council any issues at the earliest opportunity to ensure there is a responsive and reactive approach and risks are mitigated before they escalate. This area will be closely monitored by Officers and form part of the contract performance discussions.

As part of the mobilisation Officers have shared key partner contact information and helped facilitate introductions between Roundabout and key Rotherham partners. Rush House are local to Rotherham and have existing, well developed partnership arrangements in place and they will work with Roundabout to further develop this area. Effective partnership arrangements are essential in order to proactively resolve issues with anti-social behaviour.

- 14.4 Following the re-modelling of the service the capacity of floating support and some accommodation units have reduced from the previous service models. This is in order to deliver the new service model within the financial budget. There is a risk that the demand may be greater or the service could be underutilised and fail to provide value for money.

As part of the contract performance monitoring the utilisation of the service will be monitored and there will continued discussions with the Council's Homeless Services and Commissioning Services.

15. Accountable Officers

Anne Marie Lubanski, Strategic Director of Adult Care, Housing and Public Health.

Nathan Atkinson, Assistant Director, Strategic Commissioning.

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	21/08/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	22/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	21/08/19

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Epiphany Kidd
November 2018

The beginning.

In March 2018 Co:Create were approached by the Strategic Commissioner for Mental Health, Complex Needs and Housing Related Support at Rotherham Metropolitan Borough Council. The commissioner was keen to incorporate co- design into the recommissioning of housing related support services for Young People (between 16 and 25 years old) experiencing or at risk of Homelessness.

Co:Create agreed to take the lead on engaging with all the stakeholders involved, including relevant provider organisations. This input would be collated to inform and influence the specification to be used to retender the services as part of the commissioning process.

What we did.

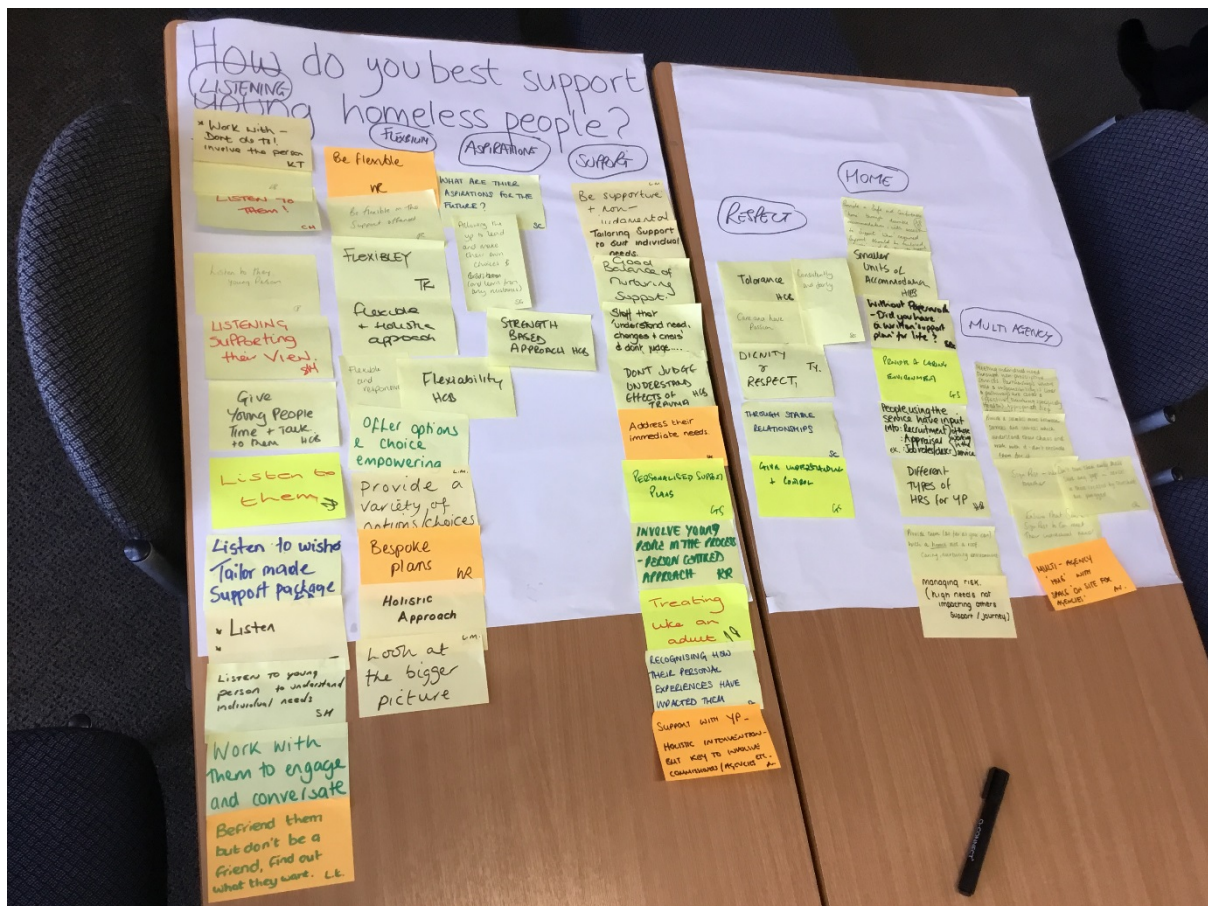
Over a period of 5 months Co:Create used a wide range of creative and stimulating engagement activities to gather the views, hopes and aspirations of all people involved – ranging from people using the existing services provided, the current service provider, providers of similar services locally and nationally as well as a range of internal stakeholders within Rotherham Metropolitan Borough Council. In total Co:Create had the privilege to speak with 58 people.

It emerged during the lifetime of the project that one way to engage with those living in the current housing related support provision would be to join in with some of the existing activities taking place – the most popular of which was a Graffiti workshop run by a local Graffiti artist



By attending the workshop Co:Create established relationships that laid the foundation for subsequent Appreciative Inquiry discussions which focused on 'What is the most exciting future you could imagine for the current service?', 'What does the current service mean to you?' and 'What do you love about the current service'

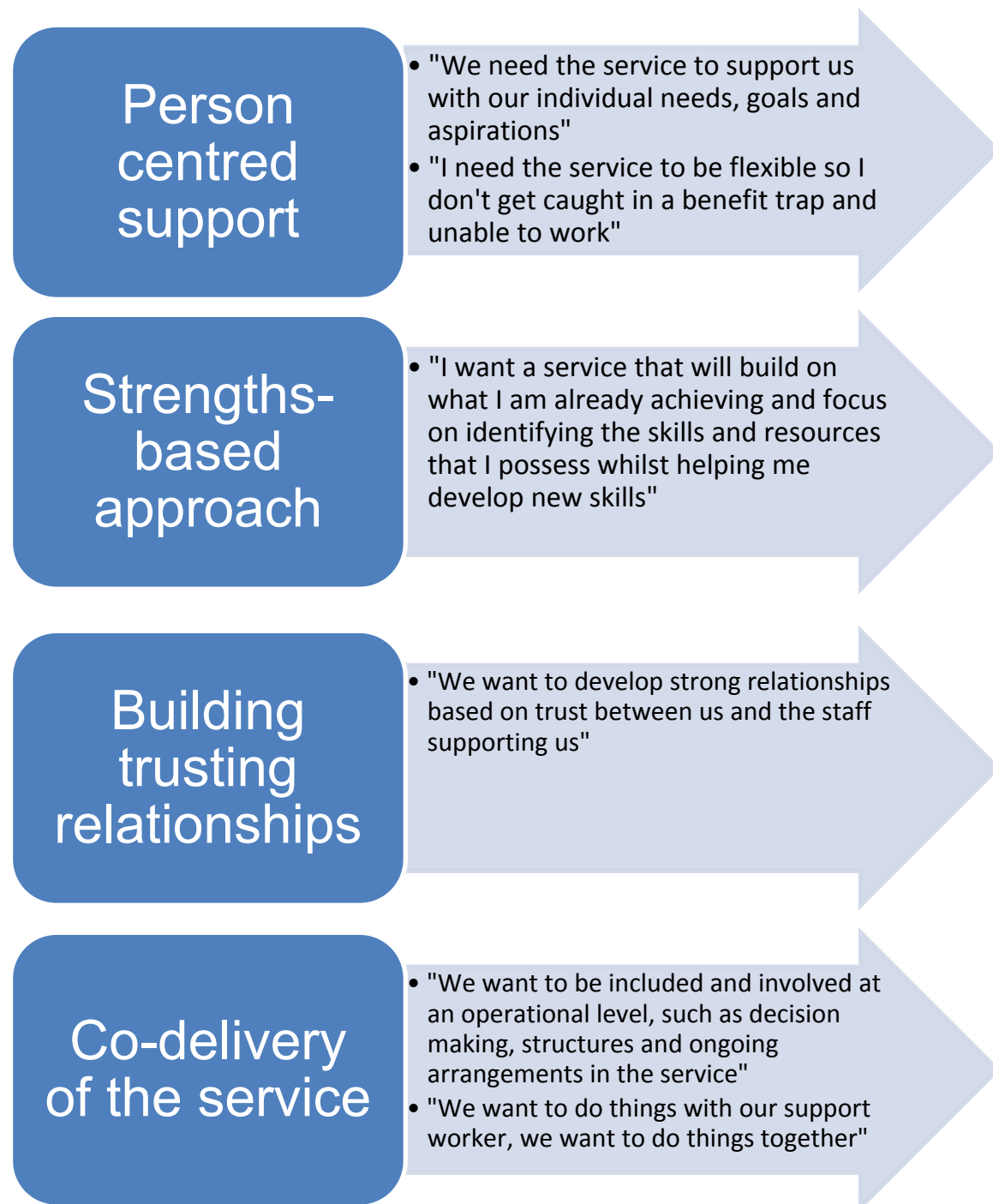
The Appreciative Inquiry approach was used across all stakeholders to lead a self-determined approach to changes within future service provision and act as a tool to inform the co-design of the future specification.



What we heard.

What emerged from the engagement sessions was incredibly powerful for two reasons. What we heard was powerful firstly because of the common themes that emerged across all stakeholders and secondly because of how we heard people explaining the importance of strengths based approaches in their own words. For example one young man explained that what would work when supporting him would be to; "praise me for what I am doing well and help me to do more of that"

Key themes that emerged



A place that
feels like
home

- "Where I live needs to feel welcoming, homely and warm"
- "Supported housing needs to feel like a home, not a hostel"

Safe and
secure
environment

- "Where I live needs to feel safe and secure"

Multi-agency
working,
clear service
level
agreements

- this emerged consistently from the current service provider and from the service provider engagement event

Mental
health and
Wellbeing
support

- "I want to improve my mental health and wellbeing"

The difference it made

The impact of listening to the richness of all the voices, stories and experiences Co:Create had the privilege to hear was evident in the final specification that went out to Tender. The service design translated the key themes into action and the specification felt like a living document that captured the vision of those involved in the Appreciative Inquiry 'Discover' and 'Dream' activities.

In the words of the Commissioner;

“Co:Create has enabled a co-designed service specification and clearly has the voice of service users embedded in the design. I moved away from the traditional format and added quotes from those using existing services into the specification”

Helen Caulfield-Browne
Strategic Commissioner for Mental Health,
Complex Needs and Housing Related Support at Rotherham Metropolitan Borough Council

PART A - 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 (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title: Housing Related Support –Young People Pathway 16 -25 year olds Service Change

Directorate: Adult Care, Housing and Public Health

Service area: Strategic Commissioning

Lead person: Helen Caulfield-Browne
Strategic Commissioning Manager

Contact number: 01709 354208

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

The aim of this Equality Analysis (EA) is to ensure that the new commissioned co-designed Housing Related Support Service for young people aged 16 to 25 year olds has considered customers, future customer's key stakeholders and residents. The purpose is to ensure that everyone's protected characteristics are considered.

It is also to ensure that due regard has been given to proposed change in services and functions so that equality, diversity, cohesion and integration has been fully considered.

An initial EA was completed which enabled as assessment of any likely impact due to the proposed service model change before a decisions was made.

The EA, Part B, will be a revised version following the outcome of a co-design and recommissioning of a Young People's Housing Related Support Service.

The Service is not restricted to any specific communities and groups and provides an equal opportunity to access the service. It is commissioned to provide a service to young people aged 16 to 25 years old. Other provisions in housing related support is provided for 18+ Adults.

The aim of this Equality Analysis (EA) is to ensure that the new commissioned co-designed Housing Related Support Service for young people aged 16 to 25 year olds has considered customers, future customer's key stakeholders and residents. The purpose is to ensure that everyone's protected characteristics have been considered.

The Equality Analysis sets out the outcome of a co-design and recommissioning of the Young People's Housing Related Support Service and the consideration of the impact of young people's protected characteristics.

Overview of the Service

Housing Related Support (HRS) delivers a preventative programme. The Council commission Housing Related Support for young people aged 16-25 via Adult Care, but with a strong link into Children & Young People's Services with regard to young people aged under 18 and for care leavers services, assisting individuals with multiple needs. In some instances services are provided to people with chaotic lifestyles, who may not be supported by more traditional statutory services. Many of these people require support packages to gain their independence and obtain suitable permanent accommodation.

Housing Related Support is designed to bridge the gap between universal and statutory services. However, given the complex needs of young people requiring support, there were requirements for a more a seamless pathway to be developed for individuals exiting support from Children & Young People's Services and transitioning into adulthood.

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

- Avoid homelessness and the events leading to homelessness
- Gain a more stable lifestyle
- Promote and help develop independent living skills
- Access appropriate benefits and advice on budgeting and debt management
- Access education, training and employment Access health including mental

- health services , improving health &
- wellbeing
- To live independently and minimise the risks associated with the 'revolving door' scenario

The Council commissions Housing Related Support for young people aged 16-25. Providing short term safe accommodation The service originally commissioned delivered a total of 55 units of furnished supported housing. 39 units of furnished accommodation were located in close proximity of each other, 3 units were for homeless emergency access. There were also 16 dispersed units of single and shared occupancies, located across the Rotherham Borough.

In addition to supported accommodation the Floating Support Service supported up to 66 young people at one given time, supporting young people's transitions from supported housing into their own tenancy as well as offering intervention where there is an increased risk of homelessness.

The service experienced an increase of young people with multiple support needs. This included mental health, self-harm, substance misuse and offending behaviour. It was agreed that the service model required a review. The Council took the opportunity to re-design and transform services through co-production in order to better meet the changing needs of the young people in need of housing related support services.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		No
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	Yes	
Has there been or is there likely to be an impact on an	Yes	

individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		No
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>	Yes	
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		No
If you have answered no to all the questions above, please explain the reason		
N/A		

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 before decisions are made.

Considering equality 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 using the prompts for guidance and complete an Equality Analysis (Part B).

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

An initial EA was completed at the commencement of resigning the new service

An updated version following the outcome of the service redesign and recommissioning of the service is now considered and a revised Equality Assessment is to be completed and links with this Initial Equality Assessment Screening.

A co-production of the new service model has been key to the development of the new service specification.

The co-production commenced in March 2018 until October 2018 and directly involved the engagement of Young People and key Stakeholders. The establishment of relationships laid the foundation for an Appreciative Inquiry discussions which focused on 'What is the most exciting future you could imagine for the current service?', 'What does the current service mean to you?' and 'What do you love about the current service'

A stakeholder event was also held in October 2018. Over 20 Stakeholders attended and contributed towards the co-design of the new service offer.

Following the procurement of the new co-designed service the contract was awarded to a new a new provider. The continued engagement with young people formed a key area of the mobilisation planning to ensure a seamless transition and individual needs of young people were met through this process.

Data analysis submitted from the previous service has been used to help inform the equality assessment for the new service.

- **Key findings**

The service is specifically commissioned for young people aged 16 to 25 year olds who are homeless or at risk of homelessness.

The redesign of the service was required to take into consideration the protection of protected characteristics of the people in receipt of the services.

An Equality Assessment would provide an opportunity to consider in more detail the impact of the service changes and any necessary actions.

- **Actions**

A co-design approach has already taken in the design of the new service and will form part of the full Equality Assessment.

The Equality Assessment includes an assessment of each characteristic

To identify the appropriate people to be involved in the Equality Assessment

Collate data and analyse, identify any gaps

Consideration of the future monitoring of the impact of the change in service on communities/groups according to their protected characteristics

Date to scope and plan your Equality Analysis:	01.05.19
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Date to complete your Equality Analysis:	25.06.19
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Lead person for your Equality Analysis (Include name and job title):	Helen Caulfield-Browne Strategic Commissioning Manager
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5. Governance, ownership and approval

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

Name	Job title	Date
Nathan Atkinson	Assistant Director Strategic Commissioning Adult Care, Housing and Public Health	

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	25.06.19
Report title and date	Housing Related Support – Children and Young People Pathway Tender Conclusion Update
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	N/A
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

PART B – Equality Analysis Form

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.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: Housing Related Support Service –Young People Pathway 16 -25 year olds Service	
Date of Equality Analysis (EA): 25.06.19	
Directorate: Adult Care, Housing and Public Health	Service area: Strategic Commissioning Housing Related Support
Lead Manager: Helen Caulfield-Browne Strategic Commissioning Manager	Contact number: <u>Tel:01709 354208</u>
Is this a: <input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other	

If other, please specify

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance

Name	Organisation	Role (eg service user, managers, service specialist)
Helen Caulfield-Browne	RMBC	Commissioning Manager
Wendy Russell	RMBC	Commissioning Officer
Zaidah Ahmed	RMBC	Corporate Equality Lead

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)

This may include a group/s identified by a protected characteristic, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

Aim/Scope

The aim of this Equality Analysis (EA) is to ensure that the new commissioned co-designed Housing Related Support Service for young people aged 16 to 25 year olds has considered customers, future customer's key stakeholders and residents. The purpose is to ensure that everyone's protected characteristics have been considered.

The Equality Analysis sets out the outcome of a co-design and commissioning of the Young People's Housing Related Support Service and the consideration of the impact of young people's protected characteristics.

Overview of the Service

Housing Related Support (HRS) delivers a preventative programme. The Council commission Housing Related Support for young people aged 16-25 via Adult Care, but with a strong link into Children & Young People's Services with regard to young people aged under 18 and for care leavers services assisting, individuals with multiple needs. In some instances services are provided to people with chaotic lifestyles, who may not be supported by more traditional statutory services. Many of these people require support packages to gain their independence and obtain suitable permanent accommodation.

Housing Related Support is designed to bridge the gap between universal and statutory services. However, given the complex needs of young people requiring support, there were requirements for a more a seamless pathway to be developed for individuals exiting support from Children & Young People's Services and transitioning into adulthood.

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

- Avoid homelessness and the events leading to homelessness
- Gain a more stable lifestyle

- Promote and help develop independent living skills
- Access appropriate benefits and advice on budgeting and debt management
- Access education, training and employment Access health including mental health services , improving health &
- wellbeing
- To live independently and minimise the risks associated with the 'revolving door' scenario

The Council commissions Housing Related Support for young people aged 16-25. Providing short term safe accommodation The service originally commissioned delivered a total of 55 units of furnished supported housing. 39 units of furnished accommodation were located in close proximity of each other, 3 units were for homeless emergency access. There were also 16 dispersed units of single and shared occupancies, located across the Rotherham Borough.

In addition to supported accommodation the Floating Support Service supported up to 66 young people at one given time, supporting young people's transitions from supported housing into their own tenancy as well as offering intervention where there is an increased risk of homelessness.

The service experienced an increase of young people with multiple support needs. This included mental health, self-harm, substance misuse and offending behaviour. It was agreed that the service model required a review. The Council took the opportunity to re-design and transform services through co-production in order to better meet the changing needs of the young people in need of housing related support services.

What equality information is available? (Include any engagement undertaken)

Engagement

The redesign of the new Housing Related Support, Young People for 16-25 year olds service model was underpinned by a robust co-production approach. The approach was supported by SYHA CoCreate, who worked alongside commissioners to enable the commissioning process to be authentically co-produced. They did this through relationship building, providing head space, utilising best practice experts, and delivering engagement. The views and lived experiences of people in receipt of support, specialist workers and professionals from the wider workforce were captured and incorporated into the new service specification.

The co-production commenced in March 2018 until October 2018. This directly involved the engagement of Young People and key Stakeholders. The establishment of relationships laid the foundation for an Appreciative Inquiry discussions which focused on 'What is the most exciting future you could imagine for the current service?', 'What does the current service mean to you?' and 'What do you love about the current service'

A stakeholder event was also held in October 2018. Over 20 Stakeholders attended and contributed towards the co-design of the new service offer.

Following the procurement of the new co-designed service the contract was awarded to a new a new provider. The continued engagement with young people formed a key area of the mobilisation planning to ensure a seamless transition and individual needs of young people were met through this process a number of opportunity were given to the young people during the mobilisation period.

Data Source

The EA looked at the young people service user profile and young service users who have exited the Housing Related Support service between 2017-18 and 2018-19.

The number of young people who accessed the Housing Related Support Services totals to 308 over a 2 year period.

The data is captured when young people exit the service. Therefore the data analysis is not for all 308 young people during 2017-18 and 2018-19, however the data provides information for an Equality Analysis and any potential impact due to the change of service provision.

The referral Pathway into the supported accommodation element is via the Council's Housing Services. The provider assesses the young person support need to determine if they can be accepted into the service and operate an inclusive service for all young people aged 16 -25 years old that meet the criteria of Housing Related Support Services.

Gender

2017-18 and 2018-19 data tells the Council the following genders access the young person housing related support service. Male young people access the service slightly more by 36 than female young service users.

Gender	No.	%
Male	172	55.84%
Female	136	44.16%

There are no restrictions by gender across the service as a whole. The service is open to everyone aged 16-25 year olds providing they meet the Housing Related Support criteria.

Age

2017-18 and 2018-19 data tells the Council the following age range access the young person housing related support service. The highest age range is between 20 and 25 years of age.

Age	No.	%
Under 20	128	41.56%
Under 25	220	71.43%
25	10	3.25%
26	4	1.30%
27	3	0.97%
Not known	71	23.05%

It is recognised that the service is designed for young people aged 16 – 25 year olds. The Council recognises that the young people affected by the service change may have some anxieties with a change in service provider. Mitigation of risks is outlined in the section at the end of this analysis assessment, under any problems or barriers to communities or Group.

Disability

2017-18 and 2018-19 data tells the Council that 73 young people identified themselves as having a disability.

Available data does not indicate details of the disability.

There are no restrictions by disability across the service as a whole. The service is open to everyone aged 16-25 year olds providing they meet the Housing Related Support criteria.

Ethnicity

2017-18 and 2018-19 data tells the Council the ethnic origins of young people accessing the young person housing related support service. The highest ethnic origin is white, British.

Ethnic Origin	No.	%
White: British	289	93.83%
White: Other	4	1.30%
Mixed: White & Black Caribbean	1	0.32%
Asian/Asian British:		
Pakistani	3	0.97%
Asian/Asian British: Other	1	0.32%
Black/Black British: African	7	2.27%
Black/Black British: Other	2	0.65%
Gypsy/Romany/Irish Traveller	1	0.32%

The ethnicity data demonstrates the current Rotherham demographic population, data, 2017-18 outlined below:

Rotherham's Black and Minority Ethnic (BME) population is relatively small but has been growing and becoming increasingly diverse. The BME population more than doubled between 2001 and 2011, increasing from 10,080 to 20,842. 8.1% of the population belonged to ethnic groups other than White British in 2011 (6.4% were from non-white groups), well below the English average of 20.2%. It follows that 91.9% of Rotherham residents were White British.

The service is not restricted to any race or ethnicity, the service is open to anyone aged between 16 and 25 years old providing they meet the Housing Related Support criteria.

Sexual Orientation

During 2018-19 and 2017-18, young people's data on their sexual orientation was received by 159 young people.

Sexuality	No.	%
Heterosexual	146	91.82%
Gay/Lesbian	2	1.26%
Bisexual	4	2.52%
Person asked but declined to state	7	4.40%

The service is not restricted to any sexual orientation. The service is open to anyone aged between 16 and 25 years old providing they meet the Housing Related Support criteria.

Religion or Belief (or none Belief)

Religion is recorded for 174 clients. It is unknown for 3. 45 as they did not wish to disclose. The following data indicates the different religion or beliefs of young people.

5 Christian (all denominations)
 0 Buddhist
 0 Hindu
 0 Jewish
 2 Muslim
 0 Sikh
 0 Any other religion
 167 No religion

The service is not restricted to any religion or belief, the service is open to anyone aged between 16 and 25 years old providing they meet the Housing Related Support criteria.

The service is provided to young people who are homeless or at risk of homelessness who also often have multiple support needs, this can include, mental ill health, physical health and offending behaviour.

Are there any gaps in the information that you are aware of?

The service data analysis was unable to include the following data:

Pregnancy & Maternity

Available data does not indicate details of pregnancy or maternity, however the consultations and engagement of young service users provides an opportunity for the Council to identify the views from this group.

Marriage and Civil Partnership

Available data does not indicate details of Marriage and Civil Partnership however the consultations and engagement of young service users provides an opportunity for the

Council to identify the views from this group

Gender Reassignment

Available data does not indicate details of gender reassignment, however the consultations and engagement of young service users provides an opportunity for the Council to identify the views from this group.

What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?

Performance Monitoring –

The contract performance will be overseen by the Council's Commissioning services. There will be frequently contract performance meetings throughout the duration of this contract. During the mobilisation of the new service there will be close monitoring and oversight that there is a smooth transition and young people remain engaged with the new provider and their voice is heard and they feel reassured.

The new service will report on performance and include the submission of the characteristics data. The service will monitor the service user's characteristics and focus any actions required for hard to reach groups. As part of the performance management young people who have been refused access to the service will be scrutinised to ensure equality has been applied.

The service will report on performance and include the submission of the characteristics data. The service will monitor the service user's characteristics and focus any actions required on reaching hard to reach groups.

The Service will carry out an annual customer and stakeholder feedback evaluation and report on the evaluation to the Council this will include the views.

Engagement undertaken with customers. (date and group(s) consulted and key findings)

All young people in receipt of the service were given the opportunity to engage.
A co-production report outlined the forms of engagement and outcomes from the engagement.

Date	Number of people
2018	
21 and 28 th September	9 Facilitated Workshop Young people in the existing service
14th November	4 Shadowing, structured conversation with young people in the existing service

	26th September	People living at the current housing related support service	4	Informal conversations and relationship building engagement to support further engagement
Engagement undertaken with staff (date and group(s)consulted and key findings)	The Councils service review and co design of the HRS			
	Date		Number of people	
	23rd July 2018	Internal Stakeholders within RMBC; Strategic Commissioning Manager responsible for current and future housing related support services Commissioning Managers from Children and Young Persons services Senior Procurement Manager Service Manager from Leaving Care Services Co-ordinator from Homeless Services provided by RMBC	7	Facilitated workshop
	28th	Keyworkers from	4	Structured

	<p>August 2018 the current housing related service conversations</p> <p>23rd October 23 Stakeholder engagement</p> <p>The views have helped to develop the remodelling of the service specification which led to the re procurement of a Housing Related Support Service and new contract award.</p> <p>Total number of people engaged with throughout the project, combined young service users and professional workforce = 58</p>
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4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

The Service is not restricted to any specific communities and groups and provides an equal opportunity to access the service. The service is open to anyone aged between 16 and 25 years old providing they meet the Housing Related Support criteria.

The Service provision supports young people who are homeless or at risk of homelessness and is inclusive for all young service users that meet the housing related support criteria. There will be no blanket exclusions to accessing the service.

Does your Policy/Service present any problems or barriers to communities or Groups?

The service is specifically commissioned and designed for the age range of 16 -25 year olds.

The Service is not restricted to any specific communities and groups. The service is open to anyone aged between 16 and 25 years old providing they meet the Housing Related Support criteria.

The Service is inclusive for all young service users that meet the housing related support criteria.

Does the Service/Policy provide any positive impact/s including improvements or remove barriers?

The redesign and commissioning of the service offers a positive impact and provides an improved service offer.

The redesign of the service model is in response of the changing needs of the young people presenting with multiple and often complex needs this group is considered one of the most marginalised vulnerable young people in our society.

The new designed service provides a more a seamless pathway providing a suite of supported housing options that are flexible and meet the support needs of the vulnerable young people with multiple needs.

The new service model is outcome focused and understands the complexity of young people's support needs. The new service model will provide a different approach from the previous service model and will increase value for money providing better outcomes for young people and improves the supported housing options available to young people who are homeless or at risk of homelessness.

The service provider will employ a skilled and diverse workforce to meet the needs of the young people in receipt of the service. The service provider will have a comprehensive Equality and Diversity policy and procedures. The workforce will receive Equal Opportunity training.

What affect will the Policy/Service have on community relations? (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

The affects are positive on community relations,

The service will be culturally responsive services to individuals from a range of ethnic, cultural backgrounds and ensuring access to appropriate interpretation and translation services, and providing information in a range of different formats. The expectation of the Service is to support the hardest to engage young people. There will be no blanket exclusions to accessing the service.

The Service will support individuals to develop resilience to enable them to cope with life challenges and fulfil their true potential, accessing opportunities to enhance their skills and be supported on a pathway to employment/training. The Service will be delivered in a non-judgmental and inclusive manner showing dignity and respect.

It is recognised that the service is designed for young people aged 16 – 25 year old with housing support needs. The Council recognises that the young people affected by the service change may have some anxieties with a change in service provider and where required a change of supported accommodation provisions.

The mitigation of risks:

- A robust mobilisation plan is delivered in a timely manner, where young people engagement is a key from the offset of the new contract award. This involves one to one communication and group consultations. Young people are involved in making choices on where they live, reassured and given the opportunity to be involved in the shaping of the new service delivery.
- The Councils Commissioners will have oversight of the mobilisation plan to ensure that all actions are completed and young people's needs are met.
- The Councils Housing will work closely with Commissioners and Service Providers to minimise the need for young people to have to move from one supported housing accommodation to another where it is appropriate to rehouse them directly into independent living. Therefore reducing the number of young people who need to transfer to the new provider and change accommodation provisions.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Housing Related Support Service –Young People Pathway 16 -25 year olds Service
Directorate and service area: Adult Care, Housing and Public Health Strategic Commissioning
Lead Manager: Helen Caulfield-Browne, Strategic Commissioning Manager , Housing Related Support
Summary of findings:
<p>The Service is commissioned specifically for 16 to 25 year olds. The service group accessing the new service will not change from the previously commissioned model. The data analysis demonstrates that the service is not restricted to any protected characteristics; the service is open to anyone aged between 16 and 25 years old providing they meet the Housing Related Support criteria.</p> <p>One key protected characteristic, gender reassignment will be added to future equality monitoring as this was not available for the data analysis.</p> <p>A range of people were involved in the service review and co-design. The feedback and views of young service users and front line workers and other Stakeholder are reflected in the new service design.</p> <p>The new service will be culturally responsive services to individuals from a range of ethnic, cultural backgrounds and ensuring access to appropriate interpretation and translation services, and providing information in a range of different formats. The expectation of the Service is to support the hardest to engage young people. There will be no blanket exclusions to accessing the service.</p>

It is recognised that the service is designed for young people aged 16 – 25 year olds with housing support needs. The Council recognises that the young people affected by the service change may have some anxieties with a change in service provider and where required a change of supported accommodation provisions. The risks of this are mitigated by a robust approach to the continued engagement of the young people effected to ensure there is a smooth transition.

The main action will be to monitor the impact of the implementation of the new service model and performance of the new service provider to ensure that the young peoples protected characteristic are monitored and there is a focus on reaching all hard to reach groups and meeting their individual support needs, providing a person lead and outcome focused service provision.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
To review the service Characteristics reporting and to ensure Gender Reassignment is included	GR	1 st August 2019
The service will commence on the 1 st August 2019 and will report on performance on a quarterly basis.	A,D,S,GR,RE,RoB,SO, PM,	October 2019 and onwards
Commissioning services will monitor contract performance and will include Equality and Diversity, Inclusion of all young people when referred into the service and work with hard to reach groups.	A,D,S,GR,RE,RoB,SO, PM,	1 st August 2019 and onwards
Continue with young people engagement throughout the mobilisation of the new service to be completed by the new Provider. This will also be monitored by the Commissioning Services	A,D,S,GR,RE,RoB,SO, PM,	1 st August 2019

*A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups

6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

Name	Job title	Date

7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

If this Equality Analysis relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date Equality Analysis completed	25.06.19
Report title and date	Housing Related Support – Children and Young People Pathway Tender Conclusion Update 16 th September 2019
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

Public Report
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Special Educational Needs and Disability (SEND) Phase 2 – New Education Places

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

Yes

Strategic Director Approving Submission of the Report

Jon Stonehouse, Strategic Director of Children and Young People's Services

Report Author(s)

Mary Jarrett, Head of Inclusion Services
01709 822434 or Mary.Jarrett@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

On 20 May 2019, Cabinet approved a report setting out the Local Authority's proposals to utilise capital funding to increase the sufficiency of school places for children with Special Education Needs and Disabilities (SEND) in Rotherham.

Consultation has now taken place with schools and settings in accordance with Department for Education guidance and a number of projects have been identified across Rotherham to meet the needs identified within the 2019 SEND Sufficiency Strategy.

This report, seeks approval to utilise £1.186 million of available capital funding to create 111 additional school places in Rotherham starting from 2020, for children with special education needs and disabilities.

Recommendations

1. That approval be granted to the increase in education provision by 111 places to be achieved by September 2020.
2. That approval be granted to utilise the £1.186 million available capital funding to create the additional infrastructure required to deliver the projects as set out at paragraph 2.8.

List of Appendices Included

Appendix 1 Equalities Impact Assessment

Appendix 2 Cabinet Report May 2019

Appendix 3 Sufficiency Strategy

Background Papers

Children and Families Act 2014

Care Act 2014

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Special Educational Needs and Disability (SEND) Phase 2 – New Education Places

1. Background

- 1.1 The Dedicated Schools Grant (High Needs Budget) in Rotherham has been under significant pressure since the introduction of the SEND Code of Practice in 2015. There is now increased demand for statutory assessments and for placements within specialist education provision. An increase in places in Rotherham for children with autistic spectrum conditions, moderate learning difficulties and social, emotional and mental health issues will reduce the pressure caused both by the predicted rise in numbers of children with education, health and care plans but also on the pressure to place children in high cost independent specialist provision because of a lack of appropriate local resources.
- 1.2 In recognition of the national rise in numbers of children with SEND, the Department for Education (DfE) announced that there would be additional funding made available. In May 2018 the government announced national funding of £50m and later in December 2018 a further £100m (nationally) for capital investment for school places for children and young people with SEND. In Rotherham this funding amounts to an additional £348k allocated from DfE Special Provision Capital Fund.
- 1.3 On 20 May 2019, Cabinet approved a report setting out the Local Authority's proposals to utilise capital funding to increase the sufficiency of school and setting places for children with Special Education Needs and Disabilities (SEND) in Rotherham. (Appendix 2)
- 1.4 Consultation was undertaken with schools via Schools Forum, Rotherham Education Strategic Partnership, an organised market development day and head teachers meetings. All schools and settings received documentation setting out the requirements and seeking proposals.
- 1.5 The sufficiency data indicates that Rotherham has a particular need for education provision for children and young people with autism spectrum conditions, moderate learning difficulties and social, emotional and mental health issues, the places identified via consultation will address these identified needs.
- 1.6 This provision would be in addition to the provision of the 125 places already being developed following Cabinet approval on 19th February 2019 (SEND Sufficiency phase 1) and in some instances (Milton and Wales schemes) these additional places will be created by combining with places already in development to build larger units and create economies of scale.

2. Key Issues

- 2.1 There is increased demand for specialist placements for children and young people in Rotherham with special education needs. Insufficient places within Rotherham increases pressure on the already challenged High Needs Budget and results in young people being placed outside Rotherham in high cost independent special schools.

- 2.2 The creation of additional in borough provision will lead to a longer term saving on high needs funding as in borough placements cost on average £30k per annum less than out of authority placements.
- 2.3 There is a particular need in Rotherham to respond to increased demand for places within mainstream schools for children and young people with a range of autism spectrum conditions, moderate learning difficulties and social, emotional and mental health difficulties.
- 2.4 Initially the parameters of the consultation were fixed to the proposals to increase places by 50 across Rotherham. However, the response from schools and post-16 providers was both creative and enthusiastic, resulting in realistic proposals to increase education provision for children and young people with special education needs and disabilities by an additional 111 places within the funding parameters available. This approach will allow the Local Authority to advance forward planning in relation to the next stage (phase 3 SEND sufficiency) to meet further future need due to demographic growth and support activity to reduce the deficit of the High Needs Budget.
- 2.5 The responses to consultation and subsequent submitted proposals were scrutinised by a specialist panel which included representation from Rotherham Parent Carers Forum, SEND specialists, Education, Rotherham Clinical Commissioning Group, Commissioning, Finance and Capital Projects Professionals.
- 2.6 All bids were evaluated using criteria that includes evidence of:
- Reduction in Permanent Exclusions across Trust/ Academy
 - Inclusive Practice
 - MAT/ Academy investment in Project
 - A clear business plan and project lead
 - Deliverable outcomes from September 2019
 - Borough-wide approach (consideration of feeder schools and geography)
 - Developing good practice and expertise in SEN
 - Multi-agency working and development of partnership approaches
 - Proven track record of delivering at least good or outstanding education.
 - Financial stability.
- 2.7 Rotherham schools are passionate about supporting young people with a range of needs. Consequently a range of schools and provision has been identified to respond to the Local Authority's request for increased provision in Rotherham; with 10 different projects within 10 schools being identified via a commissioning process to increase their provision to meet the range of identified needs. The short-listing panel considered a range of proposals from a number of providers with the decision made not to progress a total of 6 Projects because they required further development. It is likely that some of these projects will be revisited as SEND Sufficiency is reviewed in future years.

- 2.8 The shortlisted proposals for Cabinet consideration and approval are detailed below:

School / Setting and type of provision	Number of places created	Capital Investment
Wales High School: Additional capacity within proposed Autism Unit	10 places in addition to those identified in phase 1. (Operational by September 2020)	£200,000
Milton School: Additional specialist places for children with Autism	10 places in addition to those identified in phase 1. (Operational by September 2020.)	£200,000
Brinsworth School: Additional unit for children with MLD including 6 th Form provision	15 places plus 5 sixth form. (September 2020.)	£250,000
Thomas Rotherham College: Unit for post 16 Learners with Autism	20 places over 2 years. (2020/2021)	£150,000
Wickersley Partnership Trust: Primary SEMH unit	10 places (September 2020)	£41,000
James Montgomery Academy Trust (School in north of Borough) : Primary Autism Unit	10 places- (September 2020)	£100,000
Aspire: Primary SEMH provision	10 places (September 2020)	£20,000
Kelford: Highly Specialist Autism provision	5 places (October 2019)	£65,000
Hilltop: Highly Specialist Autism provision	6 places (October 2019)	£90,000
Willow Tree Academy: Primary SEMH 'turnaround' unit.	10 places (September 2021)	£70,000
Total	111	£1,186,000

- 2.9 The Local Authority has submitted a recovery plan to the Department for Education detailing how it will reduce the pressures caused by the rise in demand, the need for specialist provisions and the impact of these issues on the Designated Schools Grant (High Needs Budget). The proposals to create additional specialist resources, schools places and provision have been incorporated into the proposed recovery plan.

- 2.10 The sufficiency plan will be refreshed annually to take account of the changing picture of demand. This will be reviewed and monitored annually to assist forward planning in relation to the phase 3 identification of additional provision needed from 2025 onwards.

3. Options considered and recommended proposal

- 3.1 **Option 1** – Retain current level of provision, however as the number of Education, Health and Care Plans for pupils increases the pressure on the High Needs Block of the Dedicated Schools Grant will continue to rise.

The option not to proceed would place the authority at risk of being unable to meet its statutory duties and would place the Designated Schools Grant (High Needs Budget) under even further pressure.

- 3.2 **Option 2** - It is recommended that Cabinet approve the proposal to increase specialist provision in Rotherham by the identified 111 places as described within this report, to address the gaps in provision and ongoing demand for specialist resources identified within the Sufficiency Strategy.

The option to proceed with the creation of the additional places would consequently mitigate the impact of the increased provision both in reducing out of area placements and absorbing the ongoing increased demand for SEND provision in Rotherham

4. Consultation on proposal

- 4.1 There have been a series of targeted consultation events undertaken following Cabinet approval to consult obtained on 20 May 2019. These included a formal market development event for schools; a series of presentations at head teachers meetings held in May, a presentation to Schools Forum, a presentation to the Children and Young People's Partnership Board in June and SEND Strategic Board also held in June. This consultation included a significant number of schools, strategic partners (CCG, adult services and TRFT). There was also an open question and answer session hosted by the Rotherham Parent Carers Forum in May attended by the Strategic Director of Children & Young People's Services, the Head of Inclusion and the Joint Assistant Director for Performance, Commissioning and Inclusion, specifically to address issues around SEN needs and provision in Rotherham, arising as a result of the original Cabinet paper regarding this initiative (April 2019) with parents able to ask any questions they had about services for disabled children in Rotherham. This event was attended by 15 parents, with a larger number contributing to questions and debate via the Rotherham Parent Carers Forum web-site.

- 4.2 The Rotherham Parent Carer's Forum have been involved in the Sufficiency Board and contributed to the short-listing panel that identified the bids being submitted for Cabinet approval. Feedback from these 6 events, demonstrated the need for additional places and resources in Rotherham, the need for education provision to be supported by therapeutic provision from health services and identified some additional gaps in services for disabled children and young people, for example childcare issues which are being addressed via a separate working group.
- 4.3 The proposals contained in this report reflect the requests from parents that their children have access to specialist resources in Rotherham and that health and education services work more closely together. Schools consultation reflected an appreciation of the demand in services for children with special education needs, the enthusiasm for schools to support children with a range of needs and the need for the local authority to support these initiatives with funding but also with shared expertise. Consequently a number of initiatives have begun in advance of the capital spending project to build expertise around delivery of services for children and young people with autism and ensure consistency and equity of service across the Borough, for example developing closer working relationships between Milton Special School and Swinton School Autism Resource.
- 4.4 The Local Authority consulted with interested parties in line with the guidance from the department for education with the outcomes informing the Cabinet approved phase 1 projects and the phase 2 proposals in this report. Good practice dictates that SEND Sufficiency should be kept under review as pupil numbers and needs can change over a period of time.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The timetable for implementation for the majority of these building proposals is over the Academic Year from October 2019 until September 2020.
- 5.2 The cohorts of children will be phased into the provision over academic years 2020 and 2021 to ensure that teaching and learning provision is appropriately allocated and children are integrated fully into the life of the schools.
- 5.3 The project management work with individual schools and academies will be overseen by the SEND Sufficiency Board who report directly to the SEND Strategic Board (Overseen by the Children and Young People's Partnership Board).

6. Financial and Procurement Advice and Implications

- 6.1 There are no direct procurement implications arising from the proposals contained in this report
- 6.2 The CYPS programme has school capital funding which could be used to support the SEND proposals received from schools and academies where capital works are required. A business case has been received from each interested party that forms the capital developments.

- 6.3 The Dedicated Schools Grant (DSG) has an overall deficit of £15.1m at the end of 2018/19 and includes a 2018/19 in-year overspend of £5.1m. The proposals outlined in the report are part of the financial recovery plan to operate the Dedicated Schools Grant High Needs Block within the annual funding allocation, which is £31.44m in 2019/20.
- 6.4 The projected annual cost savings on the High Needs budget of developing the SEN units on mainstream school and academy sites is estimated to be in the region of £1.5m (based on a cost saving of £30k per place per annum) through reduction in the number of high cost placements. The new provision will also at the same time be absorbing growth in the number of EHC plans and avoiding the need for high cost placements. The savings are expected to reduce current spend against the Dedicated Schools Grant (DSG) and will not impact on the Council's revenue budget.
- 6.5 The savings will be achieved in two ways. Firstly, through reducing the need for high numbers of newly assessed children and young people to be educated outside Rotherham, and being able to offer high quality provision in borough. Secondly, for those children and young people currently placed in provision outside Rotherham, investigation with families about whether a child's needs can be better met in a Rotherham provision at annual review of the Education Health and Care plan. This will significantly reduce the escalating costs to the Dedicated Schools Grant High Needs Block.
- 6.6 The proposals are also expected to have a positive impact on the Councils Home to School Transport budget, due to a reduction in the number of out of authority placements and the additional transport journeys incurred.

7. Legal Advice and Implications

- 7.1 Should any of the proposals brought forward to create additional SEND capacity meet the requirement threshold to complete a full prescribed alteration under, the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 (guidance dated April 2016), then separate proposals would be brought forward for Cabinet determination as part of the delivery programme.
- 7.2 Section 14 Education Act 1996 requires a local authority to have regard to securing SEN provision is made for pupils with SEN Needs. Following enactment of The Children and Families Act 2014, the local authority retains responsibility for commissioning services for vulnerable children and young people with SEN and to keep such provision for children and young people with SEN and disabilities under review including its sufficiency (s.315 Education Act 1996), and to promote wellbeing and improve quality, working in concert with parents, young people, and providers. The Act is clear that, when considering any re-organisation of provision, decision makers must be clear how they are satisfied that the proposed alternative arrangements will lead to improvements in the standard, quality and/or range of educational provision for children with SEN.

8. Human Resources Advice and Implications

- 8.1 There are no Human Resources implications for RMBC as a result of this proposal. Any additional staffing required as a result of the proposals would be for the relevant governing boards of schools and academies to determine.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 Improved RMBC Services and support will achieve the council's aims to give every child the best start in life and to build better futures for vulnerable adults.

10. Equalities and Human Rights Advice and Implications

- 10.1 An Equality Impact Assessment (Appendix 1) was completed for the initial Sufficiency Report in 2018 (phase 1) and revised and updated as part of the consultation on phase 2 proposals). The increase in education provision for children and young people with SEND will increase equity of service provision for children and young people with protected characteristics under the Equality Act.

11. Implications for Partners

- 11.1 The post-16 provision identified within this paper has been shared with Adult Services.

12. Risks and Mitigation

- 12.1. There are always risks and uncertainties when school place provision is considered, since future pupil numbers are based on estimations. Over provision at one school could influence pupil numbers at other schools. However, current provision is full or over-subscribed and this trend is set to continue, meaning that more pupils are being placed in provision out of authority increasing the financial burden on the High Needs Block.

The SEND Sufficiency Project Group will maintain a risk register throughout the project implementation phase.

13. Accountable Officers

Mary Jarrett, Head of Inclusion Services
Jon Stonehouse, Strategic Director, CYPS

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	22/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/08/19

Report Author: Mary Jarrett, Head of Inclusion Services
01709 822434 or Mary.Jarrett@rotherham.gov.uk

This report is published on the Council's [website](#).

Appendix 1**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

Under the Equality Act 2010 Protected characteristics are age, disability, gender, gender identity, race, religion or belief, sexuality, civil partnerships and marriage, pregnancy and maternity. Page 6 of guidance. Other areas to note see guidance appendix 1	
Name of policy, service or function. If a policy, list any associated policies:	Proposal to increase SEND provision sufficiency in the Borough
Name of service and Directorate	Education and Skills (CYPS)
Lead manager	Jenny Lingrell / Pepe Dilasio
Date of Equality Analysis (EA)	30.11.17 / 7.1.19 (revised)
Names of those involved in the EA (Should include at least two other people)	Dean Fenton Paula Williams (initial assessment only) Jo Smith Rob Holsey Steve Harrison
Aim/Scope (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1 Proposals to increase SEND sufficiency in Borough by 125 places to reduce the number of out of authority placements and to address the rising demand for places through demographic growth.	
What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? Consultation has sought the views of all stakeholders including parents and carers, elected Ward, Parish and Parliamentary members, all schools and governing bodies, staff and union representatives, neighbouring local authorities, children and young people, specialists in SEND and employees .	
Engagement undertaken with customers. (date and group(s) consulted and key findings) See page 7 of guidance step 3	A full consultation has been undertaken with all relevant stakeholders and the summary outcome was presented to Cabinet in February 2018 and published on the local offer website. Cabinet approved the investment of £1.3m in total to create 50 new SEND places between 2018 and 2021 (the timeline is linked to the SEND grant – payable over 3 years from DfE) A period of consultation will take place during 2019 in relation to the refreshed SEND/SEMH place need and investment of a further £1.3m capital to create additional capacity.
Engagement undertaken with staff about the implications on service users (date and	Consultation has included seeking the views of staff.

Appendix 1**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

group(s) consulted and key findings) See page 7 of guidance step 3	
The Analysis	
<p>How do you think the Policy/Service meets the needs of different communities and groups? Protected characteristics of age, disability, gender, gender identity, race, religion or belief, sexuality, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors. This list is not exhaustive - see guidance appendix 1 and page 8 of guidance step 4</p> <p>The number of pupils being placed out of authority and the rising number of new SEND cases requiring specialist provision has put significant pressure on existing provision. The proposal to create 50 new SEND places is intended to ease current pressure on provision, create more options for parents locally, reduce transport costs, enable children to be educated closer to home.</p> <p>The securing of an additional £1.3m capital and revision of SEND/SEMH demand for places analysis has led to the commencement of a further piece of work to consult widely during 2019 in relation to type of Additional capacity required, invite expressions of interest from schools and settings in relation to proposals to meet need and inform investment of capital.</p>	
<p>Analysis of the actual or likely effect of the Policy or Service: See page 8 of guidance step 4 and 5</p> <p>Does your Policy/Service present any problems or barriers to communities or Group? Identify by protected characteristics Does the Service/Policy provide any improvements/remove barriers? Identify by protected characteristics NO</p> <p>The proposal is designed to create more places, increase choice, mirror good practice from existing provision, offer more varied provision, reduce travel and placement costs and increase parental satisfaction.</p> <p>There will be more places funded by the High Needs Budget as a result of this development. As Rotherham schools are relatively well funded, this will not have an adverse effect on their ability to provide a suitable education for the majority of their pupils.</p> <p>What affect will the Policy/Service have on community relations? Identify by protected characteristics</p> <p>The proposal to create additional places in borough has been consulted on with local stakeholders who have and continue to be involved with the process and parents forum and the relationships with the LA and providers has been regarded as a national model of good practice.</p>	

Appendix 1

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

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

Consultation on the proposals

Identification of funding streams

Identification of premises / providers / infrastructure needs

Report to Cabinet

Implementation of projects

Website Key Findings Summary: To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

Appendix 1

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

Equality Analysis Action Plan - See page 9 of guidance step 6 and 7

Time Period October 2017 to December 2018 / January 2019 to December 2021

Manager Dean Fenton / Mary Jarrett

Service Areas: Education and Inclusion

Tel: 01709 382121

Title of Equality Analysis:

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

Action/Target	State Protected Characteristics (A,D,RE,RoB,G,GI O, SO, PM,CPM, C or All)*	Target date (MM/YY)
Seek approval to commence consultation	A, D,	October 2017
Consultation period	“	December 2017
Seek approval from Cabinet	“	February 2018.
Publish details on Local Offer website		March 2018
Submit required information to DfE by statutory return		March 2018
Commence implementation programme and capital projects		April 2018
Form task and finish group		January 2019

Appendix 1**RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)**

Establish sufficiency and needs analysis			April 2019
Report to Cabinet seeking approval to consult on sufficiency and place need			June 2019
Consult on sufficiency and needs analysis and seek proposals for provision			June /July 2019
Report to Cabinet detailing the outcome of consultation and seeking approval of proposals to add to capacity			2019
Name Of Director who approved Plan	Dean Fenton (Acting Strategic Lead for Education		Date 30.11.17

*A = Age, C= Carers D= Disability, G = Gender, GI Gender Identity, O= other groups, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage.

Website Summary – Please complete for publishing on our website and append to any reports to Elected Members, SLT or Directorate Management Teams

Appendix 1

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

Completed equality analysis	Key findings	Future actions
<p>Directorate: CYPs</p> <p>Function, policy or proposal name: Proposals to increase SEND capacity</p> <p>Function or policy status: Consulting on proposals to add new, or changing of or adding to existing provision</p> <p>Name of lead officer completing the assessment: Dean Fenton</p> <p>Date of assessment: 30.11.2017 / 4.1.2019</p>	<p>Proposal to increase SEND provision.</p> <p>Stakeholder feedback.</p> <p>Capital highlighted and aligned to projects.</p>	<p>Post approval DLT oversight and governance of implementation.</p>

Committee Name and Date of Committee Meeting

Cabinet – 20 May 2019

Report Title

Special Educational Needs and Disability (SEND), Sufficiency and increase in educational provision - Phase 2

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

Yes

Strategic Director Approving Submission of the Report

Jon Stonehouse, Strategic Director of Children and Young People's Services

Report Author(s)

Mary Jarrett, Head of Inclusion - Performance, Commissioning and Inclusion.
Dean Fenton, Head of Service - School Planning, Admissions and Appeals, Education.

Ward(s) Affected

Borough-Wide

Report Summary

This report contains the proposed second phase of the Council's plans to increase and develop special education needs provision in Rotherham and outlines the available capital budget allocated by central government to enable these developments to be implemented.

The report recommends that the Council consults with providers in relation to new provision to meet the needs identified within the sufficiency strategy.

Recommendations

1. To approve publication of the refreshed Special Education Needs Strategy (2019) as part of the Borough's Local Offer for Children with SEND.
2. To approve a period of consultation with schools and settings in relation to the additional capacity required in borough and seek proposals to increase educational provision for Special Education Needs and Disability (SEND) across the Borough.

3. To receive a further report following consultation with schools and settings, seeking approval of the proposals recommended for implementation and the associated allocation of capital investment to support the proposals.

List of Appendices Included

Appendix 1 SEND Sufficiency Strategy 2019 refresh.
Appendix 2 Implementation table for Phase 1 (2017-2020)
Appendix 3 Equalities Impact Assessment

Background Papers

Yes

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

Yes

Exempt from the Press and Public

No

Special Educational Needs and Disability (SEND), Sufficiency and increase in educational provision - Phase 2**1. Background**

- 1.1 Phase 1 of the Rotherham SEND sufficiency planning began in 2017. A report was approved by Cabinet on 16th October 2017 to begin a period of consultation on proposals to increase SEND capacity of provision across the Borough by 125 places by 2021. On 19th February 2018 following consultation, Cabinet approved proposals to complete phase 1 of SE which will create 125 additional permanent Special Educational Needs places for children with SEN between 2018 and 2021. Appendix 2, to this report shows the progress made to date.
- 1.2 The sufficiency data was refreshed in October 2018 and like other Local Authorities in England this showed that Rotherham continues to see a rise in the numbers of children and young people with SEND and that this growth is likely to continue.
- 1.3 The Council want children and young people with SEND to learn in Rotherham at good or outstanding schools. This can be delivered either by specialist resource units based within local schools or by special schools.
- 1.4 Mainstream schools will receive support from a range of inclusion services and from receiving specialist targeted support delivered by primary and secondary outreach teams specialising in Social Emotional and Mental Health and supporting children and young people with autistic spectrum conditions.
- 1.5 This work will include post-16 provision to ensure that pathways are in place to prepare young people for adulthood including independence, employment opportunities and Further and Higher Education provision.
- 1.6 In recognition of the national rise in numbers of children with SEND, the Department for Education (DfE) announced that there would be additional funding made available. In May 2018 the government announced national funding of £50m and later in December 2018 a further £100m for capital investment for school places for children and young people with SEND. In Rotherham this funding amounts to an additional £348k allocated from DfE's – Special Provision Capital Fund.
- 1.7 Increasing SEND school places in Rotherham will reduce the need for children to travel longer distances to school. The number of pupils currently placed outside the Local Authority is approximately 189. The population data suggests that this will continue to grow unless there is on-going investment to develop new provision in Rotherham.
- 1.8 The Dedicated Schools Grant (High Needs Budget) is significantly overspent and the Council are currently developing a recovery plan to address this. Indications are that there will continue to be significant increases in out of authority placements should local capacity not be increased. This will lead to

further pressure on high needs funding as 'out of authority' placements are significantly more expensive than 'in authority' placements.

- 1.9 The SEND Sufficiency Strategy 2017-19 (Phase 1) has resulted in the development of an additional 125 new places within Special Schools and Inclusion Units. These developments will be finalised by September 2020 and whilst some places have been used during 2018 the majority will be accessed during the academic year 2019-2020 (see Appendix 2) and should begin to reduce the numbers of children and young people being placed in out of authority placements.
- 1.10 The SEND Sufficiency Strategy 2019 Phase 2 (Appendix 1) outlines the population data and projected growth over the next 10 years. The data demonstrates a significant increase in the number of children and young people with autism, moderate learning difficulties and social, emotional and mental health difficulties who will require additional support.
- 1.11 Therefore the SEND Sufficiency Strategy 2019 Phase 2 (Appendix 1) specifically proposes developing the use of SEND Inclusion Units within mainstream school settings to ensure that vulnerable pupils can access a mainstream curriculum but also receive high quality support, care and preparation for adulthood alongside this curriculum.

2. Key Issues

- 2.1 The increase in SEND provision within the Authority is necessary due to the increased pupil population since 2010 as outlined in the needs analysis contained within the appended SEND Sufficiency Strategy. (Appendix 1)
- 2.2 The SEND Sufficiency Strategy sets out Rotherham's strategic intentions which are:
 - 2.2.1 For Academies and Local maintained schools to receive high quality support to enable them to become as inclusive and resilient as possible; so that children receive a high quality education which differentiates learning and teaching to support the diverse needs of individual children and young people.
 - 2.2.2 To ensure that there is a high quality programme of workforce development to train education, health and care staff to meet the needs of Rotherham's children, young people and their families.
 - 2.2.3 To ensure that Rotherham schools can deliver a high quality graduated response from health, social care and teaching staff to ensure that inclusion support from specialist inclusion services are available at the point of identified need.
 - 2.2.4 To ensure sufficiency of school places within Rotherham for children aged 0-19 who have identified special education needs and whose

education, health and care plans identify that only special school provision can meet their identified education, health and care needs and reduce dependence on high cost out of area placements which remove children and young people from their local communities.

- 2.2.5 To ensure a sufficient range of provision for young people aged 16-25 to ensure that there are a variety of pathways to support young people to become confident, independent adults.
- 2.3 The creation of additional in borough provision will lead to a longer term saving on high needs funding as in borough placements cost on average £30k per annum less than out of authority placements.
- 2.4 The sufficiency plan will be refreshed annually to take account of the changing picture of demand. This will be reviewed and monitored annually to assist forward planning in relation to the phase 3 identification of additional provision needed from 2025 onwards.

3. Options considered and recommended proposal

- 3.1 **Option 1** – retain SEND sufficiency at the current level. This will mean that pupil numbers with SEND continue to rise without a linked rise in ‘in borough’ provision, increasing the number of out of authority placements and increasing further the pressures that exist on the High Needs Block of the Dedicated Schools Grant.
- 3.2 **Option 2 – Recommended** option, to seek Cabinet approval of the Special Education Needs Strategy 2019 for publication. To approve a period of consultation with schools and settings in relation to the additional places required and seek proposals to increase educational provision for Special Education Needs and Disability (SEND) across the Borough linked to the allocation of available capital funding from central government. Following identification of the preferred projects, to seek approval to deliver the projects and allocate capital investment where necessary to support delivery.

4. Consultation on proposal

- 4.1 Ahead of receiving this funding, the DfE asked local authorities to complete and publish a concise plan to show how they would invest their share of the fund on their local offer page, and the DfE are now asking local authorities to refresh that plan to receive the additional funding announced in May and December 2018.
- 4.2 A condition of receiving the additional capital funding is that authorities prepare and publish strategic plans setting out how the special educational needs of children and young people in their area should be met and, in particular, how the special provision capital fund will be used in accordance with the overall strategic plans that authorities have drawn up.

4.4 DfE - Special provision capital fund Guidance (extract):

Local authorities will need to:

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

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

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

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

APPENDIX 2

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

- 4.5 The Local Authority consulted with interested parties in line with the guidance from the Department as above with the outcomes informing Phase 1 proposals approved by Cabinet. Good practice dictates that SEND sufficiency should be kept under review as pupil numbers and needs can change over a period of time.
- 4.6 This report seeks permission to begin a period of consultation with schools and settings regarding the additional places required in response to the SEND Sufficiency Strategy refresh, and to seek proposals to increase SEND capacity across the Borough linked to the allocation of available capital funding from central government.

5. Timetable and Accountability for Implementing this Decision

5.1 Implementation timetable:

May 2019	Seek Cabinet approval to publish the SEND sufficiency strategy update and consult with schools and settings in relation to proposals to create additional capacity.
September 2019	Seek Cabinet approval of recommended proposals to create additional SEND capacity and the allocation of capital funding to deliver approved projects.
October 2019 to September 2020	Delivery of capital projects approved by Cabinet to create additional capacity.

- 5.2 Individual capital projects will be project managed by the Council's Asset Management Service with accountability for delivery to the Strategic Director of Regeneration and Environment.
- 5.3 Project implementation work with respective schools and Academy Trusts to implement the proposals will be led by officers in education and overseen by the Strategic Director of Children and Young People's Services.

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 The CYPS programme has school capital funding which could be used to support the SEN proposals received from schools and academies where capital works are required. A business case will be required from each interested party that will outline the proposal and benefits of the scheme, both financial and operational.

- 6.2 Any investment proposals or cost implications that may result from the analysis of the consultation feedback will be subject to future reports and approval mechanisms in the context of the Council's Budget and Medium Term Financial Strategy.
- 6.3 The High Needs Block has an overall deficit of £15.8m at the end of 2018/19 and includes a 2018/19 in-year overspend of £5.1m. The proposals outlined in the report are part of the financial recovery plan to operate the Dedicated Schools Grant High Needs Block within the annual funding allocation, which is £31.44m in 2019/20.
- 6.4 The projected annual cost savings on the High Needs budget of developing the SEN units on mainstream school and academy sites is estimated to be in the region of £1.5m (based on a cost saving of £30k per place per annum) through reduction in the number of high cost placements. The savings will reduce current spend against the Dedicated Schools Grant (DSG) and will not impact on the Council's revenue budget.
- 6.5 The savings will be achieved in two ways. Firstly, through reducing the need for high numbers of newly assessed children and young people to be educated outside Rotherham, and being able to offer high quality provision in borough. Secondly, for those children and young people currently placed in provision outside Rotherham, investigation with families about whether a child's needs can be better met in a Rotherham provision at annual review of the Education Health and Care plan. This will significantly reduce the escalating costs to the Dedicated Schools Grant High Needs budget.
- 6.6 The proposals are also expected to have a positive impact on the Councils Home to School Transport budget, due to a reduction in the number of out of authority placements and the additional transport journeys incurred.
- 7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)**
- 7.1 Should any of the proposals brought forward to create additional SEND capacity meet the requirement threshold to complete a full prescribed alteration under, the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 (guidance dated April 2016), then separate proposals would be brought forward for Cabinet determination as part of the delivery programme.
- 7.2 Section 14 Education Act 1996 requires a local authority to have regard to securing SEN provision is made for pupils with SEN Needs. Following enactment of The Children and Families Act 2014, the local authority retains responsibility for commissioning services for vulnerable children and young people with SEN and to keep such provision for children and young people with SEN and disabilities under review including its sufficiency (s.315 Education Act

1996), and to promote wellbeing and improve quality, working in concert with parents, young people, and providers. The Act is clear that, when considering any re-organisation of provision, decision makers must be clear how they are satisfied that the proposed alternative arrangements will lead to improvements in the standard, quality and/or range of educational provision for children with SEN.

8. Human Resources Advice and Implications

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

9. Implications for Children and Young People and Vulnerable Adults

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

10. Equalities and Human Rights Advice and Implications

- 10.1 Section 149 of the Equality Act 2010 requires that public bodies, in exercising their functions, have due regard to the need to:
- i. eliminate discrimination, harassment, victimisation and other unlawful conduct under the Act,
 - ii. advance equality of opportunity and
 - iii. foster good relations between persons who share a protected characteristic and persons who do not share it.
- 10.2 An Equalities Impact Assessment (EIA) (Appendix 3) was completed following Cabinet approval of the Send sufficiency phase 1 proposals. This was refreshed in January 2019 and will be refreshed again during the consultation with schools and settings and seeking of proposals to create additional capacity period and details of the revised EIA will be included within the follow-up Cabinet report scheduled for September 2019 seeking approval of projects and allocation of capital to provide the facilities needed.
- 10.3 The Council must ensure it meets its public law duties when making decisions, including meeting its public sector equality duty. It must consider all relevant information, disregard irrelevant information, act in accordance with the statutory requirements and make its decision in a fair and transparent manner.

- 10.4 The additional specialist provision provided in phase 2 would allow more parents and carers to access education for their child in accordance with their wishes within the local area in future years, in an inclusive and innovative learning environment.

11. Implications for Partners

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

12. Risks and Mitigation

- 12.1 There are always risks and uncertainties when school place provision is considered, since future pupil numbers are based on estimations. Over provision at one school could influence pupil numbers at other schools. However, current provision is full or over-subscribed and this trend is set to continue, meaning that more pupils are being placed in provision out of authority increasing the financial burden on the High Needs Block.

13. Accountable Officer(s)

Jon Stonehouse – Strategic Director CYPS

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)	Judith Badger	01/05/19
Head of Legal Services (Deputy Monitoring Officer)	Bal Nahal	26/04/19
Assistant Director of Human Resources (if appropriate)		Click here to enter a date.
Head of Human Resources (if appropriate)	Amy Leech	26/03/19

Report Author: Mary Jarrett (Head of Service – Inclusion Services)
Dean Fenton (Head of Service – School Planning, Admissions and Appeals)

This report is published on the Council's [website](#).

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SEND Sufficiency Strategy Refresh

February 2019

Draft V3

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1. Introduction and Vision

- 1.1 This SEND Sufficiency refresh is designed to up date and inform the 2017-2021 Strategy at its midway point as Rotherham Metropolitan Borough reviews data and forecasting in relation to need and to inform planning for the allocation of increased government funding.
- 1.2 Phase One of Rotherham's SEND sufficiency strategy focussed on creating additional places within Rotherham Special Schools including 20 additional places at Abbey School, the creation of Rotherham Opportunities College and additional places at the Rowan and Aspire Centres. Phase 2 will focus on developing support for mainstream schools by reviewing Inclusion Services; developing Specialist Resource Units for children and young people with SEND based within mainstream provision and improving preparation for adulthood via a strategic review and development of Rotherham's post-16 offer for children with SEND.
- 1.3 The Vision:
Rotherham Metropolitan Borough Council's vision is to give every child the best start in life. The vision and priorities for Children in Rotherham with SEND is described within our Voices work:
 - Believe me and believe in me
 - Get me help quicker
 - Plan for my adulthood with me
- 1.4 We want to improve the life chances of children and young people with SEND by offering them wherever possible an opportunity to study in Rotherham within good or outstanding schools with education and support delivered either by specialist resource units based within their local schools or by special education provision delivered by a special school.
- 1.5 Mainstream schools will benefit from a holistic review of Inclusion Services and from receiving specialist targeted support delivered by Primary and Secondary Outreach teams specialising in Social Emotional and Mental Health and supporting children and young people with Autistic Spectrum Conditions.
- 1.6 Finally Rotherham will review its post-16 provision to ensure that it is ambitious for all young people and offers a range of pathways for children and young people with SEND to optimise a range of nationally recognised preparing for adulthood outcomes including increasing independence, employment opportunities and Further and Higher Education provision.
- 1.7 Special Education Needs are defined within the Code of Practice 2015 as:

“A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her”.

“A child of compulsory school age or a young person has a learning difficulty or disability if he or she has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions”.

1.8 Developing the Analysis for this Strategy

The methods used to develop the needs assessment were through the development of data by Children and Young Peoples (CYPS) Performance team based on the following key lines of enquiry of:

- Rotherham children and young people with an Education Health and Care Plan.
- Key transition points at Early Years Foundation Stages to KS1, KS2, KS3 KS4 to Post 16 identifying projected cohort size by age and primary need.
- Post 16 Population
- SEND Primary need and future requirements by projections against Rotherham 0-25 years Population data. The focus for Primary Needs were;
 - Social Emotional and Mental Health
 - Autism
 - Severe Learning Difficulties
 - Moderate Learning Difficulties
- Current provision and future requirements by projections against Rotherham 0-25 years population data.

1.9 School Census Information from the Spring Returns for Children and Young People who are identified as SEN Support for the following years: 2015,2016,2017,2018.

1.10 Rotherham's 0-25yr population projection figures available from the Office for National Statistics (ONS) 2016 based population projections.

1.11 The forecasts and projections of need/demand are based on an 'as is' approach without any additional support or intervention being introduced.

1.13 Therefore the purpose of this document is to determine the needs identified from a range of local data regarding current SEN education provision and provide an evidence base to develop the authority's response to meet the SEN needs of children and young people of Rotherham.

1.14 The Department for Education Code of Practice Statutory Guidance (2015) states:

'A child or young person may have special educational needs when a learning difficulty or disability means that they require support that is different or additional to that which is normally available to pupils of the same age.'

SEN can be characterised by a range of needs and difficulties. There are four broad areas of need identified:

- Communication and interaction - speech, language, and communication needs and difficulties with interaction with others. This includes Autism Spectrum Disorder.
- Cognition and learning - learning difficulties vary in severity and may make it difficult to learn everything or just certain things.
- Social, emotional and mental health difficulties - this covers a wide range of needs and these may be seen in a child or young person as withdrawn and isolated behaviours, or as challenging and unsafe behaviours.
- Sensory and/physical needs - these include visual and hearing impairment and physical and mobility needs.

2. National and Local Context

2.1 This Needs Analysis is informed by a wide range of current national legislation, the most relevant of which are:

- Education Act 1996 and 2011
- SEND Code Of Practice 2015
- Working Together to Safeguard Children 2015
- Carers and Disabled Children Act 2000;
- Children and Young Persons Act 2008;
- Children and Families Act 2014;
- Care Act 2004;
- Human Rights Act 1998;
- Care Standards Act 2000;
- Children Leaving Care Act 2000;
- Freedom of Information Act 2000;
- Sexual Offences Act 2003;
- Children & Adoption Act 2002 and 2006;
- Equality Act 2010;

2.2 Rotherham Borough Council has a statutory duty under The Education Act 1996 Section 14(1) to ensure that it provides sufficient school places for all pupils who are resident within the Borough. It has specific duties to ensure that there is sufficient provision for pupils with SEND, an Education Health and Care (EHC) plan; and where an EHCP has determined that the provision should be met in designated specialist provision.

2.3 As well as mainstream schools and colleges, currently, specialist placements in Rotherham consist of four main types of provision:

1. Enhanced resource provision located on mainstream school sites.
(These include Speech and Language Units, Primary and Secondary Hearing Impairment Units; Specialist Autism Resource.)
2. Academies and maintained special school provision located in Rotherham (for children and young people best placed in mainstream schools) (Rotherham has 2 Schools for children and young people with SLD;
3. Schools for children with Moderate Learning Difficulties and 1 school for children with physical disabilities with a specialist Autism unit and 2 Pupil Referral Units which are developing their provision for children and young people with complex social, emotional and mental health difficulties.
4. Academies and maintained special school provision located in other local authorities.
5. Special Schools in the independent non-maintained sector.

2.4 The special provision fund allocations first announced by the government on 4th March 2017, supported local authorities (LAs) to make capital investments in provision for pupils with special educational needs and disabilities. Local authorities can invest in new places and improvements to facilities for pupils with education, health and care (EHC) plans in mainstream and special schools, nurseries, colleges and other provision.

2.5 Further to that on 29th May 2018, the government announced a further £50 million additional grant funding and on 16th December 2018, a further £100 million. It is envisaged that these allocations will support local authorities to create new places and improve facilities at existing schools. This funding is primarily intended to develop provision for pupils with more complex special educational needs (i.e. an EHC plan or a statement of special educational needs) in mainstream and/or special schools

2.6 The most relevant local guidance documents/strategies are:

- The Rotherham Joint Strategic Needs Assessment (JSNA)
- The Rotherham Children & Young Peoples Plan
- The Looked After Children's Strategy 2016-2019
- CYPS Sustainability Plan 2016-2021
- The Early Help Strategy 2016-2019
- The Rotherham Voices Strategy.
- SEND Sufficiency Strategy 2017-2021

3. A Demographic Profile of Rotherham 2018/19

3.1 Geography

Rotherham is one of four metropolitan boroughs in South Yorkshire and lies at the centre of the Sheffield City Region. The Borough is divided into 21 wards covering a wide diversity of urban, suburban and rural areas. Rotherham developed as a major industrial centre of coal mining and steel making which have shaped the Borough's character. Following the decline of traditional industries, regeneration has brought new opportunities to the area including service industries and advanced manufacturing. Rotherham is also proud of its environment where 70% is open countryside; there are 3 country parks and numerous urban parks.

- 3.2 The Borough covers 110 square miles and can be divided into three main areas. In the north are the Dearne Valley, Wentworth and Rawmarsh, featuring a number of small industrial communities, rural areas around Wentworth Woodhouse and regenerated industrial area at Manvers. Central Rotherham is a densely populated urban area with a range of commercial, industrial and residential uses, and an ethnically diverse population. The southern half of the Borough has a scattering of former mining communities and suburban villages set in an extensive rural area, which has strong commuting links to the nearby city of Sheffield. Sheffield and Rotherham form a single travel-to-work area with a large joint economy and overlapping housing markets.

3.3 Population and Age Structure

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

- 3.4 Rotherham has an ageing population whereby the number of older people is increasing fastest, and their health and social care needs place increasing pressure on care and support services at a time of prolonged financial constraint. There are 51,000 people aged 65+ including 6,000 people aged 85+ whose numbers are projected to increase by a third over the next 10 years.
- 3.5 There are 50,900 children aged 0-15 in Rotherham and 26,100 young people aged 16-24. Whilst the majority get a good start in life, child poverty is highly polarised across the Borough and life chances can vary greatly. In the most deprived areas, 25% of the population are aged 0-15 but in the least deprived, the proportion is only 16%. Rotherham has a lower proportion of young people aged 18-24 than the national average due to people moving elsewhere to study or work. The number of Looked after Children in the Borough has increased from 380 in 2012 to 610 in 2018.

3.6 Gender

Of Rotherham's population of 134,000 (50.9%) are female and 129,400 (49.1%) are male. There are more males than females up to the age of 24 as more boys are born

than girls. Amongst those aged 69 years and over, women outnumber men as a result of longer life expectancy, so that two thirds of people aged 85+ are women.

3.7 Race/Ethnicity

According to the 2011 Census, 20,842 people in Rotherham identified themselves as belonging to Black and Minority Ethnic (BME) groups, or 8.1% of the population. This proportion is well below the national average although the number of BME residents doubled between 2001 and 2011. The number in 2016 probably exceeds 26,000 or 10% of the population. The largest BME group is Pakistani and Kashmiri who numbered 7,900 in 2011.

- 3.8 At the time of the 2011 Census, there were 13,147 people born outside the UK and living in Rotherham or 5.1% of the population, compared with 6,473 in 2001. The number has since increased further through migration, especially from Slovakia, Poland and latterly Romania. New migrant communities and growing ethnic diversity have brought challenges to public services in ensuring equality of access to people from different cultural backgrounds. Pupils from Black and Minority Ethnic (BME) groups made up 16.6% of the school population.

3.9 Health and Longevity

Life expectancy for males in Rotherham is 1.4 years below the national average and for females the gap is greater at 1.9 years. However, the gap in healthy life expectancy is over 5 years for both males and females. Health inequalities within the Borough are illustrated by the 9.5 year gap in life expectancy for men living in the most deprived areas and the least deprived, and a 7 year gap for women. Particular health and lifestyle concerns in Rotherham are obesity, alcohol and smoking related illness, cancer smoking in pregnancy and low breastfeeding initiation. Older people in Rotherham are far more likely to be disabled and be in poor health than average.

3.10 Disability

The 2011 Census showed that 56,588 (21.9%) of Rotherham's population had a long term health problem or disability and 11.3% said their day-to-day activities were limited a lot by long term conditions (8.3% nationally). In November 2016, 30,306 Rotherham residents (11.6%) claimed Disability Living Allowance (16,680), Personal Independence Payment (6,100) or Attendance Allowance (7,516).

3.11 Social Deprivation and Economic Inequality

According to the Indices of Deprivation 2015, Rotherham is the 52nd most deprived district in England, amongst the 16% most deprived. A key feature of deprivation since 2007 is polarisation with deprivation increasing in the most deprived areas and reducing in the least deprived. The 2015 index showed 20% of people in Rotherham living in areas amongst the 10% most deprived in England compared with only 12% in the 2007 index. The central areas of Rotherham and pockets in other parts of the town are very deprived whilst many suburban and rural areas are quite affluent.

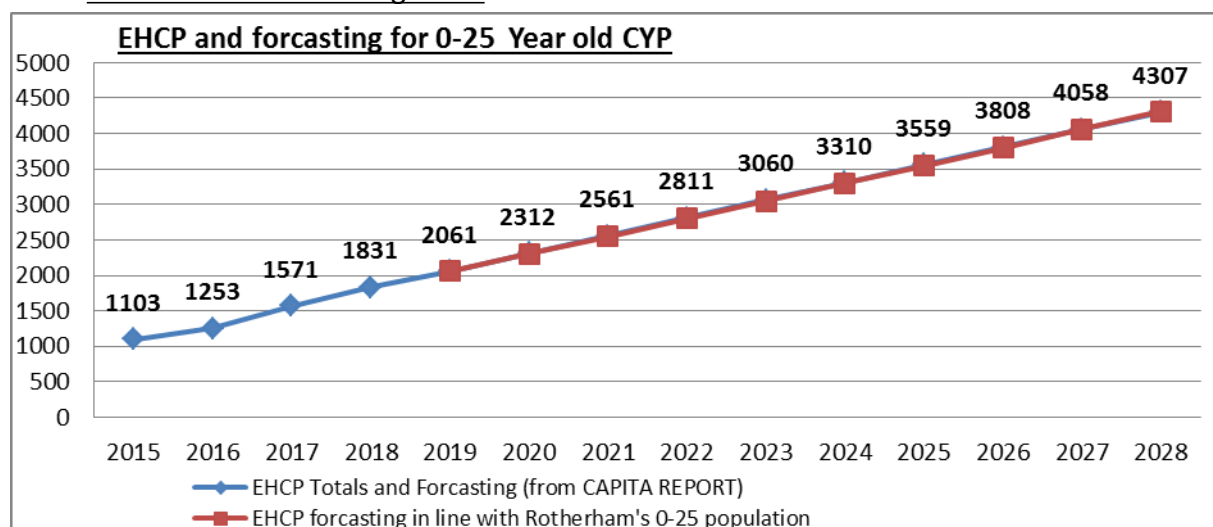
- 3.12 Of the working age population, 121,100 (76.1%) are economically active and 114,400 people (71.9%) are in employment, both below the national average. 6,750 people, or 4.2% of working age residents regard themselves as unemployed of which 2,700 were claiming JSA in November 2017. 8.7% of the working age population have no qualifications, above the national average. In 2017, gross weekly pay for Rotherham residents was £494 (full-time) compared with £502 in Yorkshire and Humber and £556 in England (median earnings). Levels of pay are lower than in the region and nationally, especially for women who earn an average of £283 (full and part time) per week compared with £494 for men. Rotherham women earn only 57% of men's pay compared with 66% nationally.
- 3.13 Rotherham is a borough of contrasts and different parts of the community have been affected by economic change over the long and short term. One in nine people aged 16-64 are workless as a result of either unemployment or long term sickness. The latter affects 10,900 people or 6.9% of the working age population, well above the national average of 4.6%.

4. The Needs of Young People in Rotherham

4.1 Education, Health & Care Plan Data

The methodology for the following forecasts is outlined at para 1.2. The data sets used for the analysis were derived from a Capita report covering Children & Young People who have an Education and Care Health Plan (EHCP) in place at the end of January for the following years: 2015, 2016, 2017, and 2018.

4.2 Chart 1. Forecast EHCP growth

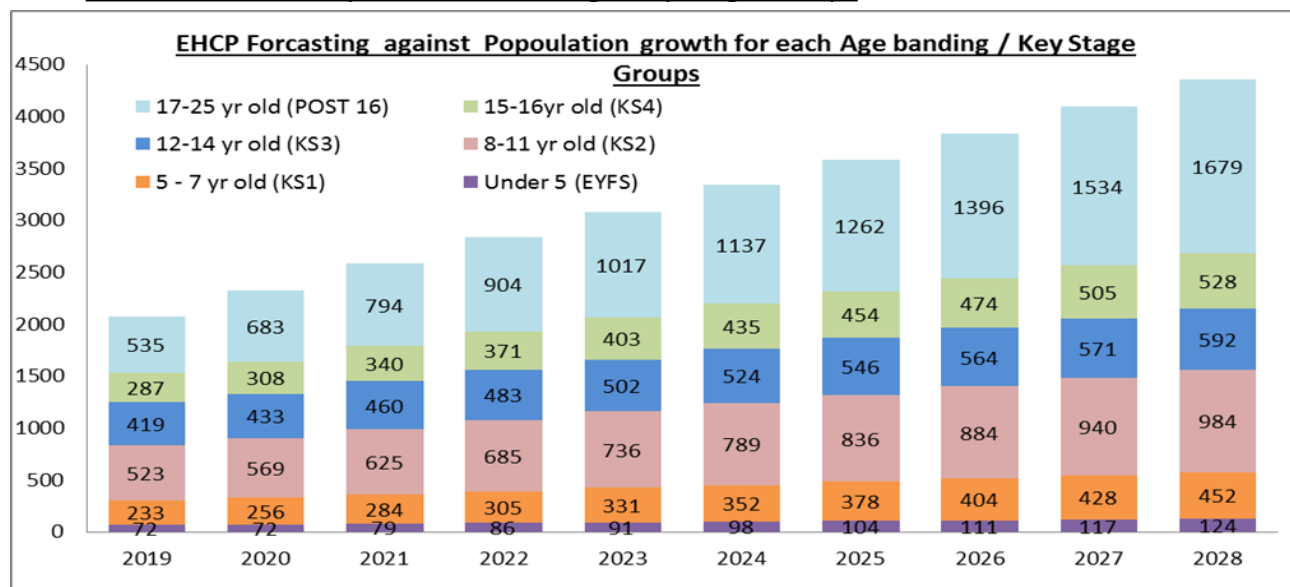


The Number of CYP on EHCP's is currently at 2095 (as at 11/02/19) – forecasting over the next ten year period would see a potential increase of over 700 EHCP's in the next 2 years. Forecast projection for the next 4 to 5 years would see a potential rise of over

1000 additional CYP on EHCP's , while looking long-term to 8-9 years ahead the number of CYP on EHCP's could potentially double in numbers to be over 4000.

Over the 10 year forecast this is an increase of 105%.

4.3 Chart 2. Forecast Population Growth Age/Key Stage Groups



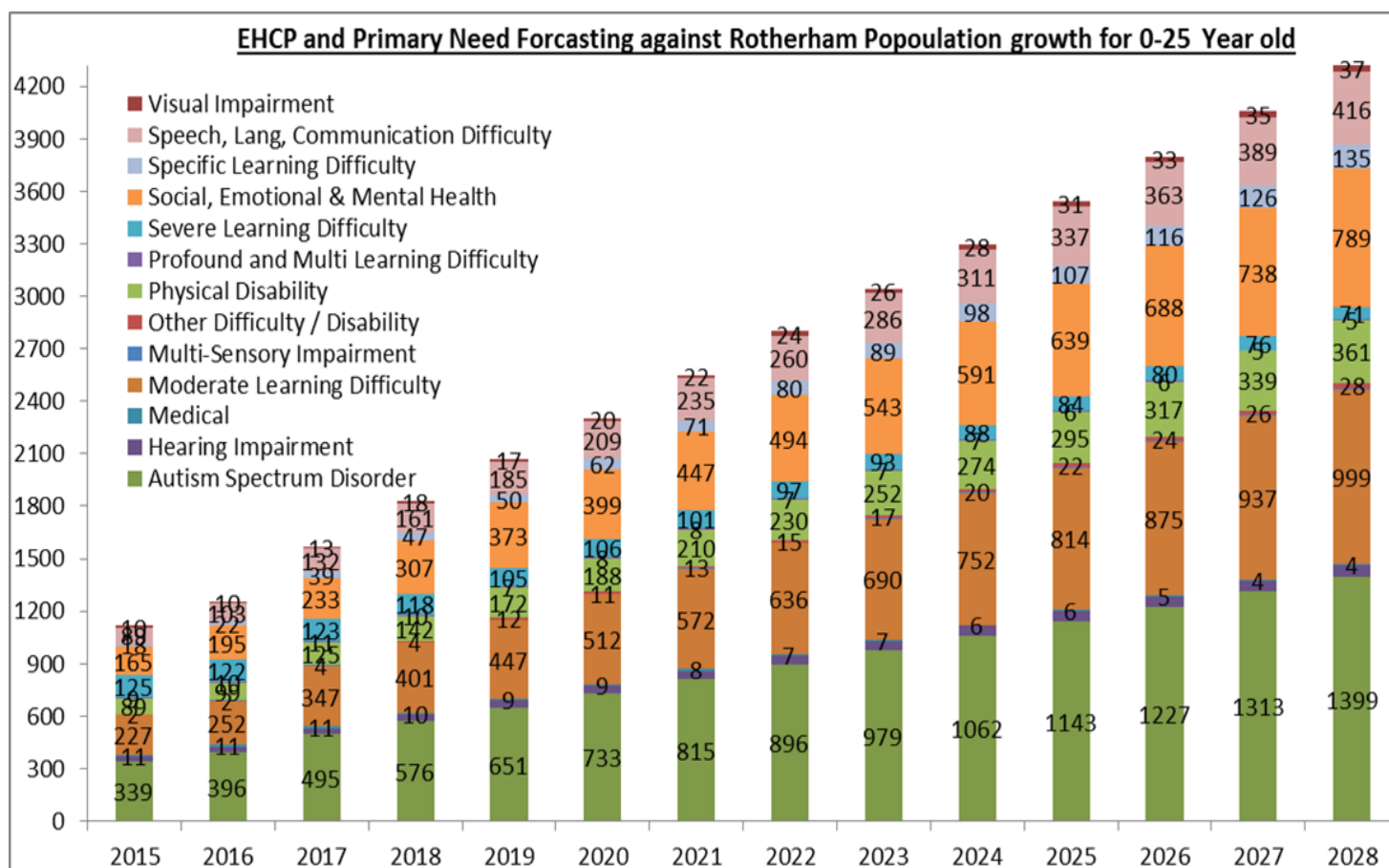
In accordance with Rotherham population projections, future forecasting analysis was completed by 'Age banding splits and transition groups (Key stage groups)'. This indicated that children and young people :-aged 8-11 years old (covering Key Stage 2 phase) and children and young people who are of Post 16+ age are the most affected cohort now and will continue to be the most affected CYP that require support.

Aged 5-7 years (KS1) cohort indicates an increase from 233 to 452 CYP with an EHCP over a 10 year period, seeing an increase in need of 93%

Aged 8-11 years (KS2) cohort indicates an increase from 523 to 984 CYP with an EHCP over a 10 year period, seeing an increase in need of 88%.

Aged 17-25 years (Post 16) cohort indicate an increase from 535 to 1679 CYP with an EHCP over a 10 year period, seeing an increase in need of 213%

4.4 Chart 3. Forecast Primary Need growth



Primary Needs for CYP with EHCP's shows the 2019 cohort three highest primary needs in Rotherham being: -

Autism Spectrum Disorder – 651 CYP-32% of 2019 cohort

Moderate Learning Difficulty -447 CYP -22% of 2019 cohort

Social, Emotional & Mental Health – 373 CYP-18% of 2019 cohort

Analysis on forecasting projections of primary needs shows that within the next 10 years, the number of CYP with a primary need of ASD, MLD, SEMH increase as follow;

- MLD cohort indicates an increase from 447 to 999 CYP with an EHCP over a 10 year period, seeing an increase in primary need of 123%
- ASD cohort indicates an increase from 651 to 1399 CYP with an EHCP over a 10 year period, seeing an increase in primary need of 114%
- SEMH cohort indicates an increase from 373 to 789 CYP with an EHCP over a 10 year period, seeing an increase in primary need of 111%

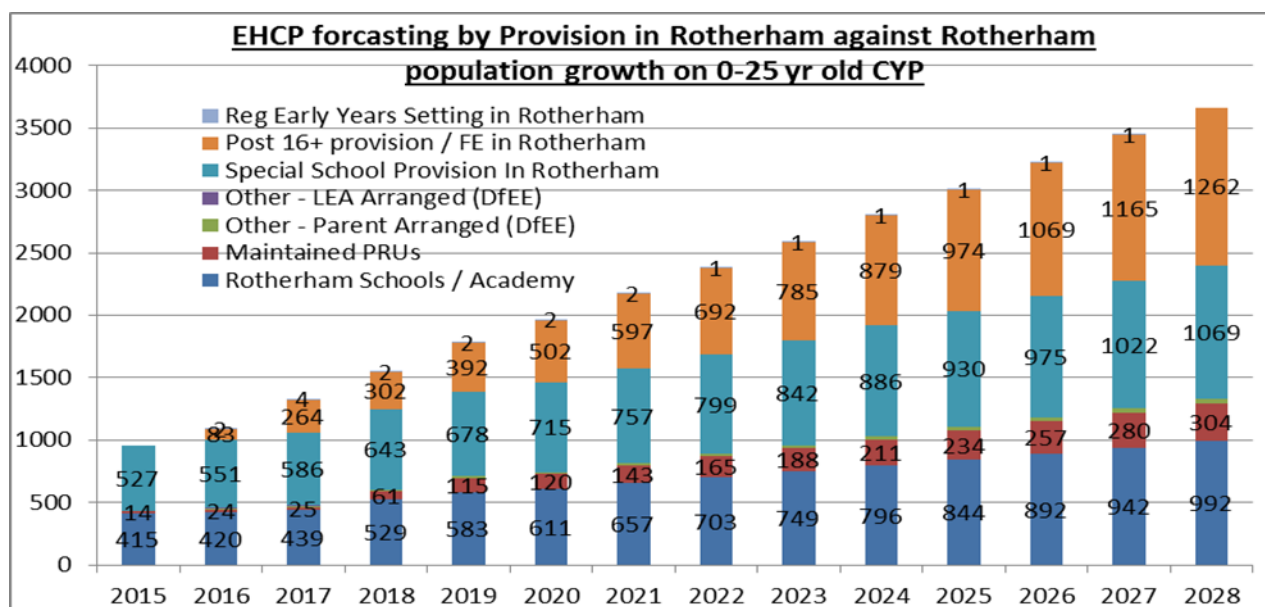
These needs are our largest primary needs now and projected for the future.

Further analysis indicates that for children with MLD the potential increase in need will be most significant at age 8-11years KS2 and Post 16.

For children with ASD the potential increase in need will be most significant at KS1, KS2 and Post 16.

For children with SEMH the potential increase in need will be most significant at KS2 and Post 16.

4.5 Chart 4. Forecast for School/College Provision



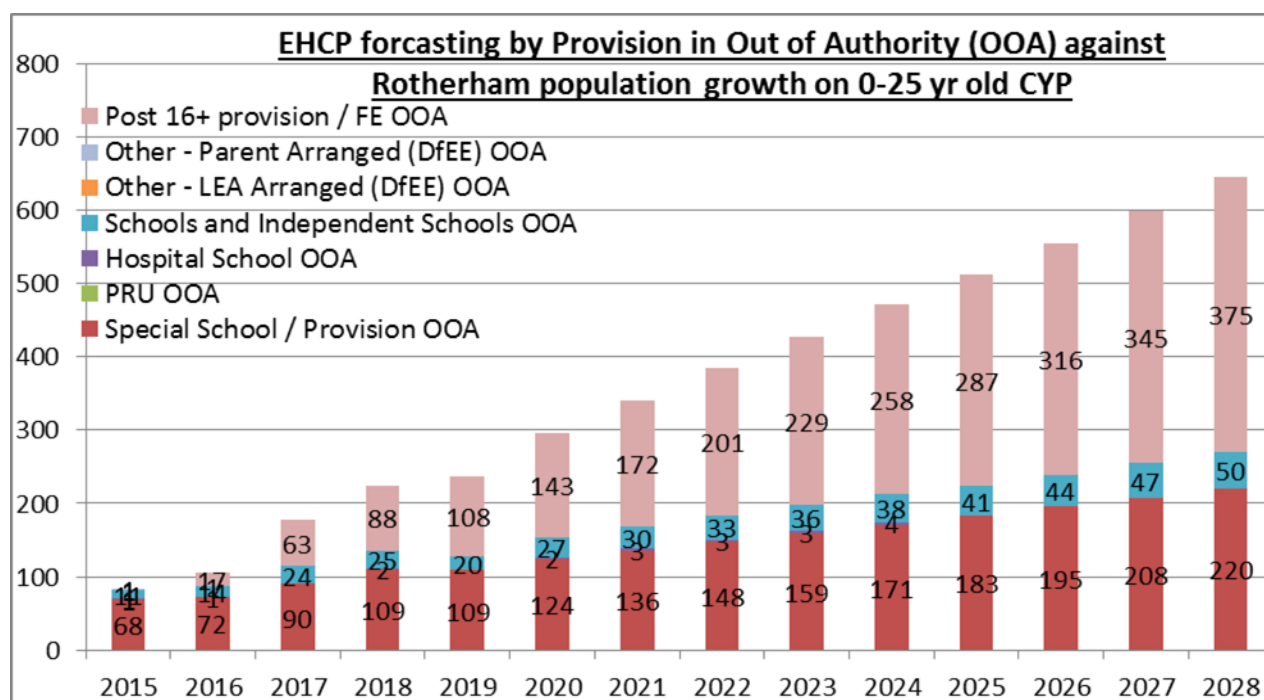
The forecast indicates that 'Rotherham Special Schools' and 'Post 16+ places in Higher / Further Education' are the most affected provisions with a sharper increase in need identified with the highest number of children attending these school types.

Growth in demand for school/FE places for children with EHCPs is projected as follows:

Post 16 Provision - currently 392 to 1262 CYP with an EHCP over a 10 year period, seeing an increase in demand by 870 (221%)

Special School Provision - currently 678 to 1069 CYP with an EHCP over a 10 year period, seeing an increase in demand by 391 (57%)

Rotherham Schools/Academy - currently 583 to 992 CYP with an EHCP over a 10 year period, seeing an increase in demand by 409 (70%)

4.6 Chart 5. Forecast for School/College provision Out Of Authority area

As part of the 'Provision' data analysis, the 'Out Of Authority' (OOA) education of children and young people with an EHCP, where children attend schools not within the Rotherham borough, was also taken in to account.

5. Education Offer in Rotherham and Use of Out of Area Placements:

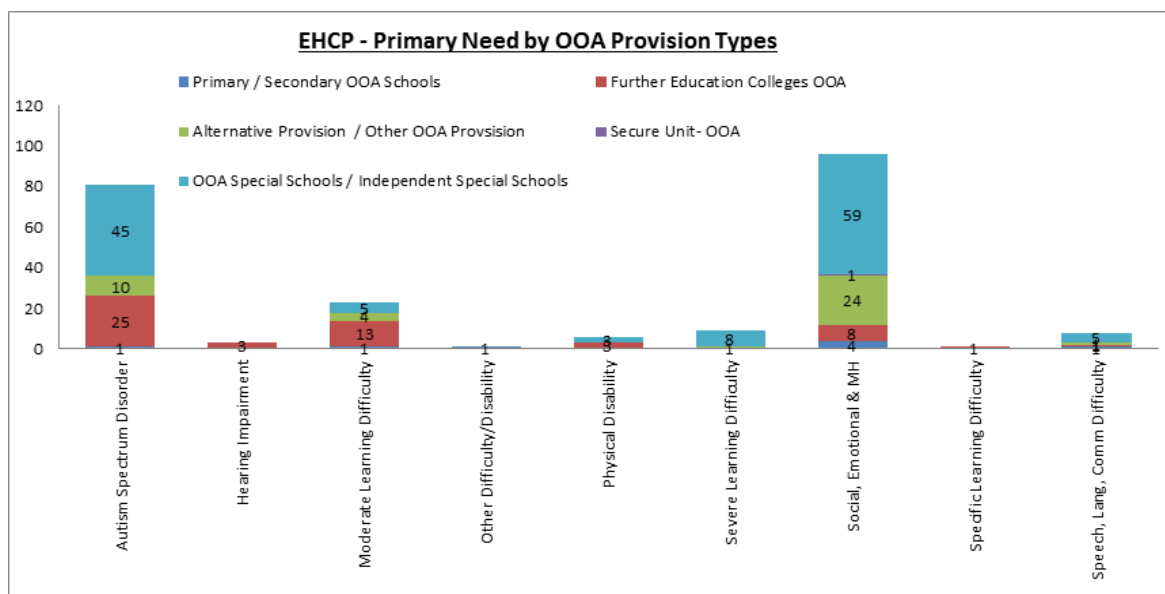
5.1 Rotherham has embarked on a continuing education sufficiency program and increased education provision for both new Secondary and Primary school places as well as SEND places since April 2012, resulting in the addition of 2,222 school places being made available up to 2021.

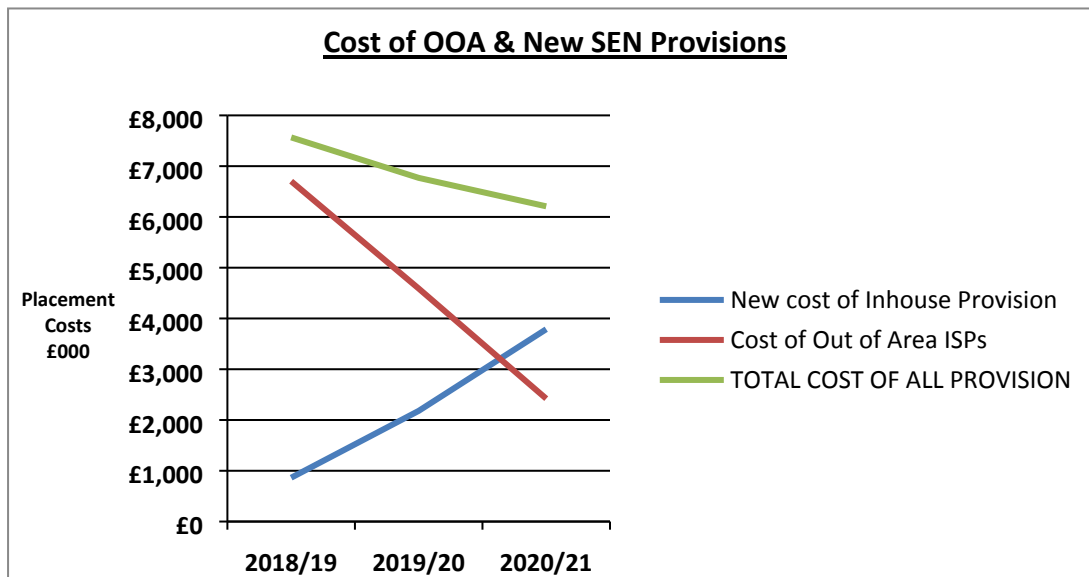
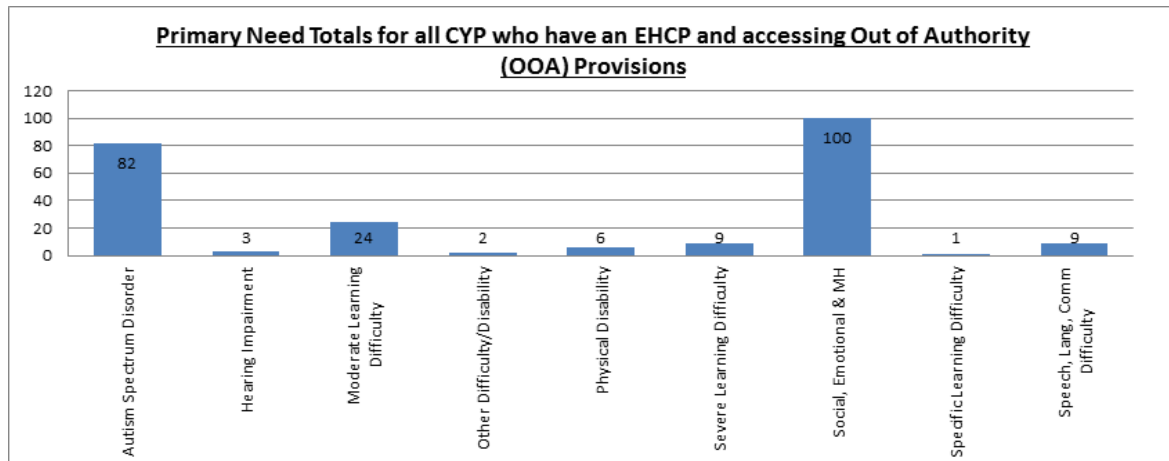
- 155 SEND places (including current projects completed 2018-2021)
- 575 Secondary School places
- 1,492 Primary School places

5.2 The Spring School Census data January 2018, showed that of the 45,028 pupils on role at all schools in Rotherham, 7,513 (16.7%) pupils were identified as having SEND, either an EHCP, Statement or SEN Support.

- 4117 pupils with SEND in a Nursery or Primary setting
- 2,550 pupils with SEND in a Secondary setting

- 5.3 Of the 44,176 pupils in a mainstream school setting, 6,667 (15%) pupils were identified as having SEND.
- 5.4 Of the 852 pupils on role at special schools or Pupil Referral Units in Rotherham, 846 (99.3%) were identified as having SEN.





5.5 The current forecast cost of SEN Placements for the financial year 2018/19 is £7.6m with £6.7m of these costs incurred through commissioned out of area placements with specialist Education providers. Following the increase in capacity of in borough local provision through the SEND Sufficiency strategy, 229 places over the 2 year period from September 2018 to 2020 the forecast cost of out of area provision falls to £2.4m. This is based on the assumption that OOA places reduce from 185 to 100 and that growth of 169 places are accommodated in the new resources. The cost of In house provision increases from £863k to £3.8m over the same period due to the increase in capacity in local provision. The shift in provision from expensive out of area placements to lower cost in house provision would generate cost reductions of £1.4m over the 2 year period which is reflected in a reduced overall placement cost of £6.2m in 2020/21.

5.6 This clearly demonstrates that a reduction in dependence on out of area placements for children with SEMH and Autism will not only create a cost saving for the Local Authority but also enable children to be educated within their communities, with friends and peers.

5.7 Use of Special Provision Capital fund

As part of the vision for children and young people with special educational needs (SEN), local authorities are required to ensure that there are sufficient good school places for all pupils including those with SEN. From 2018-2021 the government has now invested a total of £365 million.

5.8 Authorities are able to utilise the funding in a way that ensures improved special provision for children with Education, Health and Care Plans.. The funding can be invested across mainstream schools, academies, special schools, special units, early years and FE Colleges. It can also be used for other provision for children and young people aged 0-25.

5.9 Local authorities are encouraged to spend the additional funding in ways that enhance facilities and the number of places available to young people with complex needs. The government has given guidance that this can be achieved through:

- *Creating new (additional) places at good or outstanding provision*
- *Improving facilities or developing new facilities*

This can be through:

- *Expansion(s) to existing provision, including at the same site or at a different site.*
- *Reconfiguring provision to make available space for additional places or facilities.*

- *Re-purposing areas so that they meet the needs of pupils with special educational needs and disabilities.*
- *Other capital transactions that result in new (additional) places or improvements to facilities.*
- *Investing in provision that is located in another local authority where this supports providing good outcomes for children in their area.*

6. Strategic Intentions:

- For Academies and Local maintained schools to receive high quality support to enable them to become as inclusive and resilient as possible; so that children receive a high quality education which differentiates learning and teaching to support the diverse needs of individual children and young people.
- To ensure that there is a high quality programme of workforce development to train education, health and care staff to meet the needs of Rotherham's children, young people and their families.
- To ensure that Rotherham schools can deliver a high quality graduated response from health, social care and teaching staff to ensure that inclusion support from specialist inclusion services are available at the point of identified need.
- To ensure sufficiency of school places within Rotherham for children aged 0-19 who have identified special education needs and whose education, health and care plans identify that only special school provision can meet their identified education, health and care needs and reduce dependence on high cost out of area placements which remove children and young people from their local communities.
- To ensure a sufficient range of provision for young people aged 16-25 to ensure that there are a variety of pathways to support young people to become confident, independent adults.

7. Measures of Success:

- Reviews of Education, Health and Care plans indicate that needs are being met, children and young people with SEND in Rotherham demonstrate academic attainment in accordance with or exceeding that of nearest neighbours.
- Fewer children are sent out of area to be educated.
- Reduction in budget spend on out of area placement

8. Milestones (Academic Year 2020-2021):

1. To develop 2 additional Specialist Resource Units of up to 15 places each within mainstream Schools to deliver support, education and outcomes for children with Autism and/ or SEMH, some of whom may demonstrate challenging behaviours. Units to be operational for start of September 2019. Both units to be developed within mainstream secondary schools which are either Ofsted

'Good' or 'Outstanding', who can offer post-16 provision and who can evidence a long term commitment to inclusion which can be demonstrated by their existing outcomes for children and young people with EHCPs, their rates of exclusions and their evidence of investment in an infrastructure to support children and young people with SEND. The Local Authority will pay Element One, Two and Three funding during Year 1 with a view to schools then registering this provision during academic year 2019-20. It is expected that each place will receive funding of £15,000. There will be funding of up to £250,000 per school for capital costs.

2. To develop two specialist primary resource of an additional 20 places (10 per school) to offer specialist teaching and support to vulnerable children with ASD or MLD who via behaviours or learning are unable to be taught within a fully mainstream curriculum, it is planned that this primary provision will feed into either of the secondary provisions described above. Both units to be operational by September 2019. These places will be funded at £10,000 per place with the expectation that the schools who develop the units can demonstrate their commitment to inclusive practice via outcomes for children and evidence of preventing exclusions. There will be funding available of up to £250,000 for capital costs.
3. To develop a Primary Outreach SEMH Team which will work with primary schools to develop behaviour management within schools to support specific children and young people as identified via the primary partnerships with a view to reducing exclusions of primary aged children and developing best practice models across Rotherham. The Primary Outreach Team will also deliver specialist learning and training packages to disseminate good practice and consistency of approach across the borough.
4. To undertake a full commissioning review of post-16 provision in Rotherham to identify a range of support for post-16 learners including provision for vulnerable young people who wish to continue in formal education, to develop supported apprenticeships and workplace learning for older young people and ensure that these are correctly resourced and pathways are understood across the borough. To report back to SEND Strategic Board by December 2019 so that recommendations can be implemented by September 2020 in accordance with Year 2 Implementation.
5. To undertake a full service review of RMBC Inclusion Services and their traded models to ensure that the requisite support is made available to meet the identified needs of children and young people as appropriate and to ensure that an holistic package of support is made available to children, young people and their families and that services begin to deliver Services in accordance with the Rotherham Voices Strategy. The Review to report back to the SEND Strategic Board by July 2019 to ensure that any necessary adjustments required supporting the delivery of services described above can be made.

Year 2 (Academic Year 2021-2022)

1. To develop a Secondary SEMH Outreach team: To develop a 'crisis' response to support secondary schools where older children and young people are escalating into crisis or who need off-site support and a bespoke curriculum. This Resource to be supported by development of alternative provision in Rotherham.
2. To implement the outcomes of the post-16 review and create a post-16 sufficiency strategy which develops and promotes preparation for adulthood and ensure that young people across Rotherham have a range of options post-16 and post-19 that support them into further learning, careers and independent adult life.
3. To review and rerun the data analysis as above in January 2020 to identify whether the strategic plan is delivering the anticipated outcomes, to identify or develop new trends and to review progress of sufficiency strategy.

9. Consultation and Advice

The contents of this strategic plan have been shared with

- The Rotherham SEND Strategic Board
- Rotherham CCG
- RESP
- Rotherham Children's Service Directorate
- Rotherham Parents Carers Forum

The Plan is available for download on the Rotherham Local Offer.

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Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Recommended Adoption of Policies – Support for Elected Members

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

No

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Author(s)

James McLaughlin, Head of Democratic Services
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Ward(s) Affected

Borough-Wide

Report Summary

In May 2018, the Council resolved to establish a working group of Members to review carers, maternity and paternity arrangements for councillors, with the aim encouraging the next generation of women to play their part in politics in Rotherham. This report presents the recommendations of the working group, specifically in the form of a policy document, and seeks a recommendation to the Council to amend the Members' Allowances Scheme to take account of the adoption of the policy.

Recommendations

1. That the Council be recommended to amend the Members' Allowances Scheme (Appendix 8 of the Constitution), subject to the receipt of the recommendations from the Independent Remuneration Panel
2. That the policies to support Elected Members in respect of parental leave, disabilities, arrangements for carers and dignity in dying be approved and be adopted, subject to the Council determining to amend the Members' Allowances Scheme.

List of Appendices Included

Appendix 1 Proposed Policies and Policy Statements

Background Papers

Minute 198 'Motion – Gender Equality' – Council Meeting – 23 May 2018

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Council – 30 October 2019

Council Approval Required

Yes

Exempt from the Press and Public

No

Recommended Adoption of Policies – Support for Elected Members

Recommended Adoption of Policies – Support for Elected Members

1. Background

- 1.1 At the Council meeting held on 23 May 2018, consideration was given to a motion marking the centenary of the Representation of the People Act 1918, which had extended the right to vote to women. In marking this anniversary, the Council resolved:-
- To erect a plaque to Councillor Mary MacLagen, the first woman Councillor in Rotherham and suffragette, in a prominent position in Rotherham Town Hall, to be paid for by public subscription.
 - To seek a blue plaque for Councillor Mary MacLagen's home on Broom Lane, Rotherham.
 - To encourage the next generation of women to play their part in politics in Rotherham, by reviewing carers, maternity and paternity arrangements for Councillors through a member's working group.
 - To provide a political voice for women in Rotherham by ensuring that issues that matter to them such as equal pay, bullying and harassment, sexual violence, and domestic abuse are heard within the Council.
- 1.2 A working group was established with representation from the two political groups of the Council. Councillor Hoddinott chaired the group and Councillors Pitchley and Short were also members. Councillors Carter and Jepson were invited to join the working group to ensure that non-aligned Members were able to contribute to the discussion.
- 1.3 The group met in November 2018 to review the existing provisions of the Member Allowances Scheme, practices and provisions at other local authorities and recommended approaches from policy organisations, such as the Local Government Association and the Fawcett Society.

2. Key Issues

- 2.1 The mandate from the resolution of the Council in May 2018 was clear that Members wanted to establish a clear policy to support councillors in respect of parental leave arrangements. Analysis of policies adopted by other authorities and the model policy published by the Local Government Association's Labour Group indicated that there were broader considerations beyond parental leave in encouraging women to play their part in political and civic life in Rotherham. The working group considered that there was merit in establishing principles of support for disabled councillors and expanding the meaning of parental leave beyond that originally envisaged in the motion to Council in May 2018.
- 2.2 There is currently no legal right to parental leave of any kind for people in elected public office and Rotherham MBC does not have a policy to support parental leave for councillors. The Members' Allowances Scheme does not currently allow for any parental leave provision. A parental leave policy will make it easier for prospective parents and Rotherham MBC alike to plan for when councillors take parental leave.

3. **Options considered and recommended proposal**

3.1 The Working Group reviewed examples of parental leave policies from Camden LBC and Stockport MBC, which had led the way in the adoption of provisions for parental leave. The policy from Stockport MBC went further in clarifying the support the authority provides for disabled councillors. Members of the Working Group also reviewed a model parental leave policy, which had been developed by the Local Government Association's (LGA) Labour Group, which set out Members' entitlement to maternity, paternity, shared parental and adoption leave and relevant leave. The logic underpinning the policy was that improved provision for new parents would contribute towards increasing the diversity of experience, age and background of local authority councillors. It was also written with a view to retaining experienced councillors, especially women, and making public office more accessible to individuals who might otherwise feel excluded from it. The model policy, along with the provisions from Stockport MBC, has provided the basis for the Working Group's recommendations.

3.2 The Working Group considered that the model policy from the LGA Labour Group provided a sufficient outline of the provisions that Rotherham MBC should adopt in respect of parental leave. A policy would improve provision for new parents and would assist in broadening the appeal of elected office to those who may have been put off by the absence of clear support for parents. Furthermore, the Working Group recommended that the Independent Remuneration Panel be asked to consider:-

- Separating the allowance paid for adult care and child care, given the relative high cost of child care in creches and nurseries
- Setting these allowances at an appropriate rate paid to providers to reflect the cost of provision

3.3 Members felt that the provisions for supporting disabled councillors should be clarified from a policy perspective, so as to move away from the case by case approach adopted presently. It was considered that a clear statement of support would encourage more disabled candidates to stand for election.

3.4 The Working Group recommended that the authority adopt the provisions of the TUC 'Dying to Work' Charter for Members, which had previously been adopted for employees of the Council. The policy statement in respect of this provision would ensure that terminally ill Members with up to one year to live would be supported by the Council following their diagnosis to undertake duties in a way that enables them to maintain dignity, provides a valuable distraction and can be therapeutic in itself.

4. **Consultation on proposal**

4.1 The Independent Remuneration Panel is required to be consulted upon any proposed changes to the Members Allowances Scheme. Following the approval of the proposals in this report, the recommendations of the Independent Remuneration Panel will be submitted for consideration as part of a separate report to the Council meeting on 30 October 2019.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The adoption of policy is an executive function and, in the case of the proposals details within this report, a matter for the Cabinet to determine. The adoption of changes to the Members' Allowances Scheme is a matter for the Council to determine, having regard to the recommendation of the Independent Remuneration Panel.
- 5.2 Whilst the Cabinet may adopt the policy, provisions which relate to allowances or expenses for councillors may not take effect until the Council has determined any amendment to the Members' Allowances Scheme. To this end, the provisions in the proposed policy concerning parental leave may not take effect until after the Council meeting on 30 October 2019.
- 5.3 The Head of Democratic Services will be accountable for the implementation of the policy provisions, and subsequent amendment to the Members' Allowances Scheme.

6. Financial and Procurement Advice and Implications

- 6.1 There are financial implications relating to the adoption of this policy. The policy entitles members taking parental leave to receive both their basic allowance and any Special Responsibility Allowance (SRA) in full whilst on their period of leave. It makes provision that should a replacement Member be appointed to cover a period of leave that the replacement Member be entitled to receive an SRA on a pro-rata basis for the period of the temporary appointment. It is not considered that the cost implications of introducing the Policy would be significant and can be contained within existing resources. This would need to be reviewed once the Policy was operating and take up gauged.
- 6.2 There are no procurement implications associated with this report.

7. Legal Advice and Implications

- 7.1 There is currently no legal right to parental leave of any kind for people in elected public office. Elected Members taking maternity, shared parental or adoption leave retain their legal duty under Section 85 of the Local Government Act 1972 to attend a meeting of Full Council within a consecutive six month period unless the reason for the failure to attend is due to some reason approved by Full Council before the expiration of that six month period.

8. Human Resources Advice and Implications

- 8.1 There will be some additional implications in administering the Members' Allowances Scheme and assisting with the administration of casework on behalf of Members who have taken parental leave. This additional work will be administered by existing resources within Democratic Services.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The recommendations of this report and the proposed policy have been developed to provide support for councillors who are parents or who are carers for vulnerable adults. It is expected that the adoption of the proposed policy provisions will be have a positive impact for these groups.

10. Equalities and Human Rights Advice and Implications

- 10.1 The proposals arising from the Working Group are positive in addressing issues which have been identified as barriers to prevent people from standing for elected office with the authority or have been cited as reasons for leaving elected office.
- 10.2 There are no human rights implications arising from this report.

11. Implications for Partners

- 11.1 There are no implications for partners arising from the proposals in this report.

12. Risks and Mitigation

- 12.1. There are no risks arising from the proposals in this report.

13. Accountable Officers

James McLaughlin, Head of Democratic Services

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19

Report Author: James McLaughlin, Head of Democratic Services
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This report is published on the Council's [website](#).

PROPOSED POLICIES

1. *PARENTAL LEAVE POLICY*

Introduction

This Policy sets out support available to Councillors to enable them to carry out their duties on behalf of residents regardless of caring responsibilities. It includes Councillors' entitlement to maternity, paternity, shared parental, adoption and fostering leave and relevant allowances.

Improved provision will help the council better reflect the people it represents, contributing towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

The objective of the policy is to ensure that insofar as possible Members are able to take appropriate leave at the time of birth or adoption or fostering, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

1. Leave Periods

- 1.1 Members giving birth are entitled to up to 12 months maternity leave from the due date, within the legal requirement of attending at least one council meeting in six months.
- 1.2 In addition, where the birth is premature, the Member is entitled to take one week extra for every week the baby is in hospital.
- 1.3 Members shall be entitled to take a minimum of 4 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).
- 1.4 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.
- 1.5 Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 52 weeks.
- 1.6 A Member who fosters a child or adopts a child through an approved adoption agency shall be entitled to take up to 12 months adoption leave from the date of placement.

- 1.7 Any Member who takes maternity, shared parental, adoption or fostering leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period. That is at the discretion of the Council and cannot be guaranteed.
- 1.8 Any Member intending to take maternity, paternity, shared parental, adoption or fostering leave will be responsible for ensuring that they keep the Head of Democratic Services informed, both in terms of the point at which the leave starts and the point at which they return.
- 1.9 Any Member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep the Head of Democratic Services and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.
- 1.10 Democratic Services and/or Ward Councillors will assist to provide cover for a period of leave.

2. Basic Allowance

- 2.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity, adoption or fostering leave.

3. Special Responsibility Allowances

- 3.1 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental, adoption or fostering leave. Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.
- 3.2 The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental, adoption or fostering leave shall continue for a period of 12 months or until the date when the Member taking leave is up for election (whichever is soonest)
- 3.3 Should a Member appointed to replace the member on maternity, paternity, shared parental, adoption or fostering leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.
- 3.4 Unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began. This provision does not apply if the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave.

4. Resigning from Office and Elections

- 4.1 If a Member decides not to return at the end of their maternity, paternity, shared parental, adoption or fostering leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 4.2 If an election is held during the Member's maternity, paternity, shared parental, adoption or fostering leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

2. *DYING TO WORK POLICY*

1. Adoption of the TUC Dying to Work Charter

- 1.1 In conjunction with the Council's provisions for employees under the charter, it is recognised that a Member with a terminal illness will requires support and understanding and not additional and avoidable stress and worry. Terminally ill Members with up to one year to live will be supported by the Council following their diagnosis to undertake their duties in a way that enables them to maintain dignity, provides a valuable distraction and can be therapeutic in itself.
- 1.2 Members will be provided with peace of mind and the right to choose the best course of action for themselves and their families which helps them through this challenging period with dignity and without undue financial loss.

3. *SUPPORT FOR DISABLED COUNCILLORS POLICY STATEMENT*

- 1.1 The Equality Act 2010 requires political parties not to discriminate either directly or indirectly against disabled Members or candidates.
- 1.2 The Equality Act 2010 also applies to councils, and also sets out a Public Sector Equality Duty for the council with regards to protected characteristics.
- 1.3 Therefore both the Council and political parties have legal requirements to ensure that they make reasonable adjustments for Councillors.
- 1.4 The Council is committed to supporting disabled people who are elected to the Council and will assist with any disability-related costs of being a councillor, for example, paying for sign language interpreters, or paying extra travel or accommodation costs. The Head of Democratic Services will work with disabled Members to overcome any barriers encountered as a result of their disability and will make sure they may be fully involved.
- 1.5 The Chief Executive will have the discretion to make payments for expenses incurred by disabled Members on travel within the borough in addition to the amount included in the Basic Allowance, where the Member would have a particular difficulty in carrying out an approved duty.
- 1.6 The Head of Democratic Services will arrange for specialist ICT equipment to be provided where this is deemed necessary and ICT training tailored to suit individual needs will be provided.
- 1.7 The Council will make “reasonable adjustments” to accommodate the needs of disabled councillors, covering both physical and hidden disabilities, who would otherwise be placed at a disadvantage compared to non-disabled councillors and wherever possible will ensure that the needs of disabled councillors are accommodated, for example, meeting rooms and group offices will be fully accessible so that disabled councillors are able to play a full and effective part in the running of the Council.
- 1.8 The Head of Democratic Services will also ensure that a ‘Personal Evacuation Plan’ is in place for any councillor who may have mobility difficulties in such circumstances.

4. COUNCILLORS WHO ARE CARERS POLICY STATEMENT

It is important to support Councillors who are carers to carry out their full range of duties. The Council is committed to ensuring that no councillor should be prevented from or disadvantaged in providing care support to any dependent.

There are already allowances and allocated budgets associated with caring costs. The Independent Remuneration Panel will recommend the rates at which these should be paid.

- 1.1 The Calendar of Council and Committee Meetings shall usually be approved no later than the end of February in the preceding municipal year in order to allow carers to plan. There will be a range of meeting times within the Calendar of Council and Committee Meeting to accommodate the differing needs of councillors and to allow as many as possible to participate in duties both in the Town Hall and their ward.
- 1.2 Subject to the recommendation of the Independent Remuneration Panel in respect of Members' Allowances, the Council will pay a fee per hour for the cost of adult care.
- 1.3 Subject to the recommendation of the Independent Remuneration Panel in respect of Members' Allowances, the Council will make payment on claims for the care of children.
- 1.4 Notwithstanding the above provisions in respect of carers, the Council will welcome the attendance of dependents at meetings of committees and the practice of infant feeding during meetings will be supported. Facilities are available at meeting venues to support infant feeding.
 - 1.4.1 A Councillor should not be disadvantaged for looking after dependents. There is a presumption that where a parent needs to look after a child (e.g. breastfeeding), that child would be allowed to attend with the parent.
 - 1.4.2 That parent is responsible for the behaviour of the child in the meeting, and where relevant, ensuring the child fulfils the requirements of confidentiality.
 - 1.4.3. Where the above is not adhered to, or there are difficulties then it will be at the Chair's discretion to resolve.

Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

July Financial Monitoring Report 2019/20

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

Yes

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

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Ward(s) Affected

Borough-Wide

Report Summary

The report sets out the financial position as at the end of July 2019 and is based on actual costs and income for the first four months of 2019/20 and forecast for the remainder of the financial year. Financial performance is a key element within the assessment of the Council's overall performance framework, and is essential to achievement of the objectives within the Council's Policy Agenda. To that end, this is the second in a series of monitoring reports for the new financial year which will continue to be brought forward to Cabinet on a regular basis.

As at July 2019, the Council has a forecast year-end overspend of £4.6m on the General Fund.

Recommendations

1. That the current General Fund Revenue Budget forecast of £4.6m overspend be noted.
2. That it be noted that actions will continue to be taken to mitigate the forecast overspend.
3. That the Capital Programme update be noted.

List of Appendices Included

None

Background Papers

Budget and Council Tax Setting Report 2019/20 to Council on 27th February 2019.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No.

Council Approval Required

No

Exempt from the Press and Public

No

July Financial Monitoring Report 2019/20

1. Background

- 1.1 As part of its performance and control framework the Council is required to produce regular and timely reports for the Strategic Leadership Team and Cabinet to keep them informed of financial performance so that, where necessary, actions can be agreed and implemented to bring expenditure in line with the approved budget for the financial year.
- 1.2 Delivery of the Council's Revenue Budget, Medium Term Financial Strategy (MTFS) and Capital Programme within the parameters agreed by Council is essential if the Council's objectives are to be achieved. Financial performance is a key element within the assessment of the Council's overall performance framework.
- 1.3 This report is the second in a series of financial monitoring reports to Cabinet for 2019/20, setting out the projected year-end revenue budget financial position in light of actual costs and income for the first four months of the financial year.

2. Key Issues

- 2.1 Table 1 below shows, by Directorate, the summary forecast revenue outturn position.

2.2

Table 1: Forecast Revenue Outturn 2019/20 as at May 2019

Directorate	Budget 2019/20 £m	Forecast Outturn 2019/20 £m	Forecast Variance over/under (-) £m
Children and Young People's Services	65.4	70.3	4.9
Adult Care, Housing & Public Health	77.2	79.4	2.2
Regeneration & Environment Services	42.9	42.9	0.0
Finance and Customer Services	15.9	15.9	0.0
Assistant Chief Executive	6.9	6.9	0.0
Central Services	12.8	10.3	-2.5
TOTAL	221.1	225.7	4.6
Dedicated Schools Grant			1.3
Housing Revenue Account (HRA)	82.0	81.9	-0.3

- 2.3 The following sections provide further information regarding the key reasons for forecast under or overspends within Directorates, and the progress of savings delivery.

Children and Young People Services Directorate (£4.9m forecast overspend)

- 2.4 Children and Young People Services are implementing a two-year budget recovery plan to reduce the budget pressures from previous years (£15.6m in 2018/19) and deliver budget savings.
- 2.5 The budget pressure at the end of July is £4.9m an adverse movement of £0.6m this period, and whilst the Looked After Children number of 634 is just below the budget profile (638) for this period, the placement mix of having more placements in residential care than the budget profile is leading to budget pressures.
- 2.6 The direct employees budgets stands at £38.8m and is a combination of core and grant funded services. The projected general fund position at the end of July is a £43k overspend., There are currently 7 agency workers in children's social care at the end of July, which is on target with the agency reduction plan.
- 2.7 The staffing budget reflects the work undertaken to date on delivery of the Early Help & Social Care Pathways savings proposal and other staff savings across the CYPS directorate. Further proposals are currently being developed to deliver the 2020/21 budget savings and contribute towards mitigating the current 2019/20 budget pressures.
- 2.8 A significant element of the CYPS non-pay budgets relates to placements which has a net budget of £31.3m with a current projected spend of £35.6m. The financial pressure of £4.3m with an adverse movement of £0.5m this period. The main financial pressures are on residential placements - £3.0m, Special Guardianship Order Payments - £0.8m, and a reduction in the estimated income from the Clinical Commissioning Group - £0.6m. The number of Special Guardianship Orders has increased and provision has also been made for a backdated increase to the SGO maintenance allowances to align with those for foster carers.
- 2.9 The £3.0m residential pressures are due to a combination of 12 additional placements above the budget profile - £2.0m, and an increase in the average net unit cost of residential placements - £1m, with the increase in unit costs due to the complexity of need of current children in residential care.
- 2.10 The placement forecast assumes that from August 2019 to March 2020, the placement budget assumptions (placement reductions and transitions to lower cost placement types) will be achieved for the rest of the financial year. There are several risks linked to achievement of this placement budget profile which are:
 - The increase in in-house fostering enquires and net growth in foster carers placements are not as yet in line with the estimated projections.
 - Estimated admissions and discharges from care being in line with expectations
 - Costs of placements increasing above inflationary expectations

Dedicated Schools Grant

- 2.11 The High Needs Block (HNB) is £34.3m (including the £2.8m transfer from the schools block) and remains under significant pressure due to rising numbers of children supported in specialist provision and the rising costs of Education Health Care (EHC) plans. Consequently, the central DSG reserve has changed over a three-year period from a £1m reserve deficit at the end of 2015/16 to £15.1m deficit at the end of the 2018/19 financial year (£5.1m overspend in 2018/19).
- 2.12 The forecast at the end of July 2019 shows an in-year pressure of £1.3m based on the DSG recovery plan and includes anticipated growth on EHCs numbers and the implementation of new developments linked to the SEND Sufficiency Strategy.
- 2.13 Both the Early Years and the Schools' block are expected to be broadly in line with allocations in 2019/20.
- 2.14 The key areas of focus to reduce the current High Needs Block pressures are:
- A revised Special School funding model;
 - A review of high cost, external education provision to reduce cost and move children back into Rotherham educational provision;
 - Develop additional SEN provision in Rotherham linked to mainstream schools and academies;
 - Work with schools and academies to maintain pupils in mainstream settings wherever possible;
 - A review of inclusion services provided by the Council

Regeneration and Environment Directorate (Forecast balanced budget)

- 2.15 The Directorate is forecasting a balanced budget position but with a number of underlying budget pressures to mitigate. Budget reviews are underway with the purpose of providing certainty on the forecast position. Estimates of the contribution to the Directorate outturn of each item is to be determined in the financial monitoring cycle in September 2019.
- 2.16 The Directorate has approved savings of £2.1m to deliver in 2019-20. This is made up of £0.9m of new savings agreed for 2019/20 and £1.2m of savings agreed in 2018/19 for implementation in 2019/20. However when taking into account £2.1m savings brought forward from previous years, the total is £4.2m to deliver.
- 2.17 Of this total, £1.4m of savings require further actions to complete in 2019-20. . The delayed delivery of savings from previous years includes Corporate Property - £0.7m, Corporate Transport Unit - £0.3m, and a number of smaller value savings - £0.4 remain a work in progress. These include savings in Street-Scene, Markets and Cultural services (Theatres & Rotherham Show).
- 2.18 Community Safety and Street Scene is reporting a pressure of £0.5m. Demand led cost pressures exist in Home to School Transport - £0.8m, although offsetting underspends are found in highways, regulation, enforcement and environmental protection totalling £0.3m

- 2.19 In Planning, Regeneration and Transport there is a one-off pressure relating to the timing in the commissioning of investment property relating to the Beighton Link development, which amounts to £0.3m. Timing in delivery of property savings means £0.7m of pressure will taper off to £0.2m into 2020-21 and is forecast to balance by 2021/22. Income from construction design and professional fees offsets up to £0.4m of the pressure in 2019-20. Markets trading conditions remain challenging with a forecast £0.3m shortfall against the income budget.
- 2.20 For 2019-20, Culture, Sport and Tourism now operate the Waleswood Caravan Park. Achieving the budgeted income carries a material risk because the facility is a new operation in the market. The Park's ultimate success is dependent in part on the opening of the adjacent Gullivers World development. The Rother Valley Country Park turnover from other chargeable activities is further adversely affected by recent environmental conditions
- 2.21 The Council has been successful in receiving funding from the Joint Air Quality Unit for the installation of Electric Vehicle charging points across the Borough. Once the charging points are installed, the Council intends to provide free use of them for the rest of this financial year. However normal car parking charges will still apply where applicable. The cost of providing free use is not expected to be significant and the position will be reviewed for the next financial year.

Adult Care and Housing (£2.2m forecast overspend)

- 2.22 The overall general fund Directorate forecast is an overspend of £2.2m, This assumes full delivery of savings identified by implementing the new target operating model, part year savings from re-assessments/right size care packages and some savings from the review of Learning Disability services. The forecast overspend arises largely as a result of demand for services.
- 2.23 In 2018/19 there were c.640 people who required a new service and c.800 ended service. This reduction was less than expected with around 250 more people in receipt of services than anticipated resulting in a £1.7m cost pressure continuing in 2019/20. People are presenting with increasingly complex needs and the average number of hours for a domiciliary care package is increasing.
- 2.24 The budget includes savings of £5.7m, of which £3.0m is estimated to be delivered giving a shortfall of £2.7m in 2019/20. A number of mitigating actions have been identified, including maximising the use of one-off resources, which are expected to bridge the majority of the gap this financial year.
- 2.25 Some of the forecast savings are lower than originally planned and will take longer to deliver. The reassessment savings have been re-profiled based on the reassessments delivered in 2018/19, and the forecast activity over the next three financial years (2019/20 to 2021/22).
- 2.26 The 2019/20 reassessment savings are progressing as planned. However, other service demand is increasing with additional in year cost pressures of £0.3m from reviews of packages outside of the targeted reassessment programme.

- 2.27 My Front Door has been re-profiled for the amended In-House Services timeline. This is subject to the outcome of the Judicial Review. The potential savings in 2019/20 is reduced by £0.1m. Other savings are on track to be delivered as planned.
- 2.28 Neighbourhood Services' (Housing) latest forecast is an overall balanced position.

Public Health (Forecast balanced budget)

- 2.29 The Public Health ring fenced specific grant was further reduced by a further £0.4m to £15.9m for 2019/20.

The latest forecast is turnover balanced position. This includes a budgeted transfer from the Public Health Grant reserve of £0.2m as part of setting a balanced budget.

- 2.30 A Budget savings agreed as part of the budget setting process totalling £0.056m in respect Sexual Health contract is forecast to be fully achieved in year.

Finance and Customer Services (Forecast balanced budget)

- 2.31 The Finance and Customer Services Directorate is forecasting a balanced outturn position. Savings are being accrued within the Revenues and Benefits service but these will, in the first instance, contribute to the delivery of the 2019/20 saving for the Customer and Digital Programme across FCS and ACX Directorates.
- 2.32 Within Customer Information and Digital Services, there are pressures on Schools Connect Trading to reflect the continued loss of schools/academies subscribing to services, which is resulting in a forecast loss of £0.084m. The service will mitigate the pressures through vacancy control.
- 2.33 Whilst Legal Services faces continued demand for legal support with child protection hearings and court case costs relating to Looked After Children, legal disbursements are currently forecasting a balanced position. The number of cases during the year remains volatile and will continue to be monitored closely.

Assistant Chief Executive (Forecast balanced budget)

- 2.34 The Assistant Chief Executive's Directorate are forecasting a balanced outturn position. Savings are being accrued within the HR service but these will in the first instance contribute to the delivery of the 2019/20 saving for the Customer and Digital Programme across FCS & ACX Directorates.

- 2.35 There are pressures on the software licences budget but these are offset by vacancy control. Further, there are income pressures due to loss of consultancy business from schools and academies, however the over-achievement of income from salary sacrifice schemes has delivered a budget benefit.

Central Services (£2.5m forecast underspend)

- 2.36 A forecast underspend of £2.5m is projected, largely as a result of further savings from treasury management activity.
- 2.37 On 3 August 2019, the Government announced details of further funding allocations to support local authorities with the EU Exit. The Council will receive a further £0.105m in 2019/20 in addition to the £0.105m announced in January 2019 and the £0.105m received in 2018/19. The funding received in 2018/19 is held in reserves, so the total funding that can be made available for any costs incurred in 2019/20 is £0.315m.

Housing Revenue Account (HRA) (forecast £0.3m underspend)

- 2.38 The Housing Revenue Account is a statutory ring-fenced account that the Council has to maintain in respect of the income and expenditure incurred in relation to its council dwellings and associated assets. The overall HRA forecast is an underspend of £0.3m which will reduce the transfer from the HRA reserve from a budgeted £12.1m to £11.8m.
- 2.39 The forecast underspend relates to higher than anticipated staff turnover within Supervision and Management - £0.1m, additional income from rents due to quicker turnaround of void properties - £0.1m, and a reduction in the forecast provision for bad debts - £0.1m.
- 2.40 The HRA budget includes a revenue contribution to capital expenditure of £14.7m which is forecast in line with budget at this stage.

Capital Programme Update

- 2.41 The Capital Programme 2019/20 totals £124.853m split between the general fund £74.779m and HRA £50.074m. This has reduced overall by £5.632m from the position reported to Cabinet on 8 July 2019, in the Financial Outturn 2018/19 report. The movement is based on the latest profiles of expenditure against schemes, factoring in slippage of £6.359m, revised funding of £0.471m and the addition of new inclusions to the capital programme, through grant approvals, totalling £1.198m.
- 2.42 The main items of slippage are within the Children and Young Peoples Services, Regeneration and Environment & HRA programmes. These account for £6.153m of the total slippage, they include:

- The Forge Island Flood Defences scheme slippage of £1.125m as the phase 2 canal barrier works will now take place in 2020/21. The Canal and Rivers Trust will only permit works on the canal during the winter months and require twelve months' notice on final design and schedule of works.
- The Pathways to Care programme that provides adaptations for Foster Carers to allow them to take on Looked After Children (LAC) siblings or LAC with disabilities, has been reviewed to assess how many requests are coming forward and how many can be delivered within the year. Following this review there is slippage of £0.739m into 2020/21.
- Waverly New Primary School slippage of £1.999m. The contractors forecasts reflects the commencement of ground works from July 2019, with the main construction in 2020.
- Aston Academy slippage of £1.641m. Following a detailed survey, only the asbestos removal works and subsequent design works can be completed in 2019/20, with the main contract expected to start in 2020/21 and will complete in 2021/22.

2.43 The CYPS programme has been reviewed in detail to assess how the available unallocated grant resources can be more effectively utilised to support programme objectives. Following this review, with a particular focus on the requirements of the Special Educational Needs (SEN) programme, £0.838m of corporate resource funding has been replaced with schools grant funding. This meets the requirement of the 2018/19 budget and capital programme where Council approved £0.838m of corporate resource funding for SEND capital projects on the basis that schools related capital funding would continue to be explored to try and identify grant funding resources which could be allocated to SEND and remove the need for corporate funding.

2.44 Additional grant funded schemes are added to the Capital Programme on an ongoing basis in accordance with the Financial and Procurement Procedure Rules. Grant schemes added since the Financial Outturn 2018/19 report to Cabinet in July are listed below,

Table 2: New Grant Funded Schemes

Directorate/Scheme	2019/20 £m	Post 2019/20 £m
Regeneration & Environment		
Transforming Cities Fund Grant Award used to deliver the planned Fenton Road shared cycle footway.	0.850	0.000
Transforming Cities Fund Grant Award balance, added to the capital programme to deliver further transportation schemes still to be confirmed.	0.130	0.000
Department for Transport Winter Damage Pothole fund, awarded to RMBC to assist with removing or preventing the creation of potholes. The Council as in previous years with this award will utilise the grant to deliver further highways improvement works, thus preventing the creation of potholes.	0.218	0.000
Total Additions	1.198	0.000

2.45 The updated Capital Programme to 2022/23 is shown by Directorate in Table 3 below.

Table 3: Updated Capital Programme 2019/20 to 2022/23

Directorate	2019/20	2020/21	2021/22	2022/23	Total
	Budget	Budget	Budget	Budget	Budget
	£m	£m	£m	£m	£m
General Fund Capital					
Children and Young People's Services	12.508	11.117	5.680	4.508	33.813
Assistant Chief Executive	0.625	0.210	0.210	0.210	1.255
Adult Care & Housing	4.764	5.993	11.976	4.005	26.737
Finance and Customer Services	7.042	4.828	1.775	1.775	15.420
Regeneration and Environment	47.840	43.227	23.181	6.355	120.603
Capitalisation Direction	2.000	2.000	2.000	0.000	6.000
Total General Fund Capital	74.779	67.375	44.821	16.853	203.828
Total HRA Capital	50.074	26.763	22.275	22.275	121.387
Total RMBC Capital Programme	124.853	94.138	67.096	39.128	325.215

Forecast position of Capital Programme 2019/20

2.46 The £124.853m of capital expenditure is funded as shown in the table below;

Table 4: Funding of the approved Capital Programme

Funding Stream	2019/20
	Budget
	£m
Grants And Contributions	30.652
Prudential Borrowing	35.903
Capital Receipts	6.224
Capital Receipts - Flexible Use	2.000
Total Funding - General Fund	74.779
Grants And Contributions	2.815
Housing Major Repairs Allowance	18.306
Capital Receipts	13.046
Revenue Contribution	15.907
Total Funding - HRA	50.074
Total	124.853

Capital Receipts

2.47 The Council is continuing to undertake a comprehensive review of its assets and buildings portfolio with the aim of rationalising both its operational and non-operational asset holdings. This may contribute future capital receipts which are earmarked to support the revenue budget, using the new capital receipts flexibilities introduced from 1st April 2016 to fund expenditure relating to transforming Council service to generate future revenue efficiency savings.

2.48 To date General Fund Capital receipts of £0.022m have been generated as shown in the table below. Although, loan repayments of £0.022m have been received in 2019/20, this cannot be used to support the revenue budget as only those receipts by the disposal of property, plant and equipment can be used in that way.

Table 5 – General Fund Capital Receipts Received in 2018/19

Description	Total as at 31st July 2019
	£m
Sub Total – Usable In-Year Capital Receipts	0.000
Repayment of Loans	0.022
Total Capital Receipts	0.022

- 2.49 The forecast for useable capital receipts for 2019/20 is between £1.5m & £2.6m and includes some potential disposals of surplus properties which are subject to Cabinet approval.

3. Options considered and recommended proposal

- 3.1 With regard to the current forecast overspend of £4.6m at this stage of the financial year, further management actions are being identified with the clear aim of bringing expenditure into line with budgets and the impact of these actions will be included in future financial monitoring reports to Cabinet.

4. Consultation on proposal

- 4.1 The Council consulted extensively on budget proposals for 2019/20. Details of the consultation are set out in the Budget and Council Tax 2019/20 report approved by Council on 27th February 2019.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Strategic Directors, Managers and Budget Holders will ensure ongoing tight management and close scrutiny of spend this financial year.
- 5.2 Financial Monitoring reports are taken to Cabinet meetings during the year. The next Financial Monitoring Report with the position at the end of September 2019 will be considered by Cabinet in November 2019.

6. Financial and Procurement Advice and Implications

- 6.1 There is currently a projected overspend of £4.6m as set out in Section 2 of this report.
- 6.2 If budget and planned savings and spend reductions are not delivered as intended, there will be an impact on the Council's reserves, as any expenditure in excess of budget impacts reserves levels. Control over spending is therefore critical to both maintaining the robust Reserves Strategy and Medium Term Financial Strategy. All savings are being closely monitored and tracked, with all areas at risk of shortfall subject to review and the identification of alternative options.

6.3 Failure to achieve planned savings and to contain revenue expenditure within the agreed budget for this financial year will have further implications for 2020/21 and the MTFS, in the context of the proposals set out in the Budget and Council Tax Report 2019/20.

6.4 There are no direct procurement implications arising from the report.

7. Legal Advice and Implications

7.1 No direct legal implications.

8. Human Resources Advice and Implications

8.1 No direct implications.

9. Implications for Children and Young People and Vulnerable Adults

9.1 The report includes reference to the cost pressures on both Children's and Adult Social care budget.

10. Equalities and Human Rights Advice and Implications

10.1 No direct implications.

11. Implications for Partners

11.1 No direct implications.

12. Risks and Mitigation

12.1 At a time of economic difficulty and tight financial constraints, managing spend in line with the Council's budget is paramount. Careful scrutiny of expenditure and income across all services and close budget monitoring therefore remain a top priority if the Council is to deliver both its annual and medium term financial plans while sustaining its overall financial resilience.

12.2 The Budget and Council Tax 2019/20 report approved by Council in February 2019, set out proposals for a balanced budget over the next two financial years. However, the Government is now issuing a one-year only Spending Round for 2020/21 with the longer term Spending Review and Fair Funding Review to take place during 2020 for implementation in 2021/22. The outcomes from the one-year Spending Round for 2020/21 will need to be reflected in a revised Medium Term Financial Strategy and where appropriate, a revised budget strategy will be developed.

13. Accountable Officers

Graham Saxton, Assistant Director – Financial Services
Paul Stone, Head of Corporate Finance

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Graham Saxton	28/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	28/08/19

Report Author: Paul Stone, Head of Corporate Finance

This report is published on the Council's [website](#).

Initial Equality Screening Assessment (Part A)

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: Finance and Customer Services	Service area: Finance
Lead person: Paul Stone	Contact number: 01709 822013

1. Title:

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

The Council has a framework of budgetary monitoring and reporting that ensures budget management is exercised within annual cash limits.

Each month the Budget Manager receives timely information on income and expenditure to enable them to fulfil their budgetary responsibilities. Following the review of the budget information, each budget manager provides a forecast of their projected outturn position on each service. The Strategic Director subsequently provides a consolidated forecast for their directorate to the Chief Finance Officer and relevant Cabinet Member.

A budget monitoring report, which includes an up-to-date outturn forecast, information about significant variances from approved budgets and proposals for dealing with them, is submitted to Cabinet at least 6 times a year.

Whilst the framework described above relates to revenue budgets, the capital programme is also similarly monitored and reported alongside the Council's revenue position.

The financial monitoring position report summarises the key variances for each directorate and considers the key financial pressures and risks.

Given that the revenue and capital budgets have been approved by Council in February 2019, when equality assessments would have been considered at that time in respect of the budget proposals, there are no further issues in respect of equality and diversity.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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
Could the proposal have implications regarding the accessibility of services to the whole or wider community?		x
Could the proposal affect service users?		x
Has there been or is there likely to be an impact on an individual or group with protected characteristics?		x
Have there been or likely to be any public concerns regarding the 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 equality 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?**

n/a

- **Key findings**

n/a

- **Actions**

n/a

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

5. Governance, ownership and approval

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

Name	Job title	Date
Graham Saxton	Assistant Director – Financial Services	9 August 2019

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	9 th August 2019
If relates to a Key Delegated Decision, Executive Board, Council or a Significant Operational Decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Council Plan Monitoring Quarter 1 (April to June 2019)

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

No, but it has been included on the Forward Plan

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Authors

Simon Dennis, Corporate Risk Manager,
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Jackie Mould, Head of Performance, Intelligence and Improvement,
01709 823618 or jackie.mould@rotherham.gov.uk

Tanya Palmowski, Performance Officer (Corporate),
01709 822764 or tanya.palmowski@rotherham.gov.uk

Wards Affected

Borough-Wide

Report Summary

The Council Plan is the core document that underpins the Council's overall vision. The Plan sets out the headline priorities, outcomes and measures that will demonstrate delivery of the vision. The process for monitoring performance against the vision is set out in the Council's Performance Management Framework which explains to all Council staff how robust performance monitoring should be carried out.

The Council Plan for the period 2017-2020 was approved by Elected Members at the Council meeting on 12th July 2017. Refreshed performance measures covering the 2019-2020 financial year were approved by Cabinet on 20th May 2019 and Council on 24th July 2019.

To ensure that the delivery of actions and their impact is assessed, formal quarterly performance reports are presented in public at Cabinet meetings, with an opportunity

for Scrutiny consideration if required. This report is the first report in the 2019-2020 reporting cycle covering Quarter 1 (1st April 2019 to 30th June 2019).

The Performance Report and Performance Scorecard included in Appendix A provide an analysis of the Council's current performance against 13 key delivery outcomes and 69 measures. This report is based on the currently available data and also includes an overview of progress on key projects and activities which contribute to the delivery of the Council Plan.

At the end of Quarter 1 31 measures had either met or had exceeded the target set in the Council Plan. This represents 55% of the total number of measures where data is available or where targets have been set. This is a significant improvement in performance compared to Quarter 1 2018-2019 where only 47% of measures hit their targets. The priority area with the highest proportion of targets met is Priority 4 (Extending opportunity, prosperity and planning for the future) where 75% of measures (where data is available or where targets have been set) are marked as on target.

The direction of travel is positive for 29 (53%) of the measures calculated in this quarter. This is an improvement compared to the 51% figure for last quarter and 45% in Quarter 1 2018-2019.

Recommendations

Cabinet is recommended to:

1. That the overall position and direction of travel in relation to the Council Plan be noted.
2. That measures which are not achieving their targets and the actions required to improve performance, including future performance clinics, be discussed.
3. That the performance reporting timetable for 2019-2020 be noted.

List of Appendices Included

Appendix A Council Plan performance report and key achievements/activities
Quarter 1 (Apr–Jun 2019)

Appendix B Initial Equality Screening Assessment.

Background Papers

Performance Management Framework 2018-20

RMBC Council Plan 2017-2020 – Original Cabinet Agenda 25th June 2017 but revised measures for 2019-2020 – Cabinet Agenda 20th May 2019 and Council on 24th July 2019

Corporate Performance Report 2018-2019 Quarter 1 – Cabinet Agenda 17th September 2018

Corporate Performance Report 2018-2019 Quarter 2 – Cabinet Agenda 17th December 2018.

Corporate Performance Report 2018-2019 Quarter 3 – Cabinet Agenda 18th March 2019.

Corporate Performance Report 2018-2019 Quarter 4/Year-end – Cabinet Agenda 8th July 2019.

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Overview and Scrutiny Management Board

Council Approval Required
No

Exempt from the Press and Public
No

Council Plan performance report and key achievements/activities Quarter 1 (Apr–Jun 2019)

1. Background

- 1.1 The current Council Plan, which covers the period 2017 to 2020, was approved by Members on 12th July 2017. Refreshed performance measures, covering the 2019-2020 financial year, were approved by Cabinet on 20th May 2019 and Council on 24th July 2019.
- 1.2 This is the first quarterly Performance Report for 2019-2020. The last report, covering Quarter 4/Year-end of 2018-2019, was reported to the Cabinet meeting on 8th July 2019.
- 1.3 Service Plans have been produced and are reviewed annually to ensure a 'golden thread' runs from the Council Plan through to each service as well as the PDR process. These help to develop a consistent approach across the Council.

2. Key Issues

- 2.1 The Council Plan includes 69 measures. The measures sit under 13 key delivery outcomes, which form the priority actions under each of the vision priorities:

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

These four priorities are underpinned by a fifth, cross-cutting commitment to be a *modern and efficient Council*.

- 2.2 The 2017-2020 Council Plan sets out the vision, priorities and measures to assess progress. Through the guidance and direction set out in the supporting Performance Management Framework, relevant plans are in place at different levels of the organisation to provide the critical 'golden thread' that ensures everyone is working together to achieve the Council's strategic priorities.
- 2.3 The Quarter 1 Performance Report (Appendix A) sets out how the Council has performed in the first quarter of 2019-2020 (1st April to 30th June 2019) to deliver the five headline priorities for Rotherham as set out in the Council Plan for 2017-2020. The report provides an overview of progress and exceptions, highlighting good and improved performance as well as areas of concern. The report also includes wider information, key facts and intelligence such as customer feedback, quality assurance, external regulation and specific case study information to demonstrate what has been achieved to deliver the vision.

- 2.4 The Quarter 1 Performance Scorecard data, which is included within the Performance Report at Appendix A, provides an analysis of the Council's performance against each of the 69 performance measures. Based on the frequency of reporting and targets set each of the measures are rated as follows:

Overall status (relevant to target)



Measure progressing above or in line with target set



Measure progress has been satisfactory but is not fully reaching target set



Measure has not progressed in accordance with target set



Measure under development (e.g. awaiting data collection or target-setting)



Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)



Measure information not yet available (e.g. due to infrequency or timing of information/data)

Direction of travel (dependent upon whether good performance is high or low)



Numbers have improved



Numbers are stable



Numbers have got worse



Direction of travel not applicable

- 2.5 At the end of Quarter 1, 31 measures had either met or had exceeded the target set in the Council Plan. This represents 55% of the total number of indicators where data is available or where targets have been set. This is an increase in performance when compared to Quarter 1 of 2018-2019 (47%) and is the second highest performance level that the Council has achieved for a number of years. The priority area with the highest proportion of targets met is Priority 4 (Extending opportunity, Prosperity and planning for the future) where 75% of measures (where data is available or where targets have been set) are marked as on target.

- 2.6 The direction of travel is positive for 29 (53%) of the measures calculated in this quarter. This is a small increase compared to the 51% figure for the last quarter and an improvement on the 45% figure in Quarter 1 2018-2019. Performance will continue to be kept under review during the remainder of 2019-2020, and reported publically, in order to ensure that the Council's direction of travel remains positive.
- 2.7 The performance report at Appendix A includes a high level overview of progress against each of the priority outcomes and highlights key achievements by the Council in the period; a graphical interpretation of each priority area, with the "Scorecard" information included within the body of the report. All of the 69 measures in the Council Plan are given equal priority and this is reflected in both the narrative report and the scorecard. The final pages of the report include a number of significant case studies, alongside a timeline of achievements in the quarter.
- 2.8 The Council Plan for 2017-2020 focuses on indicators that can be measured monthly or quarterly. To ensure that the Plan is managed effectively, formal quarterly performance reports will continue to be presented to Cabinet meetings for the next financial year, as follows:
- Quarter 2 Performance Report (performance to end September 2019) – 16th December 2019
 - Quarter 3 Performance Report (performance to end December 2019) – 23rd March 2020
 - Quarter 4 and Year-end Performance Report (performance to end March 2020) – June/July 2020 (exact date TBC).

3. Options considered and recommended proposal

- 3.1 It is recommended that Cabinet review the overall position, direction of travel and general progress made to deliver against the key delivery outcomes and provide feedback regarding what action is required in relation to areas of poor performance.

4. Consultation on proposal

- 4.1 The original Plan priorities were developed following a consultation in the summer of 2015 with 1,800 members of the public through the 'Views from Rotherham' consultation. This Plan was presented to Overview and Scrutiny Management Board on 26th November 2015 and formally considered by members at the Council meeting on 9th December 2015 and approved on 13th July 2016.
- 4.2 The quarterly reporting template and performance scorecard was developed in consultation with performance officers, the Strategic Leadership Team and Cabinet Members.
- 4.3 The Council continues to consult with members of the public to ensure that the Council understands what is important to them and the priorities reflect the views of Rotherham residents. Examples include:

- Consultation takes place annually in relation to the Council's budget. From 26th October 2018 to 30th November 2018, the Council consulted with the public, staff and partners around the directorate savings proposed for the 2019/20 and 2020/21 budget. The Council asked the public to provide feedback on budget proposals via: local media, the Council website and social media. A total of 1,181 people participated in the consultation overall, through online engagement, face-to-face sessions, letters and emails. The majority of the comments were made on social media.
- Annual Rotherham Partnership showcase events are held and attended by approximately 100 partners, to review progress over the past 12 months in delivering the Rotherham Plan 2025, celebrate successes and communicate key milestones for the following year.
- The LGA conduct a Rotherham Resident Survey on a six monthly basis to find out what residents think about the Council and the Borough in general.

5. Timetable and Accountability for Implementing this Decision

- 5.1 This is the first quarterly Performance Report relating to the Council Plan's refreshed indicators for the 2019-2020 financial year. Paragraph 2.8 sets out an outline forward programme of further quarterly performance over the next year.

6. Financial and Procurement Advice and Implications

- 6.1 The Council Plan is designed to help steer the use of Council finances, balanced against the wider funding backdrop for the Council and the broader context of national local government finance and policy.
- 6.2 The Council operates in a constantly changing environment and will need to be mindful of the impact that changes in central Government policy, forthcoming legislation and the changing financial position of the authority will have on its ability to meet strategic, corporate priorities and performance targets; and that ambitions remain realistic.
- 6.3 Whilst there are no direct procurement implications as a result of this report, any identified need to procure goods, services or works in relation to achieving the Council Plan objectives should be referred to the Corporate Procurement Service in order to ensure all projects are in line with the relevant internal Contract Procurement Rules and the UK Public Contract Regulations 2015 as well as other relevant EU/UK legislation governing procurement practice.
- 6.4 The redesigned Council Plan Performance Report now includes information regarding the Council's financial position.

7. Legal Advice and Implications

- 7.1 While there is no specific statutory requirement for the Council to have a Performance Management Framework and Council Plan, being clear about the Council's ambitions gives staff, partners, residents and central Government a clear understanding of what it seeks to achieve and how it will prioritise its spending decisions.

- 7.2 An effective and embedded Council Plan is also a key part of the Council's ongoing improvement journey.

8. Human Resources Advice and Implications

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

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The Council Plan has a core focus on the needs of children and young people and vulnerable adults and this is embedded in the Council Plan under Priority 1, "Every child making the best start in life".

10. Equalities and Human Rights Advice and Implications

- 10.1 Ensuring that the Council meets its equalities and human rights duties and obligations is central to how it manages its performance, sets its priorities and delivers services across the board.
- 10.2 A new corporate Equalities and Diversity Policy was adopted by Council on 13th July 2016. This reinforced the duties of the Council in delivering the aims and ambitions of the Council Plan for 2017-2020, and supporting service business planning processes. Specific performance measures relating to equalities are now included in the 2019-2020 iteration of the Council Plan under Priority 5.

11. Implications for Partners

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

12. Risks and Mitigation

- 12.1 Within the Performance Report there are risks and mitigations identified under each of the key delivery outcomes. Additionally, the Priority areas also include an assessment of the areas where progress is not in line with. Within the Scorecard data tables, all measures which have not progressed in accordance with the target set are clearly marked with a red cross. Directorates are also responsible for ensuring that any significant risks are also addressed via Directorate and Corporate Risk Registers.

12.2 The Corporate Strategic Risk Register is structured to identify and mitigate strategic risks aligned to the Council Plan. The process of updating and identifying strategic risks is designed to enable the Council to manage risks connected to the Council Plan.

13. Accountable Officers

Sharon Kemp, Chief Executive

Shokat Lal, Assistant Chief Executive

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Graham Saxton	28/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	28/08/19

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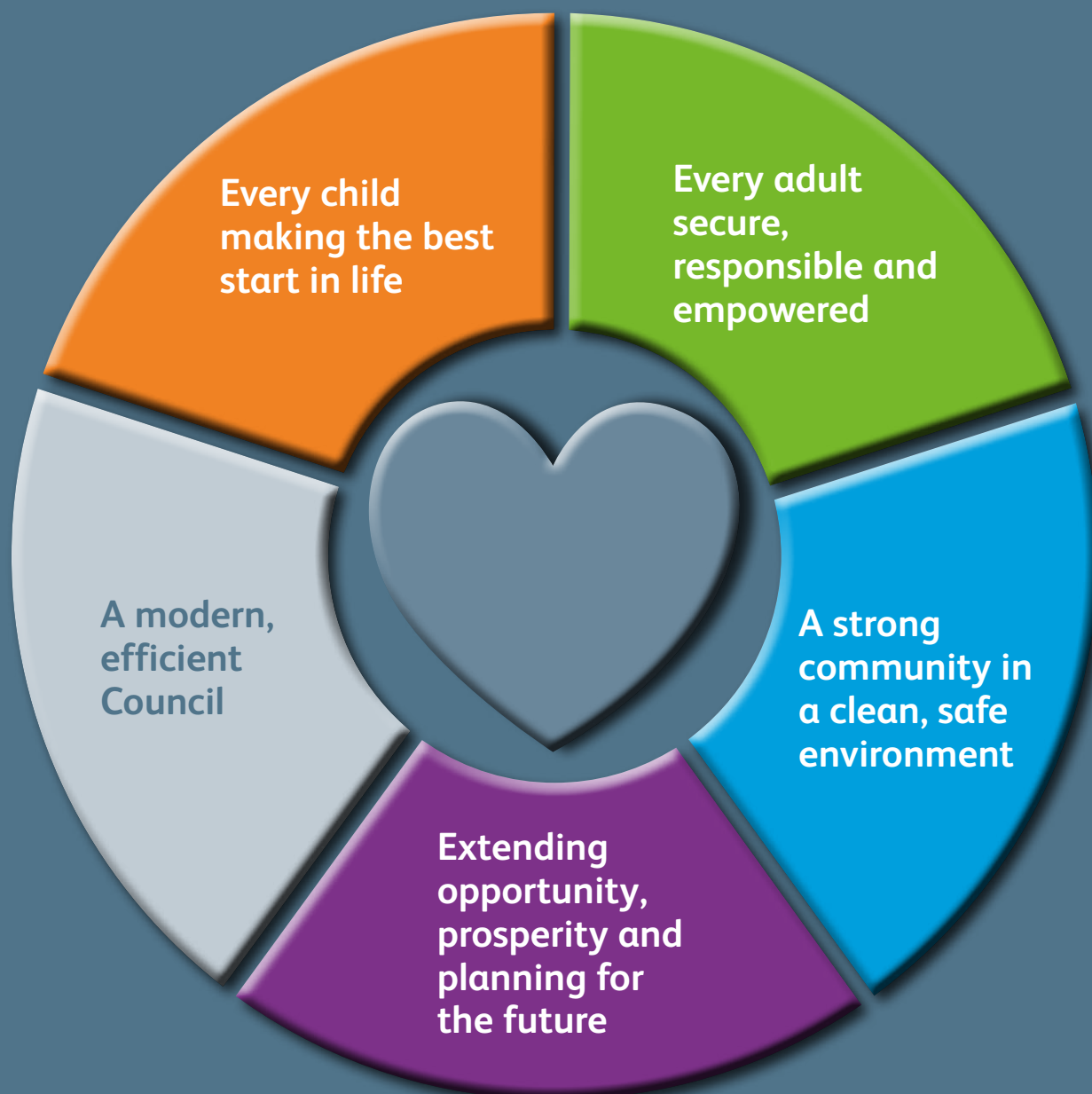
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COUNCIL PLAN 2017-20

Performance report and key achievements/activities

Period: Quarter 1 (April – June 2019)



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EXECUTIVE SUMMARY

About this report

This report sets out how the Council has performed in the first quarter of 2019/20 to deliver the vision and priorities for Rotherham as set out in the Council Plan for 2019-20. The priorities include:

Priority 1: Every child making the best start in life

Priority 2: Every adult secure, empowered and responsible

Priority 3: A strong community in a clean, safe environment

Priority 4: Extending opportunity, prosperity and planning for the future

Priority 5: A modern, efficient council

The report focuses on progress against the 13 key delivery outcomes which underpin the Council's priorities and the 69 headline performance measures that directorates have identified that best demonstrate progress in achieving the outcomes. It also brings together wider information, key facts and intelligence to explain how the Council is working and performing.

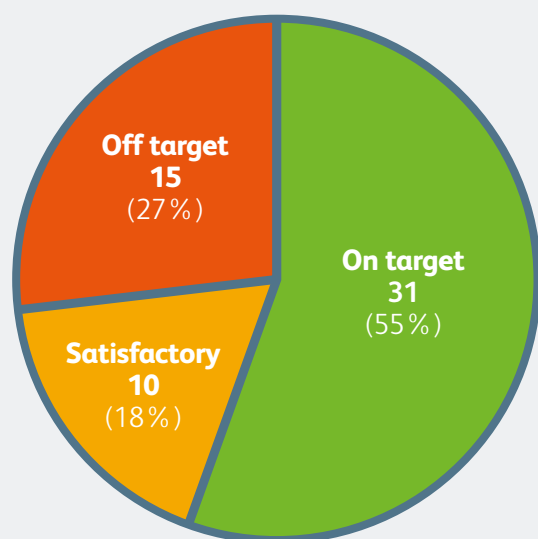
Through Directorate and Service-level Business Plans the Council carries out wider work to measure performance and quality. This report is intended to provide an overview of the contribution that the Council makes across all of its activities to improving Rotherham as a place to live, work and spend time.



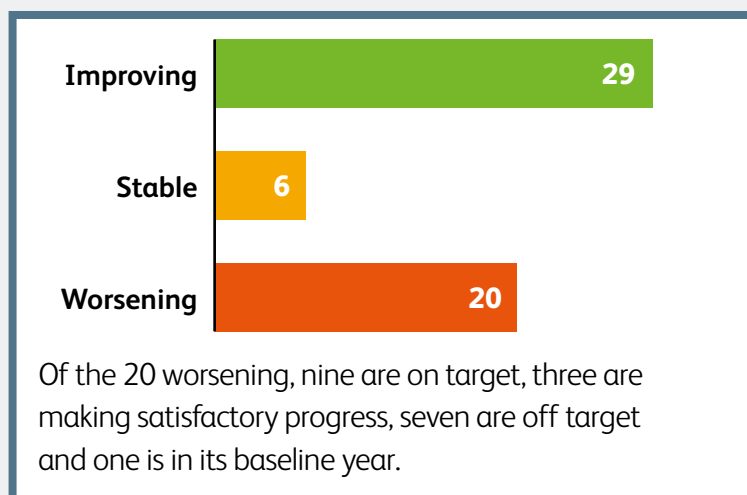
Performance overview to 30 June 2019

(where data is available or where targets have been set)

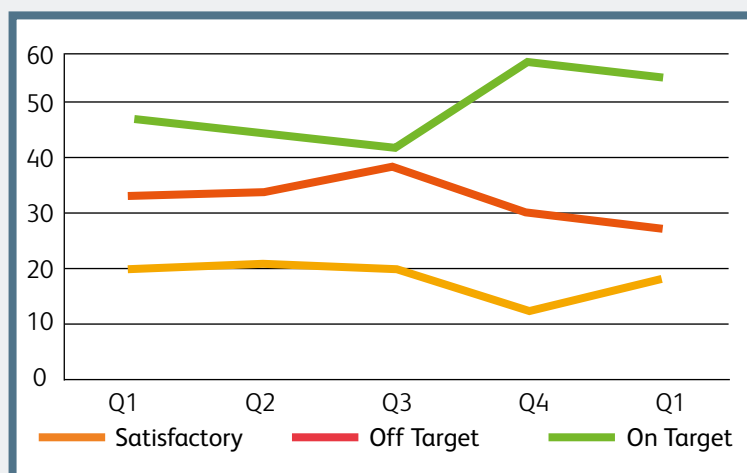
Target Status



Direction of Travel



Percent Overall Status Trend



(The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable. These are measures where no target has been set, however good performance (high or low) is still applicable).

There are a number of measures rated as 'measure information not yet available' due to these being annual, termly or 6 monthly. In some circumstances interim data is available to demonstrate whether or not the Council is on track to achieve the annual target. For others, the Performance Report provides an overview of progress to assure Cabinet that progress is being made.

Performance status broken down by priority



FINANCE UPDATE

As at the end of June 2019, the Council reported a forecast overspend of £4.5m. There continues to be significant cost and service pressures for both Children's and Adult social care.

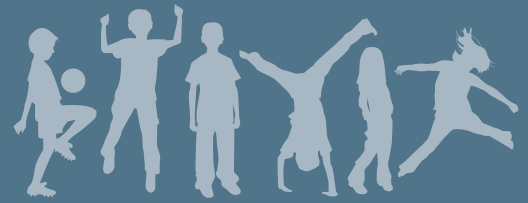
There is a forecast overspend of £4.3m against budget within Children and Young People's Services Directorate largely due to residential placements being above profile.

Adult Care Directorate is forecasting an overspend of £1.7m, largely as a result of demand for services. People are presenting with increasingly complex needs and the average number of hours for a domiciliary care package is increasing.

The overspends in social care are offset by an underspend of £1.5m from the Central Services budgets, largely as a result of savings from treasury management activity.

Further management actions are being identified to ensure the Council achieves a balanced budget, thereby avoiding the need to call on corporate reserves.



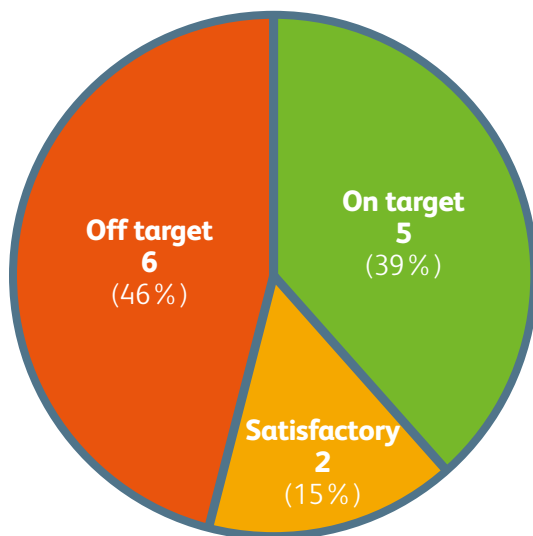


PRIORITY 1: Every child making the best start in life

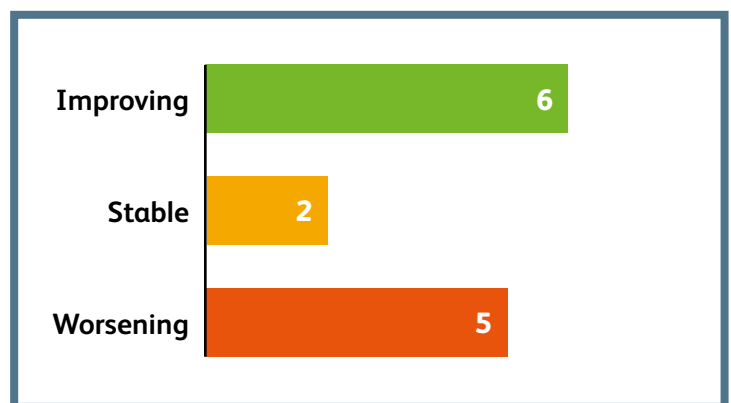
Performance headlines

The diagrams below provide an overview of performance (status and direction of travel) in relation to the priority (where data is available or where targets have been set).

Target Status



Direction of Travel



(Of the five worsening, three are off target, one is one target and one is satisfactory).

(Note: The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable). These are measures where no target has been set, however good performance (high or low) is still applicable).

Areas performing well or improving



(measures which are on track and direction of travel is improving)



(1.A1) Children in Need rate (rate per 10K population under 18)
321.5 children against a target of 375.5 (lower is better).



(1.B6) The proportion of Education and Health Care Plans (EHCPs) that are completed in statutory timescales
86% against a target of 55% (higher is better).



(1.C1) Smoking status at time of delivery (women smoking during pregnancy)
17.9% (annual total 2018/19) against a target of 18% (lower is better).

Areas for improvement



(measures which are off track and direction of travel is worsening)



(1.A2) The number of children subject to a child protection plan (rate per 10K population under 18)

94.8 against a target of 90 (lower is better).

The number of children becoming subject to a plan have been steadily reducing since June 2018 as expected (despite an increase in demand in April/May 2019).

This will be monitored as part of the Performance Meetings.

(1.A5) The proportion of children who are subject to repeat child protection plans (within 24 months)

10.1 % against a target of 7 % (lower is better).

Trend data for the proportion of children subject to repeat plans within 24 months has shown an improving trend with a recent peak in Q1 which is currently being explored via dip sampling within the Safeguarding service.



(1.A8) The proportion of looked after children placed within a Family Based setting

81.7 % against a target of 85 % (higher is better).

The numbers of children in a family based setting has remained fairly consistent for much of the past 12 months at circa 82 %. The impact of the market management project should have a positive impact with additional foster carers in Rotherham.

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

Lead accountability

Jon Stonehouse, Strategic Director Children and Young People's Services

Where are we now?

Although demand continues to be relatively high at all levels of social care intervention, the Council is continuing to see a downward trend in the overall numbers of children subject to a 'Child in Need' (CiN) plan, 'Child Protection' (CP) plan and becoming 'Looked After' (LAC).

At the end of Quarter 1 Rotherham had 321.5 children per 10k population (under 18) subject to a CiN plan which continues to be below the national average and better than the local target set of 375.5. Targeted work has begun with early help colleagues to scrutinise the interface between children social care (S17) and 'early help' to ensure that step down/step up processes are working consistently in the best interest of children and families, as well as supporting demand management through timely and appropriate interventions. This work will progress into Quarter 2 with its findings evaluated in the context of the social work pathway work.

Quarter 1 has shown a slight increase in the number of children subject to a CP plan, however, future projections would indicate an overall downward trajectory despite some increase in demand in April/May 2019. This should become more evident as analysis would indicate a number of CP plans are predicated to cease in the second quarter.

In June the number of LAC reduced to 634 (111.3 per 10k of population), which is below the end of June target (648) in the Demand Management Strategy. An annual report was presented to the CYPS leadership team on 27th June 2019, outlining and evidencing the impact of the Intensive Intervention Programme provided by the Rotherham Therapeutic Team on placement stability.

The number of young people currently assessed as medium/high risk of CSE has remained stable over the past 12 months, with this also being reflected through Quarter 1. The overall number is 21; 16 medium and 5 high risk. The new strategy to prevent and tackle child exploitation has been signed off by the Rotherham Safeguarding Children's Board (RSCB) with a commitment to a renewed partnership wide exploitation training offer. This will support a retained and renewed focus on CSE as well as Child Criminal Exploitation (CCE).

This downward trend in the overall numbers of children subject to a 'Child in Need' (CiN) plan, 'Child Protection' (CP) plan and becoming 'Looked After' (LAC) would appear to be as a result of a number of factors which include:

- Service managers continue, as part of the normal business cycle, to lead and support reviews of all CiN work open 6 months or more. This programme of work is continuing to provide appropriate 'check' and 'challenge' and is overseen by the responsible head of service. Such work allows service managers to have operational oversight on cases that might be susceptible to drift and provides added value and assurances that children and their families are receiving appropriate and timely interventions
- Service managers regularly review the quality assurance work of the CP case conference chair and a formal three monthly meeting is now held with team managers to disseminate the findings/thematic issues on a regular cycle
- Signs of safety and problem solving by families, continues to be promoted across the service (where appropriate). Targeted work in Quarter 1 has sought to strengthen pre proceedings work through a task and finish review facilitated by a newly formed Public Law Outline (PLO) development group
- Children subject to pre proceedings are reviewed by the Public Law Outline (PLO) manager each week and a report is prepared for the PLO panel. To support and help the Council's understanding of the impact of pre proceedings work in Rotherham and add extra rigour, the Council has begun to broker conversations with the University of Sheffield
- The Right Child Right Care (phase 2) project is continuing and has considered a cohort of 148 children. 94 of these children now have a plan linked, with discharge from care being progressed; 46 children are no longer in scope with their plans having been confirmed as them requiring ongoing care; and further work is required in relation to 8 children to determine their plan
- A report outlining the outcomes achieved through the Intensive Intervention Programme (IIP) was received by the CYPS leadership team. Whilst it was recognised that the programme had an evidenced impact on placement stability and consequently on cost avoidance by diverting LAC from the 'progression' to Out of Authority (OoA) placements, consideration is being given regarding the future funding of the programme. One option currently under consideration is to use the IIP to support a number of step-down plans from OoA to foster care in order to achieve actual cost savings on the placement budget.

Next steps:

- Continue to embed Signs of Safety as a “strengths based” model internally and with partners. It is expected this will support a safe reduction in the number of children needing to become subject to CP planning, ensuring effective safety planning at every stage of the child’s journey. A PLO Development Group will look to implement Signs of Safety and training/coaching style workshops will take place to support the implementation (by September 2019)
- Task and finish work is ongoing to explore the role of CP planning in relation to contextual safeguarding where the risk is posed outside of the family, to ensure safety planning on disruption around the child and family (September 2019)
- Targeted work is taking place to scrutinise the interface between children social care (S17) and ‘early help’ to ensure that step down/step up processes are working consistently in the best interest of children and families as well as effectively supporting demand management.

Risks and Issues

Risk/issue	Mitigation
Poor foster care recruitment and market saturation would impact on the on-going ability of RMBC to place an increasing proportion of LAC in family based settings.	The revised Foster Care Allowance Scheme was approved by Cabinet on the 8th July and this, in conjunction with a relaunch of the Pathways to Care Policy, should provide greater incentive to foster carers to look after older children and offer more than one placement.
Current trend of reducing numbers of LAC may increase for a variety of reasons, including ongoing police operations or a number of large sibling groups being admitted to care.	Senior management oversight of children being admitted to care will continue via the Public Law Outline (PLO) Panel, considering all admissions to care to ensure all alternative care options have been fully considered. The Right Child Right Care (RCRC) (phase 2) project is also contributing to the reduction of children in care with discharge plans being regularly tracked via supervision and performance meetings.
Workloads remain high across the service and this may impact negatively on social worker capacity.	Successful recruitment of newly qualified social workers has been completed and as these staff take up their posts this will reduce pressure on caseloads. Equally managers are reviewing work to ensure that step down work and case closures are completed in a timely manner so as to minimise delay.
A further reduction in CSE cases could flag a concern that the operating guidance updates were not well understood.	We have training embedded for staff to ensure they have an effective understanding of the risks related to both CSE and CCE. There are good information sharing arrangements across the partnership with weekly intelligence meetings focusing on risks of CSE and CCE to ensure work is completed early to reduce risks.

Outcome B: Children and Young people are supported to reach their potential

Lead accountability

Jon Stonehouse, Strategic Director Children and Young People's Services

Where are we now?

63 % of primary schools have now converted to become an academy and a further 10 % of schools have approval to convert and are currently in the conversion process. Academies are not under local authority control and report directly to the Department for Education (DfE) regarding their performance. Some academies in Rotherham do work with Rotherham's School Improvement Service (RoSIS) and engage with the traded service offer available to all Rotherham schools. Regular termly meetings with the Regional Schools Commissioners (RSC) office take place to highlight the importance of cooperation and collaborative working with all academies/Multi Academy Trusts.

Forge Teaching School are in the process of completing the final evaluation of the 'Enhancing Language Acquisition' project with plans for it to be extended, because of its success. Early indications are that the vocabulary growth of children in Rotherham schools that have worked with the Bedrock materials is greater than national.

Quarter 1 2019 saw 6 secondary school permanent exclusions made, which is comparable with the same period in 2018 (5 permanent exclusions). In respect of primary schools, 5 permanent exclusions were made during Quarter 1 which compares less favourably with 2018 (1 permanent exclusion). The Primary Pupil Management Groups have lost some momentum in offering peer support. There are small numbers of very young (Foundation Stage and Key Stage 1) pupils in schools with complex Social, Emotional and Mental Health (SEMH) needs. The work to progress the Primary Outreach Team is on target and this team should be operational in September 2019 to support and advise schools that have pupils at risk of permanent exclusion. Work informing the SEMH Strategy and within the Rotherham Education Strategic Partnership (RESP) is ensuring the need to address exclusions is seen as everybody's business.

The annual target for the proportion of 16-17 year olds Not in Education, Employment or Training (NEET) is measured as an average across Dec, Jan and Feb and the combined NEET and Not Known target for 2019/20 is 5.8 %. This can be broken down to 3.3 % NEET and 2.5 % Not Known. At the end of Quarter 1 an average of 6.1 % (2.5 % NEET and 3.6 % Not Known) has been achieved. The fluctuations in the figures are usual for this time of year as current academic year courses come to an end.

The significant increase in Education and Health Care Plan (EHCP) referrals during May was noticeable and although June has seen a considerably lower level of these received, this was still above the average expected in a month. The increase is most likely attributable to the continuing end of year work in schools, where attention turns to transition and end of year outcomes for pupils thereby triggering requests for assessment to increase the support over the coming year. A reasonable proportion of these are parental requests and also relate to pupils in Y6, which could be directly attributed to uncertainty around transition across phases and the 'unknowns' in relation to support at secondary.

Recruitment to the Education, Health and Care Assessment Team is now being completed, which will contribute to increased capacity over the coming weeks to support the service in meeting the statutory requirements for assessment. Both a new senior coordinator and a full time coordinator are to take up post in July 2019, with two assistant coordinators beginning in August 2019 and September 2019. All new staff will therefore be in post by September 2019.

Next steps:

- The project for KS2 and KS3 pupils to improve writing skills, particularly for the most disadvantaged pupils, has continued and the impact analysis to date has been very positive. Termly meetings continue to be held and evaluations collected at the end of each meeting. Data is currently being submitted by schools for the summer term and will be analysed early in the autumn term (October 2019)
- Work has now commenced on the collection of the September offer data to ensure that, where possible, those not engaging in Education, Employment or Training (NEET) have a planned goal for the new academic year, whilst addressing/reducing potential dropout from those currently participating (September 2019). To support exclusions, schools are to take on board the recommendations both of the Timpson Review of Exclusion (May 2019) and the new Ofsted inspection framework (starting September 2019). A reconfiguring of the Education Other than At School (EOTAS) Exclusions Team is also taking place in September 2019, to ensure the existing EOTAS team members have relevant current job profiles and to move them into Education Services within CYPS (currently part of Inclusion Services)
- Continued support and induction is required for new staff joining the Education, Health and Care (EHC) service so that they can become familiar with the processes and legal duties associated with the work of an EHC team. Continued staff development and training will include wider implications of the Special Educational Needs (SEN) Code of Practice and legal implications. The aim is to develop systems and processes within the team so that continuity of work and timescales are improved. This work is expected to conclude during September 2019.

Risks and Issues

Risk/issue	Mitigation
Exclusion rates are unpredictable and depend entirely upon many external factors, including the national education agenda, changes in leadership, community issues and school funding.	A draft SEMH strategy has now been published for consultation and SEN sufficiency work has started to increase specialist provision and alternative education places for children with SEN.
Sufficiency issue within the EHC team due to increased demand.	Increase in core staffing due to recommissioning of Rotherham North Notts College (RNN) contract. A review of caseload distribution to inform service re-organisation. Increased patterns of support and supervision for the team to support the management of caseloads and difficult cases.
Implementation of the new EHC plan format both in terms of staff training and altering of existing plans to the new format. This is likely to impact on capacity and efficiency of meeting statutory deadlines.	A planned and measured conversion to the new EHC plan will be required in terms of which groups of existing plans are converted first and how this will impact.

Outcome C: Children, young people and families are enabled to live healthier lives

Lead accountability

Terri Roche, Director Public Health

Where are we now?

1.C1 Smoking Status at Time of Delivery

Public Health (PH) continues to commission specialist services for smoking cessation in pregnancy. All women are carbon monoxide (CO) monitored and smokers are referred to the in-house specialist service using an opt-out system.

South Yorkshire and Bassetlaw Integrated Care System – Local Maternity System (LMS) has outlined that each place must have a Maternity Transformation Place Plan based on 6 Key Lines of Enquiry (KLOE). In response to the ‘Smoking in pregnancy’ KLOEs a smoking cessation sub group has been set up to move the work forward with The Rotherham NHS Foundation Trust (TRFT), NHS Rotherham Clinical Commissioning Group and Public Health. The group are meeting monthly and have produced an action plan, with thirty work-streams identified.

Linked to the work-streams was the recruitment of an additional quit smoking in pregnancy midwife, who is now in post. Additionally, the Quit Smoking team have returned to Greenoaks, so will be better placed to work with midwifery. Further additional resources include the purchase of model placentas which show the effect of smoking. Smoking cessation continue to work with TRFT communications to improve messages given out.

The Quit Smoking team are currently building up expertise to work with vulnerable groups using a person-centred approach, non-verbal communication and a phone line for translation (which can be difficult). The service has had some success with the Roma community.

The TRFT Quit Smoking in Pregnancy Service is performance managed using a Key Performance Indicator (KPI) measured by number of quits and not a percentage. The figures achieved by the Service by quarter are outlined in the table below.

Quits achieved by Service

2017/18	Quit	2018/19	Quit	2019/20	Quit
Q1 (April to June)	34	Q1 (April to June)	26	Q1 (April to June)	n/a
Q2 (July to Sep)	37	Q2 (July to Sep)	34		
Q3 (Oct to Dec)	44	Q3 (Oct to Dec)	35		
Q4 (Jan to Mar)	24	Q4 (Jan to March)	35		

The KPI is to achieve 129 quits per year (average 10.8 quits a month, 32 per quarter). Despite a lower Quarter 4 the full year total for 2017/18 was 139 (11.6 quits a month), and above target. For 2018/19, Quarter 1 was below target, but the last three quarters were all rated green and the full year target was achieved (total quits 130, average 10.8 quits per month). Data is not yet available for Quarter 1 2019/20.

Smoking Status at Time of Delivery (SATOD – percentage) No data is available yet for Quarter 1 2019/20, therefore the latest data is for Quarter 4 2018/19. Figures increased from 17.6 % to 19.6 % between Quarter 3 and Quarter 4 2018/19 (lower is better). However, the 2018/19 full year position was 17.9 % and achieved the target, so overall status is shown as green.

Childhood Immunisation – DTaP/IPV/Hib (2 years) Data is not available for Quarter 1 2019/20 or full year 2018/19 at present (both due September 2019). The latest data for Quarter 4 2018/19 of 97.1 % is well above the target level of 95 % (the level set nationally to ensure control of vaccine preventable diseases). However, although the overall Rotherham level is green, there are a few pockets of low uptake in the borough. NHS England is working with GP practices in Rotherham which have a low uptake in their area (generally the more deprived areas) to ensure equity of access across the population.

Next steps:

- Additional quit smoking in pregnancy midwife is in post from April 2019. This will enable a full time presence in Greenoaks. Antenatal, to implement the 'Risk perception tool'
- To continue the good engagement from The Maternity Voices Partnership (public voice)
- To continue to build recognition across the hospital trust as part of the QUIT programme that tobacco dependency is a chronic, relapsing clinical condition that prematurely kills at least half of people who smoke. Smoking is seen as a medical condition that can be treated, rather than as a lifestyle choice.

Risks and Issues

Risk/issue	Mitigation
1.C1 Achievement has fluctuated over the period of the corporate plan, but given current additional work and resource supporting midwifery smoking cessation work it is hoped to achieve target level or below and, over time, reduce the gap with England average. The aim is to provide evidence of the effectiveness of an additional midwife, and for the post to potentially become permanent. However, adult smoking prevalence in the general population has increased recently (from 16.2 % in 2017 to 18.9 % in 2018) and in routine and manual workers (from 22.8 % to 29.9 %) and this may impact on women smoking during pregnancy.	The Service continues to be performance managed.
Rotherham has high rates of smoking in pregnancy as it is a deprived area and all smokers are identified. Every woman is CO (carbon monoxide) monitored at each visit to midwifery.	South Yorkshire and Bassetlaw Integrated Care System – Local Maternity System (LMS) and sub-group are working to decrease the smoking in pregnancy figures. Wider tobacco control work is on-going which will promote a reduction in general population smoking prevalence and contribute to reducing Smoking Status at Time of Delivery (SATOD), such as supporting the hospital to implement the South Yorkshire QUIT programme.

Corporate Priority 1 – Every child making the best start in life

Key		Overall status (relevant to target)																					
		✔	Measure progressing above or in line with target set	✖	Measure under development (e.g. awaiting data collection or target-setting)																		
		●	Measure progress has been satisfactory but is not fully reaching target set	□	Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)																		
		✘	Measure has not progressed in accordance with target set	■	Measure information not yet available (e.g. due to infrequency or timing of information/data)																		
Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT													Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Annual				Quarterly					Monthly			
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Year end 2018/19	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Q3 Oct - Dec 2018	Q4 Jan- Mar 2019	Q1 Apr - June 2019	Apr-19	May-19	Jun-19	
A. Children, young people and families are protected and safeguarded from all forms of abuse, violence and neglect	Jon Stonehouse, Strategic Director Children and Young People's Services	1.A1	Early Help – Supporting Children, young people and families at the right time with the right care	Children in Need rate (rate per 10K population under 18)	Ailsa Barr - CYPS	low	Monthly	375.5	✔	🔄	320	359.8	411.0	331.7	425.8	360.5	352.3	331.7	321.5	336.5	336.8	321.5	The number of Children in Need (CiN) cases open (1831); continues to remain stable with the overall population reducing by 135 children since Jan 2019 (1966).
		1.A2		The number of children subject to a CP plan (rate per 10K population under 18)	Ailsa Barr - CYPS	low	Monthly	90	✘	🔄	65.4	65.6	114.5	88.9	113.1	107.5	99.4	88.9	94.8	94.8	97.5	94.8	The trend for the number of children per 10K population with a Child Protection Plan (CPP) remains significantly higher (94.8) than that of statistical neighbours (54.5) and the national average (45.3). However the numbers of children becoming subject to a plan each month have been steadily reducing since June 2018 as expected. This will be monitored as part of the Performance Meetings.
		1.A3		The number of Looked After Children (rate per 10k population under 18)	Ailsa Barr - CYPS	low	Monthly	106	✘	🔄	76.6	86.6	110.8	112.9	112.9	114.1	111.3	112.9	111.3	110.1	113.8	111.3	May was an extremely challenging month in respect of admissions due to a number of large sibling groups being admitted into care. However, with the 28 discharges in June and the 25 planned for July there is some degree of cautious optimism that net reductions can be achieved once again in the coming months. Children subject to pre-proceedings will be reviewed by the PLO panel.
		1.A4		The proportion of families who rate the Early Help service as Good or Excellent.	David McWilliams - CYPS	high	Monthly	95%	✔	🔄	Not Available	Not Available	Not Available	97.2%	94.3%	96.3%	98.3%	97.7%	97.7%	100.0%	93.0%	100.0%	The target of 95% has been exceeded with a Q1 figure of 97.7%
		1.A5	Children's Social Care Improvement – Ensure that all Child Protection Plan work is managed robustly and that appropriate decisions and actions are agreed with partner agencies	The proportion of children who are subject to repeat child protection plans (within 24 months)	Ailsa Barr - CYPS	low	Monthly	7%	✘	🔄	4.7%	9.2%	9.5%	6.5%	8.2%	7.2%	4.7%	6.5%	10.1%	9.4%	9.5%	10.1%	Trend data for the proportion of children subject to repeat plans within 24 months had shown an improving trend with a recent peak in Q1 which is currently being explored via dip sampling within the Safeguarding service.
		1.A6	Child Sexual Exploitation - an increased awareness of CSE and an increase in the number of police prosecutions as a result of joint working	Number of children and young people who are currently assessed as having a medium to high risk of CSE (CSE cohort)	Ailsa Barr - CYPS	Not applicable	Monthly	No target - not applicable	□		Not Available	64	85	63	72	55	64	63	54	61	60	54	Whilst the cohort itself has reduced over recent months this has evened out and the reduction trend appears to have stabilised.
		1.A7	Placements - Improve Quality of Care for looked after children	The proportion of LAC experiencing disrupted placements (Definition: % of LAC who have had 3 or more placements - rolling 12 months)	Ailsa Barr - CYPS	Low	Monthly	11.0%	✘	🔄	13.0%	11.9%	13.4%	12.7%	13.8%	12.5%	12.8%	12.7%	12.4%	13.0%	12.1%	12.4%	The numbers of LAC having 3 or more placements over a 12 month period has improved further in Q1 of this financial year and now stands at 12.4% which is just 0.5% short of the best performance for the previous 18 months. The Intensive Intervention Programme to support the high risk placements.
		1.A8		The proportion of LAC placed within a Family Based setting	Ailsa Barr - CYPS	high	Monthly	85.0%	✘	🔄	Not Available	81.1%	81.0%	82.3%	81.0%	82.3%	83.8%	82.3%	81.7%	81.7%	81.8%	81.7%	The numbers of children in a family based setting has remained fairly consistent for much of the past 12 months at circa 82%. The impact of the market management project will have a positive impact with additional foster carers in Rotherham

Outcome	Lead Accountability (Strategic Director)	Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT	Annual												Quarterly					Monthly			Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
											Annual				Quarterly					Monthly											
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Year end 2018/19	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Q3 Oct - Dec 2018	Q4 Jan- Mar 2019	Q1 Apr - June 2019	Apr-19	May-19	Jun-19									
B. Children and Young people are supported to reach their potential	Jon Stonehouse, Strategic Director Children and Young People's Services	1.B1	Sustainable Education and Skills	The proportion of pupils reaching the expected standard in reading, writing and mathematics combined at the end of Key Stage 2	Pepe Dillasio Assistant Director Education and Skills	high	Academic Year	65%	<div></div>		53.9%	60.8%	62.0%	Measure Not Due																	
		1.B2		The average attainment 8 score at the end of Key Stage 4 .	Pepe Dillasio Assistant Director Education and Skills	High	Academic Year	46	<div></div>		48.8	45.0	43.3	Measure Not Due																	
		1.B3		The progress 8 measure from the end of primary school (KS2) to the end of secondary school (KS4)	Pepe Dillasio Assistant Director Education and Skills	high	Academic Year	No target - new measure	<div></div>		0.04	0.06	-0.11	Measure Not Due																	
		1.B4 (a)	Sustainable Education and Skills – Reduce the number of school days lost to exclusion	The number of permanent exclusions in secondary schools	Jenny Lingrell, Joint Assistant Director of Commissioning, Performance and Inclusion	low	Monthly	38	<div></div>	<div></div>	43	30	41	Measure Not Due	5	13	12	10	6	5	0	1	Exclusions are being addressed within the SEMH Strategy which is currently out for consultation.								
		1.B4 (b)		The number of permanent exclusions in primary schools				8	<div></div>	<div></div>	9	8	3	Measure Not Due	1	0	3	5	5	2	1	2	The Primary Outreach Team for SEMH is currently recruiting staff, to launch September 19 to support preventative work.								
		1.B5	Sustainable Education and Skills – Enable hard to reach young people to achieve their full potential through education employment or training	The proportion of 16-17 year olds Not in Education, Employment or Training (NEET) or whose activity is Not Known (NK) i) % 16-17 year old NEET ii) % 16-17 year olds whose activity is Not Known	David McWilliams - CYPs	low	Monthly	5.8% combined i) 3.3% (NEET) ii) 2.5% (Not Known)	<div></div>	<div></div>	Not Available	5.7% combined i) 2.6% (NEET) ii) 3.1% (Not Known)	5.8% combined i) 3.3% (NEET) ii) 2.5% (Not Known)	5.8% combined i) 3.3% (NEET) ii) 2.5% (Not Known)	6.5% combined i) 3.5% (NEET) ii) 3.0% (Not Known)	16.4% combined i) 1.4% (NEET) ii) 15% (Not Known)	7.7% combined i) 3.1% (NEET) ii) 4.6% (Not Known)	5.4% combined i) 3.3% (NEET) ii) 2.1% (Not Known)	6.1% combined i) 2.5% (NEET) ii) 3.6% (Not Known)	6.1% combined i) 2.5% (NEET) ii) 3.6% (Not Known)	6.1% combined i) 2.4% (NEET) ii) 3.7% (Not Known)	The annual target is measured as an average across the Dec, Jan and Feb returns. At the end of Q1 achieved an average of 6.1% which reflects expected seasonal trends. This measure has therefore been rated as amber. Early Help staff continue to target the NEET cohort and work with colleges and partners around those who are not known.									
		1.B6	Special Educational Needs and Disabilities (SEND) – Improve personal outcomes for our young people with SEND to enable them to make choices that lead to successful adult lives	The proportion of Education and Health Care Plans (EHCPs) that are completed in statutory timescales	Jenny Lingrell, Joint Assistant Director of Commissioning, Performance and Inclusion	high	Monthly	Qtr 1 - 55% Qtr 2 - 70% Qtr 3 - 85% Qtr 4 - 90% (cumulative)	<div></div>	<div></div>	58.30%	52%	57.0%	57.1%	48.0%	65.0%	51.0%	64.0%	86.0%	94.0%	69.0%	89.0%	Progress is being made towards all children and young people having an Education, Health and Care plan issued within statutory timescales. May/June saw a significant increase in requests for statutory assessment which has created impact on the service in terms of capacity. This will continue into Q2 due to the timescales in relation to assessment.								
C. Children, young people and families are enabled to live healthier lives	Terri Roche, Director Public Health	1.C1	Deliver services for the 0-19 year olds – to support children and families to achieve and maintain healthier lifestyles	Smoking status at time of delivery (women smoking during pregnancy)	Gilly Brenner, Consultant in Public Health	Low	Quarterly	18%	<div></div>	<div></div>	18.1%	17.1%	19.9%	17.9%	16.4%	18.1%	17.6%	19.6%	n/a (due September 2019)				Smoking at time of delivery (SATOD)(1C1) increased from 17.6% at Q3 to 19.6% at Q4 which is worse based on quarterly data (lower is better). However, full year data for 2018/19 was 17.9% and achieved the 2018/19 target of 18% so 'Overall status' is rated green. Additionally, the percentage for SATOD decreased from 19.9% to 17.9% between 2017/18 and 2018/19 so Direction of Travel (DOT) is shown as improving.								
		1.C2		Childhood immunisation - % of eligible children who received 3 doses of DTaP / IPV / Hib vaccine at any time by their 2nd birthday (diphtheria, tetanus and pertussis/polio/Haemophilus influenza type b)	Gilly Brenner, Consultant in Public Health	High	Quarterly	95%	<div></div>	<div></div>	96.7%	96.7%	97.2%	n/a (due September 2019)	96.8%	98.3%	97.8%	97.1%	n/a (due September 2019)				Data for the latest quarter available (Q4 2018/19) was 97.1% and above the target level of 95% (higher is better) Therefore, the measure is progressing above or in line with the target set (criteria for rating as green) Full year position to be confirmed September 2019. National target is 95% to ensure control of vaccine preventable diseases.								

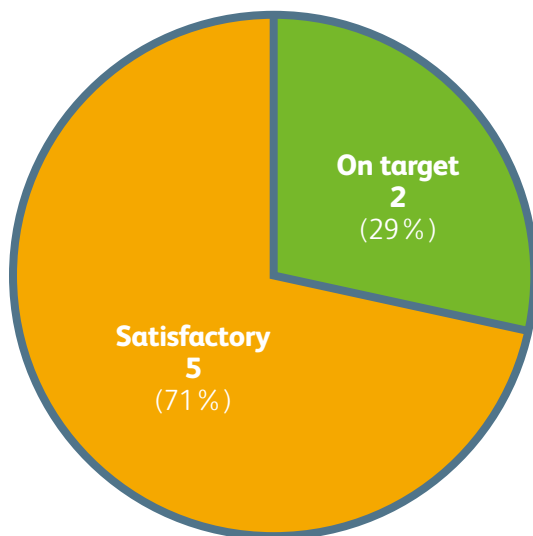


PRIORITY 2: Every adult secure, responsible and empowered

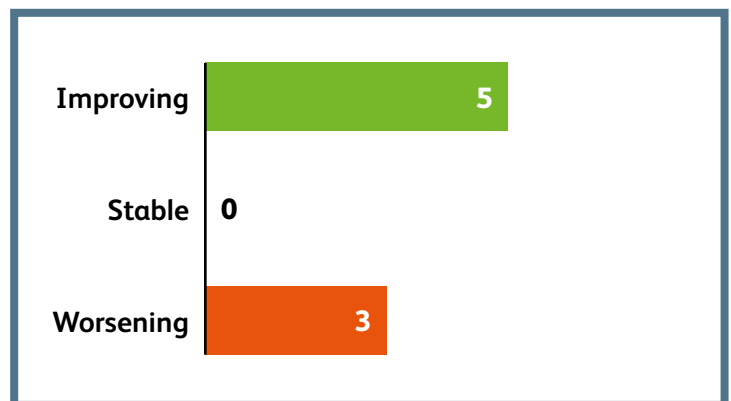
Performance headlines

The diagrams below provide an overview of performance (status and direction of travel) in relation to the priority (where data is available or where targets have been set).

Target Status



Direction of Travel



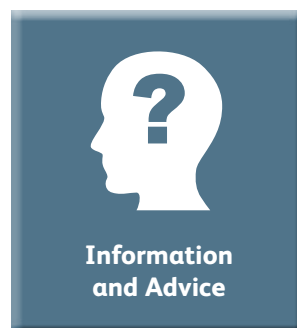
(Of the three worsening, two are on target and one is in its baseline year).

(Note: The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable). These are measures where no target has been set, however good performance (high or low) is still applicable).

Areas performing well or improving



(measures which are on track and direction of travel is improving)



(2.B2) The proportion of people contacting adult social care who are provided with information and advice at first point of contact (to prevent service need).

39.3% of people provided with information and advice at first point of contact, against a target of 40% (higher is better).

Note – the status of this measure is 'amber' satisfactory progress made.

Areas for improvement



(measures which are off track and direction of travel is worsening)



(2.B7) All age numbers of new permanent admissions to residential nursing care for adults.

81 All age new permanent admissions to residential nursing care for adults against an annual target of 280 (lower is better).

(2.B8) All age total number of people supported in residential/nursing care for adults.

931 All age people were supported in residential/nursing care for adults against a target of 900 (lower is better).

Note – the status of these measures is 'amber' satisfactory progress made.

Day to day management and oversight of new admission activity is undertaken by managers and quality checked within weekly Wellbeing Forum sessions.

Monthly performance is discussed by the senior managers accountable and reviewed against existing on-going performance clinic actions.

Outcome A: Adults are enabled to live healthier lives

Lead accountability

Terri Roche, Director Public Health

Where are we now?

This national drug treatment indicator considers the number of successfully treated patients as a proportion of all patients in the service, so achieving it relies not only on those who are successfully discharged from treatment not returning, but also on a higher proportion of patients becoming ready for discharge. Despite the implementation of the new clinical tools to identify those who might be ready to leave treatment, and the offer of more recovery support, patients prescribed methadone are not ready to come off their prescriptions at the rate needed to deliver this target. The reasons for this include uncertainty about the ability to return to treatment in the future, despite reassurance, long term reliance on the drugs (which for many has supported them to carry on a normal life) and a range of other complex and pressing issues in their lives. However, those who have completed treatment and left the service in the last year are not re-presenting, and Rotherham's rate of returning into service is currently low at 5 % compared with a national average of 17 %. This gives confidence that the packages of care are the right ones, but must be carefully tailored to individual needs. It is expected that the Public Health Outcomes Framework (PHOF) figures will catch up with the local trend, which is seeing increased numbers leave the service each month, later in the year.

National data for successful completion of treatment showed a decrease from 3.5 % to 3.1 % between Quarter 3 and Quarter 4 2018-19 (higher is better). Rotherham is RAG rated as 'red' (lower) when compared to the England average (6.0 %). The most up to date PHOF data is showing 3.7 % for April 2019 and 3.8 % for May. June data (Quarter 1) will not be available until September 2019.

Next steps:

- The actions from the Care Quality Commission inspection which rated Change Grow Live Rotherham (CGL) as 'requires improvement' will be implemented. These actions also support the exits and recovery agenda
- The service will continue to implement the opiates action plan but will also need to be mindful of keeping all the other performance in line with national positions e.g. non opiates and alcohol successful completions.

Risks and Issues

Risk/issue	Mitigation
It is vital that the service has patient safety as its first priority, despite the need to improve the numbers of patients who leave treatment.	Health Select Commission (HSC) continues to have scrutiny of the new service including reviewing drug related deaths. Public Health and CGL presented to HSC on 11th July 2019 and some additional actions were identified.

Outcome: B Every adult secure, responsible and empowered

Lead accountability

Anne Marie Lubanski, Strategic Director Adult Social Care and Housing

Where are we now?

The new Target Operating Model (TOM) for Adult Social Care remains on target to start in late October 2019. Formal consultation on the proposed model closed on 14th June and positive feedback was received from staff. A number of changes have been made as a result of the feedback, examples include an improved social worker progression pathway, increase in opportunities for vocationally experienced staff, additional resources in the transitions team and also the integrated discharge team based in the hospital.

During Quarter 1, all 7 of the applicable reporting measures were positively showing either as on target or had made satisfactory progress, providing assurance that the year-end targets will be achieved.

Performance highlights in relation to Quarter 1 include:

96 % of people subject to a safeguarding enquiry felt their personal outcomes were met during Quarter 1. Variations in performance can be due to low numbers (for example, in June only 1 person out of 27 felt that their outcome was not met; during the Quarter 1 period, in total, only 3 people out of 75 felt that their outcomes were not met). Although quality assurance checks continue and every effort is made to maximise performance, it is possible that in some cases people may not feel their preferred outcomes were met, for example prosecutions.

Enabling people to self-serve or be signposted to universal services is a priority for Adult Social Care and various actions are being taken to ensure that appropriate information and advice is provided at first point of contact; examples include making use of assistive technologies such as the 'Alcove project' which uses devices like 'Alexa' to improve safety and wellbeing in a person's own home without the need for formal services. During Quarter 1 39.3 % of people were provided with information and advice at the first point of contact, against a target of 40 %. As the new TOM is rolled out, appropriate action will be taken to ensure that there remains a focus on providing good quality information and advice to customers.

Priority 2: Every adult secure, empowered and responsible

Carer's assessment numbers have stabilised (143 in Quarter 1 against an annual target of 567) and are on target. This reflects the continued management focus within this service area and actions to further improve the carers offer, taking into account the new TOM.

The proportion of adults receiving long term community support via a direct payment continues to steadily increase (23.5 % Quarter 1, against a target of 25 %) and changes in practice have led to more choice and control for customers, rather than needs being met solely by commissioned services.

Work has been taking place to modernise the enablement service and early feedback has been positive. The service's modernisation will support the new TOM and maximise independence for customers and in turn reduce the reliance on social care support.

Performance in relation to the proportion of new clients who receive the short term (enablement) service with an outcome of no further requests continues to be maintained (91.2 % Quarter 1, against a target of 90 %) and alerts are in place to mitigate the risk of an increase in the number of new clients and to maintain performance.

To optimise independence and support people in their community, rather than in a 24 hour care setting, there has been a focus on reviewing short term residential and nursing placements. This has led to an increase in the number of new permanent admissions to residential and nursing care during the Quarter 1 period, when previously these would have become permanent during the course of the year. This has also had an impact on the total number of people supported in residential/nursing care and, although the numbers have continued to decrease (-2 in Quarter 1), the reduction is considerably less than in previous quarters. Changes in practice and strength based approaches to assessments are key to reducing demand for short stays/expectations and should lead to fewer new admissions than in previous years. Despite the increase in the number of new permanent admissions to residential and nursing care it is expected that these will reduce; a number of actions will be delivered alongside the Health and Wellbeing Forum to ensure that the targets are achieved.

Next steps:

- Over the next three months, alongside the usual day-to-day business, the service will primarily be focusing on the implementation phase of the TOM for Adult Social Care which will 'go live' in October. This is a significant development project, impacting across the whole of the service and includes;
 - Completing the recruitment process to new job roles and structures
 - Reviewing, refreshing and testing key processes and customer pathways across adult social care, including interfaces with health and other services
 - Ensuring I.T systems reflect the new ways of working and the right equipment is in place to support workers in a new agile working style
 - Establishing comprehensive performance management and case management reporting arrangements
 - Implementation of a staff training and development programme.

Risks and Issues

Risk/issue	Mitigation
Intended outcomes of the new TOM may be affected or delayed if the necessary changes to service delivery do not happen.	The TOM has a detailed project plan and risk log so that any impact can be predicted and mitigated.

Corporate Priority 2 – Every adult secure, responsible and empowered

Key	Overall status (relevant to target)			
	✔	Measure progressing above or in line with target set	✖	Measure under development (e.g. awaiting data collection or target-setting)
	●	Measure progress has been satisfactory but is not fully reaching target set	□	Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)
	✘	Measure has not progressed in accordance with target set	■	Measure information not yet available (e.g. due to infrequency or timing of information/data)

		Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target														Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)		
Outcome	Lead Accountability (Strategic Director)								Overall status	DOT	Annual				Quarterly					Monthly				
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Year end 2018/19	Q1 Apr - Jun 2018	Q2 Jul - Sep 2018	Q3 Oct - Dec 2018	Q4 Jan - Mar 2019	Q1 Apr - Jun 2019	Apr-19	May-19		Jun-19	
A. Adults are enabled to live healthier lives	Terri Roche, Director of Public Health	2.A1	Implement Health and Wellbeing Strategy to improve the health of people in the borough	Successful completion of drug treatment – a) opiate users (aged 18-75)	Gilly Brenner, Consultant in Public Health	High	Quarterly	1.5% absolute increase on the value at new provider starting point in April 2018 (Target = 5.8%)			6.3% (2015)	3.9% (2016)	4.2% (2017)	n/a (due September 2019)	4.2%	3.8%	3.5%	3.1%	n/a (due September 2019)				2018/19 was a baseline year for the new service by CGL (Change Grow Live) which commenced April 2018. Despite the implementation of new clinical tools to identify those who might be ready to leave treatment, and the offer of more recovery support, patients prescribed methadone are not ready to come off their prescriptions at the rate needed to deliver this target. However, those who have completed treatment and left the service in the last year are not re-presenting, and this gives us confidence that the packages of care are the right ones, but must be carefully tailored to individual needs. Although data decreased between Q3 and Q4 2018-19, the most up-to-date PHOF data is showing 3.7% for April and 3.8% for May. June data (Quarter 1 2019-20) will not be available until September 2019.	
B. Individuals and carers are supported to be safe, independent and resilient within a personalised model of care and support	Anne Marie Lubanski, Strategic Director Adult Social Care and Housing	2.B1	Make safeguarding personal	The proportion of Safeguarding Adults at risk who felt their outcomes were met.	Ian Spicer - Assistant Director of Independent Living and Support	High	Monthly	98%			72%	85%	98.3%	97.13%	96.60%	96.50%	99.05%	95.74%	96.0%	92.0%	100.0%	96.30%	In Q1 DoT trend positive, performance is better than final Q4 but is just below comparable Q1 (2018/19 = 96.6%) and year end 97.13%. Overall status assessed as progressing satisfactory but not quite at target. This measure's % is impacted significantly due to low numbers but on investigation the Service is confident that the QA processes support performance in achieving target. During Q1 only 3 records from 75 recorded outcome not met. Recording quality assurance checks and investigation continue to be monitored to maximise performance. Due to the individual monthly counts and recordings run at the moment in time, quarterly calculations may differ slightly.	
		2.B2	Ensure that information, advice and guidance is readily available (e.g. b increasing self assessment) and there are a wide range of community assets which are accessible	The proportion of people contacting adult social care who are provided with information and advice at first point of contact, (to prevent service need).	Jayne Metcalfe-Head of Service - Front Facing Services	High	Monthly	40%			N/A	N/A	N/A	38.80%	N/A	N/A	40.3%	38.80%	39.30%	36.90%	41.20%	39.30%	In Q1 DoT trend positive, performance is better than final year end / Q4. The changed method of calculation to express as a percentage has meant that data for comparable Q1 is not available. Overall status assessed as progressing satisfactory but not quite at target, although this measure's Q1 % performance is within the expected outcome range of between 37% to 40%.	
		2.B3	Improved approach to personalised services – always putting users and carers at the centre of everything we do	The proportion of Adults receiving long term community support who received a direct payment (excludes managed accounts)	Ian Spicer - Assistant Director of Independent Living and Support	High	Monthly	25%			17.5%	19.2%	20.30%	23.28%	20.50%	21.25%	21.71%	23.28%	23.50%	22.6%	23.4%	23.4%	In Q1 DoT trend positive, performance is better than final year end / Q4. The rolling year Q1 comparison shows a 2+% improvement and if the 2018/19 trend for in year outcomes is repeated then the service is confident that year end target will be achieved. Due to the individual monthly counts and recordings run at the moment in time, quarterly calculations may differ slightly.	
		2.B4		Number of carers assessments	Jayne Metcalfe-Head of Service - Front Facing Services	High	Quarterly	567			2,420	771	2,051	556	123	148	95	173	143				In Q1 DoT trend positive, performance is 20 better than comparable Q1 and trajectory is above the Q1 milestone of 142 needed to meet target. Performance management actions remain in place and Service is engaging with all teams to sustain and improve performance service wide, also taking account of in year new TOM ways of working. Service is confident that year end target will be achieved.	
		2.B5	Modernise Enablement Services to maximise independence, including: • Intermediate care • Enabling • Prevention agenda • Developing community assets	The proportion of people (65+) offered the reablement service after discharge from hospital	Chris Corton - Head of Service - Single Point of Access and Enablement Services	High	Annual	2.6%			1.7%	1.8%	2.24%	1.70%			1.70%							Data will next be available in March 2020
		2.B6		Proportion of new clients who receive short term (enablement) service in year with an outcome of no further requests made for support	Chris Corton - Head of Service - Single Point of Access and Enablement Services	High	Monthly	90%			86.1%	81.9%	88.50%	93.50%	89%	91% (Cumulative)	90.4% (Cumulative)	93.5% (Cumulative)	91.20%	97.00%	92.30%	88.88%	The Q1 performance is above year end target and trajectory is on track to meet target, however performance is lower in comparison to the high performance in Q4. There is an improvement of 2% than Q1 last year 2018/19. Performance management actions are monitoring Q1 activity to identify reasons for month on month downturn but this may be due to service changes and cohort profile of service users. This will continue to inform the service as it progresses to take account of in year new TOM ways of working. The national and regional averages are much lower at approximately 78% and 72% respectively. Due to the individual monthly counts and recordings run at the moment in time, quarterly calculations may differ slightly.	
		2.B7	Commission services effectively, working in partnership and co-producing with users and carers; use resources effectively .	All age numbers of New permanent admissions to residential nursing care for adults	Ian Spicer - Assistant Director of Independent Living and Support	Low	Monthly	280 (Cumulative target)			432	356	334	303	70	145 (Cumulative)	202 (cumulative)	305 (Cumulative)	81	39	24	18	There has been a positive reduction of admissions from 103 in the last quarter of the previous year to 81 in Q1. Monthly data also demonstrates a positive DoT (reducing from a April high of 39 to a June low of 18). This number may have been lower however within Qtr 1 the service have been undertaking a targeted review of people with a current short stay status to ensure appropriate support package is in place and to avoid the normal year-end spike in long term admissions. This has meant effectively a front loading in Q1 rather than a gradual increase over the four quarters. This planned action re-profiled the 280 target into a staggered quarterly breakdown of 85 at Q1 and 65 for the three other quarters, however for this quarter the status has been assessed as Amber by the performance team and will be reviewed at quarter two if the admissions are 65 or lower. The service is monitoring admissions monthly and via HWB Forum and remains confident that year-end target will be achieved.	
		2.B8		All age total number of people supported in residential/nursing care for adults	Ian Spicer - Assistant Director of Independent Living and Support	Low	Monthly	900			1,288	1,111	1,023	933	998	975	943	933	931	941	939	931	As per actions for 2.B7 the short stay reviews have also impacted on Qtr 1 overall number supported in residential care (as more become permanent than usual trend). However, the in Q1 1 trend is positive, from April high of 941 reducing to 931 by June and is 2 better than year-end total of 933. The Service will continue to monitor alongside actions for 2.B.7 to provide assurance that year end target will be met.	

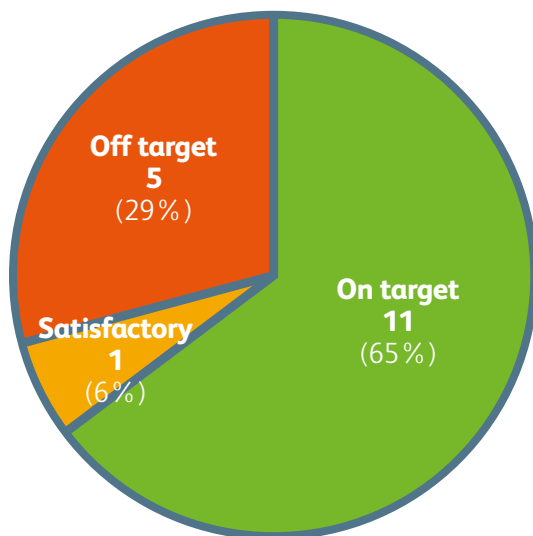


PRIORITY 3: A strong community in a clean, safe environment

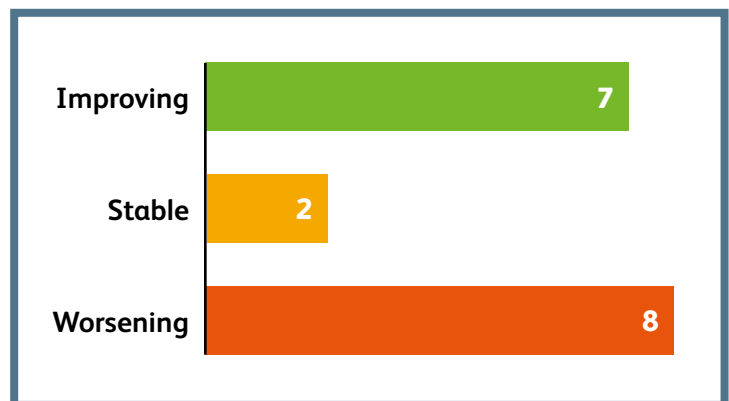
Performance headlines

The diagrams below provide an overview of performance (status and direction of travel) in relation to the priority (where data is available or where targets have been set).

Target Status



Direction of Travel



(Of the eight worsening, four are off target, one is on target and three are satisfactory).

(Note: The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable). These are measures where no target has been set, however good performance (high or low) is still applicable).

Areas performing well or improving



(measures which are on track and direction of travel is improving)



(3.A1a) Public perception of ASB (via the "Your Voice Counts" quarterly survey)

39% of people think ASB is a "big" or "fairly big" problem against a target of 43% or lower (lower is better).



(3.A6) 118,936 engagements with the Council's Culture and Leisure facilities which help adults and children learn, develop their skills or get a job against a cumulative annual target of >350,000 (higher is better).

(3.A7) 90.90% of customers satisfied with culture, sport and tourism services against a target of >90% across all Culture, Sport and Leisure Services (higher is better).

(3.A8) 1,308,599 visits to the Councils, Culture and Leisure facilities against an annual target of 3,500,000 (higher is better).



(3.B2a) Effective enforcement action taken where evidence is found a) Fly Tipping (fixed penalty notices and prosecutions)

11 fixed penalty notices and prosecutions against a target of 37+ (50% increase in prosecutions for the year) (higher is better).

Areas for improvement



(measures which are off track and direction of travel is worsening)



(3.A4b) 73% of vehicles and 77% drivers found to be compliant with licensing requirements during in the spot inspections against a target of 85 % (higher is better).

Action is taken against license holders found to be non-compliant. Those found to be non-compliant are given a verbal/written warning. All local trade representatives have been made aware of the reasons for failure and have been asked to inform drivers.



(3.B3) Total number of customer contacts by service area and overall total
i) Official complaints,
ii) Compliments received,
iii) Service Requests

72 complaints against a target of 10 % reduction (190 cumulative for year) in the number of official complaints received (lower is better).

The waste team are working with residents and collection crews to bring the performance in line with the previous levels.



(3.B4) 113 missed bins per 100,000 collections against a target of 50 (lower is better).

The waste team are working with residents and collection crews to bring the performance in line with the previous levels.

Outcome A: Communities are strong and people feel safe (also contributes to priority 2 Every adult secure, responsible and empowered)

Lead accountability

Paul Woodcock, Strategic Director Regeneration and Environment
Shokat Lal, Assistant Chief Executive

Where are we now?

The Council's Cabinet, meeting on the 10th June, endorsed the Cultural Strategy for 2019 – 2026.

The Library service underwent a peer challenge on the 19th and 20th of June 2019, by a team of 4 elected member and officer peers. Although the final report has yet to be received, an initial draft report has been received and shows that the peer team found a strong political commitment to libraries and a desire for them to develop their role as a key council facility in each community. The peer team were also impressed by the managers, staff and volunteers they met during their 1 to 1 meetings and focus groups, and noted that the Council has a great asset in its dedicated and passionate staff.

On the 21st June, officers attended the first workshop on planning for the Women's Euro 2021 football tournament for which Rotherham United's AESSEAL Stadium has been selected as a venue and Rotherham as a 'Host City'.

Public consultation on the introduction of a Public Space Protection Order (PSPO), for Fitzwilliam Road concluded with the Council approving the introduction of an amended order, in response to public feedback. Engagement with community organisations has continued in relation to communications and signage relating to the PSPO, prior to the operational launch in August. Action plans are being developed

to address the key factors influencing the negative perceptions of anti-social behaviour. These plans will focus on off-road motorcycling, fly-tipping and drug dealing and use.

Following the launch of the new South Yorkshire wide restorative justice service, a programme of training and development for all Police officers and relevant partners ('Remedi') is underway. The service will provide restorative justice support across South Yorkshire both in terms of training and promoting delivery of lower level restorative justice interventions by the Police, alongside the service leading directly on more complex cases. The development of a hate crime strategy for the Safer Rotherham Partnership is underway and supported by the Independent Hate Crime Scrutiny Group.

A key focus of the Safer Rotherham Partnership, Domestic Abuse strategy is to encourage victims to come forward and access the help and support available. The increase in referrals to Domestic Abuse services is therefore seen as a positive outcome. Whilst encouraging more victims to access help and support should remain the focus, there is recognition of the increased demand placed on services and there is a continued focus on reducing repeat victims to improve outcomes and support continued delivery of services.

Next steps

- Action plans to address the key factors influencing negative perceptions of anti-social behaviour will be developed during Quarter 2
- A report to Cabinet to recommend consultation to support a review of Taxi Licensing Policy will be brought forward in Quarter 3. This will seek to address the issues of low-level non-compliance (such as the failure to display ID badges) identified during spot checks
- Work to improve the licensing application process, through the development of online systems is ongoing. System testing is scheduled for September 2019, with a projected 'go live' date of March 2020
- Consultation on the new Library Strategy for 2020-25 ends on the 21st July 2019, the strategy is due to go to Cabinet in Quarter 3
- The 40th anniversary Rotherham Show will be held on the 7th - 8th September 2019.
- In September the Civic Theatre will launch "Sponsor a Seat" where people will have the opportunity to sponsor a seat in the auditorium. This will be marked with an engraved plaque mounted on the seat of their choice. This is expected to be a low but hopefully steady income generator with each sponsorship running for a 5 year period
- Rotherham Music young musicians will join with South Yorkshire Music Education Hubs for a musical celebration at Doncaster Dome on October 19th 2019.

Risks and Issues

Risk/issue	Mitigation
Changes and issues with data for repeat victims of ASB and for positive Hate Crime outcomes continue to present risks in terms of fully understanding the performance in these areas.	Further analysis to support the indicators and to fully understand the underlying data and trends will be undertaken to support the ASB plan and Hate Crime Strategy.

Outcome B: Streets, public realm and green spaces are clean and well maintained

Lead accountability

Paul Woodcock, Strategic Director Regeneration and Environment

Where are we now?

The Council's current three year capital programme to improve the condition of the unclassified road network is now in its final year. The continued focus on improving the condition of roads identified as 'amber' condition has seen a reduction in insurance claims from 120 in Quarter 1 of 2018/19 to 49 in the first quarter of 2019/20. The average number of claims over the three year period has also decreased from an average of 31 per month, before the start of the capital programme, to 20 per month during the 2018/19 financial year.

The number of fines issued in relation to environmental offences includes fines issued by Council officers and under the 'Time for Action' joint arrangements with Doncaster Council. These arrangements deliver enhanced enforcement around littering and parking offences, and have been in place since September 2019.

The current target is currently on course to be achieved by the year end with 632 enforcement actions taken in Quarter 1 alone. To ensure the projected outcome is above the Council Plan target of 2,000 Fixed Penalty Notices, work continues to challenge and improve performance.

Over 40,000 residents have now signed up for the chargeable garden waste service and as the summer progresses this number is expected to continue to rise.

As anticipated, performance in terms of missed bins is still below the same period in 2018/19. However Quarter 1 has seen a significant improvement in performance from quarter 4 of 2018/19, with the number of missed bins per 100,000 collections improving by 15 %. In June the figure had further improved to 91 per 100,000 collections.

Since new recycling services have been introduced, year on year recycling rates for paper and cardboard and collected plastic have risen by 7.75 % and 32 % respectively, while the level of general waste being collected has decreased by 15.5 % this year to date. Incidents of reported fly-tipping have seen no significant change when compared to Quarter 1 2018/19. Complaints about waste management are also showing a decline in numbers, as are contacts about waste matters to the contact centre.

The project to deliver recycling to flats saw a Members seminar held on 22nd May 2019, and work began with colleagues in housing to construct new bin-stores.

Next steps:

- Continued roll-out of the recycling strategy to flats, with the first communal collections planned for the end of July, early August 2019
- Monthly performance meetings are in place to drive performance of the 'Time for Action' enforcement partnership. The contractor plans to employ three further staff to be flexible between Doncaster and Rotherham to mitigate some of the effects of staff turnover.

Risks and Issues

Risk/issue	Mitigation
As the roll-out of recycling to flats continues, there may be risks associated with an increase in customer complaints and coordination of the works required to deliver the project.	An extensive communication and engagement programme will continue and progress monitored.
Volatility of recycling markets continues and could see increased treatment costs.	Mitigated by contract arrangements and close and regular monitoring of material markets.

Corporate Priority 3 – A strong community in a clean safe environment

Key	Overall status (relevant to target)				
	✔	Measure progressing above or in line with target set		✖	Measure under development (e.g. awaiting data collection or target-setting)
	●	Measure progress has been satisfactory but is not fully reaching target set		□	Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)
	✘	Measure has not progressed in accordance with target set		■	Measure information not yet available (e.g. due to infrequency or timing of information/data)

		Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target	Overall status	DOT														Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
Outcome	Lead Accountability (Strategic Director)										Annual				Quarterly					Monthly				
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Year end 2018/19	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Q3 Oct - Dec 2018	Q4 Jan - March 2019	Q1 Apr - June 2019	Apr-19	May-19	Jun-19		
A. Communities are strong and help people to feel safe	Paul Woodcock, Strategic Director Regeneration and Environment	3.A1(a)	Ensure that the Safer Rotherham Partnership is robust and fit for purpose. Develop an effective Community Safety Strategy and Performance Management Framework	Public perception of ASB (via the "Your Voice Counts" quarterly survey)	Tom Smith - Regeneration and Environment	Low	Quarterly	43% or lower	✔	🔄	30%	32%	34%	44%	34%	48%	43%	44%	39%				Although the outturn is 5% better than Q4, this reflects that actions taken as a result of the recent performance clinic led by the Cabinet Member that are starting to take effect, e.g. targeting the 3 types of crime that most affect the public's perception of ASB, these being drugs, littering and use of off-road vehicles.	
		3.A1(b)		Reduce the number of repeat victims of ASB	Tom Smith - Regeneration and Environment	Low	Quarterly	50 or fewer repeat callers per quarter	✔	🔄			309 (total for year)	138 (total for year)	46	38	31	28	46				Please note data change for Q3 18/19, due to SYP System changes.	
		3.A2		The proportion of positive outcomes over the year, for reported Hate Crime cases	Tom Smith - Regeneration and Environment	High	Quarterly	20%	✖	🔄	38%	22%	Currently not available, see data notes	13.45% (average over the year)	12.9% which equates to a 1.1% reduction on the same period last year.	19.7% which equates to a 4.5% increase on the same period last year.	14.3% which equates to a 3.7% reduction on the same period last year.	6.9% which equates to a 10.2% reduction on the same period last year.	All investigations - Outcomes 1-8 (excl. 5): 11.2% which equates to a 13% reduction on the same period last year				Based on the 125 Hate Crimes, there were 11.2% positive outcomes/action taken (based on outcomes 1-8 excluding 5), however, there are 24 investigations ongoing (at time of extraction). Therefore, based on the 101 crimes with an outcome, positive outcomes/action taken for these is 13.9%	
		3.A3(a)		Total number of referrals to Domestic Abuse support services	Tom Smith - Regeneration and Environment	High	Quarterly	700 per quarter	✔	🔄				2,855	692	675	761	727	710				This being data from the Council's 2 DA support services. This quarter is nominally worse than Q4 of 18/19, but is still above the set target.	
		3.A3(b)		The proportion of people receiving Domestic Abuse support who are satisfied with the service	Tom Smith - Regeneration and Environment	High	Annual	80%	■	🔄			71%, (further 20% partly satisfied)				71%, (further 20% partly satisfied)					This is an annual measure and data not yet available.		
		3.A4(a)	Ensure an robust, effective and efficient licensing service	The number of on the spot inspections of taxis	Tom Smith - Regeneration and Environment	High	Quarterly	10% of licensed vehicles and drivers annually (110 and 80 respectively)	●	🔄				127	37	19 (Cumulative 56)	17 (cumulative 73)	54 (127 cumulative)	22				No. of inspections classed as 'amber', as on target to exceed cumulative target for drivers but slightly down on target for vehicles. 6 vehicles were not compliant, due to display plate, condition of fire extinguisher and windscreen wipers. All 5 non-compliant drivers were not wearing their ID badges as required by their licensing conditions. All issued with written warnings.	
		3.A4(b)		The proportion of a) licensed vehicles b) drivers found to be compliant with licensing requirements during in the spot inspections	Tom Smith - Regeneration and Environment	High	Quarterly	85% (Vehicles and drivers)	✖	🔄			75%	57% (vehicles)	79% (vehicles) (Cumulative: 64%)	88% (vehicles) (Cumulative: 70%)	76% (Vehicles)	a) 73% (Vehicles) b) 77% (Drivers)				Licence holders that are found to be non-compliant are given a verbal/written warning. The warning is placed on the driver's record – if he / she is found to have committed the same misdemeanour in future then the fact that they have been warned previously will be taken into consideration when determining the most appropriate course of action that should be taken. In most cases, a similar transgression following a previous written warning will lead to either a final written warning or a review of the licence by the licensing board. In addition, all local trade representatives have been made aware of the reasons for failure and have been asked to inform drivers.		
		3.A5 a)	Rotherham residents are satisfied with their local area and borough as a place to live	a) How satisfied or dissatisfied are you with your local area as a place to live	Christopher Burton, Assistant Chief Executive's office	High - very or fairly satisfied	6 monthly	Equal to or >79%	✔	🔄	79% June 2015 82% December 2015 satisfied or fairly satisfied	80% June 2016 81% December 2016 satisfied or fairly satisfied	79% June 2017 75% February 2018 Very or fairly satisfied	79% (Wave 8 December 2018)Very or fairly satisfied	79% (Wave 7 June 2018)Very or fairly satisfied		79% (Wave 8 December 2018)Very or fairly satisfied		79% (Wave 9 June 2019)Very or fairly satisfied				The results of this element of the survey have now been consistent for the last three surveys and have varied very little over the last four and a half years. RMBC's overall score in this respect is slightly below the national average of 81%.	
		3.A5 b)		b) Overall, all things considered, how satisfied or dissatisfied are you with Rotherham Borough as a place to live	Christopher Burton, Assistant Chief Executive's office	High - very or fairly satisfied	6 monthly	>69%	✖	🔄	69% June 2015 61% December 2015 very or fairly satisfied	62% June 2016 66% December 2016 very or fairly satisfied	56% February 2018 Very or Fairly Satisfied	61% (Wave 8 December 2018) Very or Fairly Satisfied	57% (Wave 7 June 2018) Very or Fairly Satisfied		61% (Wave 8 December 2018) Very or Fairly Satisfied		58% (Wave 9 June 2019) Very or Fairly Satisfied				This measure's direction of travel compares June 2019 to June 2018 as the data is seasonal and residents opinions vary according to the time of year. The variation in satisfaction with the Borough as a place to live differs from residents' more consistent satisfaction with their local area as a place to live, with residents significantly more satisfied with their own local area (average 79 per cent) than the Borough as a whole (average 58 per cent).	
A. Communities are strong and help people to feel safe	Paul Woodcock, Strategic Director Regeneration and Environment	3.A6	Create a rich and diverse cultural offer and thriving Town Centre	Number of engagements with the Council's Culture and Leisure facilities which help adults and children learn , develop their skills or get a job.	Polly Hamilton - Regeneration and Environment	High	Quarterly	>350,000 cumulative annual target.	✔	🔄			400,228	465,734	109,074	102,907 (211,981-cumulative)	131,638 (343,832 - cumulative)	122,115 (465,734 cumulative)	118,936				This measure is on target and performance has improved in comparison to the same period in 2018/19. Rother Valley Country Park numbers decreased on last year due to cool and wet weather during May and June. The lake was closed at the end of June due to blue green algae. Active Rotherham: Reduced figure for this quarter due to the end of a number of externally funded posts. DOT based on Q1 2019/20 comparison against Q1 2018/19 due to seasonal factors.	
		3.A7		Customer satisfaction with culture, sport and tourism services	Polly Hamilton - Regeneration and Environment	High	Quarterly	>90% across all Culture, Sport and Leisure Services	✔	🔄			a- Libraries & CSC) 99.2% b- Heritage Sites) 87% c- Parks and Open Spaces) 84% d- Sport & Leisure Facilities) 90.65%	a- Libraries & CSC) 98.76% b- Heritage Sites) 86.6% c- Parks and Open Spaces) 82.65% d- Sport & Leisure Facilities) 90.4%	a- Libraries & CSC) 99.06% b- Heritage Sites) 88% c- Parks and Open Spaces) 82.65% d- Sport & Leisure Facilities) 90.65%	a- Libraries & CSC) 99.10% b- Heritage Sites) 85% c- Parks and Open Spaces) 82.65% d- Sport & Leisure Facilities) 90.19%	a- Libraries & CSC) 99.80% b- Heritage Sites) 88% c- Parks and Open Spaces) 82.65% d- Sport & Leisure Facilities) 90.19%	90.90%				The average score is derived from an amalgamated average of all 4 services. Seasonal element means DOT is assessed against Q1 of previous year.		
		3.A8		Number of visits to the Councils, Culture and Leisure facilities a - Libraries b - Clifton Park Museum, archives and other heritage sites c - Civic Theatre d - Country Parks (Rother Valley, Thyrbergh and Clifton Park) e - Visitor Information Centre f - Events g - Engagement and Outreach Activities h - Leisure Centres i - Other activities delivered by Third Parties	Polly Hamilton - Regeneration and Environment	High	Quarterly	3,500,000 cumulative annual target	✔	🔄			a: 538,851 b: 110,217 c: 86,981 d: 1,034,416 e: 47,326 f: 69,660 g: 31,205 h: 1,296,570 i: 1,320 Total no. of visits = 3,216,546	a: 616,179 b: 111,154 c: 80,578 d: 1,838,798 e: 0 f: 68,460 g: 6,996 h: 1,307,965 i: 0 Total no. of visits = 4,030,130	a: 155,196 b: 35,532 c: 7,429 d: 646,273 e: 0 f: 55,600 g: 1,514 h: 330,817 i: 0 Total no. of visits = 1,246,710 2,361,208 cumulative	a: 157,446 b: 47,631 c: 7,429 d: 646,273 e: 0 f: 55,600 g: 1,514 h: 330,817 i: 0 Total no. of visits = 820,677 3,181,885 cumulative	a: 148,283 b: 12,767 c: 34,327 d: 319,720 e: 0 f: 6,610 g: 1,280 h: 297,690 i: 0 Total no. of visits = 848,245 3,181,885 cumulative	a: 155,254 b: 15,224 c: 20,947 d: 317,437 e: 0 f: 0 g: 1,712 h: 337,671 i: 0 Total no. of visits = 848,245 4,030,130 cumulative	a: 138,333 b: 39,683 c: 16,511 d: 775,677 e: 0 f: 8,000 g: 2,086 h: 328,309 i: 0 Total no. of visits = 1,308,599 cumulative				School visits: schools are less able to release staff to accompany children for library visits and so the number of school class visits has declined. Library Visitor figures: The downturn in visitor figures was unexpected and may be due in part to poor weather conditions. We expect the figure will improve through the year. Country Parks: Figures for Clifton Park are raised dramatically. This is due to the visitor counters within the parks now working correctly. During the same quarter in 2018/19 some counters were not logging data adequately. Figures for the Country Parks are lower in comparison to last year in the same quarter which is a result of the wet weather during June. Visitor Centre: It has not been possible to capture data again this quarter as the people counter has not been installed. Leisure Centres: There has been a reduction in the number of pitch bookings during the quarter although 2018/19 was a particularly higher number as a result of additional fixtures being played at the end of the season following poor weather during the winter period. Figures are lower for leisure centres compared to the previous year which may be as a result of competition from other leisure operators. Also there has been a decline in Rothercard usage during this quarter, however this may be due to a recent IT upgrade and how customers are now checking in for their swim. This is being investigated with the Places for People Leisure IT and will feed back if there are any variances to the figures provided. Civic Theatre: Figures are down on ticket sales in the first quarter compare to last year. Some of this would appear to be a general trend in the industry. Some shows that we would have expected to sell well based on previous visits, didn't reach expected figures. There were a number of performances cancelled, one show because they had an incident where their tour van was stolen along with all set and costumes, and another due to low ticket sales. NOTE DOT measured against Q1 of 18/19 as seasonal element to CST performance.	

		Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target														Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)	
Outcome	Lead Accountability (Strategic Director)								Overall status	DOT	Annual				Quarterly					Monthly			
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Year end 2018/19	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Q3 Oct - Dec 2018	Q4 Jan - March 2019	Q1 Apr - June 2019	Apr-19	May-19		Jun-19
B. Streets, public realm and green spaces are clean and well maintained	Paul Woodcock, Strategic Director Regeneration and Environment	3.B1 (a)	Deliver a cleaner, greener Rotherham to ensure that it is a safe Rotherham to ensure that it is a safe and attractive place to live, work and visit	The proportion of the principal road network classified as being in: a) Amber condition b) Red condition	Tom Smith - Regeneration and Environment	Low	Annual	a) 17% b) 3%			3%	3%	2%	2%								This is an annual measure and data not yet available.	
		3.B1 (b)		The proportion of the non-principal road network classified as being in: a) Amber condition b) Red condition	Tom Smith - Regeneration and Environment	Low	Annual	a) 22% b) 6%			6%	7%	5%	4%								This is an annual measure and data not yet available.	
		3.B1 (c)		The proportion of unclassified roads classified as being in: a) Amber condition b) Red condition	Tom Smith - Regeneration and Environment	Low	Annual	a) 34% b) 24%			24%	23%	23%	23%	24%	23.75%	23.75%	23%	a) 33% b) 23%				To provide a full picture of the condition of Rotherham's roads, this year reporting will also be carried out on roads that are assessed as being in an Amber condition. Going forward this will highlight any potential long-term issues. The % of roads in 'green' condition is 45%.
B. Streets, public realm and green spaces are clean and well maintained	Paul Woodcock, Strategic Director Regeneration and Environment	3.B2(a)	Deliver a cleaner, greener Rotherham to ensure that it is a safe Rotherham to ensure that it is a safe and attractive place to live, work and visit	Effective enforcement action taken where evidence is found a) Fly Tipping (fixed penalty notices and prosecutions)	Tom Smith - Regeneration and Environment	High	Monthly	37+ (50% increase in prosecutions for the year)			Not available - baseline year	25	42	23	7	12 (Cumulative)	21 (Cumulative)	23 (Cumulative)	11			8 fixed penalty notices & 3 prepared prosecutions. 1 has been heard, resulting in a £500 fine.	
		3.B2(b)		Effective enforcement action taken where evidence is found b) Other enviro-crime (fixed penalty notices and prosecutions)	Tom Smith - Regeneration and Environment	High	Monthly	2000 (cumulative for the year)			Not available - baseline year	185	6,673	1,796	89	515 (Cumulative)	1,138 (Cumulative)	1,796 (Cumulative)	632 (Cumulative- includes 23 issued by RMBC staff)	233	235	137	Measure currently on target
		3.B3		Total number of customer contacts by service area and overall total. Service areas measured are a) Street Cleansing, b) Grounds Maintenance, c) Litter, d) Waste Management. Contacts measured are: i) Official complaints ii) Compliments received iii) Service Requests	Tom Smith - Regeneration and Environment	Low	Monthly	10% reduction (target around 190 cumulative for year) in the number of official complaints received.			No of customer contacts for A) 1,301 B) 6,115 C) 452 D) 716 Complaints 79	Grounds Maintenance i) Complaints 19 ii) Compliments 11 iii) Service Requests 761 Street Cleansing i) Complaints 7 ii) Compliments 0 iii) Service Requests 8315 Litter i) Complaints 4 ii) Compliments 1 iii)Service Requests 1227 Waste Management i) Complaints 64 ii) Compliments 29 iii)Service Requests 35,358 Total cumulative complaints figure= 84	Grounds Maintenance i) Complaints 14 ii) Compliments 1 iii) Service Requests 408 Street Cleansing i) Complaints 2 ii) Compliments 0 iii) Service Requests 2086 Litter i) Complaints 3 ii) Compliments 1 iii)Service Requests 286 Waste Management i) Complaints 43 ii) Compliments 6 iii)Service Requests 9118 Total cumulative complaints figure= 52	Grounds Maintenance i) Complaints 3 ii) Compliments 3 iii) Service Requests 219 Street Cleansing i) Complaints 2 ii) Compliments 0 iii)Service Requests 1,845 Litter i) Complaints 1 ii) Compliments 0 iii)Service Requests 317 Waste Management i) Complaints 48 ii) Compliments 21 iii)Service Requests 10,057 Overall number of complaints Q2 = 49 Total cumulative complaints figure= 101	Grounds Maintenance i) Complaints 1 ii) Compliments 3 iii) Service Requests 85 Street Cleansing i) Complaints 4 ii) Compliments 0 iii) Service Requests 2682 Litter i) Complaints 0 ii) Compliments 0 iii)Service Requests 173 Waste Management i) Complaints 54 ii) Compliments 12 iii)Service Requests 11943 Overall number of complaints Q3 = 49 Total cumulative complaints figure= 150	Grounds Maintenance i) Complaints 0 ii) Compliments 4 iii) Service Requests 278 Street Cleansing i) Complaints 2 ii) Compliments 0 iii) Service Requests 2216 Litter i) Complaints 1 ii) Compliments 0 iii)Service Requests 202 Waste Management i) Complaints 66 ii) Compliments 0 iii)Service Requests 10,756 Overall number of complaints Q1 = 72 Total cumulative complaints figure= 72				Complaints have risen in comparison to Q4, although it should be noted that of the 72 complaints only 31, (43%), were either partially of wholly upheld. 92% of complaints are about the Waste Service which is still affected by the significant changes implemented over the 3rd and 4th Quarter of last year. The waste team are working with residents and collection crews to bring the performance in line with the previous levels. NB- DOT is assessed against the same quarter ion the previous year to reflect on seasonal impacts generating complaints.			
		3.B4	Ensure an efficient and effective waste and recycling service	Number of missed bins per 100,000 collections	Tom Smith - Regeneration and Environment	Low	Quarterly	50			62.7	46.92	42.21	69.51	Q1 43.01 Overall YTD - 43.01	Q2 44.27 Overall YTD - 43.64	Q3 67.45 Overall YTD - 51	Q4 146.09 Overall YTD - 69.51	113 Overall YTD - 113				The new Waste Service is starting to embed following the significant changes implemented over the 3 rd and 4 th Quarter of last year - missed bins are continuing to reduce however remain higher than Q1 last year, the waste team are working with residents and collection crews to bring the performance in line with the previous levels, indeed performance for June 19 was 91 missed bins per 100,000 collections, in May the figure was 124. DOT based on Q1 18/19 due to seasonal factors.
		3.B5		The proportion of waste sent for reuse (recycling and composting)	Tom Smith - Regeneration and Environment	High	Quarterly	45%			43.11%	45.30%	46.11%	45.60%	53.72% Current estimate for March 2018 - 46.27%	49.56% Current estimate for March 2018 - 44.60%	47.72% Current estimate for March 2019 - 45.61%	45.69% Overall Year End - 45.60%	46.80% Year end forecast 45.59%				In the first quarter of 19/20, Residual waste collected has reduced by 15.50% Cans Glass and Plastic recycling collected has increased by 31.99% Paper and Card recycling collected has increased by 7.75% DoT based on seasonal influences, comparison of Q1 18/19 to Q1 19/20

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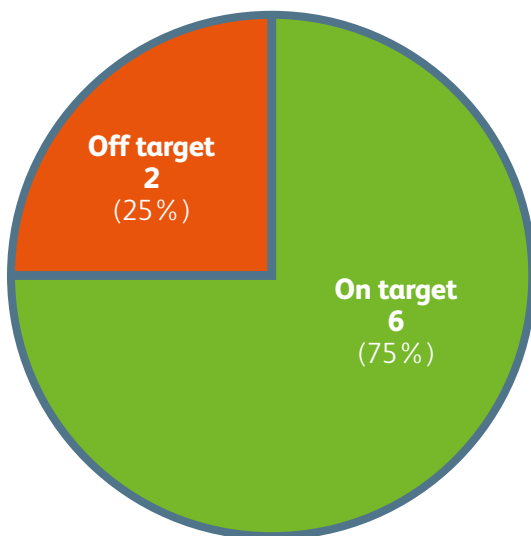


PRIORITY 4: Extending opportunity, prosperity and planning for the future

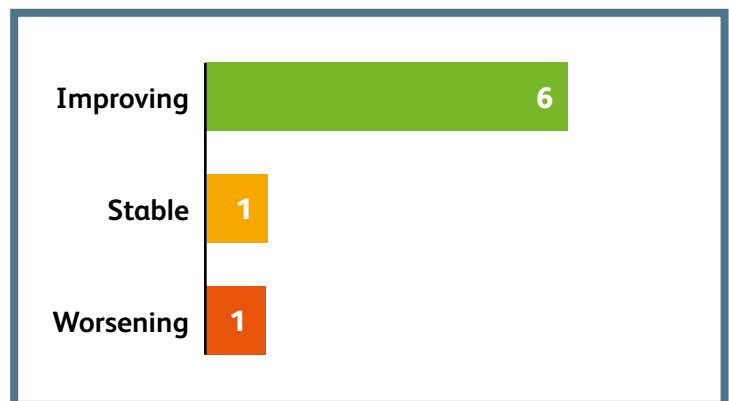
Performance headlines

The diagrams below provide an overview of performance (status and direction of travel) in relation to the priority (where data is available or where targets have been set).

Target Status



Direction of Travel



(The worsening measure is also off target)

(Note: The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable). These are measures where no target has been set, however good performance (high or low) is still applicable).

Areas performing well or improving



(measures which are on track and direction of travel is improving)



(4.B2) 99.77% of council housing stock that is classed as “decent” against a target of 99.5 % (higher is better).



(4.A1) 15 new businesses started with help from the Council against a target of 15 (higher is better).

(4.A3) 17% of vacant floor space in the Town Centre against a target of 18 % (lower is better).

(4.A5) Narrow the gap to the UK average on the rate of the working age population economically active in the borough
-0.40 % (Quarter 4) against a target of 0 %
– achieve the National Average (lower is better).



(4.B3) 97% of privately rented properties compliant with Selective Licensing conditions within designated areas against a target of 95 % (higher is better).

Areas for improvement



(measures which are off track and direction of travel is worsening)



(4.B1a) 8 new homes delivered via direct Council intervention against an annual target of 175 (higher is better).

Plans are in place to accelerate growth throughout the remaining quarters and it is anticipated the year-end target of 175 new homes will be met.

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

Lead accountability

Paul Woodcock, Strategic Director Regeneration and Environment

Where are we now?

A major step forward in delivery of the Town Centre Masterplan was secured when the legal agreement with Muse Developments for the delivery of the Forge Island regeneration was signed in June 2019. Sirius Geotechnical completed their geo-physical and geo-environmental surveys of the Forge Island Flood Defence Site (the western edge of the site) in June 2019 and delivered their findings in July 2019. These reports have been used to inform the final design of the flood defence wall and safety on site. Work will now continue to progress the delivery of the scheme, including the preparation of detailed designs, to support a planning application to be submitted later in the year.

As part of a major programme to produce new materials and manufacturing techniques for fusion power plant construction, the UK Atomic Energy Authority secured funding to establish a £22 million research facility on the Advanced Manufacturing Park. The facility will support greater collaboration with manufacturers on joining technologies for metals and ceramics and is expected to deliver a £40 million uplift to regional Gross Value Added (GVA). In Dinnington, Trebor Developments commenced work on the 7,200 sq m Atomic 31 Development.

Following a major update, the RiDO website went live as Invest Rotherham. The site will promote RiDO's services to Rotherham's business community and inward investors, as well as showcasing business success in the Borough.

In June 2019, the Employment and Skills Strategy was endorsed by Cabinet, and is now being implemented. This strategy is designed to attract, support and grow new and existing businesses, by providing a skilled and enterprising workforce. While ensuring Rotherham residents have the best opportunity to secure a career with opportunities for decent pay and progression.

Skills Bank 2 – a programme to provide bespoke training that will support business growth, went live in April 2019 providing businesses in the borough with access to funding via the Sheffield City Region Growth Hub.

The Rotherham Apprentice of the Year 2019 Awards were held at Rotherham United's AESSEAL Stadium on the 20th June 2019, night with speeches from local business and the Chief Executive. Prizes were presented by the Mayor and Mayoress of Rotherham. A Council apprentice was "highly commended" at the Awards event.

The Launchpad 2 programme which provides funding for the Council to deliver business support to new start-up businesses and business up to 36 month old went live on 1st April 2019. The 3-year programme is expected to assist 70 pre-start entrepreneurs and 50 early stage businesses, creating 18 jobs. Additional support was secured for start-up businesses in Rotherham with the Council reaching agreement with UK Steel to deliver a programme of UK Steel funded small marketing grants.

During this quarter the Launchpad project team assisted 66 new enquiries and held 18 group workshops attended by 109 people.

Next steps:

- Reopening on the Interchange Car Park to take place in Quarter 2
- On the 5th July, the Council was informed that it had been successful in the first round of the Future High Streets Fund, (FHSF) and will progress to the next stage of the bidding process to develop a full business case to apply for a grant of up to £25m.

Risks and Issues

Risk/issue	Mitigation
Very difficult trading conditions for Town Centre businesses, especially retail.	Progress on achieving the grant from the Future High Streets Fund, and continue to explore sources of additional funding.
Next round of the FHSF is still competitive, with no guarantee of success.	The bid will be based around the Town Centre Masterplan, a document signed up to by a wide range of partners and well scoped out projects.

Outcome B: People live in high quality accommodation which meets their need, whether in the social rented, private rented or home ownership sector (also contributes to priority 2 – Every adult secure, responsible and empowered)

Lead accountability

Anne Marie Lubanski, Strategic Director Adult Social Care and Housing

Where are we now?

Rotherham's new Housing Strategy was approved by Cabinet in March 2019. The strategy sets out how the Council will increase the number of new homes being built in the borough, and ensures they are of the right type, size and tenure and in the right locations to meet Rotherham's housing needs. It also sets out how the Council will improve quality standards in Rotherham's existing homes, whether they are in council ownership or private sector ownership.

Number of new homes delivered during the years via direct Council intervention

Last year the Council enabled the delivery of 112 new homes against a target of 109. A more challenging target of 175 has been set for 2019/20. Whilst the number delivered during the first quarter is low (eight), a number of key Council led projects will complete during the year including various sites in the Wates Clusters programme, 58 new homes at Bellows Road in Rawmarsh and other Housing Revenue Account small sites and at this stage the housing service is confident that the year-end target will be achieved.

Number of new homes delivered during the year (overall)

The overall number of new homes delivered in the first quarter was 116. This figure is projected to rise sharply as the sites released in the Local Plan are progressed by the private sector. A large number of planning applications have been received since the adoption of the plan and the Council's planning service continues to achieve excellent performance at processing applications and granting permissions.

Actions being taken to accelerate growth include:

- The establishment of a post based in strategic housing and development to liaise with landowners, developers and funders to identify and unlock barriers to development on private sites
- Joint working between planning and housing to ensure a collaborative approach and focus on delivery
- Strategic three-way meetings with Homes England and the Sheffield City Region to explore external funding opportunities to unlock sites with viability challenges
- Annual housing developer summit and engagement throughout the year with the private sector to stimulate development activity on both privately owned and council owned land.

Percentage of council housing stock that is classed as “decent”

Decency standards in the properties the Council rents for social housing are being maintained. At the beginning of the year 60 properties, equivalent to 0.30 % of the Council’s 20,331 housing stock were identified to become non decent during the course of the year. By the end of Quarter 1 14 properties have undergone decency works meaning 99.77 % of the Council’s stock meets minimum standards of decency. Targets for ensuring a minimum 99.50 % of the Council’s stock meets the decency standard by the end of the current year therefore are already being met.

Percentage of privately rented properties compliant with Selective Licensing conditions within designated areas

The Selective Licensing Scheme continues to operate effectively with 97 % (against a target of 95 %) of properties eligible to register under the scheme compliant to the terms and conditions the Council has laid down for improving standards of accommodation in the private rented sector. By the end of the quarter only 80 properties, from the 2,376 properties eligible to register under the scheme, require attention to bring compliance levels in the borough higher.

Next steps:

- Secure Cabinet approval for the Council to build 185 new homes in Rotherham town centre (Autumn 2019)
- Identify firm residential delivery plans for Chesterhill Avenue and Whinney Hill to deliver over 230 new homes (November 2019)
- Complete a five year housing growth programme (December 2019).

Risks and Issues

Risk/issue	Mitigation
Risk of not meeting the target for homes delivered through direct council intervention which impacts on wider borough target.	<p>Secure Cabinet approval for the Council to build 185 new homes in Rotherham town centre (Autumn 2019).</p> <p>Identify firm residential delivery plans for Chesterhill Avenue and Whinney Hill to deliver over 230 new homes (November 2019).</p> <p>Complete a five year housing growth programme (December 2019).</p>

Corporate Priority 4 – Extending opportunity. Prosperity and planning for the future

Key	Overall status (relevant to target)			
	✔	Measure progressing above or in line with target set	✂	Measure under development (e.g. awaiting data collection or target-setting)
	●	Measure progress has been satisfactory but is not fully reaching target set	□	Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)
	✖	Measure has not progressed in accordance with target set	■	Measure information not yet available (e.g. due to infrequency or timing of information/data)

		Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target															Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)
Outcome	Lead Accountability (Strategic Director)								Overall status	DOT	Annual				Quarterly					Monthly			
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Year end 2018/19	Q1 Apr - Jun 2018	Q2 Jul - Sep 2018	Q3 Oct - Dec 2018	Q4 Jan- March 19	Q1 Apr - Jun 2019	Apr-19	May-19	Jun-19	
A. Businesses supported to grow and employment opportunities expanded across the borough	Paul Woodcock, Strategic Director Regeneration and Environment	4.A1	Deliver economic growth (via the Economic Growth Plan, Business Growth Board and Sheffield City Region)	Number of new businesses started with help from the Council	Paul Woodcock - Regeneration and Environment	High	Quarterly	15	✔	↻			13.75	14.5 (average for the year)	20	13	18	7	15				RIDO helped 4 new businesses through the business centres and the Launchpad project helped 11 start up
		4.A2		Survival rate of new businesses (3 years)	Paul Woodcock - Regeneration and Environment	High	Annual	60%	■		60%	60.5%	62.9%	Next Data available Dec 19 for year to Dec 18.									This is an annual measure and data not yet available.
		4.A3		The proportion of vacant floor space in the Town Centre area	Paul Woodcock - Regeneration and Environment	Low	Quarterly	18%	✔	↻			22.0%	24.5% Yearly average	23.3%	21.5% Figure revised with return to previous definition of Town Centre	25.8%	27.40%	17.0%				This measure is now measured against the Local Plan definition of the Town Centre, therefore a true position regarding the DOT for this measure will not be available until Q2.
		4.A4		Number of jobs in the Borough	Paul Woodcock - Regeneration and Environment	High	Annual	1,000 new jobs p.a. (10,000 over 10 years).	■		100,000	104,000	99,000 (Annual Data to Dec 17)	Next Data available Oct 19 for year to Dec 18.									This is an annual measure and data not yet available.
		4.A5		Narrow the gap to the UK average on the rate of the working age population economically active in the borough	Paul Woodcock - Regeneration and Environment	Low	Quarterly	0% - achieve the National Average	✔	↻	1% gap	4.3%	3.23%	Next data due end Jun for end Mar figures	0%	-0.70%	-0.70%	-0.40%	Not yet available				Data from ONS APS which is released quarterly approx. 4 months in arrears. E.g. Jan - Mar quarter released in July. At 31/03/19, UK average 78.5%, Rotherham 78.1%
		4.A6		Number of Planning Applications determined within specified Period: a) Major 13 weeks b) Minor 8 weeks c) Other 8 weeks	Paul Woodcock - Regeneration and Environment	High	Quarterly	All at 95%	✔	↻	89.9%	99.9%	a) 100% b) 100% c) 100%	a) 100% b) 100% c) 100%	a) 100% b) 100% c) 100%	a) 100% b) 100% c) 100%	a) 100% b) 100% c) 100%					The Planning service continues to deliver a high quality service with all targets achieved at 100% yet again.	
B. People live in high quality accommodation which meets their need, whether in the social rented, private rented or home ownership sector	Anne Marie Lubanski, Strategic Director Adult Social Care and Housing (Commenced 8th August 2016).	4.B1(a)	Implement the Housing Strategy 2019-2022 to provide high quality accommodation	Number of new homes delivered during the year via direct Council intervention	Tom Bell - Adult Social Care and Housing	High	Quarterly	175	✖	↻				112	19	44	30	19	8				Numbers of new homes built directly as a result of the Councils intervention in quarter 1 are lower than for the same quarter last year 18/19. Plans are in place however to accelerate growth throughout the remaining quarters and it is anticipated the year end target of 175 new homes will be met . The DOT rating for the indicator is based on comparisons in performance between quarter 1 of 2019/20 and quarter 4 of 2018/19
		4.B1(b)		Number of new homes delivered during the year	Tom Bell - Adult Social Care and Housing	High	Quarterly	550	✖	↻	663	593	479	427	160	97	91	79	116				The overall number of new homes built in the borough , though 44 units lower than in quarter 1 last year, is expected to rise sharply throughout the remainder of the year as sites released by the Local Plan are progressed by the private sector. The DOT rating for the indicator is based on comparisons in performance between quarter 4 of 2018/19 and quarter 1 of 2019/20.
		4.B2		The proportion of council housing stock that is classed as "decent"	Tom Bell - Adult Social Care and Housing	High	Quarterly	99.5%	✔	↻	100%	100%	100%	100%	99.51%	99.59%	99.88%	100%	99.77%				At the beginning of the current financial year the Council forecasted 60 properties (0.30% of the 20,331 stock) would become non decent during the course of the year. By the end of quarter 1, following decency works to 14 of these properties, the number of non decent properties is reduced to 46 equating to 0.23% of the stock. This means at the end of quarter 1 , 99.77% of the Councils stock meets minimum standards of decency 100% compliance levels cannot be delivered by the end of quarter because quite simply not all properties fall out of the decency standard at the same time in the year. To measure more accurately the trend delivering performance against this indicator the DOT between quarter 1 in 2018/19 and quarter 1 in 2019/20 is therefore being used .
		4.B3	Private rented housing – improving standards through selective licensing	The proportion of privately rented properties compliant with Selective Licensing conditions within designated areas	Tom Smith - Regeneration and Environment	High	Monthly	95%	✔	↻		85%	94.2%	95.7%	97.0%	97.0%	98.0%	95.70%	97.0%	95.8%	97.3%	97.00%	2376 properties are currently eligible to be registered under the Selective Licensing Scheme . Of these 80 properties are currently awaiting inspection to test compliance with the terms and conditions of the scheme . The DOT rating for the indicator is based on comparison in performance between Quarter 1 2019/20 and Quarter 4 2018/19

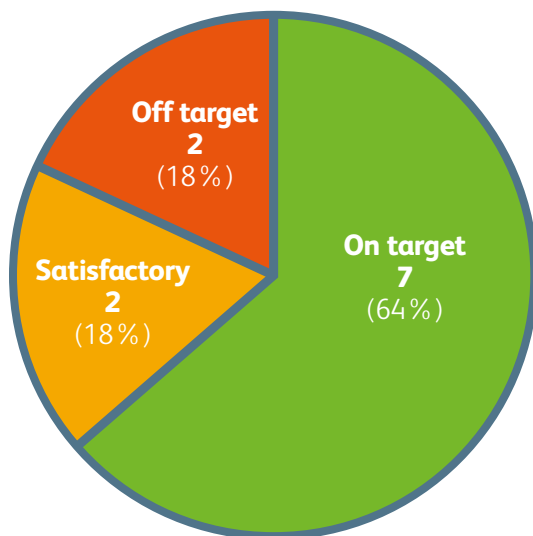


PRIORITY 5: A modern, efficient council

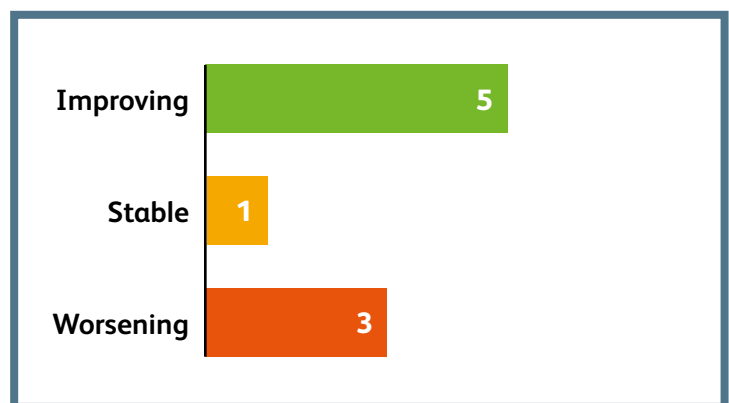
Performance headlines

The diagrams below provide an overview of performance (status and direction of travel) in relation to the priority (where data is available or where targets have been set).

Target Status



Direction of Travel



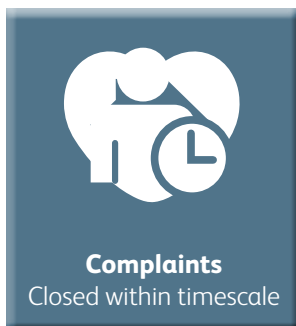
(Of the three worsening, two are on target and one is satisfactory).

(Note: The overall totals in the diagrams may differ because some measures, which have a direction of travel, do not have a status rating (on target, satisfactory or off target) as this is not applicable). These are measures where no target has been set, however good performance (high or low) is still applicable).

Areas performing well or improving



(measures which are on track and direction of travel is improving)

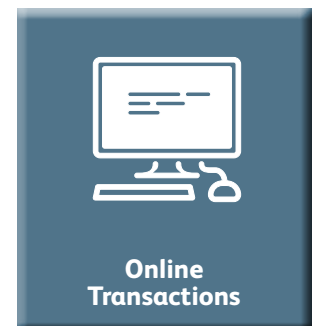


(5.C1) 95% of complaints closed within timescale against an annual target of 85 % (higher is better).



(5.D3) £3.5m (~49% annual forecast) reduction in agency cost against a 10 % reduction target (lower is better).

(5.D4) 2.2% (6) of the children's social care establishment (social workers and team managers) are agency staff against a target of 10 % (lower is better).



(5.C3) 28% of transactions online against a cumulative target of 28 % (higher is better).

Areas for improvement



(measures which are off track and direction of travel is worsening)



(5.D6) 44.4% of Cabinet reports where an Equality Analysis Screening Assessment has been completed
against a target of 100% (higher is better).

A new process in relation to Equality Analyses was introduced in May/June and a presentation regarding the revised Equality Analysis process was provided at the Wider Leadership session in May. The steps taken along with a revised report checklist and checks during the report approval process should improve performance from Quarter 2.

Outcome A: Maximised use of assets and resources and services demonstrate value for money

Lead accountability

Judith Badger, Strategic Director Finance and Customer Services

Where are we now?

With continued cuts to Local Government funding it is vital that the Council aims for excellence at collecting local revenues, in particular Council Tax and Non Domestic Rates, which currently fund around one-third of the Council's annual spend on providing services to citizens (excluding housing benefit payments, housing revenue account and schools grant funding).

As at the end of Quarter 1, Council Tax in-year collection performance is 27.2% which is 0.2% down on performance at the same time in 2018/19.

Business Rates in-year collection performance is 28.0% which is 0.9% lower than the performance at the same quarter in 2018/19. However, this relates to comparative timing of payments from a small number of larger ratepayers and it is still anticipated that the collection performance target for 2019/20 will be met.

In-year collection performance for both Council Tax and Business Rates was in the top quartile of all Metropolitan Councils for 2018/19. The Council also had the highest in-year Council Tax collection rate of all 9 South and West Yorkshire Metropolitan Councils and was second highest for in-year collection of Business Rates.

Council approved a two-year balanced budget for 2019/20 and 2020/21 in February 2019, alongside an updated Medium Term Financial Strategy to 2021/22 and a refreshed Reserves Strategy. This provides a sustainable financial position for the Council across the medium term, but delivery of the savings included within the budgets and managing the costs and demands on Social Care continues to present a significant challenge for the Council.

The financial monitoring position as at the end of June shows a forecast overspend of £4.5m with management actions being identified to ensure the Council delivers a balanced budget.

Next steps:

- Continued monitoring of performance and redirection of resources within the Revenues and Benefits Service, where possible, to focus on maintaining levels of collection at those reflected within performance objectives and the Council's budget
- A suite of projects is in train within the Revenues and Benefits function, to deliver efficiencies as part of the Council's Customer and Digital savings programme.

Risks and Issues

Risk/issue	Mitigation
Collection of Council Tax for 2019/20 is 27.2 % which is 0.2 % down on target and performance in 2018/19.	Work on the Revenues and Benefits teams continues to be focussed on maximising performance for this measure towards achieving the Council Tax target of 97 % and remaining within the Top Quartile of Metropolitan Councils.
Although the collection percentage is down on last year the actual amount of Council Tax collected so far this year (including precepts) is £1.7million up on the amount collected at this time in 2018/19.	

Outcome B: Effective governance arrangements and decision making processes are in place

Lead accountability

Shokat Lal, Assistant Chief Executive

Where are we now?

The pre-decision scrutiny process has become embedded within the decision-making process and has been positive in ensuring the effectiveness of governance arrangements and decision making. Regular reports are submitted by Overview and Scrutiny Management Board to Cabinet meetings detailing the recommendations from non-executive Members. Performance continues to be good in this area with the majority of recommendations being accepted by the Cabinet. In the first quarter of the year, all recommendations from Overview and Scrutiny Management Board were either accepted or partially accepted by Cabinet.

Next steps:

- Overview and Scrutiny Members to use the Forward Plan to identify potential items for pre-decision scrutiny at an earlier stage in the preparation of a report
- Consideration by Cabinet Members of inviting scrutiny involvement in the development of proposals for determination by Cabinet.

Risks and Issues

Risk/issue	Mitigation
Late involvement and scrutiny of proposals prior to determination does not allow sufficient time to analyse and significantly amend proposals.	Consideration of earlier involvement from scrutiny members in the development and review of draft proposals.

Outcome C: Staff listen and are responsive to customers to understand and relate to their needs

Lead accountability

Shokat Lal, Assistant Chief Executive

Judith Badger, Strategic Director Finance and Customer Services

Where are we now?

Complaints performance is reported to management teams and individual AD's on a monthly and quarterly basis. Performance has significantly exceeded the target (85 %) and is at a "best ever" 95 %. This is the result of consistent application of the performance measures introduced over the last three to four years.

A full capacity Complaints Team and strong performance measures in Directorate Management Teams (DMT's) (such as a weekly complaint dashboard) has led to all complaints being fully scrutinised and only a minority of complex cases exceeding the required timescales.

The new website will be launched in Autumn 2019 which will allow customers to access more processes online, including booking and paying for services. It will also involve refreshing the information available on the site so that it is easy for customers to access the information that they require. The testing of the new website will be undertaken by the public, using feedback to clarify that it delivers their needs. The new customer service system has now been installed and is currently being configured to go live at the same time as the new website, giving easy access to services regardless of the channel used.

Next steps:

- Improve the quality of the responses to complaints and achieve better learning and service improvement from complaints
- New Website goes live Autumn 2019
- New online forms available for popular transactions – Autumn 2019.

Risks and Issues

Risk/issue	Mitigation
If complaints are not completed on time they will escalate to through the complaint procedure and to the LGSCO.	Improved performance management – via management teams and with individual managers.

Outcome D: Effective members, workforce and organisational culture

Lead accountability

Shokat Lal, Assistant Chief Executive

Jon Stonehouse, Strategic Director Children and Young People's services

Where are we now?

The Council Workforce Plan has five key priorities, Develop Good Managers and Leaders; Value Driven and High Performing; Develop Workforce Capacity and Skills; Recruit and Retain a skilled and capable workforce; Maintain a sustainable workforce.

Performance is tracked via three key indicators, Performance Development Review (PDR) completion rate, Attendance (Sick days lost per full time employee) and agency worker expenditure.

- The PDR module of the new corporate HR and Payroll system is scheduled to go live in the second quarter of year. Once launched managers will be able to record details of PDR's that have taken place and reporting will become available. Last year the annual target of 95 % completion was exceeded
- In the quarter absence reversed the upward trend seen in the previous 12 months reducing by over a quarter of a day per full time equivalent employee to 11.02 days.

Actual agency expenditure was £1.3m by the end of the quarter with an annual projection of £3.5m by the end of the year. This represents a reduction of £3.3m (49 %) from the previous year.

The percentage of agency staff within Children and Young People's Services is at a positive all-time low of 2.2 % which is significantly below the national average of 16 %. There has been a steady reduction in numbers over the last 6 months. All suitable agency workers within the service have been spoken to by their team manager, service manager and the resourcing team, with a view to becoming a permanent member of staff.

A new Equality Screening and Analysis Guide was introduced in May/June covering the Equality Analysis process which is structured around four key stages:

- Stage 1 - Gather data and assess impact to determine if an Equality Analysis is required
- Stage 2 - Draft Equality Analysis
- Stage 3 - Finalise and approve Equality Analysis
- Stage 4 - Review and update Equality Analysis (Links back to Stage 3).

The process is supported by an Initial Equality Screening Analysis form and a revised Equality Analysis form. A presentation regarding the revised Equality Analysis process was also provided at the Wider Leadership session on 22nd May 2019.

44.4 % of Equality Analysis Screening Assessments were completed for Cabinet reports during Quarter 1 and it is expected that the new Equality Screening and Analysis Guide, along with the robust report approval process will improve performance in the future. A tracker has also been developed to monitor Screenings and Equality Analyses for Cabinet, key delegated officer decisions, and Council reports.

In addition, 72 % of Council Staff have completed the mandatory Equalities Training. To improve performance the training will be further promoted and specific areas targeted where there has been low take-up.

Next steps:

- The Rotherham Leader programme develops managers and the Workforce Strategy Board maintains oversight of workforce development activity and implementation of associated delivery plans.
- An in depth review of attendance continues, including:
 - Analysis of absence data to provide insight into high priority areas, best practice and areas for improvement
 - A range of interventions to upskill managers with a focus on their responsibilities, policy, processes and support available
 - Additional control and challenge through Service Level case conferences and scrutiny within directorates
 - Update of Attendance Management Policy
- Further scrutiny of agency usage and exit strategies will be carried out by the Council's Workforce Management Board
- Permanent rolling recruitment campaigns are ongoing to recruit any suitable Children and Young People's Service's workers. Following an assessment centre held in June 2019, 14 Newly Qualified Social Workers (NQSWS) were recruited from the step up programme. These new recruits will fill established vacancies, helping to lower the number of agency workers by even more. There are two advanced practitioner posts that remain vacant and the plan is to recruit to these during the next quarter. Further scrutiny of agency usage and exit strategies continue to take place via the Council's Workforce Management Board
- Further promotion of the Council's mandatory equalities training.

Risks and Issues

Risk/issue	Mitigation
Timely completion of effective PDR's is essential in ensuring employees have an opportunity to reflect on their performance and how their future objectives contribute to the overall vision of the Council.	Once the PDR module of the new system goes live regular reporting to the Strategic Leadership Team will resume.
Levels of attendance impact on flexible workforce costs, overtime and temporary workers, which can lead to potential reductions in quality of service.	Targeted intervention of hotspot areas continues with in depth reviews to ensure proactive action is being taken. Upskilling of managers is taking place.
A reduction in agency costs is dependent on continued successful recruitment strategies.	The Workforce Management Board maintains oversight of agency expenditure. Workforce Strategy Board has oversight of directorate workforce plans.
Recruiting large numbers of Children and Young People's Newly Qualified Social Workers (NQSWS) leads to inexperienced teams with a large number of social workers who have less than 3 years' experience.	Advanced Practitioners (APs) are to continue working closely with the NQSWS, offering support and guidance to help them progress. An assessment centre was held in January to recruit Advanced Practitioners (APs) where five were recruited to help mentor and assist all NQSWS. Practice consultants continue to mentor and assist all NQSWS through the Assessed and Supported Year in Employment (ASYE) programme.

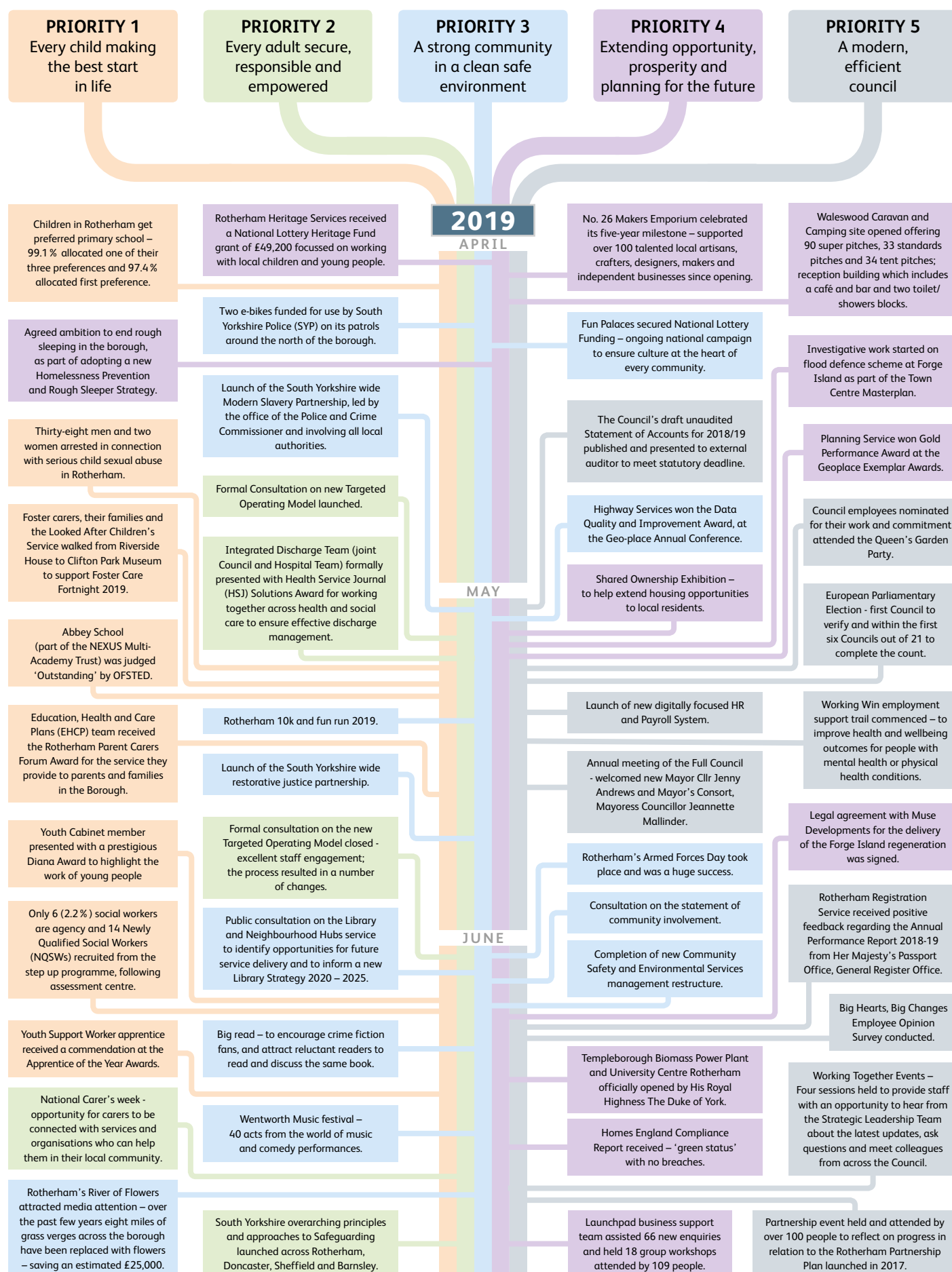
Corporate Priority 5 – A modern, efficient Council

Key	Overall status (relevant to target)			
	✔	Measure progressing above or in line with target set	✂	Measure under development (e.g. awaiting data collection or target-setting)
	●	Measure progress has been satisfactory but is not fully reaching target set	□	Measure not applicable for target (e.g. baseline year, or not appropriate to set a specific target)
	✖	Measure has not progressed in accordance with target set	■	Measure information not yet available (e.g. due to infrequency or timing of information/data)

		Ref No.	Action	Measure	Lead officer	Good performance	Frequency of reporting	Target														Data notes (where measure has not progressed in accordance with the target set provide details of what is being done to improve performance)		
Outcome	Lead Accountability (Strategic Director)								Overall status	DOT	Annual				Quarterly					Monthly				
											Year end 2015/16	Year end 2016/17	Year end 2017/18	Year end 2018/19	Q1 Apr - June 2018	Q2 Jul - Sep 2018	Q3 Oct - Dec 2018	Q4 Jan - Mar 2019	Q1 Apr - June 2019	Apr-19	May-19		Jun-19	
A. Maximised use of assets and resources and services demonstrate value for money	Judith Badger, Strategic Director Finance and Customer Services	5.A1	Maximising the local revenues available to fund council services	The proportion of Council Tax collected in the current financial year	Graham Saxton - Finance and Customer Services	High	Monthly	97% (Top Quartile Met Authorities)	🟡	🔄	97.3%	97.3%	97.0%	96.8%	27.4%	53.73% (cumulative)	79.99% (cumulative)	96.8% (cumulative)	27.2%	9.8%	18.6%	27.2%	Although the collection percentage is 0.2% down on last year the actual amount of Council Tax collected so far this year (including precepts) is £1.7million up on the amount collected in 2017/18. Rotherham collection performance in 2018/19 of 96.8% (down slightly by 0.2% on 2017/18) . However this position was still top quartile of all Metropolitan Councils (6th equal out of 36). The 2018/19 in-year collection rate was also the hightes of all 9 South and West Yorkshire Metropolitan Councils. Continued monitoring of performance and redirection of resources within the Revenues and Benefits Service will continue where possible to focus on maintaining collection levels.	
		5.A2		The proportion of non-domestic (business) rates collected in the current financial year	Graham Saxton - Finance and Customer Services	High	Monthly	98% (Top Quartile Metropolitan Authorities)	🟢	🔄	98.1%	98.3%	98.5%	98.5%	28.9%	55.42% (cumulative)	80.78% (cumulative)	98.5% (cumulative)	28.0%	9.8%	19.1%	28.0%	The collection percentage is 0.9% down on last year however this is impacted by payment on a number of larger properties being made later than in previous years. The delay in just one large payment can significantly impact collection performance for Business Rates. The Service is confident at this stage that in year performance target will be achieved. Rotherham collection performance in 18/19 of 98.5% was maintained, in line with the previous year and the performance target for 2018/19. Rotherham improved from 11th highest Metropolitan Council (out of 36) 8th highest which resulted in a top quartile position being achieved. The in-year collection rate was the 2nd highest of all 6 South and West Yorkshire Councils.	
B. Effective Governance Arrangements and decision making processes are in place	Shokat Lal, Assistant Chief Executive	5.B1	The Scrutiny function is effective; engages members and improve outcomes for Rotherham residents and communities	Number of pre-scrutiny recommendations adopted	James McLaughlin, Assistant Chief Executive's Directorate	High	Quarterly	90%	🟢	🔄	Not available - not previously been required	100%	96%	95%	83%	100%	96%	100%	100%				All recommendations arising from pre-decision scrutiny were either accepted or partially accepted by the Cabinet from the period from 1 April to 30 June 2019.	
C. Staff listen and are responsive to customers to understand and relate to their needs	Shokat Lal, Assistant Chief Executive	5.C1	Treating customer complaints with respect and dealing with them in an efficient and outcome-focussed way	The proportion of complaints closed and within timescale	Jackie Mould Assistant Chief Executive's Directorate	High	Monthly	85% (Cumulative)	🟢	🔄	80%	89%	79%	87%	88%	79% (cumulative)	83% (cumulative)	87% (cumulative)	95%	94%	94%	97%	Best ever performance monthly and Q1 performance. Working with Management Teams to manage performane is clearly working. DMT are very responsive to any performance issues. Waste Management and Children's Safeguarding Teams will remain critical to maintaining high performance.	
		5.C2	Resident satisfaction - Assessing overall public opinion on the way the council is working and responding to customers	The proportion of residents who feel that the Council keeps them informed	Christopher Burton, Assistant Chief Executive's Directorate	High - very or fairly satisfied	6 monthly	Equal to or >50%	🟢	🔄	44% June 2015 49% December 2015	43% June 2016 48% December 2016	49% June 2017 53% February 2018 very or fairly well informed	53% (Wave 8 December 2018) very or fairly well informed	52% (Wave 7 June 2018) very or fairly well informed		53% (Wave 8 December 2018) very or fairly well informed		51% (Wave 9 June 2019) very or fairly well informed				Despite the small fall in the percentage "very" of "fairly" well informed, the value remains above the target of 50% and is above the average achieved in the last four years.	
	Judith Badger, Strategic Director Finance and Customer Services	5.C3	Enable customers to be active and interact with the Council in an efficient way, accessing more services online	The proportion of transactions a) online	Luke Sayers - Finance and Customer Services	High	Quarterly	28%	🟢	🔄	36%	21%	25% (average total for the year)	37% (average total for the year)		50%		24%	28%					
D. Effective members, workforce and organisational culture	Shokat Lal, Assistant Chief Executive	5.D1	Staff and managers have an opportunity to reflect on performance , agree future objectives and are aware of how they contribute to the overall vision	The proportion of PDR completion	Shokat Lal, Assistant Chief Executive	High	Quarterly	95%	🟡		96%	96%	93%	96% (cumulative)	69%	94% (cumulative)	95% (cumulative)	96% (cumulative)	N/K				The PDR module of the new HR and Payroll system is not scheduled to go live for managers to record PDR completions until the second quarter.	
		5.D2	Sickness is managed and staff wellbeing supported	The number of days lost per FTE	Shokat Lal, Assistant Chief Executive	Low	Monthly	10.3	🔴	🔄	10.43 Days (excluding schools)	10.97 Days (excluding schools)	10.26	11.40 days (excluding schools)	10.28 days (excluding schools)	10.64 days (excluding schools)	11.09 days (excluding schools)	11.40 days (excluding schools)	11.02 days (excluding schools)	Not available	Not available	11.02 days (excluding schools)	During the first quarter activities to address the increase seen in 2018/19 were put in place. Detailed analysis of absence data continues to provide insight and identify priority areas for improvement, upskilling of managers with a focus on their responsibilities, policy, processes and support available has begun and additional control and challenge through Service Level case conferences and scrutiny at DLTs is taking place. A review of the Absence Management Policy is underway and face to face refresher training will begin to take place in Q2	
		5.D3	Reduced use of interims, temporary and agency staff through effective and efficient recruitment	Reduction in Agency cost	Shokat Lal, Assistant Chief Executive	Low	Monthly	10% reduction	🟢	🔄	£6.8m	£10.2m	£8.33m	£6.831m	£1.929m (-39% cumulative)	£4.091m (-22% cumulative)	£5.810m (-13% annual forecast)	£6.831m (-18%)	£3.5m (-49% annual forecast)				The usage of agency workers continues to be scrutinised by the Workforce Management Board. Successful recruitment of permanent staff in difficult to recruit areas has seen significant reductions in the need for additional resource. Further work continues to minimise agency usage. Note that data for Q1 2018/19 was actual spend rather than forecast so is not comparable with Q1 2019/2020.	
		5.D4		The proportion of the children's social care establishment (social workers and team managers) who are agency staff.	Jon Stonehouse, CPYS	Low	Monthly	10%	🟢	🔄		22.8% (67.5)	18.6% (60)	4.93% (14)	14.6% (46)	10.74% (31.1)	7.20% (21.5)	4.93% (14)	2.2% (6)	3.6% (10)	2.6% (7)	2.2% (6)	The percentage of agency staff within CYPs is at a positive all-time low of 2.2%. This is significantly below the national average of 16%.	
		5.D5	Members are able to fulfil their roles as effective community leaders	The proportion of members receive a personal development interview leading to a structured learning and development plan	James McLaughlin, Assistant Chief Executive's Directorate	High	Annual	95%	🟡		80%	87%	100%	None taken place - see data notes				None taken place - see data notes	None taken place - see data notes					Personal Development Plan interviews are not currently planned to take place in the final year of the current Council term.
		5.D6	The Council complies with good practice in equalities	The proportion of Cabinet reports where an Equality Analysis Screening Assessment has been completed	Jackie Mould Assistant Chief Executive's Directorate	High	Quarterly	100%	🔴										44.4%					Of the 24 reports presented to Cabinet during the Quarter 1 period 8 had Initial Equality Screening Assessments attached and 8 had full EAs attached which meant they did not require a screening. Therefore in total 18 reports required Initial Screening Assessments and only 8 where completed. The proportion completed equates to 44.4%. A new process in relation to Equality Analyses was introduced in May/June and this is supported by an Equality Screening and Analysis Guide, Initial Equality Screening Analysis form and revised Equality Analysis form. A presentation regarding the revised Equality Analysis process was also provided at the Wider Leadership session on 22nd May. The steps taken during Quarter 1 along with a revised report checklist and checks during the report approval process is expected to improve performance from Quarter 2 onwards.
		5.D7		The proportion of Council Staff who have completed the mandatory Equality Training	Jackie Mould Assistant Chief Executive's Directorate	High	Quarterly	Q1 - 75% Q2 - 85% Q3 & Q4 - 95%	🟡											72%				This measure has missed its target by 3% and has therefore been rated as 'Amber'. To encourage more people to complete the training this will be further promoted and specific areas targeted where there has been low take-up.

TIMELINE OF KEY ACHIEVEMENTS/ACTIVITIES

The timeline below shows some of the key achievements and activities which have taken place over quarter 1 (April – June 2019).



PRIORITY 1: Every child making the best start in life

Foster carer nominated for Queen's honours list to receive an MBE



Chris Lunn is a highly respected and experienced foster carer for Rotherham. Chris was originally approved as a foster carer on 3rd April 1975 (44 years ago), with her much loved husband Pete.

Chris and Pete enjoyed 42 years of fostering together until he passed away 2 years ago, having been diagnosed with Motor Neurone Disease. Chris and Pete continued to foster throughout this period of time with much support from close members of the carers support network and from the fostering service.

Since Pete's passing, Chris has continued to offer a high level of care to young children as a single foster carer. Chris has cared for four young babies during the last 12 months and always manages to form positive working relationships with the children's parents when circumstances allow this. Chris has often been commended on her care of children by children's parents/family members, adopters and professionals connected to her. Chris has received amazing levels of support from her immediate family and other local authority approved foster carers, who she has grown to know and care about during her fostering career. Chris has always stated that she is part of a 'fostering family'; this encompasses everyone who supports or is involved with her and the children in her care.

Chris has reported to have cared for in the region of 250 children during her time as a foster carer and continues to remain in touch with many of the children and young people who have since achieved a plan of adoption or placement with family members.

On the 8th June 2019 Chris was nominated on the Queen's honours list to receive an MBE for her services to Fostering in Rotherham. Chris felt overwhelmed with this but has started to enjoy her achievement viewing this as an opportunity to help Rotherham recruit more foster carers who have 'the room, time and care to foster.'

Following this award she was invited to attend the O2 Media Awards on the 4th July 2019 where she presented Young Journalist of the Year with an award for achievements in media. She was accompanied to this event by one of the first babies placed in her care in 1975 and after over 40 years of being her foster carer this encapsulates the impact that Chris has had on the lives of so many children.

Chris continues to be a strong advocate for Fostering. She has a very positive attitude to the work that she is involved in and would love to see more people foster for the local authority if they have 'space in their hearts' to do so.

Find out more about becoming a foster carer:
<https://www.rotherham.gov.uk/fostering>

PRIORITY 2: Every adult secure, responsible and empowered

Agile working pilot in Adult Social Care

Agile working is a way in which an organisation creates maximum flexibility for its workforce by empowering them to work where, when and how they choose. It uses communications and information technology to enable people to work in ways, which best suit their needs without the traditional limitations of where and when tasks must be performed. It is based on the concept that work is an activity we do, rather than a place we go. With the technology available to modern business, there are numerous tools to help us work in new and different ways, to meet customer needs, reduce costs, increase productivity and improve sustainability.

Rotherham's current social care working practice has been very traditional with the majority of case work administrative tasks being taken 'back to the office', (or working at home), to be typed up. This often leads to special 'admin' time having to be booked into diaries leading to a reduced flexibility for customer appointments. Although each worker has their own laptop it can often be perceived as a barrier between them and the customer and the lack of internet connectivity meant that additional work would still need to be done in the office.

Creating a significantly more agile workforce is seen as one of the key transformational tools in the delivery of the new adult social care Targeted Operation Model (TOM). It was essential that the potential benefits locally and/or barriers are known before wide scale implementation as this will require investment in new technology and devices, (for example tablets rather than laptops, smart phones for workers and associated increase in internet data subscription).

A 'proof of concept' pilot is underway with six workers from Adult Social Care testing a selection of mobile devices that they are able to use flexibly whilst working out and about in the community. All staff have been provided with a smart-phone which they can use on a mobile Wi-Fi hot-spot. The pilot is in its infancy however early indications have been very positive and findings to date have been:

- **Increased Performance** - Workers are able to access all live documentation whilst on visits in the person's home. They are able to check that all the correct documentation is in the system and identify gaps, reducing the number of returned visits that may be required. Workers are able to access their Outlook accounts so can view emails when out of the office. This then negates the need to return to the office. It is expected that there will also be financial savings as future mileage and travel times will be reduced
- **Validation** – Workers are now able to check that all information that stored on the system is correct direct with a customer whilst in their home e.g. contact number, carers details, other professionals. Removing the need of additional phone calls and providing the reassurance to customers of sharing personal information in a face-to-face discussion.

Below are quotes from the social workers involved in the project, describing the little things the new equipment does that makes a big difference to their working day:

- *"I'm now able to access and give information to how much people pay towards their care whilst with the customer"*

PRIORITY 2: Every adult secure, responsible and empowered

- *“Mobile hotspot is very useful e.g. following a visit, I was able to securely access information in my car and send an email to the service provider to expedite situation rather than waiting until I got back to the office/home at the end of the day. More efficient practice all round”*
- *“I can make quick notes on a word document following a visit, rather than wasting paper”*
- *“(Using the tablet/pen), Digital signatures makes it easier practice for example consent forms for customers and/or their Attorneys/Deputies, Health and Welfare”*
- *“I am finding while with the client I am able access and update information on the system and access community directory information as well as having a phone to access emails and calendar. Rather than leave a leaflet I can show film to those interested in having the assistive SMART technology in their homes so they can better understand if it’s right for them”*
- *“As for the phone this is actually brilliant in simply and quickly responding to emails on the go, googling equipment plus accessing different websites whilst in the customer’s home.”*

PRIORITY 2: Every adult secure, responsible and empowered**Adults Social Care – Robotic Pets**

Robotic pets may sound like the latest toy craze, but in Rotherham, this innovative use of technology is helping people with dementia to live their lives more independently.

Sandra is 76 and suffers from Alzheimer's disease. She had always enjoyed visits from friends and family, but come the evening, Sandra's feelings of loneliness triggered anxiety and confusion, leading her to wander from her home at all times of the night.

Her son Richard, explains: "It was really worrying to know that Mum might wander away from her home at any point, not knowing where she might go. We were keen to find ways to help reduce her anxiety in the evenings, and encourage her to stay in her flat."

The family sought advice from Rotherham Council social workers who researched options to help Sandra to feel more settled and wander less. That's when they discovered how robotic pets are being used and developed across the world to support people with dementia, helping them with their confidence, reducing anxiety, socialisation, health and general wellbeing. A pilot programme was developed, and Sandra was offered a robotic cat, designed to move and sound like a real cat when stroked and meow for attention at regular intervals, which could keep her company and help her feel more settled at night.

Richard says: "When it first arrived Mum was very tentative, but then slowly but surely she really started to take to it. Since then it has constantly been by her side on the settee, where she strokes it and enjoys its responses. It also gives her the company she wouldn't otherwise have in between my visits.

The responsibility of looking after the cat has also encouraged Sandra to stay in her home at night. Richard adds: "The cat has had such a positive impact on my mum's life. It's been a godsend in that it's reassuring to know that she's more safe and less likely to wander because she wants to stay in her flat to care for the cat. It's given mum that extra level of comfort and companionship, so when I leave her after visiting I know that I'm not leaving her feeling lonely. It's a truly great idea for which we are very grateful."

Rotherham resident 85 year-old Sheila, also has dementia and wouldn't be without her animatronic cat, Willow.

Her daughter Lynn explains: "We thought she was missing her sense of purpose, so we had a think about the types of things that she used to like to do. She was never into reading or cooking, but

PRIORITY 2: Every adult secure, responsible and empowered

she's always been a carer. She was an auxiliary on a maternity unit and she loves children. She's brought up all her grandchildren, but now has nobody to care for and she has said how lonely she felt, but the cat has turned that all around.

"When mum first got the cat, I had a message from the manager of her sheltered accommodation to say how mum was singing to the cat and telling it 'I'm going to look after you and we'll stick together like friends'. She's besotted with it."

"Mum's outlook is different now." Lynn continues "She calls her 'my little Willow', cuddles her and is recalling songs to sing to her that I've not heard before.

"Willow has been therapeutic. It's given mum a sense of duty and her purpose in life has returned. She's calmer and more relaxed, meaning when we visit, our time together is better quality because she's not fretting. The cat has even helped on a long car journey to visit family. We were stuck in traffic, but having Willow there to pet helped calm her anxiety."

Both Sandra and Sheila's experiences support research which shows robotic companion pets offer a sense of safety, comfort and purpose, but without the challenges of caring for a real animal. They are becoming a popular support tool for dementia care. Word about the life-changing felines is spreading in Rotherham, with families gifting the pets to their loved ones for Christmas and birthdays.

Pets provided by Rotherham Council are part of a pilot to assess the impact of digital assistive technology to support those already accessing adult care services. A range of digital devices can be used to help people be more independent and improve how they are supported, through helping them to self-care, to prevent loneliness feel safe at home and improve support to family and carers who help with informal care.

Find out more about getting a robotic pet:
https://www.rotherham.gov.uk/forms/form/375/en/make_a_care_assessment_enquiry

PRIORITY 3: A strong community in a clean, safe environment

River of flowers



In 2013, Rotherham Council commissioned Pictorial Meadows Ltd to install an eight mile long “River of Flowers” on the central reservations between the town centre, Catcliffe and Bramley using their wildflower seed mixes.

The Council’s new planting scheme and management of these areas benefits:

- Rotherham’s wildlife
- Supports the delivery of the Rotherham Biodiversity Action Plan
- Reduces the level of maintenance required.

This meadow-type habitat of native wildflowers and bulbs with the addition of selected non-native flower species provides nectar, flowers and seeds and food sources for many insects, birds and even some mammals.

Pictorial Meadows delivered much of the planting at the Olympic Village in London for the 2012 Games.

The seeds have been cultivated with locally-grown and blended meadow seed from the restored farm at Sheffield Manor Lodge.

Flower species include the Red Orache, Fairy Toadflax, various poppies including the Californian Poppy, cornflowers, and corn marigolds. The naturalised bulb planted areas included alliums.

They are a mix of annuals, which have a long flowering season achieved by using a successional approach as well as low growing early flowers which bloom against the fresh foliage of the later-flowering species. A proportion of later-flowering species grow tall hiding the remains of the earlier species.

The reservations are not mown until late autumn giving the seeds time to have dispersed for next season.

The scheme has been a real success, as well as being good news for the environment, creating aesthetically pleasing highways and reducing the level of maintenance required, it has helped to save the council approximately £23,000 for each two year cycle.

The Council received over 250 emails and letters of praise, in the year following the first germination in July 2013 and continues to receive praise from local residents and from visitors from all over the Country.

Pictures from previous years attracted widespread attention on social media during June 2019 and the project has been replicated nationally and internationally.

Rotherham Council’s Cabinet Member for Cleaner, Greener Communities, Councillor Sarah Allen, said: “Rotherham has been planting wild flowers along eight miles of highways for the last six years. As well as producing a delightful display of colour through the summer months, this provides a habitat for many insects including bees, and we were really pleased to see this recognised by the British Bee Keeping Association and so many others on social media over the last few days.

“As well as being good news for the environment, the scheme has helped to save the council approximately £23,000 for each two-year cycle.

“Seeding every two years at the start of the season and cutting each year at the end is much less labour-intensive than the traditional approach of cutting the grass several times over the course of the year.

“The plants are currently growing and we are looking forward to a bright display of flowers again later this summer.”

PRIORITY 4: Extending opportunity, prosperity and planning for the future

Waleswood Caravan Site at Rother Valley Country Park



Waleswood Caravan Site was officially opened on 24th June 2019 and was from inception designed to be a site which would meet the highest standards expected by caravan, motorhome owners and campers. Located on a high promontory overlooking Rother Valley's main lake and with views across to the Peak District and beyond and only ten minutes from the motorway, the site is an ideal location for exploring South Yorkshire and North Derbyshire.

Construction of Waleswood Caravan and Camping Park began in July 2018, and was completed by April 2019 ready for its first customers. The site is designed to accommodate 129 caravans and motorhomes on a mixture of standard and super pitches, each with electric hook-ups, plus hook-ups to grey water and fresh water as well as 34 large tent pitches also with hook ups, all with access to 4G across the site. Visitors can look forward to high levels of convenience and comfort as new buildings on the site are state of the art. Facilities include a licenced café/reception, toilets, laundry rooms, accessible changing spaces, family bathrooms, outdoor children's play areas and indoor games room.

Waleswood Caravan Site was designed from conception by in-house architects within the Council's Asset Management Service and the

Council's Landscape Architects within Culture, Sport and Tourism. It was project managed by officers within the Council's Asset Management service working alongside the Council's Green Spaces Service who were the clients and will manage the caravan site in-house.

The main contractors, Houltons, were procured through a rigorous procurement exercise and have built a fantastic new facility to a very high standard in a very short space of time.

Many features of the site, from the sensory garden to the changing spaces and accessible buildings were included following advice from Access For All, Derbyshire, who were consulted with at an early stage in the design of the site and its facilities.

It is hoped that visitors will use Waleswood Caravan Site as a base to explore much more of what the area has to offer including Wentworth Woodhouse, Clifton Park and many other local attractions. From 2020, guests will also be able to enjoy the brand new Gulliver's Valley family attraction which is to open right next to the caravan and camping park.

The Council's £4.8m investment in Waleswood Caravan and camping is expected to provide a much needed service which will help boost Rotherham's tourist profile and provide new accommodation options for visitors, whilst generating a net operating profit, which will allow the Council's revenue spend at Rother Valley Country Park to zero, with projected future profits being used to reduce Council deficits more widely.

In July 2019 the AA awarded the site 5 pennants plus a Gold Standard certification, highlighting Waleswood as one of the highest quality sites in the UK. This is borne out by the number of excellent reviews left by customers on various websites.

PRIORITY 4: Extending opportunity, prosperity and planning for the future

A new home for Poppy

Having a brand new home is a dream for many people, but for eight-year-old Poppy it is a necessity. Despite being born with Dravet Syndrome, a severe form of epilepsy, Poppy attended mainstream school and lived at home with mum Amy, 29, and her mum's partner Sam, 26. But in 2015, a massive seizure left Poppy with an acquired brain injury, unable to walk or talk.

Amy says: "We rented a private house in Thurgroft. When Poppy left hospital, she was given a specialist bed which we had to keep in the living room, so we all lived out of that one room for about five months. We had a hoist but the room was so narrow that there was no room to turn it around there weren't any disabled access doors. We couldn't bath Poppy, so we had to take her to Bluebell Wood Children's Hospice once a week to use their facilities. We ended up sleeping on the floor because we didn't want to be upstairs whilst Poppy was downstairs."

Staff at Sheffield Children's Hospital helped Amy apply for a specialist home to help meet Poppy's needs. Fortunately Rotherham Council was in the process of building bungalows for people with disabilities.

Amy said: "When we were offered it, we snatched their hand off! Helen from Rotherham Council liaised with everyone in getting the tracking for the hoist in place and making sure everything was right, like the bath, rather than a shower. We couldn't wait for the house; we used to drive up each week while it was being built to see how much further it had come along!"

The family moved in June 2017 and Amy says Poppy has completely settled in.

"Poppy has her own bedroom now, with the tracking hoists. It's open plan so we can do everything together, like make dinner and Poppy can be involved. If this house had not been available, I really would not like to think what we would have done. We couldn't have wished for anything better than this."



PRIORITY 5: A modern, efficient council

Rotherham Together Partnership's annual showcase event

ROTHERHAM TOGETHER PARTNERSHIP



Rotherham Together Partnership's annual showcase event was held on 12th June at New York Stadium.

This was an opportunity for stakeholders to hear more about the fantastic work that has taken place over the past year across the five Rotherham Plan themes or "game changers".

The invited audience of over 100 stakeholders from a wide range of local agencies heard from:

- McLaren, who talked about their decision to invest in Rotherham via the composites technology centre at the advanced manufacturing park, and the opportunities they bring to local people and businesses
- Cllr Sarah Allen, who focused on neighbourhood working – councillors and partners working closely with local people to address local issues
- Doctor Richard Cullen, the chair of Rotherham Clinical Commissioning Group, explaining how the integration of health and social care is bringing benefits to patients, for example through the Rotherham health record and integrated discharge team

- And finally Muse Developments, outlining their detailed plans for developing the Forge Island site as part of the town centre masterplan, including a cinema, hotel, restaurants and apartments.

In addition, the event looked at the year ahead, with work due to start on new town centre housing, the start of a trailblazing mental health support pilot in schools across the borough, and the opening of Gulliver's Valley theme park.

Rotherham Together Partnership brings partner agencies together to combine their resources and expertise in taking on some of the challenges facing the borough. The partnership incorporates a number of thematic boards focusing on specific issues such as improving safety and combatting exploitation, reducing health inequalities and helping the economy to grow.

As part of the independent review of the council, which led to the formal end of the government intervention earlier this year, partnership working was praised as being: 'firmly based on mutual trust and respect.' The review team's report stated that 'Partners spoke well of the council as a partner and this is evidenced through the strategic work of the key partnership boards, as well as the delivery of on the ground operational projects.'

Speaking at the showcase, Cllr Read, the chair of Rotherham Together Partnership, said: "Two years ago we gathered here to launch our Rotherham Partnership Plan.

That day we had a plan. But we were just setting out on this journey together.

That day we spoke about how it was the views and experiences of Rotherham people that had shaped our shared agenda for the future of the borough.

PRIORITY 5: A modern, efficient council

We said that our game changers would alter people's lives and today we start to see how.

Our University Centre Rotherham open, with the first students studying.

The bus station rebuilt and reopened.

Tram train up and running, with more than half a million journeys taken already.

Rotherham has been the fastest growing local economy in Yorkshire for over a year now.

Partnership teams are in place in critical points within our public services: on site in the hospital, dealing with social care enquiries in the single point of access, in joint police and council enforcement teams across the borough.

What began as words and commitments two years ago is taking shape, in bricks and mortar and jobs, in opportunities realised, and in a different way of working."

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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: Assistant Chief Executive's Directorate	Service area: Performance, Intelligence and Improvement
Lead person: Simon Dennis (Corporate Risk Manager) and Tanya Palmowski (Performance Officer)	Contact number: (ext 22764)

1. Title:

Is this a:



Strategy / Policy



Service / Function



Other

If other, please specify

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

The 2017-2020 Council Plan is the core document that underpins the Council's overall vision, setting out headline priorities and measures that will demonstrate its delivery.

To ensure that the delivery of actions and their impact is assessed, formal quarterly performance reports are presented in public at Cabinet meetings, with an opportunity for pre-Scrutiny consideration if required. This report is the first report in the 2019-2020 reporting cycle covering quarter one (1st April 2019 to 30th June 2019). The report also includes a summary of key achievements and activities which have taken place during the quarter.

The quarterly reports provide an overview of progress and exceptions, highlighting good and improved performance as well as areas of concern. The report also includes wider information, key facts and intelligence such as customer feedback, quality assurance, external regulation and specific case study information to demonstrate what has been achieved to deliver the vision.

At the end of the first quarter (April to June 2019) 31 measures had either met or had exceeded the target set in the Council Plan. This represents 55% of the total number of measures where data is available or where targets have been set. This is the highest percentage of performance measures that the Council has hit for a number of years and represents a significant improvement in performance.

Ensuring that the Council meets its equalities and human rights duties and obligations is central to how it manages its performance, sets its priorities and delivers services across the board. The Council Plan includes two measures to ensure the Council complies with good practice in equalities - % Cabinet reports where an equality screening analysis has been completed and % of Council Staff who have completed the mandatory Equalities Training. Performance reported for quarter one indicates that 44.4% of Cabinet reports have had a screening assessment (against a target of 100%) and 72% of staff have completed the training (against a target of 75%).

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		x
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		x
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		x
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		x

Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		X
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		X
If you have answered no to all the questions above, please explain the reason		
The quarterly report provides an overview of performance in relation to the Council Plan which is a strategic plan for the whole organisation. The actions and targets within the plan are delivered by council services through various strategies, policies and programmes of work. It is therefore the responsibility of the relevant directorate/service to complete an equality analysis where this is applicable.		

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 equality 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
Jackie Mould	Head of Performance, Intelligence and Improvement	21 st August 2019

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	7 th August 2019
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	21 st August 2019

Committee Name and Date of Committee Meeting

Cabinet - 16 September 2019

Report Title

Review of Polling Places 2019 - Final Proposals

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

Yes

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Claire Wardle, Electoral Services Manager
01709 823521 or claire.wardle@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

Following approval from Council on 23 January 2019 to undertake a review of polling places, a public consultation on the current polling scheme and the Returning Officer's proposals started on 4 February 2019 and ended on 26 April 2019. This report considers the responses and final proposals for determination, in order for Cabinet to make final recommendations to Council.

Recommendations

That Cabinet recommend to Council that:-

1. The submissions made in respect of the review of polling districts and polling places for the borough of Rotherham be noted.
2. Approval of the adoption of the polling district boundaries as outlined in Appendix 1 and the maps found in Appendix 4 be given.
3. Approval of the final proposals for polling places as detailed in Appendix 1 to this report is given.
4. The Electoral Registration Officer be requested to make the necessary amendments to the polling districts to take effect from publication of the revised register on 1 December 2019.

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

List of Appendices Included

Appendix 1 - Polling place scheme and final proposals
Appendix 2 - Summary of responses to the consultation and RO comments
Appendix 3 - Maps of current wards
Appendix 4 - Maps of new wards from 2020
Appendix 5 – Equality Initial Screening Assessment

Background Papers

[Review of Polling Districts and Polling Places Consultation Paper – 4 February 2019](#)

[Electoral Commission guidance on the review of polling districts and polling places](#)

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Council - 30 October 2019

Council Approval Required
Yes

Exempt from the Press and Public
No

Review of Polling Places 2019 - Final Proposals

1. Background

- 1.1 Under the Representation of the People Act, 1983, the Council has a duty to divide its area into polling districts and to designate a polling place for each district.
- 1.2 The following definitions may be helpful when reading the report and Appendices:-
 - “Polling districts” are geographical electoral areas into which wards and constituencies may be sub-divided.
 - “Polling places” are the buildings or areas designated by the Council where electors in a polling district go to vote in person.
 - “Polling stations” are the number of issuing desks in the building that is the designated polling place.
- 1.3 The Electoral Administration Act, 2006, as amended, introduced a duty on all Local Authorities in Great Britain to review their polling districts and polling places at least once every five years. The Council undertook the last full compulsory review between November 2013 and December 2014. An interim review was undertaken in 2017, and a full review is required to be completed by December 2019.
- 1.4 The Local Government Boundary Commission carried out an electoral review of the Rotherham Borough between September 2016 and October 2017. The Rotherham (Electoral Changes) Order was made on 8th March, 2018, and the new ward boundaries will take effect at the elections in May 2020. The 2019 polling district and polling places review takes into account the impact of and the requirements for the new wards.
- 1.5 On 23rd January, 2019, the Council authorised the initiation of a statutory review of the Borough’s polling districts and polling places. The review formally commenced on 4th February 2019 to finish in November 2019, thereby allowing the changes in polling districts to be reflected in the electoral register when it is published on 1st December, 2019.
- 1.6 Ward boundaries cannot be changed as part of this review. Ward and constituency boundaries are the responsibility of the Local Government and Parliamentary Boundary Commissions respectively. This review can only consider the internal boundaries of polling districts within wards.
- 1.7 The review is governed by the provisions of Schedule 1A to the Representation of the people Act 1983, and follows the Electoral Commission guidance on the review of polling districts and places.

2. Key Issues

- 2.1 Preparatory work was undertaken by Council officers to inform the Returning Officer's initial proposals which were set out in the Consultation Paper.
- 2.2 Some current polling places will not be available in future, and the impact of the new ward boundaries needs to be taken account of. The main issues considered in the development of the initial proposals as set out in the Consultation Paper were:
- (a) To try and identify new polling places in areas where the existing provision is unsuitable or unavailable
 - (b) To consider, as appropriate, feedback received following recent elections by members of the public, elected members and other stakeholders
 - (c) To ensure, as far as practicable, that any new polling places are accessible to people with disabilities
 - (d) To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances
 - (e) To try and minimise disruption to schools. It should be noted that the Returning Officer has the right in law to select schools as polling venues which places a duty on schools, as publically funded buildings, to provide the facilities required if asked to do so. However, where alternative premises exist which can provide better facilities for voting, they may be considered.
 - (f) To minimise any inconvenience to voters where polling district boundaries are altered as a result of the ward boundary changes
- 2.3 Further details of the existing polling scheme and the initial proposals for changes were outlined in the Consultation Paper.
- 2.4 The Council gave public notice of the formal commencement of the review on 4th February, 2019, and publicised the review via the council website and press release. Any registered elector was entitled to make representations.
- 2.5 The deadline for responses to the consultation was 26 April 2019. Thirty responses were received, and a summary of the responses and the Returning Officer's comments is provided in Appendix 2.
- 2.6 As a result of the representations made during the consultation, the final proposals contain three changes in addition to the initial proposals.
- (a) Kilnhurst & Swinton East - It is proposed that the boundary between KIA and KIC polling districts be amended, to allocate more voters to Kilnhurst Resource Centre.

- (b) Rawmarsh East - It is proposed that Rawmarsh Customer Service Centre is designated the polling place for RAEA polling district, instead of Rawmarsh St Joseph's School.
 - (c) Wath - It is proposed that Newhill Chapel is designated the polling place for WHD polling district, instead of Wath Central Primary School.
- 2.7 Further details of the final proposals and the polling place scheme are set out in Appendix 1.
3. **Options considered and recommended proposal**
- 3.1 Option 1 - Do not change any polling places before the 2020 elections. This option has been discounted because the Council has a statutory duty to carry out a review, the current scheme does not align with the new ward boundaries, and some existing polling places will not be available in 2020.
- 3.2 Option 2 - Consider the results of the review and determine changes in time for the Borough, Parish, and Police and Crime Commissioner elections in May 2020.
- 3.3 It is recommended that the proposals for changes to polling places as outlined in this report and Appendix 1 be approved.
4. **Consultation on proposal**
- 4.1 The consultation period for the review ran from 4 February 2019 to 26 April 2019. Public notice of the review was given, and information about the review made available on the council's website and in Customer Service Centres, Libraries and Neighbourhood Hubs. Any registered elector was entitled to make representations.
- 4.2 As well as being available on request, details of the review and the consultation paper were also sent to ward members, MPs, Parish Councils, and local groups including those representing disabled people. Electoral Services staff also attended a meeting with Rotherham Older People's Forum, to discuss the review and to address any concerns about the accessibility of polling places.
5. **Timetable and Accountability for Implementing this Decision**
- 5.1 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 provides for decisions on polling districts and places to be made by the Council.
- 5.2 Once the Council has made its determination, the conclusion of the review will be published including the reasons for the council's decisions in respect of the designation of polling districts and places. Reasons have been given in Appendix 1.
- 5.3 Certain persons, on specific grounds, can appeal to the Electoral Commission about the alteration of polling places.

- 5.4 The Assistant Director for Legal Services will be responsible for implementing the decisions. Electoral Services will take the measures to bring the changes into effect, making the necessary amendments to the polling districts to take effect from publication of the revised register on 1 December 2019, and putting the new polling place scheme in place for the elections in 2020.

6. **Financial and Procurement Advice and Implications**

- 6.1 The financial and resource implications arising from this report will be met from within existing budgets.
- 6.2 There are no financial implications for the General Fund. The council only funds the cost of Borough elections, with all other elections being funded from grant monies from Central Government.

7. **Legal Advice and Implications**

- 7.1 The Council has a legal duty to review polling districts and polling places, as described in this report. Reviews of polling districts and places must take place in accordance with section 18C and Schedule A1 to the Representation of the People Act, 1983 [as amended].

8. **Human Resources Advice and Implications**

- 8.1 None arising directly from this report.

9. **Implications for Children and Young People and Vulnerable Adults**

- 9.1 The voting age is 18 or over. The recommendations link to the council priority - every adult secure, responsible and empowered.

10. **Equalities and Human Rights Advice and Implications**

- 10.1 The Council must seek to ensure that, so far as is reasonable and practical, every polling place for which it is responsible is accessible to people who are disabled. Provision of reasonably convenient polling arrangements is an essential element of the free and fair elections required under Protocol 1, Article 3 of the Human Rights Act. An Initial Equality Screening has been completed.

11. **Implications for Partners**

- 11.1 None arising directly from this report.

12. **Risks and Mitigation**

- 12.1. Polling places are essential for the conduct of elections. Inadequate provision of polling places and polling stations could have a detrimental effect on voter turnout and could be the source of an election challenge.

13. Accountable Officers

Bal Nahal, Head of Legal Services

Claire Wardle, Electoral Services Manager

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	19/08/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	31/07/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	31/07/19

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This report is published on the Council's [website](#).

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Polling station scheme and Returning Officer's Proposals

Electorates as at 1 July 2018 (electorate figures are approximate in the case of new / amended polling districts)

1 - Anston & Woodsetts Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
AA	ANA	Anston (North Ward)	1,278	Anston Greenlands Primary School, Edinburgh Drive	Single	None	No
AB	ANB	Anston (North Ward)	1,197	Anston Park Junior School, Park Avenue	Double (polling place will be shared with ANF)	None	No
AC	ANC	Anston (North Ward)	1,587	Anston Parish Hall, 15A Ryton Road	Single	None	No
AD	AND	Anston (South Ward)	1,377	South Anston Methodist Community Hall, Sheffield Road	Single	None	No
AE	ANE	Woodsetts	1,011	Woodsetts Village Hall, Gildingwells Road	Double (polling place is also used for DIF – Dinnington Ward)	None	No
DE (12%)	ANF	Dinnington St John's (Park Avenue Ward)	261	Anston Park Junior School, Park Avenue	Double (polling place shared with ANB)	Previous DE polling district split – 12% to this ward, and 88% remaining in Dinnington ward	Existing polling place, but these voters previously voted at Dinnington St Joseph's Catholic School.

RB	ANG	Thorpe Salvin	276	Harthill Village Hall, Winney Hill	Double (polling place is also used for WAA – Wales Ward)		No
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Issues, Options and Reasons for Returning Officer's Proposals

The new Anston & Woodsetts ward is based on the previous Anston and Woodsetts ward with the addition of part of Dinnington Parish and Thorpe Salvin Parish.

Anston Park Junior School has asked the Returning Officer to consider alternative venues to avoid closing the school.

A new polling district of ANF will need to be created for electors in the Borrowdale Crescent and Park Avenue area which is being transferred from Dinnington Ward, as this is a new parish ward as a result of the boundary changes. Previously, these electors would have voted at Dinnington St Joseph's Catholic School in Dinnington Ward. It is desirable to avoid sharing polling places across wards, to minimise confusion for voters and complications at the counting of votes. The new polling district is too small and without any suitable polling place within its boundaries to justify having its own polling station. The proposed polling place for this new polling district is Anston Park Junior School, as this is situated in the Anston and Woodsetts Ward. The voters affected would not have to pass their previous polling place on the way to the new assigned polling place.

Anston Park school has objected to its continued use as a polling place, but no alternatives have been identified.

There have been no objections to the proposal for ANF polling district, and one response in support of it.

A response was also received about the ward boundary changes, which is outside the scope of this review.

The initial proposals for this ward remain unchanged.

2 - Aston & Todwick Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electo rate (exclud ing postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
FA (44%)	ASA	Aston-cum-Aughton (South Ward)	869	Aston-cum-Aughton Parish Hall, Rosegarth Avenue	Double (polling place shared with AUA)	Previous FA polling district split – 44% to this ward, and 56% to Aughton & Swallownest Ward	No
FB	ASB	Aston-cum-Aughton (South Ward)	1,945	Aston Hall Junior & Infant School, Church Lane	Single	None	No
FC	ASC	Aston-cum-Aughton (South Ward)	1,361	Aston Lodge Primary School, Lodge Lane	Single	None	No
RC	ASD	Todwick	967	Todwick Village Hall, Kiveton Lane	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Aston & Todwick Ward is made up of part of the previous Holderness ward with the addition of Todwick Parish and the removal of part of Swallownest.

The polling district of ASA will consist of nearly half of the former FA polling district. The voters from FA would have previously voted at Aston-cum-Aughton Parish Hall, and it is proposed that this continues. Although this would mean sharing a polling place between Aston & Todwick Ward and Aughton & Swallownest Ward, the polling place is considerably more convenient for the affected voters and is large enough to contain two polling stations.

There have been no objections to this proposal. The initial proposals for this ward remain unchanged.

3 - Aughton & Swallownest Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
FA (56%)	AUA	Aston-cum-Aughton (North Ward)	1106	Aston-cum-Aughton Parish Hall, Rosegarth Avenue	Double (polling place shared with ASA)	Previous FA polling district split – 56% to this ward, and 44% to Aston & Todwick Ward	No
KB	AUB	Orgreave	385	Aston Fence J&I School, Sheffield Road	Double (polling place shared with AUD)	None	No
KC	AUC	Aston-cum-Aughton (West Ward)	1027	Swallownest Community Centre, Rotherham Road	Double (polling place shared with AUF)	None	No
KD	AUD	Aston-cum-Aughton (West Ward)	454	Aston Fence J&I School, Sheffield Road	Double (polling place shared with AUB)	None	No
KE	AUE	Ulley	101	Ulley Village Hall, Main Street	Single	None	No
FD	AUF	Aston-cum-Aughton (North Wd)	740	Swallownest Community Centre, Rotherham Road	Double (polling place shared with AUC)	None	No

FE	AUG	Aston-cum-Aughton (North Ward)	1020	Aughton Early Years Centre, Main Street	Single	None	No
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Issues, Options and Reasons for Returning Officer's Proposals

The new Aughton & Swallownest Ward is made up part of the of the previous Holderness and Rother Vale wards with the addition of Ulley and Orgreave parishes.

The polling district of AUA will consist of over half of the former FA polling district. The voters from FA would have previously voted at Aston-cum-Aughton Parish Hall, and it is proposed that this continues. Although this would mean sharing a polling place between Aston & Todwick Ward and Aughton & Swallownest Ward, the polling place remains convenient and is large enough to contain two polling stations.

The Head of the Aughton Early Years Centre, and others, have asked the Returning Officer to consider alternative venues to avoid closing the Centre. Prior to 2015, the polling place for AUG was Aughton Junior Academy, Turnshaw Avenue. It has been suggested that this was a better polling place.

Electoral Services officers have visited a number of premises to assess their suitability as a polling place for the AUG polling district, including Aughton Junior Academy, Windy Ridge and Heighton View Neighbourhood Centres, and Aston-cum-Aughton Leisure Centre.

Aughton Junior Academy is not considered ideal in terms its approach from the road and limited parking. There are no rooms which could be used to prevent closing the school for the day. The two Neighbourhood Centres are quite small, with limited parking and it is likely that their use as a polling place would inconvenience the neighbouring residents. It has not been confirmed that the Leisure Centre can accommodate being designated as a polling place, and Aston Academy does not appear suitable or appropriate.

Therefore it is proposed that Aughton Early Years Centre be retained as the polling place for AUG.

Although this has been objected to, no specific alternatives have been put forward, and the Centre is still considered to be the most suitable venue.

There have been no objections to other proposals for this ward, and one response in support for the proposals for this ward. The initial proposals for this ward remain unchanged.

4 - Boston Castle Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
BA	BCA	n/a	350	MyPlace Rotherham, St Ann's Road	Single	None	No
BB	BCB	n/a	682	Talbot Lane Methodist Church, Moorgate Street	Single	None	No
BC	BCC	n/a	658	United Methodist Church Clifton, Lister Street	Single	None	No
BD	BCD	n/a	604	Beeversleigh Community Centre, Clifton Lane	Single	None	No
BE	BCE	n/a	2249 (as amended – see Table 1 below)	Broom Valley Club Room, Guest Place	Double	See Table 1 below	No
QJ (40%)		n/a	445 (total for BCE-2694)			Previous QJ polling district split – 40% to this ward, and 60% to Rotherham East Ward (See Table 1 below)	Existing polling place, but these voters previously voted at Herringthorpe Infant School.
BF	BCF	n/a	1106 (as amended – see Table 1 below)	Boston Castle, Boston Castle Grove	Single	See Table 1 below	No

BG	BCG	n/a	586	Canklow Woods Primary School, Wood Lane	Single	None	No
BH	BCH	n/a	269	Garden Building, Clifton Park, Clifton Lane	Single	None	No
BI	BCI	n/a	366	The Hub, 103 Canklow Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The Boston Castle Ward is largely unchanged, with the addition of part of the former QJ polling district from the former Valley Ward.

The voters from QJ would have previously voted at Herringthorpe Infant School. While it is proposed that Herringthorpe Infant School is retained for the voters transferring to Rotherham East ward, it would be more appropriate for the voters transferring to this ward to vote in a polling place for the Boston Castle ward.

The part of the QJ polling district transferring to Boston Castle is quite small and does not contain a suitable polling place. However, simply adding this area to BCE would make the polling district too big for one polling place, and the electorate would increase to approximately 2943.

Therefore it is proposed that the boundary between BCE and BCF be amended, and some of the electors from the Broom Valley Club Room be reassigned to the Boston Castle polling station. This would be a more convenient polling station for the electors shown in Table 1 and it would relieve some of the pressure from the Broom Valley Club Room. The net polling station electorate in BCE would decrease to 2694 and the electorate in BCF would increase to 1106.

This would also mean that the use of Broom Valley Community School as a polling place could be avoided, although it would be a suitable contingency.

There have been no objections to these proposals.

An alternative venue, Voluntary Action Rotherham, Coke Hill was suggested for polling district BCI. However, this is not deemed to be suitable.

Responses have been received about the possible closure of the Talbot Lane Centre and the Hub. Contingencies have been identified as Rotherham Town Hall and Canklow Woods School respectively, but these will be subject to further review as necessary.

Otherwise, the initial proposals for this ward remain unchanged.

Table 1 – Properties to be transferred from BCE to BCF			
Roads	No of properties	No of electors	No of electors excluding postal voters (approximately)
Hall Grove	12	21	12
Hall Road	78	139	90
Heather Close	20	34	20
Moorgate Chase	34	23	12
Moorgate Grove	24	40	32
Moorgate Lane	5	8	1
Moorgate Road (no. 43 to 71 only)	18	41	13
Rotherstoke Close	30	38	18
Welham Drive	17	34	21
Whiston Grove	25	50	30
Total	263	428	249

5 - Bramley & Ravenfield Ward (Rotherham Constituency; Rother Valley Constituency; Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
EB	BRA	Bramley (South Ward)	1639	Bramley Youth Centre, Flash Lane	Single	None	No
NG	BRB	Bramley (North Ward)	618	Bramley Parish Hall, Cross Street	Triple (Polling place is also used for BRC and WYF in Wickersley North Ward)	None	No
TC (22%)	BRC	Bramley (North Ward)	273	Bramley Parish Hall, Cross Street	Triple (Polling place is also used for BRB and WYF in Wickersley North Ward)	Previous TC polling district split – 22% to this ward, and 78% to Wickersley North Ward	No
NH	BRD	Ravenfield	1573	Ravenfield Parish Hall, Birchwood Drive	Single	None	No
NI	BRE	Hooton Roberts (parish meeting)	102	Thrybergh Parish Hall, Park Lane	Triple (polling place shared with DAA and DAC in Dalton & Thrybergh Ward)	None	No
TE	BRF	Bramley (North Ward)	912	Bramley Grange Primary School (The Grange Zone), Howard Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Bramley & Ravenfield Ward is made up parts of Bramley parish which were previously contained in Hellaby, Silverwood and Wickersley borough wards, with the addition of Hooton Roberts and Ravenfield parishes.

The polling place for both NG and TC previously was Bramley Parish Hall. It is proposed that this is retained for the BRB and BRC polling districts, as well as being used for the WYF district in Wickersley North ward.

The new BRC polling district will be quite small, but it cannot be merged with the BRB polling district because of the proposed parliamentary constituency boundary (BRC will be in the Rotherham constituency, but BRB will be in the Wentworth and Hoyland constituency). It would not be appropriate to merge BRC with BRF, because the Bramley Grange Primary School would not be a convenient polling place for many electors in BRC.

The polling place for the former NI polling district was Thrybergh Parish Hall, which was also used for two other Silverwood polling districts. As Hooton Roberts will be in Bramley & Ravenfield ward, and the other two districts will be in Dalton & Thrybergh ward, some consideration was given to designating Ravenfield Parish Hall as the polling place for BRD. However, voters would have further to travel, so in the absence of a suitable alternative within the district itself, it is proposed that Thrybergh Parish Hall be retained for BRE.

A response was received recommending the general consideration of other premises such as public houses as polling places.

However, there have been no objections to the specific proposals for this ward.

The initial proposals for this ward remain unchanged.

6 - Brinsworth Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
CA	BWA	n/a	582	Rotherham West Community Centre, Brinsford Road	Single	None	No
CB	BWB	Brinsworth	2192	Brinsworth Community Hall, Brinsworth Lane	Single (previously a double station but could be reduced to a single)	None	No
CC	BWC	Brinsworth	892	Brinsworth Howarth Primary School, Whitehill Lane	Single	None	No
CD	BWD	Brinsworth	1101	Brinsworth Whitehill Primary School, Howlett Drive	Single	None	No
CE	BWE	Brinsworth	899	St Andrews Church, Bonet Lane	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Brinsworth Ward is based on the previous Brinsworth and Catcliffe Ward, with the removal of Catcliffe.

As Brinsworth Community Hall was being refurbished at the 2018 elections, Brinsworth Manor Infants School was used instead, but the Community Hall will now be available for future elections. There is no reason to change the other polling places for this ward.

No comments were received about this ward. The initial proposals for this ward remain unchanged.

7 - Dalton & Thrybergh Ward (Rotherham Constituency; Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
ND	DAA	Thrybergh (North Ward)	519	Thrybergh Parish Hall, Park Lane	Triple (polling place shared with BRD and DAC)	None	No
NE	DAB	Thrybergh (North Ward)	713	Staple Green Community Centre, Staple Green	Single	None	No
QA	DAC	Thrybergh (South Ward)	1075	Thrybergh Parish Hall, Park Lane	Triple (polling place shared with BRD and DAA)	None	No
QC	DAD	Dalton (North Ward)	467	The Willow Tree Children's Centre, Foljambe Drive	Single	Slight adjustment of boundary, will not affect any electors	No
QE	DAE	Dalton (North Ward)	760	Trinity Croft CE J&I School (Parish Room), Dalton Lane	Single	Slight adjustment of boundary, will not affect any electors	No
QF	DAF	Dalton (North Ward)	477	Dalton Parish Hall, Doncaster Road	Single	None	No
QG	DAG	n/a	1211	High Greave Junior School (Sports Hall), High Greave Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Dalton & Thrybergh Ward is made up part of Dalton parish and the whole of Thrybergh parish which were previously contained in the Valley and Silverwood borough wards, and including East Herringthorpe.

The Willow Tree Children's Centre is not part of the Children and Young People's Service review of children's centres, and is considered the most suitable venue for a polling place in the DAD polling district.

There is no reason to change any of the current polling places for this ward.

No comments were received about this ward. The initial proposals for this ward remain unchanged.

8 - Dinnington Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
DA	DIA	Laughton-en-le-Morthen	767	Laughton Village Hall, Firbeck Avenue	Single	None	No
DB	DIB	Thurcroft (South Ward)	1136	Monksbridge Community Centre, Monksbridge Road	Double (polling place shared with DIC)	None	No
DC	DIC	Dinnington St John's (Town Ward)	1131	Monksbridge Community Centre, Monksbridge Road	Double (polling place shared with DIB)	None	No
DD	DID	Dinnington St John's (Town Ward)	2660	Dinnington Resource Centre, Laughton Road	Double	None	No
DE (88%)	DIE	Dinnington St John's (Town Ward)	1911	St Joseph's RC Church Hall, Swinston Hill Road	Single (previously a double station but could be reduced to a single)	Previous DE polling district split – 88% remaining in this ward and 12% to Anston & Woodsetts ward	Yes – previously Dinnington St Joseph's Catholic School
DF	DIF	Gildingwells (parish meeting)	65	Woodsetts Village Hall, Gildingwells Road	Double (polling place is also used for ANE – Anston & Woodsetts Ward)	None	No

DG	DIG	Letwell	70	Letwell Village Hall, Barker Hades Road	Single	None	No
DH	DIH	Firbeck	195	Firbeck Village Hall, New Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The Dinnington Ward is largely unchanged, with the removal of the Park Avenue area of Dinnington St John's Parish to the Anston & Woodsetts Ward.

Dinnington St Joseph's Catholic Primary School would have been retained for the part of the former DE polling district which will remain in Dinnington Ward. However, Dinnington St Joseph's Catholic Primary School has asked the Returning Officer to consider alternative venues to avoid closing the school.

Electoral Services officers have visited a number of premises to assess their suitability as a polling place for the DIE polling district, including Middleton Hall, Salvation Army Hall, the Bridge New Life Church, Jade Youth and Community Centre and St Joseph's RC Church Hall. St Joseph's RC Church Hall, Swinston Hill Road is considered to be the most suitable venue, with a central location, good facilities for voters and polling staff, plenty of parking and disabled access.

There have been no objections and one response in support for this new polling place.

A response has also been received recommending the Lyric Theatre as an alternative venue for the DID polling district. This is a suitable contingency venue, but there is no compelling reason to change from the Resource Centre.

The initial proposals for this ward remain unchanged.

9 - Greasbrough Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
UA	GRA	n/a	2393	Greasbrough Primary School, Munsborough Rise	Double (busy station keep as a double)	None	No
UB	GRB	n/a	1218	Rockingham Professional Development Centre, Roughwood Road	Single	None	No
UC	GRC	n/a	1028	Youth Centre, Wingfield Academy, Wingfield Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Greasbrough Ward is based on the former Wingfield Ward, with the removal of the Kimberworth Park area to the Keppel Ward.

There is no reason to change the current polling places for this ward.

No comments were received about this ward. The initial proposals for this ward remain unchanged.

10 - Hellaby & Maltby West Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
EC	HEA	Hellaby	481	Centenary Hall, Bateman Road	Single	None	No
ED	HEB	Maltby (West Ward)	2691	Hilltop School, Larch Road	Double	None	Yes – previously Addison Day Centre
IA	HEC	Maltby (West Ward)	909	Maltby Linx Youth Centre, Lilly Hall Road	Single	None	No
IB	HED	Maltby (West Ward)	433	The Grange Warden Centre, St Bartholomew's Close	Double (polling place shared with HEE)		No
ID (2%)		Maltby (West Ward)	19 (total for HED - 452)			Previous ID polling district split – 2% to this ward, and 98% to Maltby East Ward	Existing polling place, but these voters previously voted at the Wesley Centre.
IH	HEE	Hooton Levitt (parish meeting)	70	The Grange Warden Centre, St Bartholomew's Close	Double (polling place shared with HED)	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Hellaby & Maltby West Ward is made up part of Maltby parish, Hooton Levitt and Hellaby parishes which were previously contained in the two separate Hellaby and Maltby borough wards.

The Addison Day Centre is due to close within the next few years, and so alternative premises should be identified.

Electoral Services officers have visited a number of premises to assess their suitability as a polling place for the HEB polling district, including Maltby Redwood Academy, Maltby Lilly Hall Academy, Redwood Community Centre and Hilltop School. Hilltop School, Larch Road is considered to be the most suitable venue, with a central location, good facilities for voters and polling staff, plenty of parking and disabled access. Unfortunately this would mean that the school is likely to close on polling day.

The Maltby Linx Youth Centre is included in the Children and Young People's Services review of youth centres. However, the building could still be used as a polling place for HEC, as it will be asset transferred to Maltby Academy. Bevan Crescent Neighbourhood Centre has also been identified as a contingency polling place for HEC.

The polling district of HED is proposed to be made up of the former IB polling district, and a small part of the former ID polling district (Church Lane and Church Close). The voters from ID would have previously voted at the Wesley Centre, Blyth Road, and this would be retained for the voters remaining in the Maltby East Ward. The polling place for the current IB polling district is the Grange Warden Centre, and so it is proposed that this be the polling place for the enlarged HED polling district. The voters from the previous ID polling district transferring to Hellaby & Maltby West would not have to pass their previous polling place on the way to the new assigned polling place.

There have been no objections to these proposals.

A response was received about the ward boundary changes, which is outside the scope of this review.

The Bevan Crescent Neighbourhood Centre was used as a polling place for the unscheduled European Parliamentary election on 23 May 2019, and remains a suitable contingency in the event of Maltby Linx being unavailable.

Otherwise, the initial proposals for this ward remain unchanged.

11- Hooper Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
GA	HOA	Brampton Bierlow	2774	Brampton Bierlow Parish Hall, Knollbeck Lane	Double	None	No
GB	HOB	Wentworth (Wentworth Ward)	93	Wentworth Mechanics Institute, Main Street	Tripartite (polling place shared with HOE and HOH)	None	No
GC	HOC	n/a	2027	West Melton Primary School, Stokewell Road	Single	None	No
GD	HOD	n/a	975	Christchurch Hall, Christchurch Road	Single	None	No
GE	HOE	Wentworth (Wentworth Ward)	267	Wentworth Mechanics Institute, Main Street	Tripartite (polling place shared with HOB and HOH)	None	No
GF	HOF	Wentworth (Harley Ward)	394	Harley Church, Harley Road	Single	None	No
GG	HOG	Wentworth (Harley Ward)	51	Trinity Community Centre, Sough Hall Avenue	Triple (also used as double polling station KEA in Keppel ward)	None	No

GH	HOH	Wentworth (Wentworth Ward)	61	Wentworth Mechanics Institute, Main Street	Tripartite (polling place shared with HOB and HOE)	None	No
SG (90%)	HOI	n/a	757	Wath upon Dearne RUFC Clubhouse, Moor Road	Double (proposed that polling place be shared with WHE in Wath Ward)	Previous SG polling district split – 90% to this ward, and 10% to Wath Ward	No

Issues, Options and Reasons for Returning Officer's Proposals

The Hoover Ward is based on the previous ward of the same name, with the removal of the Manor Farm polling district to the Rawmarsh West Ward, and the addition of most of the Manvers polling district from the Wath Ward.

There is no reason to change the current polling places for this ward.

No comments were received about this ward. The initial proposals for this ward remain unchanged.

12 - Keppel Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
HA	KEA	n/a	1875	Trinity Community Centre, Sough Hall Avenue	Double (polling place also used for HOG in Hooper ward)	None	No
HB	KEB	n/a	109	Scholes Cricket Pavilion, Scholes Village	Single	None	No
HC	KEC	n/a	822	Roughwood Primary School, Roughwood Road	Single	None	No
HD	KED	n/a	1030	Chislett Centre, Kimberworth Park Road	Single	None	No
HE (15%)	KEE	n/a	232	St John's Church, St John's Green	Double	Previous HE polling district split – 15% to this ward, and 85% to Rotherham West Ward	Existing polling place, but these voters previously voted at St Bede's Catholic Primary School
MH		n/a	644			No – but separate polling district no longer required	No
UD		n/a	1971 (total for KEE 2847)			No – but separate polling district no longer required	No
HF	KEF	n/a	1219	ArtWorks Community Centre, Brook Hill	Single	None	Yes - previously Thorpe Hesley Primary School

Issues, Options and Reasons for Returning Officer's Proposals

The Keppel Ward is based on the previous ward of the same name with the removal of most of the Toll Barr polling district to the Rotherham West Ward, and the addition of the eastern part of Kimberworth Park from the former Wingfield and Rotherham West wards.

The polling district of KEE is proposed to be made up of the former MH polling district, the former UD polling district and part of the former HE polling district, around Eilam Road.

The former HE polling district will be divided between Keppel Ward and Rotherham West Ward, as a result of the ward boundary changes. The voters from HE would have previously voted at St Bede's Catholic Primary School. Although the school could have been suitable for voters from the HE part which is transferring to Rotherham West, the proposed polling place for the voters remaining in Keppel is St John's Church, which is already used as a polling place for Keppel. The voters affected would not have to pass their previous polling place on the way to the new assigned polling place, or cross the main Wortley Road.

St John's Church was previously a shared polling place for both the former MH polling district and the UD polling district. However, previously MH was a smaller polling district (for Rotherham West ward) and UD was a larger polling district (for Wingfield ward). Now that both areas are in Keppel ward, a single enlarged polling district can be created. A double station will still be required, but the register can be split more equally between the two stations.

Thorpe Hesley Primary School has been used as a polling place for the former HF polling district since 2016, but previously the polling place was the OAP Centre on Brook Hill. The building on Brook Hill is now being run by ArtWorks and is currently undergoing refurbishment, and will be available as a polling place from early 2019. It is proposed that ArtWorks Community Centre, Brook Hill be designated the polling place for KEF.

There have been no objections to these proposals.

A comment was received suggesting that the boundary between KEB and KEF be amended, so that the voters around Keppel's column be transferred to the Scholes Cricket Pavilion. This is not considered to be a viable option, and it is not proposed to amend the boundary.

The initial proposals for this ward remain unchanged.

13 - Kilnhurst & Swinton East Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
NB	KIA	n/a	583 (as amended – see Table 2 below)	Kilnhurst Community Resource Centre, Victoria Street	Single	No – but polling district can be amended due to being in the same ward See Table 2	Existing polling place, but some of these voters previously voted at St Thomas CE Primary School
PC (37%)	KIB	n/a	436	The Brookfield Centre, Lime Grove	Single	Previous PC polling district split – 37% to this ward, and 63% to Swinton Rockingham	Existing polling place, but these voters previously voted at Swinton Civic Hall.
PE		n/a	1237 (total for KIB - 1673)				No
PD	KIC	n/a	858 (as amended – see Table 2 below)	St Thomas CE Primary School, Meadow View Road	Single	No – but polling district can be amended due to being in the same ward See Table 2	No
PF	KID	n/a	1491	Piccadilly Methodist Church, Wentworth Road	Single	Slight adjustment of boundary, with Swinton Common being moved to Swinton Rockingham Ward	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Kilnhurst & Swinton East Ward is formed of the east Swinton area which was previously in Swinton Ward, and the rest of Kilnhurst which was previously in Silverwood Ward.

The former PC polling district will be divided between Kilnhurst & Swinton East Ward, and Swinton Rockingham Ward, due to the ward boundary changes. The voters from PC would have previously voted at Swinton Civic Hall. While it is proposed that Swinton Civic Hall is retained for the voters transferring to Swinton Rockingham Ward, it would be more appropriate for the voters transferring to this ward to vote in a Kilnhurst & Swinton East polling place.

A new potential polling place for this area has been identified, the Liberty Church, Charles Street. However, as this part of the PC polling district quite small, and an existing suitable polling place is nearby, it is proposed that this area is merged with PE to create an enlarged polling district of KIB, with the Brookfield Centre as the polling place. The voters affected would not have to pass their previous polling place on the way to the new assigned polling place.

There have been no objections to the proposed polling places for this ward.

During the consultation a response was received suggesting that the boundary between KIA and KIC be amended, so that the voters around the Wharf View estate are transferred to the Kilnhurst Resource Centre. This is considered to be a viable option - it would be a more convenient polling station for the electors shown in Table 2, and would balance out the electorate between the polling places.

The final proposals for this ward therefore include an amendment to the boundary between KIA and KIC polling districts.

Table 2 - Properties to be transferred from KIC to KIA			
Roads	No of properties	No of electors	No of electors excluding postal voters (approximately)
Canalside View	59	109	86
Countryside Way	27	54	40
Don Grange	15	22	22
Waterway Lane	25	49	44
Wharf Road	38	60	50
Total	164	294	242

14 - Maltby East Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
IC	MAA	Maltby (East Ward)	1351	Maltby Manor Academy, Davy Drive	Single	None	No
ID (98%)	MAB	Maltby (East Ward)	940	The Wesley Centre, Blyth Road	Single	Previous ID polling district split – 98% to this ward, and 2% to Hellaby and Maltby West Ward	No
IE	MAC	Maltby (East Ward)	862	Edward Dunn Memorial Hall, Tickhill Road	Single	None	No
IF	MAD	Maltby (East Ward)	999	Maltby St Mary's Catholic Primary School, Muglet Lane	Single	None	No
IG	MAE	Maltby (East Ward)	733	Ascension Close Warden Centre, Ascension Close	Single	None	No
II	MAF	Maltby (East Ward)	525	Charles Foster Community Centre, Woodland Gardens	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Maltby East Ward is formed of most of the former Maltby Ward, east of the Braithwell Road.

Maltby Manor Academy has asked the Returning Officer to consider alternative venues to avoid closing the school. No alternatives within the polling district have been identified.

A new potential polling place has been identified for the ward, the Full Life Church, High Street. However, this is situated in the former ID polling district, and it is not as convenient and suitable for voters as Maltby Manor Academy, and is therefore not being proposed as an alternative.

There have been no objections to these proposals. The initial proposals for this ward remain unchanged.

15 - Rawmarsh East Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
JD (47%)	RAEA	n/a	207	Rawmarsh Customer Service Centre, Barbers Avenue	Single (previously a double station but could be reduced to a single)	Previous JD polling district split – 47% to this ward, and 53% to Rawmarsh West Ward	These voters previously voted at Rawmarsh Methodist Church
JF		n/a	1132			No – but separate polling district no longer required	Yes - previously Rawmarsh St Joseph's School
NC		n/a	279 (total for RAEA – 1618)			No – but separate polling district no longer required	Yes - previously Rawmarsh St Joseph's School
JG	RAEB	n/a	829	Rawmarsh Rycroft Infants School, South Street	Single	None	No
JH	RAEC	n/a	945	Marshall Close Community Centre, Marshall Close	Single	None	No
NA	RAED	n/a	2086	Rawmarsh Sandhill Primary School, Kilnhurst Road	Single (previously a double station but could be reduced to a single)	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Rawmarsh East Ward is formed of the eastern part of the former Rawmarsh Ward with the addition of the western part of the former Silverwood ward.

The polling district of RAEA is proposed to be made up of the former JF polling district, the former NC polling district and part of the former JD polling district, to the east of the High Street. The polling place for the current JF and NC polling districts is Rawmarsh St Joseph's Catholic Primary School.

The former JD polling district will be divided between Rawmarsh East Ward and Rawmarsh West Ward, as a result of the ward boundary changes. The voters from JD would have previously voted at Rawmarsh Methodist Church. Although the Methodist Church can be retained for voters from the JD part of Rawmarsh West, it would be more appropriate for the voters transferring to this ward to vote in a Rawmarsh East polling place.

The part of the JD polling district falling in Rawmarsh East is quite small and no suitable available polling place has been identified within its boundaries. Therefore, it is proposed that this part of the JD polling district be merged with JF/NC to create an enlarged polling district of RAEA.

Rawmarsh St Joseph's School was previously a shared polling place for both the former NC polling district and the JF polling district. However, previously NC was a smaller polling district (for Silverwood ward) and JF was a larger polling district (for Rawmarsh ward). Now that both areas are in Rawmarsh East ward, a single enlarged polling district can be created.

An objection was received about the use of Rawmarsh St Joseph's school as a polling place, and the alternative of Rawmarsh Customer Service Centre was put forward. This is considered a suitable alternative; it is accessible and has good facilities.

No other comments were received about the proposals for this ward.

The final proposals for this ward therefore include changing the polling place for the RAEA polling district to the Rawmarsh Customer Service Centre, with Rawmarsh St Joseph's School remaining as a contingency.

16 - Rawmarsh West Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
GI	RAWA	n/a	1127	Manor Farm Community Centre, Harding Avenue	Single (previously a double station but could be reduced to a single)	No – but separate polling districts no longer required	No
JA		n/a	657 (Total for RAWA – 1784)				No
JB	RAWB	n/a	1991	Monkwood Primary Academy, Monkwood Road	Single (previously a double station but could be reduced to a single)	None	No
JC	RAWC	n/a	819 (as amended – see Table 3 below)	Salvation Army Hall, Quarry Street	Single	No – but there is an opportunity to adjust the polling district boundary See Table 3 below	No
JD (53%)	RAWD	n/a	353 (as amended – see Table 3 & 4 below)	Rawmarsh Methodist Church, High Street	Single	Previous JD polling district split – 53% to this ward, and 47% to Rawmarsh East Ward	Existing polling place, but some of these voters previously voted at the Salvation Army Hall or Rawmarsh Ashwood School
JE	RAWE	n/a	560 (as amended – see Table 4 below)	Rawmarsh Ashwood Primary School, Ashwood Road	Single	No – but there is an opportunity to adjust the polling district boundary See Table 4 below	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Rawmarsh West Ward is formed of the western part of the former Rawmarsh Ward with the addition of the Manor Farm area which was previously in the Hooper Ward.

Manor Farm Community Centre was previously a shared polling place for both the former JA polling district and the GI polling district. However, previously JA was a smaller polling district (for Rawmarsh ward) and GI was a larger polling district (for Hooper ward). Now that both areas will be in Rawmarsh West ward, a single enlarged polling district can be created.

It is proposed that Rawmarsh Methodist Church be retained as the polling place for the western part of the former JD polling district which will fall in Rawmarsh West Ward. However, this would now become quite a small polling district.

To make it more viable, it is proposed that the boundary between RAWC and RAWD be amended and that some of the electors from Salvation Army Hall be reassigned to Rawmarsh Methodist Church. This would be a more convenient polling station for the electors shown in Table 3.

It is also proposed that the boundary between RAWD and RAWE be amended and that some of the electors from Rawmarsh Ashwood Primary School be reassigned to Rawmarsh Methodist Church. This would be a more convenient polling station for the electors shown in Table 4.

The net electorate for RAWD would increase to approximately 353.

Rawmarsh Ashwood Primary School has asked the Returning Officer to consider alternative venues. No alternatives within the polling district have been identified to date, but Electoral Services will continue to work with the school, for example by providing fencing, to enable to school to remain open on polling day.

There have been no objections to these proposals. The initial proposals for this ward remain unchanged.

Table 3 – Properties to be transferred from RAWC to RAWD			
Roads	No of properties	No of electors	No of electors excluding postal voters (approximately)
Blyth Avenue	39	69	61
Dale Road (no. 16 to 28 only)	7	18	13
Total	46	87	74

Table 4 – Properties to be transferred from RAWC to RAWD			
Roads	No of properties	No of electors	No of electors excluding postal voters (approximately)
Church Avenue	4	16	11
Church Croft	7	16	9
Church Street	23	44	26
Total	34	69	46

17 - Rother Vale Ward (Rother Valley Constituency; Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
CF	RVA	Catcliffe	1151	Catcliffe Memorial Hall, Old School Lane	Single	None	No
CG	RVB	Waverley	252	AMP Technology Centre, Brunel Way	Double (polling place shared with RVD)	None	No
KA	RVC	Treeton	1851	Treeton Village Community Hub, Pit Lane	Single	None	Yes – previously Treeton Youth Centre
KG	RVD	Waverley	739	AMP Technology Centre, Brunel Way	Double (polling place shared with RVB)	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Rother Vale Ward is based on the Catcliffe, Waverley and Treeton areas which were previously in Brinsworth and Catcliffe Ward and the former Rother Vale Ward.

Waverley is a new parish coming into effect from 1 April 2019 covering the new housing development spanning the area previously covered by part of Catcliffe and Orgreave parishes. However, the RVB and RVD polling districts cannot be merged into one district, because of the current and proposed parliamentary constituency boundary (RVB is in the Rotherham constituency, and RVD is in the Rother Valley constituency).

Treeton Youth Centre is included in the Children & Young People's Service's review of youth centres, and it is no longer considered to be the most suitable building for a polling place.

Electoral Services officers have visited a number of premises to assess their suitability as a polling place for the RVC polling district, including Treeton Parish Council reading rooms, Treeton Baptist Church, St Helen's Church, and Treeton Village Community Hub. The Treeton Village Community Hub, Pit Lane is considered to be the most suitable venue, with good facilities for voters and polling staff, plenty of parking and disabled access. This would also mean that the use of Treeton CE Primary School as a polling place could be avoided.

There have been no objections to these proposals.

Treeton Village Community Hub was used as a polling place for the unscheduled European Parliamentary election on 23 May 2019, and no negative feedback was received.

The initial proposals for this ward remain unchanged.

18 - Rotherham East Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
LA	ROEA	n/a	672	Eastwood Village Community Centre (Zone 2) Erskine Road	Single	None	No
LB	ROEB	n/a	401	The Unity Centre, St Leonards Road	Single	None	No
LC	ROEC	n/a	1409	St James Vestry (St Francis Room), Cambridge Street	Single	None	No
LD	ROED	n/a	1151	Rotherham Baptist Church Hall, Badsley Moor Lane	Single (previously a double station but could be reduced to a single)	None	Yes – previously Badsley Moor Primary School
LE		n/a	689 (total for ROED 1840)				Yes – previously Badsley Moor Primary School
LF	ROEE	n/a	631	Mowbray Gardens Community Centre, Mowbray Road	Single	None	No
LG	ROEF	n/a	493	Springwell Gardens Community Centre, Eastwood View	Single	None	No
LH	ROEG	n/a	1008	The Place Young Peoples Centre (next to Coleridge Primary School)	Single	None	No

LI	ROEH	n/a	256	Bakersfield Warden Centre, Longfellow Drive	Single	None	No
QI	ROEI	n/a	757	St Mary's Catholic Church (parish room), Herringthorpe Valley Road	Single	None	Yes – previously Herringthorpe Young People's Centre
QJ (60%)	ROEJ	n/a	667	Herringthorpe Infants School, Chatterton Drive	Single	Previous QJ polling district split – 60% to this ward, and 40% to Boston Castle	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Rotherham East Ward is largely based on the previous Rotherham East Ward with the addition of parts of Herringthorpe which was previously in the Valley Ward.

Badsley Moor Primary School has asked the Returning Officer to consider alternative venues to avoid closing the school. The school was previously used as a polling place for LD and LE polling districts, and it is proposed that the LD and LE polling districts be merged to create the ROED polling district.

Electoral Services officers have visited a few premises to assess their suitability as a polling place for the ROED polling district, including the Lanes Community Centre and Rotherham Baptist Church Hall, Badsley Moor Lane. The Baptist Church Hall is considered to be the most suitable venue, as it is located close to the previous polling place, and has adequate facilities for voters and polling staff, on street parking and disabled access.

Herringthorpe Young People's Centre is included in the Children & Young People's Service's review of youth centres, and it is no longer considered to be the most suitable building for a polling place.

Electoral Services officers have visited the area to seek alternative premises. The parish room at St Mary's Catholic Church, Herringthorpe Valley Road is considered to be a suitable venue, with good facilities for voters and polling staff, plenty of parking and disabled access. The

building can be accessed from Herringthorpe Valley Road, or from Goldsmith Road. This would also mean that the use of St Mary's RC Junior & Infant School as a polling place could be avoided.

It is proposed that Herringthorpe Infants School be retained as the polling place part of the former QJ polling district remaining in Rotherham West Ward.

No objections were received about the proposals for this ward, and a few positive comments were received.

There was also a recommendation that venues run by the Community and Voluntary sector should continue to be designated as polling places.

The initial proposals for this ward remain unchanged.

19 - Rotherham West Ward (Rotherham Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
HE (85%)	ROWA	n/a	1312	St Thomas Community Hall, High Street	Single	Previous HE polling district split – 85% to this ward, and 15% to Keppel	Yes – previously St Bede’s Catholic Primary School
MA	ROWB	n/a	853	Blackburn Primary School, Baring Road	Single	None	No
MB	ROWC	n/a	920	Meadow View Primary School, Meadowhall Road	Single	None	No
MC	ROWD	n/a	948	Kelford School, Oakdale Road	Single	None	No
MD	ROWE	n/a	771	Ferham Primary School, Ferham Road	Single	None	No
ME	ROWF	n/a	788	Henley Community Centre, Oates Close	Single	None	No
MF	ROWG	n/a	381	Thornhill Primary School, Clough Bank	Single	None	No
MG	ROWH	n/a	518	Masbrough & Thornhill Community Centre, College Road	Single	None	No

MI	ROWI	n/a	1176	Kimberworth Community Primary School, Kimberworth Road	Single	None	No
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Issues, Options and Reasons for Returning Officer's Proposals

The new Rotherham West Ward is largely based on the previous Rotherham West Ward with the addition of part of the Toll Barr district which was previously in the Keppel Ward and the removal of the Warren Hill district to the new Keppel Ward.

St Bede's Catholic Primary School would have been the polling place for the part of the former HE polling district transferring to Rotherham West Ward. However, the school has asked the Returning Officer to consider alternative venues to avoid closing the school.

Electoral Services officers have visited some premises to assess their suitability as a polling place for the ROWA polling district, including the Salvation Army Hall and St Thomas Community Hall, High Street. St Thomas Community Hall is considered to be the most suitable venue, with a central location, readily available, good facilities for voters and polling staff, and disabled access. Although the building does not have its own car park, arrangements can be made for voters to park at the Salvation Army car park opposite. This would also avoid the need to use Winterhill School or Abbey School.

St Bede's School has reaffirmed its objection to being used as a polling place. There have been no objections received about changing the polling place for ROWA to St Thomas Community Hall, and one response in support of this change.

A response has been received about the use of Meadow View Primary School for the ROWB polling district. The distance to the polling station and the steep incline is an issue, and it is suggested that the lower car park be opened to assist the elderly and disabled residents. Richmond Park Community Centre was also put forward as an alternative. The Community Centre is not considered to be more suitable than Meadow View School. The school has confirmed that the lower car park can be used by disabled voters at any time, and the Returning Officer can arrange for a note to be provided on poll cards to highlight disabled access.

A strong objection has been received about the use of Kelford School for the ROWD polling district. However, no alternatives have been identified. There was a further general objection to the closure of schools as polling places from an elector in this ward. Electoral Services will consider alternatives where there is a more suitable venue in the polling district. The decision to close a school lies with the Headteacher, and Electoral Services will work with schools to see if there is a way to keep the school open while considering safeguarding issues.

The initial proposals for this ward remain unchanged.

20 - Sitwell Ward (Rother Valley and Rotherham Constituencies)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
OA	SIA	n/a	1025	Herringthorpe United Reformed Church, Wickersley Road	Single	None	No
OB	SIB	n/a	789	St Cuthberts Church Hall, Bent Lathes Avenue	Single	None	No
OC	SIC	n/a	997	Broom Methodist Church, Broom Lane	Single	None	No
OD	SID	n/a	1048	Newman Additional Resource (next to Newman School) East Bawtry Road	Single	None	No
OE	SIE	Whiston	915	Whiston J&I School, Saville Road	Single	None	No
OF	SIF	Whiston	1057	Whiston Worry Goose J&I School, Hall Close Avenue	Single	None	No
OG	SIG	Whiston	760	Whiston Parish Hall, Well Lane	Single	None	No
QH	SIH	n/a	389	St Bernards Catholic High School, Herringthorpe Valley Road	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Sitwell is largely based on the previous Sitwell Ward with the addition of the St Bernard's district from the former Valley Ward.

Whiston J&I School has asked the Returning Officer to consider alternative venues to avoid closing the school. The school does have a room available in their new extension which could be used while keeping the rest of the school open. However, the room is considered too small to accommodate the number of voters for the polling district. No other alternatives have been identified.

Another option has been considered, to merge the former OE and OG polling districts, and use Whiston Parish Hall for an enlarged polling district, with an electorate of 1675. Although the Parish Hall could accommodate this number of voters, parking at the venue is not ideal and there are concerns that congestion could be an issue. It would also mean that voters would be walking past their previous, suitable polling place to get to a different one.

Therefore, no changes to the current provision of polling places are proposed.

There has been one response in relation to this ward, commenting that access to Whiston Parish Hall is poor, and that schools or churches are better options. Although the building has disabled access, it is recognised that access via Well Lane is not easy. The proposal therefore is to limit this polling place to a single station.

The initial proposals for this ward remain unchanged.

21 – Swinton Rockingham Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
PA	SWA	n/a	626	Swinton Fitzwilliam Primary School, Broadway	Double (polling place to be shared with SWD)	No – but separate polling district no longer required	No
SE (South of Church Street)		n/a	756 (as amended – see Table 5)			Previous SE polling district split – 98% to this ward, and 2% to Wath Ward See Table 5 below	No
PF		n/a	6 (total for SWA – 1388)			Slight adjustment of boundary, majority of district in Kilnhurst & Swinton East Ward	
PB	SWB	n/a	1448	Swinton Queen Primary School, Queen Street	Single	None	No
PC (63%)	SWC	n/a	743	Swinton Civic Hall, Station Street	Single	Previous PC polling district split – 63% to this ward, and 37% to Kilnhurst & Swinton East	No
SE (North of Church Street)		n/a	401 (as amended -see Table 6) Total for SWC - 1144			See Table 6 below	Existing polling place, but these voters previously voted at Swinton Fitzwilliam Primary School
SD (52%)	SWD	n/a	930	Swinton Fitzwilliam Primary School, Broadway	Double (polling place to be shared with SWA)	Previous SD polling district split – 52% to this ward, and 48% to Wath Ward	Existing polling place, but these voters previously voted at Saint Pius X Catholic High School

Issues, Options and Reasons for Returning Officer's Proposals

The new Swinton Rockingham Ward is formed of the western part of the former Swinton Ward, along with parts of Rookery, Racecourse and Golden Smithies areas which were previously in Wath Ward.

Electoral Services officers have visited the area to try identify further polling places to relieve some of the pressure from the current polling places. St Margaret's Church, Church Street has been visited; however it has no separate hall, and has steps at the entrance with disabled access being via a temporary ramp. Park View function suite has also been assessed. The venue is accessible; however it is very close to the existing polling place of Swinton Fitzwilliam Primary School.

Swinton Fitzwilliam Primary School was previously a shared polling place for both the former PA polling district and the SE polling district. However, previously PA was a smaller polling district (for Swinton ward) and SE was a larger polling district (for Wath ward). Both areas will be in Swinton Rockingham ward, so a single enlarged polling district could be created. However, it is proposed that the Swinton Rockingham part of the former SE polling district be divided, with only the properties south of Church Street being included in the new SWA polling district (See Table 5). This would balance out the electorate between the available polling places. It is proposed that Swinton Fitzwilliam Primary School be designated the polling place for the new SWA polling district.

The former SD polling district will be divided between Swinton Rockingham and Wath wards, as a result of the ward boundary changes. The voters from SD would have previously voted at Saint Pius X Catholic High School. Although the High School could be retained for the voters from the SD part of Wath, it would be more appropriate for the voters transferring to this ward to vote in a Swinton Rockingham polling place.

No suitable polling place has been identified in the part of the SD polling district falling in Swinton Rockingham. Therefore, it is proposed that Swinton Fitzwilliam Primary School be designated the polling place for this area. The voters affected would not have to pass their previous polling place on the way to the new assigned polling place. The School would become a double station as it was previously, with a net electorate of 2,312.

It is proposed that Swinton Civic Hall be retained as the polling place for the part of the former PC polling district remaining in Swinton Rockingham Ward. However, this would be smaller polling district than previously. Therefore it is proposed that the properties north of Church Street from the former SE polling district are included in the new SWC polling district (See Table 6). This would balance out the electorate between the available polling places. It is proposed that Swinton Civic Hall be designated the polling place for the new SWC polling district.

There have been no objections to these proposals. The initial proposals for this ward remain unchanged.

Table 5 – Properties from former SE to be included in SWA			
Roads	No of properties	No of electors	No of electors excluding postal voters (approximately)
Brameld Road	45	55	39
Broadway	13	25	20
Broadway Close	6	12	8
Central Avenue	72	132	114
Church Street (odds)	30	54	33
Church View	21	34	30
Fitzwilliam Street	2	3	3
Griffin Road	22	43	36
Highfield Road	39	73	51
Park Close	16	27	25
Park Road	50	94	81
Rockingham Road	48	77	58
Rookery Road	97	170	126
Toll Bar Road	78	134	114
Woodlands Crescent	16	30	18
Total	555	960	756

Table 6 – Properties from former SE to be included in SWC			
Roads	No of properties	No of electors	No of electors excluding postal voters (approximately)
Birch Court	2	1	1
Church Street (evens)	30	47	33
Far Golden Smithies	80	178	118
Golden Smithies Lane (part)	20	35	26
Low Golden Smithies	63	159	132
Paddock Croft	9	21	16
St Georges Avenue	18	33	23
St Margaret's Drive	11	17	16
The Stables	9	21	16
Yearling Chase	16	33	20
Total	258	545	401

22 - Thurcroft & Wickersley South Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
EA	THA	Wickersley (South Ward)	2044	The Church Barn, Church Lane	Double (busy station keep as a double)	None	No
KF	THB	Thurcroft (North Ward)	3534	Gordon Bennett Memorial Hall, Green Arbour Road	Double	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Thurcroft and Wickersley South Ward is formed from the northern part of Thurcroft parish and the southern part of Wickersley parish.

There is no reason to change the polling districts or places for this ward.

No comments were received about this ward. The initial proposals for this ward remain unchanged.

23 - Wales Ward (Rother Valley Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
RA	WAA	Harthill-with-Woodall	877	Harthill Village Hall, Winney Hill	Double (polling place also used for ANG in Anston & Woodsetts Ward)	None	No
RD	WAB	Wales (Wales Ward)	1058	Wales-Kiveton Methodist Church, School Road	Single	None	Yes – previously Wales Primary School
RE	WAC	Wales (Kiveton Park Ward)	1305	Old Colliery Offices (training room), Colliery Road	Single	None	Yes – previously Kiveton Park Youth & Community Centre
RF	WAD	Wales (Wales Ward)	1522	Kiveton Park & Wales Village Hall, Walesmoor Avenue	Single	None	No
RG	WAE	Harthill-with-Woodall	219	Peregrine Way Community Centre, Peregrine Way	Single	None	No
RH	WAF	Wales (Kiveton Park Ward)	454	Viking Way Community Centre, Viking Way	Single	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Wales Ward is largely based on the previous Wales Ward with the removal of Thorpe Salvin (to Anston & Woodsetts) and Todwick (to Aston & Todwick).

Wales Primary School has asked the Returning Officer to consider alternative venues to avoid closing the school.

Electoral Services officers have visited some premises in the area to assess their suitability as a polling place, including Wales Jubilee Sports & Social Club and Wales-Kiveton Methodist Church. Wales-Kiveton Methodist Church is considered to be the more suitable venue, with good facilities for voters and polling staff, and disabled access. The Church only has a small car park, but this is considered as sufficient as the current provision for parking.

Kiveton Park Youth & Community Centre is included in the Children & Young People's Service's review of youth centres, and it is subject to a further Corporate Property review.

Electoral Services officers have visited a few premises to assess their suitability as a polling place for the WAC polling district, including Kiveton Park Infant School and the Old Colliery Offices, Colliery Road. The Old Colliery Offices (Training Room) is considered to be the most suitable venue, with good facilities for voters and polling staff, plenty of parking and disabled access.

There have been no objections to these proposals. There was one response in support of the proposal to use the Methodist Church instead of Wales Primary School for the WAB polling district.

After the consultation deadline, a further response was received suggesting the use of Wales Parish Council Offices as an alternative venue for the WAD polling district. This is a suitable contingency venue, but there is no compelling reason to change from the Kiveton & Wales Village Hall.

The initial proposals for this ward remain unchanged.

24 – Wath Ward (Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
SA	WHA	n/a	1009	Wath Community Library, Montgomery Square	Single	None	No
SB	WHB	n/a	698	The Base Community Hub, Fir Close	Single	None	Yes – previously Oaks Day Centre, Oak Road
SD (East of Sandygate)		n/a	302 (as amended – see Table 7) Total for WHB 1000			Previous SD polling district split – 48% to this ward, and 52% to Swinton Rockingham Ward See Table 7 below	These voters previously voted at Saint Pius X Catholic High School
SC	WHC	n/a	1298	St Joseph’s Catholic Church Hall, Carr Road	Single	None	Yes – previously Wath Victoria Children’s Centre, Sandymount Road
SE (2%)		n/a	16			Previous SE polling district split – 2% to this ward, and 98% to Swinton Rockingham Ward	These voters previously voted at Swinton Fitzwilliam Primary School
SF	WHD	n/a	1327	Newhill Chapel, Varney Road	Single	None	Yes – previously Wath Central Primary School
SD (West of Sandygate)		n/a	629 (as amended – see Table 8) Total for WHD 1956			Previous SD polling district split – 48% to this ward, and 52% to Swinton Rockingham Ward See Table 8 below	These voters previously voted at Saint Pius X Catholic High School

SG (10%)	WHE	n/a	84	Wath upon Dearne RUFC Clubhouse, Moor Road	Double (proposed that polling place be shared with HOI in Hooper Ward)	Previous SG polling district split – 10% to this ward, and 90% to Hooper Ward	No
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Issues, Options and Reasons for Returning Officer's Proposals

The new Wath Ward is based on the existing Wath Ward with the removal of the housing north of Manvers Way to the Hooper Ward, and parts of Rookery, Racecourse and Golden Smithies areas to the Swinton Rockingham Ward.

The Wath Community Library was used as a polling place for the first time in 2018, as the Trinity Methodist Church is no longer available. For future elections, the Returning Officer will seek to use a space on the ground floor of the library, rather than the meeting room on the first floor.

The former SD polling district will be divided between Swinton Rockingham Ward and Wath Ward, as a result of the ward boundary changes. The voters from SD would have previously voted at Saint Pius X Catholic High School. It is proposed that the Wath part of the former SD polling district be divided, and that the properties east of Sandygate be included in the new WHB polling district (See Table 7). This would balance out the electorate between the available polling places. The voters affected would not have to pass their previous polling place on their way to the new assigned polling place. This would also avoid the use of Saint Pius High School as a polling place, although it would be a suitable contingency.

The Oaks Day Centre is due to close within the next few years, and so alternative premises should be identified for the WHB polling district. Electoral Services officers have visited the area to try assess alternatives. Fir Close Meeting Centre was used as a polling place until 2014, and, having recently been developed into the Base Community Hub, it is still considered to be suitable, so it is proposed that this be designated the polling place for WHB.

The polling district of WHC is proposed to be made up of the former SC polling district, and a small part of the former SE polling district (Far Field Lane and houses at north of Golden Smithies Lane). The voters from SE would have previously voted at Swinton Fitzwilliam Primary School, and this would be retained as a polling place for the Swinton Rockingham ward. It would be more appropriate for the voters transferring to this ward to vote in a polling place for the Wath ward.

Wath Victoria Children's Centre is included in the Children and Young People's Services review of children's centres. It is possible that the building could still be used as a polling place for WHC, and it may be asset transferred to Wath Victoria Primary School. Even so, alternatives have been sought and considered.

Electoral Services officers have visited some premises to assess their suitability as a polling place, including the Dunholme Social Club and St Joseph's Catholic Church Hall. St Joseph's Catholic Church Hall, Carr Road is considered to be the more suitable available venue for the WHC polling district, with good facilities for voters and polling staff, disabled access, and a reasonably sized car park. This would also avoid the need to use Wath Victoria Primary School.

The former SD polling district will be divided between Swinton Rockingham Ward and Wath Ward, as a result of the ward boundary changes. The voters from SD would have previously voted at Saint Pius X Catholic High School. It is proposed that the Wath part of the former SD polling district be divided, and that the properties west of Sandygate be included in the new WHD polling district (See Table 8). This would balance out the electorate between the available polling places. The voters affected would not have to pass their previous polling place on their way to the new assigned polling place.

Wath Central Primary School has asked the Returning Officer to consider alternative venues to avoid closing the school. Electoral Services officers have visited the area to try to identify alternatives for the WHD polling district, including Wath Youth & Community Centre and Wath upon Dearne Leisure Centre. It has not been confirmed that the Leisure Centre can accommodate being designated as a polling place, and Wath Central Primary School appeared to be the most suitable venue.

The polling place for the former SG polling district was previously the Wath upon Dearne RUFC Clubhouse, and this would be retained for the larger proportion of the district which will fall in the new Hoover Ward. Although it is not ideal to share polling places across wards, in this case it may be the best option. There is new housing around the RUFC clubhouse, and it would not be appropriate to allocate these voters to a different polling place. Therefore it is proposed that the RUFC clubhouse be designated the polling place for the WHE district in Wath as well as for the HOI district in Hoover Ward.

An objection was received about the continued use of Wath Central Primary school as a polling place. Another respondent put forward a potential alternative, Newhill Chapel, Varney Road. This is considered a suitable alternative, subject to the current works being completed in time.

There were no objections to the other proposals for this ward, and one response in support of them.

The final proposals for this ward therefore include changing the polling place for the WHD polling district to Newhill Chapel, with Wath Central Primary School remaining as a contingency.

Table 7 - Properties from former SD to be included in WHB			
Roads	No of properties	No of electors	No of electors excluding postal voters (approximately)
Acorn Place	5	5	5
Broom Close	26	69	55
Chestnut Avenue	27	53	27
Elm Way	19	41	37
Holly Grove	32	61	45
Oak Close	18	15	13
Oak Road	29	57	44
Sandygate (no. 105 to 141 only)	19	33	22
Willow Road	34	70	54
Total	209	404	302

Table 8 – Properties from former SD to be included in WHD			
Roads	No of properties	No of electors	No of electors excluding postal voters (approximately)
Boswell Road	33	62	39
Buckleigh Road	75	146	114
Campsall Field Road	15	27	21
Coverleigh Road	37	86	63
Crowley Drive	32	64	54
Dawson Lane	1	2	0
Gipsy Green Lane	15	23	16
Mount Pleasant Road	32	65	54
Quarry Hill Road	88	173	125
Sandygate (no. 90 to 140 only)	29	48	44
Sandygate Crescent	14	34	22
Varney Road	5	7	5
Wath Wood	3	7	6
Wath Wood Bottom	1	2	2
Wath Wood Road (no. 2 to 18 only)	9	18	13
Woodland Grove	8	17	15
Woodland Road	26	48	36
Total	423	829	629

25 - Wickersley North Ward (Rotherham Constituency; Wentworth & Dearne / Hoyland Constituency)

Previous Polling District	New Polling District	Parish	Electorate (excluding postal voters)	Polling Place	Polling station	Changes due to boundary review	New polling place
NF	WYA	Dalton (East Ward)	714	Sunnyside Community Centre, Flanderwell Lane	Triple (shared with WYB and WYE)	None	No
QB	WYB	Dalton (East Ward)	375	Sunnyside Community Centre, Flanderwell Lane	Triple (shared with WYA and WYE)	None	No
QD	WYC	Dalton (South Ward)	592	Listerdale Primary School, Beech Avenue	Single	None	No
TA	WYD	Dalton (East Ward)	1124	Flanderwell Early Excellence Centre, Flanderwell Primary School, Greenfield Court	Single	None	No
TB	WYE	Dalton (East Ward)	1131	Sunnyside Community Centre, Flanderwell Lane	Triple (shared with WYA and WYB)	None	No
TC (78%)	WYF	Bramley (West Ward)	968	Bramley Parish Hall, Cross Street	Triple (Polling place is also used for BRB and BRC in Bramley & Ravenfield Ward)	Previous TC polling district split – 78% to this ward, and 22% to Bramley & Ravenfield	No
TD	WYG	Wickersley (North Ward)	2381	Blessed Trinity Catholic Church, Northfield Lane	Double	None	No

Issues, Options and Reasons for Returning Officer's Proposals

The new Wickersley North Ward is largely based on the previous Wickersley Ward with the addition of parts of Sunnyside and Brecks from the former Silverwood and Valley wards, and the removal of south Wickersley.

There is no reason to change the polling places for this ward.

No comments were received about this ward. The initial proposals for this ward remain unchanged.

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Review of Polling Districts and Polling Places 2019

Summary of responses to the consultation with Returning Officer comments

Ward	Polling District	Respondent	Summary of response	RO comment
Anston & Woodsetts	ANB	Anston Park Junior School	Objected to the use of the school for a number of reasons. Consider Anston Park Infant School instead, or local pubs	Electoral Services (ES) staff have visited the area. The local pub in the polling district is not considered a suitable polling place. Anston Park Infant School could be a suitable polling place, albeit with reduced parking provision. However, it is not clear that there would be any benefit in using the Infant School, as opposed to the Junior School. Both schools currently use polling day as an INSET day, as it is a shared site, and siblings use the two schools. The Infant School hosts breakfast and after school clubs for children at both schools.
Anston & Woodsetts	ANF	Cllr J Ireland	Objected to the ward boundary change	Ward boundary changes cannot be considered as part of the council's review of polling districts and polling places. Ward boundaries changes are the responsibility of the Local Government Boundary Commission, who recently undertook a review and consulted on the changes, culminating in the Rotherham Electoral Changes Order 2018.
Anston & Woodsetts	ANF	Cllr Clive Jepson	Supported the designation of Anston Park Junior School for this new polling district	Noted
Anston & Woodsetts	ANG	Cllr Clive Jepson	Not ideal, but appears that no other option than to use Harthill Village Hall	Noted

Ward	Polling District	Respondent	Summary of response	RO comment
Aughton & Swallownest	AUG	Aughton Early Years Centre	Objected to the use of Aughton Early Years Centre for a number of reasons. No specific alternatives recommended.	ES staff have already investigated potential alternatives, but consider that the Early Years Centre is the most suitable.
Aughton & Swallownest		Ulley Parish Council	Support the proposals for the new ward, in particular the retention of Ulley Village Hall for AUE.	Noted
Boston Castle	BCB	Talbot Lane Centre	The Centre have informed us that Talbot Lane Methodist Church will be closing on 14 th July	ES staff have since been informed that Talbot Lane Methodist Church should be available. In the event of it not being available, the Town Hall is a contingency venue.
Boston Castle	BCI	The Hub Church	The Hub Church is on the market and may have changed ownership by 2020	Noted – to be kept under review. This is a small polling district which was previously part of the BCB polling district. The Hub is quite close to Canklow Woods Primary School, which already serves the BCG polling district, and could accommodate the BCI voters.
Boston Castle	BCI	Community Relations	Suggested alternative polling place, Voluntary Action Rotherham, Coke Hill.	The management team at VAR have considered our request to visit the premises with a view to its use as a polling place but do not consider the premises suitable.

Ward	Polling District	Respondent	Summary of response	RO comment
Bramley & Ravenfield		Elector	Ask people where there preferred places would be; public houses are usually in better locations, have parking and easy to find	<p>A key point of this consultation is to encourage suggestions for alternative venues which are suitable for voting.</p> <p>Public houses may be considered, for example if they have a separate function room and if they are more suitable than an existing polling place. However some people may not wish to vote in licensed premises.</p>
Dinnington	DID	Dinnington Town Council	Suggested that Lyric Theatre, Laughton Road, would be an ideal polling place – near bus station and car parks, disabled access, good facilities, and large enough.	<p>The Lyric Theatre is situated in the DID polling district, which is currently served by Dinnington Resource Centre. The Resource Centre is deemed to be a suitable polling place, and there have been no objections to its continued use.</p> <p>ES staff have visited the Lyric Theatre to assess its suitability. It would be a good alternative / contingency, but there is no compelling reason to change the existing polling place.</p>
Dinnington	DIE	St Joseph's Catholic Primary School	Supports the proposal to use St Joseph's Catholic Church Hall, instead of the School	Noted

Ward	Polling District	Respondent	Summary of response	RO comment
Hellaby & Maltby West	HEA	Elector	Objected to the ward boundary change and the perceived change of polling place for Hellaby.	<p>Ward boundary changes cannot be considered as part of the council's review of polling districts and polling places. Ward boundaries changes are the responsibility of the Local Government Boundary Commission, who recently undertook a review and consulted on the changes, culminating in the Rotherham Electoral Changes Order 2018.</p> <p>Hellaby parish boundary has not changed, and is still contained within a single polling district. The proposal is to continue to allot electors in HEA to the Centenary Hall polling place.</p>
Keppel	KEF	Elector	Suggested amendment to the KEF polling district boundary and send the voters living close to Keppel's column to KEB – Scholes Cricket Pavilion	ES staff have looked at the boundary between KEB and KEF. To amend it would involve transferring around 600 voters to the Scholes Cricket Pavilion (see Table 1 below). The pavilion is not considered suitable for accommodating these additional voters. There are good transport links for the affected voters to the polling place for KEF, Artworks Community Centre.
Kilnhurst & Swinton East	KIC	Elector	Suggested amendment to the KIC polling district boundary and send the voters around Wharf View estate to KIA – Kilnhurst Resource Centre	ES staff have looked at the boundary between KIA and KIC. To amend it would involve transferring around 300 voters to the Kilnhurst Resource Centre (see Table 2 below). This would be more convenient for the affected voters, and would provide a better division of electorate between the polling places. Both polling districts will now be within the same ward.

Ward	Polling District	Respondent	Summary of response	RO comment
Rawmarsh East	RAEA	Rawmarsh St Joseph's School	Objected to the use of the school for a number of reasons. Rawmarsh Customer Service Centre suggested as an alternative.	ES staff have visited the Customer Services Centre, and consider this to be a suitable polling place. There is a Community Meeting Room on the ground floor, with easy access. The facilities are good, there is plenty of parking and disabled access. Although not as centrally placed within the polling district as Rawmarsh St Joseph's School, the Customer Services Centre is well known and a community hub. The School would remain a contingency venue.
Rotherham East	ROEA	Eastwood Village CC	Happy to be used as a polling place	Noted
Rotherham East	ROEB ROEF	Community Relations	Suggested use of polling places run by CVS, eg REMA and Rotherfed	The Unity Centre and Springwell Gardens Community Centre are already designated polling places
Rotherham East	ROEE ROEF	Housing Services	Current arrangements satisfactory, no plans to close centres	Noted
Rotherham West	ROWA	Cllr W Cooksey	Supports the proposal to use St Thomas Community Church Hall, instead of the St Bede's Catholic Primary School	Noted
Rotherham West	ROWA	St Bede's Catholic Primary School	Objected to the use of the school for a number of reasons.	Noted – the proposal is to use St Thomas Community Hall instead

Ward	Polling District	Respondent	Summary of response	RO comment
Rotherham West	ROWC	Cllr I Jones	<p>a) Regarding Meadow View Primary School – Distance to the polling station and the steep incline is an issue. Suggested that the lower car park be opened to assist elderly and disabled residents.</p> <p>b) Suggested Richmond Park Community Centre as an alternative</p>	<p>a) The majority of electors use the top car park and then walk down via the path leading to the community room. The community room is on the 1st floor above the school and is separate from the rest of the school so therefore the school can stay open on polling day. Disabled electors can use the lower car park at any point in the day, and a note can be put on poll cards to highlight this. There is a lift from the ground floor to the 1st floor. The school has been provided with a wireless buzzer to alert the polling staff that there is someone who needs to use the lift.</p> <p>b) ES staff have visited the Richmond Park Community Centre. The premises have disabled access, and could possibly be considered as a polling place, but the venue is not ideal, with vehicular access being problematic. It is considered to be less suitable than the school.</p>
Rotherham West	ROWD	Elector	Strong objection to the use of Kelford School – this is a special school and children's attendance already affected due to medical appointments etc.	No alternatives have been identified. ES will consider alternatives where there is a more suitable venue in the polling district. The decision to close a school lies with the Headteacher, and ES will work with schools to see if there is a way to keep the school open while considering safeguarding issues.
Rotherham West		Elector	General objection to the closure of schools as polling places.	ES will consider alternatives where there is a more suitable venue in the polling district. The decision to close a school lies with the Headteacher, and ES will work with schools to see if there is a way to keep the school open while considering safeguarding issues.

Ward	Polling District	Respondent	Summary of response	RO comment
Sitwell	SIG	Elector	Access to Whiston Parish Hall is poor, with a slope to the main door and no pavement to the hall. Schools or churches are better options.	<p>Wheelchair access is possible, there is a disabled bay in the car park, and there are no steps. Although pedestrians can also access the building from the High Street, it is recognised that the access via Well Lane is tight. Therefore the proposal is to limit the polling place to a single polling station.</p> <p>The two Whiston schools are already used as polling places for the ward, and the nearby Methodist church has a number of steps.</p>
Wales	WAB	Elector	Supports the proposal to use the Methodist Church, instead of Wales Primary School	Noted
Wath	WHD	Cllr A Atkin	Suggested Newhill Chapel, Varney Road, as an alternative to Wath Central Primary School, if it is available	ES staff have visited the Newhill Chapel, which is currently being refurbished. It appears that it would be suitable as a polling place, with nice facilities, and a central location. ES staff will need to re-visit and monitor progress with the building works. The School would remain a contingency venue.
Wath		Cllr A Atkin	Supports other proposals for Wath	Noted
Wath	WHD	Wath Central Primary School	Objected to the use of the school / closure of the school, due to disruption for children's education.	No alternatives have been put forward by the school, but a potential alternative, Newhill Chapel, has been identified (see above)

Ward	Polling District	Respondent	Summary of response	RO comment
General		Community Relations	<p>Suggested:</p> <ul style="list-style-type: none"> a) other methods of voting – online, social media, extension of postal voting b) poll cards in different languages c) use of CVS buildings, community halls, faith buildings d) increase the number of councillors per ward 	<ul style="list-style-type: none"> a) Methods of voting in the UK are controlled by national legislation, the Representation of the People Act. The methods are restricted to voting in person, by post or by proxy. Postal voting is already available on demand. b) Poll cards must follow the prescribed form in the relevant election rules. By law, ballot papers can only be produced in English. However, notices in polling stations may, and are, translated into other languages. c) A range of buildings are currently used and proposed in the polling place review. d) The number of councillors cannot be considered as part of the council's review of polling districts and polling places. This issue is the responsibility of the Local Government Boundary Commission, who recently undertook an electoral review, culminating in the Rotherham Electoral Changes Order 2018.

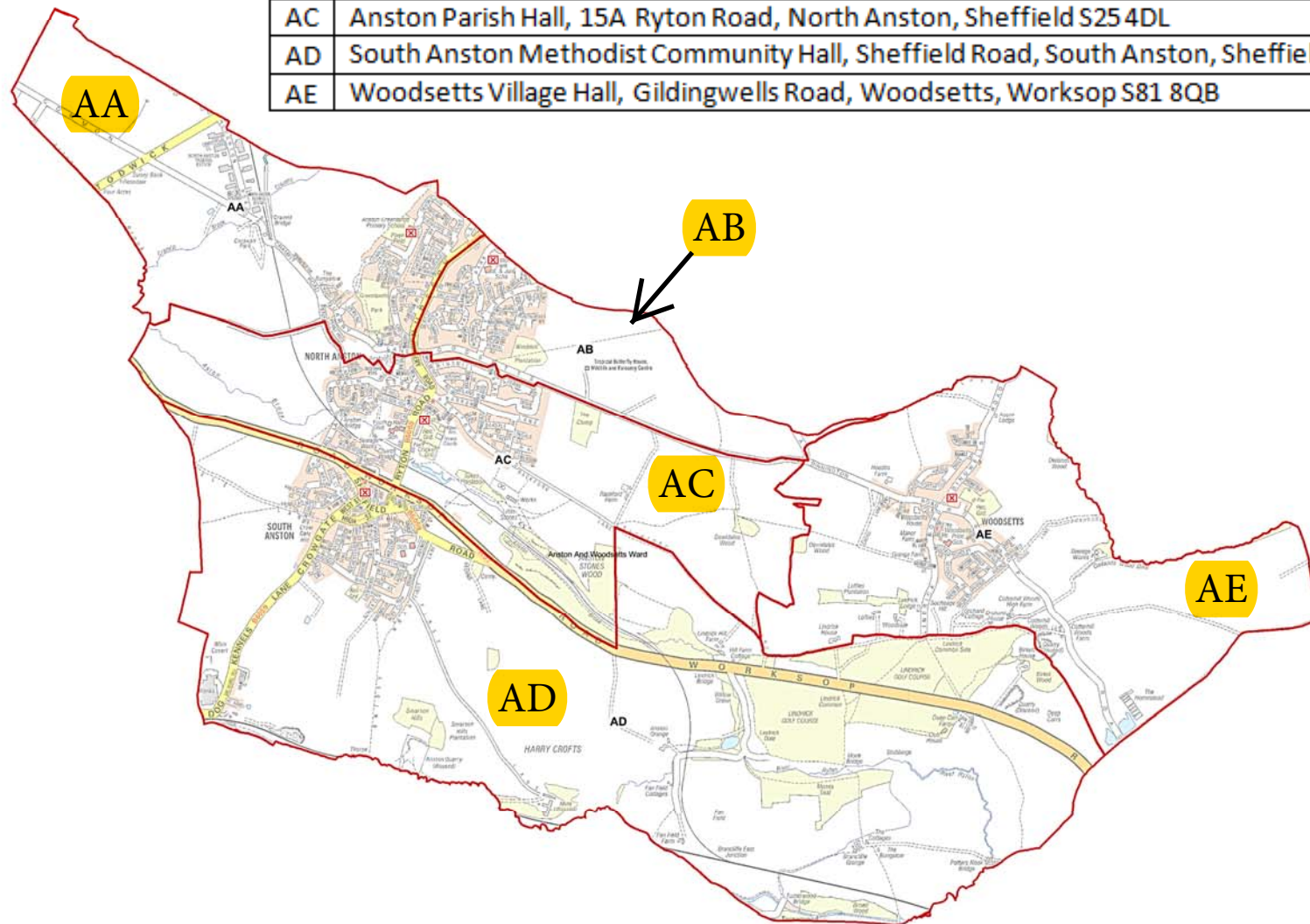
Table 1

If properties were to be transferred from KEF to KEB			
Roads	No of properties	No of electors	No of electors excluding postal voters (approximately)
Admirals Crest	50	90	46
Alder Chase	8	20	18
Cedarwood Court	14	28	26
Droppingwell Road	2	1	1
Elderberry Close	16	18	16
Hesley Grange	61	122	87
Hesley Mews	11	30	23
Kelvin Court	10	22	17
Keppel Drive	12	18	11
Keppel Heights	3	4	4
Keppel Road	42	80	63
Louden Close	1	1	1
Louden Road	54	100	65
Middlewood Drive	19	47	36
Scholes Field Close	17	40	16
Scholes Lane	14	30	19
The Grange	16	28	19
Upper Wortley Road (405-455 & 410-540 Grange Park Farm & Club House only)	65	109	78
Wentworth Place	20	35	26
Willowdale Rise	5	10	6
Total	440	827	578

Table 2

Properties to be transferred from KIC to KIA			
Roads	No of properties	No of electors	No of electors excluding postal voters (approximately)
Baker Close (not built yet)	26	0	0
Blunn Croft (not built yet)	16	0	0
Broadhead Close (not complete)	19	22	16
Canalside View	59	109	86
Countryside Way	27	54	40
De Montford Drive (not complete)	22	3	3
Don Grange	15	22	22
Ellison Drive (not complete)	53	25	18
Jagger Court	4	5	5
Mitchell Croft (not built yet)	38	0	0
Thomas Hill Grove (not built yet)	46	0	0
Waterway Lane	25	49	44
Wharf Road	38	60	50
Total	388	349	284

AA	Anston Greenlands Primary School, Edinburgh Drive, North Anston, Sheffield S25 4HD
AB	Anston Park Junior School, Park Avenue, North Anston, Sheffield S25 2QZ
AC	Anston Parish Hall, 15A Ryton Road, North Anston, Sheffield S25 4DL
AD	South Anston Methodist Community Hall, Sheffield Road, South Anston, Sheffield S25 5DW
AE	Woodsetts Village Hall, Gildingwells Road, Woodsetts, Worksop S81 8QB



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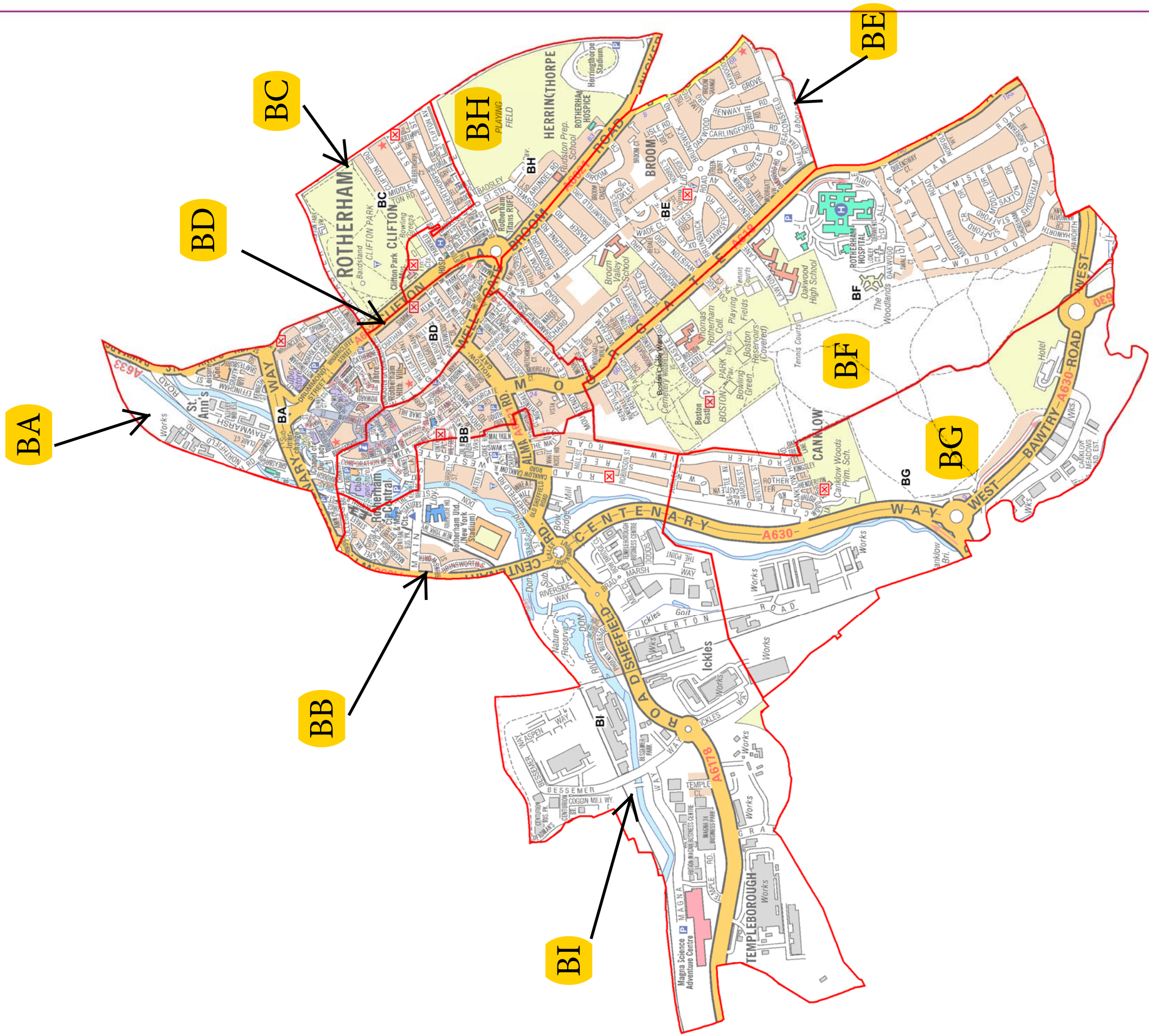
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Anston And Woodsetts Ward

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 Corporate ICT
 Riverside House
 Main Street
 Rotherham
 S60 1AE



BA	Myplace Rotherham, St Ann's Road, Rotherham S65 1PH
BB	Talbot Lane Methodist Church, Moorgate Street, Rotherham S60 2EY
BC	United Methodist Church Clifton, Lister Street, Rotherham S65 2AX
BD	Beeverleigh Community Centre, Clifton Lane, Rotherham S65 2AD
BE	Broom Valley Club Room, Guest Place, Rotherham S60 2SE
BF	Boston Castle, Boston Castle Grove, Rotherham S60 2BA
BG	Canklow Woods Primary School, Wood Lane, Rotherham S60 2XJ
BH	Garden Building, Clifton Park, Clifton Lane, Rotherham S65 2AA
BI	The Hub, 103 Canklow Road, Rotherham S60 2JF

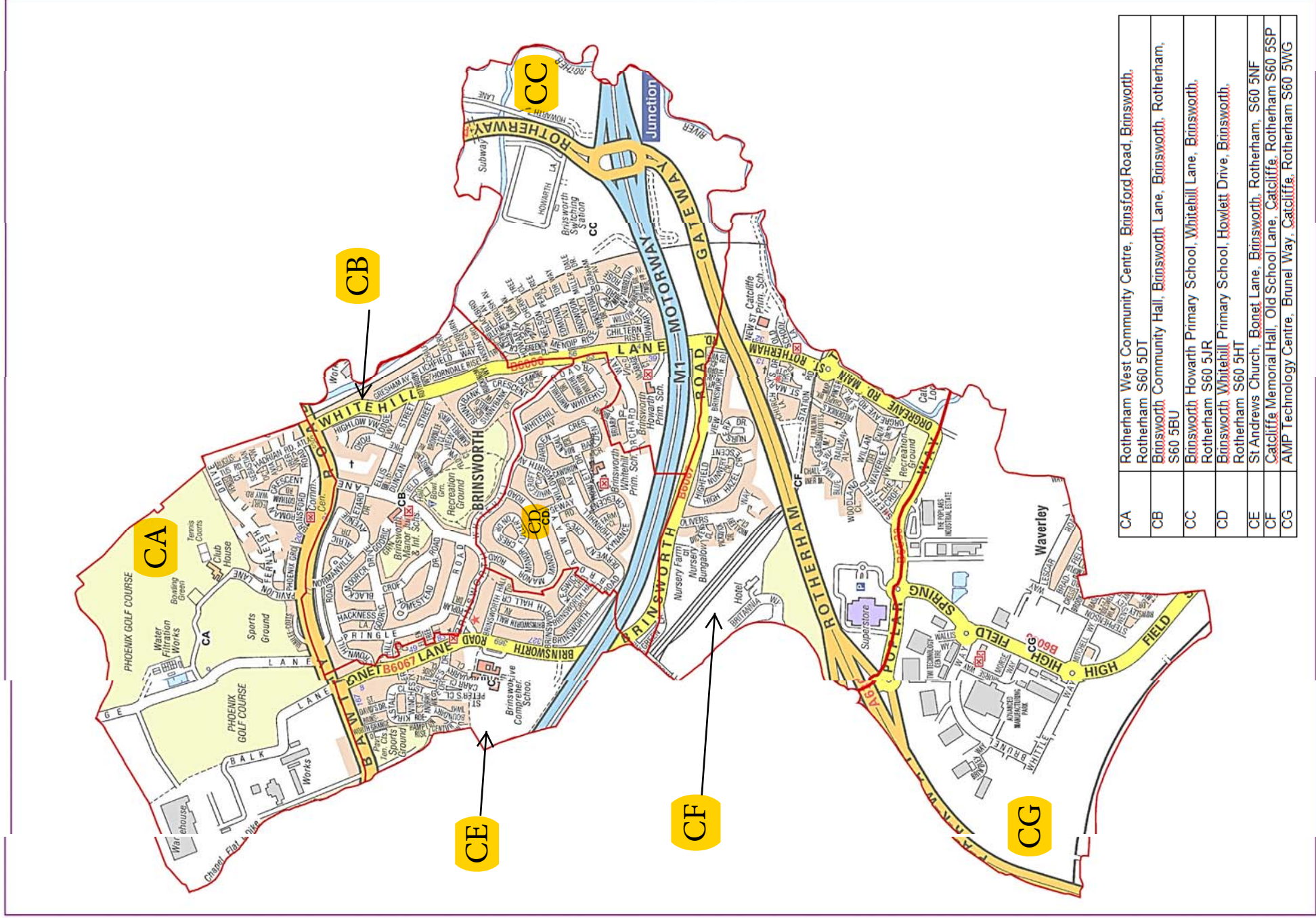
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CA	Rotherham West Community Centre, Brinsford Road, Brinsworth, Rotherham S60 5DT
CB	Brinsworth Community Hall, Brinsworth Lane, Brinsworth, Rotherham, S60 5BU
CC	Brinsworth Howarth Primary School, Whitehill Lane, Brinsworth, Rotherham S60 5JR
CD	Brinsworth Whitehill Primary School, Howlett Drive, Brinsworth, Rotherham S60 5HT
CE	St Andrews Church, Bonet Lane, Brinsworth, Rotherham, S60 5NF
CF	Catcliffe Memorial Hall, Old School Lane, Catcliffe, Rotherham S60 5SP
CG	AMP Technology Centre, Brunel Way, Catcliffe, Rotherham S60 5WG



06/11/2018

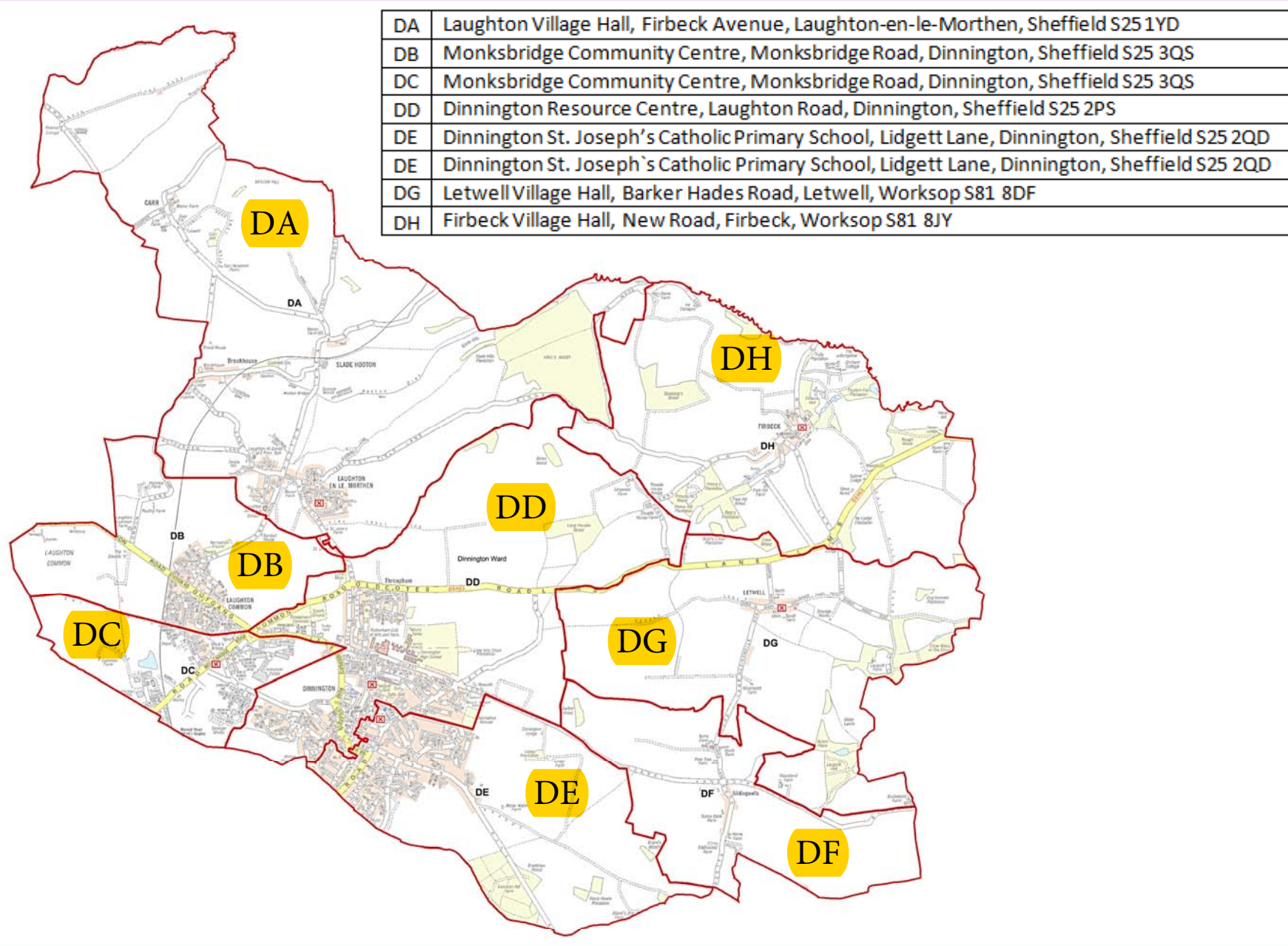


Brinsworth & Catcliffe Ward

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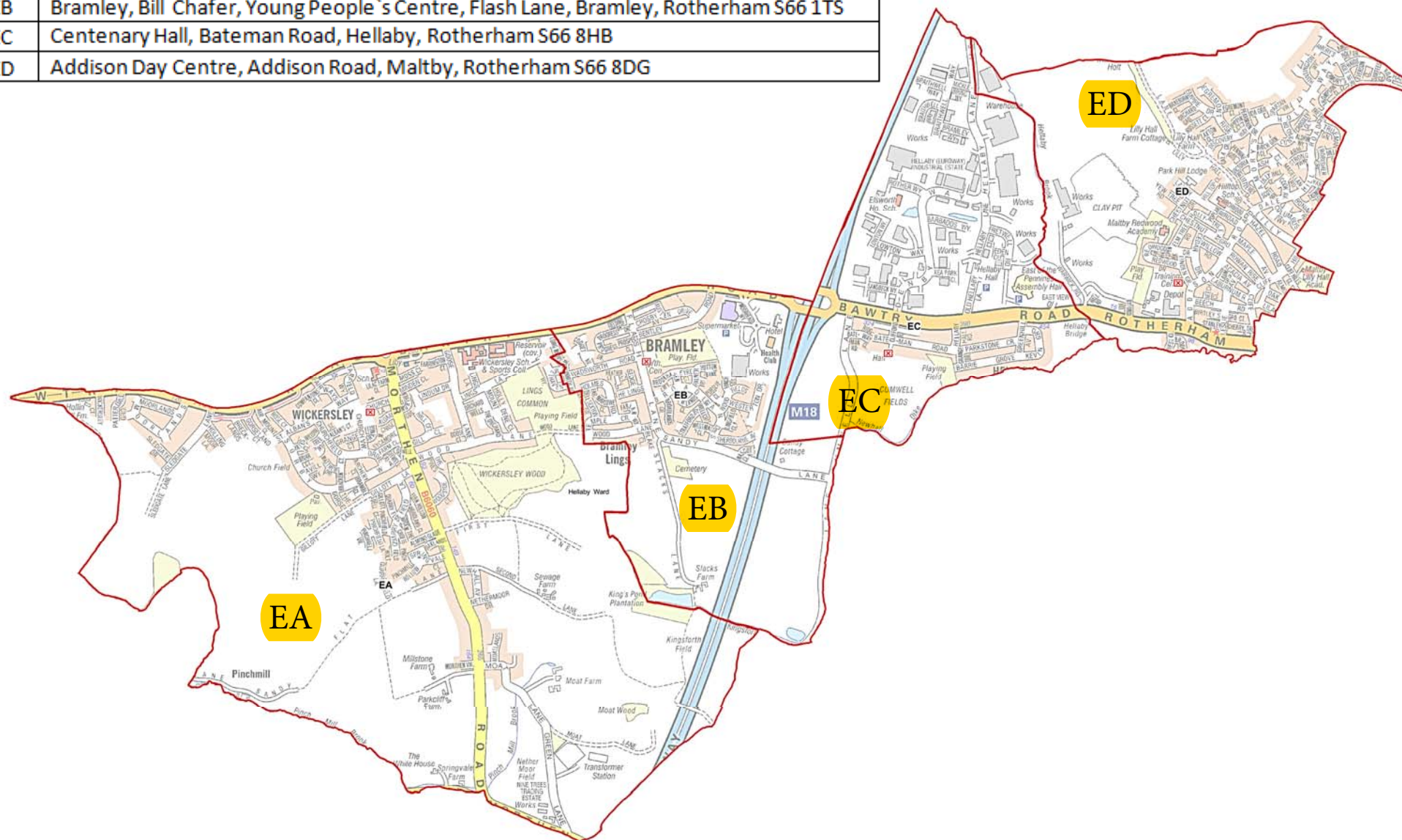


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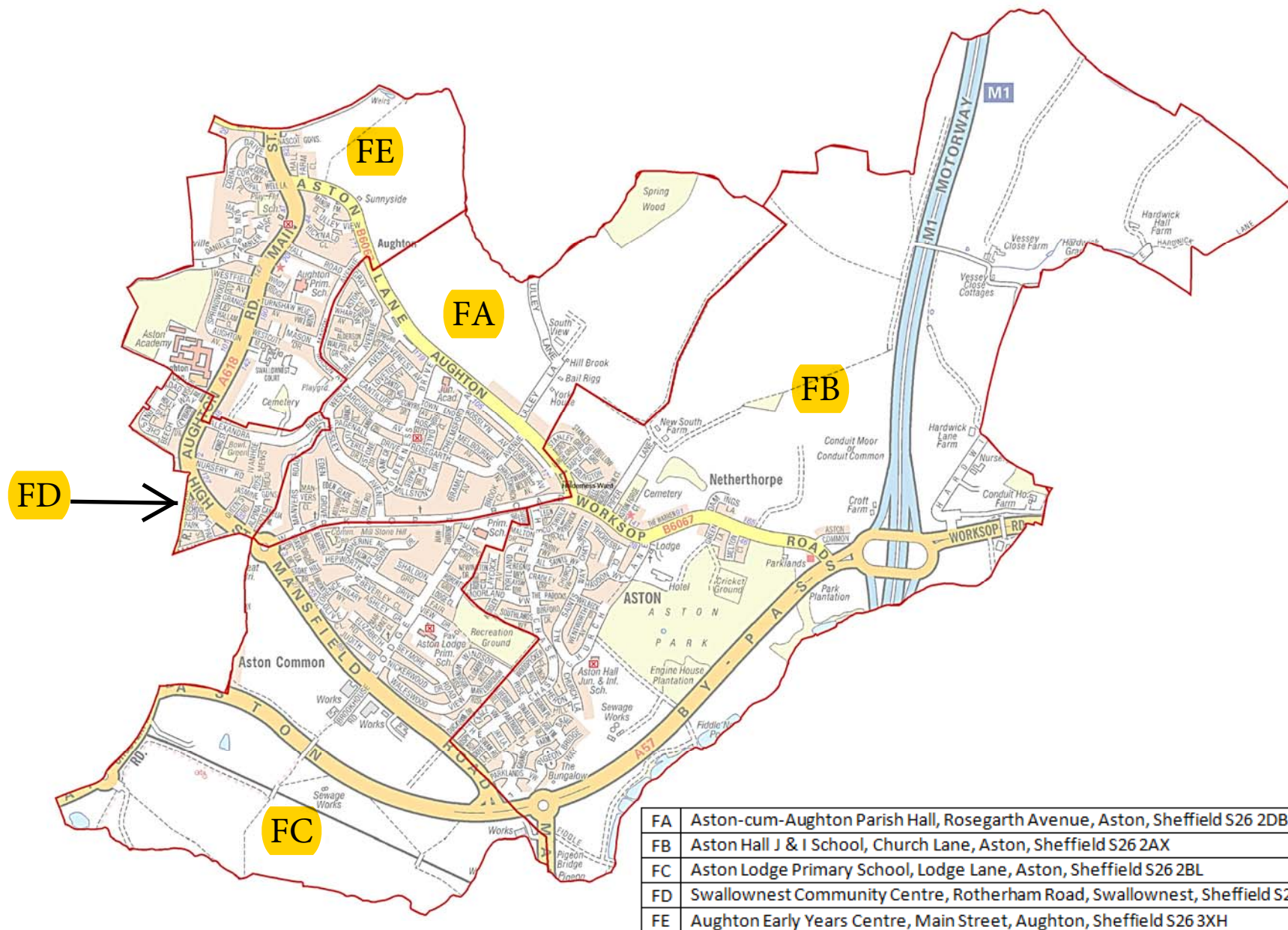
EA	The Church Barn, Church Lane, Wickersley, Rotherham S66 1ES
EB	Bramley, Bill Chafer, Young People's Centre, Flash Lane, Bramley, Rotherham S66 1TS
EC	Centenary Hall, Bateman Road, Hellaby, Rotherham S66 8HB
ED	Addison Day Centre, Addison Road, Maltby, Rotherham S66 8DG



Hellaby Ward

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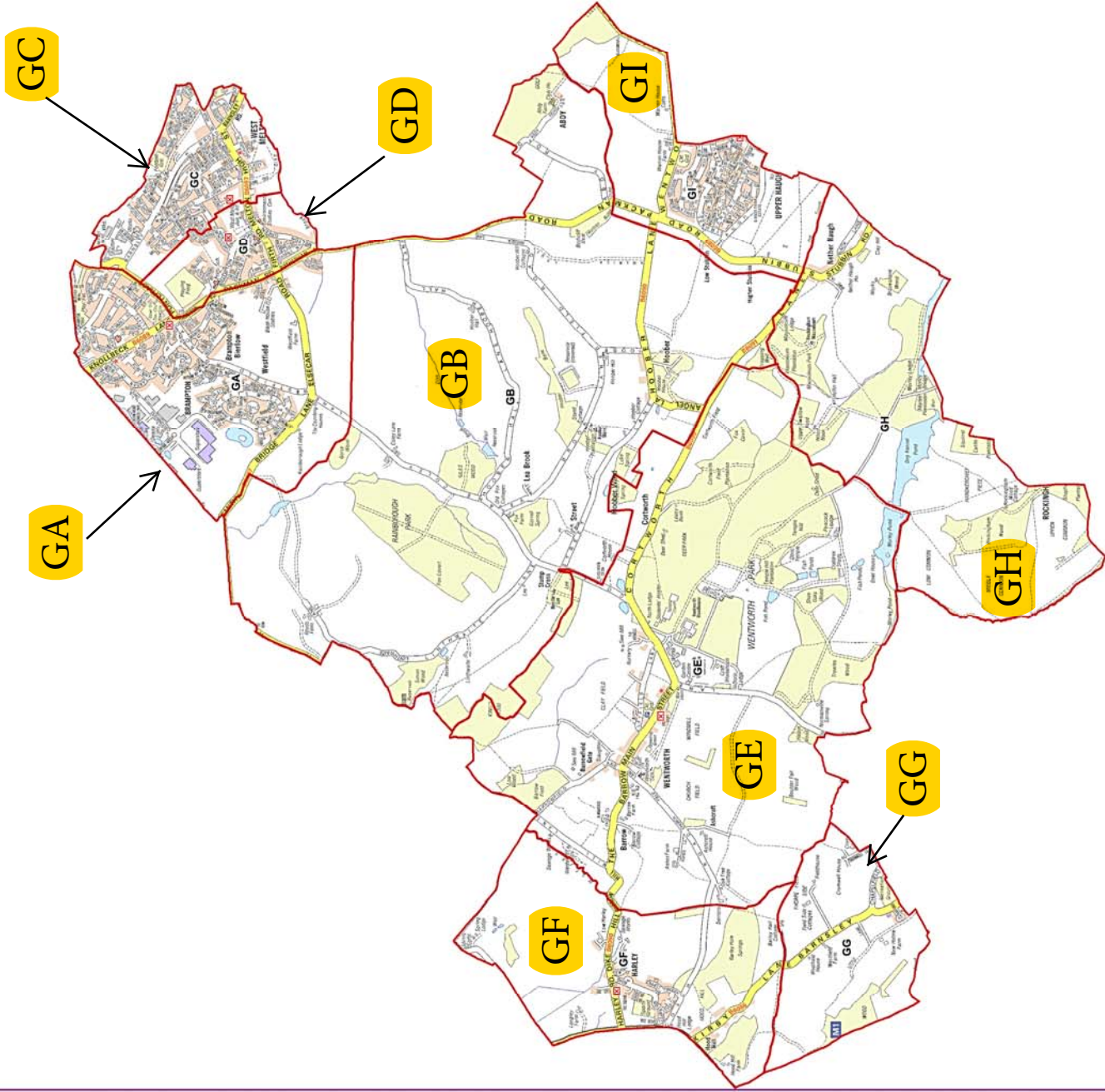
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Holderness Ward

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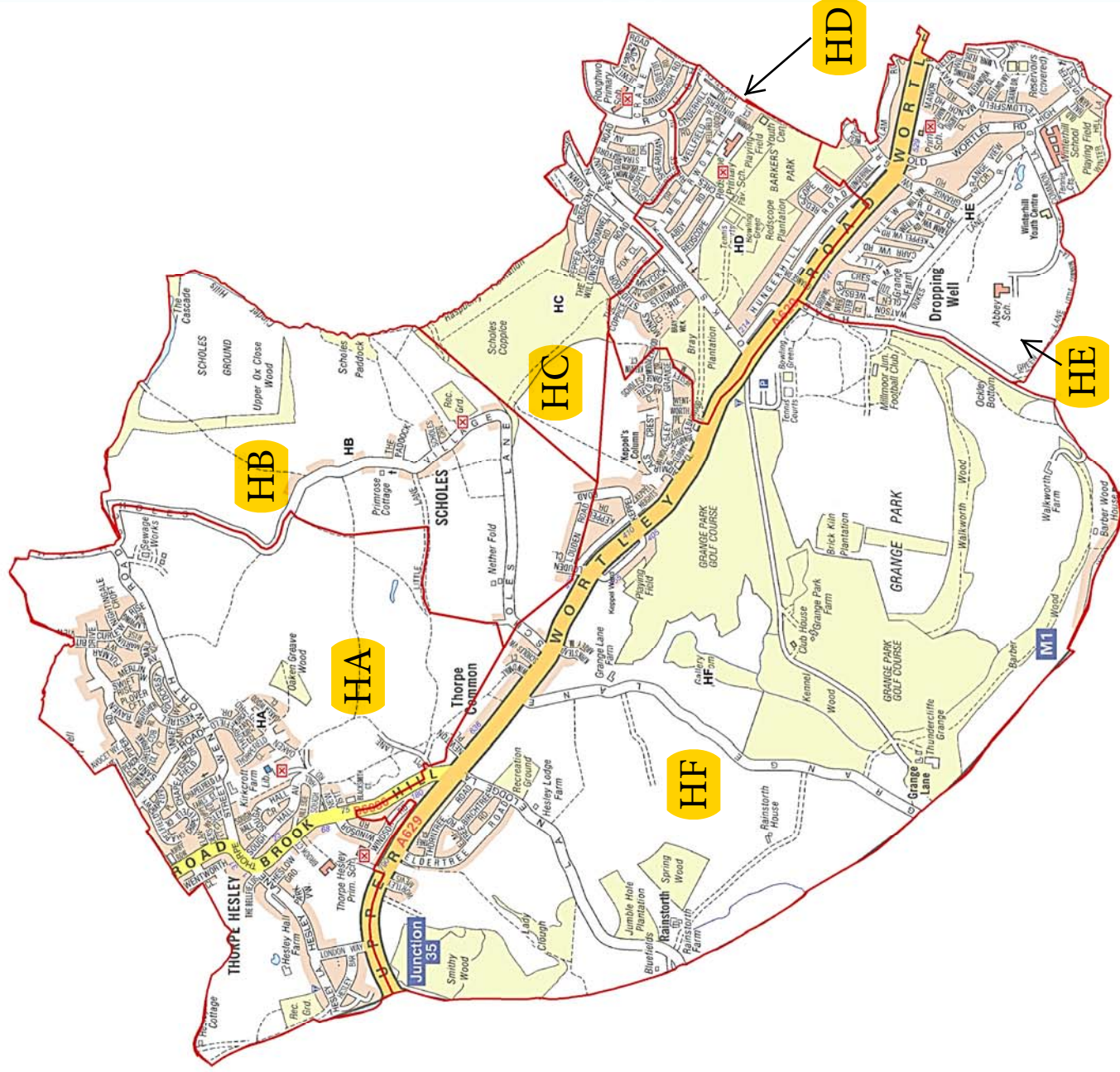
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GA	Brampton Bierlow Parish Hall, Knollbeck Lane, Brampton Bierlow Barnsley S73 0TX
GB	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
GC	West Melton Primary School, Stokewell Road, West Melton, Rotherham S63 6NF
GD	Christchurch Hall, Christchurch Road, Wath upon Dearne, Rotherham S63 6NW
GE	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
GF	Harley Church, Harley Road, Harley, Rotherham S62 7UD
GG	Trinity Community Centre, Sough Hall Avenue, Thorpe Hesley, Rotherham S65 2QJ
GH	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
GI	Manor Farm Community Centre, Harding Avenue, Upper Haugh, Rotherham S62 7ED

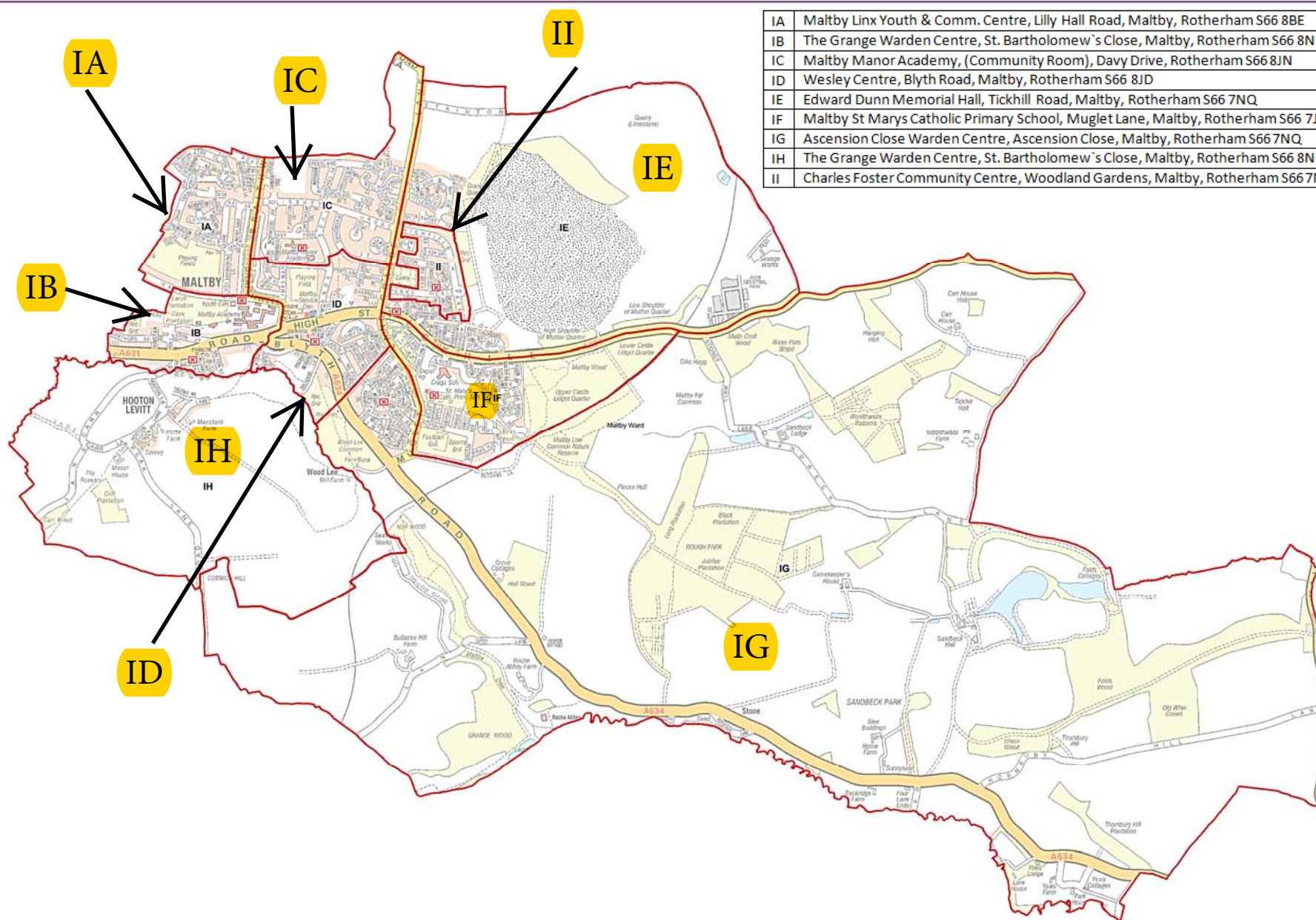
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HA	Trinity Community Centre, Sough Hall Avenue, Thorpe Hesley, Rotherham S65 2QJ
HB	Scholes Cricket Pavilion, Scholes Village, Rotherham S61 2RQ
HC	Roughwood Primary School, Roughwood Road, Rotherham S61 3HL
HD	Chislett Centre, Kimberworth Park Road, Rotherham S61 3JT
HE	St Bede's Catholic Primary School, Wortley Road, Rotherham S61 1PD
HF	Thorpe Hesley Primary School, Upper Wortley Road, Rotherham, S61 2PL

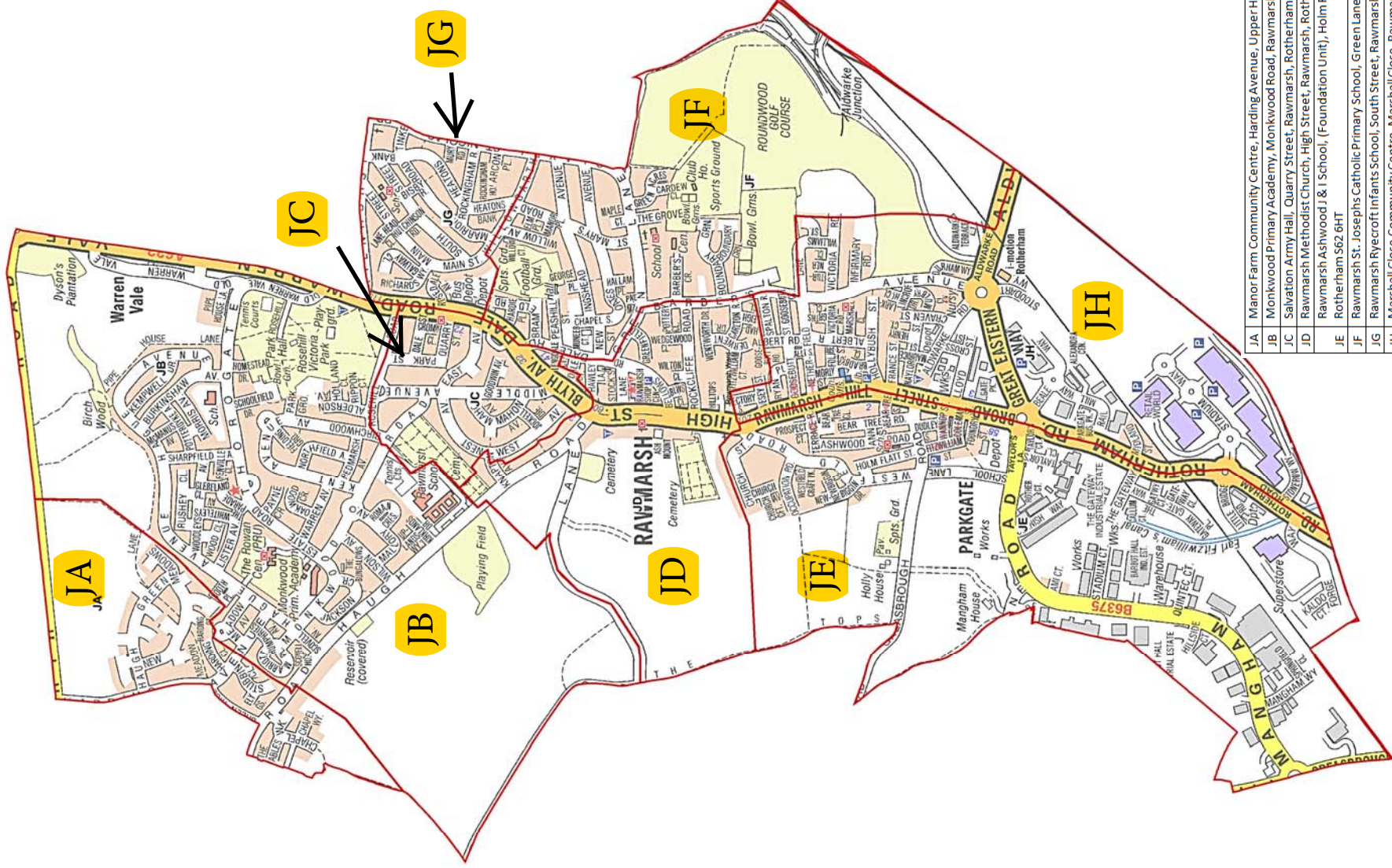
IA	Maltby Linx Youth & Comm. Centre, Lilly Hall Road, Maltby, Rotherham S66 8BE
IB	The Grange Warden Centre, St. Bartholomew's Close, Maltby, Rotherham S66 8NH
IC	Maltby Manor Academy, (Community Room), Davy Drive, Rotherham S66 8JN
ID	Wesley Centre, Blyth Road, Maltby, Rotherham S66 8JD
IE	Edward Dunn Memorial Hall, Tickhill Road, Maltby, Rotherham S66 7NQ
IF	Maltby St Marys Catholic Primary School, Muglet Lane, Maltby, Rotherham S66 7JU
IG	Ascension Close Warden Centre, Ascension Close, Maltby, Rotherham S66 7NQ
IH	The Grange Warden Centre, St. Bartholomew's Close, Maltby, Rotherham S66 8NH
II	Charles Foster Community Centre, Woodland Gardens, Maltby, Rotherham S66 7NW



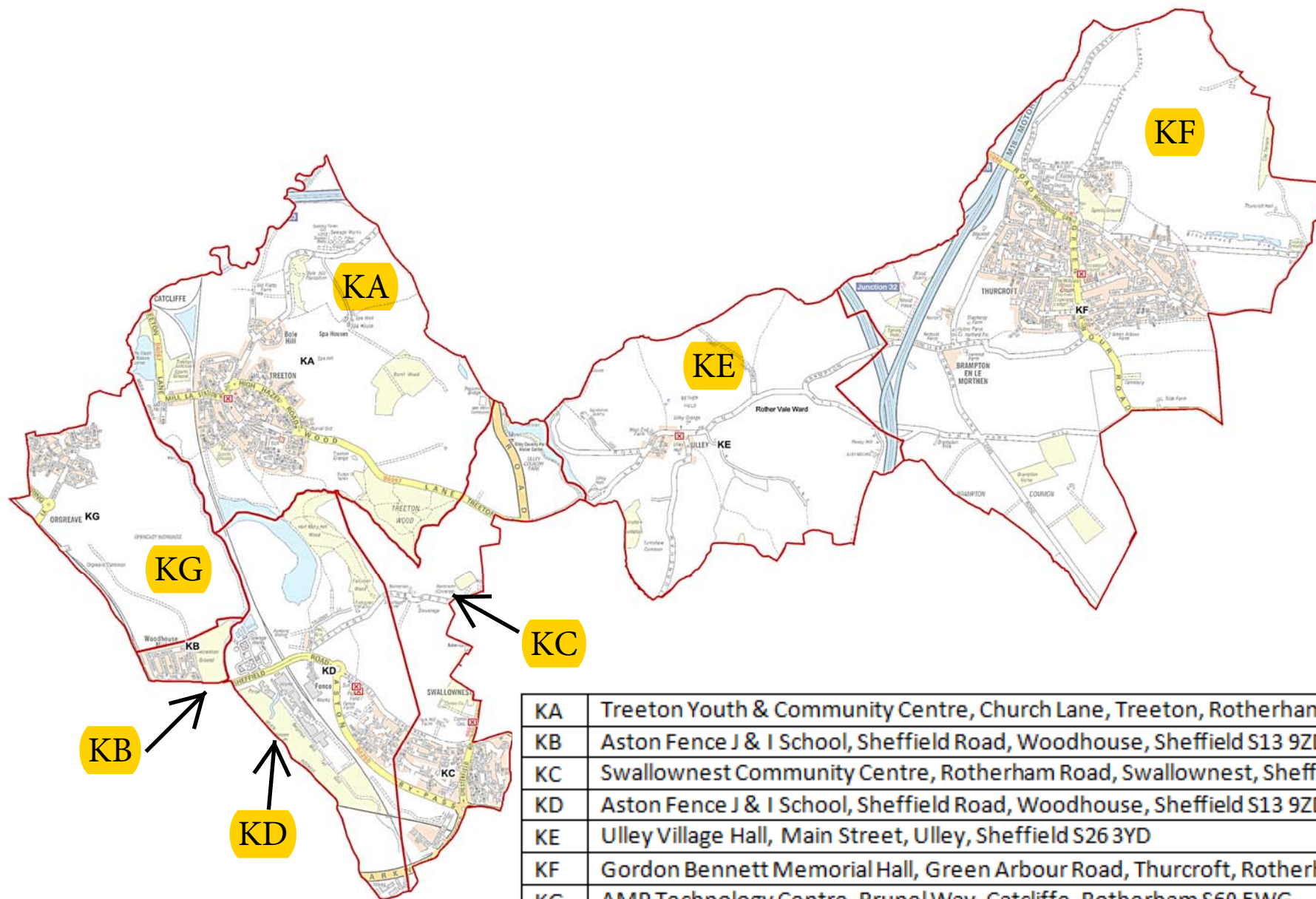
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JA	Manor Farm Community Centre, Harding Avenue, Upper Haugh, Rotherham S62 7ED
JB	Monkwood Primary Academy, Monkwood Road, Rawmarsh, Rotherham S62 7JD
JC	Salvation Army Hall, Quarry Street, Rawmarsh, Rotherham S62 7DB
JD	Rawmarsh Methodist Church, High Street, Rawmarsh, Rotherham S62 6LN
JE	Rawmarsh Ashwood 1 & 1 School, (Foundation Unit), Holm Flatt Street, Parkgate, Rotherham S62 6HT
JF	Rawmarsh St. Josephs Catholic Primary School, Green Lane, Rawmarsh, Rotherham S62 6JY
JG	Rawmarsh Rycroft Infants School, South Street, Rawmarsh, Rotherham S62 5QW
JH	Marshall Close Community Centre, Marshall Close, Rawmarsh, Rotherham S62 6DB



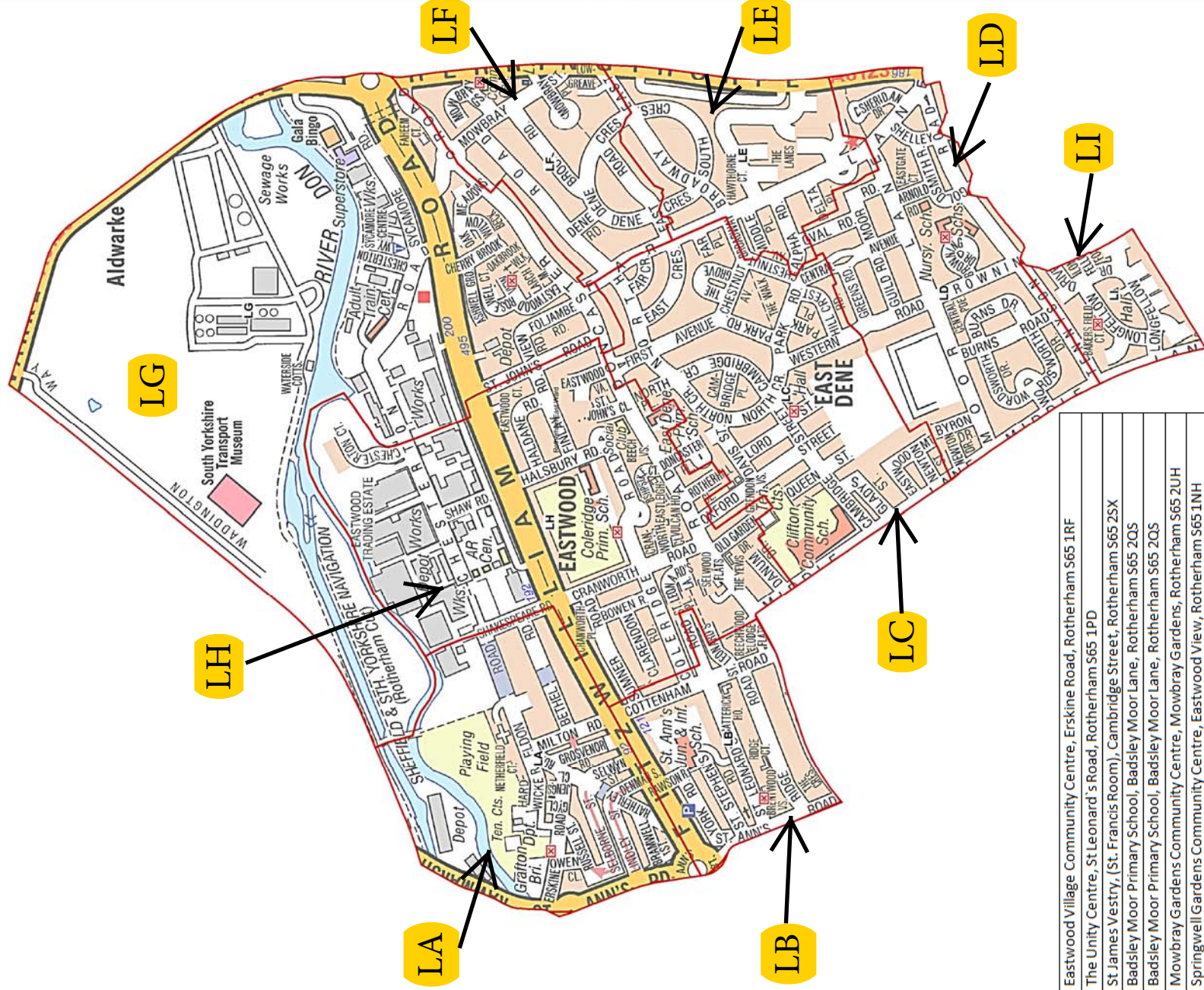
KA	Treeton Youth & Community Centre, Church Lane, Treeton, Rotherham S60 5PZ
KB	Aston Fence J & I School, Sheffield Road, Woodhouse, Sheffield S13 9ZD
KC	Swallownest Community Centre, Rotherham Road, Swallownest, Sheffield S26 4UR
KD	Aston Fence J & I School, Sheffield Road, Woodhouse, Sheffield S13 9ZD
KE	Ulley Village Hall, Main Street, Ulley, Sheffield S26 3YD
KF	Gordon Bennett Memorial Hall, Green Arbour Road, Thurcroft, Rotherham S66 9DD
KG	AMP Technology Centre, Brunel Way, Catcliffe, Rotherham S60 5WG

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LA	Eastwood Village Community Centre, Erskine Road, Rotherham S65 1RF
LB	The Unity Centre, St Leonard's Road, Rotherham S65 1PD
LC	St James Vestry, (St. Francis Room), Cambridge Street, Rotherham S65 2SX
LD	Badsley Moor Primary School, Badsley Moor Lane, Rotherham S65 2OS
LE	Badsley Moor Primary School, Badsley Moor Lane, Rotherham S65 2OS
LF	Mowbray Gardens Community Centre, Mowbray Gardens, Rotherham S65 2UH
LG	Springwell Gardens Community Centre, Eastwood View, Rotherham S65 1NH
LH	The Place Young People's Centre, (next to Coleridge Primary School), Coleridge Road, Rotherham S65 1LW
U	Bakersfield Warden Centre, Longfellow Drive, Rotherham S65 2LH

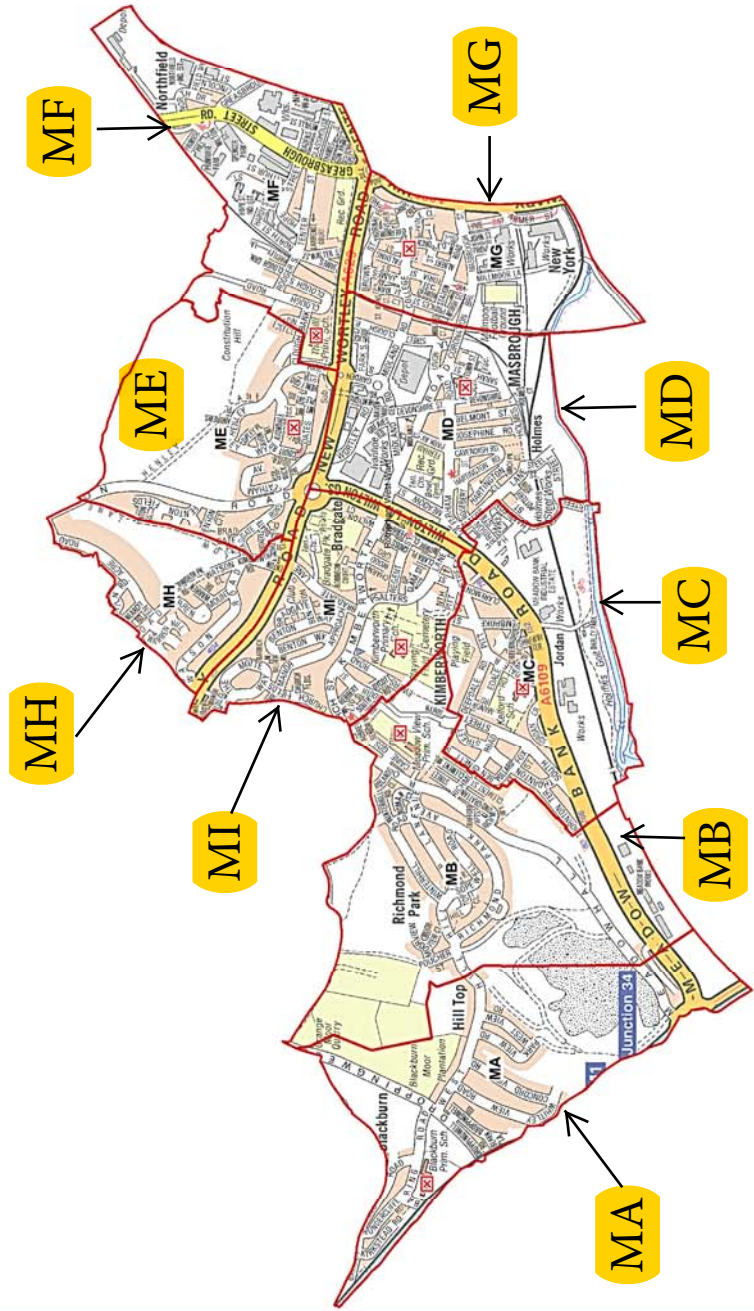
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Rotherham East Ward

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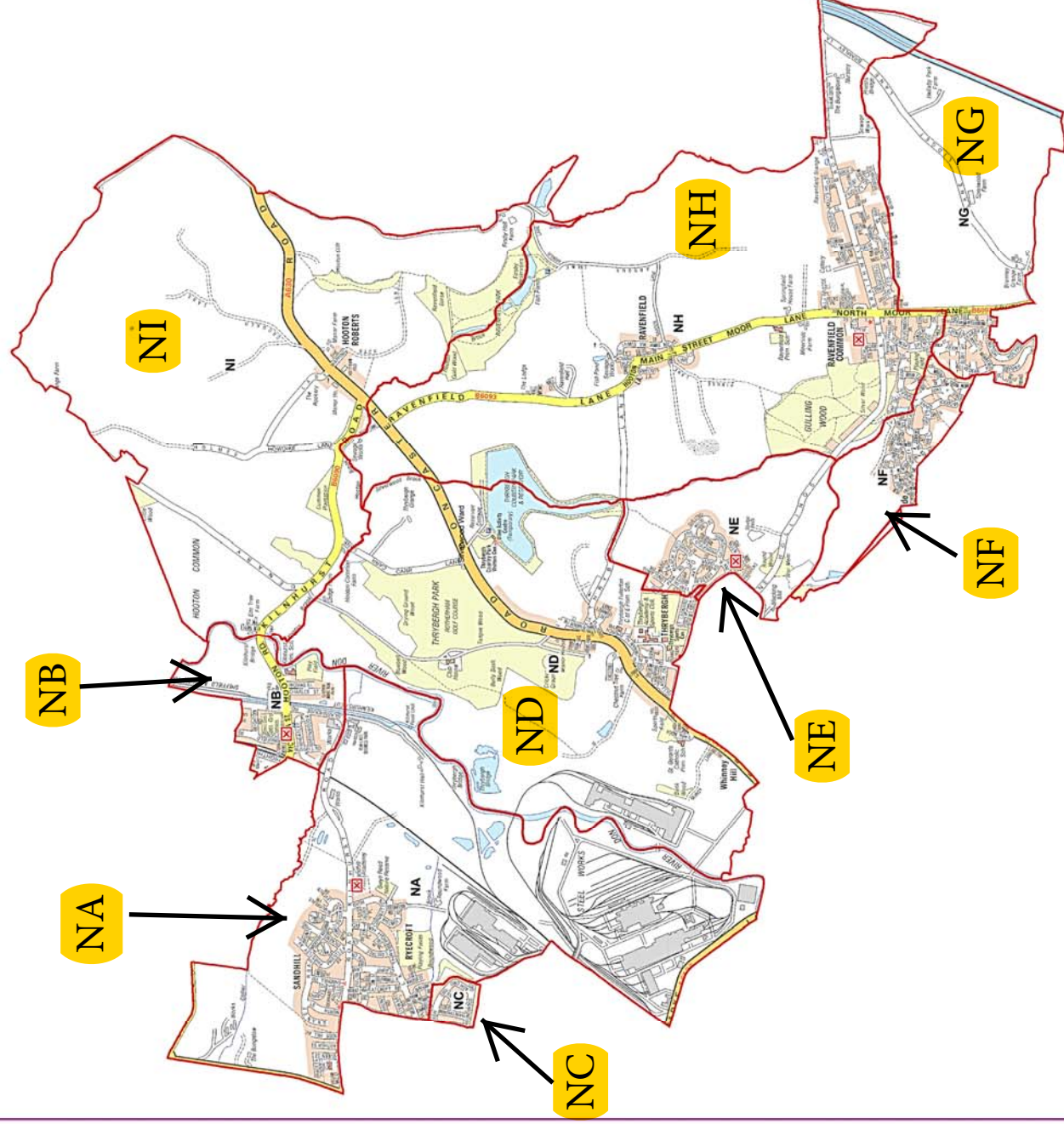
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MA	Blackburn Primary School, Baring Road, Blackburn, Rotherham S61 2BU
MB	Meadow View Primary School, (Community Room), Meadowhall Road, Rotherham S61 2JD
MC	Kelford School, Oakdale Road, Rotherham S61 2NU
MD	Ferham Primary School, Ferham Road, Rotherham S61 1AP
ME	Henley Community Centre, Oates Close, Rotherham S61 1TP
MF	Thornhill Primary School, Clough Bank, Rotherham S61 1TD
MG	Masbrough & Thornhill Community Centre, College Road, Rotherham S60 1JE
MH	St John's Church, St John's Green, Kimberworth Park, Rotherham S61 3JL
MI	Kimberworth Community Children's Centre, Kimberworth Road, Rotherham S61 1HE

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NA	Sandhill Primary Academy, Kilnhurst Road, Rawmarsh, Rotherham S62 5LH
NB	Kilnhurst Comm. Resource Centre, Victoria Street, Kilnhurst, Mexborough S64 5SQ
NC	Rawmarsh St. Josephs Catholic Primary School, Green Lane, Rawmarsh, Rotherham S62 6JY
ND	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4EE
NE	Staple Green Community Centre, Staple Green, Thrybergh, Rotherham S65 4DA
NF	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
NG	Bramley Parish Hall, Cross Street, Bramley, Rotherham S66 2SA
NH	Ravenfield Parish Hall, Birchwood Drive, Ravenfield, Rotherham S65 4PT
NI	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4BP

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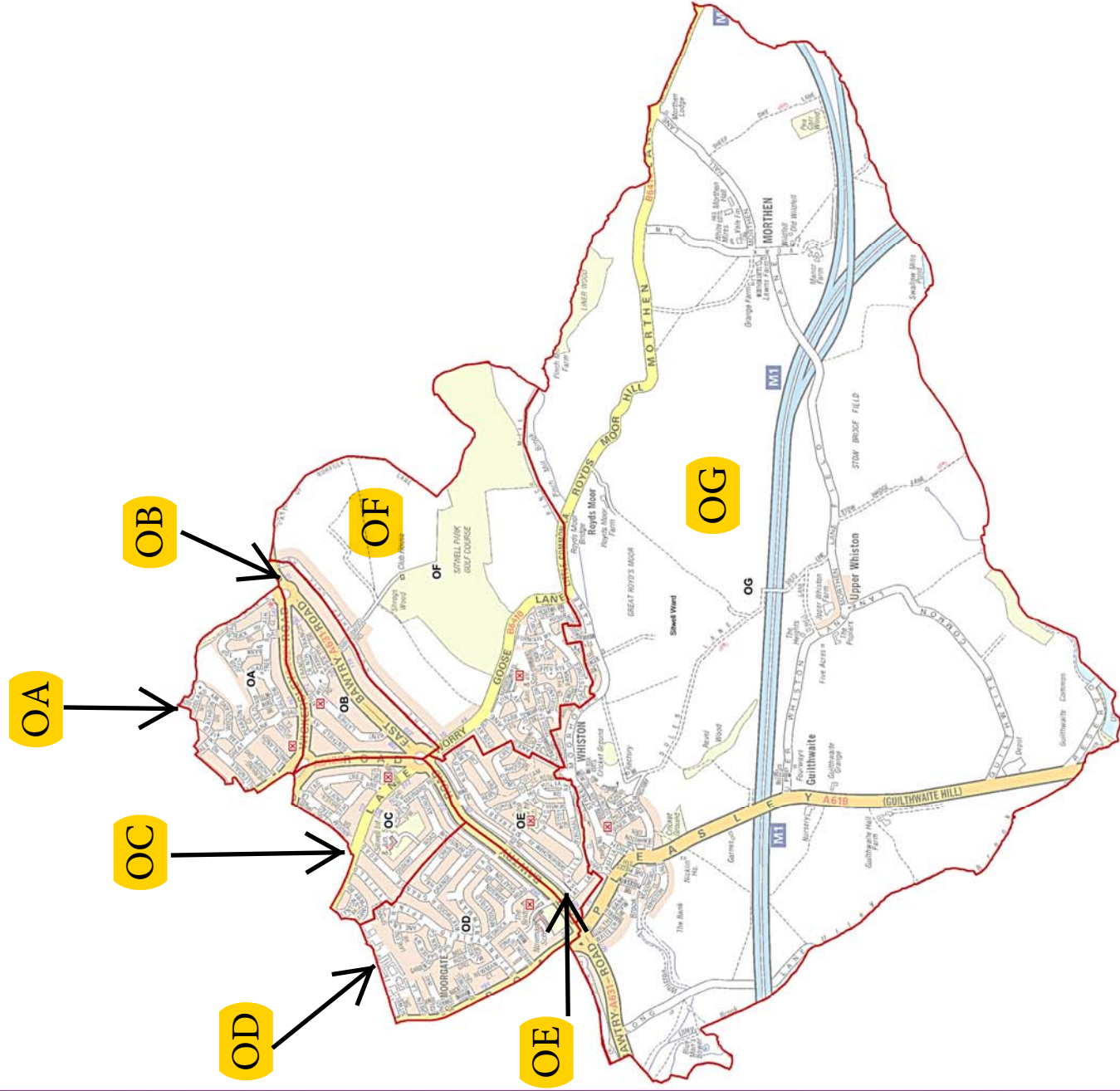


Silverwood Ward
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06/11/2018

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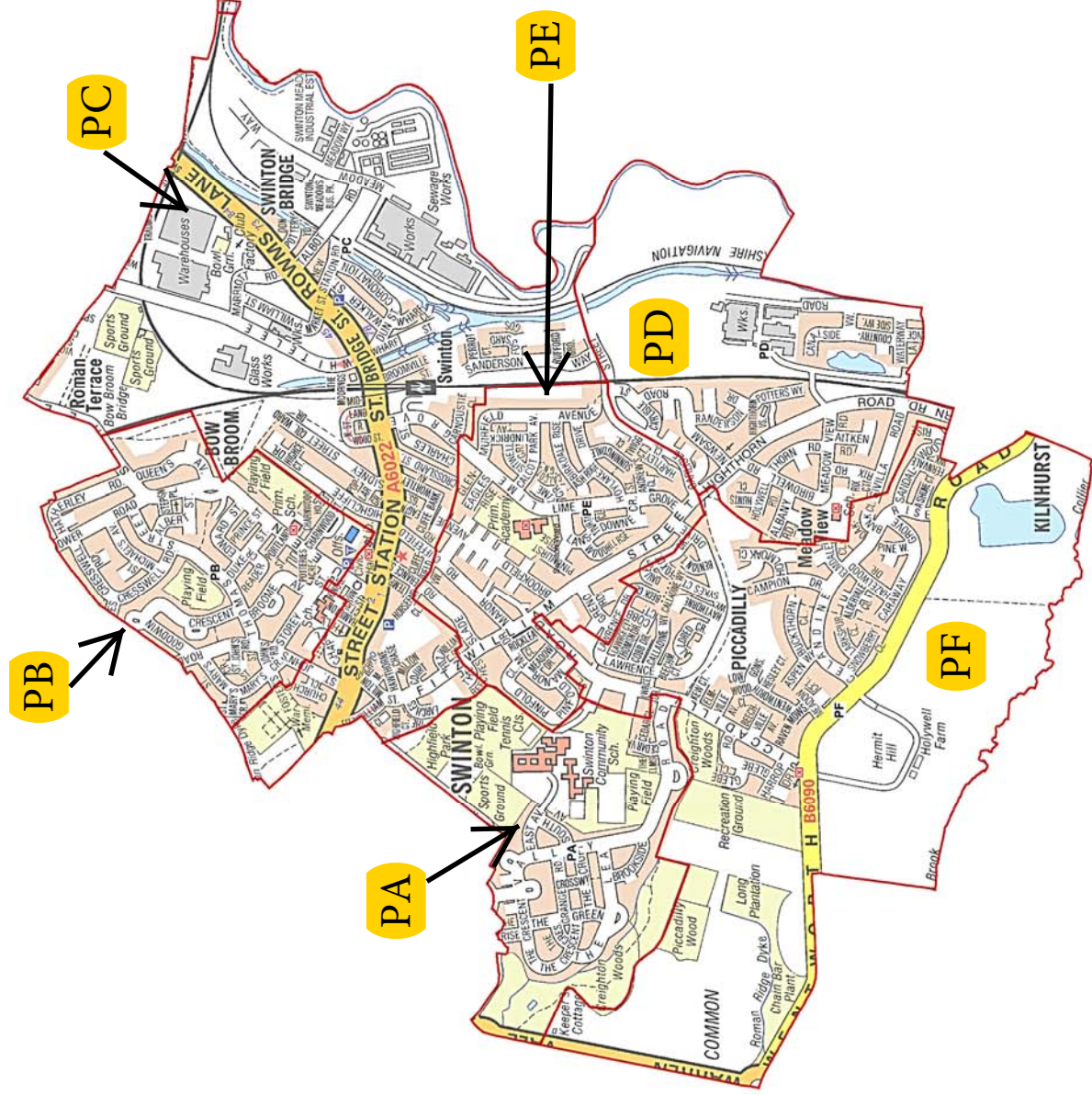
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OA	Herringthorpe United Reformed Church, Wickersley Road, Rotherham S60 4JN
OB	St Cuthbert's Church Hall, Bent Lathes Avenue, Rotherham S60 4BN
OC	Broom Methodist Church, Broom Lane, Rotherham S60 3NW
OD	Newman Additional Resource (next to Newman School) East Bawtry Road, Rotherham S60 3LX
OE	Whiston J & I School, Saville Road, Whiston, Rotherham S60 4DX
OF	Whiston Worry Goose J & I School, Hall Close Avenue, Whiston, Rotherham S60 4AG
OG	Whiston Parish Hall, Well Lane, Whiston, Rotherham S60 4HX

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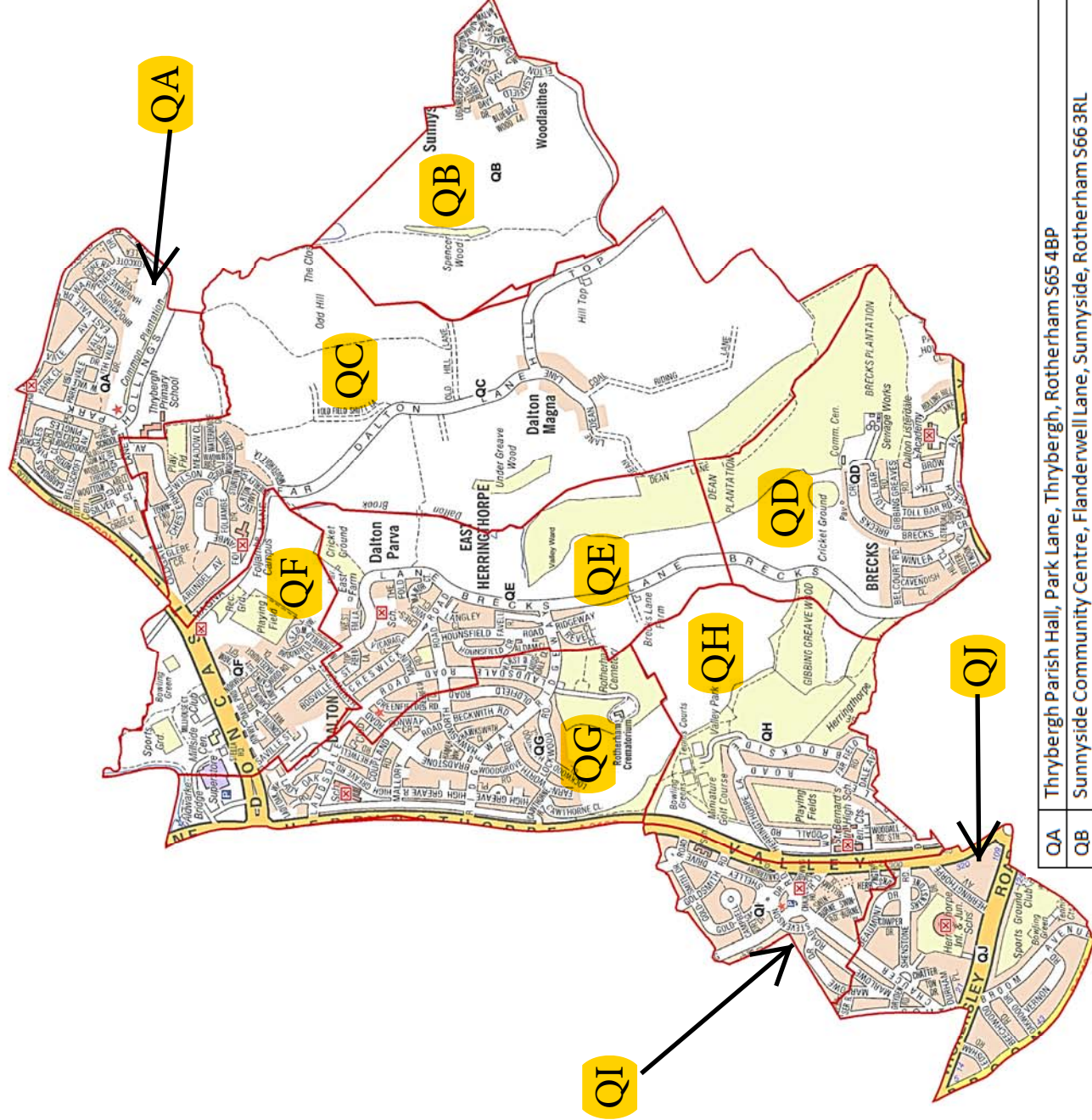




PA	Swinton Fitzwilliam Primary School, Broadway, Swinton, Mexborough S64 8HF
PB	Swinton Queen Primary School, Queen Street, Swinton, Mexborough S64 8NE
PC	Swinton Civic Hall, Station Street, Swinton, Mexborough S64 8PZ
PD	St Thomas Primary School, Meadow View Road, Kilnhurst, Mexborough S64 5UA
PE	The Brookfield Centre, Lime Grove, Swinton, Mexborough S64 8TG
PF	Piccadilly Methodist Church, Wentworth Road, Swinton, Mexborough S64 8JZ

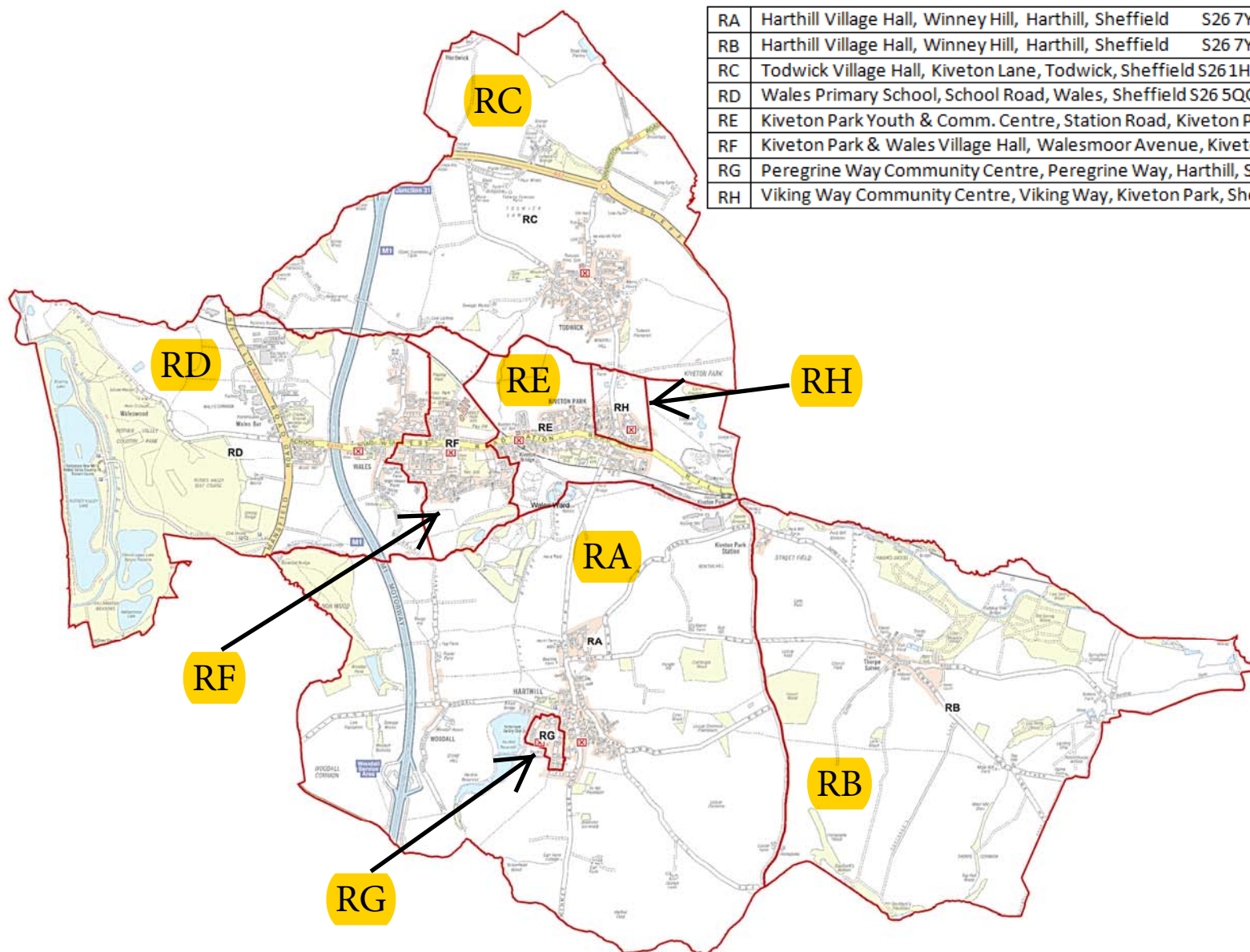
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QA	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4BP
QB	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
QC	The Willow Tree Children's Centre, Foljambe Drive, Dalton, Rotherham S65 4HQ
QD	Listerdale Primary School, Beech Avenue, Brecks, Rotherham S65 3HN
QE	Trinity Croft C of E J I School, (Parish Room), Dalton Lane, Dalton Parva, Rotherham S65 3QJ
QF	Dalton Parish Hall, Doncaster Road, Dalton, Rotherham S65 3EW
QG	High Greave Junior School, (Sports Hall), High Greave Road, Rotherham S65 3LZ
QH	St Bernards Catholic High School, Herringthorpe Valley Road, Rotherham S65 3BE
QI	Herringthorpe Young People's Centre, Chaucer Road, Rotherham S65 2LG
QJ	Herringthorpe Infants School, Chatterton Drive, Rotherham S65 2JW

RA	Harthill Village Hall, Winney Hill, Harthill, Sheffield	S26 7YL
RB	Harthill Village Hall, Winney Hill, Harthill, Sheffield	S26 7YL
RC	Todwick Village Hall, Kiveton Lane, Todwick, Sheffield	S26 1HJ
RD	Wales Primary School, School Road, Wales, Sheffield	S26 5QG
RE	Kiveton Park Youth & Comm. Centre, Station Road, Kiveton Park, Sheffield	S26 6QQ
RF	Kiveton Park & Wales Village Hall, Walesmoor Avenue, Kiveton Park	Sheffield S26 5RG
RG	Peregrine Way Community Centre, Peregrine Way, Harthill, Sheffield	S26 7UP
RH	Viking Way Community Centre, Viking Way, Kiveton Park, Sheffield	S26 6RX



Wales Ward
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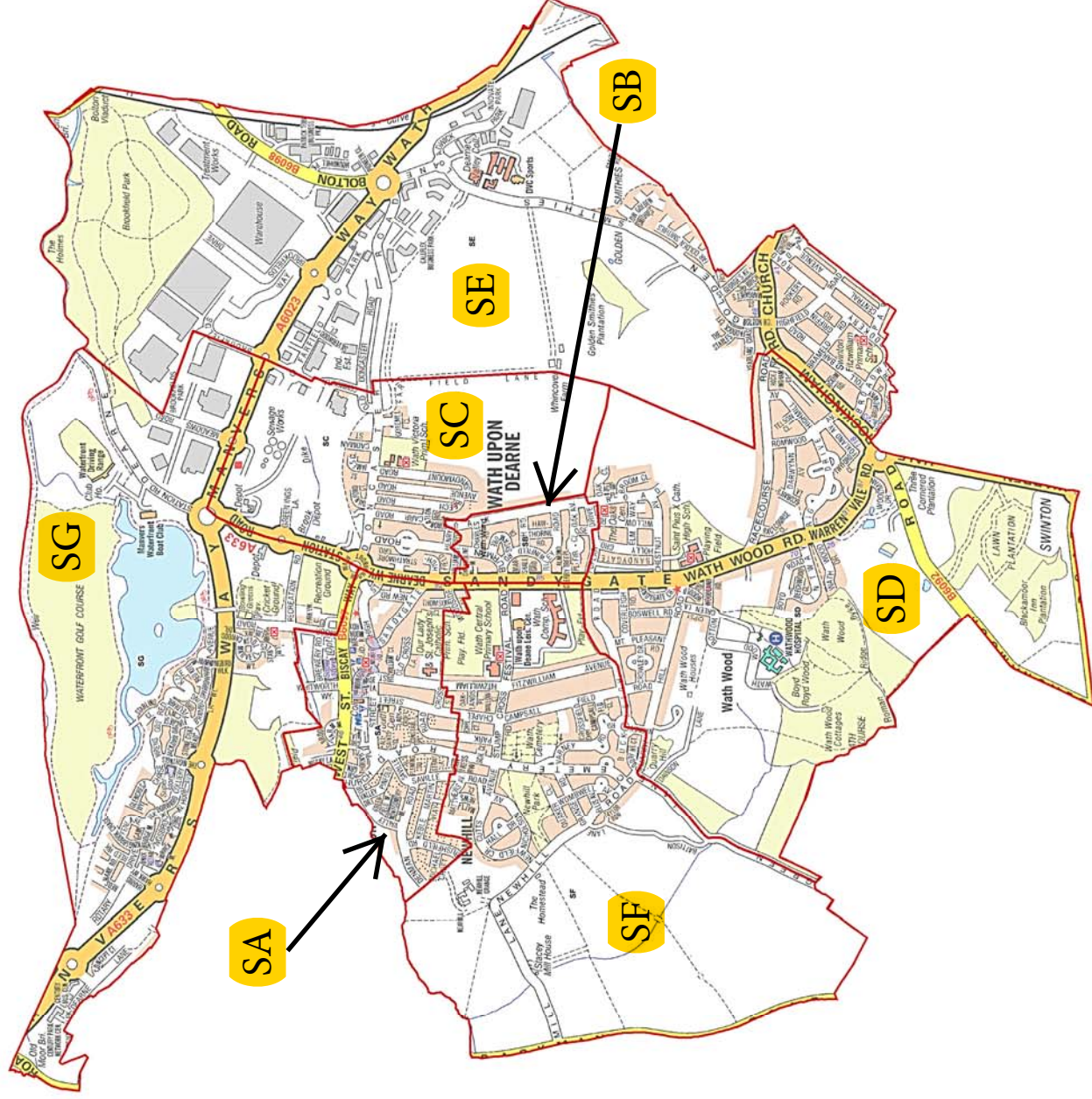


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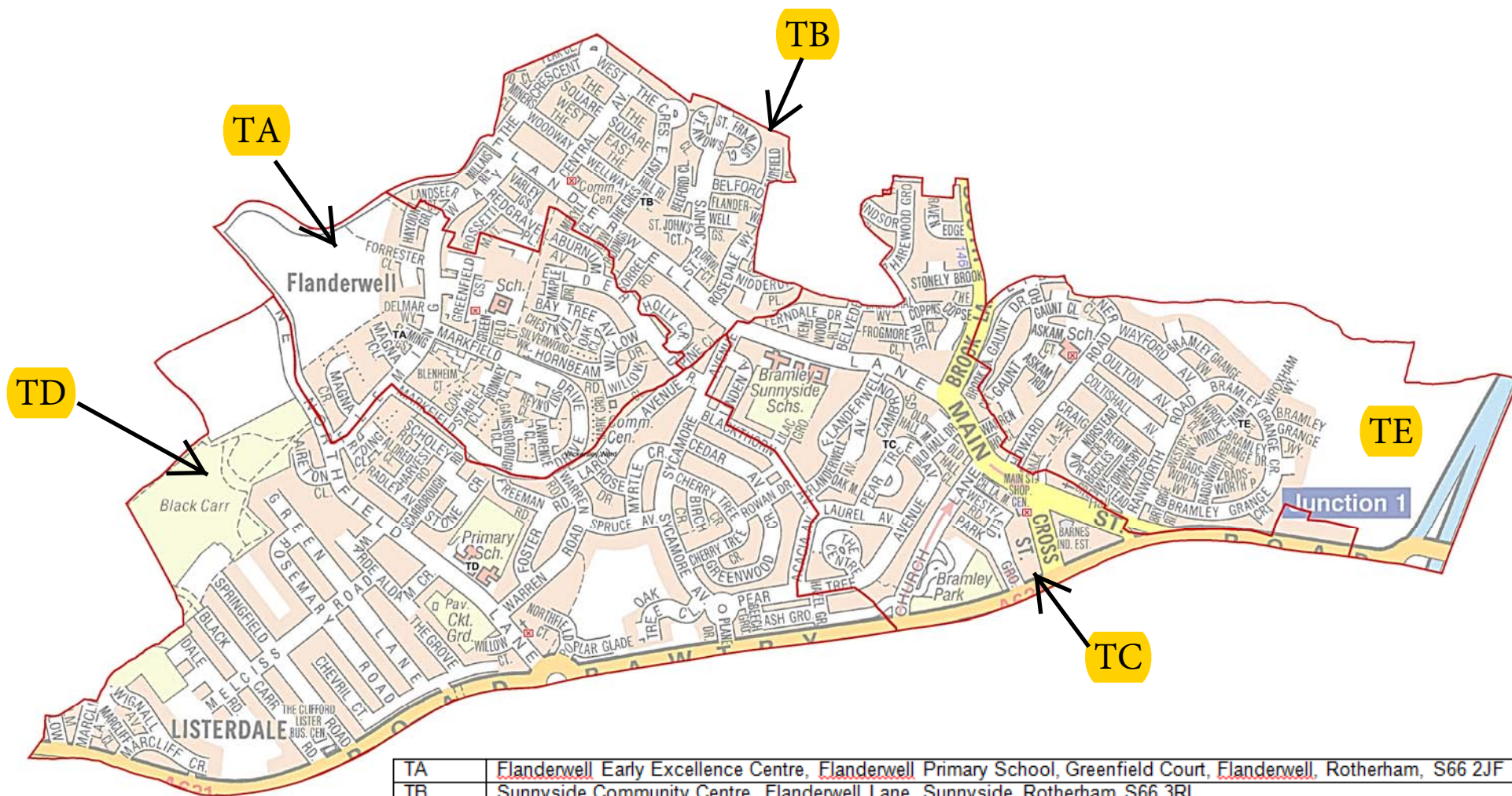
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SA	Wath Community Library, Montgomery Square, <u>Wath upon Deame</u> , Rotherham S63 7RZ
SB	Oaks Day Centre, Oak Road, <u>Wath upon Deame</u> , Rotherham S63 7BB
SC	<u>Wath</u> Victoria Children's Centre, <u>Sandymount Road</u> , <u>Wath upon Deame</u> , Rotherham S63 7AB
SD	Satin Pius X Catholic High School (Sports Hall), <u>Wath Wood Road</u> , <u>Wath upon Deame</u> , Rotherham S63 7PQ
SE	Swinton Fitzwilliam Primary School, Broadway, Swinton, Mexborough, S64 8HF
SF	<u>Wath Central Primary School</u> , Fitzwilliam Street, <u>Wath upon Deame</u> , Rotherham S63 7HG
SG	<u>Wath upon Deame RUFC Clubhouse</u> , Moor Road, <u>Wath upon Deame</u> , Rotherham S63 7RT

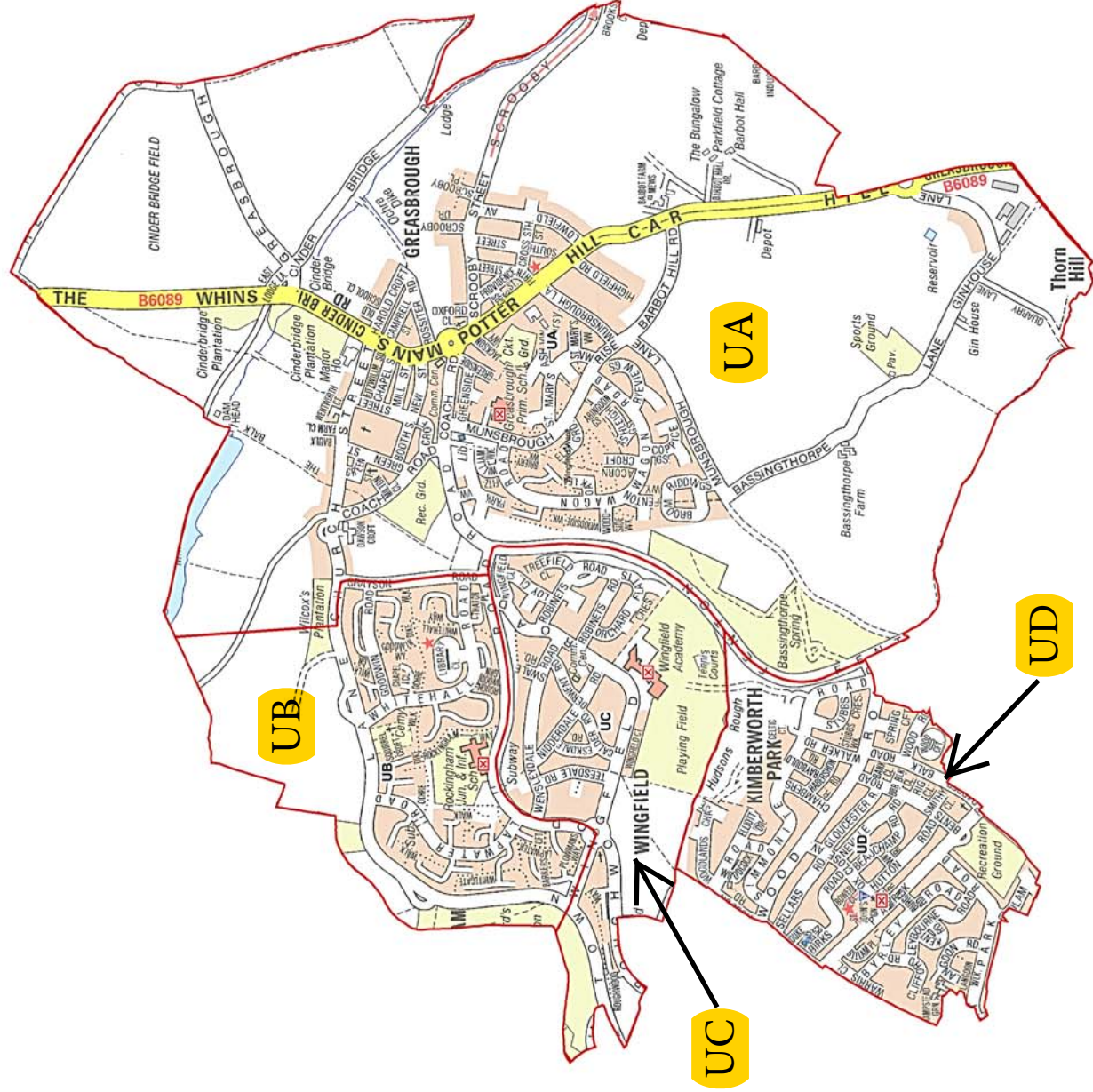


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TA	Flanderswell Early Excellence Centre, Flanderswell Primary School, Greenfield Court, Flanderswell, Rotherham, S66 2JF
TB	Sunnyside Community Centre, Flanderswell Lane, Sunnyside, Rotherham S66 3RL
TC	Bramley Parish Hall, Cross Street, Bramley, Rotherham, S66 2SA
TD	Blessed Trinity Catholic Church, Northfield Lane, Wickersley, Rotherham S66 2HF
TE	The Grange Zone, Bramley Grange Primary School, Howard Road, Bramley, Rotherham S66 2SY



UA	Greasbrough Primary School, Munsbrough Rise, Greasbrough, Rotherham S61 4RB
UB	Rockingham Professional Development Centre, Roughwood Road, Rotherham S61 4HY
UC	Youth Centre, Wingfield Academy, Wingfield Road, Rotherham S61 4AU
UD	St John's Church, St John's Green, Kimberworth Park, Rotherham S61 3JL

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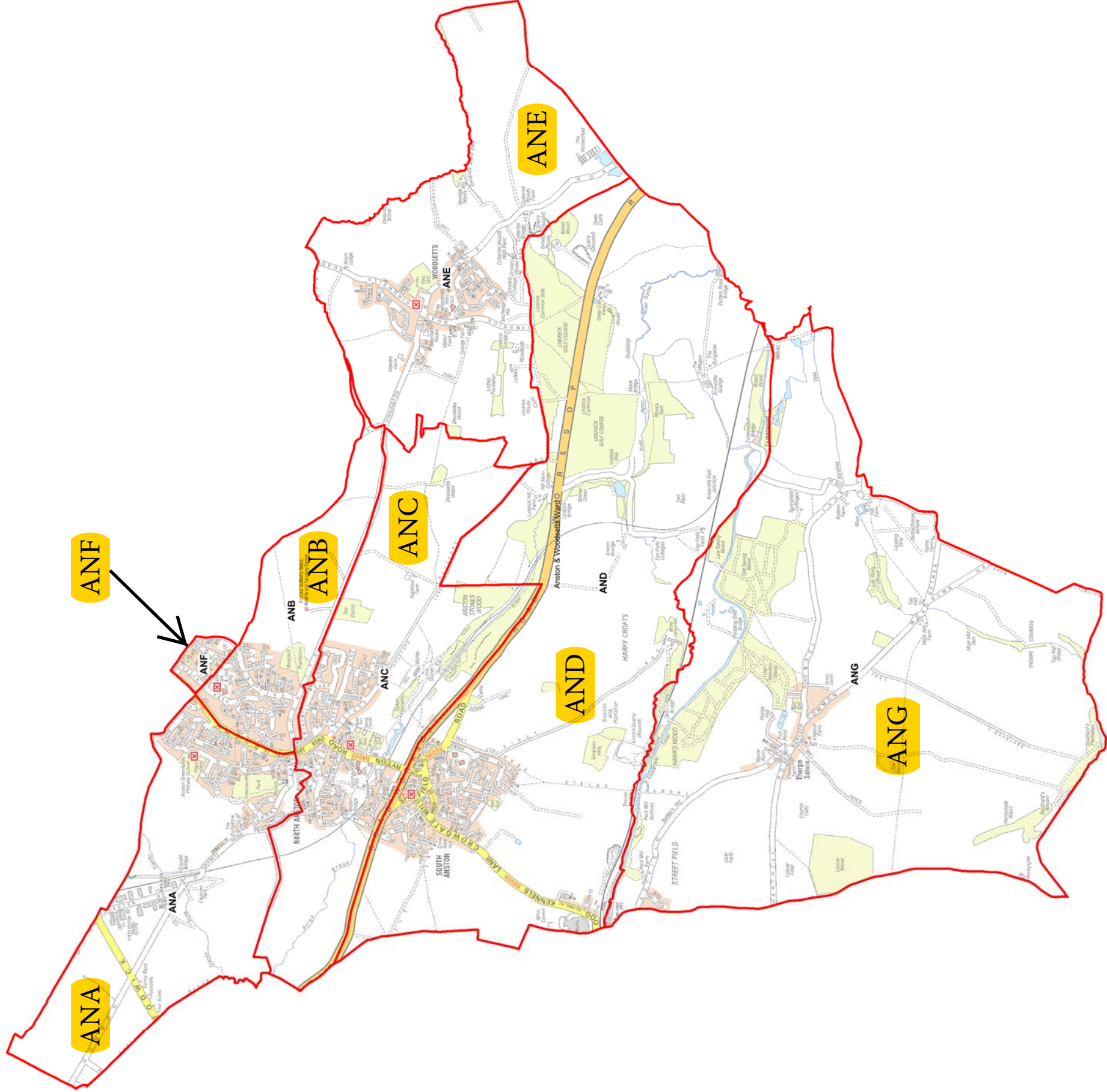


Wingfield Ward

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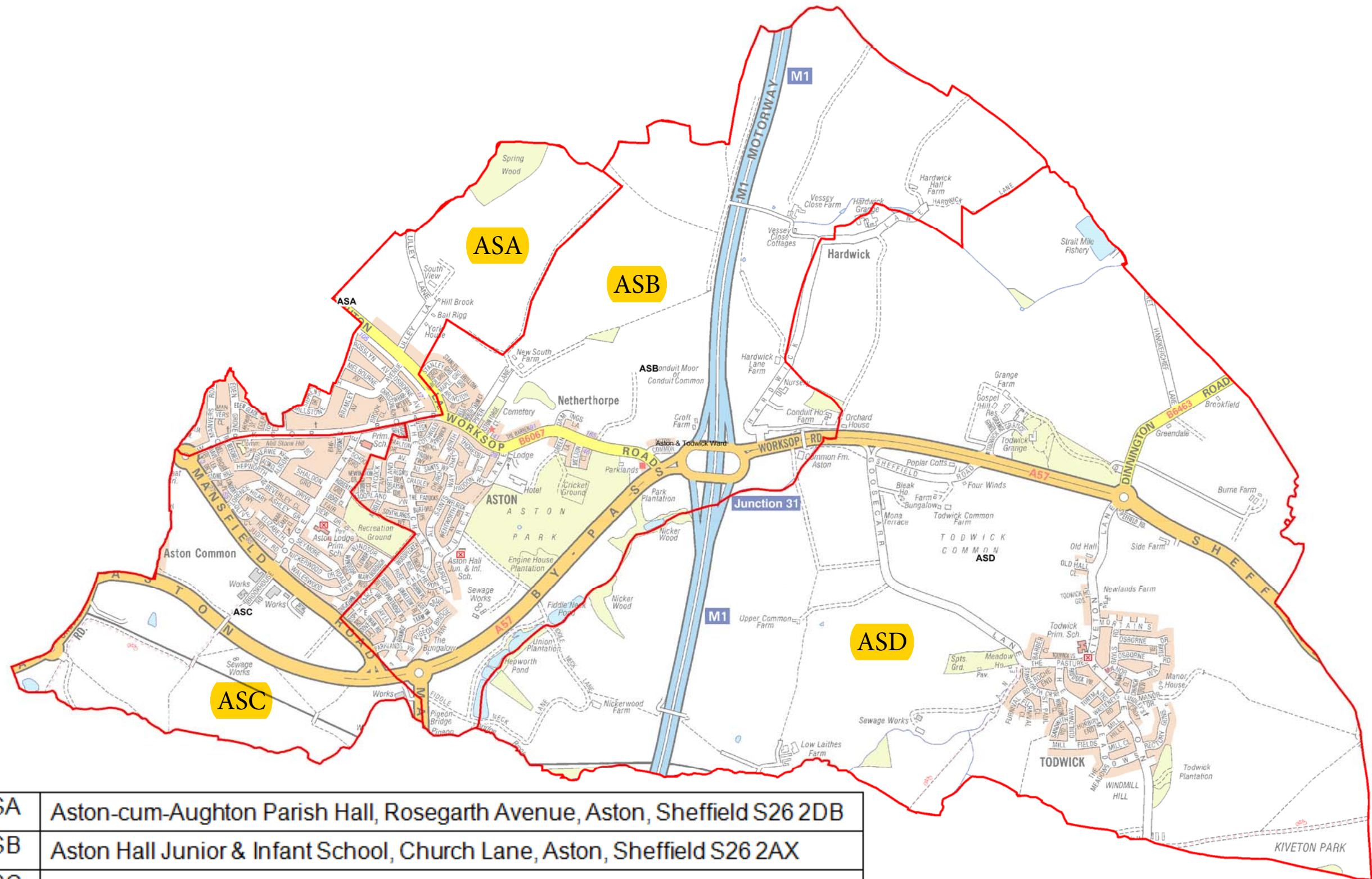
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ANA	Anston Greenlands Primary School, Edinburgh Drive, North Anston, Sheffield S25 4HD
ANB	Anston Park Junior School, Park Avenue, North Anston, Sheffield S25 2QZ
ANC	Anston Parish Hall, 15A Ryton Road, North Anston, Sheffield S25 4DL
AND	South Anston Methodist Community Hall, Sheffield Road, South Anston, Sheffield S25 5DW
ANE	Woodsetts Village Hall, Gildingwells Road, Woodsetts, Worksop S81 8QB
ANF	Anston Park Junior School, Park Avenue, North Anston, Sheffield S25 2QZ
ANG	Harthill Village Hall, Winney Hill, Harthill, Sheffield S26 7YL



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ASA	Aston-cum-Aughton Parish Hall, Rosegarth Avenue, Aston, Sheffield S26 2DB
ASB	Aston Hall Junior & Infant School, Church Lane, Aston, Sheffield S26 2AX
ASC	Aston Lodge Primary School, Lodge Lane, Aston, Sheffield S26 2BL
ASD	Todwick Village Hall, Kiveton Lane, Todwick, Sheffield S26 1HJ

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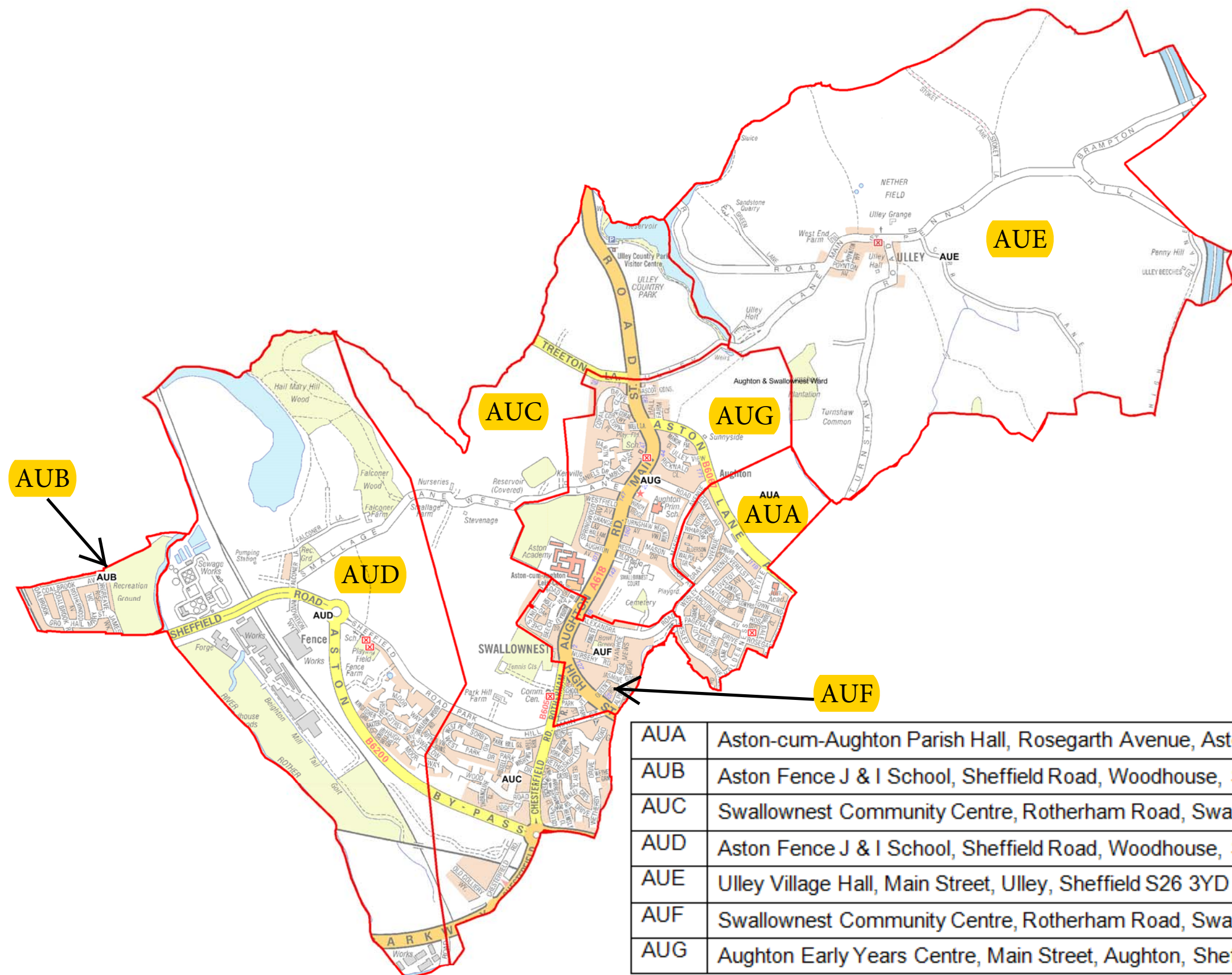


12/11/2018



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Main Street
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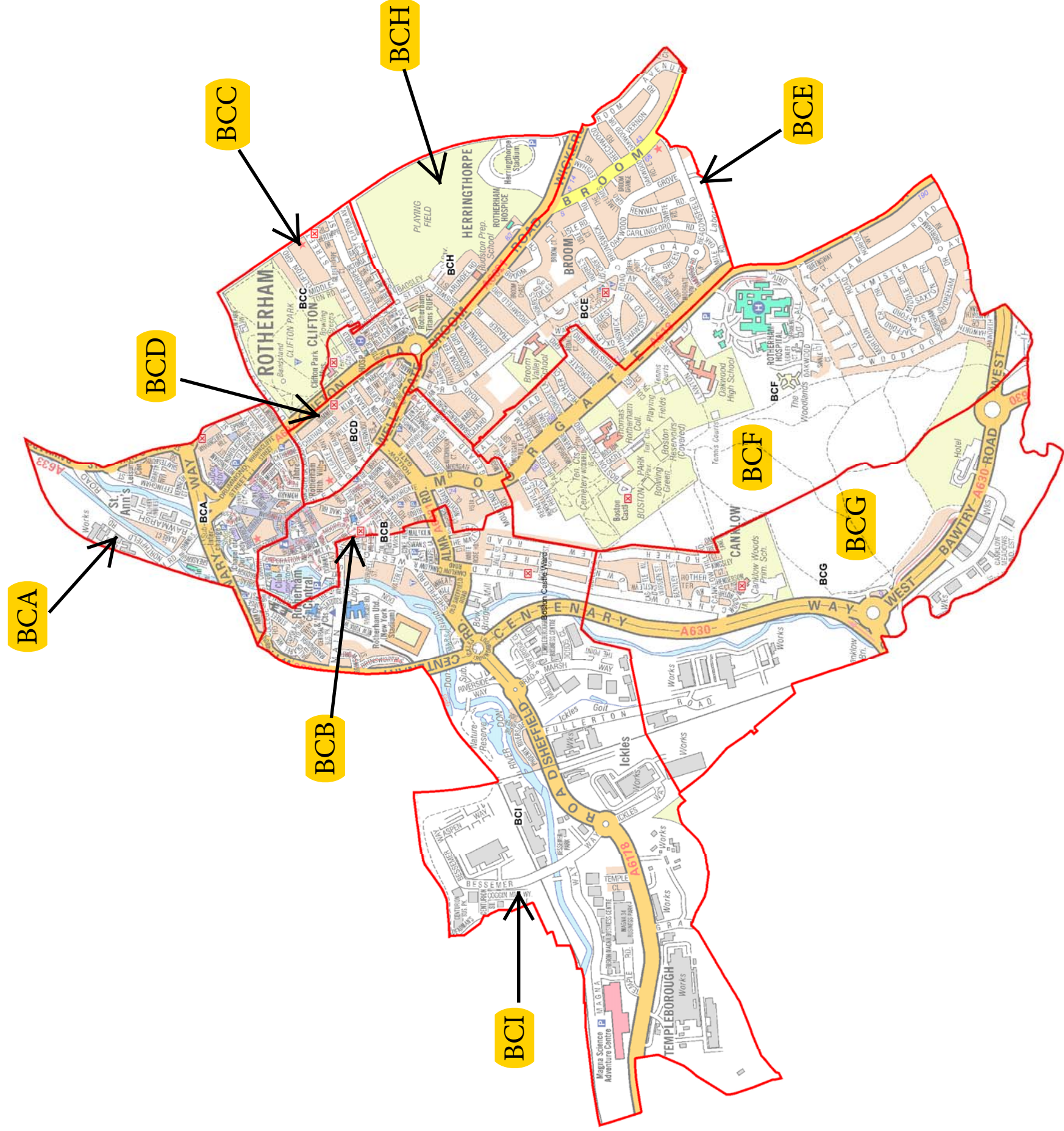
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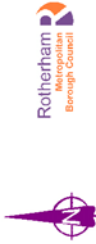
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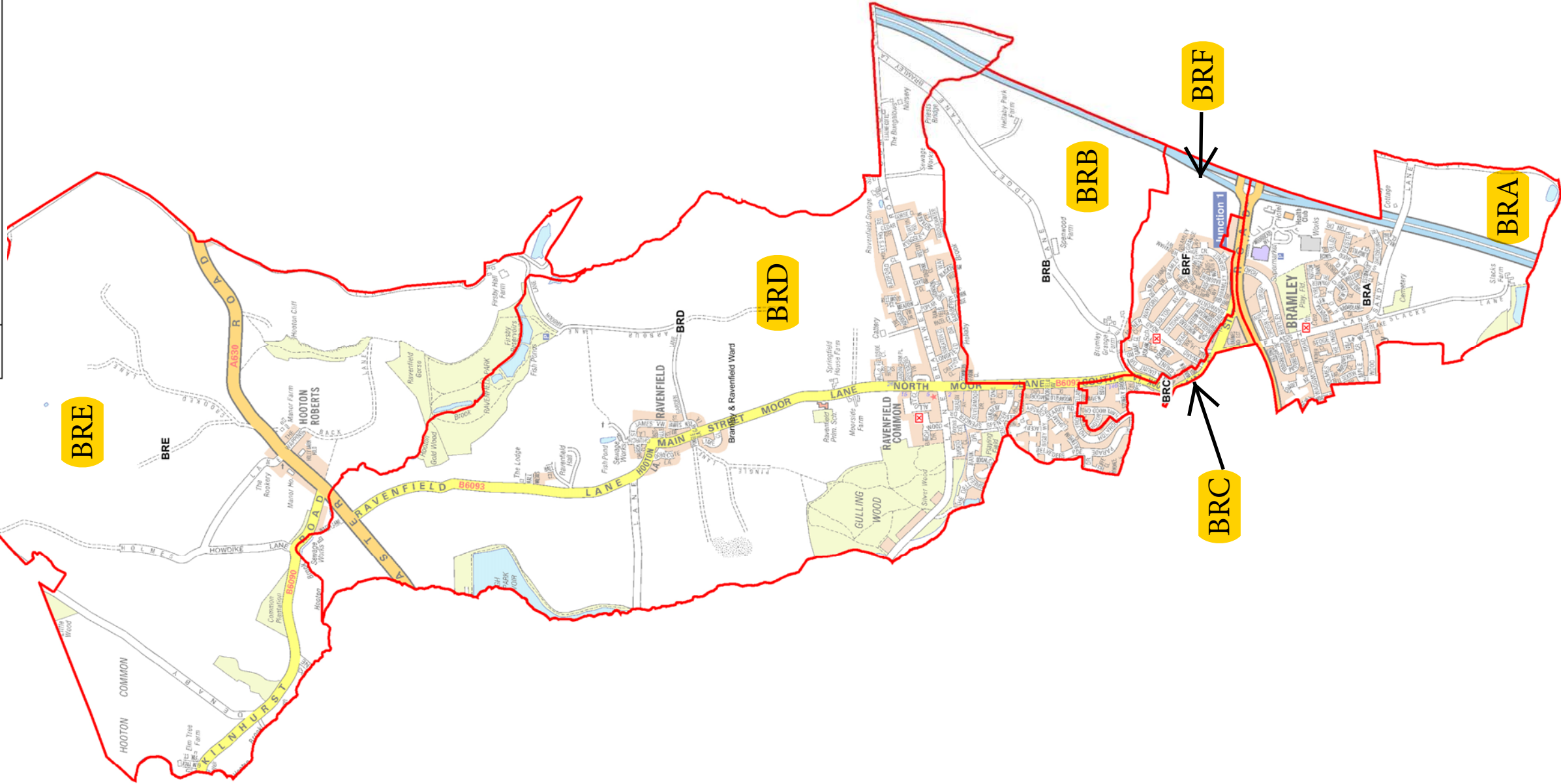
BCA	Myplace Rotherham, St Ann's Road, Rotherham S65 1PH
BCB	Talbot Lane Methodist Church, Moorgate Street, Rotherham S60 2EY
BCC	United Methodist Church Clifton, Lister Street, Rotherham S65 2AX
BCD	Beeverleigh Community Centre, Clifton Lane, Rotherham S65 2AD
BCE	Broom Valley Club Room, Guest Place, Rotherham S60 2SE
BCF	Boston Castle, Boston Castle Grove, Rotherham S60 2BA
BCG	Canklow Woods Primary School, Wood Lane, Rotherham S60 2XJ
BCH	Garden Building, Clifton Park, Clifton Lane, Rotherham S65 2AA
BCI	The Hub, 103 Canklow Road, Rotherham S60 2JF

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BRA	Bramley, Bill Chafer, Young People's Centre, Flash Lane, Bramley, Rotherham S66 1TS
BRB	Bramley Parish Hall, Cross Street, Bramley, Rotherham S66 2SA
BRC	Bramley Parish Hall, Cross Street, Bramley, Rotherham S66 2SA
BRD	Ravenfield Parish Hall, Birchwood Drive, Ravenfield, Rotherham S65 4PT
BRE	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4BP
BRF	The Grange Zone, Bramley Grange Primary School, Howard Road, Bramley, Rotherham S66 2SY



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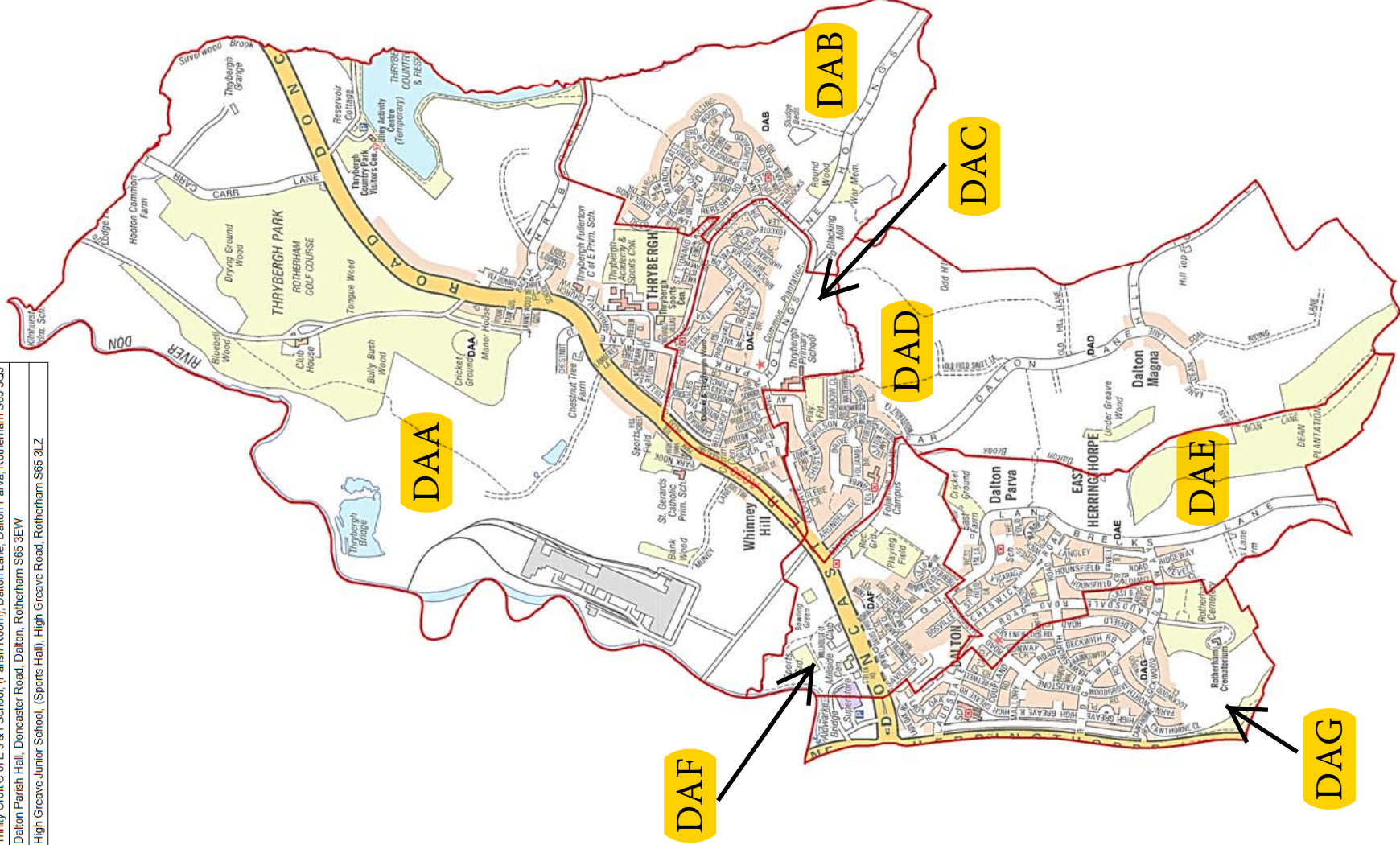


BWA	Rotherham West Community Centre, Brinsford Road, Brinsworth, Rotherham S60 5DT
BWB	Brinsworth Community Hall, Brinsworth Lane, Brinsworth, Rotherham S60 5BU
BWC	Brinsworth Howarth Primary School, Whitehill Lane, Brinsworth, Rotherham S60 5JR
BWD	Brinsworth Whitehill Primary School, Howlett Drive, Brinsworth, Rotherham S60 5HT
BWE	St Andrews Church, Bonet Lane, Brinsworth, Rotherham S60 5NF

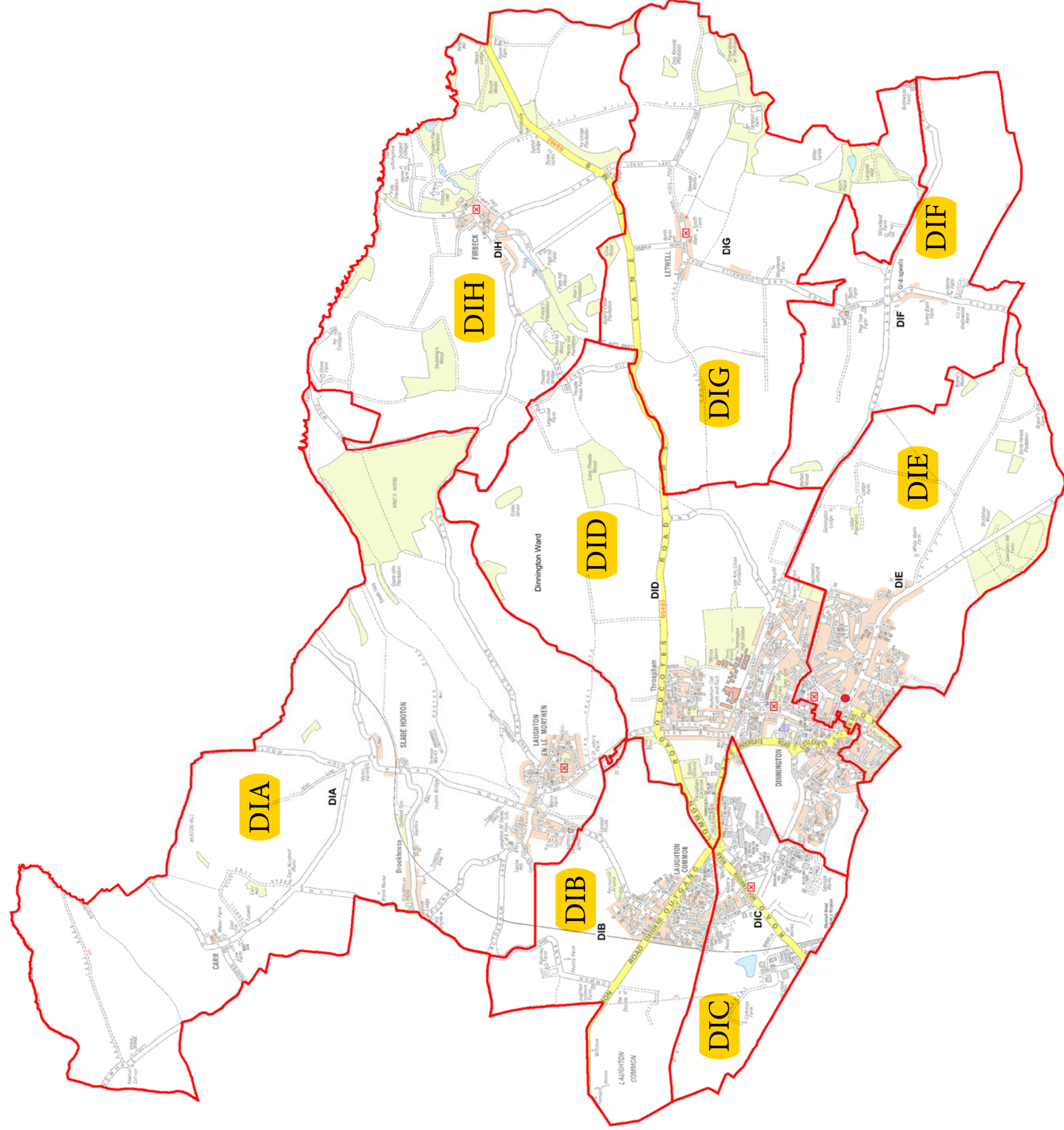
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DAA	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4BP
DAB	Staple Green Community Centre, Staple Green, Thrybergh, Rotherham S65 4DA
DAC	Thrybergh Parish Hall, Park Lane, Thrybergh, Rotherham S65 4EE
DAD	The Willow Tree Children's Centre, Foljambe Drive, Dalton, Rotherham S65 4HQ
DAE	Trinity Croft C of E J & I School, (Parish Room), Dalton Lane, Dalton Parva, Rotherham S65 3QU
DAF	Dalton Parish Hall, Doncaster Road, Dalton, Rotherham S65 3EW
DAG	High Greave Junior School, (Sports Hall), High Greave Road, Rotherham S65 3LZ



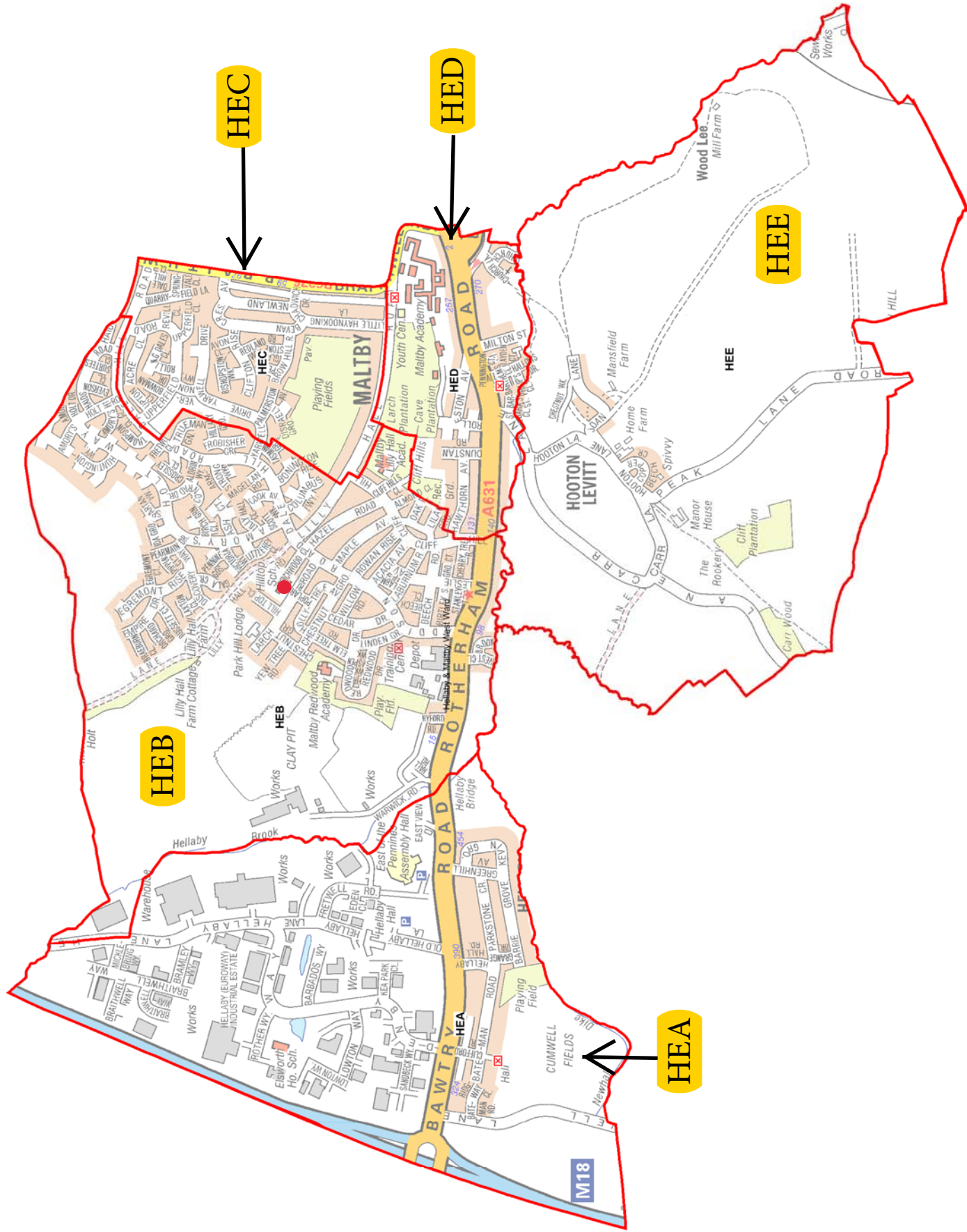
12/11/2018



DIA	Laughton Village Hall, Firbeck Avenue, Laughton-en-le-Morthen, Sheffield S25 1YD
DIB	Monksbridge Community Centre, Monksbridge Road, Dinnington, Sheffield S25 3QS
DIC	Monksbridge Community Centre, Monksbridge Road, Dinnington, Sheffield S25 3QS
DID	Dinnington Resource Centre, Laughton Road, Dinnington, Sheffield S25 2PS
DIE	St Josephs RC Church Hall, 1 Swinston Hill Road, Dinnington, Sheffield S25 2RX ●
DIF	Woodsetts Village Hall, Gildingwells Road, Woodsetts, Worksop S81 8QB
DIG	Letwell Village Hall, Barker Hades Road, Letwell, Worksop S81 8DF
DIH	Firbeck Village Hall, New Road, Firbeck, Worksop S81 8JY

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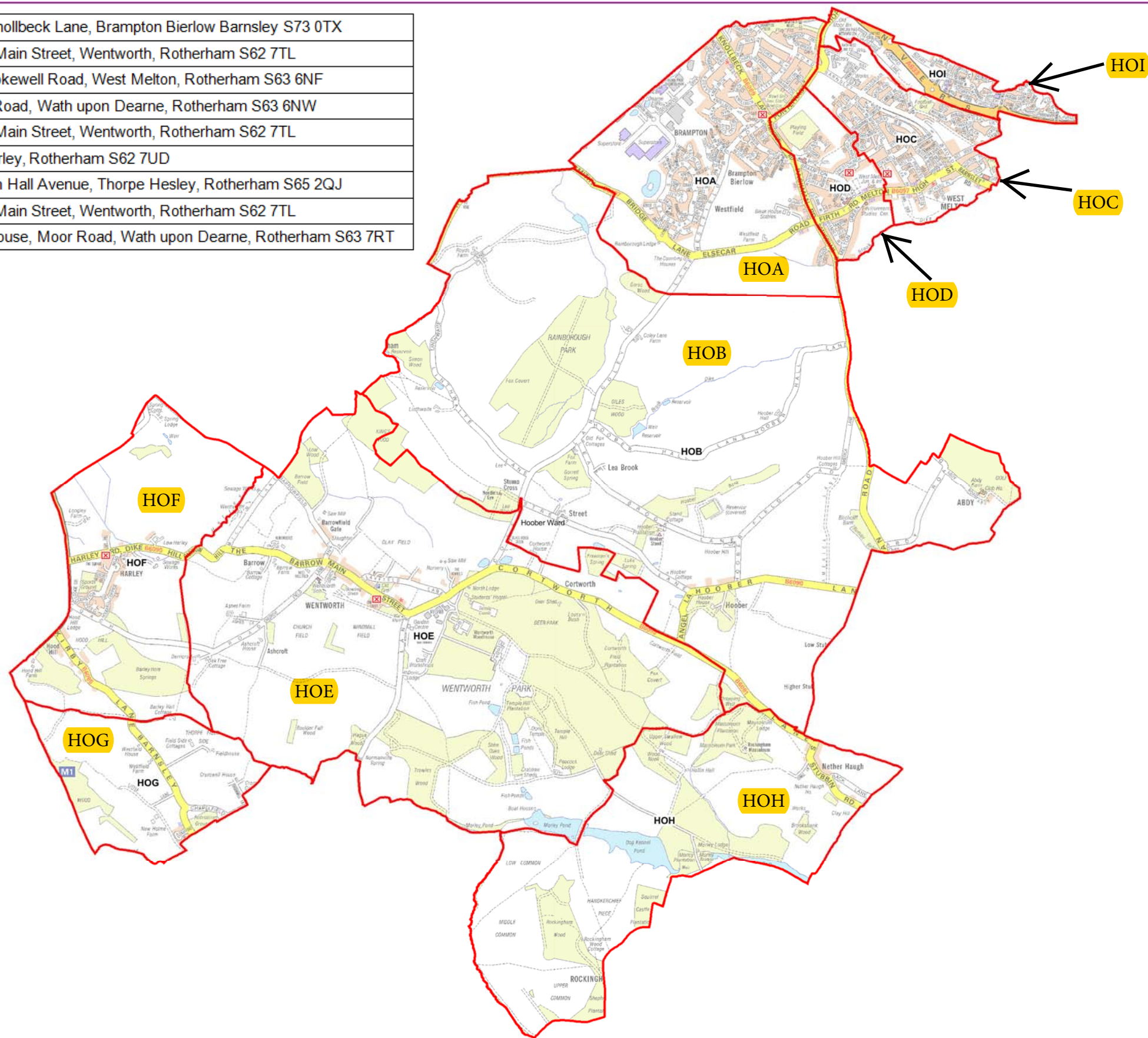


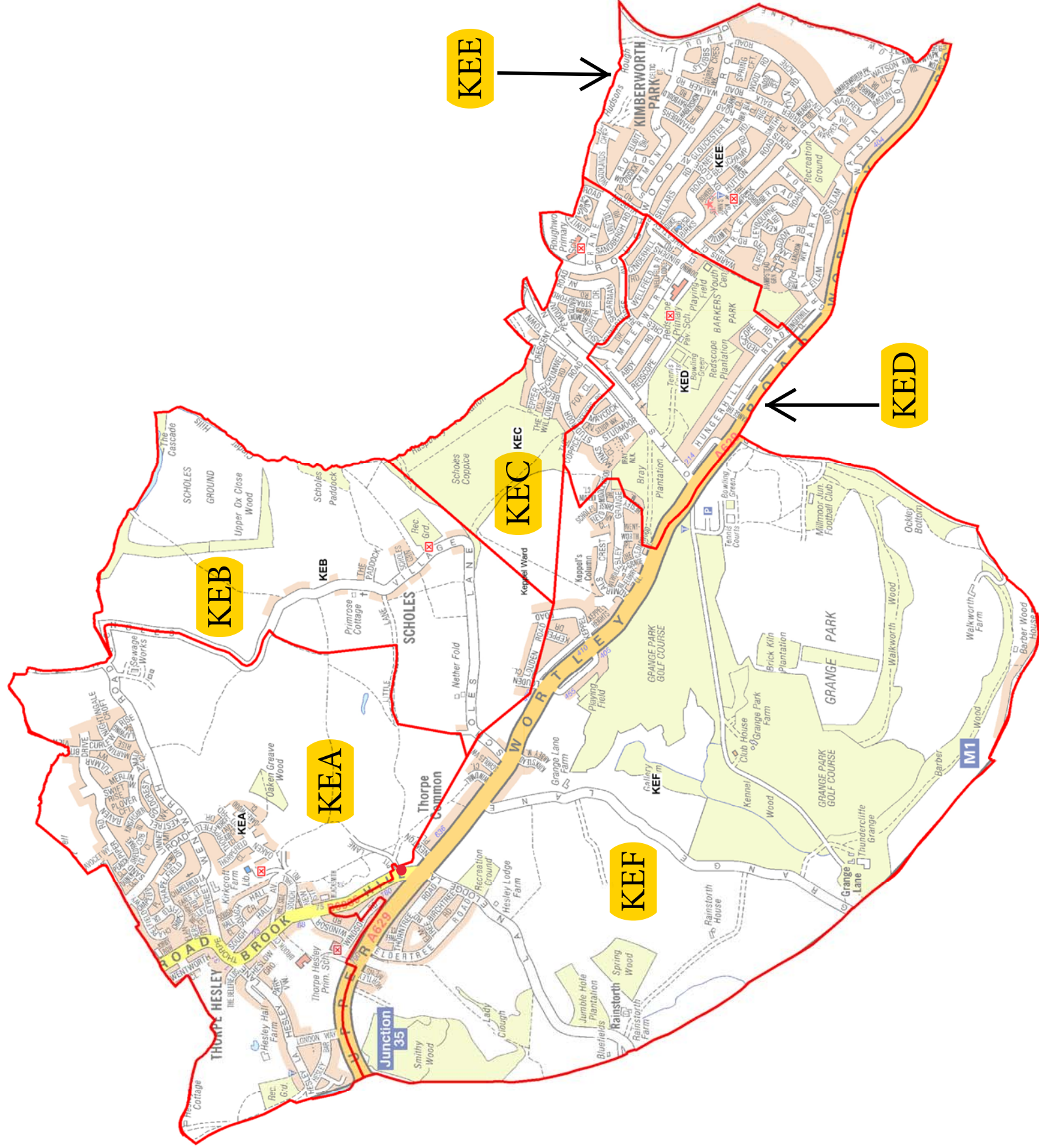
HEA	Centenary Hall, Bateman Road, Hellaby, Rotherham S66 8HB
HEB	Hilltop School, Larch Road, Maltby, Rotherham S66 8AZ
HEC	Maltby Linx Youth & Comm. Centre, Lilly Hall Road, Maltby, Rotherham S66 8BE
HED	The Grange Warden Centre, St. Bartholomew's Close, Maltby, Rotherham S66 8NH
HEE	The Grange Warden Centre, St. Bartholomew's Close, Maltby, Rotherham S66 8NH

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HOA	Brampton Bierlow Parish Hall, Knollbeck Lane, Brampton Bierlow Barnsley S73 0TX
HOB	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
HOC	West Melton Primary School, Stokewell Road, West Melton, Rotherham S63 6NF
HOD	Christchurch Hall, Christchurch Road, Wath upon Dearne, Rotherham S63 6NW
HOE	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
HOF	Harley Church, Harley Road, Harley, Rotherham S62 7UD
HOG	Trinity Community Centre, Sough Hall Avenue, Thorpe Hesley, Rotherham S65 2QJ
HOH	Wentworth Mechanics Institute, Main Street, Wentworth, Rotherham S62 7TL
HOI	Wath upon Dearne RUFC Clubhouse, Moor Road, Wath upon Dearne, Rotherham S63 7RT



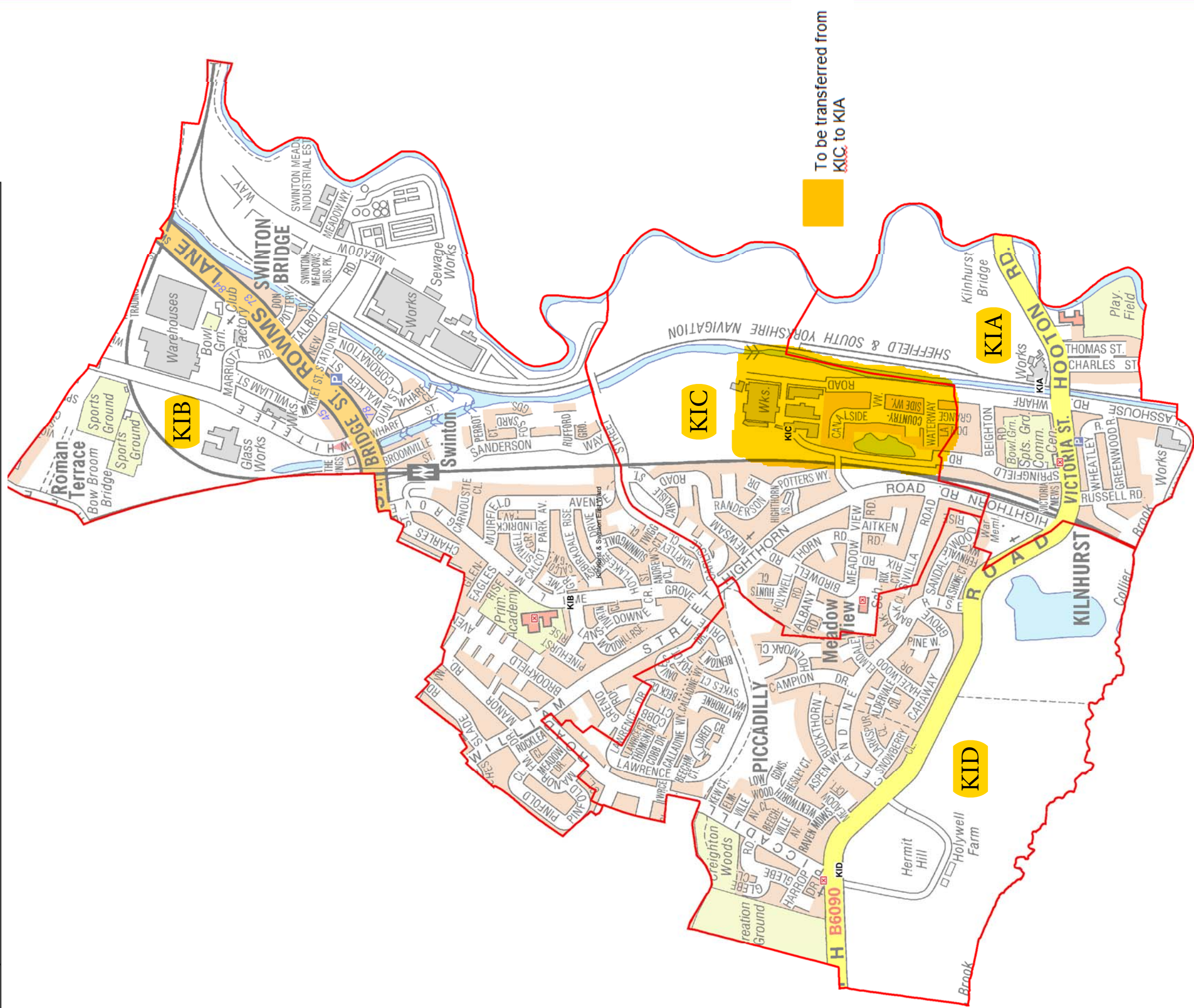


KEA	Trinity Community Centre, Sough Hall Avenue, Thorpe Hesley, Rotherham S65 2QJ
KEB	Scholes Cricket Pavilion, Scholes Village, Rotherham S61 2RQ
KEC	Roughwood Primary School, Roughwood Road, Rotherham S61 3HL
KED	Chislett Centre, Kimberworth Park Road, Rotherham S61 3JT
KEE	St John's Church, St John's Green, Kimberworth Park, Rotherham S61 3JL
KEF	ArtWorks Community Centre, Brook Hill, Thorpe Hesley, Rotherham S61 2QF ●

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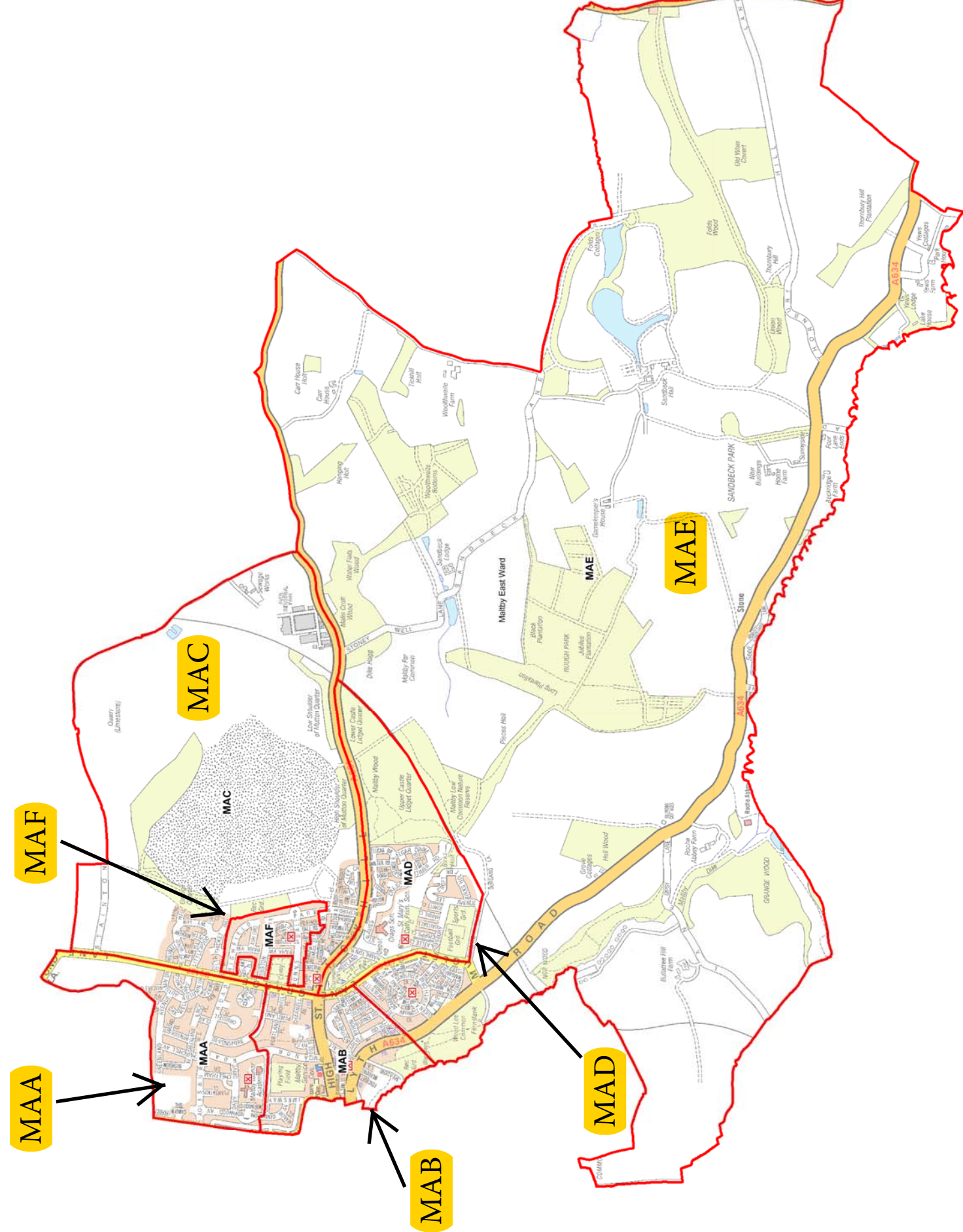
KIA	Kilnhurst Comm. Resource Centre, Victoria Street, Kilnhurst, Mexborough S64 5SQ
KIB	The Brookfield Centre, Lime Grove, Swinton, Mexborough S64 8TG
KIC	St Thomas Primary School, Meadow View Road, Kilnhurst, Mexborough S64 5UA
KID	Piccadilly Methodist Church, Wentworth Road, Swinton, Mexborough S64 8JZ



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MAA	Maltby Manor Academy, (Community Room), Davy Drive, Rotherham S66 8JN
MAB	Wesley Centre, Blyth Road, Maltby, Rotherham S66 8JD
MAC	Edward Dunn Memorial Hall, Tickhill Road, Maltby, Rotherham S66 7NQ
MAD	Maltby St Marys Catholic Primary School, Muglet Lane, Maltby, Rotherham S66 7JU
MAE	Ascension Close Warden Centre, Ascension Close, Maltby, Rotherham S66 7NQ
MAF	Charles Foster Community Centre, Woodland Gardens, Maltby, Rotherham S66 7NW



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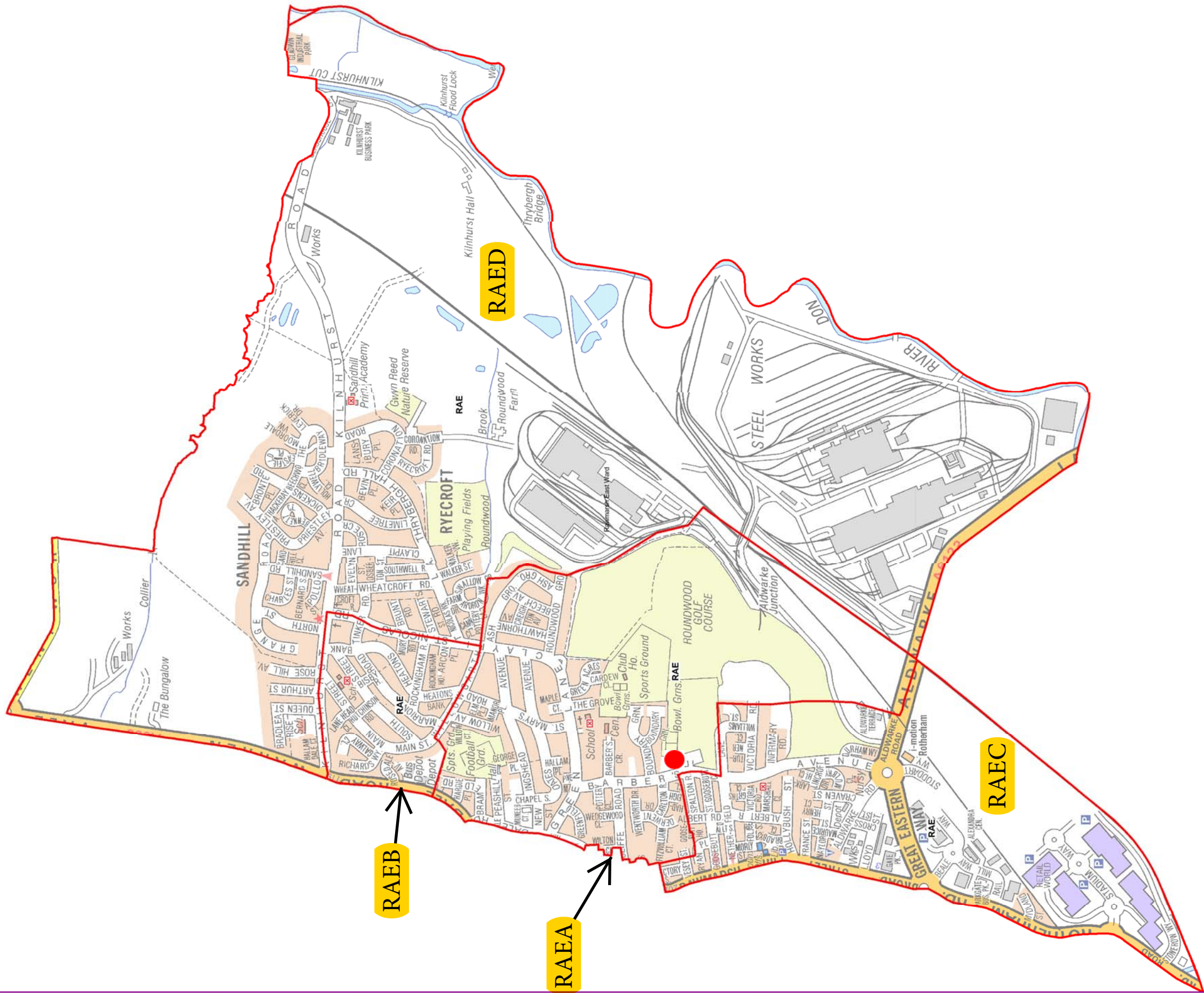


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Maltby East Ward

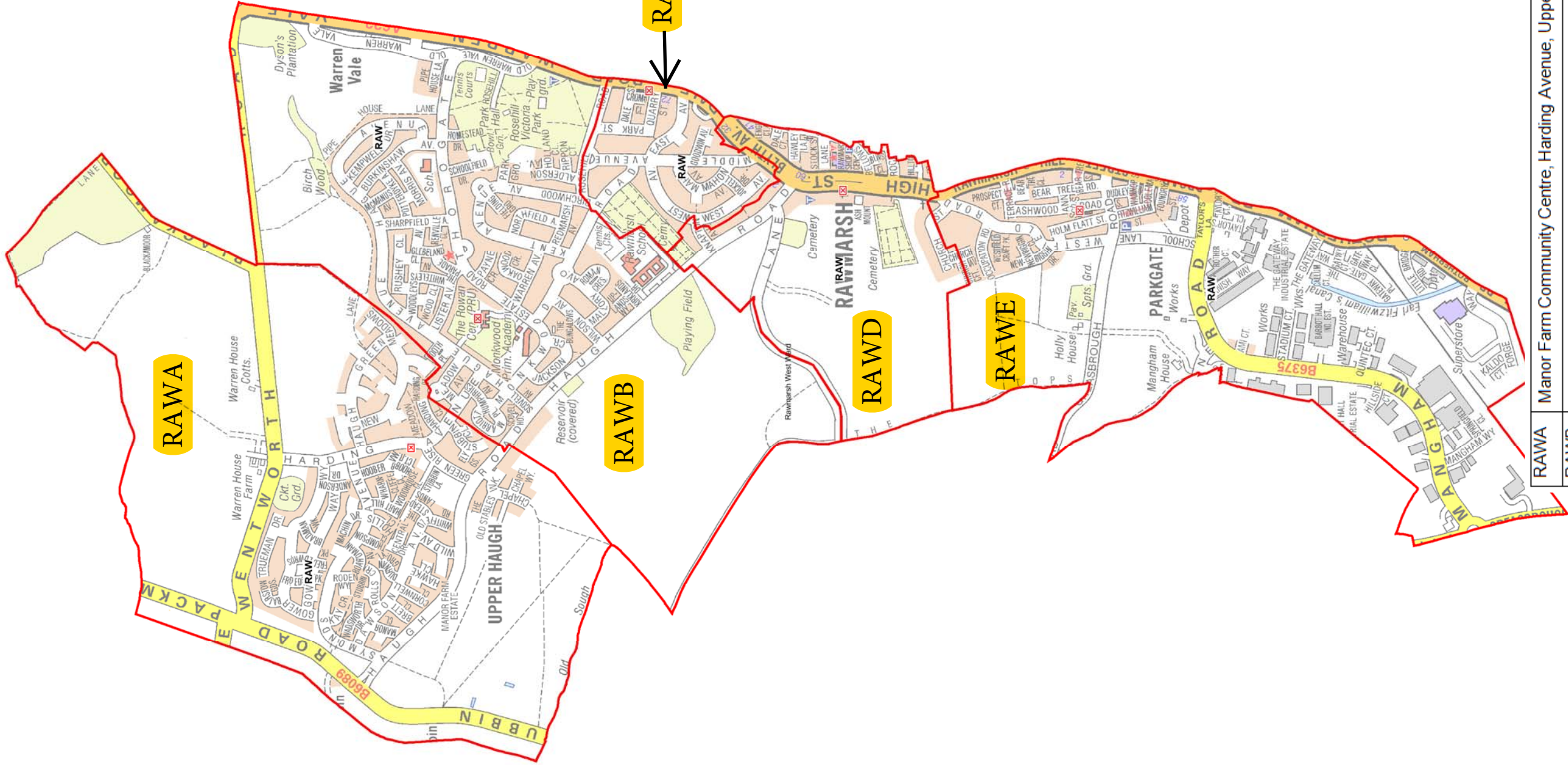
(New)

RAEA	Rawmarsh Customer Service Centre, Barbers Avenue, Rotherham, S62 6AA	●
RAEB	Rawmarsh Rycroft Infants School, South Street, Rawmarsh, Rotherham, S62 5QW	
RAEC	Marshall Close Community Centre, Marshall Close, Rawmarsh, Rotherham, S62 6DB	
RAED	Rawmarsh Sandhill Primary School, Kilnhurst Road, Ramwarsh, Rotherham S62 5LH	



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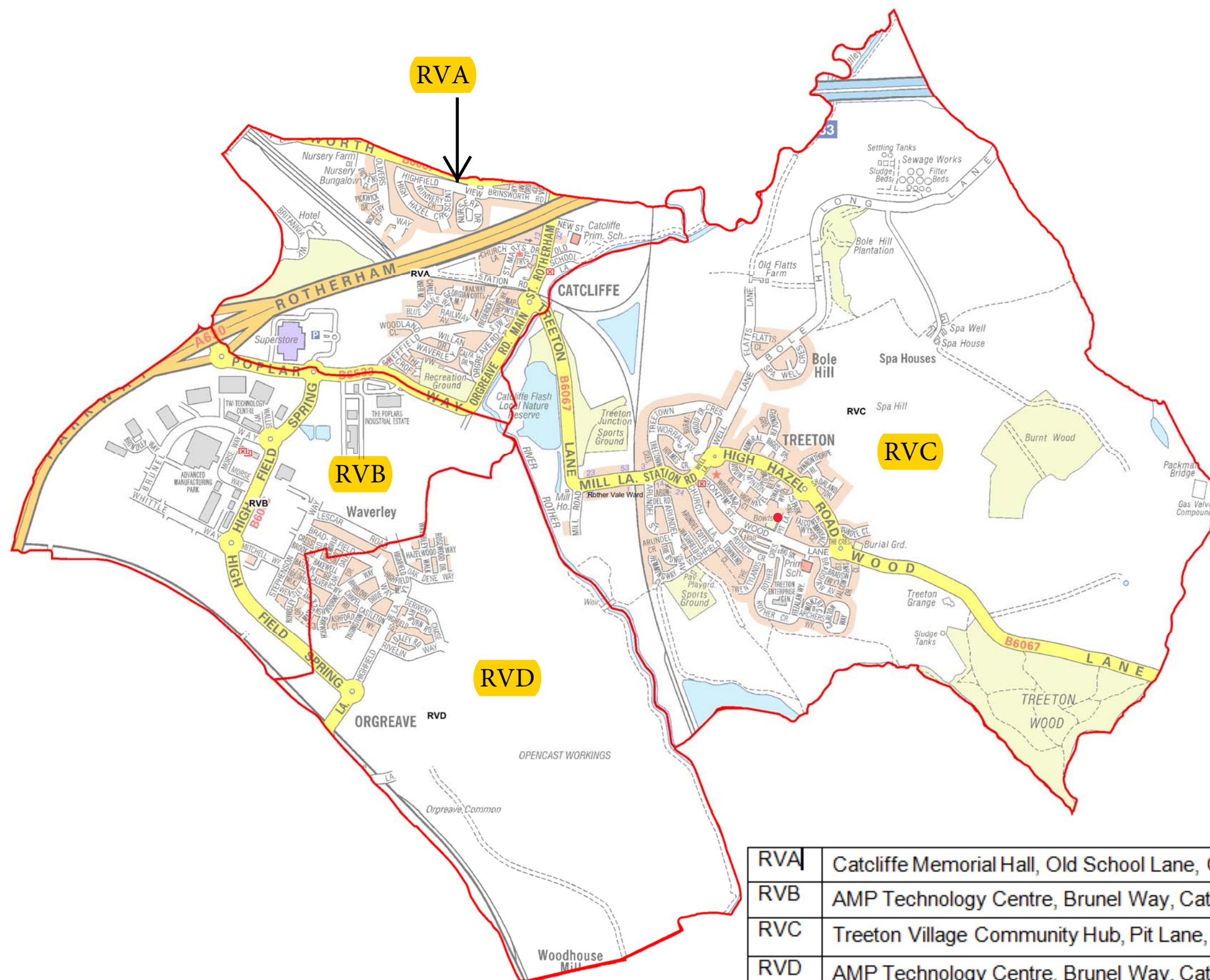




RAWA	Manor Farm Community Centre, Harding Avenue, Upper Haugh, Rotherham S62 7ED
RAWB	Monkwood Primary Academy, Monkwood Road, Rawmarsh, Rotherham S62 7JD
RAWC	Salvation Army Hall, Quarry Street, Rawmarsh, Rotherham S62 7DB
RAWD	Rawmarsh Methodist Church, High Street, Rawmarsh, Rotherham S62 6LN
RAWE	Rawmarsh Ashwood J & I School, (Foundation Unit), Holm Flatt Street, Parkgate, Rotherham S62 6HT

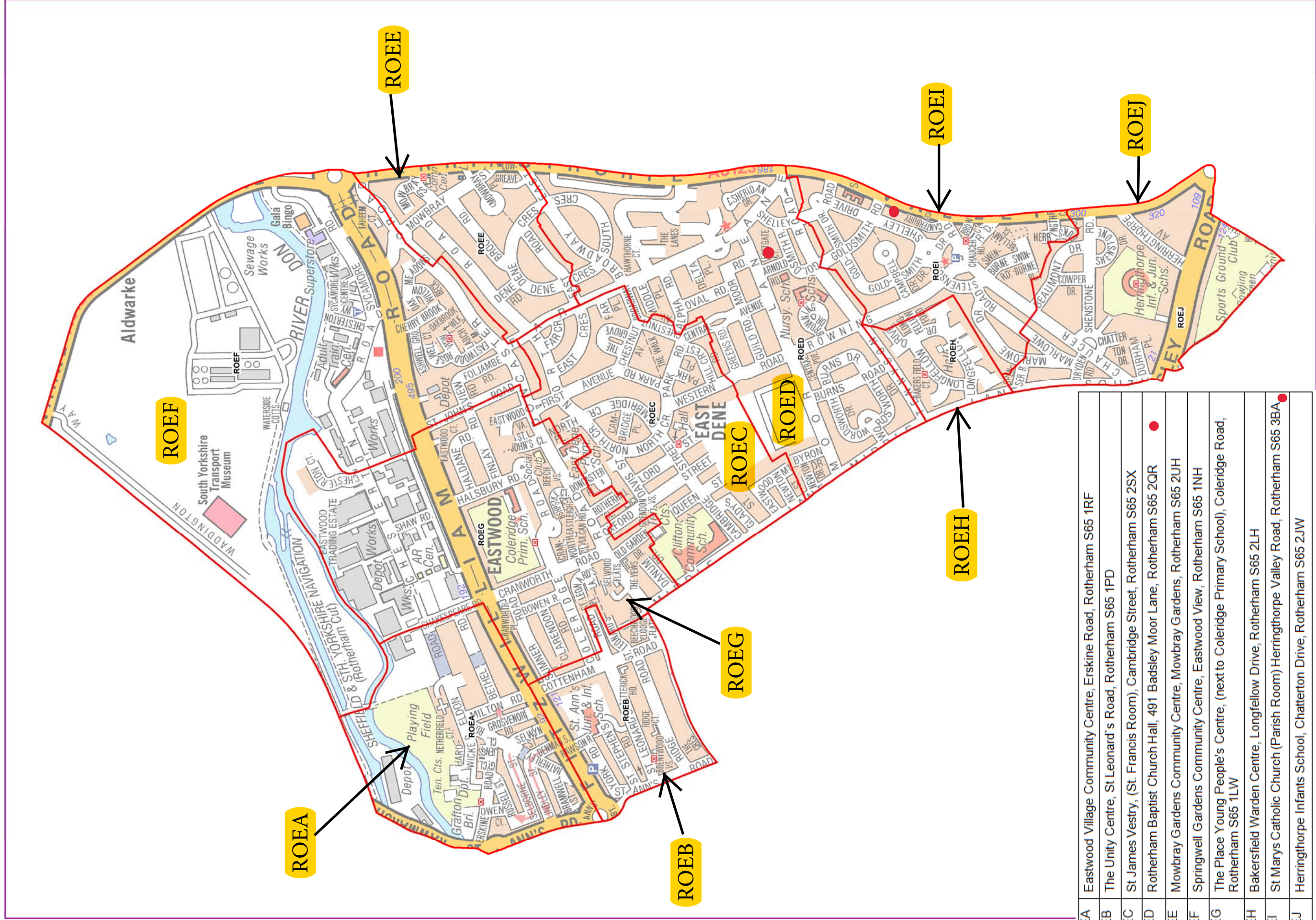
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RVA	Catcliffe Memorial Hall, Old School Lane, Catcliffe, Rotherham S60 5SP
RVB	AMP Technology Centre, Brunel Way, Catcliffe, Rotherham S60 5WG
RVC	Treeton Village Community Hub, Pit Lane, Treeton, Rotherham S60 5QT
RVD	AMP Technology Centre, Brunel Way, Catcliffe, Rotherham S60 5WG





ROEA	Eastwood Village Community Centre, Erskine Road, Rotherham S65 1RF
ROEB	The Unity Centre, St Leonard's Road, Rotherham S65 1PD
ROEC	St James Vestry, (St. Francis Room), Cambridge Street, Rotherham S65 2SX
ROED	Rotherham Baptist Church Hall, 491 Badsley Moor Lane, Rotherham S65 2QR
ROEE	Mowbray Gardens Community Centre, Mowbray Gardens, Rotherham S65 2UH
ROEF	Springwell Gardens Community Centre, Eastwood View, Rotherham S65 1NH
ROEG	The Place Young People's Centre, (next to Coleridge Primary School), Coleridge Road, Rotherham S65 1LW
ROEH	Bakersfield Warden Centre, Longfellow Drive, Rotherham S65 2LH
ROEI	St Marys Catholic Church (Parish Room) Herringthorpe Valley Road, Rotherham S65 3BA
ROEJ	Herringthorpe Infants School, Chatterton Drive, Rotherham S65 2JW

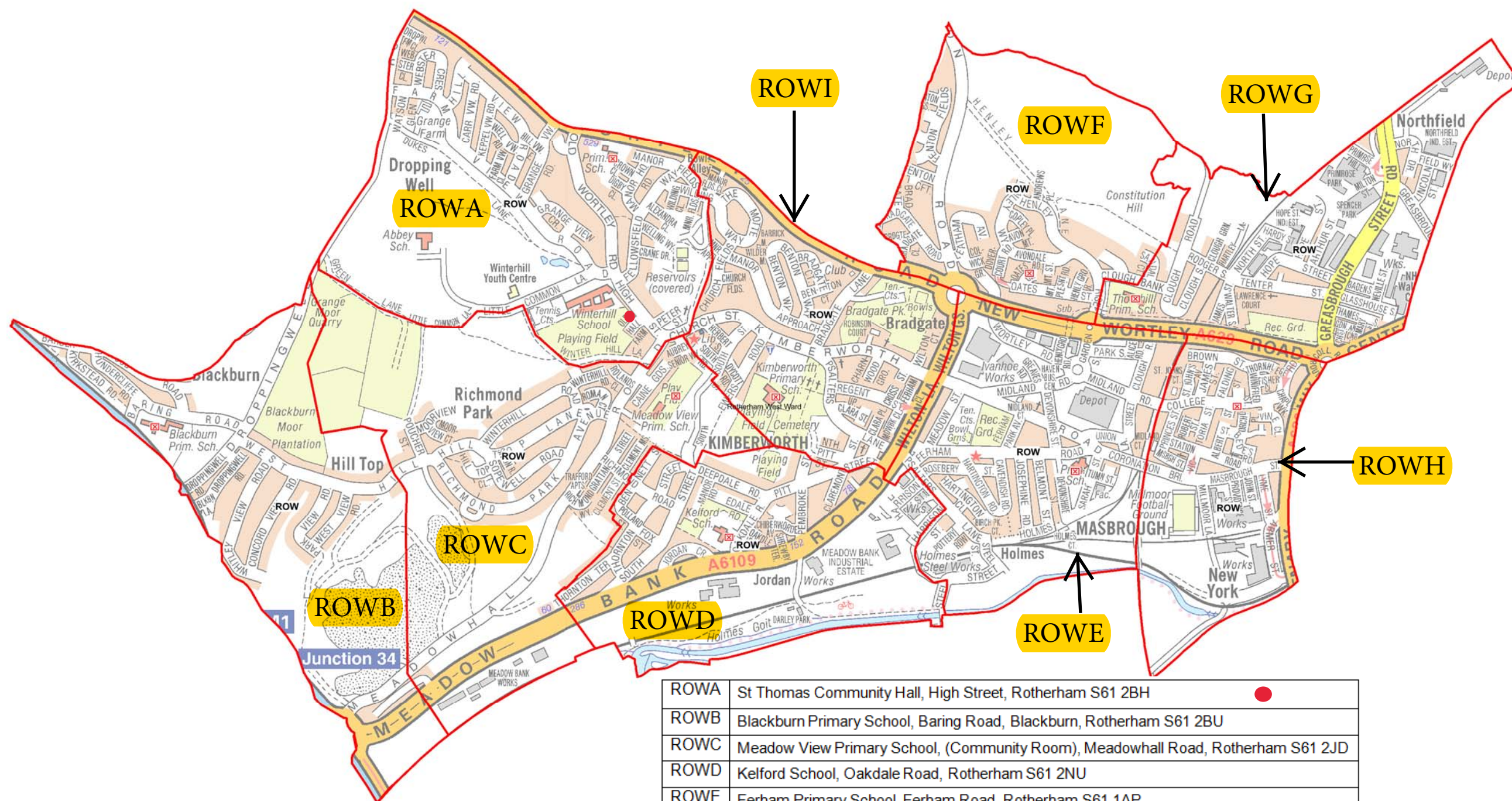
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ROWA	St Thomas Community Hall, High Street, Rotherham S61 2BH	●
ROWB	Blackburn Primary School, Baring Road, Blackburn, Rotherham S61 2BU	
ROWC	Meadow View Primary School, (Community Room), Meadowhall Road, Rotherham S61 2JD	
ROWD	Kelford School, Oakdale Road, Rotherham S61 2NU	
ROWE	Ferham Primary School, Ferham Road, Rotherham S61 1AP	
ROWF	Henley Community Centre, Oates Close, Rotherham S61 1TP	
ROWG	Thornhill Primary School, Clough Bank, Rotherham S61 1TD	
ROWH	Masbrough & Thornhill Community Centre, College Road, Rotherham S60 1JE	
ROWI	Kimberworth Community Children's Centre, Kimberworth Road, Rotherham S61 1HE	

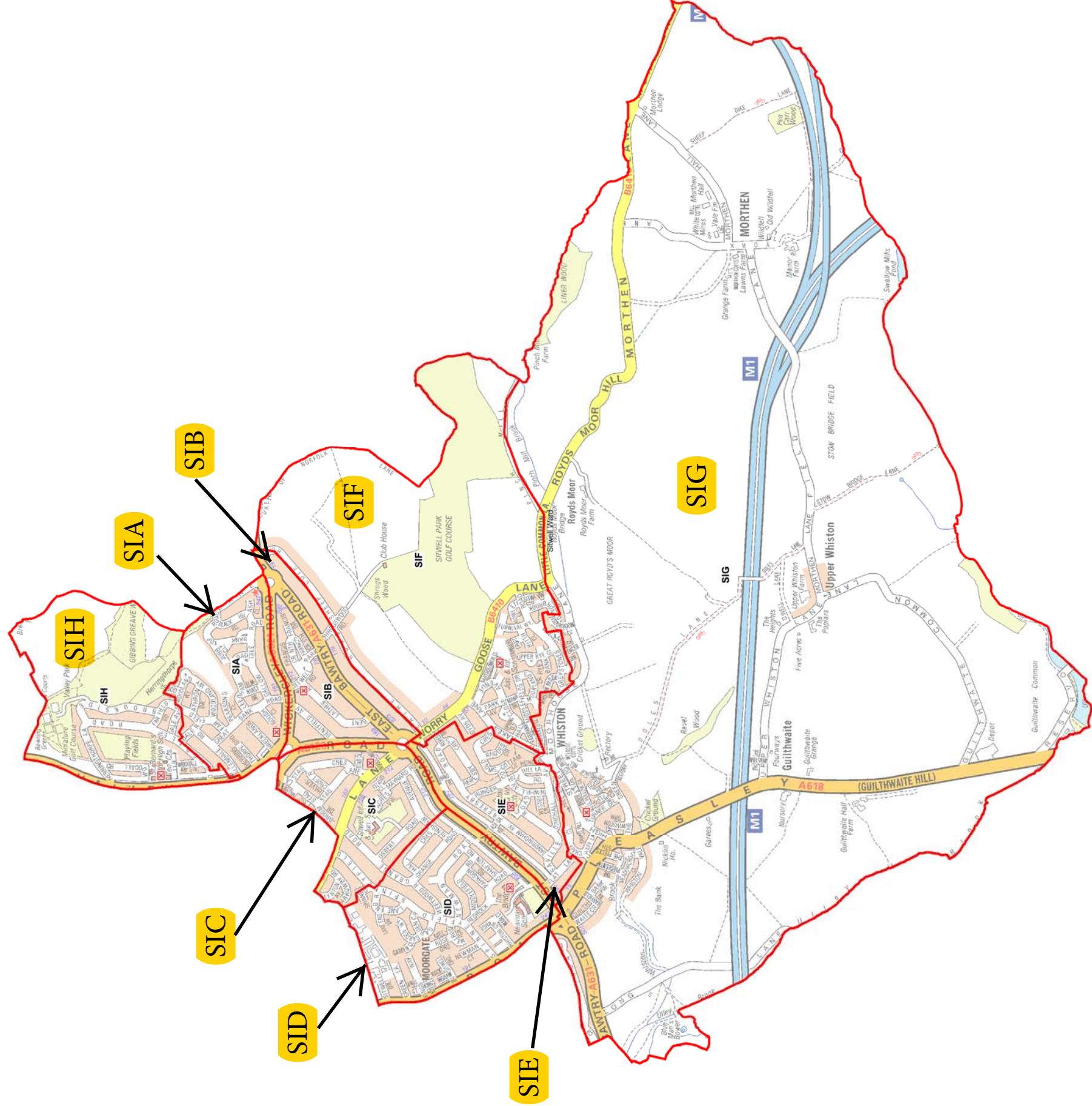
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Rotherham West Ward

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 S60 1AE



SIA	Herringthorpe United Reformed Church, Wickersley Road, Rotherham S60 4JN
SIB	St Cuthbert's Church Hall, Bent Lathes Avenue, Rotherham S60 4BN
SIC	Broom Methodist Church, Broom Lane, Rotherham S60 3NW
SID	Newman Additional Resource (next to Newman School) East Bawtry Road, Rotherham S60 3LX
SIE	Whiston J & I School, Saville Road, Whiston, Rotherham S60 4DX
SIF	Whiston Worrygoose J & I School, Hall Close Avenue, Whiston, Rotherham S60 4AG
SIG	Whiston Parish Hall, Well Lane, Whiston, Rotherham S60 4HX
SIH	St Bernard's Catholic High School, Herringthorpe Valley Road, Rotherham, S65 3BE

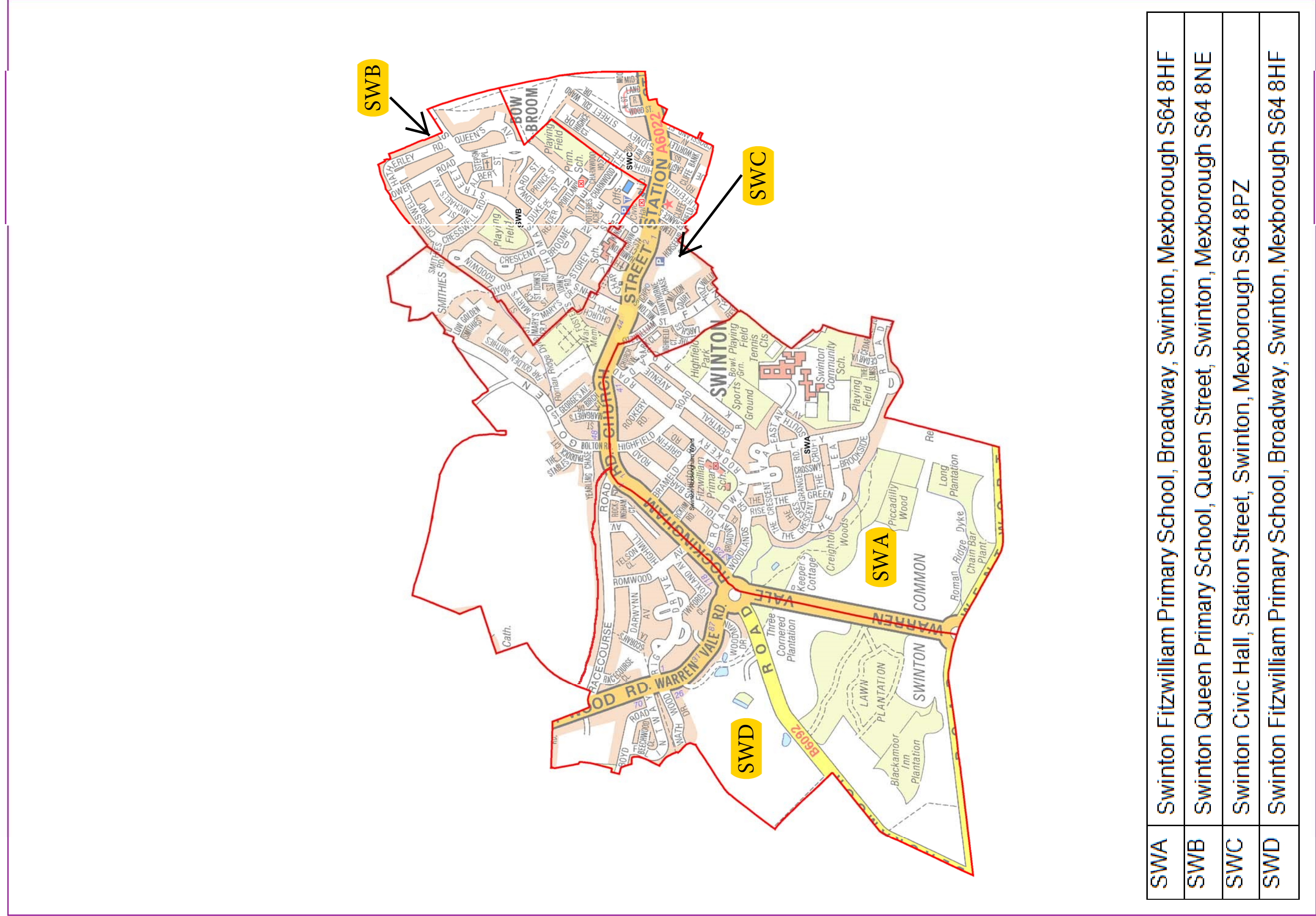
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Sitwell Ward

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Rotherham
Borough Council

Swinton Rockingham Ward

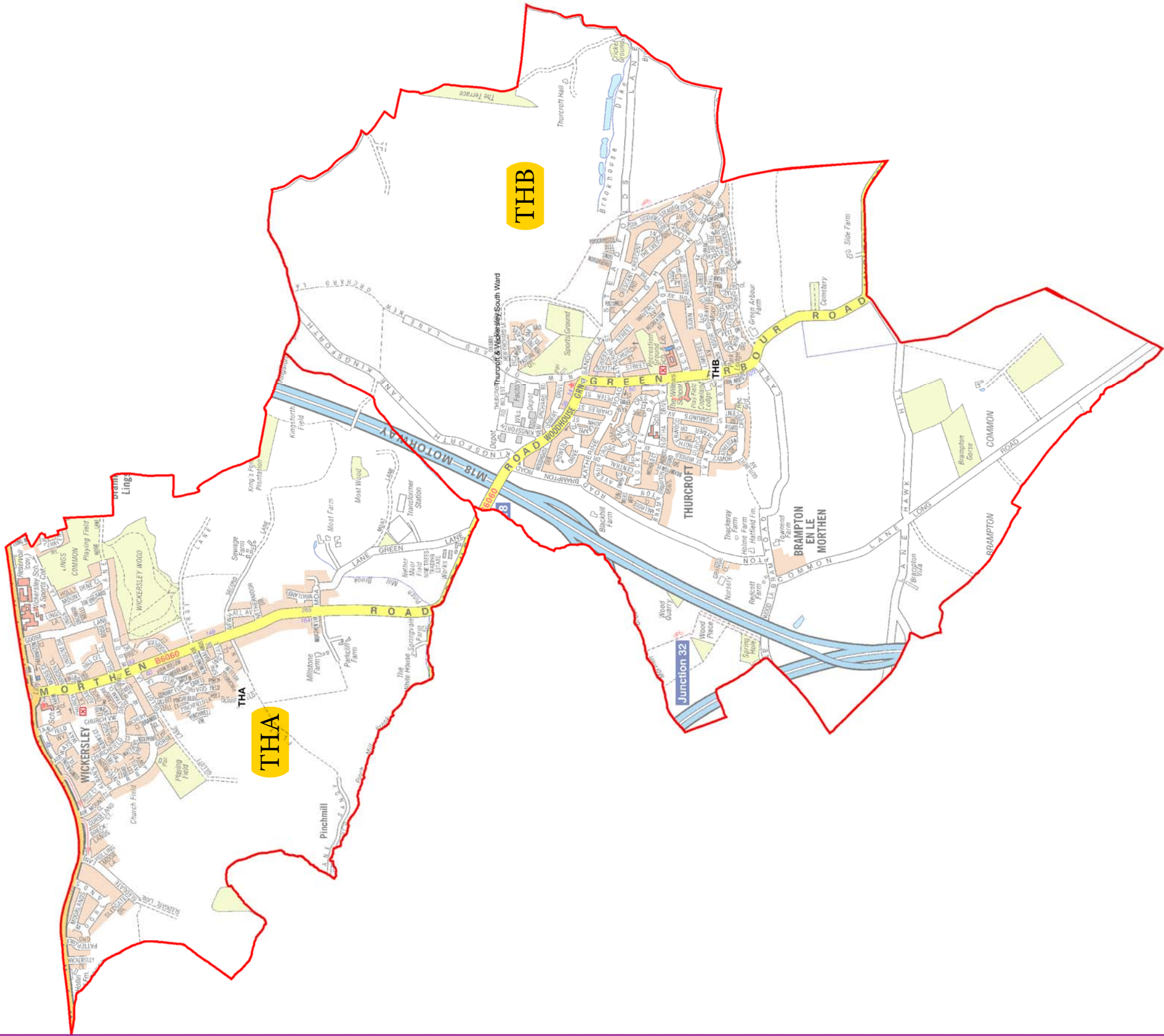
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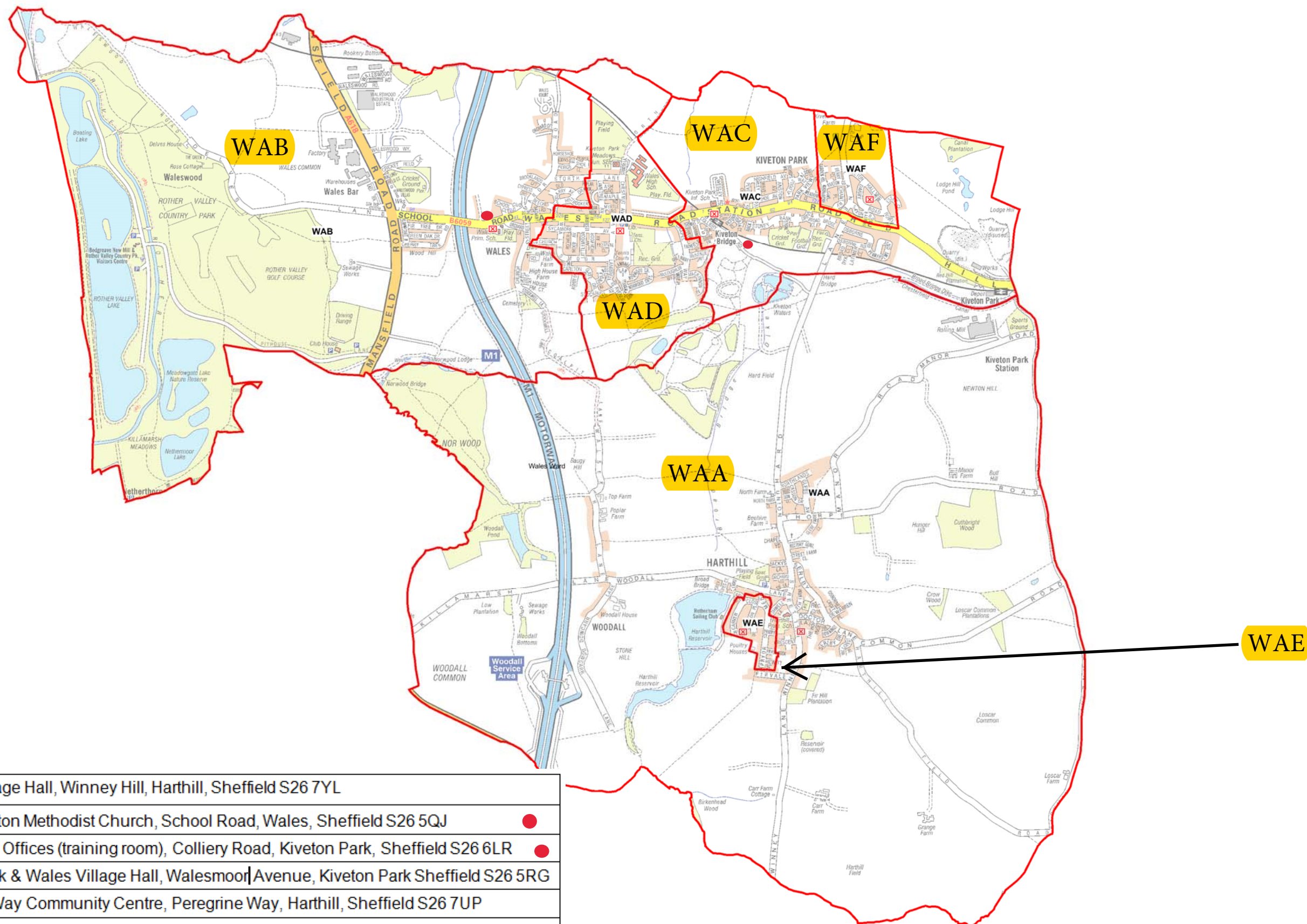
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Main Street
Rotherham
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THA	The Church Barn, Church Lane, Wickersley, Rotherham S66 1ES
THB	Gordon Bennett Memorial Hall, Green Arbour Road, Thurcroft, Rotherham S66 9DD



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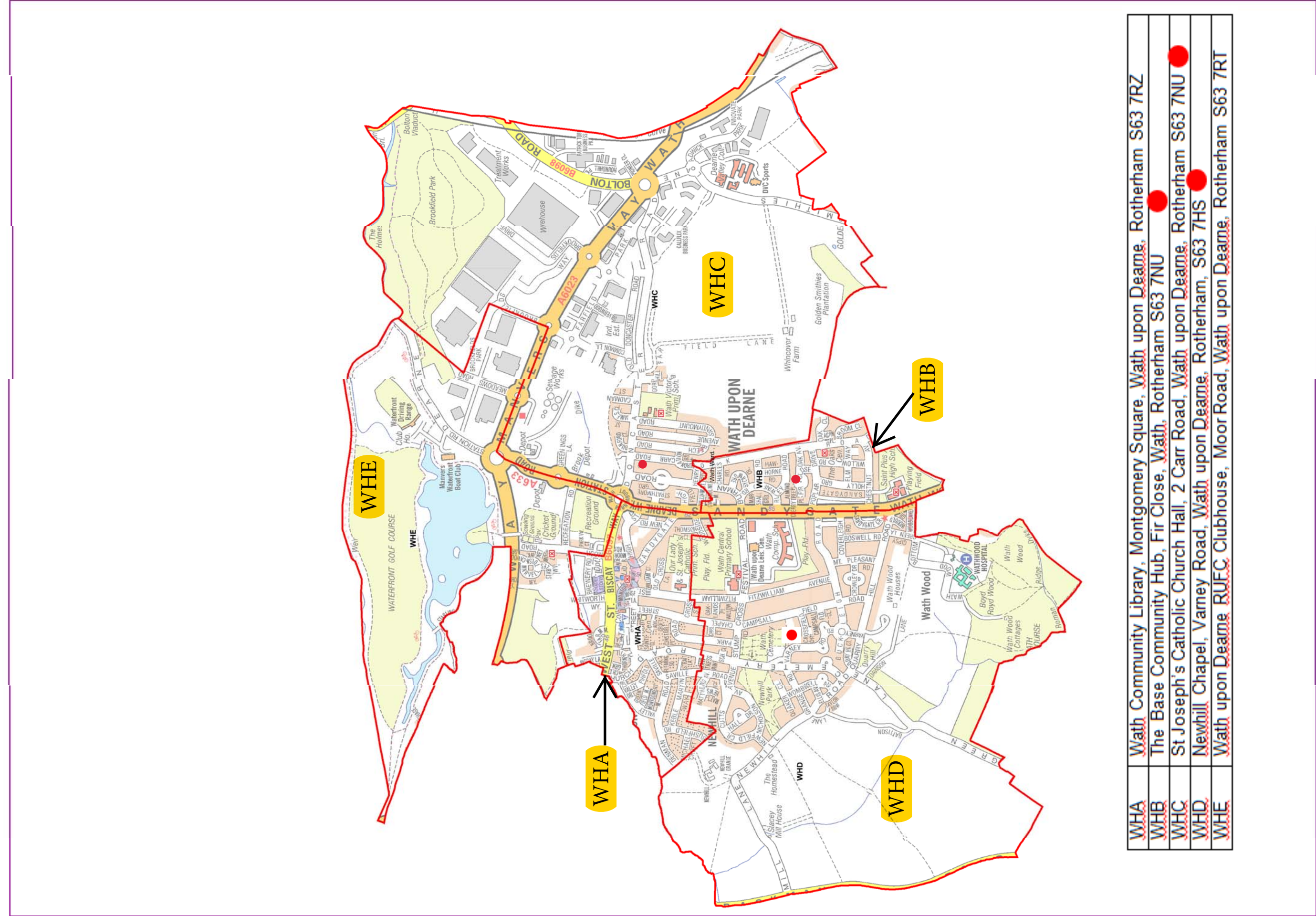
WAA	Harthill Village Hall, Winney Hill, Harthill, Sheffield S26 7YL
WAB	Wales-Kiveton Methodist Church, School Road, Wales, Sheffield S26 5QJ
WAC	Old Colliery Offices (training room), Colliery Road, Kiveton Park, Sheffield S26 6LR
WAD	Kiveton Park & Wales Village Hall, Walesmoor Avenue, Kiveton Park Sheffield S26 5RG
WAE	Peregrine Way Community Centre, Peregrine Way, Harthill, Sheffield S26 7UP
WAF	Viking Way Community Centre, Viking Way, Kiveton Park, Sheffield S26 6RX

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WHA	Wath Community Library, Montgomery Square, Wath upon Deame, Rotherham S63 7RZ
WHB	The Base Community Hub, Fir Close, Wath, Rotherham S63 7NU
WHC	St Joseph's Catholic Church Hall, 2 Carr Road, Wath upon Deame, Rotherham S63 7NU
WHD	Newhill Chapel, Vamey Road, Wath upon Deame, Rotherham, S63 7HS
WHE	Wath upon Deame RUFC Clubhouse, Moor Road, Wath upon Deame, Rotherham S63 7RT

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WYA	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
WYB	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
WYC	Listerdale Primary School, Beech Avenue, Brecks, Rotherham S65 3HN
WYD	Flanderwell Early Excellence Centre, Flanderwell Primary School, Greenfield Court, Flanderwell, Rotherham S66 2JF
WYE	Sunnyside Community Centre, Flanderwell Lane, Sunnyside, Rotherham S66 3RL
WYF	Bramley Parish Hall, Cross Street, Bramley, Rotherham S66 2SA
WYG	Blessed Trinity Catholic Church, Northfield Lane, Wickersley, Rotherham S66 2HF

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PART A - 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 (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title: Review of Polling Districts and Polling Places

Directorate:
Finance & Customer Services

Service area:
Electoral Services

Lead person:
Claire Wardle (Electoral Services Manager)

Contact number:
ext 23521

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

Under the Representation of the People Act, 1983, the Council has a duty to divide its area into polling districts and to designate a polling place for each district.

The Electoral Administration Act, 2006, as amended, introduced a duty on all Local Authorities in Great Britain to review their polling districts and polling places at least once every five years. The Council undertook the last full compulsory review

between November 2013 and December 2014. An interim review was undertaken in 2017, but a full review is required to be completed by December 2019.

The Local Government Boundary Commission carried out an electoral review of the Rotherham Borough between September 2016 and October 2017. The Rotherham (Electoral Changes) Order was made on 8th March, 2018, and the new ward boundaries will take effect at the elections in May 2020. The 2019 polling district and polling places review takes into account the impact of and the requirements for the new wards.

The Council gave public notice of the formal commencement of the review on 4th February, 2019. The consultation period for the review ran from 4 February to 26 April 2019. Public notice of the review was given, and information about the review made available on the council's website and in Customer Service Centres, Libraries and Neighbourhood Hubs. Any registered elector was entitled to make representations. As part of the review of locations, accessibility was a key criteria that was considered and the preferred options for each station are put forward on that basis.

The final proposals for polling districts and polling places are included in this report.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	x	
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	x	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>	x	
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>	x	

Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>	x	
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		x
If you have answered no to all the questions above, please explain the reason		

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 before decisions are made.

Considering equality 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 using the prompts for guidance and complete an Equality Analysis (Part B).

- **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)

The review affects all eligible electors in Rotherham (all those people registered to vote who are aged 18 or over).

The element of the review which relates to equality is the location of polling stations and the accessibility of the premises designated for polling.

The primary considerations for a review of this kind are a requirement of electoral law and are:

- The council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances, and
- The council must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled

- **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)

The polling places proposed in this review are considered to be accessible to electors who are disabled.

The proposals have no specific impact on other equality groups.

- **Actions**

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

Date to scope and plan your Equality Analysis:

n/a

Date to complete your Equality Analysis:

n/a

Lead person for your Equality Analysis
(Include name and job title):

n/a

5. Governance, ownership and approval

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

Name	Job title	Date
Bal Nahal	Head of Legal Services	23/08/2019

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	10/7/19
Report title and date	Review of Polling Places 2019 - Final Proposals 16 September 2019
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	10/7/19

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Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

New Applications for Business Rates Discretionary Relief for Rotherham Rise and Sea Cadets Core

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

No, but it has been included on the Forward Plan

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Diane Woolley, Team Leader – Local Taxation
01709 255158 or diane.woolley@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

To consider the applications for the award of a business rate discretionary relief for the organisations listed in Section 1. This is in accordance with the Council's Discretionary Business Rates Relief Policy (approved by Cabinet on 12th December 2016).

Recommendations

1. That 20% top up discretionary relief be awarded to Rotherham Rise, for the period 15th January 2019 to 31st March 2020 and to the Sea Cadets Core, Falding Street, Rotherham, S61 1JB and Off Doncaster Road, Thrybergh, Rotherham S65 4JS for the period 1st April 2019 to 31st March 2020

List of Appendices Included

Appendix 1 – Initial Equality Screening Document for Rotherham Rise
Appendix 2 – Initial Equality Screening Document Sea Cadets Core

Background Papers

Discretionary Rate Relief Policy - Approved by Cabinet on 12th December 2016

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

Council Approval Required
No

Exempt from the Press and Public
No

New Applications for Business Rates Discretionary Relief for Rotherham Rise and Sea Cadets Core

1. Background

1.1 Section 47 of the Local Government Finance Act (LGFA) 1988 conveys power on local authorities to allow discretionary relief that would be additional to the mandatory relief. This is given when the property is used wholly or mainly for charitable purposes by a charity or other non-profit body whose main objectives are charitable or benevolent, or concerned with education, social welfare, science, literature or the arts.

1.2 The Council can grant discretionary relief to:-

- Registered Charitable Organisations, including Community Amateur Sports Clubs. The relief granted is up to 20% of the rate liability as these organisations are eligible for 80% mandatory rate relief.
- Other organisations or institutions that are not established or conducted for profit and whose aims are charitable or otherwise, philanthropic, religious, concerned with education, social welfare, science, literature or fine arts. Relief can be granted up to 100% of the business rates liability.
- Properties occupied by not for profit sports or social clubs, societies or other organisations for the purposes of recreation. Relief can be granted up to 100% of the business rates liability.
- Rate relief to ratepayers – Section 47 of the LGFA 1988 was amended by Section 69 of the Localism Act 2011. This amendment gives the Council the discretion to grant relief to any other body, organisation or ratepayer, having due regard to its Council Tax payers.

1.2.1 The Council has operated a system of awarding relief through the application of a policy that was approved by Cabinet on 12th December 2016.

1.2.2 Central Government and councils share every £1 of rates due as follows:

Central Government	50%
South Yorkshire Fire and Rescue Authority	1%
Rotherham MBC	49%

1.3 Application 1 Rotherham Rise

1.3.1 The organisation provides a range of support services for women and children who have been affected by violence and abuse.

The organisation has moved to a new address and having previously received an award of discretionary relief on their old premises, are requesting relief on the new premises.

The new facility will enable Rotherham Rise to continue its work to offer support services, activities and group work with the focus being on developing self-esteem and life skills.

- 1.3.2 Rotherham Rise's application for the award of discretionary relief is considered to be in line with the Council's qualifying criteria as set out in its policy.

Service users are representative of many disadvantaged groups including the homeless, those with a disability, single parents and those at risk from substance misuse.

The provision of educational support, welfare support and counselling complements and indirectly helps manage the Council's need to do so.

- 1.3.3 The organisation is applying for discretionary relief with regard to their 2018/19 and 2019/20 rates liability. The financial implication of awarding the relief is set out in section 6 of this report.

1.4 Application 2
Sea Cadets Core, Falding Street, Rotherham, S61 1JB and Off Doncaster Road, Thrybergh, Rotherham S65 4JS

- 1.4.1 The organisation aims to offer a structured programme of training and activities, both on water and land, to develop skills in seamanship and other disciplines.

All young people, aged from 10 to 18 years are welcome to participate, and the organisation seeks to promote the development of young people in achieving their physical, intellectual and social potential via the provision of a wide range of educational and leisure time activities.

Involvement within the local community is supported and encouraged.

- 1.4.2 The Sea Cadets Core's application for the award of discretionary relief is considered to be in line with the Council's qualifying criteria as set out in its policy.

The organisation makes a nominal charge to members and encourages all young people between the ages of 10 and 18 from all social groups to participate.

The group is run by adult volunteers and makes no payment to individuals.

- 1.4.3 The organisation is applying for discretionary relief with regard to their 2019/20 rates liability. The financial implication of awarding the relief is set out in section 6 of this report.

2. Key Issues

- 2.1 To consider the applications requesting the award of discretionary relief to the organisations listed in Section 1.

3. Options considered and recommended proposal

- 3.1 Given the discretionary nature of the relief requested, the Council has the option to either award or not award a discretionary relief.
- 3.2 In helping Members make such a decision, the Council has put in place a specific Policy framework to consider individual applications. In accordance with that Policy, applications for relief (including supporting documentation) have been considered in line with the qualifying criteria and other considerations set out in that Policy.
- 3.3 In line with the Council's Business Rates Discretionary Relief Policy, having regard to the financial cost of the proposed relief, the charitable use of the premises and the contribution that these businesses make to the local community, it is recommended that an award for discretionary relief be granted to the organisations listed in Section 1.

4. Consultation on proposal

- 4.1 The recommendations in the report are based on the application of an existing policy. There has been no specific consultation carried out in relation to any individual organisations referred to within this report.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The applicant will be advised by letter of the outcome of their application for relief within 10 working days of the Cabinet decision.

6. Financial and Procurement Advice and Implications

- 6.1 The applicants have provided financial information in support of their application.
- 6.2 The total cost of granting the relief for the financial years 2018/19 and 2019/20 is set out below in paragraph 6.3 alongside the specific cost to the Council.

6.3	Year	Total Amount of Relief	Cost to RMBC
	Rotherham Rise		
	2018/19	£648.65	£317.84
	2019/20	£3,518.47	£1,724.05
	Sea Cadets Core		
	2019/20	£939.96	£460.58

7. **Legal Advice and Implications**

- 7.1 The statutory framework for discretionary relief is set out in the body of the report.

8. **Human Resources Advice and Implications**

- 8.1 No direct implications from this report.

9. **Implications for Children and Young People and Vulnerable Adults**

- 9.1 No direct implications from this report.

10. **Equalities and Human Rights Advice and Implications**

- 10.1 No direct implications from this report.

11. **Implications for Partners**

- 11.1 No direct implications from this report.

12. **Risks and Mitigation**

- 12.1. The Government has issued guidance notes to advise authorities what criteria should be used in considering applications for Discretionary Rate Relief. Authorities have been strongly advised to treat each individual case on its own merits and to not adopt a policy or rule which allows them to not consider each case without proper consideration. In cognisance of these guidance notes, the Council has formally adopted a Policy framework for considering individual discretionary business rates relief applications with the decision to award reserved for Cabinet.

13. **Accountable Officers**

Graham Saxton, Assistant Director, Financial Services

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	23/08/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	14/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	Click here to enter a date.

*Report Author: Diane Woolley, Team Leader – Local Taxation
01709 255158 or diane.woolley@rotherham.gov.uk*

This report is published on the Council's [website](#).

PART A - 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 (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title: New Application for Business Rates Discretionary Relief for Rotherham Rise

Directorate: Finance and Customer Services

Service area: Financial Services

Lead person: Graham Saxton

Contact number: 01709 822034

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify

Cabinet Report to consider an application for the award of a Business Rates Discretionary Relief

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

The report presents an application for the award of a Business Rates Discretionary Relief which has been considered in line with the policy agreed by Cabinet on 12

December 2016.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		✓
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		✓
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓
If you have answered no to all the questions above, please explain the reason		

The recommendation is to award Business Rates Discretionary Relief which would have a positive impact on the organisation and the service users. There will be no negative impact on protected groups.

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 before decisions are made.

Considering equality 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 using the prompts for guidance and complete an Equality Analysis (Part B).

- **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:	N/A
Date to complete your Equality Analysis:	N/A
Lead person for your Equality Analysis (Include name and job title):	N/A

5. Governance, ownership and approval

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

Name	Job title	Date
Graham Saxton	Assistant Director	13/08/19

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page. – **email to be established**

Date screening completed	16/07/19
Report title and date	New Application for Business Rates Discretionary Relief for Rotherham Rise - 16 September 2019 Cabinet Meeting
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	02/09/19
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk – email to be established	30/07/19

PART A - 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 (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title: New Application for Business Rates Discretionary Relief for the Sea Cadets Core

Directorate: Finance and Customer Services

Service area: Financial Services

Lead person: Graham Saxton

Contact number: 01709 822034

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify

Cabinet Report to consider an application for the award of a Business Rates Discretionary Relief

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

The report presents an application for the award of a Business Rates Discretionary Relief which has been considered in line with the policy agreed by Cabinet on 12 December 2016.

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3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		✓
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		✓
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓
If you have answered no to all the questions above, please explain the reason		
The recommendation is to award Business Rates Discretionary Relief which would have		

a positive impact on the organisation and the service users. There will be no negative impact on protected groups.

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 before decisions are made.

Considering equality 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 using the prompts for guidance and complete an Equality Analysis (Part B).

- **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**

Date to scope and plan your Equality Analysis:

N/A

Date to complete your Equality Analysis:

N/A

Lead person for your Equality Analysis
(Include name and job title):

N/A

5. Governance, ownership and approval

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

Name	Job title	Date
Graham Saxton	Assistant Director	14/08/19

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page. – email to be established

Date screening completed	16/07/2019
Report title and date	New Application for Business Rates Discretionary Relief for the Sea Cadets Core – 16 September 2019 Cabinet Meeting
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	02/09/19
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk – email to be established	30/07/2018



Public Report with Exempt Appendices
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

New Application for Business Rates Hardship Relief

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

No, but it has been included on the Forward Plan

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Diane Woolley, Team Leader – Local Taxation
01709 255158 or diane.woolley@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

To consider an application for business rates hardship relief for the premises listed in the exempt appendix to this report. This is in accordance with the Council's Discretionary Business Rates Relief Policy (approved by Cabinet on 12th December 2016).

Recommendations

1. That the application for hardship relief be refused.

List of Appendices Included

Appendix 1 – Initial Equality Screening Document
Appendix 2 – Exempt Addendum to Report

Background Papers

Discretionary Rate Relief Policy - Approved by Cabinet on 12th December 2016

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

Partially exempt – Appendix 2 is exempt under paragraph 3 (information relating to the financial or business affairs of any particular person) including the authority holding that information)) of Part I of Schedule 12A of the Local Government Act 1972, as the appendix to this report contains the applicant's business financial information.

It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information because disclosure could jeopardise the reputation of the business and place competitors at an unfair trading advantage.

New Application for Business Rates Hardship Relief

1. Background

1.1 The Council has a duty under Section 49(1) of the Local Government Finance Act (LGFA) 1988 to consider remitting or reducing rates where a ratepayer would sustain hardship if a remission or reduction was not granted and it would be reasonable to do so after taking regard of the interests of the Council Tax Payers. Hardship relief can be granted in respect of rates on occupied and unoccupied properties.

1.2 Government guidelines advise that the granting of a remission or reduction should only be done in exceptional circumstances and consideration given to the following:-

- Whether the hardship is being suffered as a direct result of unusual factors outside the control of the business
- Would not granting the relief impact on employment within the borough
- Would relief give the business an unfair trading advantage
- Whether the business is suffering due to poor financial management

1.2.1 The Council has operated a system of awarding relief through the application of a policy that was approved by Cabinet on 12th December 2016.

1.2.2 Central Government and councils share every £1 of rates due as follows:

Central Government	50%
South Yorkshire Fire and Rescue Authority	1%
Rotherham MBC	49%

1.3 Application

1.3.1 The applicant is a company who provides a pharmaceutical service and has applied for hardship relief due to extreme financial difficulty which they attribute to increased expenditure and reduced profits.

Whilst they were aware that there would be challenges ahead when they opened the business, their projections for growth and for prescription figures were over-estimated.

1.3.2 The application for the award of hardship relief does not meet the Council's qualifying criteria as set out in its policy as there is nothing to suggest that awarding relief would lead to the long term sustainability of the business.

The need does not appear to be a short-term need and the level of assistance which would be given in terms of an award to cover the business rates would have limited impact on the overall financial position of the company.

There are other pharmacies within relatively close proximity and providing assistance to one pharmacy within the borough could potentially give an unfair trading advantage over rival businesses.

- 1.3.3 The company is applying for hardship relief with regard to their 2018/19 and 2019/20 rates liability. The financial implication of awarding the relief is set out in section 6 of this report.

2. Key Issues

- 2.1 To consider the application requesting the award of hardship relief..

3. Options considered and recommended proposal

- 3.1 Given the discretionary nature of the relief requested, the Council has the discretion to either award or not award hardship relief.
- 3.2 In helping Members make such a decision, the Council has put in place a specific Policy framework to consider individual applications. In accordance with that Policy, applications (including supporting documentation) for relief have been considered in line with the qualifying criteria and other considerations set out in that Policy.
- 3.3 In line with the Council's Business Rates Discretionary Relief Policy, having regard to the financial cost of the proposed relief, the use of the premises and the contribution that this business makes to the local community, it is recommended that an award for hardship relief be refused.

4. Consultation on proposal

- 4.1 The recommendations in the report are based on the application of an existing policy. There has been no specific consultation carried out in relation to any individual organisations referred to within this report

5. Timetable and Accountability for Implementing this Decision

- 5.1 The applicant will be advised by letter of the outcome of their application for relief within 10 working days of the Cabinet decision.

6. Financial and Procurement Advice and Implications

- 6.1 The applicant has provided financial information in support of their application.
- 6.2 The total cost of granting the relief for the financial years 2018/19 and 2019/20 is set out below in paragraph 6.3 alongside the specific cost to the Council.

6.3	Year	Total Amount of Relief	Cost to RMBC
	2018/19	£4,706.46	£2,306.17
	2019/20	£3,518.83	£1,724.23

7. Legal Advice and Implications

- 7.1 The statutory framework for discretionary relief is set out in the body of the report

8. Human Resources Advice and Implications

- 8.1 No direct implications from this report

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The applicant provides a pharmaceutical service to the community. Whilst any future closure may have an impact for Children, Young People and Adults there are alternative provisions within a mile radius.

10. Equalities and Human Rights Advice and Implications

- 10.1 No direct implications from this report

11. Implications for Partners

- 11.1 No direct implications from this report

12. Risks and Mitigation

- 12.1. The Government has issued guidance notes to advise authorities what criteria should be used in considering applications for Discretionary Rate Relief. Authorities have been strongly advised to treat each individual case on its own merits and to not adopt a policy or rule which allows them to not consider each case without proper consideration. In cognisance of these guidance notes, the Council has formally adopted a Policy framework for considering individual discretionary business rates relief applications with the decision to award reserved for Cabinet.

13. Accountable Officers

Graham Saxton, Assistant Director, Financial Services

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	23/08/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	22/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	22/08/19

*Report Author: Diane Woolley, Team Leader – Local Taxation
01709 255158 or diane.woolley@rotherham.gov.uk*

This report is published on the Council's [website](#).

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PART A - 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.

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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 (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title: New Application for Business Rates Discretionary Hardship Relief for Singhs Medical Ltd

Directorate: Finance and Customer Services

Service area: Financial Services

Lead person: Graham Saxton

Contact number: 01709 822034

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify

Cabinet Report to consider an application for the award of a Business Rates Hardship Relief

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

The report presents an application for the award of a Business Rates Hardship Relief which has been considered in line with the policy agreed by Cabinet on 12

December 2016.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	✓	
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	✓	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>	✓	
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>	✓	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		✓
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓
If you have answered no to all the questions above, please explain the reason		

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 before decisions are made.

Considering equality 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 using the prompts for guidance and complete an Equality Analysis (Part B).

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

Information provided on the application form and evidence provided by the applicant has been reviewed alongside information that is already within the Adult Care, Housing and Public Health directorate.

- **Key findings**

The pharmacy is on Flanderwell Lane, serving the areas of Flanderwell and Sunnyside with opening hours from 9am to 6pm. The area has pockets of deprivation and might have households who do not have access to a private car. The area has a good bus service and on the street where the pharmacy is located there is a bus stop with buses that go to areas where alternative pharmacies are located.

There are a number of pharmacies on the edge of Flanderwell and Sunnyside, 4 pharmacies within a 1 mile distance and a further pharmacy 1.2 miles away that cover these opening hours and extended hours. A mile walking distance is used as a standard measure for access to a pharmacy in the Public Health Pharmaceutical Needs Assessment., though there is a gradient in this area for walking. Other areas in Rotherham have fewer pharmacies though overall the population in these areas may be less deprived.

In the company's initial application to open the pharmacy it was suggested that there was a need for a community pharmacy in Flanderwell and Sunnyside, however based on the information provided by the applicant the pharmacy does not seem to be very busy.

In May 2019:

- 83 prescriptions were dispensed for over 60 year olds (non care home residents)
- 33 prescriptions were dispensed for under 16 year olds
- Medication was delivered to care homes for 210 residents
- 21 dosette boxes of medication were prepared for customers

No substance misuse treatment is provided by the pharmacy.

Evidence provided by the pharmacy states they have one severely disabled patient for whom they provide medicine administration charts for their carers. They also have other disabled patients who they do not provide medicine administration charts for.

The evidence provided does not suggest that the population in this area has very different needs from other areas in Rotherham and they may currently be using the alternative provisions either in person or via a delivery service.

- **Actions**

Part B of the equality analysis would only be required to be completed in future if the pharmacy were to notify of its intention to stop trading.

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

5. Governance, ownership and approval

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

Name	Job title	Date
Graham Saxton	Assistant Director	21/08/19

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page. – email to be established

Date screening completed	30/07/2019
Report title and date	New Application for Business Rates Discretionary Hardship Relief for Singhs Medical Ltd
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	02/09/19
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk – email to be established	30/07/2019

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Local Plan: consultation on draft Supplementary Planning Documents

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

Yes

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

Ryan Shepherd, Senior Planning Officer
01709 823888 or ryan.shepherd@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

Cabinet approval is sought to undertake public consultation on the following draft Supplementary Planning Documents:

- Householder Design Guide
- Development in the Green Belt
- Equal and Healthy Communities
- Town Centre Uses and Developments
- Air Quality and Emissions
- Shop Front Design Guide

Rotherham's Local Plan provides the framework for determining planning applications. Supplementary Planning Documents provide additional detail and guidance to support policies in the Local Plan. Once adopted, they are a material consideration which can be taken into account when determining planning applications. Supplementary Planning Documents help improve planning applications, which in turn can speed up the planning process and produce better outcomes for the community.

Recommendations

1. That Cabinet approves public consultation on the draft Supplementary Planning Documents at Appendices 2 to 7.

2. That following consultation a further report be brought to Cabinet regarding adoption of the Supplementary Planning Documents.

List of Appendices Included

- Appendix 1 PART A - Initial Equality Screening Assessment
- Appendix 2 Draft Householder Design Guide SPD
- Appendix 3 Draft Development in the Green Belt SPD
- Appendix 4 Draft Equal and Healthy Communities SPD
- Appendix 5 Draft Town Centre Uses and Developments SPD
- Appendix 6 Draft Air Quality and Emissions SPD
- Appendix 7 Draft Shop Front Design Guide SPD

Background Papers

Rotherham Local Plan 2013 – 2028:

https://www.rotherham.gov.uk/info/200074/planning_and_regeneration/617/a_guide_to_the_local_plan

Adopted Statement of Community Involvement:

https://www.rotherham.gov.uk/info/200074/planning_and_regeneration/893/a_guide_to_how_you_can_influence_planning_decisions

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Name of Committee – Click here to enter a date.

Name of Committee – Click here to enter a date.

Council Approval Required

No

Exempt from the Press and Public

No

Local Plan: consultation on draft Supplementary Planning Documents

1. Background

- 1.1 Rotherham's Local Plan provides the framework for determining planning applications. Supplementary Planning Documents (SPDs) provide additional detail and guidance to support Local Plan policies. Once adopted, they are a material consideration which can be taken into account when determining planning applications. The documents also offer further assistance and clarification to applicants when preparing planning applications. SPDs provide detailed guidance to householders, agents and developers to help improve the quality of submitted planning applications, which in turn can speed up the planning process and produce better outcomes for the community.
- 1.2 Following adoption of the Local Plan Core Strategy (2014) and Sites and Policies documents (2018), a number of existing Council planning guidance documents now require updating. Several further topics where new guidance would be helpful have also been identified.
- 1.3 Priority has been given to preparing guidance which supports the delivery of new homes and other development, and updating existing guidance regularly used when considering and determining planning applications. Whilst a number of draft SPDs are in preparation, those appended to this report are now at final draft stage and can be taken forward to public consultation.
- 1.4 The Council's existing and proposed new supplementary planning documents/guidance are listed below, with an indication of the priority for their review/preparation. This list may change as guidance is reviewed and experience of implementing policies in the recently adopted Local Plan is gained.

High priority for review/preparation (the subject of this report)

- Householder Design Guide (2014)
- Development in the Green Belt (2013)
- Equal and Healthy Communities (new)
- Town Centre Uses and Developments (new)
- Air Quality and Emissions (new)
- Shop Front Design Guide (2006)

Medium priority (review/prepare after high priority SPDs are adopted)

- Affordable Housing Interim Planning Statement (2008)
- Viability and Developer Contributions (new)
- Greenspace (new)
- Transport Assessments, Travel Plans & Parking Good Practice Guidance (2014)
- Wildlife and Geology Sites (new)
- Small Scale Housing Developments (new)
- Local Skills and Employment (new)
- Flood Risk Toolkit (2011)
- Safeguarding Community Facilities (new)

Low priority (recently adopted or still current, review in due course)

- Rotherham Town Centre (2016)
- South Yorkshire Residential Design Guide (2011)
- South Yorkshire Interim Local Guidance for Sustainable Drainage Systems (2015)
- Landscape Design Guide (2014)
- Development on Land Affected by Contamination Technical Guidance (2015)
- Design Code for Rotherham Town Centre River Corridor (2005)

2. Key Issues

2.1 The draft SPDs proposed for consultation cover a range of issues. A summary of the key elements of each document is provided below.

Householder Design Guide	Guidance on householder extensions to domestic properties and the erection of buildings within the curtilage (garden area). Considers issues such as scale and proportion of development, overshadowing, privacy and materials.
Development in the Green Belt	Although there is a general presumption against development in the Green Belt, some limited development is acceptable in certain circumstances. The draft SPD assists applicants preparing planning applications for these types of development within the Green Belt, covering issues including extensions to, replacement of and conversion of existing buildings, development in Green Belt villages and other uses of land.
Equal and Healthy Communities	Supports proposals which have a positive impact upon mental and physical health and well-being, and advises applicants on how to demonstrate these considerations have informed development proposals. It includes a restriction on hot food takeaways within 800m of schools and colleges. Also includes advice for applicants on demonstrating how equalities considerations have informed development proposals. This assists in meeting the Council's obligations under the Equality Act 2010.
Town Centre Uses and Developments	Guidance on undertaking sequential and impact test assessments as required by Core Strategy Policy CS12. Provides guidance on how policies related to town, district and local centres, including primary and secondary shopping frontages, will be applied.

Air Quality and Emissions	Aimed at helping deliver national air quality objectives. Forms part of an emerging and overarching Low Emissions Strategy to reduce road transport emissions in Rotherham.
Shop Front Design Guide	Encourages good quality shop front design, the reinstatement of historic shop fronts and guidance on the provision of contemporary designs.

- 2.2 In line with The Town and Country Planning (Local Planning) (England) Regulations 2012 the Council is required to undertake public consultation on a draft SPD for a minimum of four weeks, and to take account of any comments received in preparing final documents. Once adopted by the Council these documents can then be taken into account when determining planning applications.

3. **Options considered and recommended proposal**

3.1 **Option 1: decline to take forward the SPDs**

Whilst the SPDs provide further guidance to assist those preparing and determining planning applications, there is no requirement that the Council must produce them. However, they provide valuable additional guidance to applicants by providing clarity on Local Plan policy requirements and enable the Council to refuse non-compliant planning applications.

3.2 **Option 2: do not carry out public consultation**

If no public consultation is undertaken then the final documents could still be used by the Council as informal guidance but cannot be adopted as SPD. The documents may still have some weight when determining planning applications, however any weight which could be given to the documents would be less than if they were adopted as SPD.

3.3 **Option 3: carry out public consultation on the draft SPDs**

Taking forward the documents will provide guidance to applicants, helping speed up the planning process by minimising amendments or negotiations that may be necessary following submission of planning applications. Adoption of the documents as SPD will ensure that they have more weight in planning decision-making and enable the Council to refuse non-compliant planning applications. This will give more certainty for the community and prospective developers on the Council's preferred approach to the subjects covered by SPDs. This is the recommended option.

- 3.4 Option 3 is the recommended option.

4. Consultation on proposal

- 4.1 Preparation of the draft SPDs has been undertaken by, or in conjunction and consultation with other relevant services. Community Safety and Transportation have input to the Draft Air Quality and Emissions SPD, and Public Health and Customer, Information & Digital Services have been consulted on and input into the Draft Equal and Healthy Communities SPD. The Council's Development Management service within the Planning Service have reviewed all the draft SPDs. Members were also provided opportunity to input into the draft SPDs through a presentation and seminar on 4 June 2019. A further member drop-in session will be arranged during the consultation period to allow members to raise any specific questions and provide feedback on the detail of the draft SPDs.
- 4.2 Consultation will be undertaken in line with the Council's adopted Statement of Community Involvement. This statement sets out how the Council involves the public and stakeholders in producing planning policy documents and consulting on planning applications.
- 4.3 Consultation will be undertaken via the Council's planning consultation website. This notifies interested parties (including statutory consultees, members of the public and other stakeholders) on the Local Plan consultation database and allows and encourages comments to be submitted online. A summary of the consultation plan is set out below.

Where will the draft SPDs be available to view?

The draft SPDs will be available to view on the Council's planning consultation website, with links from the Planning Policy webpage and from the corporate consultations webpage.

The documents can be viewed online at Rotherham's libraries which offer internet access (free for library members and at a minimal cost for non-members). Library staff will be briefed and are able to offer assistance if required.

Printed copies of the draft SPDs will be available to view at the Council's main offices at Riverside House during normal office hours.

How will people know about the draft SPDs?

The Council's Planning Service maintains a database of those interested in preparation of the Local Plan and other planning documents. They will be notified by email of the consultation.

Notification will also be sent to any relevant stakeholders identified whose details are not currently held on the consultation database.

The Council's Planning webpages will be updated to provide details of the consultation and how to provide comments.

A notice publicising the consultation will be placed in the local press and a press statement will be issued.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Subject to approval by Cabinet, it is proposed to undertake public consultation over a four week period from 7 October to 4 November 2019.
- 5.2 Following consultation, any comments received will be considered in producing final versions of the SPDs and a consultation feedback report produced detailing the main issues raised and how these have been addressed.
- 5.3 A further report will then be brought to Cabinet seeking adoption of the final SPDs. The timing of this report will be dependent on the volume and nature of the consultation response on the draft SPDs.

6. Financial and Procurement Advice and Implications

- 6.1 The proposed consultation will be carried out via the Council's planning consultation website and any additional costs associated with this consultation will be limited to minimal printing and advertising costs. These costs will be managed within the Service's existing approved revenue budget.

7. Legal Advice and Implications

- 7.1 Public consultation on the draft SPDs will allow the Council to ensure more robust decision-making and thus mitigate any risks of challenge. Legal advice has been sought as necessary by the relevant officers in relation to the drafting, consultation and adoption process for the SPDs.

8. Human Resources Advice and Implications

- 8.1 There are no Human Resources implications associated with undertaking consultation on the draft SPDs.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The SPDs are intended to assist in delivering the Council's strategy and policies set out in the Local Plan. These include promoting and delivering sustainable patterns of development and sustainable communities, reducing pollution and conserving and enhancing the quality of the built and natural environment. In particular, the SPDs seek to ensure that new development has regard to promoting health and well-being and ensuring equality for Rotherham's communities. In addition, the draft Equal and Healthy Communities SPD also seeks to help address obesity in younger people by restricting new hot food takeaways near to schools and colleges.

10. **Equalities and Human Rights Advice and Implications**

- 10.1 The SPDs are intended to assist in delivering the Council's strategy and policies set out in the Local Plan. These include promoting and delivering sustainable patterns of development and sustainable communities, reducing pollution and conserving and enhancing the quality of the built and natural environment. In particular, the draft Equal and Healthy Communities SPD seeks to ensure that new development has regard to promoting health and well-being and ensuring equality for Rotherham's communities.

11. **Implications for Partners**

- 11.1 The implications for partners or other directorates are mainly associated with consultation on the draft SPDs and to ensure partners and directorates are fully engaged in the process.

12. **Risks and Mitigation**

- 12.1. The Council may be open to legal challenge should the SPDs not be produced in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012. Legal advice will be sought as necessary.

13. **Accountable Officers**

Bronwen Knight, Acting Assistant Director, Regeneration & Environment

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	21/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/08/19

Report Author: Ryan Shepherd, Senior Planning Officer
01709 823888 or ryan.shepherd@rotherham.gov.uk

This report is published on the Council's [website](#).

PART A - 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 (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title: Draft Supplementary Planning Documents

Directorate:
Regeneration & Environment Services

Service area:
Planning Policy Team
Planning, Regeneration and Transport

Lead person:
Ryan Shepherd,
Senior Planning Officer

Contact number:
823888

Is this a:

☒

Strategy / Policy

☐

Service / Function

☐

Other

If other, please specify

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

Consultation is to be undertaken on draft Supplementary Planning Documents (SPDs) which provide additional guidance for implementing a range of adopted Local Plan policies. They will be used by applicants submitting planning applications across the borough. The outcome will be planning decisions which comply with relevant planning policies and which will have an impact on residents, workers, visitors or other users of any future development.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		✓
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		✓
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓

If you have answered no to all the questions above, please explain the reason

The draft SPDs are intended to provide further assistance to all applicants applying for planning permission as to how Local Plan policies will be implemented and planning decisions made. As such the documents will provide assistance to all, regardless of their protected characteristic(s).

The draft SPDs are independent of the protected characteristics of a person. There is no evidence that there will be a differential impact based on the protected characteristics of a person. However, the Draft Equal and Healthy Communities SPD provides specific

advice for developers when submitting planning applications. This will assist in assessing the impact of development on the protected characteristics and other groups, and considering any impacts on human rights.

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 before decisions are made.

Considering equality 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 using the prompts for guidance and complete an Equality Analysis (Part B).

- **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
Andy Duncan	Acting Head of Service, Planning and Building Control	9/7/2019

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	9/7/2019
Report title and date	Consultation on Draft Supplementary Planning Documents
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet - 16 September 2019
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	9/7/2019

Rotherham local plan

DRAFT Householder design guide

Supplementary Planning Document



September 2019

Introduction

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Introduction

Background and purpose

1 Permitted developments (set out in The Town and Country Planning (General Permitted Development) (England) Order 2015, as amended) allows householders opportunity to extend their property without planning permission. Those extensions that do not fall within permitted development are therefore more likely to raise neighbouring and visual amenity concerns.

2 This Supplementary Planning document (SPD) has been prepared in order to offer guidance on householder extensions to domestic properties and the erection of buildings within the curtilage (garden area). The guidance is not intended to provide information as to what requires planning permission or give information regarding land ownership issues or Building Regulations. Applicants may also wish to refer to the Government's "Permitted development rights for householders: technical guidance":

<https://www.gov.uk/government/publications/permitted-development-rights-for-householders-technical-guidance>

3 This SPD offers detailed advice and guidance in support of Local Plan policies on how best extensions can meet relevant criteria, promoting good practice and consistency of decision making. It aims to ensure that extensions make a positive contribution to the local environment and do not detract from the host property and the street scene or cause undue harm to neighbouring amenity.

4 The maximum distances for space standards quoted in this document have been derived from a comparative analysis of a range of sources including detailed research and minimum space standards adopted by a number of local authorities. They are also the same as those that can be found within the South Yorkshire Residential Design Guide which applies to proposals of 10 or more dwellings but is also a point of reference for smaller schemes and extensions.

5 The document is structured into three parts. Part 1 sets out guidance on a range of different general principles. In addition, part 2 provides examples which give further information regarding specific householder proposals (such as different types of extension, providing vehicular access, and boundary treatments). The final part provides guidance on a number of other issues.

Status

6 This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

7 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between xx and xx. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on xxxxx.

Planning policy

National planning policy

8 The NPPF makes clear that the creation of high quality buildings and places is fundamental to what the planning and development process should achieve, creating better places in which to live and work and helping make development acceptable to communities (paragraph 124).

9 Design quality should be considered throughout the evolution and assessment of proposals. NPPF (paragraph 127) also states that development should, amongst other things:

- add to the overall quality of the area;
- be visually attractive as a result of good architecture, layout and appropriate and effective landscaping;
- be sympathetic to local character and history, including the surrounding built environment and landscape setting; and
- create places that are safe, inclusive and accessible and which promote health and well-being.

Local planning policy

10 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website: <https://www.rotherham.gov.uk/localplan>

11 This guidance provides additional detail to, and should be read in conjunction with, the following policies:

CS28 Sustainable Design	which sets out a range of design considerations to which proposals should have regard.
Policy CS 30 Low Carbon & Renewable Energy Generation	which supports the use of renewable, low carbon and decentralised energy.
SP55 Design Principles	which sets out detailed design principles to which proposals should have regard.
Policy SP 56 Car Parking Layout	sets out design guidance specific to car parking.

12 As set out in Policies CS28 and SP55, the Council will have regard to a range of issues when considering planning applications, including:

- that design should take all opportunities to improve the character and quality of an area and the way it functions;
- that development proposals are responsive to their context and visually attractive as a result of good architecture and appropriate landscaping;
- the setting of the site, including the size, scale, mass, volume, height, orientation, form, and grain of surrounding development;

- the type of building materials, their colour and architectural detailing;
- whether proposals reinforce and complement local distinctiveness and create a positive sense of place;
- the creation of safe, secure and accessible environments including the use of lighting; and
- the design and layout of buildings to enable sufficient sunlight and daylight to penetrate into and between buildings, and ensure that adjoining land or properties are protected from overshadowing.

Proportion

Design guidance 1.1

The size and design of extensions should be subsidiary to the existing dwelling and allow the original building to remain dominant. Matching roof styles should be used in any new extension proposals.

It is important that an extension is in proportion with the existing house. It should not dominate the house by being bigger or higher or set much further forward (towards the street). Extending a house in that way will make it look unbalanced and incongruous, particularly if neighbouring houses are similar in design and regularly set out.

It is usually preferable for an extension to be subordinate in scale to the original house. A lower roofline, and setting back the extension behind the house's building line, will allow the existing house to remain dominant. Where an extension is to be the same height and depth as the original house the existing roofline should be carried over the extension, and the same roof style and materials should be used.

In almost all cases a flat-roofed extension will be unacceptable where clearly visible in the streetscene, unless the existing property has a flat roof. Pitched roofs are an important part of the character of houses and, wherever possible, an extension should have a pitched roof which matches the roof style of the original house.





Inappropriate extension higher than existing property and not in proportion



Inappropriate extension coming forward of the property and dominating the host property

Overshadowing

Design guidance 1.2

Extensions should not overshadow neighbouring properties to an unreasonable degree. The Council will take account of the orientation and position of neighbours' windows in relation to the extension. Where an extension would be likely to significantly reduce the amount of sunlight and/or daylight casting a shadow over private amenity space or entering the window of a habitable room (such as a kitchen, living room or bedroom) planning permission may not be granted. See 'Design guidance 2.5' for more details of how we apply a 45° rule.



Extensions close to the boundary with neighbouring properties can create excessive overshadowing especially during the winter months, casting a shadow over habitable room windows and private amenity space to an unreasonable degree

Privacy

Design guidance 1.3

Balconies, decking and windows serving habitable rooms such as kitchens, living rooms and bedrooms should be sited so that they do not directly look into the habitable windows of adjacent houses or their private gardens. To achieve this any new habitable room windows above ground floor should not be sited within 10m of a neighbours boundary and should maintain more than 21m between facing habitable room windows.

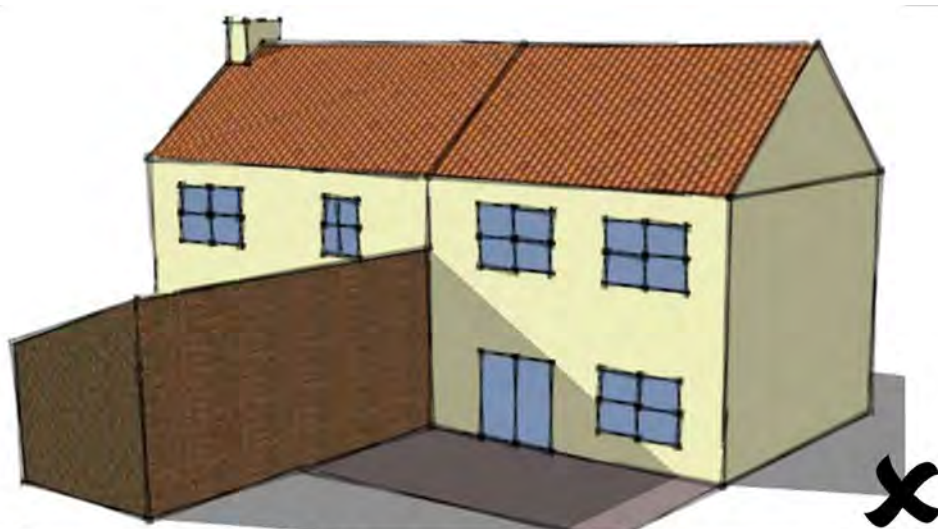


Balconies can often create overlooking, which can be avoided through careful design and screening

Outlook

Design guidance 1.4

An extension close to either a habitable room window of a neighbouring property, or to its private garden, should not have an overbearing effect on that property or an unreasonable effect on its outlook.



A mono pitched roof design can often create an overbearing effect in addition to potentially reducing daylight. Mono pitched roofs should be avoided close to boundaries with neighbouring properties.

Architectural detail

Design guidance 1.5

Architectural details such as lintels, cills, bonding and coursing present in the existing property should be replicated in proposed extensions. The arrangement of windows, their size, material and opening style should reflect the existing design and maintain a similar solid to void ratio.



This drawing represents an inappropriate side extension with a poor match of brickwork and roof tiles. Even small variations in materials can look out of place.

The design has no regard for the host property and the window arrangement has been designed to meet internal requirements rather than reflect the regular arrangement on the host property.

Materials

Design guidance 1.6

Extensions should be constructed in matching materials to match the host property. Bricks and stonework should be coursed and pointed to match the existing details. Tiles should match the existing tiles in terms of material, texture, size and colour.



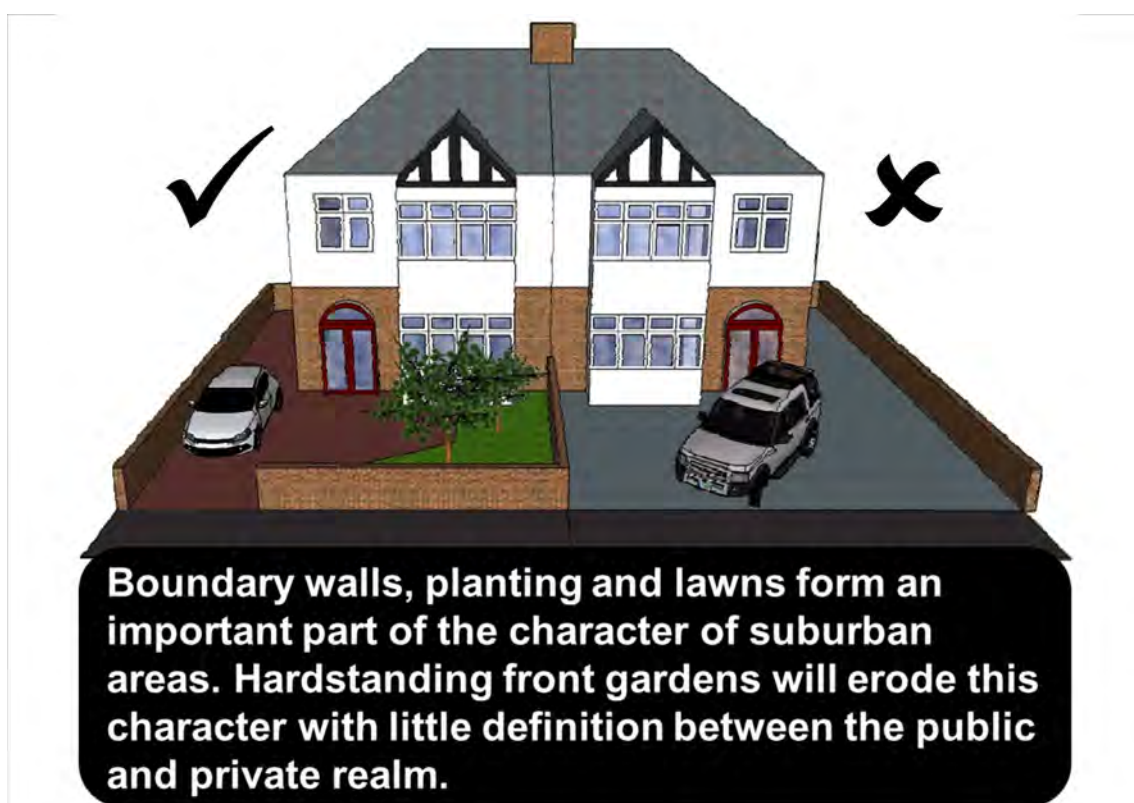
This drawing represents an inappropriate side extension with a poor match of brickwork and roof tiles. Even small variations in materials can look out of place.

The design has no regard for the host property and the window arrangement has been designed to meet internal requirements rather than reflect the regular arrangement on the host property.

Garden space

Design guidance 1.7

Adequate private amenity space should be maintained in any extension proposals. This means maintaining private gardens of two bedroom houses of at least 50 square metres and for three or more bedroom houses, 60 square metres. Where new parking areas are proposed, landscaping should be maintained and provided to soften the impact.



Conservatories

Design guidance 2.1

Conservatories are normally an acceptable feature on the rear elevation of domestic properties and in some instances on side elevations. Conservatories are generally not an acceptable feature on front or principle elevations, on barn conversions and at first floor level. Where conservatories are close to the boundaries of neighbouring properties obscure glazing or a brick wall should be used to prevent direct overlooking. On semi detached and terraced properties, and where they are on or close to a boundary, they should not project more than 4m beyond the neighbouring properties rear elevation.

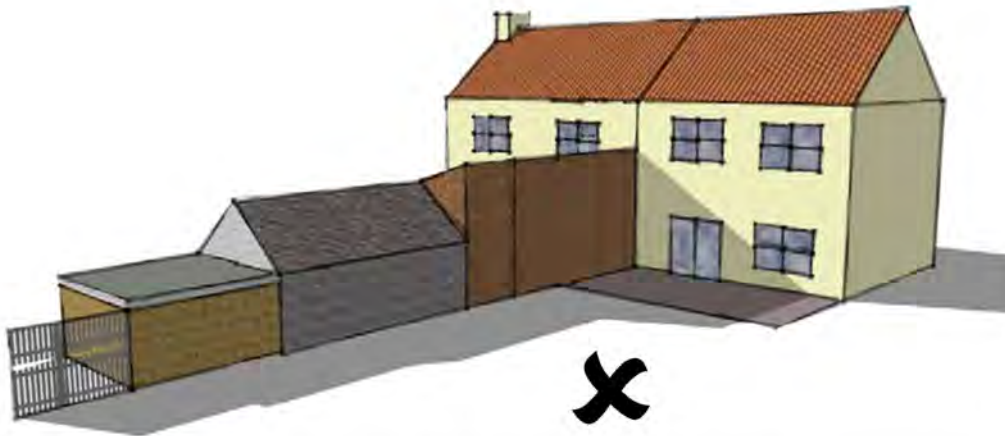


Conservatories are generally not a suitable feature on front or principle elevations and tend to look out of place in the street scene.

Single storey rear extensions

Design guidance 2.2

Single storey rear extensions are generally an acceptable feature on domestic properties and the current permitted development rights allow for some extensions to be constructed without planning permission. Single storey rear extensions, on or close to a boundary, should project no more than 4m from a neighbouring property's existing rear elevation.



The cumulative impact of single storey side extensions can have an overbearing impact upon neighbouring properties. Mono pitched extensions should also be avoided.

Single storey side extensions

Design guidance 2.3

Single storey side extensions are generally an acceptable feature on domestic properties and the current permitted development rights allow an extension to be constructed without planning permission up to half the width of the original house. The Council will be critical of side extensions of excessive width and for a single storey extension this should not exceed more than $\frac{2}{3}$ the width of the original house. In addition, for side extensions on corner plots or where the extension would project towards a highway, a single storey extension should retain as a minimum, a 1m landscaping strip between the existing dwelling and the highway.



Side extensions coming between the house and a highway should be set back from the public highway by at least 1m.

Side extensions should not exceed $\frac{2}{3}$ the width of the original house.

Front extensions and porches

Design guidance 2.4

Front extensions are eye catching and can significantly alter the appearance of a building. In general, bay windows should be retained and on terraced and semi detached properties single storey extensions that extend across the entire frontage and two storey front extensions will normally be refused. The impact on the amenities of the neighbouring property should also be considered and any front extension should project no more than 2m, or 1m where it is within 2m of a neighbouring window. Porches should be individually designed to follow the character of the existing building and the introduction of features such as classical columns, pediments and rustic timbers etc will not be accepted unless they are a feature of the original house. Front extensions should not harm the character and appearance of the host property or be of a design out of keeping with others in the street.



A small modest front porch is acceptable on the majority of dwellings. A pitched roof should improve both the appearance and longevity of a porch extension. The introduction of features such as classical columns, pediments and rustic timbers will not be accepted unless they are a feature of the original house.



Large single storey front extensions often fail to respect the character of host properties and damage the appearance of the overall street scene.



Two storey front extensions look out of keeping on semi detached properties and can often create conflicting focal points and a disorderly street scene.

Two storey side extensions

Design guidance 2.5

Two storey side extensions should generally be set back by a minimum of 0.5m at first floor level on the front elevation, with the roof set down and back from the main body of the house. This is in order to create a subservient extension and to prevent it unbalancing a pair of semi-detached properties. In addition the roof style of the extension should match that of the host property. Where the semi is hipped, the extension should have a hipped roof and likewise with a gable roof. On a gabled property it may be acceptable to create a flush extension, not set back from the main body of the dwelling, providing it would not cause a serious terracing effect, but details of the bricks and tiles to be used should be submitted with the application, so as to assess their ability to blend in with the host property.

As with single storey side extensions, the Council will be critical of two storey side extensions of excessive width. Any such extension should not exceed more than half the width of the original house. In addition, on corner plots or where the extension would project towards a highway, the Council will not normally grant planning permission for an extension which takes up more than half of the available width between the side of the house and the highway.

A two storey extension should not come within 12m of a ground floor principle habitable room window of a neighbouring property.

Where an extension is built on a driveway, at least 5m between the front of the extension and the front boundary with the footpath should be left. This will allow space for a car to park in front of the extension, which is important in keeping on-street car parking to a minimum. The Council is likely to be critical of a proposal if on-site car parking space is restricted whilst increasing the living accommodation in the house. Any additional front parking should be hard surfaced in either porous material or be drained to a separate soakaway, and at least one third of the front garden area should be left for planting.



Unacceptable terracing effect created by inappropriate extensions, eroding the suburban character of the street.



A small first floor setback and hipped roof can minimise the terracing effect maintaining the suburban character and semi detached style of property.

A subservient extension set back from the main body of the house will usually achieve the best results allowing the host property to remain dominant and minimising any clash in materials.



A gabled roofed extension of a hipped roof property will look out of place and unbalance a property. A flush extension will also increase the likelihood of an awkward match in materials

A modern flat roof style extension will not usually be appropriate and will look out of keeping with the host property. It is usually best that any extension is designed in the same architectural style and materials as the host property.



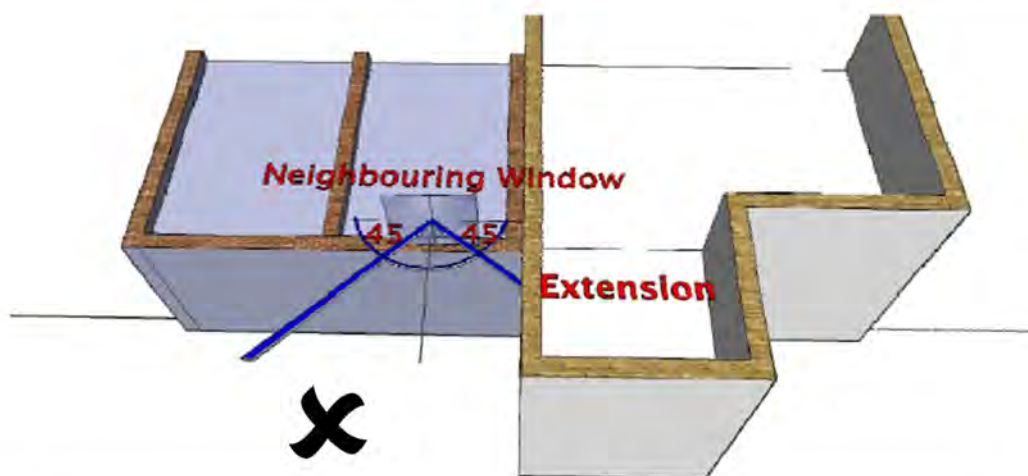
Two storey rear extensions

Design guidance 2.6

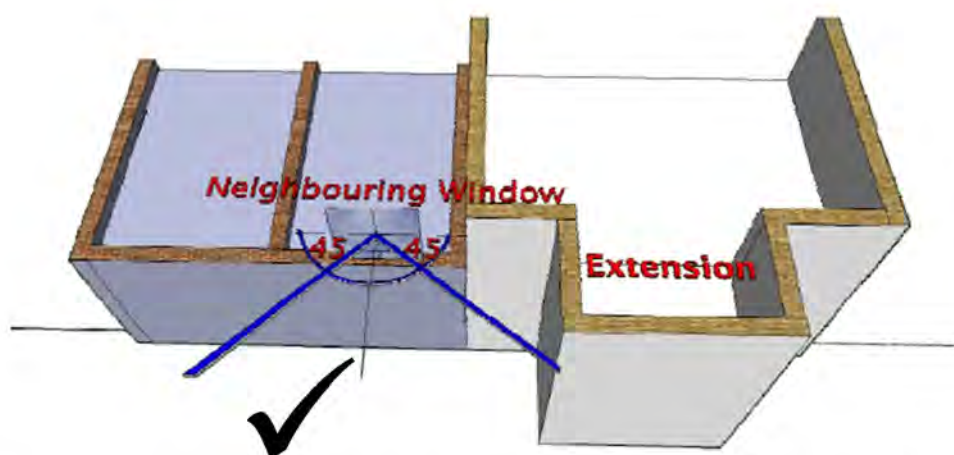
Two storey rear extensions should be designed so as not to come within a 45° angle of the nearest neighbouring rear elevation habitable room window (measured from the centre of the window). The Council will protect the outlook from a habitable room window for up to 10m, beyond this distance the impact is likely to be acceptable. The extension should not be a disproportionate addition to the host property and in general should not exceed 3m if close to a shared boundary or 4m elsewhere. It should also include a similar roof design. For the purposes of privacy and avoiding an 'overbearing' relationship, a minimum distance of 21m between facing habitable room windows and 10m from a habitable room window to a neighbour's boundary should be maintained. A two storey extension should also not come within 12m of a ground floor habitable room window of a neighbouring property.



The Council will protect the outlook from a habitable room window for up to 10m; beyond this distance the impact is likely to be acceptable.



A rear extension close to a neighbour's habitable room can create an unacceptable loss of daylight and create an oppressive overbearing impact.



Setting an extension away from a habitable room window will reduce any potential loss of daylight and appear less overbearing to the neighbour.

Garages and outbuildings

Design guidance 2.7

Garages should generally be restricted to rear and side gardens where they may benefit from permitted development. Garages that require permission should not be of an excessive size and height and the use of concrete sectional garages should be avoided in prominent locations visible from the public highway. The Council will not be supportive of garages in front gardens unless it can be demonstrated that no harm to the street scene will occur.



Garages are rarely appropriate in front gardens and can spoil street scenes and reduce surveillance of the public realm to the detriment of crime prevention.

Making access for a vehicle

Design guidance 2.8

In most cases, making an access to a property for a vehicle means lowering the kerb outside the property. It also usually involves various works within the property, such as removing a front wall, fence or hedge and laying a drive or hardstanding.

Most such vehicular accesses are exempt from planning control. However, Conservation Area Consent, Listed Building Consent and authorisation under the Highways Act may be required. This should be checked before any work is carried out on site. Where planning permission is needed, the Council will want to make sure that the access is as safe as possible. The location of the access, and the visibility it provides for drivers using it, will be considered. On particularly busy roads, the Council may decide that an access would not be safe unless a turning space is provided on the property, so that cars do not have to reverse into the road. If this is not possible, or if there are other traffic hazards that cannot be overcome, permission may be refused. New hardstandings should be porous or drained in a sustainable manner avoiding water flowing in to the public highway or main drains.

Dependant relative annex

Design guidance 2.9

The Council is sympathetic towards the wishes of people who wish to provide ancillary accommodation for a dependant relative. Frequently, this will mean adding an extension to the family house, to provide semi-independent living accommodation for the elderly person, disabled relative, son or daughter. Most such extensions are subject to planning control, and to the same rules as any other house extension.

When dealing with any planning application for a "dependant relative annexe" the Council will consider whether the additional accommodation to be provided exceeds what is reasonably necessary for the occupant. Typically this will be limited to a single storey one bedroom unit not exceeding 50m², where the host property has a garden of sufficient size to accommodate such an addition without harming neighbouring amenity or the host property's amenity.

An annex should be linked to the host property to allow its conversion to other ancillary uses should the dependant relative move on. In certain circumstances a slightly larger annexe may be acceptable to provide adequate wheelchair access.

Planning permission is not likely to be granted for large detached annexes with little relation to the host property, as the Council does not wish to allow annexes which could easily be adapted to independent dwelling units.

This is because most "dependant relative annexes" are on conventional houses or bungalows, and share access, car parking and gardens with the "host property", and for this reason are not suitable for use as independent dwelling units.

All of the above guidelines apply also to any proposal to build a free-standing building in a residential curtilage for use as a "dependant relative annexe". The conversion of an existing outbuilding in a residential curtilage to a "dependant relative annexe" may not need planning permission.



Extra living accommodation should be single storey, have one bedroom only and not exceed 50 m² in floor area. On smaller properties dependant relative annexes may have to be smaller and may not always be appropriate.

Boundary walls and fences

Design guidance 2.10

Planning permission will be required for any boundary wall or fence which is higher than 1m and adjacent to a highway used by vehicular traffic. In this instance, 'adjacent to a highway' means within 1m of the highway. Elsewhere, walls and fences will require permission if they exceed 2m in height.

Where permission is required, careful consideration of the location and choice of materials should be used as the wall or fence can have a significant effect on neighbours' properties and can be a prominent feature in the street scene. The following points should be considered: Visibility at the entrance to a drive is important in road safety terms, especially for pedestrians passing your house. A fence or wall on a side boundary can easily obstruct visibility to a drive.

The use of good-quality materials will greatly improve the appearance of the fence or wall. A structure of utilitarian appearance, especially at the front, will spoil the look of the house. Hedges are very attractive garden features if properly cared for. If they are allowed to get out of control they can become unsightly and a nuisance to neighbours and passersby on the street. Neighbours can cut back overhanging growth, and the Council can take action against a householder under the Highways Act, 1980, if a highway (including a footpath) is obstructed by an overgrown hedge.



High front boundary walls create a poor street scene and can be visually oppressive.

Roof alterations

Design guidance 2.11

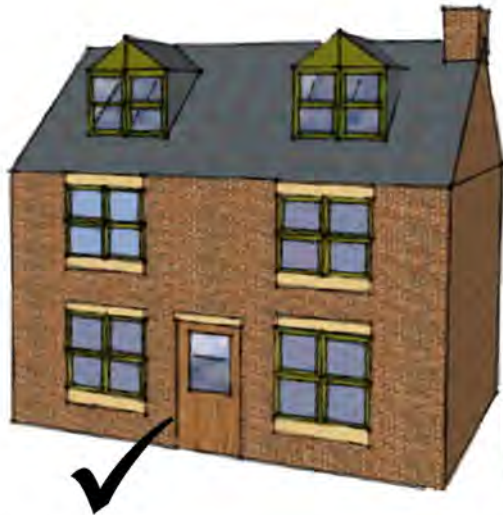
Loft conversions, or rooms in the roof-space, are often advertised as a simple way of providing extra living space. However, there can be problems. The following points should be considered:

Increased overlooking of neighbours' properties can be a problem, especially with a bungalow where dormer windows in the loft can overlook previously private areas. The Council will be critical of all proposals which have a significant effect on neighbours' privacy.

Roof lights are cheaper to install and maintain, and will have less visual impact on the appearance of a house. They will also reduce possible overlooking problems.

Where a dormer is to be built on a front elevation, it should be modest in size relative to the size of the roof and should be designed to reflect the architectural character of the house. The Council will be critical of front dormers if they are an uncommon feature in the locality or would appear out of character on the host dwelling. Dormer cheeks should be clad in tiles or slates to match those on the roof. Pitched roofed dormers will normally be preferable on a front elevation, and are likely to be more durable than flat-roofed dormers.

The conversion of an existing hipped-end roof into a gable, in order to allow extra space for a loft conversion, can make a house look odd and unbalanced, particularly if it is semi-detached or the houses in the area are generally of uniform or similar in design.



Large flat roof dormers look out of place and rarely respect or improve the appearance of the host property. The use of U-PVC cladding will accentuate the appearance of a dormer and over time may discolour or stain. A large flat roof will also create an awkward and long term expensive maintenance problem.

Dormers should be modest in size and evenly positioned on a roof slope. The use of tile or lead cladding and pitched roofs will minimise the visual appearance of dormers and reduce long term maintenance costs.

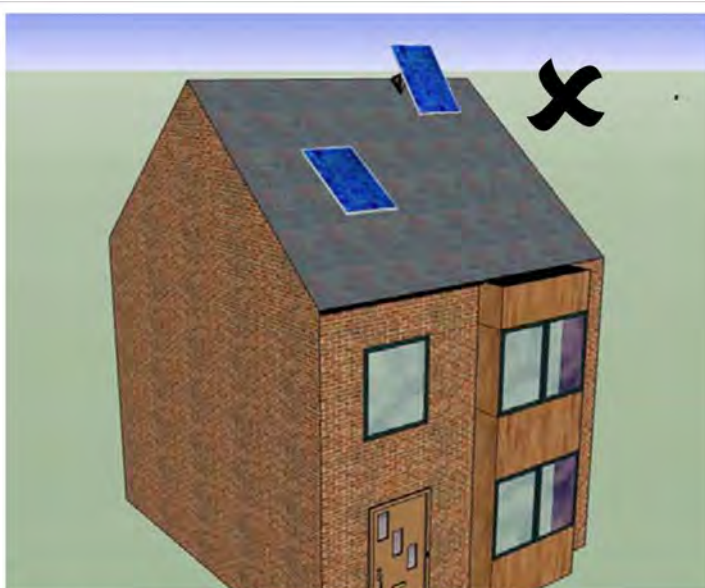


A hip to gable extension rarely looks acceptable and on a semi detached property can create an awkward imbalance. Front dormers may not be acceptable on semi detached properties and in areas with no existing front dormers.

Renewable energy / technology

Design guidance 2.12

The Council will support proposals for renewable technologies on residential properties, unless there is clear evidence that the equipment will have a severe effect upon neighbouring amenity or where the impact upon the host property and street scene is so severe as to outweigh the benefits of carbon reduction.



Solar panels should be evenly positioned and fitted flush with the roof slope and should not protrude above the ridge height.

Making a bungalow into a two storey house

Design guidance 2.13

It is not the Council's usual practice to support bungalows being altered to two-storey houses, as in most cases this would have a serious effect on neighbours' amenity and on the appearance of residential areas. The Council will consider such proposals for "upward extensions" very carefully, having regard to the following guidelines:

Where a bungalow is semi-detached or terraced, the Council will not grant planning permission for an upward extension.

Planning permission may be granted for an upward extension on a detached bungalow in certain circumstances:

- i. where the dwellings in an area are of varied types, with little uniformity of design and layout, and there is already a mix of single storey and two-storey dwellings, and
- ii. where new habitable room windows at first-floor level would be more than 21 metres from habitable room windows of existing dwellings to the front, side or rear and more than 10m away from a neighbours boundary.

Where an upward extension is considered acceptable in principle, it is essential that it be designed to minimise the effect on neighbours' properties by overshadowing and overlooking.

Furthermore, the most appropriate design solution will depend on the design of the property and neighbouring properties. It may be appropriate to create a "dormer bungalow", by building a more steeply-pitched roof with dormer windows in it. Dormers should be modest in size, relative to the size of the roof, and should be designed to reflect the architectural character of the house. Dormer cheeks should be clad in tiles or slates to match those on the roof. The dormers should not project above ridge level, and should be small proportionate pitched roofed dormers rather than flat roofed.



Other issues

Site boundaries

13 Applicants should make sure that no part of an extension including rainwater goods, foundations, canopies and overhangs extend beyond the site boundary. Such boundary disputes, although not a planning consideration, can often lead to lengthy and expensive civil disputes between neighbours.

Party Wall Act

14 Applicants should be aware that the planning process does not address issues raised by the Party Wall Act, where a neighbour's consent may be required prior to carrying out building works close to the boundary of your property, albeit on your land.

Crime prevention

15 It is important to consider at an early stage the impact the proposal may have on the security of a dwelling and neighbouring properties. Security measures should be unobtrusive and designed as an integral part of the overall scheme. Opportunities to break in, such as flat roofed areas providing easy access to first floor windows, should be avoided. Extensions and high walls that block the surveillance of the public realm should also be avoided.

Trees and hedges

16 Important trees and hedges may need protecting during the construction period and the Council may include relevant planning conditions in any approval requiring applicants to do so. Trees within Conservation Areas, and trees protected by Tree Preservation Orders cannot be felled or pruned without the consent of the Planning Local Authority.

Sustainability

17 Current Building Regulations require new extensions to be built to a high standard and to be well insulated. New extensions can also offer the opportunity for residents to introduce new renewable technologies such as solar panels in order to reduce the carbon footprint of a property and reduce running costs.

Flood risk

18 Extensions within a zone of medium to high risk flooding will require a Flood Risk Assessment. Applicants should consider designing extensions to cope with possible flooding as well as considering how their own proposals, such as hardstandings, may increase the likelihood of flood occurring.

Wildlife

19 Birds and bats are protected under the Wildlife and Countryside Act 1981 and it is a criminal offence to deliberately capture, injure or kill a bat, intentionally or recklessly disturb a bat in its roost or deliberately disturb a group of bats, damage or destroy a bat roosting place (even if bats are not occupying the roost at the time) or intentionally/recklessly obstruct access to a bat roost. Where bats or birds have been found present in a building adequate care should be taken to protect nesting sites and where necessary construction work should be delayed to avoid nesting or hibernation periods. Where necessary bat and/or bird boxes should be provided within extensions or alterations to mitigate the loss of wildlife habitat.

Contact details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

https://www.rotherham.gov.uk/forms/200074/planning_and_regeneration

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy Team, Planning, Regeneration and Transport,
Regeneration & Environment Services, Rotherham Metropolitan Borough
Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

https://www.rotherham.gov.uk/forms/200074/planning_and_regeneration

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport,
Regeneration & Environment Services, Rotherham Metropolitan Borough
Council, Riverside House, Main Street, Rotherham, S60 1AE

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Rotherham local plan

DRAFT **Development in the Green Belt** **Supplementary Planning Document**



September 2019

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Introduction

Background and purpose

1 There are specific reasons for including land within the Green Belt, such as to prevent towns and settlements from spreading into the countryside (urban sprawl). This is achieved by restricting the type of development that can be built in Green Belts. This guidance has been prepared to assist applicants when preparing planning applications for land or buildings within the Green Belt. It explains our policy on developments in Green Belts and how we will assess proposals for particular types of development.

Status

2 This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

3 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between **xx** and **xx**. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on **xxxxx**.

Planning policy

National planning policy

4 National policy on Green Belts is contained within the National Planning Policy Framework (NPPF) which sets out what developments are appropriate. Any other form of development is inappropriate and will only be allowed in very special circumstances. These circumstances will not exist unless the potential harm to the Green Belt by reason of inappropriateness, and any other harm, is clearly outweighed by other considerations. Developments should also have minimal impact on the openness of the Green Belt. The NPPF notes that the most important attribute of Green Belts is their openness.

5 The NPPF makes clear that the creation of high quality buildings and places is fundamental to what the planning and development process should achieve, creating better places in which to live and work and helping make development acceptable to communities (paragraph 124).

6 Design quality should be considered throughout the evolution and assessment of proposals. NPPF (paragraph 127) also states that development should, amongst other things:

- add to the overall quality of the area;
- be visually attractive as a result of good architecture, layout and appropriate and effective landscaping;
- be sympathetic to local character and history, including the surrounding built environment and landscape setting; and
- create places that are safe, inclusive and accessible and which promote health and well-being.

Appropriate and inappropriate development

NPPF provides guidance on the types of development that are appropriate in the Green Belt:

Paragraph 145: A local planning authority should regard the construction of new buildings as inappropriate in the Green Belt. Exceptions to this are:

- a. buildings for agriculture and forestry;
- b. the provision of appropriate facilities (in connection with the existing use of land or a change of use) for outdoor sport, outdoor recreation, cemeteries and burial grounds and allotments; as long as the facilities preserve the openness of the Green Belt and do not conflict with the purposes of including land within it;
- c. the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building;
- d. the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces;
- e. limited infilling in villages;
- f. limited affordable housing for local community needs under policies set out in the development plan (including policies for rural exception sites); and
- g. limited infilling or the partial or complete redevelopment of previously developed land, whether redundant or in continuing use (excluding temporary buildings), which would:
 - not have a greater impact on the openness of the Green Belt than the existing development; or
 - not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified

Paragraph 146: Certain other forms of development are also not inappropriate in the Green Belt provided they preserve its openness and do not conflict with the purposes of including land within it. These are:

- a. mineral extraction;
- b. engineering operations;
- c. local transport infrastructure which can demonstrate a requirement for a Green Belt location;
- d. the re-use of buildings provided that the buildings are of permanent and substantial construction;
- e. material changes in the use of land (such as changes of use for outdoor sport or recreation, or for cemeteries and burial grounds); and
- f. development brought forward under a Community Right to Build Order or Neighbourhood Development Order.

7 It should be noted that this does not include new detached outbuildings (such as detached garages at residential properties) or boundary walls/fences.

Local planning policy

8 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website: <https://www.rotherham.gov.uk/localplan>

9 This guidance provides additional detail to, and should be read in conjunction with, the following policies:

CS4 Green Belt	which confirms that land within the Rotherham Green Belt will be protected from inappropriate development.
CS9 Transforming Rotherham's Economy	which supports a range of measures to improve economic performance, including rural farm diversification.
CS28 Sustainable Design	which sets out a range of design considerations to which proposals should have regard.
SP2 Development in the Green Belt	which set out more detailed general guidance relevant to proposals within the Green Belt.
SP3 Rural Workers Dwellings in the Green Belt	which will be relevant to proposals which seek to provide accommodation for rural workers.
SP4 Extensions to Buildings in the Green Belt	which sets out specific guidance relevant to proposed extensions.
SP5 Alternative Uses for Buildings within the Green Belt	which will be relevant to proposals seeking to deliver a change of use or conversion of existing buildings.
SP6 Replacement Buildings in the Green Belt	which sets out policy specific to proposals seeking to replace existing buildings.
SP7 New Agricultural or Forestry Buildings or Structures in the Green Belt	which sets out how new agricultural or forestry related developments will be considered.
SP8 Infilling Development within the Green Belt	which provides policy guidance for infill of developments within Green Belt villages.
SP9 Previously Developed Sites within the Green Belt	which will be relevant to proposals on previously developed (i.e. brownfield) land.
SP10 Proposals for Outdoor Sport, Outdoor Recreation and Cemeteries in the Green Belt	which sets out the Council's policy on the provision of new outdoor sport, outdoor recreation and cemeteries.
SP55 Design Principles	which sets out detailed design principles to which proposals should have regard.

General guidance

Green Belt guidance 1

General guidance

Any development in the Green Belt should have a minimal effect on the openness and appearance of the Green Belt. The physical effect buildings and structures have on the Green Belt depends on factors A to E listed below. By considering each of these factors, the physical effect a development has on the Green Belt can be reduced.

A. Size

10 The size of a building or structure, which should be thought of in terms of its total volume, should be kept to the minimum size necessary for meeting appropriate needs.

B. Design

11 New buildings and structures must not stand out too much. Materials, colours, construction methods and building styles should fit in with the traditional building styles of the area, and should not form a prominent feature in the landscape.

C. Position and screening of the development

12 New developments should be placed where they have least effect on the landscape, avoiding prominent locations, and should use structures, individual buildings or groups of buildings as screening where appropriate. If your proposal is unacceptable because of its size, design or position, you cannot make it acceptable by planting trees as screening.

D. Enclosures

13 Any enclosure (wall, fence, hedge, and so on) should be the minimum size necessary and should be appropriate to its location in terms of materials and style. It is preferable to plant a hedge of native species (for example, hawthorn) rather than to use fences or walls which give a built-up appearance to an area. Fences and walls may be acceptable within settlements that have a tradition of using them instead of hedges.

E. Lighting

14 We will not allow proposals for floodlighting in the Green Belt unless you can show that the lighting will not detract from the character of the Green Belt. (Lighting can detract from the character and openness of the Green Belt through 'light spillage', 'light glare' and 'sky glow' - see appendix 2.) You can reduce or remove these effects by using a lower strength light source and a cover which surrounds light to focus light onto a specific area.

Extensions to existing buildings

15 This section provides guidance on extensions to all types of buildings, including outbuildings such as residential garages. If you want to extend a building in the Green Belt, you should follow the principles laid out in this guidance note.

Green Belt guidance 2

Extensions to existing buildings

An extension should not exceed more than 33% of the volume of the original building.

Key policy reference: SP4 Extensions to buildings in the Green Belt

16 The NPPF (at paragraph 145) states that limited extensions of existing buildings can be acceptable if they do not result in 'disproportionate additions over and above the size of the original building'. The NPPF defines 'Original building' as: "A building as it existed on 1 July 1948 or, if constructed after 1 July 1948, as it was originally built."

17 We will take account of the degree to which your building has already been extended, and the effect of any further extension. You will need to consider several factors, such as the design, form and size of your extension.

18 In respect of residential properties, any outbuilding (where built at the same time as the original building, or if in existence prior to 1 July 1948) that is within 5 metres of the original dwelling will be counted as part of the volume of the original dwelling. As such, it will not be afforded its own 33% extension 'limit' as any extension to it would be considered as part of the overall volume of the original dwelling and all original outbuildings within 5 metres. Any outbuilding to be considered should be of permanent and substantial construction.

19 It is very likely that once your building has been extended by more than 33% of its original volume, any further increase in volume would have an adverse effect on the Green Belt. Such an increase would constitute a 'disproportionate' extension and therefore represent inappropriate development. You would need to demonstrate the 'very special circumstances' to extend by more than this. Even if the volume of your proposed extension stays within 33%, the size, form and materials of the extension must also be appropriate to your original building and its setting. Details of how to work out the volume of a building are given in Appendix 1.

20 Where a proposed extension is to be physically attached to an existing outbuilding, the volume of that outbuilding will be counted towards the 33% if the outbuilding was built after the original dwelling.

21 Extensions must be compact and fit in with, rather than take over, the original building. It may be preferable to fill in space between existing parts of it rather than to extend beyond its footprint. Avoid extensions that increase the length of the building's longest side. When we consider your proposals we will also take account of the extension's effect on the character and appearance of the

surrounding area. An extension which may be acceptable in an existing housing development may not be so in the open countryside.

22 For large-scale proposals, particularly those in the open countryside, we will take account of the intended purpose of the extension. If your proposal is to bring an unimproved small home up to modern standards, this may represent a 'very special circumstance' to justify an extension over and above the 33% limit. A further example of a very special circumstance to justify an increase of more than 33% could be where you are planning on removing lawful outbuildings (providing they are of permanent and substantial construction) which harm the openness of the Green Belt, unless they would have to be removed as a consequence of the proposed development when no allowance would be made.

23 It may be possible to allow an extension greater than 33% of the volume of the original dwelling if the outbuilding to be removed as a consequence of the development is greater than 33% of the volume of the original dwelling itself and the resultant extension is no larger than the outbuilding or extension that it is replacing.

24 If we do grant planning permission for an extension greater than 33% of the volume of the original building because of the removal of outbuildings, it is likely that we will also remove permitted development allowances for both further extensions and outbuildings.

25 In addition, we are also likely to remove permitted development rights where the extension(s) results in a volume increase in excess of 20% of the original volume in order that subsequent extensions can be adequately controlled.

26 Generally, all extensions should satisfy the following criteria:

- together with all previous extensions be subsidiary to the original building, not dominate, and be sympathetic in terms of size, scale and design;
- have a minimal visual impact on the local setting and amenity;
- involve minimal intensification and urbanisation of the site; and
- be sympathetic in architectural design in relation to the original building.

Creating extra units of accommodation

27 You should not see an extension as a way of getting planning permission for a separate home (which would not be allowed under Green Belt policy). A proposed extension should not, by itself, or together with any existing dwelling, create a building which would be readily capable of conversion into more than one dwelling, or which would facilitate the future formation of a separate residential curtilage. Under such circumstances we will treat it in the same way as we treat applications for a new home.

Replacement buildings

28 The NPPF (paragraph 145) states that the replacement of buildings (including dwellings) in the Green Belt is not inappropriate provided that the replacement building is not materially larger than the existing building (including any extensions) and is in the same use.

Green Belt guidance 3

Replacement buildings

A replacement building should not exceed more than 10% of the volume of the existing building.

Key policy reference: SP6 Replacement Buildings in the Green Belt

29 Policy SP6 establishes that the Council considers that an increase in excess of 10% of the volume of the existing building would make the replacement building materially larger and, therefore, inappropriate development in the Green Belt and you would need to demonstrate the very special circumstances to justify it. An example of a very special circumstance to justify an increase of more than 10% could be where you are planning on removing lawful outbuildings within the curtilage of the building which spoil the openness of the Green Belt. Any outbuilding to be considered should be of permanent and substantial construction.

30 If we do grant planning permission for a replacement building greater than 10% of the volume of the existing building because of the removal of outbuildings, it is likely that we will also remove permitted development allowances. If the outbuildings were within 5m of the original building, permitted development is likely to be removed for further extensions, and also possibly for outbuildings. If the outbuildings were more than 5m away from the building, it is likely that we would remove permitted development allowances for further extensions AND outbuildings.

31 In respect of residential properties, any outbuilding that is within 5 metres of the existing dwelling will be counted as part of the volume of the existing dwelling. As such, it will not be afforded its own 10% replacement volume 'limit' as any replacement building would be considered as part of the overall volume of the existing dwelling and all existing outbuildings within 5 metres. Any outbuilding to be considered should be of permanent and substantial construction.

32 Where larger replacement buildings are accepted, permitted development rights are likely to be removed in order that future extensions can be controlled so as to minimise the impact on the openness of the Green Belt. Any subsequent application for an extension to a replacement building will be judged on the volume of the building that it replaced, as originally built, for the purposes of judging whether it is disproportionate or not.

33 We will grant planning permission for replacement buildings only if your proposal meets factors A to E listed in the Green Belt guidance 1 'General guidance' section of this guidance note, relevant local and national planning policies and the following criteria:

- both the building to be replaced and its curtilage must be lawful;

- the building must not be materially larger than what it is replacing;
- replacement buildings must not be significantly more visible and stand out more than the existing buildings;
- you must submit plans of the existing building and calculations of the increase in volume of the replacement building with your application;
- we will not allow you to replace a temporary building (such as a caravan) with a permanent structure;
- replacing a building converted from a traditional local building (such as a barn) with a more modern structure would affect the character of the Green Belt and we will not allow it unless keeping the building as it is has proved not to be possible.

34 If the building you are replacing has already been demolished or has not been used for a long period (and is considered to be 'abandoned'), its use will have ceased and a planning application for a new building will be necessary. It is unlikely under such circumstances that planning permission would be granted.

35 It should be noted that the replacement of a building does not allow for a change of use and the new building should be used for the same purpose as the original building. Where such a change is proposed, this would result in inappropriate development and 'very special circumstances' would need to be demonstrated.

36 Any replacement building must be for the same use as the original and the Local Planning Authority are unlikely to support any applications for a change of use of a replacement building to residential purposes within a period of 10 years from its substantial completion. The replacement of a residential outbuilding with a separate dwelling would constitute a material change of use, and as such would represent inappropriate development.

Converting existing buildings

Green Belt guidance 4

Converting existing buildings

The conversion of an existing building is acceptable in principle providing the proposal preserves the openness of the Green Belt and does not conflict with the purposes of including land within it, the re-use of buildings is not inappropriate development, provided that the buildings are of permanent and substantial construction.

Key policy reference: SP5 Alternative Uses for Buildings within the Green Belt

37 For a building to be of permanent and substantial construction it must have walls and a roof, be structurally sound and not require significant re-building, cladding or significant external alterations. This would also include a building that would require significant internal alterations to bring it up to habitable standards unless it is desirable to retain the building because of the historic value or visual amenity that it provides.

38 Whilst the conversion of a rural building is acceptable in principle, it is important that certain design principles and other issues are considered. This supplementary design guidance reviews the conservation and technical issues that arise when traditional vernacular buildings are re-used. Most buildings in this category are agricultural but this guidance applies overall.

39 The Council supports the appropriate re-use of vernacular buildings for a range of end uses but will specifically welcome conversion schemes to a commercial end use to support prosperous rural economies, and which involve minimal alterations to the building's character and/or appearance. Residential conversions entail the most demanding changes to a building and will require careful assessment as to the impact and appropriateness of such changes. The proposed 'curtilage' to the converted building should be clearly defined and kept to a minimum.

40 The conversion of a residential outbuilding to a separate dwelling will require planning permission and the applicant will need to demonstrate the sustainability impacts of creating a new dwelling in what may be an isolated location, and demonstrate how the development would not lead to a greater impact on the openness of the Green Belt through the increase in traffic / parking at the site and of general domestic paraphernalia. The Council will be sympathetic where the outbuilding to be converted has some architectural or historic interest.

41 The conversion of a building to a residential use will result in a new planning 'unit' with its own defined 'curtilage' benefiting from permitted development rights. As such, conversions to residential use will generally result in the removal of permitted development rights for both outbuildings and extensions as these could have a significant impact on the openness of the Green Belt, which is a major factor in determining whether the change of use is acceptable in the first place.

42 The following advice outlines the criteria and requirements that will need to be met to enable successful building conversions within Rotherham's Green Belt.

Survey

43 An application for building conversion will require an assessment of the historical development of the site, a full measured survey and a structural survey including a condition survey.

44 Many vernacular buildings suffer structural defects through neglect. In older buildings the construction techniques themselves can cause problems, for example, inadequate foundations, the absence of damp-proofing and cavity walls.

45 The condition and structural survey should be carried out by an appropriately qualified person and include:

- i. a general description of the building(s) and the age of any original building(s);
- ii. a description of the condition, structural integrity, foundations, walls, dampproofing, joinery, timbers, roof structure and roof covering;
- iii. an assessment of the repairs needed to ensure conversion;
- iv. an assessment of any structural work and other alterations necessary to implement the proposed conversion;
- v. areas of demolition and rebuild, underpinning etc. illustrated on appropriate plans and elevations (or photographs), and;
- vi. an opinion on the physical suitability of the building(s) for the proposed conversion.

46 When structural works are necessary to allow for conversion, proposals should be submitted to rectify the faults. Proposals should minimise the amount of demolition and rebuilding. For example, underpinnings will be preferable to demolition and rebuild, to ensure foundation support.

47 Older farm buildings may contain animals and birds protected under the 1981 Wildlife and Countryside Act (barn owls, bats, etc.) and it may be necessary to provide suitable areas for the continued inhabitation of the species. The Council's Ecological Development Officer will be able to advise more specifically.

Design considerations

48 The successful conversion will take account of and respect the style and detail of the building(s), bring out the character, retain and re-use features and retain and use the existing spatial qualities of the interior. The applicant will need to liaise with the Planning Department to ensure the full statutory approvals are applied for and granted. The introduction of new window openings into an existing vernacular building will usually harm the character and appearance of the building and should be avoided where possible.

49 Figure 1 'Barn conversion example' shows how, for example, a barn conversion should, after conversion, look like a converted barn rather than a new house.

Setting

50 The setting of a vernacular rural building is a very important asset. The farmyard area can become cluttered with elements of general commercial or domestic living. For example yards can be divided by fences or walls and inappropriate external lighting used, all of which will have a detrimental effect on the building's setting.

51 A large uncluttered yard with existing stone setts should be retained if possible. It should not be subdivided by fences or hedges or cluttered or marked out parking bays. Boundary markings can be subtly achieved by using bricks or setts flush into the yard. Cart sheds, where they exist, are more suitable for the accommodation of vehicles than forming part of the ancillary accommodation of the conversion. Preferably they should not be closed with garage doors.

52 To protect the setting and to control further changes to the building, when granting planning permission for change of use to residential, the Council often removes all or some Permitted Development Rights. In all types of conversions the Council will also apply planning conditions to ensure that the conversion works are appropriate and use suitable materials. Those conditions that cannot be applied under planning legislation may, in some cases, be made in a legal agreement between the Council and applicant to ensure the appropriate conversion details.

53 Farm buildings are usually large and functional. Their robust design should enable all the functions of the new use to be contained within the existing buildings. The Council is likely to be critical of a conversion that requires any extension to facilitate the end-use. This will be especially enforced in any proposals affecting a Listed Building. The curtilage, or surrounding area, may contain features such as stone setts or stone walls. These features add to and define the character of the building and should be preserved.

Roofs

54 Roofs are large unbroken slopes. This important characteristic should be respected in conversion proposals.

55 In the east and south of the Borough, roofs are usually covered with hand-made clay tiles, laid on pine slats resting on main trusses of oak. However, roof trusses can be constructed in other timbers and many have been repaired with softwood timber.

56 Older barns may have a stone flag roof, laid in diminishing courses which should be preserved. Larger stone flags are usually laid to two or three courses at eaves level. This ensures that the roof over-sails the wall-plate and wall-head and remains watertight. Where it remains, this feature should be preserved. The total renewal of roof coverings will be resisted unless the covering is an original or vernacular material.

57 Domestic features such as dormer windows and chimneys should be avoided and are unlikely to be supported. Roof lights, set into the roof slope, may be appropriate on the private side of the building to light upper rooms.

58 Ridge lines usually show slight undulations. This is not necessarily a sign of structural weakness and it is not necessary to rebuild the roof to strengthen the ridge.

Openings

59 Existing openings should be retained in their current form; widening or blocking is not usually appropriate. Any remaining timber windows should be retained, with new timber “scarfed in” to repair rot or damage. All openings should be set in reveals of a minimum 150mm. New openings should be avoided if possible, but any that are proposed should be the minimum and match the proportions and random distribution of existing openings. The windows should preferably be constructed of wood, have glazing bars to match the existing and may be painted or stained. Threshing doors provide an opportunity to light the whole height of the building if used appropriately.

60 Doors should be simple timber plank, ledged and braced if no existing doors remain. It may be acceptable to glaze the upper portions of the doors. Any remaining doors in openings to be used as windows may be used as external shutters.

Rainwater goods

61 All rainwater goods should be of a simple profile and preferably made of cast iron or painted aluminium.

62 Listed Buildings may not have guttering and downcomers and it may be appropriate to leave them without if the building is not suffering as a result. The design should be simple, gutters crossing gables avoided and the downcomers be as few as possible in areas they least affect the buildings character.

Heating

63 Chimneys should be avoided as they are not usually a vernacular barn feature, are domestic in appearance and break the roof line. Metal flues of a neutral colour may be acceptable within the roof slope on the private side of the building. A specialist heating engineer should be consulted at an early stage in the design process to advise on the most appropriate heating solutions. Older buildings will suffer if high levels of dry heat, such as modern central heating are used, as the timbers and walls are designed to absorb water and release it in an open air environment.

Interiors

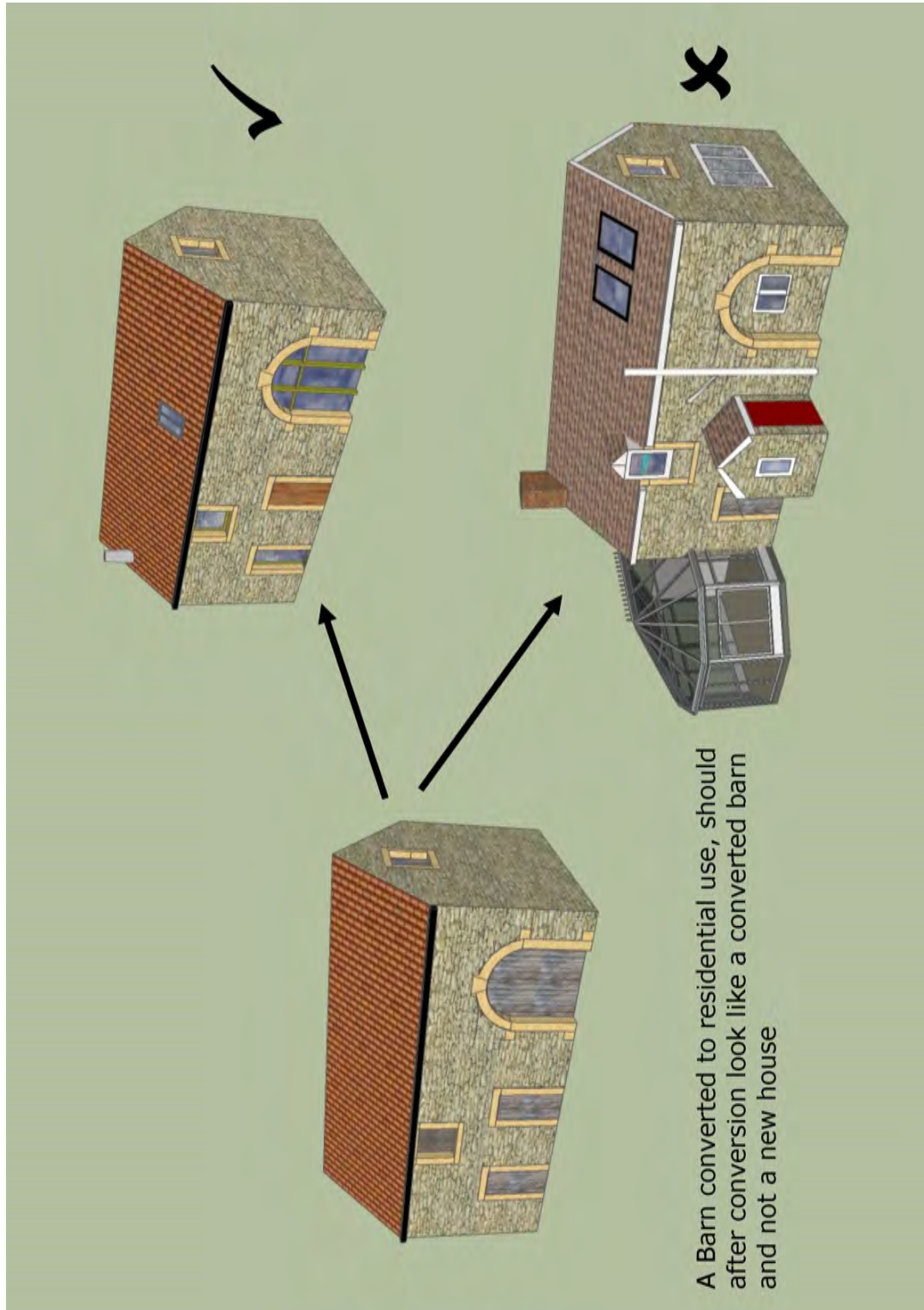
64 Threshing barns had few partitions and space is an important component to retain. Rooms may be larger than ‘standard’ to accommodate this and the limited number of openings. This will influence the number of units a building can accommodate. In farm buildings totally or partially open to the roof, at least one bay should remain so.

Fabric repairs

65 Repairs to walls can be inappropriate and totally change the character of the building. Many red sandstone or yellow limestone repairs need careful consideration. Any mortar should be sacrificial and weather faster than the surrounding stone to ensure the face of the stone remains intact. The mortar should be lime rich to allow movement and the moisture accumulation and evaporation usual in old stone buildings. Ribbon pointing should be avoided as it is not a vernacular form in the Borough and is damaging to the surrounding stone.

66 Vernacular farm buildings are well used, with the patina of age forming a significant part of their character. Stone replacement and redressing should be minimised. A matching second hand stone should be used to replace a damaged stone. 'Plastic repair' should be avoided. Stone cleaning is not desirable for farm buildings and would detrimentally affect the character of the building and its setting within the landscape.

Figure 1 Barn conversion example



Infill dwellings in Green Belt villages

Green Belt guidance 5

Infill dwellings in Green Belt villages

Limited infilling which can demonstrate that it will not erode the character of the area may be acceptable in the villages listed in Policy SP8 Infilling Development within the Green Belt. This policy defines infilling as the filling of a small gap in an otherwise built up frontage, and defines a small gap as a gap which fronts onto a highway and has a width less than 20 metres between the existing buildings.

Key policy reference: SP8 Infilling Development within the Green Belt

67 This relates to the development of a single dwelling and the filling in of a small gap between an otherwise built up frontage. Any proposals for such development should be discussed with the Local Planning Authority before the submission of a planning application.

68 In accordance with paragraph 145 of the NPPF the limited infilling or the partial or complete redevelopment of previously developed sites (brownfield land) is also not considered to be inappropriate development providing it would not have a greater impact on the openness of the Green Belt, or, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need, not cause substantial harm to the openness of the Green Belt.

69 The Green Belt villages to which Policy SP8 and the guidance above applies are:

- Brampton-en-le-Morthen;
- Firbeck;
- Gildingwells;
- Hooton Levitt;
- Hooton Roberts;
- Letwell;
- Ravenfield;
- Thorpe Salvin;
- Ulley; and
- Wentworth

70 Figure 2 'Example of an infill gap' below illustrates the features of an infill gap, showing that these are gaps in an otherwise built up frontage which fronts onto a highway and has a width less than 20m between the existing buildings.

Figure 2 Example of an infill gap



Agriculture and forestry

Green Belt guidance 6

Agriculture and forestry proposals

Proposals should have regard to the guidance below where they involve:

- applications for new agricultural or forestry buildings or structures;
- applications for a new rural worker's home;
- diversifying a farming business;
- farm shops;
- economic diversification in rural areas.

Key policy references: SP3 Rural Workers Dwellings in the Green Belt; SP7 New Agricultural or Forestry Buildings and Structures in the Green Belt; CS9 Transforming Rotherham's Economy

Applications for new agricultural or forestry buildings or structures

71 Any new agricultural or forestry building or structure must be needed, designed and constructed only for agricultural or forestry purposes. This prevents the building of property which is intended to be converted (for example, into a home). In accordance with Part 6 the General Permitted Development Order, and Policy SP7 New Agricultural or Forestry Buildings and Structures in the Green Belt, any new building not used for agriculture within 10 years should be removed, and this could be controlled by way of a planning condition or S106 Legal Agreement. In addition, it should be commensurate in size to the agricultural use of the land.

Applications for a new rural worker's home

72 Green Belt land in Rotherham is never far from a built-up area where there is a considerable supply of housing. For this reason, we will grant planning permission for a rural worker's home in the Green Belt only in very special circumstances.

73 The NPPF (at paragraph 79) makes clear that isolated new houses in the countryside require special justification for planning permission to be granted. One of the few circumstances in which isolated residential development may be justified is when accommodation is required to enable agricultural, forestry and certain other full-time rural workers to live at, or in the immediate vicinity of, their place of work (see Policy SP3 Rural Workers Dwellings in the Green Belt). It will often be as convenient and more sustainable for such workers to live in nearby towns or villages, or suitable existing dwellings, so avoiding new and potentially intrusive development in the countryside. However, there will be some cases where the nature and demands of the work concerned make it essential for one or more people engaged in the enterprise to live at, or very close to, the site of their work. Whether this is essential in any particular case will depend on the needs of the enterprise concerned and not on the personal preferences or circumstances of any of the individuals involved.

74 It is essential that all applications for planning permission for new occupational dwellings in the countryside are scrutinised thoroughly with the aim of detecting attempts to abuse (e.g. through speculative proposals) the concession that the planning system makes for such dwellings. In particular, it will be important to establish whether the stated intentions to engage in farming, forestry or any other rural-based enterprise, are genuine, are reasonably likely to materialise and are capable of being sustained for a reasonable period of time. It will also be important to establish that the needs of the intended enterprise require one or more of the people engaged in it to live nearby.

75 It will therefore be necessary to demonstrate a functional need for the dwelling and that the business which it supports is financially stable to justify a permanent dwelling. Where the dwelling is to support a new business venture, it may be more appropriate to provide temporary accommodation in the short term until the business is established and the need for a permanent dwelling proven.

Conditions

76 If we grant planning permission for a permanent home, we will remove permitted development rights for further extensions to, and new buildings within the curtilage (the small area forming part or parcel of the home or building within which it is contained or to which it is attached) of the agricultural or forestry worker's home. This is to make sure that further development cannot reduce the openness of the Green Belt. If we grant planning permission, we will also apply an 'occupancy condition' to state that the home can be lived in only by a rural worker in the area, or such a person's widow, widower or dependants.

Removing the occupancy condition

77 We may remove the occupancy condition explained above only if you can show that:

- the worker no longer needs to live close to the relevant activity (in which case you will have to say why); and
- there is no demand for a rural worker's home in the area. (In this case, the rural worker's home must have been put up for sale with a land agent, at a price agreed with us that takes account of the occupancy condition, for at least 12 months and have received no reasonable offer. Adverts should have been placed regularly in local newspapers and agricultural publications. We will need written proof in the form of invoices for adverts and correspondence with land agents, valuers, interested parties, and so on).

Diversifying a farming business

78 In accordance with chapter 6 of the NPPF, 'Supporting a prosperous rural economy', we recognise that farm businesses may need to diversify (move into other business activities) in rural areas to bring about benefits such as protecting or creating jobs, reusing buildings that might otherwise become derelict, and supporting other rural businesses. Diversification can take a variety of forms from setting up a farm shop to using farmland for leisure. Policy CS9 Transforming Rotherham's Economy supports rural farm diversification proposals where they are modest in scale, additional to the main agricultural / farm use and re-use existing buildings wherever possible.

79 We will allow existing buildings to be re-used for other purposes as long as the use does not have a significantly greater effect than the present use on the openness of the Green Belt, and does

not conflict with the purposes of including land within it. The same two conditions apply for making any significant change in the use of land. Diversification will not justify activities that harm the openness or purposes of the Green Belt or the attractiveness of the area.

Farm shops

80 You do not need planning permission to sell unprocessed goods produced on your farm, and a minimal amount of other related goods, from your farm. Farm shops play an important role in providing fresh produce to local people, and are a good example of diversification. You need to apply for planning permission to sell produce which you have not produced on your farm.

Economic diversification in rural areas

81 Economic diversification in rural areas is different from farm diversification. It relates to the creation of new businesses not directly related to farming. As no part of the Green Belt in Rotherham is far away from a built-up area, and there is a significant amount of vacant industrial land and industrial properties available for use, there are ample opportunities for new businesses to be set up within built-up areas. Economic diversification in rural areas is not sufficient reason for needing new buildings for a new non-agricultural business in the Green Belt. Even before considering Green Belt issues, non-agricultural businesses are often better suited to a built-up area because they have better public-transport links, they promote development on land that has been built on before and they are closer to a greater number of potential customer, workers and supporting services.

Equestrian development

Green Belt guidance 7

Equestrian development

Proposals should have regard to the guidance below where they relate to equestrian development and any associated change of use of land.

Key policy reference: SP10 Proposals for Outdoor Sport, Outdoor Recreation and Cemeteries in the Green Belt

82 The grazing of horses on agricultural land does not constitute a material change from a former agricultural use. Land can be used for grazing, if horses are turned onto it with the primary purpose of feeding them from it, but not if they are kept on it for some other purpose (such as exercise or recreation) when grazing is seen as completely incidental and inevitable. To be classed as 'grazing land' you must provide at least 0.5 hectares per horse, unobstructed by buildings, (as recommended in Defra's Code of Practice for the Welfare of Horses, Ponies, Donkeys and their Hybrids – December 2017). Additionally, if any feeding takes place other than from the grazing land, for example an alternative food source is brought onto the site/land from elsewhere, then a material change of use of the land will have taken place and planning permission would be required.

83 All permanent stables/shelters will need planning permission. Mobile field shelters may not need planning permission, depending on size, construction, physical attachment to the ground and their intended degree of permanence, though as noted above, the associated use of the land for the keeping of horses will require permission for a change of use.

84 You should contact us (see the contact details section) with full details of your proposal to find out if you will need planning permission.

Criteria

85 Paragraph 145(b) of the NPPF notes that new buildings (such as stables) are only acceptable if they provide appropriate facilities for outdoor sport and outdoor recreation, and as long as they preserve the openness of the Green Belt and do not conflict with the purposes of including land in it. If you do need planning permission for your equestrian development in the Green Belt, we will grant it only if your proposal meets factors a to e listed in Section 2 of this guidance note, relevant draft planning policies and the following criteria:

- Stables should be a suitable distance away from homes to avoid problems of smell, noise, pests and so on (taking account of wind directions and other relevant factors). We will get guidance on an appropriate distance from our Environmental Health Department.

- You should use existing buildings wherever possible and any new buildings should generally be made from wood with felt roofs so they are relatively easy to dismantle when they are no longer needed and are in keeping with the character of the Green Belt.
- Stables and associated tack room/storage should be appropriate for the outdoor recreational use of the associated land, and genuinely required for that use. Livery proposals will be considered on their impact on the character and amenity of the area.

Change of use of land

Green Belt guidance 8

Change of use of land

Planning applications to change the way land is used will need to show that the openness of the Green Belt will not be affected and there is no conflict with the reason the land was made part of the Green Belt. They shall also comply with local and national policy which establishes that inappropriate development should not be approved except in very special circumstances, and that 'very special circumstances' will not exist unless the potential harm to the Green Belt by reason of inappropriateness, and any other harm resulting from the proposal, is clearly outweighed by other considerations.

Key policy reference: SP2 Development in the Green Belt; SP10 Proposals for Outdoor Sports, Outdoor Recreation and Cemeteries in the Green Belt

Extending gardens beyond property boundaries

86 The NPPF states that the fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open and that one of the five purposes of the Green Belt is to safeguard the countryside from encroachment. Whilst a planning condition could be attached to any application for garden extensions (either into the Green Belt, or to a property within the Green Belt) that would remove permitted development rights (such that no outbuildings could be built on the land) this would not control other structures that do not constitute development. As such, it is considered that the change of use to residential garden constitutes inappropriate development and very special circumstances would have to be demonstrated to justify such development.

Contact details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

https://www.rotherham.gov.uk/forms/200074/planning_and_regeneration

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy Team, Planning, Regeneration and Transport,
Regeneration & Environment Services, Rotherham Metropolitan Borough
Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

https://www.rotherham.gov.uk/forms/200074/planning_and_regeneration

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport,
Regeneration & Environment Services, Rotherham Metropolitan Borough
Council, Riverside House, Main Street, Rotherham, S60 1AE

Appendix 1 Calculating volumes

Volume of extensions to buildings in the Green Belt

87 As we have already explained, we will not usually agree to extensions to buildings in the Green Belt if the volume of the original building would be increased by more than 33%. You must send us plans and your calculations of the increase in volume with your application.

88 Further information regarding how to calculate volumes is provided below, and a worked example is included at Figure 3 'Working out the percentage increase in the volume of your home'.

Volume of original building

89 When working out the volume of an original building, use external measurements. For the purpose of this calculation, the original building is the building as it existed when it was built or on 1 July 1948, whichever is the later.

90 Measurements should include:

- the roof space;
- the volume below any original raised decking/balconies;
- any attached buildings (i.e. garages) if they were constructed at the same time as the house or added before 1 July 1948.

91 Measurements should not include:

- any extensions added after the original house was built unless they were added before 1 July 1948;
- detached outbuildings even if they were constructed at the same time as the original dwelling;
- the volume of an area enclosed by railings etc around a balcony or by walls, but which do not have a roof;
- basements and any other parts of the original building which are below ground level.

92 Any lawful outbuildings that are to be removed should be included as a separate volume calculation if you are relying on them to increase the volume of the original building by more than 33% or a replacement building by more than 10%.

Volume of Extensions

93 Measurements should include:

- the roof space;
- basements and any other parts of the building which are below ground level;
- The volume below any raised decking/balconies.

94 Measurements should not include the volume of any proposed area enclosed by railings etc around a balcony or by proposed walls, but which do not have a roof. High walls/ boundaries proposed

will be considered on their merits in terms of the combined impact they have, with the extension, on the openness of the Green Belt.

Volume of existing and replacement buildings in the Green Belt

95 As we have already explained, we will not usually agree to replacement buildings in the Green Belt if the volume of the existing building would be increased by more than 10%. You must send us plans and your calculations of the increase in volume with your application. When working out the volume of an existing building, use measurements taken from outside the walls (external measurements). Submitted plans should also include ALL existing outbuildings within the curtilage of the property on the existing layout, and ALL of those buildings to be retained once the replacement building is constructed. This will allow the Council to enter into a S106 Legal Agreement with the applicant to prevent additional outbuildings being subsequently erected (before any permission for the replacement building is implemented).

Existing building:

96 Volume measurements (external) of the existing building should include:

- the roofspace;
- The volume below any raised decking/balconies;
- Any attached extensions.

97 Your measurements should not include:

- Any detached outbuildings;
- Basements and any other parts of the dwelling which are below ground level;
- The volume of an area enclosed by railings etc around a balcony or by walls, but which do not have a roof, no matter how near to the building the area is.

98 Any outbuildings to be removed should be included as a separate volume calculation if you are relying on them to increase the volume of the replacement building by more than 10%.

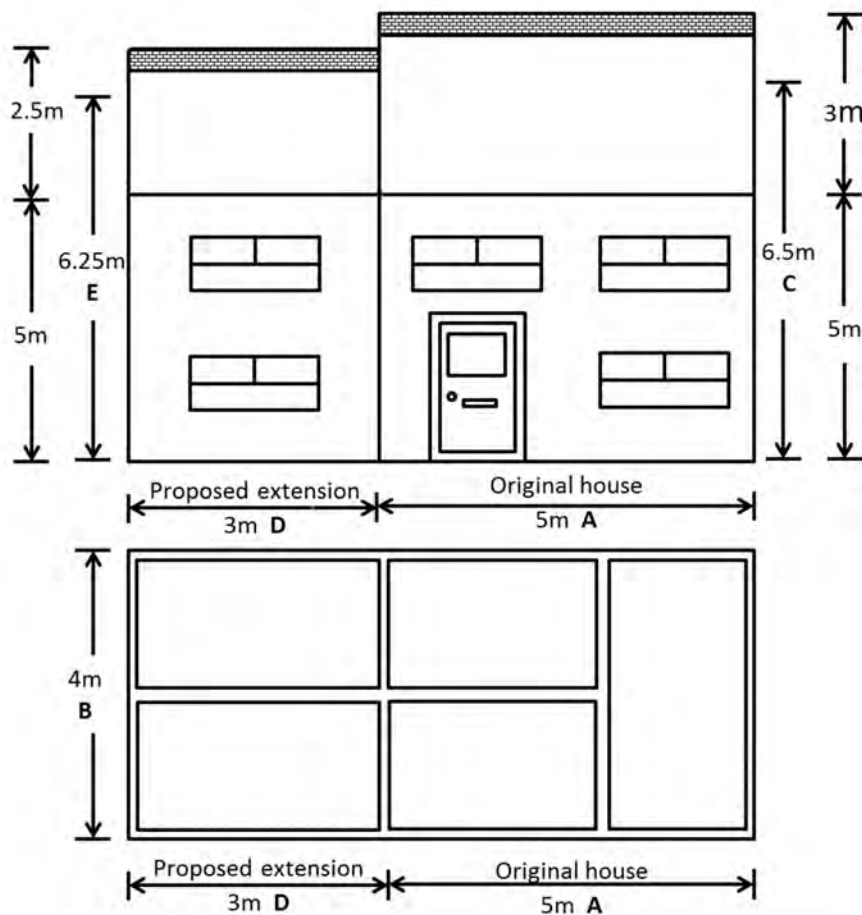
Proposed building:

99 Volume measurements of the proposed dwelling should include:

- the roofspace;
- the volume below any raised decking/balconies;
- proposed basements and any other parts of the building which are below ground level;
- proposed outbuildings (for example, garages) or structures which have a roof and so enclose space.

100 Your measurements should not include the volume of an area enclosed by railings etc around a balcony or by walls, but which do not have a roof.

Figure 3 Working out the percentage increase in the volume of your home



Original home					
A	X	B	X	C	= Volume (m ³) of home
Width in metres		Length in meters		Height in metres midway between eaves and ridge	
5m	X	4m	X	6.5m	= 130m ³
Extension					
D	X	B	X	E	= Volume (m ³) of extension
Width in metres		Length in meters		Height in metres midway between eaves and ridge	
3m	X	4m	X	6.25m	= 75m ³

Percentage increase in volume of your home:

$$\frac{\text{Volume of extension}}{\text{Volume of original house}} = \frac{75\text{m}^3}{130\text{m}^3} \times 100 = 57.7\%$$

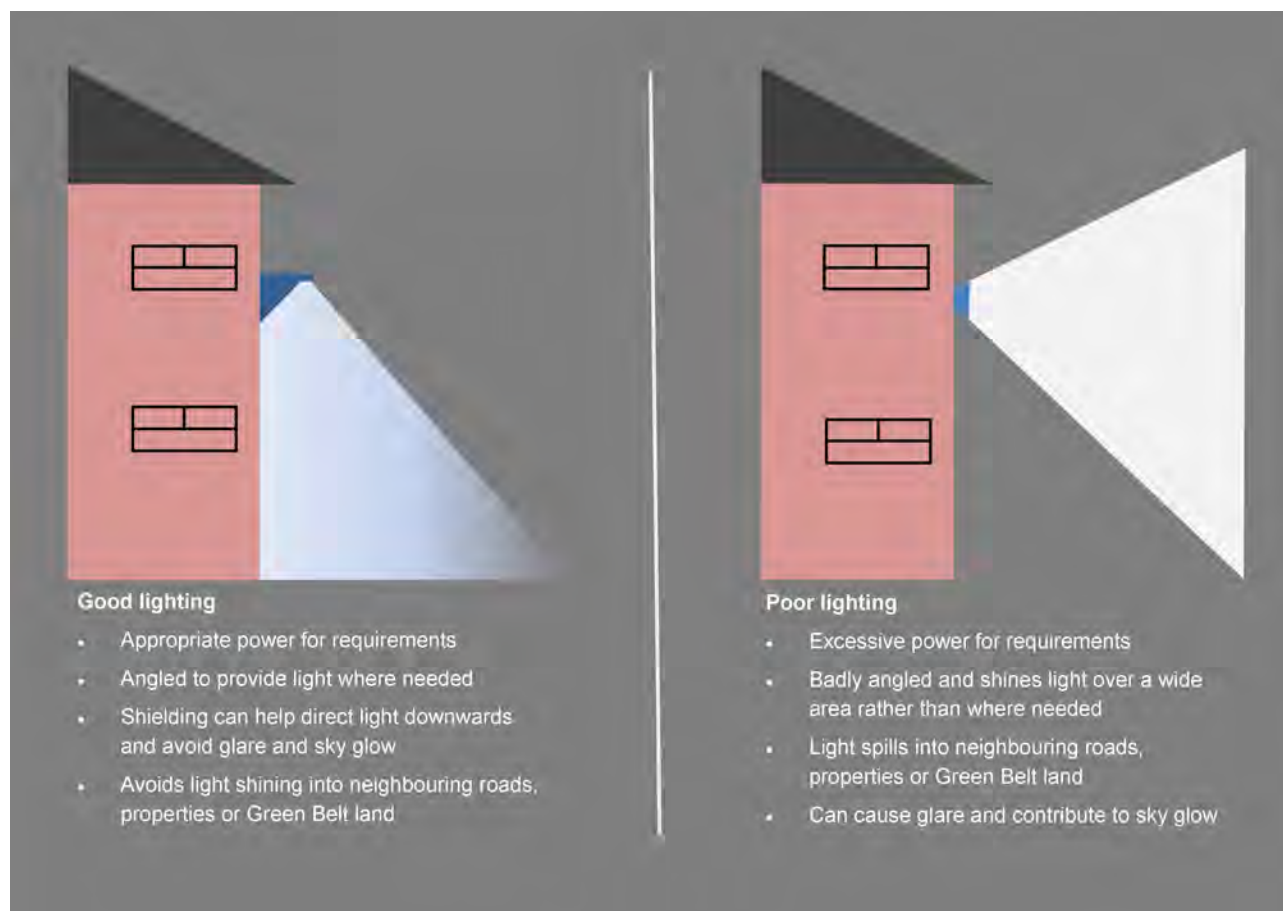
Appendix 2 Light spillage, light glare and sky glow

101 Floodlights can have the following three effects which can lead to an adverse effect on the Green Belt:

- Light spillage (also known as light trespass) – this is light spilling beyond the boundary of the property the light is on. It can lead to large areas in the Green Belt being made highly visible and standing out.
- Light glare – this is dazzling people, causing blind spots in their vision, which can cause a serious danger to drivers.
- Sky glow – this is when artificial light, from the ground is scattered through the atmosphere by dust particles and water droplets. This results in a glow in the sky (making it difficult to see the night sky) and increased light levels on the ground, even in areas some distance away from the light sources.

102 Figure 4 'Examples of good and poor lighting' below shows how poor lighting can lead to light spillage, glare and sky glow, and how measures can be taken to provide good lighting solutions.

Figure 4 Examples of good and poor lighting



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Rotherham local plan

DRAFT

Equal and healthy communities

Supplementary Planning Document



September 2019

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Rotherham
Metropolitan
Borough Council



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Introduction

Background and purpose

- 1** Under the terms of the Equality Act 2010, the Council has a duty to prevent discrimination based on nine protected characteristics, advance equality of opportunity and foster good relations. Rotherham's Local Plan contributes towards meeting these duties, and also supports the vision and objectives of the Rotherham Health and Wellbeing Strategy; in particular promoting healthy lifestyles and seeking to reduce poverty.
- 2** Recognising the links between equality and health and well being, this guidance has been produced to raise awareness, aid consideration of these issues in development design, assist in pre-application discussions, and support the submission and consideration of planning applications
- 3** The guidance includes a checklist to assist when developing proposals ('Appendix 1: Equal and healthy communities checklist') and also sets out how the Council will manage hot food takeaways close to schools and colleges. This guidance and all relevant Local Plan policies should be considered together in preparing planning applications.

Status

- 4** This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.
- 5** As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between xx and xx. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on xxxxx.

Planning policy

National planning policy

- 6** Equality is a thread running through NPPF. The purpose of the planning system is to contribute to the achievement of sustainable development. This means meeting the needs of present as well as future generations, and includes all groups in our society.
- 7** The NPPF emphasises the importance of the health agenda to spatial planning and achieving sustainable development. Chapter 8 "promoting healthy and safe communities" sets out how planning policies and decisions should aim to achieve healthy, inclusive and safe places which promote social interaction, are safe and accessible, and enable and support healthy lifestyles
- 8** Health is a cross cutting theme in the NPPF and relevant policies are found throughout the whole document e.g. Chapter 9 Promoting sustainable transport, Chapter 11 Making effective use of land,

Chapter 12 Achieving well-designed places, Chapter 15 Conserving and enhancing the natural environment, and Chapter 17 Facilitating the sustainable use of minerals.

Planning Practice Guidance⁽¹⁾ describes a healthy community as:

"A healthy community is a good place to grow up and grow old in. It is one which supports healthy behaviours and supports reductions in health inequalities. It should enhance the physical and mental health of the community and, where appropriate, encourage:

- *Active healthy lifestyles that are made easy through the pattern of development, good urban design, good access to local services and facilities; green open space and safe places for active play and food growing, and is accessible by walking and cycling and public transport.*
- *The creation of healthy living environments for people of all ages which supports social interaction. It meets the needs of children and young people to grow and develop, as well as being adaptable to the needs of an increasingly elderly population and those with dementia and other sensory or mobility impairments".*

9 Planning Practice Guidance⁽²⁾ also notes that planning considerations in respect of health and healthcare infrastructure include:

- *"development proposals can support strong, vibrant and healthy communities and help create healthy living environments which should, where possible, include making physical activity easy to do and create places and spaces to meet to support community engagement and social capital;*
- *the local plan promotes health, social and cultural wellbeing and supports the reduction of health inequalities;*
- *the local plan considers the local health and wellbeing strategy and other relevant health improvement strategies in the area;*
- *the healthcare infrastructure implications of any relevant proposed local development have been considered;*
- *opportunities for healthy lifestyles have been considered (e.g. planning for an environment that supports people of all ages in making healthy choices, helps to promote active travel and physical activity, and promotes access to healthier food, high quality open spaces and opportunities for play, sport and recreation);*

1 Paragraph: 005 Reference ID: 53-005-20140306

2 Paragraph: 002 Reference ID: 53-002-20140306

- *potential pollution and other environmental hazards, which might lead to an adverse impact on human health, are accounted for in the consideration of new development proposals; and*
- *access to the whole community by all sections of the community, whether able-bodied or disabled, has been promoted.*

10 Government guidance establishes how planning can influence the built environment to improve health and reduce obesity and excess weight in local communities, as well as supporting opportunities for communities to access a wide range of healthier food production and consumption choices⁽³⁾. Where supported by an evidence base it notes that local planning authorities could limit the proliferation of certain use classes in identified areas, having regard to issues such as:

- proximity to locations where children and young people congregate such as schools, community centres and playgrounds; and
- evidence indicating high levels of obesity, deprivation and general poor health in specific locations.

Local planning policy

11 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012).

12 Health and equalities considerations are embedded throughout the Local Plan; from allocating sites for new development to meet the needs of Rotherham's communities, to policies which influence the design and layout of development, promote the protection of and provision of new sport and leisure facilities, and seek to ensure that health and equalities issues are considered in preparing development proposals.

The Integrated Impact Assessment of the Local Plan Sites and Policies document⁽⁴⁾ assessed the combined effects of the site allocations, safeguarded land (if developed in future) and policies and whilst recognising that long-term effects cannot be accurately predicted, concluded that:

- In assessing population and equality, given high relative deprivation in the borough and the high importance of addressing equalities issues, the Local Plan is likely to be moderately beneficial in the medium term and majorly beneficial in the long term.
- In assessing health and well-being, the Local Plan is considered likely to be slightly beneficial in the medium and long term, as new developments become fully operational and accumulate, alongside their various benefits.

13 The Local Plan recognises how planning decisions and new development can influence health and well being and the quality of life of communities. As such Policy CS27 Community Health and Safety states that development will be supported which protects, promotes or contributes to securing a healthy and safe environment and minimises health inequalities.

3 Paragraph: 006 Reference ID: 53-006-20170728

4 Rotherham Local Plan: Sites and Policies Document Integrated Impact Assessment. Volume 3. March 2016

14 Policy SP11 Development in Residential Areas indicates that certain non-residential uses will be allowed in residential areas where they meet a number of criteria. Criterion d. requires proposals to demonstrate how they will be of benefit to the health and well-being of the local population. Paragraph 4.45 of the explanatory text states: "Health and Equalities Impact Assessments can assist applicants in demonstrating how development proposals will be of benefit to the health and well-being of the local population. The Council will encourage the preparation of Impact Assessments to accompany the planning application."

15 Policy SP55 Design Principles applies to all development. Amongst other things this indicates that applicants should comprehensively consider health and equalities impacts. Paragraph 4.316 of the supporting text states that Health and Equalities Impact Assessments, prepared to accompany planning applications, can ensure that these issues are thoroughly considered. The scope and extent of the issues to be assessed and the framework for the assessment should be based on best practice and agreed with the Council prior to submission of a planning application. The outcomes of the assessment should be submitted with the application.

16 This guidance has been prepared to assist applicants in considering equalities, health and wellbeing issues when preparing planning applications. Submission of the checklist accompanying this guidance will contribute towards applicants demonstrating how proposals satisfy the requirements of Policies SP11 and SP55.

Equal and healthy communities

The equal and healthy communities checklist

Health and equalities guidance 1

Using the equal and healthy communities checklist

Use of the checklist will be expected for:

- applications of 50 or more dwellings or 1,000 sqm or more of non-residential floor space; and
- smaller scale non-residential uses within residential allocations as shown on the Local Plan Policies Map; and
- proposals required to satisfy criterion d. of Policy SP11 Development in Residential Areas and / or the final paragraph of Policy SP55 Design Principles.

The Council also encourages use of the checklist for other development proposals.

The checklist at appendix 1, or an alternative assessment which considers the issues set out in the checklist and this guidance, should be completed and submitted alongside other documents accompanying an application for pre-application advice or for planning permission. Submission of the checklist at pre-application stage can assist in providing early evidence of how health and wellbeing and equality considerations have informed the layout and design of development proposals, and assist the Council in providing appropriate feedback.

Where a masterplan is prepared for a site this completed checklist should sit alongside and inform the development of the masterplan.

17 'Appendix 1: Equal and healthy communities checklist' is also available in Microsoft Word format. It has been designed to be applicable to both residential and non-residential uses, although it is recognised that not all items will be relevant to every case. It is also recognised that application of the checklist will need to be considered on a site specific basis, as the appropriate response for each site may be very different.

Health and wellbeing considerations

18 The link between planning and health has been long established; the built and natural environments are major determinants of health and wellbeing. Health is a cross cutting theme in the Local Plan and it is relevant to many different areas within planning (see 'Appendix 2: Supporting information'). This guidance seeks to support proposals which have a positive impact on health and well being and strengthen provision for health within the design of developments by highlighting a number of key considerations within one document. This guidance will be helpful in ensuring health considerations are integrated into planning applications so promoting healthy communities and sustainable development.

19 The Council supports proposals which have a positive impact upon mental and physical health and well-being. This includes planning for all members of the community, delivering a high quality physical and environmental environment, and supporting healthy living opportunities. Development proposals can support strong, vibrant and healthy communities and help create healthy living environments through a range of measures. These could include, but are not limited to:

- incorporating spaces, layouts and features which ensure accessibility for all members of the community, encourage social interactions, minimise crime and the fear of crime and support opportunities for physical activity;
- avoiding significant adverse impacts from pollution, including cumulative ones, and reducing pollution wherever possible;
- improving access to healthy eating opportunities;
- provision of allotments and community food growing spaces.

20 The healthy communities part of the checklist has drawn upon a range of sources including:

- The adopted Rotherham Local Plan;
- The NPPF and Planning Practice Guidance;
- The Integrated Impact Assessments (IIA) of the Core Strategy (2013) and Sites and Policies Document (2016);
- Town and Country Planning Association publications;
- The Public Health England National Public Health Profile for Rotherham and National Institute of Clinical Excellence (NICE) Briefing notes; and
- Feedback from the Obesity Strategy Group Steering Group Meeting (4 June 2015) and relevant public sector partners within RMBC, including Public Health and Development Management colleagues.

21 This part of the checklist has four overarching themes:



22 For each theme a series of questions and prompts (which are not exhaustive) highlight the types of issues which should be considered as part of preparing development proposals. The checklist provides space for developers to provide a tick box response to each question / prompt, indicate where the evidence is available and provide further notes or evidence as appropriate. It recognises that the evidence will vary from site to site and that the issues may be considered in detail in other supporting documents provided with a planning application such as maps or plans, supporting data analysis, specific action plans, management plans, concept plans, reports, and assessments.

Equalities impact considerations

23 Under the terms of the Equality Act 2010, the Council has a duty to prevent discrimination based on nine protected characteristics as well as any other status as identified within the European Convention of Human rights and any other domestic or relevant UK or EU law:

Age	Pregnancy and maternity	Sex / gender
Disability	Gender reassignment	Sexual orientation
Marriage and civil partnership	Religion and belief	Race (ethnicity, origin, nationality, skin, colour)

24 The Public Sector Equality Duty (PSED) Section 149 of the Equality Act 2010 also requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity;
- foster good relations.

25 The Council has published its Equality and Diversity Policy as well as an equality and diversity strategy: "Equality for all 2016 –2019". Rotherham's Local Plan Core Strategy and Sites and Policies Document have been subject to Equalities Impact Assessment (EqIA) as part of their preparation. These can be found in the following documents:

- Rotherham Core Strategy 2013 – 2028: Integrated Impact Assessment. June 2013. See Appendix G EqIA Technical Document.
- Rotherham Local Plan Sites and Policies Document: Integrated Impact Assessment Volume 3: Assessment of Policies. March 2016. See Appendix 3-D EqIA of Policies.

26 The above documents provide evidence base and statistics regarding the various groups and characteristics wherever possible.

27 The last part of the checklist seeks to ensure that in developing proposals applicants have considered the potential impact of development in terms of equalities issues, with particular focus on disadvantaged or excluded groups of people. It allows a consideration of whether proposals will impact either positively or negatively in respect of:

- the nine protected characteristics set out in the equalities act and the impact on community cohesion;
- other groups, including carers, people vulnerable to socio-economic disadvantage and businesses which could affect current or future jobs in the borough;
- human rights having regard to the Human Rights Act 1998 and children's rights, as defined by the UNCRC (1992) (see 'Appendix 3: Human and children's rights').

Key questions to consider are:

- Are there any impacts or barriers (intended or unintended) relating to specific groups which could lead them to be disadvantaged or treated unfairly?
- Are there any positive impacts which could help reduce any inequalities or disadvantage?
- If there is any disadvantage or inequality identified, how will these be addressed or mitigated?
- In relation to the Human Rights Act 1998, identify the protected characteristic or socio-economic group(s) who may be disadvantaged and clearly state why there may be a violation of their rights, and / or identify any positive impact.

Depending upon the type of development proposed, the following questions may also be relevant:

- Is there equal access to and quality of services / facilities for all groups?
- Are there any significant differences in outcomes between groups?
- Is there over - or under-representation of some groups for certain services or facilities?
- Will development result in poor accessibility for those without access to a car?
- Will development provide suitable and inclusive access for all groups?
- Will development help improve skills by promoting access to training and education?
- Will development help create or contribute to creating a healthy environment?

28 The following sections provide further information regarding the various groups / characteristics which should be considered when completing the checklist.

Age

Consider the impact of development on the needs of both older and young people and people of working age. Recognise that these groups will have different requirements and that developments may impact these groups, both positively and negatively, in different ways.

Race

Consider the implications of development on people of different race and ethnicity, including BME and non-BME communities. Consider different ethnic groups within the five broad census headings,

and groups not listed as separate census categories, for example Middle Eastern, North African, European, Gypsies and Travellers, Asylum Seekers, Refugees and migrant workers. Issues for consideration could include how new development integrates with existing areas and how it helps reduce deprivation, improvements to services and facilities and employment opportunities and access to them, improved housing opportunities and development of high quality places.

Sex

In considering the impact of development, recognise that women and men may have different priorities and different needs for how these are provided. This includes different priorities in terms of transport options, health requirements and the provision of other services and facilities. Key issues could include how development improves accessibility, including by means other than car, the type and mix of housing and tenures, design of development to reduce opportunities for crime and the fear of crime, and the provision of new services and facilities.

Gender Reassignment and Transgender

Transgender is a wider umbrella term used to include people whose gender identity and/or gender expression differs from their birth sex. The term may include, but is not limited to, transsexual people and others who define as gender-variant. Transsexual is the term used to describe a person who intends to undergo, is undergoing or has undergone gender reassignment (which may or may not involve hormone therapy or surgery). Gender reassignment is covered by the gender reassignment provisions in the Sex Discrimination Act (SDA). Considering the different needs of people from Trans communities can be complex. Key areas of concern include 'hate crime' and a lack of social facilities. Development proposals may contribute positively through the provision of new and improved social facilities and other measures which improve the safety of vulnerable groups.

Disability

In considering the impact of development on people with a disability or long-term limiting illness/condition, regard should be had to a range of factors, including the legibility and layout of development, the physical features of buildings and public realm, internal layouts, and specific features which may be relevant depending upon the type of development proposed (these could include public realm, public art or other features specifically designed for those with disabilities). Positive measures could include footway improvements, better pedestrian crossing provision, and decluttering of the streets and raised kerbs.

The barriers faced by different groups of disabled people should be recognised, including:

- Physical impairment - such as people who have difficulty in using their arms or who have mobility issues which mean using a wheelchair or crutches
- Sensory impairment - such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment or a speech impairment
- Mental health condition - such as depression or schizophrenia

- Learning disability/difficulty - such as Down's syndrome or dyslexia or a cognitive impairment such as autistic spectrum disorder
- Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.

Faith / religious or other beliefs

This includes people who do not follow a religion or have any particular belief system. In considering the impact of development factors could include accessibility to or provision of new places of worship or meeting places, whether there are any unmet needs which could be addressed as part of development, and whether the implications of issues such as hate crime have been taken into account (which could include, for example, development features which reduce the fear of crime and potentially the incidence of hate crime).

Sexual orientation

This includes people who are lesbian, gay or bisexual. Key areas of concern include 'hate crime' and a lack of social facilities. Development proposals may contribute positively through the provision of new and improved social facilities and other measures which improve the safety of vulnerable groups.

Pregnancy and Maternity

Consideration of the impact of development should recognise that pregnant women and women caring for very young children may have reduced mobility and thus issues of accessibility and inclusivity will be of importance.

Marriage and Civil Partnerships

In considering the impact of development regard should be had to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status.

Carer

A carer is someone who looks after a partner, relative or friend who has a disability, is an older person, or has a long term condition. Carers may be paid or unpaid, can often be isolated and are of every age group and ethnic origin.

Managing hot food takeaways

Managing hot food takeaways

Health and equalities guidance 2

Hot food takeaways near schools

Planning permission will not be granted for any new hot food takeaway (Use Class A5) or hybrid uses incorporating A5 uses, where proposals are located within 800 metres of a primary school, secondary school, special school or tertiary college. The exception to this is where proposals also fall within a town, district or local centre (as defined in the Local Plan) and satisfy relevant planning policies.

Primary schools are defined as those which cater for children between the ages of about 5 and 11.

Secondary schools are defined as those which cater for children aged 11 upwards.

Special school are defined as those which make special educational provision for children or young people whose ages may vary.

Tertiary colleges are defined as colleges which cater for students aged 16 upwards.

29 The Town and Country Planning (Use Classes) Order 1987 (as amended) defines hot food takeaways as Use Class A5 and as 'premises where the primary purpose is the sale of hot food for consumption off the premises'. In deciding whether an application is for an A5 use, consideration will be given to:

- the proportion of space designated for hot food preparation;
- the number of tables and chairs to be provided to customers; and
- the percentage of turnover attributed to the A5 use.

30 This policy guidance will also apply to proposals which include a mix of uses including A5 use, except where it is considered that an A5 use is ancillary to the main use.

31 For the purposes of this policy guidance 800 metres represents a reasonable walking distance; however account will be taken of barriers such as main roads, rivers and railway lines. The 800 metres will be measured from any school entrance used by pupils.

32 The Local Plan recognises that whilst hot food takeaways can contribute towards the vitality and viability of retail centres they can also have detrimental impacts, particularly in terms of the shutters which can be closed for large parts of the day and clustering which can have a harmful effect on the character and function of an area. As such Policies restrict hot food takeaways within town and district centres to those areas outside the Primary and Secondary Shopping Frontages (see

Policies SP19 Development within Town, District and Local Centres, SP20 Primary shopping Frontages and SP21 Secondary Shopping Frontages).

33 Policy SP22 Hot Food Takeaways also controls the harmful impacts of these uses by ensuring that they do not become dominant within centres, reducing the opportunities for clustering (within or outside of defined centres), and ensuring that consideration is given to highways safety and amenity issues and any appropriate mitigation.

34 Through Policy CS27 Community Health and Safety the Local Plan supports development which protects, promotes or contributes to securing a healthy and safe environment and minimises health inequalities. It is recognised that hot food takeaways may provide some healthy eating options and also that access to unhealthy food is not restricted to A5 uses and could be found within other uses such as restaurants (Use Class A3) and retail (Use Class A1). However evidence demonstrates the link between fast food takeaways and health concerns for Rotherham's communities⁽⁵⁾, and the scope of this policy guidance is limited to hot food takeaways. Other policy guidance within this SPD and within national and local planning policy promotes healthy communities.

35 Data from Public Health England shows that the number of hot food takeaways within Rotherham has risen, as has the number of takeaways per 100,000 population. Worryingly there is an increasing gap between the number of hot food takeaways by population in comparison to the national level:

Table 1 Number of fast food outlets

Year	Number of outlets	Rate per 100,000 population - Rotherham	Rate per 100,000 population - England	Difference between local and national rate
2017	290	110.6	96.1	+14.5
2016	256	98.4	88	+10.4
2013	229	88.9	86	+2.9

36 Rotherham's Health and well being strategy 2018-2025 recognises that childhood is an important time in the development of behaviours that will have a lifelong influence on health and wellbeing, including healthy eating. In Rotherham obesity levels double between reception (aged 4-5 years – 11.5% obese, higher than the England average) and Year 6 (aged 10-11 years – 22.2% obese, again higher than the England average). It acknowledges that there will be many contributing factors to this increase: lifestyle and diet choices of the children, their parents, their school, and the local environment.

37 The risk of early death and disability can be effectively reduced by, amongst other things, reducing levels of overweight and obesity.

38 Recognising that planning decisions can have a significant impact on health and wellbeing the health and well being strategy identifies that using planning levers to limit the growth of fast food takeaways, for example, can contribute to the broader effort to reduce growing levels of overweight and obesity.

5 See separate hot food takeaways evidence base paper, 2019

Contact details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

https://www.rotherham.gov.uk/forms/200074/planning_and_regeneration

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy Team, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

https://www.rotherham.gov.uk/forms/200074/planning_and_regeneration

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

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Checklist: Components of a healthy weight environment. TCPA (2014).

Appendix 1: Equal and healthy communities checklist

Promoting equal and healthy communities: checklist

The checklist below is also available to download in Microsoft Word format.

Please read the guidance contained in the accompanying Supplementary Planning Document before completing and submitting this form. This checklist is not intended to be onerous to complete, but to prompt a consideration of issues which should inform proposals and identify where measures could result in improvements to health and equality issues. The information provided should be proportionate to the type, size and scale of proposed development.

Site name and address:	
Application reference (if known):	
Description of development:	
Name and role of person completing the assessment:	
Date form completed:	

Applicants should complete this checklist, ticking the relevant box for each question and providing additional notes or information as appropriate. In the checklist below:

- The layouts column refers to site layouts provided with an application and could include landscaping plans, site plans, layouts or elevation plans.
- ‘D&A Statement’ refers to a design and access statement
- ‘Plan. Statement’ refers to a planning statement often provided with an application addressing various planning issues and how a proposal responds to relevant planning policies.
- Where evidence is provided in other documents not listed, please tick ‘other’ and provide details of the relevant document.

Response	Evidence					Commentary
	Masterplan	Layouts	D&A Statement	Plan. Statement	Other	
Yes	No	N/A				
1. Movement and access						
How do your development proposals contribute to a safe and accessible public realm and movement network for all users, including encouraging walking and cycling over motor vehicles?						
						Does it provide easy access by walking, cycling and public transport to and from key destinations, i.e. new homes, places of work, shops, leisure & community facilities and other services?
						Are there through-routes within the development for pedestrians and cyclists? Are any new multi-user movement networks needed to serve the site?
						Is there clear signposting / lighting of walking and cycling networks and links to them?
						Is new public transport infrastructure to serve the site provided or required? (e.g. new bus services or shelters). Where bus stops are provided do they allow level boarding for users?
						Is secure cycle parking provided – particularly at locations such as employment sites, shops or other facilities?
						Are furniture or facilities provided or required which promote or meet the needs of the community (such as benches, gates, horse access, wheelchair elevator / stair climber etc.)
						Have unnecessary physical barriers to access and movement been eliminated? Or can any barriers be adapted or improved to facilitate "Access for All"?
						Is provision made for reduced vehicle speeds such as 20mph zones?
						Are dropped kerbs and tactile surface material at crossing points provided or required?

	Response		Evidence					Commentary	
	Yes	No	N/A	Masterplan	Layouts	D&A Statement	Plan. Statement		Other
2. Development Design									
How has the development been designed to provide a safe, attractive and well designed environment which meets the needs of the community?									
Are parking spaces provided in appropriate locations and are any parking courts well lit and with sufficient over-looking from adjacent properties?									
For large employment uses are facilities such as shower / changing rooms, storage facilities and clothes drying provided, to encourage commuting via non-vehicular means?									
Are electric supply points for charging of electric bikes / vehicles provided or required?									
Do new homes and other buildings provide adequate internal spaces for amenity (such as dining / kitchen facilities) and bike storage? In multiple occupancy dwellings a communal bike store at ground level could be provided which is secure and protected from the elements.									
Does the development include 'Secured by design' features?									
Do new homes provide adequate private or semi-private space? (The South Yorkshire Residential Design Guide (page 129) identifies minimum requirements.)									

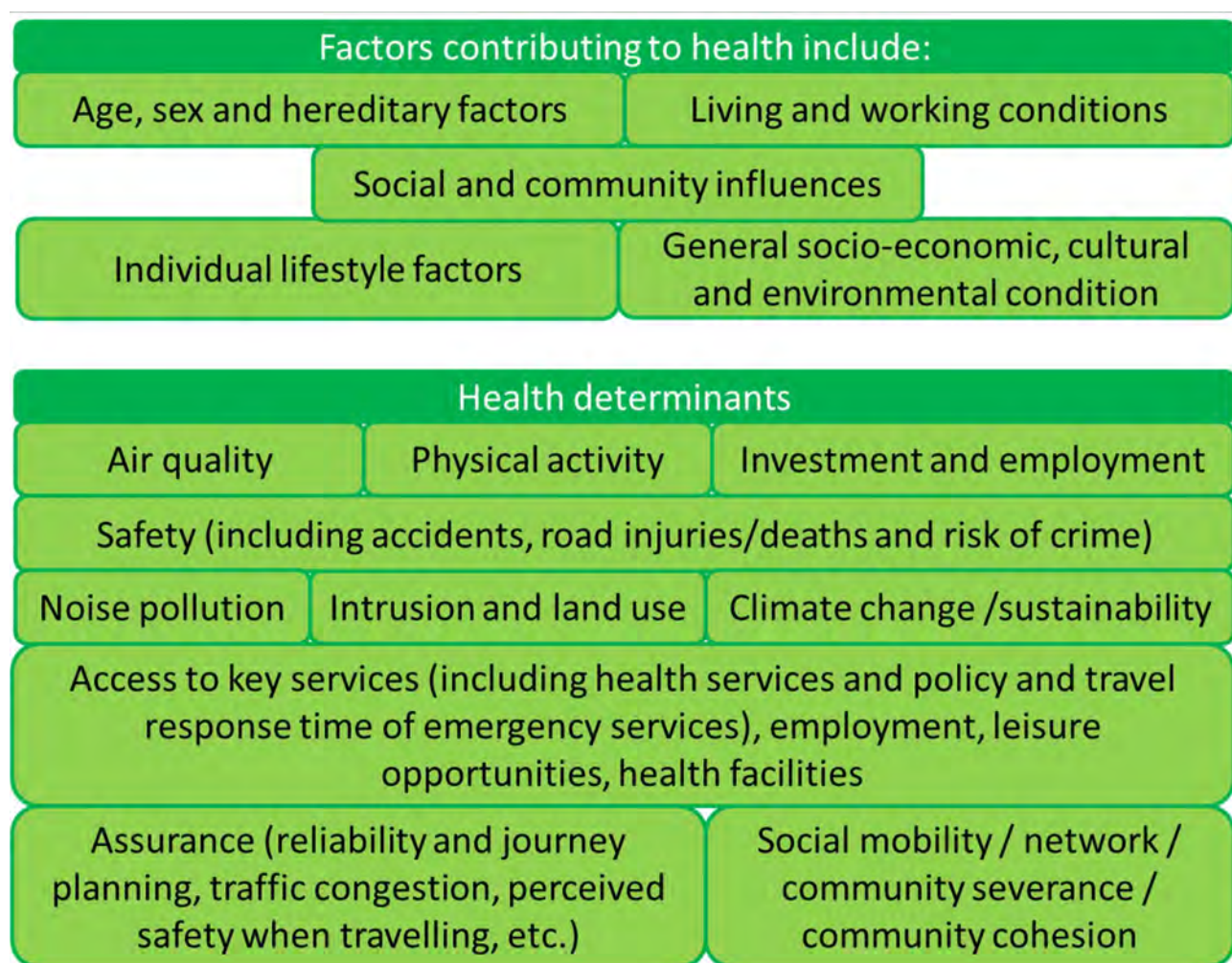
Response	Evidence					Commentary		
	Yes	No	N/A	Masterplan	Layouts		D&A Statement	Plan. Statement
3. Optimising Green Infrastructure and Access to Open Space How does your development enhance and integrate existing Green Infrastructure (GI) networks, and provide publicly accessible Green Space? How does your development plan for climate change? How does your development plan encourage physical activity and/ or a healthy lifestyle? How will your development be managed long term to ensure continuing fitness for purpose?								
Do proposals clearly show how Green Infrastructure has been integrated into the design of development (where appropriate)?								
Does development improve connectivity to / accessibility of existing Green Infrastructure and /or provide easy access to natural green open spaces of different sizes?								
Does development provide opportunities to promote physical activity, such as sign posted walks / trails, new active trim trail/ outdoor gym equipment, access to formal play facilities within 5 minutes' walk (or 400 metres), and meeting local demand for outdoor sports?								
Is there provision of or requirement for sustainable design features such as green roofs, shade trees, and sustainable urban drainage systems?								
Where relevant, have suitable buffers been provided to wildlife habitats within or near to the site to increase climatic resilience?								
Does the landscaping scheme include, or has consideration been given, to appropriate plant species, including those adaptable to fluctuating water demand?								
Do proposals provide new, or maintain / enhance existing opportunities for food growing, including in residential gardens?								

	Response		Evidence				Commentary		
	Yes	No	N/A	Masterplan	Layouts	D&A Statement		Plan. Statement	Other
Is provision made for the management and maintenance of landscaping, green spaces and other facilities over the lifetime of the development? Is the person / body who will be legally responsible for public safety in any publicly accessible green spaces identified? Has provision been made, or consideration given to involving the local community in the management and development of the site (including publicly accessible green spaces)?									
4. Promoting equal communities									
How does development impact on different communities and groups? Protected characteristics are age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity. Rotherham also includes carers as a specific group. Other areas to consider are human rights and children's rights, impact on community cohesion, deprivation (including multiple deprivation), barriers to unemployment, and other social economic factors.									
Will development have a positive impact on any of the above groups, characteristics or areas for consideration? Could the proposal reduce inequalities or disadvantage?									
Will development have a negative impact on any of the above groups, characteristics or areas for consideration? Could the proposal lead to a group or groups being disadvantaged or treated unfairly? How will any disadvantage or inequality be mitigated?									

Appendix 2: Supporting information

Health Determinants, Inequality Indicators and the Rotherham Local Plan

The Integrated Impact Assessment (IIA) of the Rotherham Local Plan Core Strategy (Jacobs, June 2013) and Sites and Policies Document (Volume 3: Assessment of policies, Jacobs, March 2016) included a Health Impact Assessment (HIA) which assessed the effects on the health and well-being of the population and ability to access health-related facilities and services. In the HIA it is stated that health is not just the absence of disease, but also the presence of physical, mental and social well-being. It identified factors contributing to health and health determinants:



Health is a cross cutting theme in the Rotherham Local Plan; reference is made to health in many different policies in the Rotherham Local Plan, both in the adopted Core Strategy.

Table 2 Health determinants and Rotherham Core Strategy objectives

Health determinant	Rotherham Core Strategy (2014) objective
Investment and employment	Objective 6: Provision for employment - By the end of the plan period, the borough's economy will be more modern, diverse and enterprising and will have moved closer to a low-carbon economy. Implementation of the plan's policies will have helped provide a wide range of accessible job opportunities in the borough. The regeneration and improvement of existing employment sites will have been complemented by the creation of local and rural employment opportunities.
Access to Key Services Social mobility / network / community severance / community cohesion	Objective 7: Local transport connections - By the end of the plan period, the proportion of trips made by walking and cycling will have increased.
Physical activity	Objective 9: Green spaces, sport and recreation - By the end of the plan period, the borough's network of green infrastructure will have been identified, conserved and enhanced. Implementation of the plan's policies will have protected and enhanced the borough's network of accessible sport and recreation facilities and helped improve the health of Rotherham's population.
Climate change / sustainability	Objective 10: Biodiversity/ geodiversity – By the end of the plan period... The geodiversity, habitats, and greenspace eco-systems of the wider environment will have been conserved, enhanced and managed by implementation of the plan's policies. The borough's best and most versatile agricultural land will have been protected, wherever possible, to promote local food production.
Safety	Objective 14: Design - By the end of the plan period, new development built to sustainable design standards will have contributed to the creation of safe, accessible, and well managed places, buildings and public spaces.
Air quality / Noise pollution / Intrusion and land use	Objective 15: Community well-being- By the end of the plan period, implementation of the plan's policies will have helped to reduce crime levels and minimise the potential results of terrorist activity by improving the design of new development. The potential risk to nearby populations from hazardous installations will have been minimised by the designation and enforcement of appropriate stand-off zones. Decisions on the location and type of development will have helped to reduce pollution levels

Planning Practice Guidance notes the objective of the reduction of health inequalities in the Local Plan (Health and well being: Paragraph: 002 Reference ID: 53-002-20140306). The following health inequality indicators (from Association of Public Health Observatories and the NHS health Development Agency, 2003) were identified in the HIA as follows: employment, poverty and deprivation; crime; accidents and injury; pollution and the physical environment; physical activity; access to local health and other services; and community development.

39 The following table shows how the inequality indicators and health determinants have been reflected in the promoting healthy communities checklist.

Table 3 Reflecting inequality indicators and health determinants in the promoting healthy communities checklist

Inequality indicator	Health determinants	Provision included in the checklist
Accidents and injury	<p>Safety (including accidents, road injuries/deaths and risk of crime)</p> <p>Assurance (reliability and journey planning, traffic congestions, perceived safety when travelling, etc.)</p>	<p>Development provides safe and accessible movement networks and public realm for all users.</p> <p>Development design encourages walking over motor vehicles.</p> <p>Buildings and surroundings are attractive, well-designed, embodying 'Secure by Design' principles and meet the needs of all users.</p>
Pollution and the physical environment	<p>Air quality</p> <p>Noise pollution</p>	<p>Design to reduce emissions, and address any specific local risks to health or safety, including noise nuisance.</p> <p>Design and layout of development provides adequate mitigation / insulation from sources of noise pollution in order to foster neighbourhood tranquillity.</p>
Community development	Social mobility / network / community severance / community cohesion	<p>Provide effective, well managed and publicly accessible green space at a variety of scales for residential developments.</p> <p>The development caters for all users able bodied or disabled.</p> <p>Development provides safe and accessible movement networks and public realm for all users.</p>
Access to local health and other services	Access to key services (including health services and policy and travel response time of emergency services), employment, leisure opportunities, health facilities	<p>Development provides safe and accessible movement networks and public realm for all users.</p> <p>Provide effective, well managed and publicly accessible green space at a variety of scales for residential developments.</p>
Physical activity	Physical activity	Provide effective, well managed and publicly accessible green space at a variety of scales for residential developments.
Employment, poverty and deprivation	Investment and employment	<p>Development provides safe and accessible movement networks and public realm for all users.</p> <p>Checklist measures may improve the setting for investment.</p>
-	Intrusion and land use	All areas of checklist.
-	Climate change / sustainability	Development withstands and adapts to the predicted impacts of climate change.
Crime	---	Buildings and surroundings are attractive, well designed, embodying 'Secure by Design' principles and meet the needs of all users.

Appendix 3: Human and children's rights

The Human Rights Act 1998

The Human Rights Act 1998 sets out the fundamental rights and freedoms that everyone in the UK is entitled to. These are:

- Article 2: Right to life
- Article 3: Freedom from torture and inhuman or degrading treatment
- Article 4: Freedom from slavery and forced labour
- Article 5: Right to liberty and security
- Article 6: Right to a fair trial
- Article 7: No punishment without law
- Article 8: Respect for your private and family life, home and correspondence
- Article 9: Freedom of thought, belief and religion
- Article 10: Freedom of expression
- Article 11: Freedom of assembly and association
- Article 12: Right to marry and start a family
- Article 14: Protection from discrimination in respect of these rights and freedoms
- Protocol 1, Article 1: Right to peaceful enjoyment of your property
- Protocol 1, Article 2: Right to education
- Protocol 1, Article 3: Right to participate in free elections
- Protocol 13, Article 1: Abolition of the death penalty

For further information, please see the legislation available at:

<http://www.legislation.gov.uk/ukpga/1998/42/contents>

The United Nations Convention on the Rights of the Child

The United Nations Convention on the Rights of the Child (UNCRC) grants all children and young people (aged 17 and under) a comprehensive set of rights.

The UNCRC consists of 54 articles that set out children's rights and how governments should work together to make them available to all children. These include the right to:

- Life, survival and development
- Protection from violence, abuse or neglect
- An education that enables children to fulfil their potential
- Be raised by, or have a relationship with, their parents
- Express their opinions and be listened to.

There are four articles in the convention, known as the "General Principles", which help to interpret all the other articles. They are:

- Non-discrimination (article 2)
- Best interest of the child (article 3)

- Right to life survival and development (article 6)
- Right to be heard (article 12)

The full text of the UNCRC can be viewed here:

<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

A summary of the rights, produced by UNICEF, can be viewed here:

<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

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Rotherham local plan

DRAFT Town centre uses and developments Supplementary Planning Document



September 2019

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Introduction

Introduction

1 This Supplementary Planning Document (SPD) has been produced to add further detail to policies in Rotherham's Local Plan. The overall objectives of the SPD are to:

- Provide more detailed guidance on the application of policies within the Core Strategy and Sites and Policies Local Plan documents;
- Assist applicants when preparing and submitting planning applications; and
- Minimise the risk of delays in subsequent decision making.

2 The SPD will assist applicants when preparing planning applications for main town centre uses in edge of or out of centre locations which require a sequential and impact test assessment, as required by Core Strategy Policy CS12 Managing Change in Rotherham's Retail and Service Centres. It will also provide guidance as to how policies related to town, district and local centres, in particular Policies SP20 Primary Shopping Frontages and SP21 Secondary Shopping Frontages, will be applied.

3 A number of technical terms are used throughout and a glossary is provided at appendix 1 which explains these further.

Status

4 This SPD has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

5 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between xx and xx. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on xxxxx.

Policy context

National planning policy

6 The delivery of sustainable development lies at the heart of planning. This is established in National Planning Policy Framework (NPPF) and the accompanying Planning Practice Guidance (PPG), and is expressed at a local level through Rotherham's Local Plan.

7 NPPF recognises town, district and local centres as being at the heart of communities and sets out policies to support their viability and vitality. It establishes that local planning authorities should define the extent of town centres and primary shopping areas, and make clear the range of uses

permitted in such locations, and apply a sequential test to planning applications for main town centre uses which are neither in an existing centre nor in accordance with an up-to-date plan.

8 It also establishes that for retail and leisure development outside town centres, which are not in accordance with an up-to-date plan, local planning authorities should require an impact assessment if the development is over a proportionate, locally set floorspace threshold (500 sqm gross, as established in the Local Plan).

9 Paragraph 90 of NPPF is clear that where an application fails to satisfy the sequential test or is likely to have significant adverse impact then it should be refused.

Local planning policy

10 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website:

<https://www.rotherham.gov.uk/localplan>

11 The Local Plan sets out a range of policies to guide development for retail, leisure and other main town centre uses. The policies include:

- the identification of a hierarchy of centres within Rotherham and strategies to support them;
- establishing the uses which will be acceptable within centres, and within different parts of centres;
- setting out how the sequential test requirements will be applied within Rotherham; and
- ensuring that the impact of retail, leisure and office development outside of town centres is assessed where appropriate.

12 This guidance provides additional detail to, and should be read in conjunction with, the following policies:

Policy CS 1 Delivering Rotherham's Spatial Strategy	which sets out how retail growth will be distributed across Rotherham
Policy CS 12 Managing Change in Rotherham's Retail and Service Centres	which sets out the hierarchy of centres within Rotherham and strategies to support them, and sets out how the sequential and impact tests will be applied.
Policy CS 13 Transforming Rotherham Town Centre	sets out detailed policy for Rotherham town centre.
Policy SP 19 Development Within Town, District and Local Centres	which sets out the acceptable uses within Rotherham's centres.
Policy SP 20 Primary Shopping Frontages	which establishes the acceptable uses within primary shopping frontages and relevant criteria to be met.

Policy SP 21 Secondary Shopping Frontages	which establishes the acceptable uses within secondary shopping frontages and relevant criteria to be met.
Policy SP 22 Hot Food Takeaways	which sets out detailed policy and criteria to be met for hot food takeaway uses.
Policy SP 23 Out-of-Centre Retail Parks and Other Out-of-Centre Developments	which sets out how proposals outside of defined centres will be considered.
Policy SP 24 Rotherham Town Centre Regeneration	which establishes aspirations for key sites within Rotherham town centre.
Policy SP 25 Rotherham Town Centre Evening Economy	which sets out how policy regarding evening and late night uses within Rotherham town centre.

13 Reference should also be made to the Rotherham Town Centre Supplementary Planning Document, which provides more detailed guidance for this centre.

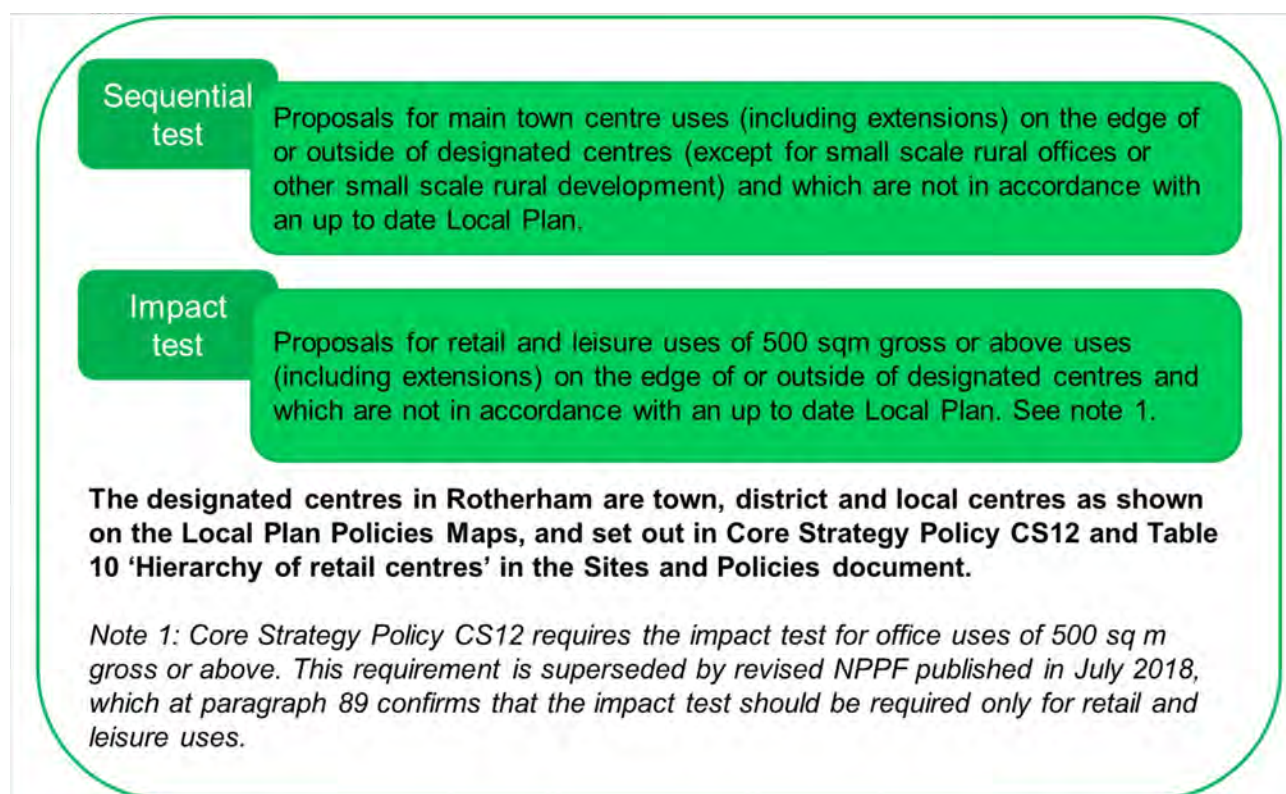
Sequential and impact tests

When is a sequential or impact test required?

14 The NPPF (at paragraphs 86 and 89) supports the viability and vitality of town centres by setting out two key tests that should be applied when planning for town centre uses which are not in an existing centre and which are not in accord with an up to date Local Plan – the sequential test and the impact test. Core Strategy Policy CS12 Managing Change in Rotherham's Retail and Service Centres provides further guidance.

15 The figure below indicates when the sequential and impact tests are required:

Figure 1 When sequential and impact tests will be required



16 The definition of main town centre uses (as set out in NPPF) is included in the glossary at appendix 1.

17 Policy SP25 Hot Food Takeaways further clarifies that hot food takeaways outside of town, district and local centres will be required to satisfy Core Strategy Policy CS12 and will not be permitted where they would result in more than two A5 units being located adjacent to each other.

18 The National Planning Practice Guidance makes clear that it is for the applicant to demonstrate compliance with the sequential and impact tests in support of relevant applications and that the failure to undertake them can be a reason for refusal of planning permission.

19 In line with NPPF paragraph 90, applications may be refused where they fail to satisfy the sequential test or are likely to have a significant adverse impact on:

- existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and / or
- on town centre vitality and viability, including local consumer choice and trade in the town centre and wider retail catchment (as applicable to the scale and nature of the scheme).

20 Equally, compliance with the sequential and impact tests does not guarantee that planning permission will be granted – the Council will consider all relevant planning policies and material considerations in reaching a decision on planning applications.

Agreeing the scope of the assessment

21 In line with Core Strategy Policy CS12, applicants should agree with the Local Planning Authority the scope of the evidence and analysis to be submitted to ensure that this is proportionate to the scale and nature of the proposal.

The Council supports early engagement with applicants which would allow the scope of any sequential / impact test assessment to be agreed.

22 We provide and encourage use of our pre-application service which aims to increase the efficiency of the Council's planning process and to resolve any planning problems and issues with applicants at an early stage, before the submission of a planning application.

23 More information on the Council's pre-application service is available on our website at: <https://www.rotherham.gov.uk/planning>

24 Where pre-application discussions have not taken place and the scope of any sequential or impact assessment has not been agreed prior to submission, then further work may be required to any submitted assessment. This could delay determination of any planning application.

25 Key to any discussions will be establishing the parameters of the scheme. This should include, but is not limited to:

Table 1 Establishing the parameters of a scheme

Size	The size of proposed development, preferably in gross square metres. For retail proposals the net sales floorspace should also be provided.
Type	The type of floorspace (for example are retail proposals for food/non-food), and any suggested planning conditions (such as range of goods, unit sizes etc.)
Characteristics	The characteristics of the development (such as catchment area, target market), the site, broad layout principles, and proposed levels of parking.
Operator details	Where proposals are not for speculative development details should be provided of the prospective operator(s)
Business model / locational requirements	Details of any elements of the prospective operator(s) business model which have a bearing on site requirements. Why is the development required to be located on the proposed site / in a particular area of Rotherham? Is the development meeting an identified need in a particular area? Does the user have certain building or site requirements? This might be in terms of layout, access or market requirements.

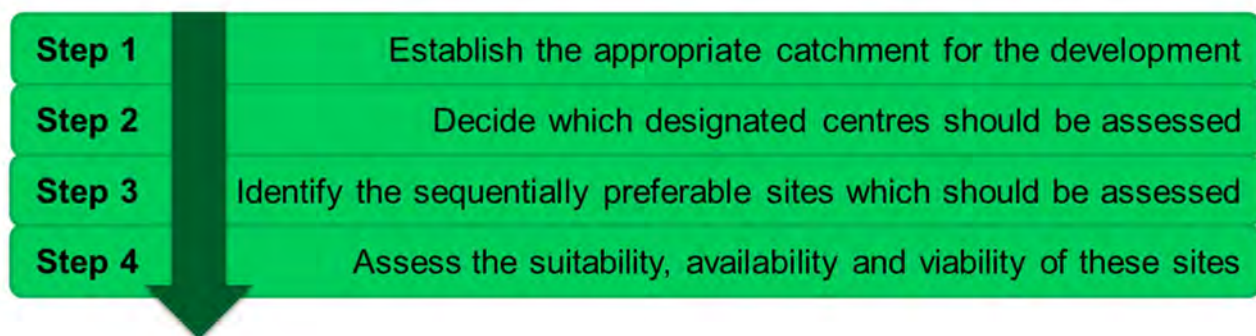
Carrying out a sequential test

26 National Planning Practice Guidance sets out further guidance on undertaking the sequential test: <https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres> The Council will have regard to this guidance in determining planning applications.

27 Where proposals relate to extensions to existing uses the sequential test should be carried out based on the property / use as proposed to be extended. For example, for a proposed 300 sqm extension to an existing unit of 1,100 sqm the assessment should be based on the combined development of 1,400 sqm.

28 There are four key steps to follow in undertaking a sequential test, which are considered in detail below:

Figure 2 Sequential test steps



Step 1: Establishing an appropriate catchment

29 Establishing the catchment of the proposed development is the first step in determining which centres should form part of the assessment.

30 The catchment is the area the proposal is intended to serve / draw trade from. This will vary depending on the specific development proposed, and will need to take account of the size of development, the market in which the development will operate and any relevant characteristics of the business / operator model.

31 For example, the catchment for a small to medium sized food outlet will differ to that for a hotel. Similarly a more niche retailer or use may draw trade from a wider area than a mass market operator.

32 Catchments may be defined in a number of ways, such as a simple distance from the site (for example, a 1 mile radius) or a more detailed drive time calculation (which is determined by estimating the catchment served by, for example, a 10 minute drive time). The distances or drive times which are appropriate will depend on the specific development.

33 Catchments may extend beyond the borough boundary. Catchments which are artificially 'clipped' to the borough boundary will not be considered acceptable:

Figure 3 Treating catchments across boundaries



Step 2: Deciding which designated centres should be assessed

34 Having established an appropriate catchment, this can then be used to help determine the centres which should be assessed for sequentially preferable sites, in conjunction with details of the type and size of proposed development.

35 The centres to be considered are town, district and local centres defined in the Local Plan and which comprise the hierarchy of centres set out in Policy CS12 and table 9 of the Sites and Policies Document:

Table 2 Hierarchy of centres in the Rotherham Local Plan and centre definitions

Town Centres	<p>The borough's main retail, commercial and civic centre which serves the whole borough, and other larger centres which serve a wider area. Function as important service centres, providing a range of facilities and services for extensive catchment areas.</p> <p>Rotherham Dinnington Maltby Wath-upon-Deane</p>	
District Centres	<p>Centres which may serve a more than local need. Usually comprise groups of shops often containing at least one supermarket or superstore, and a range of non-retail services, such as banks, building societies and restaurants, as well as local public facilities such as a library.</p> <p>Kiveton Park Parkgate Swallownest Swinton Wickersley</p>	
Local Centres	<p>Local centres include a range of small shops of a local nature, serving a small catchment. Typically, local centres might include, amongst other shops, a small supermarket, a newsagent, a sub- post office and a pharmacy. Other facilities could include a hot-food takeaway and launderette. In rural areas, large villages may perform the role of a local centre.</p> <ul style="list-style-type: none"> • Bassingthorpe Farm - Urban Village (indicative) • Woodlaithes Road / Acorn Way, Bramley • Main Street / Cross Street, Bramley • East Bawtry Road, Brecks • Brinsworth Road, Brecks • Brinsworth Lane, Brinsworth • Herringthorpe Valley Road / Wickersley Road, Broom • Middle Lane, Clifton • Doncaster Road, Dalton • Doncaster Road / Far Lane, East Dene • Fitzwilliam Road, Eastwood • Union Street, Harthill • Chaucer Road, Herringthorpe • St Johns Green, Kimberworth Park 	<ul style="list-style-type: none"> • Hangsman Lane, Laughton Common • Muglet Lane, Maltby • Kilnhurst Road / Queen Street, Rawmarsh • Kilnhurst Road, Rawmarsh • The Parade, Rawmarsh • Bellows Road, Rawmarsh • Harding Avenue / Symonds Avenue, Rawmarsh • Swallow Wood Road / Sheffield Road, Swallownest • Church Street, Swinton • Woodhouse Green, Thurgroft • Green Arbour Road, Thurgroft • Rotary Drive, Wath-upon-Deane • Highfield Commercial, Waverley (indicative) • Waverley New Community, Waverley (indicative)

36 Boundaries for these centres are shown on the Policies Maps accompanying the Sites and Policies document. More detailed maps of the town and district centres can be found at appendix 1 of the Sites and Policies document. The exception is where centres are identified as being indicative. In these instances the centres will be provided as part of the development of larger schemes and at present their precise location and extent are not known. These centres should still be considered, where relevant, as part of any sequential assessment and account will be taken of the latest information regarding these centres at that time.

37 Where the catchment of proposed development extends beyond the borough boundary then the relevant planning departments of local authorities should be contacted to determine which centres should be included within any sequential test and impact test.

38 Depending upon the development proposed it may be appropriate that all designated centres within the catchment should be assessed. In other circumstances it may be appropriate for the assessment to be restricted to higher or lower order centres. For example, a larger supermarket or retail operator will be more appropriately directed towards town or district centres. Alternatively it may be appropriate for assessments of proposals for small convenience goods providers, such as a grocers or corner shop, to be limited to local or district centres. Consideration will therefore be given to the type, scale and catchment of the proposed development and the catchment area served by particular centres. This approach recognises the different role that centres within the retail hierarchy play.

39 Retail parks are not classed as centres for the application of the sequential test. The exception to this is for proposals involving bulky goods uses. This is discussed further in paragraphs 51 to 53.

Step 3: Identifying the sequentially preferable sites which should be considered

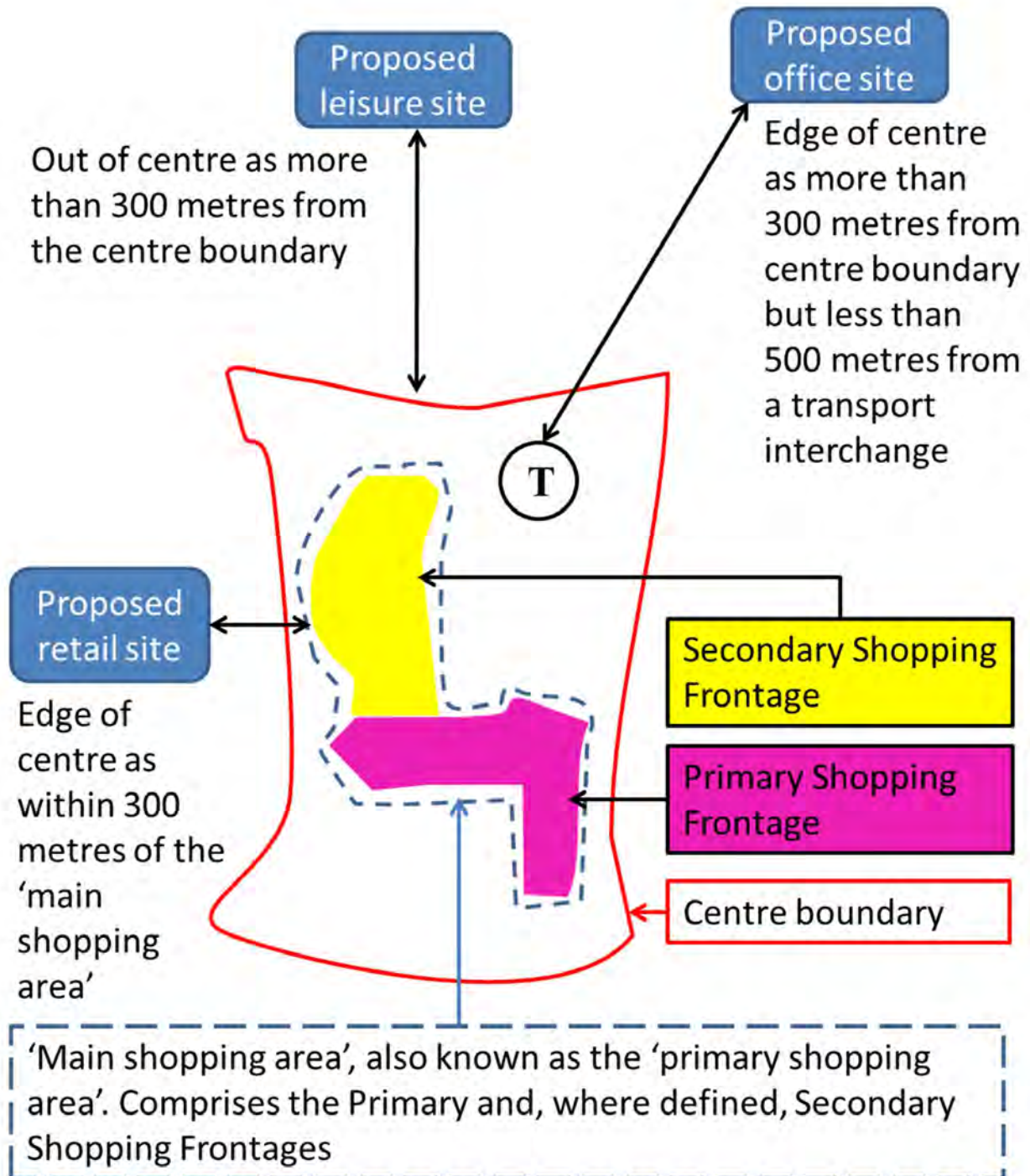
40 Where the proposed development is in an out of centre or edge of centre location then the assessment should consider sequentially preferable sites – i.e. first those within designated centres and then, if these are unavailable, suitable or viable, sites in an edge of centre location. National Planning Practice Guidance indicates that preference should be given to accessible sites that are well connected to the centre.

41 Establishing whether a proposal is in an edge of or out of centre location will depend on the specific type of development proposed and the site context. Table 3 'Defining edge of centre locations' and Figure 4 'Retail centre components and edge of centre locations' provide more information on how edge of centre locations are defined.

Table 3 Defining edge of centre locations

	Retail uses	Office uses	All other main town centre uses
Edge of centre	Well connected and up to 300 metres of the primary shopping area.	A location within 300 metres of a town, district or local centre boundary, and locations outside of these centres but within 500 metres of a public transport interchange.	A location within 300 metres of a town, district or local centre boundary.
<p>In determining whether a site falls within the definition of edge of centre, account will be taken of local circumstances. For example, local topography, barriers, such as crossing major roads and car parks, the attractiveness and perceived safety of the route and the strength of attraction and size of the town centre.</p> <p>Rotherham's primary shopping areas are identified in Policy SP22 Development Within Town, District and Local Centres as 'main shopping areas' consisting of primary and, where they are defined, secondary shopping frontages, identified on the inset maps at appendix 1 of the Sites and Policies document.</p> <p>For local centres the centre boundary should be considered as the primary shopping area with regard to retail proposals.</p>			

Figure 4 Retail centre components and edge of centre locations



42 The choice of sites to consider (including vacant premises or undeveloped sites) will depend on a number of key factors:

- The size of the proposed development;
- The operator's business model;
- Scope for flexibility in the format and/or scale of the proposal.

43 In addition it will be important to have regard to the requirements of Policies SP23 Primary Shopping Frontages and SP24 Secondary Shopping Frontages. In some circumstances where proposals require a ground floor presence it may not be appropriate to consider sequentially preferable sites within these areas; this will require further consideration at the time of any planning application. This may be where:

- Particular uses are not supported at ground floor level within Primary or Secondary Shopping Frontages;
- Existing Primary and / or Secondary Frontages are at or below the concentration of A1 shops at ground floor level established in these policies.

44 There may be circumstances when it remains appropriate to consider locations within Primary or Secondary Shopping Frontages. For example this may be the case where uses are not identified as acceptable at ground floor level, but could be accommodated on upper floors (such as B1(a) office uses).

45 National Planning Practice Guidance notes that certain main town centre uses have particular market and locational requirements which mean that they may only be accommodated in specific locations. It emphasises that robust justification must be provided where this is the case, and land ownership does not provide such a justification. Where this is the case for proposed development it should inform the parameters of the assessment as discussed at paragraph 25 above.

46 National policy indicates that applicants and local planning authorities should demonstrate flexibility on issues such as format and scale. National Planning Practice Guidance indicates that it is not necessary to demonstrate that a potential town centre or edge of centre site can accommodate precisely the scale and form of development being proposed, but rather to consider what contribution more central sites are able to make individually to accommodate the proposal.

47 The purpose behind this is to seek wherever appropriate to accommodate new development within centres; making effective and efficient use of previously developed land, ensuring development is located in accessible locations, and securing new investment. Flexibility could be achieved through the amendment of 'standard' business model requirements to incorporate innovative design, such as multi-level stores, and/or through shared or multi-level car parking and innovative servicing solutions.

48 Flexibility could include agreement to only consider sequentially preferable sites within a reasonable size range to accommodate the proposed development (such as +/- 10%). In such circumstances the Council may accept the automatic discounting of sites outside of any agreed range.

49 The Council can advise on sites which it considers should form part of the assessment. It also undertakes regular monitoring of town and district centres including identifying vacant premises. This data is available on request from the Council and may help identify sites or premises which should be assessed.

50 Where centres within other local authority areas are being considered, the relevant Council(s) may also be able to assist in identifying sites for assessment or providing any relevant monitoring data.

Assessing proposals for bulky goods floorspace

51 In the case of proposals for bulky goods floorspace Core Strategy Policy CS12 indicates that once sites within and then on the edge of town, district or local centres have been assessed and it can be demonstrated that they are not available, suitable or viable for the proposed development, then the availability, suitability and viability of vacant premises in retail parks to accommodate the proposed development should be assessed.

52 Rotherham's retail parks, defined on the Policies Map, are located at:

- Cortonwood
- Parkgate Shopping Park, Parkgate
- Northfield Retail Park, Parkgate
- Great Eastern Way, Aldwarke

53 The application of the sequential test for bulky goods should also take account of vacancies within any other retail parks in Rotherham at the time of preparing the assessment.

Step 4: Undertaking the assessment

54 Core Strategy Policy CS12 indicates that the sequential test should demonstrate that alternative sites are not available, suitable or viable for the proposed development. Evidence provided should be robust and proportional given the size and scale of proposed development.

55 The assessment of each site should consider:

Table 4 Assessing sequentially preferable sites

Availability	Whether sites are available now or are likely to become available for development within a reasonable period of time (determined on the merits of a particular case, having regard, for example, to the urgency of the need). Where sites become available unexpectedly after receipt of an application, this will be taken into account in the assessment of proposals. It will not be appropriate for an applicant to dismiss a more sequentially preferable site on the basis that it is not available to the developer/retailer in question.
Suitability	<p>With due regard to the requirements to demonstrate flexibility whether sites are suitable to accommodate the need or demand which the proposal is intended to meet. The following factors are likely to be relevant when assessing whether a site offers a suitable location for development:</p> <ul style="list-style-type: none"> • Policy restrictions – such as designations, protected areas, existing planning policy and corporate, or community strategy policy. • Physical problems or limitations – such as access, infrastructure, ground conditions, flood risk, hazardous risks, pollution or contamination. • Potential impacts – including effects on landscape features and conservation. <p>The environmental conditions – which would be experienced by potential users of the proposal.</p>
Viability	<p>Whether there is a reasonable prospect that development will occur on the site at a particular point in time. Again the importance of demonstrating the viability of alternatives depends in part on the nature of the need and the timescale over which it is to be met.</p> <p>Relevant considerations could include market factors (such as attractiveness of the locality and level of potential market demand), cost factors (such as site preparation costs and any exceptional works necessary) and delivery factors (such as phasing and build out rates).</p>

56 If the applicant asserts that the proposal is, by its nature, locationally specific, and cannot be accommodated in a more central location, or that it is not possible to adopt a flexible approach to accommodate the development more centrally, it will be necessary to clearly justify this position.

Format of sequential assessment

The Council expects clear evidence to be provided of the sequential assessment, including details of the sites considered and their assessment. The precise format of each assessment report may vary, however the following structure is suggested:

Introduction: setting out brief details of the proposed scheme, including the parameters set out in table 1 of this SPD (i.e. size, type, characteristics, operator details, business model / locational requirements).

Catchment definition: providing a clear indication of the catchment area (preferably including a clearly marked up map) and appropriate justification.

Centres assessed: identifying the centres within the catchment which are to be assessed. Where certain centres within the catchment are not to be assessed (see earlier advice in this SPD) then clear justification for this approach should be set out.

Site assessment criteria: clearly setting out the site assessment criteria having regard to the parameters identified above and including any elements of flexibility.

Site assessments: this section should set out the assessment for each site based on the criteria established. It should provide a clear consideration of sites in terms of their availability, suitability and viability. It should be based on up to date information and should include a clear conclusion for each site. Where sites are discounted (i.e. considered not available, suitable or viable) the conclusion should make clear the reasons for this.

Conclusion: this section should provide an overall conclusion of the sequential assessment. Where sequentially preferable sites are identified which are available, suitable and viable then these should be highlighted. Where sites have been discounted as not available, suitable or viable then this should also be highlighted.

57 The Council will consider sequential assessments submitted as part of a planning application or pre-application enquiry. It will endeavour to provide any advice or comments on the information submitted in a timely manner to assist applicants.

Carrying out an impact test

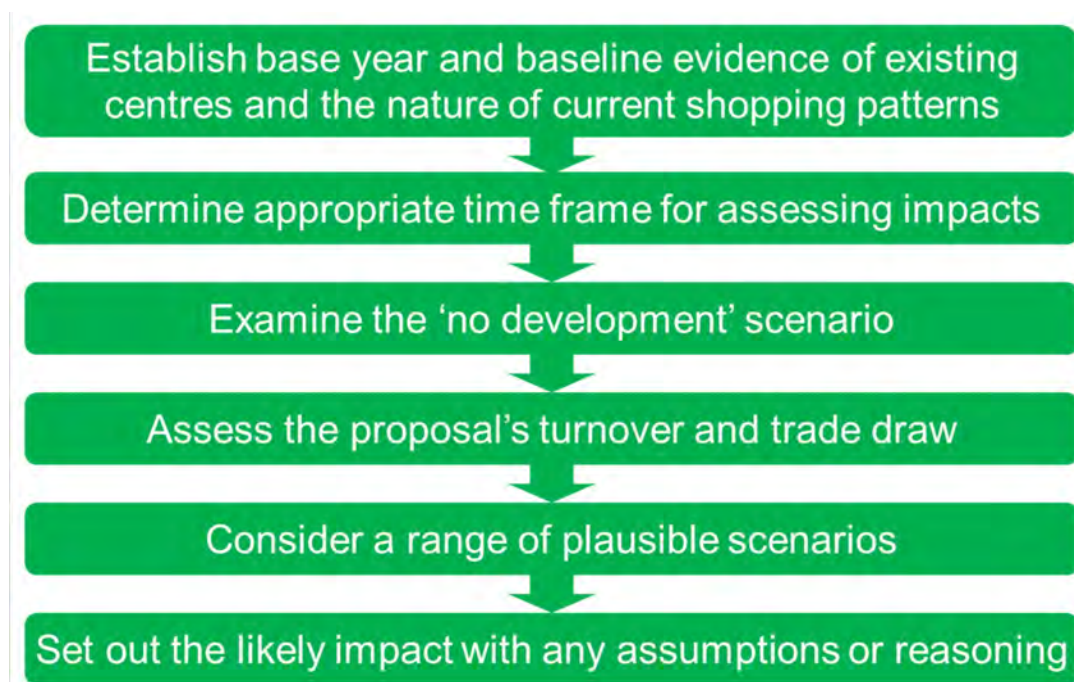
58 Core Strategy Policy CS12 identifies that proposals for retail or leisure uses of 500 sq m gross or above, on the edge of or outside of designated centres, must be accompanied by an impact assessment ⁽¹⁾. This should consider:

- the impact of the proposal on existing, committed and planned public and private investment in centres in the catchment area of the proposal; and
- the impact of the proposal on the vitality and viability of centres, including local consumer choice and trade.

59 National Planning Practice Guidance sets out further guidance on undertaking the impact test: <https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres> The Council will have regard to this guidance when determining planning applications.

60 This includes a checklist (at paragraph 018) for applying the impact test, although it is acknowledged that this is focused on retail proposals and not all steps may be appropriate for use with all main town centre uses. The steps are summarised below:

Figure 5 Undertaking an impact test



¹ Core Strategy Policy CS12 also requires the impact test for office uses of 500 sqm gross or above. This requirement is superseded by revised NPPF (July 2018) which at paragraph 89 confirms that the impact test should be required only for retail and leisure uses.

61 Consideration will be given to whether the impact of a new out-of-centre development could undermine the viability and contribution of schemes in more sequentially preferable locations, or prejudice the potential to secure further development on a more central site.

62 In undertaking an impact assessment the Council will seek to agree the scope, key impacts for assessment, and level of detail required in advance of applications being submitted. The basis of any assessment will normally consider potential impacts on designated centres within the catchment area identified as part of the sequential test. In line with national guidance impact should be considered over time: up to five years for most schemes, or up to ten years for major schemes.

63 Where proposals relate to a specific type of goods (for example, a DIY retail warehouse) it may be appropriate to focus the impact assessment on that specific sector, notwithstanding the need to consider the impact of the proposal on the overall vitality and viability of town centres.

64 If unconditional consent is sought for retail or other uses (for example, with no limitation on net sales area, unit sizes, range of goods and so on) then the supporting assessment should examine all of the potential impacts and policy compliance of the full range of possible permutations which would be permitted under the proposed planning permission.

In assessing the impact of the proposal on existing, committed and planned public and private investment, consideration should be given to a range of factors including:

- What stage they have reached e.g. are they contractually committed?
- The policy 'weight' attached to them (for example, are they a key provision of the development plan?)
- Whether there is sufficient 'need' for both?
- Whether they are competing for the same market opportunity, or key retailers/occupiers?
- Whether there is evidence that retailers/investors/developers are concerned; and
- Whether the cumulative impact of both schemes would be a cause for concern.

65 Where the catchment extends into other local authority areas the relevant Council(s) may also be able to assist in identifying factors which should be taken into account in any assessment, and providing any relevant information, such as monitoring data, retail and leisure studies, or town centre health check data.

66 Rotherham's most recent retail and leisure studies should provide a starting point to inform any impact assessment. Currently this is the Sheffield & Rotherham Joint Retail & Leisure Study, February 2017, available on our website at:

https://www.rotherham.gov.uk/downloads/200074/planning_and_regeneration

67 This includes quantitative and qualitative data on retail floorspace requirements, leisure uses and also health checks of Rotherham, Dinnington, Maltby and Wath upon Dearne town centres. It is acknowledged that these may need to be supplemented by more up to date data where this is available, either from the Council or as provided by the applicant.

68 Other information relating to Rotherham town centre is also available in the following documents:

- Rotherham Town Centre Supplementary Planning Document (adopted July 2016) available at: https://www.rotherham.gov.uk/downloads/200074/planning_and_regeneration
- Rotherham Town Centre Implementation Masterplan (September 2017) available at: https://www.rotherham.gov.uk/downloads/download/345/town_centre_masterplan

Development within Primary and Secondary Shopping Frontages

69 Policy SP19 Development Within Town, District and Local Centres establishes the acceptable uses within Rotherham's hierarchy of centres. Within town and district centres there are 'main shopping areas' which consist of 'Primary Shopping Frontages' and, in some cases, 'Secondary Shopping Frontages'. Separate guidance on the uses acceptable within the shopping frontages is provided in Policy SP20 Primary Shopping Frontages and Policy SP21 Secondary Shopping Frontages.

70 In Primary Shopping Frontages policy aims to ensure that development does not dilute the concentration of A1 shops below 65%, or reduce it further where it is already below this level.

71 In Secondary Shopping Frontages policy aims to ensure that development does not dilute the concentration of A1 shops below 30%.

72 The following principles will be observed when considering applications against policies SP20 and SP21:

- A. The percentage of A1 shops will be considered across the whole Primary or Secondary Shopping Frontage for the centre in question. Where a centre includes several areas of Primary or Secondary Frontage which are physically separate the data will not be considered for each area but combined across the total Primary or Secondary Frontage.
- B. The Council maintains annual monitoring data for town and district centres, including Primary and Secondary Shopping Frontages. This is available on request and will provide a useful starting point; however applicants will be expected to demonstrate, by way of up to date survey data, that proposed development will not reduce the concentration of A1 shops in Primary or Secondary Shopping Frontages below the relevant percentage, or further below the current percentage in Primary Shopping Frontages where this is already below the threshold (as set out in Policies SP20 and SP21). Appendix 2 shows a summary of the current monitoring data for town and district centres.
- C. Calculations will be based on ground floor premises; uses on upper floors will be excluded as will entrances to upper floors and basements.
- D. In considering survey data the Council will have regard to the current use of properties, taking account of their lawful permitted use. For example, where a unit is in use for something other than that for which it has planning permission the permitted rather than actual use will be considered. This will have regard to any lawful changes of use through permitted development rights which do not require a formal planning permission. It is also recognised that there are some circumstances where permitted development rights exist for a temporary change to certain uses for a period of two years, subject to prior notification of the proposed use to the Council ⁽²⁾. In these circumstances the current lawful planning use of premises irrespective of any temporary flexible use which is occupying them will be utilised. Thus (for example) a unit with

2 As of January 2019 uses falling within classes A1 (Retail), A2 (Financial and Professional Services), A3 (Restaurants/Cafes), A4 (Drinking Establishments), A5 (Hot Food Takeaways), B1 (Offices), D1 (Non-residential Institutions) and D2 (Assembly and Leisure) may change temporarily to a use falling within either A1 (Retail), A2 (Financial and Professional Services), A3 (Restaurants/Cafes) or B1 (Offices).

a lawful use as an A1 shop but which is occupied on a temporary basis as an A3 café will be deemed to be in A1 retail use.

- E. Where premises are vacant their previous lawful permitted use will be taken into account when calculating the percentage of A1 shop uses. This may include identifying where a particular use has been recorded on previous monitoring data for more than 10 years and could potentially be considered a deemed consent (however this does not represent confirmation of a lawful use by the Local Planning Authority; where planning permission has not been granted for a use then a lawful development certificate would be required to confirm this). For example a unit previously in retail use but presently vacant will be considered as a shop use contributing to the percentage of units. This recognises that premises may be vacant for a short period of time and could come back into use without the need for further planning permission. The exception to this will be where units are considered to be long term vacancies based on monitoring and / or other evidence. In such circumstances there may be constraints which are preventing the unit coming back into use and as such these units will be recorded as vacant. Where these units were previously in retail use they will not be considered as a shop use contributing to the percentage of units.
- F. Where premises are derelict or where they are unoccupied and redevelopment is expected to take place within a reasonable period of time these will not be counted as units for the purposes of applying the policies.
- G. Policies SP20 and SP21 will not be applied to proposals within Local Centres as Primary and Secondary Shopping Frontages are not defined for these centres.

Informing planning decisions

73 In line with the NPPF and Core Strategy Policy CS33, the Council will take a positive approach that reflects the presumption in favour of sustainable development. We will work with applicants to find solutions which mean that proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the area.

74 Wherever possible the Council will provide advice, guidance and data to applicants to assist in the preparation of sequential and impact assessments or other evidence supporting planning applications. The submitted documents will be taken into account in determining planning applications.

75 Where it is minded to grant planning permission, the Council may impose planning conditions to manage the impacts of development. The use of conditions will be appropriate where the consequences of certain types of development could lead to unacceptable impacts or have not been fully tested, and will be informed by the assessment of sequential and impact tests. For example, where retail proposals have been assessed based upon a particular scale of net sales floor space, and the impact and appropriateness of the scale of development has been judged acceptable, it will normally be appropriate to impose conditions restricting the total net sales area permitted.

Planning conditions could be used to:

- Prevent developments from being sub divided into a number of smaller shops or units, or to secure the provision of units suitable for smaller businesses, by specifying the maximum size of units.
- Ensure that ancillary elements remain ancillary to the main development.
- Limit any internal alterations to increase the amount of gross floor space by specifying the maximum floor space permitted.
- Limit the range of goods sold, and control the mix of convenience and comparison goods.
- Resolve issues relating to the impact of the development on traffic and amenity of neighbouring residents, such as the timing of the delivery of goods to shops and the adequate provision for loading and unloading.

Contact information

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

https://www.rotherham.gov.uk/forms/200074/planning_and_regeneration

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy Team, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

https://www.rotherham.gov.uk/forms/200074/planning_and_regeneration

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

Appendix 1: Glossary and definitions

Bulky Comparison goods: Large or bulky items such as DIY goods, furniture and floor coverings, major household appliances, audio-visual equipment and bicycles.

Convenience goods: Low-cost, everyday items that consumers are unlikely to travel far to purchase such as food and non-alcoholic drinks, tobacco, alcohol, and newspapers

Core Strategy: This forms part of the new Local Plan. It sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision.

District centres: District centres will usually comprise groups of shops often containing at least one supermarket or superstore, and a range of non-retail services, such as banks, building societies and restaurants, as well as local public facilities such as a library.

Impact test: ensures that the impact over of certain out-of-centre and edge-of-centre proposals on existing town centres is not significantly adverse.

Local centres: Local centres include a range of small shops of a local nature, serving a small catchment. Typically, local centres might include, amongst other shops, a small supermarket, a newsagent, a sub-post office and a pharmacy. Other facilities could include a hot-food takeaway and launderette. In rural areas, large villages may perform the role of a local centre.

Main shopping area: areas within Rotherham's centres where retail development is concentrated, consisting of Primary and, where they are defined, Secondary Shopping Frontages. See also primary shopping area.

Main town centre uses: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

National Planning Policy Framework: Sets out the government's planning policies for England and how they are expected to be applied. It provides guidance for local planning authorities and decision-takers, both in drawing up plans and making decisions about planning applications.

National Planning Practice Guidance: A web-based resource which provides further explanation and guidance in relation to the National Planning Policy Framework.

Non Bulky Comparison goods: Goods for which the consumer expects to visit a range of shops before making a choice, such as clothing, footwear, household goods and other non-food purchases

Primary shopping area: Defined area where retail development is concentrated (generally comprising the primary and those secondary frontages which are adjoining and closely related to the primary shopping frontage). See also main shopping area.

Primary shopping frontages: Primary frontages are likely to include a high proportion of retail uses which may include food, drinks, clothing and household goods.

Secondary shopping frontages: Secondary frontages provide greater opportunities for a diversity of uses such as restaurants, cinemas and businesses.

Sequential test: guides main town centre uses towards town centre locations first, then, if no town centre locations are available, to edge-of-centre locations, and, if neither town centre locations nor edge-of-centre locations are available, to out of town centre locations, with preference for accessible sites which are well connected to the town centre.

Sites & Policies Document: This forms part of the new Local Plan. It allocates specific development sites and contain policies to guide the release of land and design of new development.

Small parades: Small parades of shops of purely neighbourhood significance which are not regarded as centres.

Supplementary Planning Documents: Provide supplementary information in respect of the policies in development plan documents. They do not form part of the development plan and are not subject to independent examination. They should not add unnecessarily to the financial burdens on development.

Town centres: Town centres will usually be the second level of centres after city centres and, in many cases, they will be the principal centre or centres in a local authority's area. In rural areas they are likely to be market towns and other centres of similar size and role which function as important service centres, providing a range of facilities and services for extensive rural catchment areas. In planning the future of town centres, local planning authorities should consider the function of different parts of the centre and how these contribute to its overall vitality and viability.

Appendix 2: Summary of 2018 monitoring data

Table 5 Uses within centres (2018)

	Rotherham Town Centre		Dinnington Town Centre		Maltby Town Centre		Wath - upon - Dearne Town Centre		Kiveton Park District Centre		Parkgate District Centre		Swallownest District Centre		Swinton District Centre		Wickersley District Centre	
Use	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
A1	127	44	54	49	40	48	37	39	15	36	47	43	23	38	22	58	39	43
A2	25	9	9	8	9	11	4	4	3	7	4	4	3	5	2	5	9	10
A3	22	8	7	6	2	2	6	6	1	2	2	2	4	7	0	0	6	7
A4	8	3	0	0	1	1	5	5	0	0	3	3	1	2	4	11	3	3
A3/A4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
A5	8	3	7	6	8	10	4	4	4	10	12	11	5	8	0	0	6	7
B1	2	1	1	1	1	1	1	1	0	0	1	1	0	0	0	0	0	0
B2	0	0	1	1	1	1	1	1	0	0	1	1	0	0	0	0	0	0
B8	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
C1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C3	0	0	4	4	5	6	15	16	14	33	16	15	20	33	3	8	12	13
D1	9	3	5	5	3	4	8	9	3	7	3	3	3	5	0	0	2	2
D2	1		3	3	0	0	1	1	0	0	1	1	0	0	0	0	0	0
A1/D1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Sui Gen	24	8	7	6	4	5	2	2	0	0	5	5	0	0	2	5	6	7
Vacant	64	22	12	11	8	10	10	11	2	5	14	13	2	3	5	13	6	7
Total	290	100	110	100	83	100	94	100	42	100	110	100	61	100	38	100	90	100

Table 6 Floorspace within centres (2018)

	Rotherham Town Centre		Dinnington Town Centre		Maltby Town Centre		Wath - upon - Dearne Town Centre		Kiveton Park District Centre		Parkgate District Centre		Swallownest District Centre		Swinton District Centre		Wickersley District Centre	
Floor space	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%
Total	74,809		18,097		10,239		18,893		4,962		13,404		6,361		6,801		8,776	
Vacant	12,033	16	1,866	10.3	580	6	902	5	277	5.6	2,246	17	139	2	367	5	612	7

Table notes

76 Data is provided for town, district and local centres as of September 2018 (with the exception of Rotherham Town Centre where data is at October 2018). The data is presented for each centre as a whole. Monitoring data (not presented here) is also available for Primary and Secondary Shopping Frontages within these centres. The data is classified by planning Use Class. A brief summary of the different use classes (as of January 2019) is set out below:

- A1** – Shops
A2 – Financial and professional services
A3 – Restaurants and cafes
A4 – Drinking establishments
A5 – Hot food takeaways
- B1** – Business (including offices excluding those in A2 use, research and development, and light industry)
B2 – General Industrial
B8 – Storage and distribution
- C1** – Hotels
C2 – Residential institutions
C2A – Secure residential institutions
C3 – Dwellinghouses
C4 – Small Houses in multiple occupation
- D1** – Non-residential institutions
D2 – Assembly and leisure
- Sui Generis** – uses which do not fall within any use class which includes betting offices/shops, pay day loan shops, theatres, larger houses in multiple occupation, hostels providing no significant element of care, scrap yards. Petrol filling stations and shops selling and/or displaying motor vehicles. Retail warehouse clubs, nightclubs, launderettes, taxi businesses and casinos.

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Rotherham local plan

DRAFT Air quality and emissions

Supplementary Planning Document



September 2019

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Introduction

This Supplementary Planning Document aims to assist in reducing emissions to air in Rotherham. It is aimed at helping the Local Planning Authority deliver national air quality objectives and policy set out in the Local Plan.

- 1** The spatial planning system has an important role to play in improving air quality and reducing exposure to air pollution. Whilst planning policy cannot solve immediate air quality issues, it has a role to play so that any likely scheme impacts are reasonably mitigated and future scheme occupants are able to make sustainable vehicle choices.
- 2** New developments have the potential to affect air quality and local planning policy will play a significant role in ensuring that development schemes are designed to be sustainable. This guidance has been developed to:
 - Provide a framework for assessing air quality which includes the quantification of impacts, formulation of damage costs and identification of potential mitigation measures to be implemented to negate the impacts.
 - Tackle cumulative impact.
 - Provide clarity and consistency of the process to developers, planners and local communities.
- 3** This technical guidance⁽¹⁾ deals primarily with those pollutants regulated under the local air quality management (LAQM) regime and the impact of traffic emissions, although the increasing use of biomass boilers is now becoming an important local planning issue. The assessment and control of dust impacts during demolition and construction is also considered, as dusts contribute to airborne particulate matter, as well as being dust soiling. Greenhouse gas emissions are not addressed explicitly, as they are covered by other initiatives, but synergies exist between measures to minimise climate change and local air quality impacts.
- 4** The guidance provides a template for integrating air quality considerations into land-use planning and development management policies that can influence the reduction of road transport emissions. It forms part of Rotherham MBC's Air Quality Action Plan.
- 5** The air quality assessment process follows a three stage process:
 - Stage 1: Determining the classification of the development proposal;
 - Stage 2: Assessing and quantifying the impact on local air quality;
 - Stage 3: Determining the level of a mitigation required by the proposal to meet Local Plan requirements.

1 Acknowledgements: West and South Yorkshire Councils

Status

6 This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

7 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between xx and xx. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on xxxxx.

Policy context

National planning policy

8 National planning policy is now set by the National Planning Policy Framework (NPPF.) ⁽²⁾ The NPPF places a general presumption in favour of sustainable development, stressing the importance of local development plans. Chapter 15 deals with conserving and enhancing the natural environment. Paragraph 170 identifies that planning decisions should contribute to and enhance the natural and local environment by preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air and water quality.

9 It goes on to state (paragraph 180) that:

"Planning policies and decisions should also ensure that new development is appropriate for its location taking into account the likely effects (including cumulative effects) of pollution on health, living conditions and the natural environment, as well as the potential sensitivity of the site or the wider area to impacts that could arise from the development..."

10 It then further states in terms of air quality influence, that:

Paragraph 110 - *"applications for development should:*

a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;

e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations".

Paragraph 170 – *"Planning policies and decisions should contribute to and enhance the natural and local environment by:*

e) preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air quality".

Paragraph 181 – *"Planning policies and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones, and the cumulative impacts from individual sites in local areas. Opportunities to improve air quality or mitigate impacts should be identified, such as through traffic and travel management, and green infrastructure provision and enhancement. So far as possible these opportunities should be considered at the plan-making stage, to ensure a strategic*

² <http://planningguidance.planningportal.gov.uk/>

approach and limit the need for issues to be reconsidered when determining individual applications. Planning decisions should ensure that any new development in Air Quality Management Areas and Clean Air Zones is consistent with the local air quality action plan”.

11 To support the NPPF, the Government has produced Planning Practice Guidance (PPG), including guidance relating to air quality ⁽³⁾. Paragraph 8 of this Planning Policy Guidance (reference ID: 32-008-20140306), deals specifically with mitigating air quality impact and states:

*“Mitigation options where necessary will be location specific, will depend on the proposed development and should be proportionate to the likely impact. **It is important therefore that local planning authorities work with applicants to consider appropriate mitigation so as to ensure the new development appropriate for its location and unacceptable risks are prevented.** Planning conditions and obligations can be used to secure mitigation where the relevant tests are met.”* (Bold and underline emphasis added.)

12 In terms of air quality impacts a good basic design will reduce the need for mitigation. A basic design is expected to deliver:

- No additional exposure to increased air pollution for existing or future occupants;
- A location that maximises the use of sustainable transport, that:
 - reduces the number and distance of trips;
 - shifts the journeys to alternative, less polluting modes, and;
 - provides for improved technology and efficiencies.
- Greenspace and people priority wherever practicable.

13 Examples of mitigation include:

- the design and layout of development to increase separation distances from sources of air pollution;
- using green infrastructure, in particular trees, to absorb dust and other pollutants;
- promoting infrastructure to encourage modes of transport with low impact on air quality;
- controlling dust and emissions from construction, operation and demolition; and
- contributing funding to measures, including those identified in air quality action plans and low emission strategies, designed to offset the impact on air quality arising from new development.

3 <https://www.gov.uk/guidance/air-quality--3>

Local planning policy

14 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website⁽⁴⁾.

15 The Local Plan sets out a range of policies to guide development for retail, leisure and other main town centre uses. The policies include:

- the identification of a hierarchy of centres within Rotherham and strategies to support them;
- establishing the uses which will be acceptable within centres, and within different parts of centres;
- setting out how the sequential test requirements will be applied within Rotherham; and
- ensuring that the impact of retail, leisure and office development outside of town centres is assessed where appropriate.

16 The Local Plan identifies land areas for future development and includes a number of strategic and development policies relating to local air quality management that will fulfil the National Planning Policy Framework sustainable development criteria. This technical guidance supports the implementation of the strategic and development policy framework. It provides additional detail to, and should be read in conjunction with, the following policies:

Policy CS 27 Community Health and Safety	which supports development contributing to a healthy and safe environment and minimises health inequalities, seeks to reduce pollution and does not result in pollution or hazards which may prejudice the health and safety of communities or their environments.
Policy CS 28 Sustainable Design	which indicates that development should protect or contribute to securing a healthy and safe environment, including addressing any specific risks to health or safety from the local environment.
Policy CS 30 Low Carbon & Renewable Energy	which sets out how developments should seek to reduce carbon dioxide emissions.
Policy SP 52 Pollution Control	which sets out policy relevant to development proposals that are likely to cause pollution, or be exposed to pollution, and establishes that mitigation measures will minimise potential impacts to levels that protect health, environmental quality and amenity.
Policy SP 55 Design Principles	which indicates that all forms of development are required to be of high quality and create decent living and working environments.

4 <https://www.rotherham.gov.uk/localplan>

Local air quality management

17 The Environment Act 1995 established a local air quality management regime. It requires local authorities to review and assess ambient air quality in their areas against health based standards for a number of specific pollutants prescribed in the Air Quality Regulations 2000 and Air Quality (Amendment) Regulations 2002. If there is a risk that levels of air pollution in any part of the authority's area will be higher than the prescribed objectives, the authority is required to designate an Air Quality Management Area (AQMA), which covers the area of exceedance. It is then required to produce an Action Plan which sets out the measures it intends to take in pursuit of the objectives.

18 It is not necessarily the case that a proposed development in an area of poor air quality will have a negative impact. However, it is important to recognise when such development might introduce additional people into an area of poor air quality. The declaration of an AQMA does not mean that there will be no new development within that area. Rather, it means that greater weight must be given to the consideration of air quality impacts and their mitigation.

19 In addition, the boundary of an AQMA does not necessarily define the limit of the area of poor air quality. The only constraint on the boundary definition is that it should be at least as large as the area of exceedance of the national air quality pollutant, where there is relevant exposure of the public.

20 The fact that a development is within or close to an AQMA does not mean that it is necessarily affecting an area of exceedance of the objective, or that it is being affected by air pollution that exceeds the objective. On the other hand, a development could introduce new exposure into an area of poor air quality, which has not been identified and declared as an AQMA, as previously there was no relevant exposure.

Clean Air Zones

21 The UK Government named Sheffield and Rotherham as one of many areas in England which contain locations where the annual average concentrations of Nitrogen Dioxide (NO₂) exceed statutory limits.

22 Rotherham MBC was mandated by the Government in 2017 to work in partnership with Sheffield City Council to implement a Clean Air Zone. If a proposed development is likely to impact on the air quality in any of Rotherham's National exceedance areas, particular emphasis on mitigation measures by the developer will be required to ensure there will be no adverse impacts on air quality.

23 It is essential that communication with the Local Planning Authority (LPA) takes place at an early stage (pre-application) when an application is likely to have an impact on locations where the annual average concentrations of Nitrogen Dioxide (NO₂) exceed statutory limits (see Box 1 'Roads where annual average nitrogen dioxide level exceeds statutory limits').

Pre-application discussions

24 In order to avoid unnecessary delays in the planning process and ensure optimum scheme design and sustainability, it is vital for communication at an early stage in any significant proposal. It is therefore recommended that pre-application discussions with the relevant air quality personnel to confirm the scale of development and the assessment requirements are undertaken.

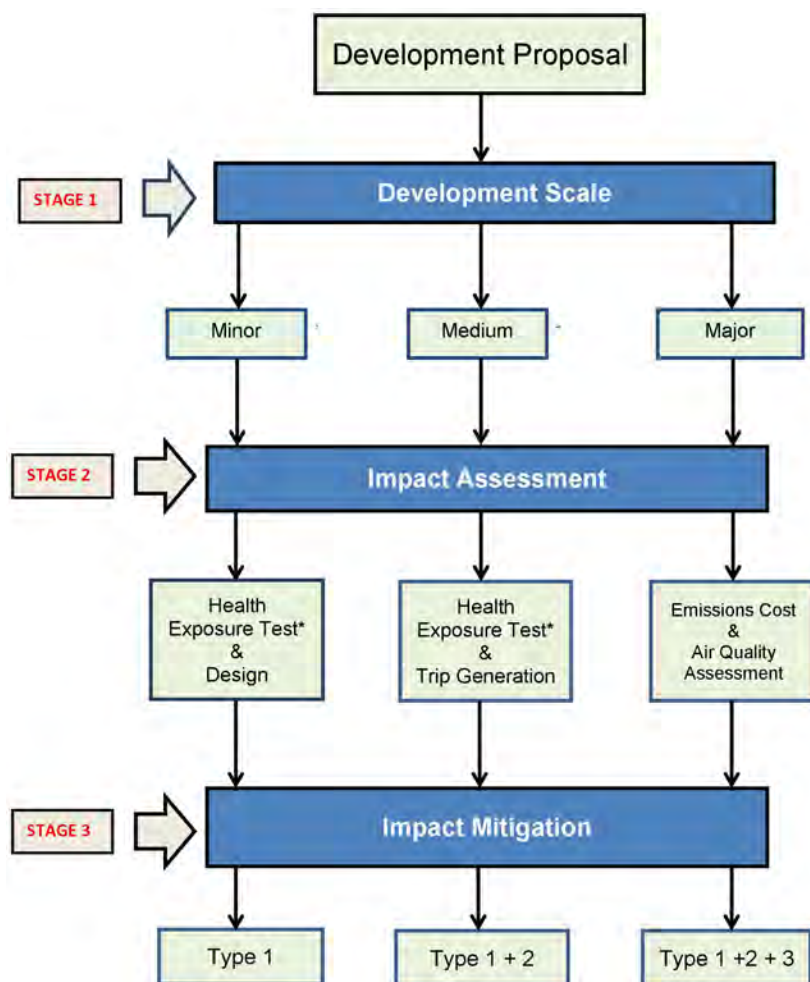
Air Quality Assessment

25 An Air Quality Assessment will be required when:

1. The proposal meets or exceeds the criteria in Table 1 'Criteria for development classification'
2. The proposed development of any size is classed as Use Class C1 to C4 or D1 and is within the defined Air Quality Assessment Areas identified on Map 1 'Air Quality Assessment Areas'

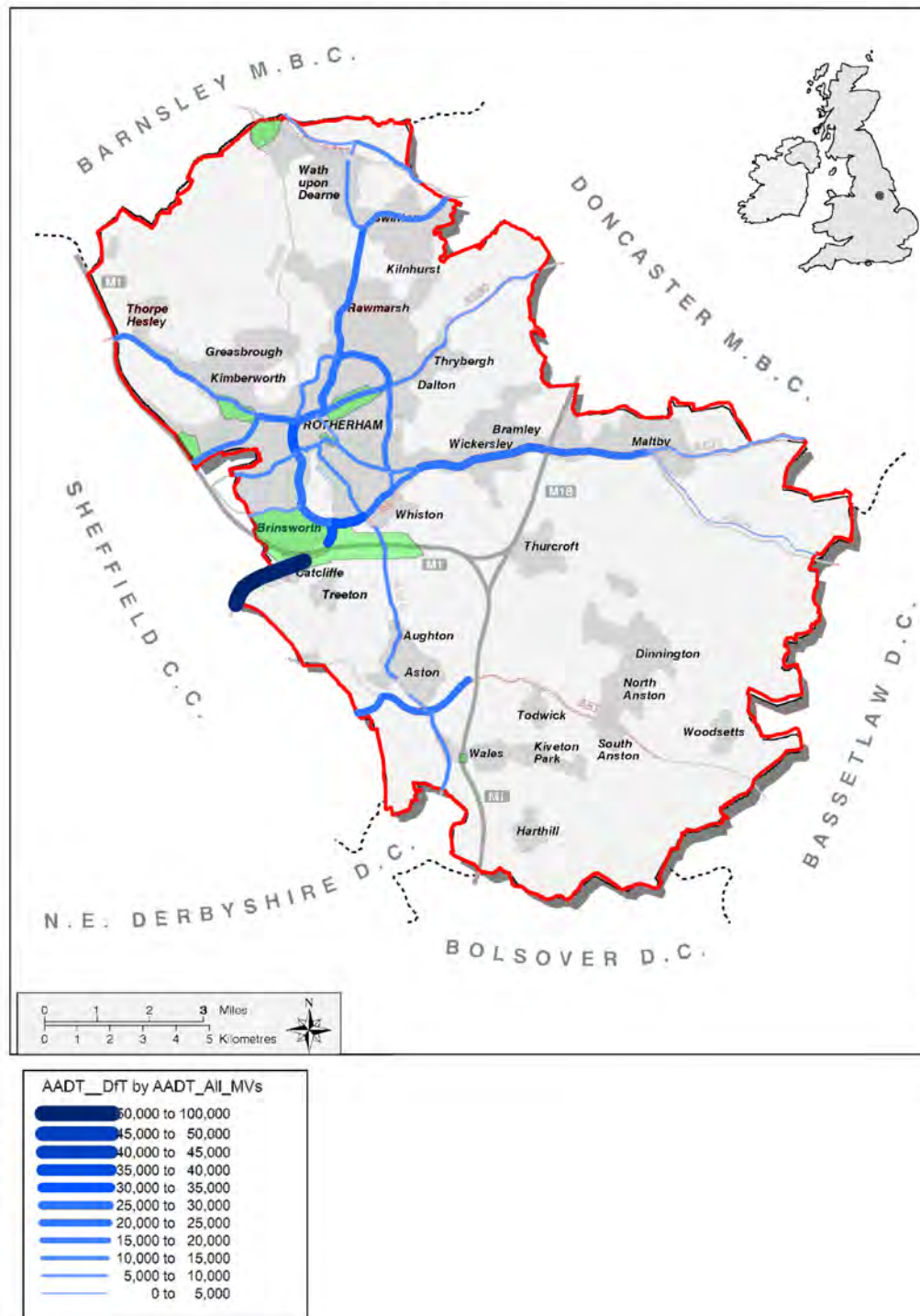
Please refer to the flow chart in figure 1 below:

Figure 1 Air Quality Impact Assessment Flow Chart



Map 1 Air Quality Assessment Areas

ROTHERHAM AIR QUALITY MANAGEMENT AREAS & 'A' CLASSIFIED ROAD ANNUAL AVERAGE DAILY TRAFFIC (AADT)



Air quality and emissions mitigation assessment process

Stage 1: development type classification

26 In preparing their proposals applicants will need to have regard to the following assessment process. Specialist assistance may be required to determine and assess the impact development proposals will have on air quality.

27 Three levels of development classification are determined using adapted criteria from the Department for Transport ⁽⁵⁾.

1. MINOR Proposal: Development proposals that fall below the criteria in Table 1 'Criteria for development classification'.
2. MEDIUM Proposal: Development proposals that meet or exceed the criteria in Table 1 'Criteria for development classification'
3. MAJOR Proposal: Development proposals that meet or exceed the criteria in Table 1 'Criteria for development classification' and meet at least one of the additional criteria set out in Table 2 'Additional trigger criteria for major developments'.

5 <http://webarchive.nationalarchives.gov.uk/20100409053417/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb>

Table 1 Criteria for development classification

Land use	Description	Air quality assessment required
Food retail (A1)	Retail sale of food goods to the public – supermarkets, superstore, convenience food store	>800 m ² (GFA)
Non-food retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars or other cold food purchased and consumed off site	>1,500 m ² (GFA)
Financial and professional services (A2)	Banks, building societies and bureaux de change, professional services, estate agents, employment agencies.	>2,500 m ² (GFA)
Restaurants and cafes (A3)	Use for the sale of food for consumption on the premises.	>2,500 m ² (GFA)
Drinking establishments (A4)	Use as a public house, wine-bar for consumption on or off the premises.	>600 m ² (GFA)
Hot food takeaway (A5)	Use for the sale of hot food for consumption on or off the premises.	>500 m ² (GFA)
Business (B1)	a) Offices other than in use within Class A2 (financial & professional). (b) Research & development – laboratories, studios. (c) Light industry	>2,500 m ² (GFA)
General industrial (B2)	General industry (other than B1).	>4,000 m ² (GFA)
Storage or distribution (B8)	Storage or distribution centres – wholesale warehouses, distribution centres & repositories.	>5,000 m ² (GFA)
Hotels (C1)	Hotels, boarding houses & guest houses	>100 bedrooms
Residential Institutions (C2)	Hospitals, nursing homes used for residential accommodation and care.	>50 beds
Residential institutions (C2)	Boarding schools and training centres	>150 students
Residential institutions (C2)	Institutional hostels, homeless centres	>400 residents
Dwelling Houses (C3)	Dwellings for individuals, families or not more than six people in a single household.	>50 units
Non-Residential Institutions (D1)	Medical & health services, museums, public libraries, art galleries, non-residential education, places of worship and church halls.	>1,000 m ² (GFA)
Assembly and Leisure (D2)	Cinemas, dance & concert halls, sports halls, swimming, skating, gym, bingo, and other facilities not involving motorised vehicles or firearms.	>1,500 m ² (GFA)
Other		
<ol style="list-style-type: none"> Any development generating 30 or more two-way vehicle movements in any hour Any developments generating 100 or more two-way vehicle movements per day Any development proposing 100 or more parking spaces Any relevant development proposed in a location where the local transport infrastructure is inadequate Any relevant development, including Short Term Operating Reserve power plants, proposed in an Air Quality Management Area identified on Map 1 'Air Quality Assessment Areas' (or any subsequent Air Quality Management Area as shown at https://uk-air.defra.gov.uk/aqma/maps) or close to any road identified on Map 1 'Air Quality Assessment Areas' (or as subsequently identified) as having over 10,000 annual average daily traffic movements. 		

Table 2 Additional trigger criteria for major developments

Proposals located within an Air Quality Management Area, National Exceedance Area, Clean Air Zone or Low Emission Zone.
Where the proposed development falls within the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 and includes air quality and/or transport as a specific likely impact.
Development close to any road identified on Map 1 'Air Quality Assessment Areas' (or as subsequently identified) as having over 10,000 annual average daily traffic movements.
Proposed development where HGV trips are likely to exceed 10% of total trips generated by that development, or where additional HGV trips generated by the development would increase total HGV trips on the local highway network to more than 10%. This is only likely to become apparent when an assessment of traffic impact has been made. If there is any doubt as to the scale of likely impact it would be sensible to hold pre application discussions.
Where significant demolition and construction works are proposed (significance to be determined using Guidance on the assessment of Dust from Demolition and Construction, Institute of Air Quality Management ⁽⁶⁾)
Proposals associated with the Environmental Permitting Regulations.
Proposals located in an area with levels of air pollutants >90% of relevant NAQS objective.
Where Combined Heat & Power (CHP), biomass or biofuel boilers are proposed for heating or power.
Short term operating reserve electricity generation operations (depending on location).

6 <http://iaqm.co.uk/text/guidance/construction-dust-2014.pdf>

Stage 2: air quality impact assessment

28 There are two aspects of development proposals which can impact on local air quality, each requiring an appropriate level of assessment:

- The demolition and construction activities, and;
- The operational stage of a completed development which may mainly have impacts on air quality as a result of transportation, but can include emissions from heating and power generation.

MINOR Classified Proposals

29 Smaller development proposals may not in themselves create an additional air quality problem but will add to local air pollution and potentially introduce more people likely to be exposed to existing levels of poor air quality. Any demolition or construction activity associated with the proposal should undertake the assessment detailed in the guidance in 'Appendix 1: Demolition and construction management'. An assessment of the likelihood of introducing additional exposure will be required if:

30 The proposal is one of the following Land Use Classification types:

- C1 to C3 in Table 1 'Criteria for development classification';
- C4 (Homes of Multiple Occupation);
- D1 in Table 1 'Criteria for development classification'.

31 And: The proposal is within 20 metres of any of the roads in the area identified on Map 1 'Air Quality Assessment Areas' (this includes the area within or adjacent to AQMAs, applicable roads and includes roads at or above the relevant national objective highlighted on the DEFRA GIS modelled maps⁽⁷⁾)

32 Or: The proposal is within an area of concern or within an AQMA, Clean Air Zone or Low Emission Zone.

33 It is important to establish the exposure of future residents to air pollution in the Air Quality Assessment. This can be undertaken by consulting the LPA and, if necessary, carrying out a nitrogen dioxide monitoring survey if the development is near to any of the roads in Map 1 'Air Quality Assessment Areas'.

34 At the design stage, the distance of the development properties from the road is an important consideration, as is for example, the incorporation of EV charging and secure cycle storage in the development. The aim should be to enable future occupant to make sustainable travel choices with minimal impact on air quality in Rotherham.

7 <http://uk-air.defra.gov.uk/data/gis-mapping>

MEDIUM Classified Proposals

35 The air quality emissions assessment should clearly establish the likely level of exposure of future occupants to the pollutants nitrogen dioxide and PM₁₀ as a minimum. The likely impact of the construction and operational phases at relevant receptors must be taken into account ('Appendix 1: Demolition and construction management'). For medium developments, the LPA requires a calculation of the increase in emissions to air predicted from the proposal and a calculation of pollutant damage costs to be submitted⁽⁸⁾:

- Identifying the additional trip rates or numbers generated by the proposal (from the Transport Assessment);
- The emissions calculated for the pollutants of concern (NO_x, PM₁₀) [from the Emissions Factor Toolkit];
- The air quality damage costs calculation for the specific pollutant emissions;
- The result is totalled for a five year period to enable mitigation implementation and impact. Mitigation is estimated to have an 80% impact in the first 5 years of implementation ⁽⁹⁾.

36 The calculation is summarised below with further details of the process and an example calculation shown in 'Appendix 2: emissions assessment calculator'.

37 The outcome of the exposure and emissions assessment will determine the level of mitigation required to make the development acceptable. The mitigation measures for the development should be clearly outlined in the Air Quality Assessment. Should there be no acceptable mitigation the recommendation to the planning officer will be to refuse the proposal on air quality grounds.

MAJOR classified proposals

38 The scale and nature of this type of proposal is such that a detailed prediction of the air quality impacts of the proposal will be required to determine the impact on public health and the local environment. A planning application will not be validated until such an Air Quality Assessment is submitted. The Assessment requires:

- A. The identification of the level of exposure through the change in pollutant concentrations (in particular nitrogen dioxide and PM₁₀) including cumulative impacts arising from the proposal, both for on-site and off-site sensitive receptors following Local Air Quality Management Technical Guidance 16 (LAQM TG16)⁽¹⁰⁾. The location of the receptors will need to be agreed with the LPA. Where the level of exposure through changes in pollutant concentrations including cumulative impacts arising from the proposal, both for on-site and off-site sensitive receptors, is identified, an assessment of the changes in annual mean nitrogen dioxide concentration predicted during the operational phase at a distance of 4 metres from National Exceedance Roads (Box 1 'Roads where annual average nitrogen dioxide level exceeds statutory limits') where the EU Limit Value was breached in 2018 in Rotherham, will need to be included. This is irrespective of whether there is exposure as defined under LAQM TG16.

8 refer to <https://www.gov.uk/guidance/air-quality-economic-analysis#abatement-cost-approach>

9 Committee on the Medical Effects of Air Pollutants (2010)

10 <https://laqm.defra.gov.uk/supporting-guidance.html>

Box 1**Roads where annual average nitrogen dioxide level exceeds statutory limits**

A630 Sheffield Parkway from J33 M1 to Sheffield Centre

Where an assessment of the changes in annual mean nitrogen dioxide concentration predicted during the operational phase at a distance of 4 metres from a National Exceedance Road is necessary, it is essential that the LPA is consulted to approve the proposed methodology and provide current monitored data to inform the assessment. If sufficient monitoring data is not available, monitoring will be required by the applicant as part of the Air Quality Assessment.

- B. During both demolition/construction operations and operational phases, mitigation measures should be identified and quantified where practicable.
- C. The pollutant emissions costs calculation will identify the environmental damage costs associated with the proposal and determine the amount (value) of mitigation that is expected to be spent on measures to mitigate the impacts from the development. The Impact Pathways Approach (IPA) ⁽¹¹⁾ and is recommended for proposals with large air quality impacts (over £50 million using damage costs) that are not expected to affect compliance with legal limits. Proposals that change emissions in a way that affects compliance with legal obligations should use the abatement costs approach ⁽¹²⁾.

The abatement costs approach recognises that changes in emissions will affect the level, and cost, of action required to comply with such obligations. Where the proposal affects emissions in other locations, or below the limit, you should use the damage cost or impact pathway approach as appropriate.

You will need to know the levels of pollution in relevant areas (consult the LPA for this) and the current legally binding air quality objectives. The NPPF (paragraph 32) suggests that "Where significant adverse impacts are unavoidable, suitable mitigation measures should be proposed (or, where this is not possible, compensatory measures should be considered)." It is proposed that if on-site mitigation is not possible then the Local Planning Authority should seek compensation for the identified air quality impacts through a section 106 agreement.

- D. The methodology used for the determination of predicted pollutant concentrations should meet the requirements of the Department for the Environment, Food and Rural Affairs (DEFRA) Technical Guidance Note LAQM TG16 ⁽¹³⁾.

39 The pollutant emissions costs calculation will identify the environmental damage costs associated with the proposal and determine the amount (value) of mitigation that is expected to be spent on measures to mitigate the impacts. The calculation will be expected to utilise the most recent DEFRA Emissions Factor Toolkit ⁽¹⁴⁾ to estimate the additional pollutant emissions from a proposed

11 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/770649/impact-pathway-approach-guidance.pdf

12 refer to <https://www.gov.uk/guidance/air-quality-economic-analysis#abatement-cost-approach>

13 <https://laqm.defra.gov.uk/technical-guidance/>

14 <http://laqm.defra.gov.uk/review-and-assessment/tools/emissions.html#eft>

development and the latest DEFRA IGCB Air Quality Damage Costs for the specific pollutant of interest, to calculate the resultant damage cost ⁽¹⁵⁾. The calculation process includes:

- Identifying the additional trips generated by the proposal (from the Transport Assessment);
- The emissions calculated for the pollutants of concern (NO_x and PM₁₀) [from the Emissions Factor Toolkit];
- The air quality damage costs calculation for the specific pollutant emissions (from DEFRA IGCB⁽¹⁶⁾);
- The result is totalled for a five year period to enable mitigation implementation.

40 The calculation is summarised below in Box 2 'Road transport emission calculation summary' with further details of the process along with an example calculation shown in 'Appendix 2: emissions assessment calculator'.

Box 2

Road transport emission calculation summary

Road Transport Emission Increase =

Σ [Calculated trips for 5 years X Emission rate per 10 km per vehicle type X Damage Costs]

Short Term Operating Reserve Power Plants

41 If a Short Term Operating Reserve power plant is proposed at any of the following locations in the borough:

- Close to any of the major roads in Map 1 'Air Quality Assessment Areas' with Annual Average Daily Traffic (AADT) >10,000.
- Within 500 metres of any sensitive receptor as defined by LAQM.
- Within 500 metres of Class A1, A2, A3, A4, A5, B1 uses (Table 1 'Criteria for development classification').

42 an Air Quality Assessment which includes proposals for mitigating the impacts on air quality (in particular NO_x emissions) is required to be submitted to the LPA for approval.

Biomass Boilers

43 The LPA acknowledges that a biomass boiler may adversely affect air quality and as such may require the submission of detailed information on the type of system you are proposing to install. Most of these questions relate to the type of boiler proposed, so it is essential that you know the make, model and size of boiler you are proposing to use before you submit the planning application. As the whole of the borough of Rotherham is in a Smoke Control Area, and the size of your proposed

15 <https://www.gov.uk/air-quality-economic-analysis>

16 Interdepartmental Group on Costs and Benefits

boiler means that the Clean Air Act covers it, it is also essential that you check that your proposed boiler has been approved as an Exempt Appliance⁽¹⁷⁾

Stage 3: mitigation

44 All air quality assessments are expected to include mitigation of impacts. The outcome of Stage 2 (Assessment) identifies the level of air quality impact and is then used to determine the level of mitigation required to offset the potential effects upon health and the local environment, should the scheme design not provide this.

45 The scale of damage cost will determine the level of appropriate mitigation required for specific proposals. Mitigation measure identification will be assisted by:

- Outcomes from the Transport Statement/Assessment and any Travel Plan;
- DEFRA air quality guidance⁽¹⁸⁾

46 The NPPF (paragraph 32) suggests that “Where significant adverse impacts are unavoidable, suitable mitigation measures should be proposed (or, where this is not possible, compensatory measures should be considered).” If on-site mitigation is not possible then the Local Planning Authority could seek compensation for the identified air quality impacts through a section 106 agreement. Suggested mitigation measures are set out in Boxes 3, 4 and 5 below for each type of proposal that demonstrate a minimum requirement. This is not an exhaustive list and will be adapted for particular locations and needs identified by relevant officers and the scale of damage costs. The authority welcomes the opportunity to work with applicants to devise innovative measures that will lead to improving local air quality.

TYPE 1 (Minor) Proposals Mitigation

47 If the proposal meets the exposure criteria in Stage 2, further mitigation will be required to reduce the level of exposure. This will be in the form of:

- Possible short term screening monitoring or utilising the distance calculation provided by Defra⁽¹⁹⁾ at the proposed location to identify the level of exposure;
- Redesigning the proposal to reduce the ingress of pollution;
- Including a stand-off distance and/or vegetation boundary from the development.

17 refer to <https://smokecontrol.defra.gov.uk/appliances.php?country=england>

18 refer to <http://laqm.defra.gov.uk/action-planning/measures/measures.html>

19 DEFRA Distance: <http://laqm.defra.gov.uk/tools-monitoring-data/no2-falloff.html>

Table 3 Minor (type 1) Mitigation Measures

Scheme basic design for air quality
<p>Improved design to minimise exposure to air pollution for future occupiers and maximises the use of sustainable transport, i.e.:</p> <ul style="list-style-type: none"> • reduces the number and distance of trips; • shifts the journeys to alternative, less polluting modes; • Greenspace and people to be a priority wherever practicable. <p>To reduce potential exposure of new occupiers to poor air quality:</p> <ul style="list-style-type: none"> • Move occupied buildings back from the roadside • Re-organising main habitable rooms away from facing the roadside.
Electric vehicle charging infrastructure
EV Charging points included for housing and commercial proposals
Demolition / construction / non-road mobile machinery
Adherence to dust management guidance and best practice for all demolition and construction works provided in an appropriate Construction Environmental Management Plan (CEMP)

48 A key theme of the NPPF is that developments should enable future occupiers to make “green” vehicle choices and incorporate facilities for charging plug-in and other ultra-low emission vehicles. Therefore, an appropriate provision of electric vehicle recharging points is expected for most developments in addition to mitigation arising from the exposure assessment.

49 The NPPF (paragraph 110) requires a scheme proposal to “be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations”. Therefore, a standard level of electric vehicle recharging provision is expected unless:

- the proposal has no parking provision;
- the site is accessed for less than 20 minutes, or;
- the site does not attract motorised vehicles on a daily basis.

50 The exact number, specification, location and maintenance schedule for electric vehicle recharge should be agreed with the relevant authority but the general preferred options are shown below in Box 3 ‘TYPE 1 (minor) proposals: suggested mitigation options for residential developments’. Reference to BEAMA guidance ⁽²⁰⁾ and the Alternative Fuels Infrastructure Regulations 2017 ⁽²¹⁾ (or latest available version) is recommended. The UK Office for Low Emission Vehicles advice is that approved

20 <http://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html>

21 <https://www.legislation.gov.uk/uksi/2017/897/made>

chargepoints should be used for residential developments⁽²²⁾, and recommends authorised installers of electric vehicle home chargers⁽²³⁾.

51 For commercial, retail and industrial developments it is recommended that to allow for increased demand for cleaner vehicles in future years⁽²⁴⁾, appropriate cable provision should be included in the scheme design and development, in agreement with the local authority and should include the suggested mitigation listed below.

Box 3

TYPE 1 (minor) proposals: suggested mitigation options for residential developments

- 1 charging point per unit (dwelling with dedicated parking) or 1 charging point per 10 spaces (unallocated parking).
- The use of mitigation measures to design the layout of the development proposals to take into account air quality; and the use of green infrastructure including woodland planting and an associated management and maintenance plan to ensure the longevity of the Green Infrastructure provision and ensure it continues to contribute to improving air quality in the long term.
- Provision of secure cycle storage.
- Provision of incentives for the use of public transport.

52 Where innovative mitigation measures are proposed, these should have demonstrable air quality benefits. If measures are provided in mitigation of potential traffic impacts, these will be permitted to count towards the air quality mitigation measures.

TYPE 2 (Medium) Proposals Mitigation

53 Proposals meeting the Type 2 criteria in Table 1 'Criteria for development classification' will require a detailed Travel Plan as required by Rotherham MBC's guidance document: Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance 2014 (and any subsequent replacement). The NPPF identifies a Travel Plan as a key tool to promoting and delivering sustainable transport and that all transport mitigation measures may be included within the Travel Plan. The default mitigation measures to be incorporated into the scheme design include those listed in Box 4 'TYPE 2 (medium) proposals: suggested mitigation options' below. The list is not exhaustive and there may be additional issues that are site specific and reflect local conditions, as well as other material considerations. In respect of the Travel Plan it is essential that:

22 <https://www.gov.uk/government/publications/electric-vehicle-homecharge-scheme-approved-chargepoint-model-list>
 23 <https://www.gov.uk/government/publications/electric-vehicle-homecharge-scheme-authorised-installers>
 24 <https://www.gov.uk/government/publications/reducing-emissions-from-road-transport-road-to-zero-strategy>

- The content of the travel plan is fully assessed prior to its approval in conjunction with local authority travel plan and highway development control officers. Applicants are strongly encouraged to seek pre-application advice.
- The agreed targets and objectives included in the travel plan are secured for implementation by mutual agreement of the local authority and the developer/applicant (normally by means of a Section 106 agreement).
- The outputs of the travel plan (typically trip levels and mode split) are annually monitored against the agreed targets and objectives.
- Should the travel plan not deliver the anticipated outputs or meet the targets and objectives for air quality, further mitigation/alternative compensation measures need to be identified and implemented.
- A named co-ordinator is essential to the success of the travel plan.

Box 4

TYPE 2 (medium) proposals: suggested mitigation options

- All minor proposal mitigation measures should be considered (as set out in Box 3 'TYPE 1 (minor) proposals: suggested mitigation options for residential developments').
- Commercial/Retail – 10% of parking spaces to be provided with an electric vehicle charging point; this may be phased with 5% initial provision and the remainder at an agreed trigger level.
- Industrial – 10% of parking spaces to be provided with an electric vehicle charging point; this may be phased with 5% initial provision and the remainder at an agreed trigger level.
- Demolition/Construction – adherence to dust management guidance and best practice for all demolition and construction works provided in an appropriate Construction Environmental Management Plan (CEMP).

- All:
 - Travel Plan as required by Rotherham MBC's guidance document: Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance 2014 (or any subsequent replacement). This could include:
 - An agreed strategy for discouraging high emission vehicle use and encouraging modal shift (i.e. to public transport, cycling and walking) as well as the uptake of low emission fuels and technologies.
 - Improved pedestrian access to public transport.
 - Site layout designed to encourage walking, including improved pedestrian pathways.
 - New or improved bus stop infrastructure; provision of ticketing e.g. Travelmasters.
- Commercial specific:
 - Provision of public transport infrastructure; incentives for using public transport.
 - Provision of cycle storage and changing facilities together with support for cycle purchase or hire.
 - As many commercial vehicles as possible to comply with current or the most recent European Emission Standards from scheme opening, to be progressively maintained for the lifetime of the development.
 - Fleet operators should provide a strategy for reducing emissions, including the uptake of low emission fuels and technologies such as ultra-low emission service vehicles.
 - Fleet operators should consider joining schemes such as the South Yorkshire ECO Stars Scheme.

54 Each site will be different, and will require site-specific mitigation measures.

TYPE 3 (Major) Proposals Mitigation

55 The pollution damage costs attributed to the predicted change in emissions resulting from a proposal will determine the level of compensatory mitigation necessary to offset the impact of the development.

56 A suite of default compensation measures beyond the proposal scheme design are listed below. This is not an exhaustive list and may be adapted for particular locations. The type, scale and specificity of measures will be agreed with the Local Planning Authority.

Box 5**TYPE 3 (Major) proposals: possible additional mitigation options**

All minor and medium suggested mitigation measures should be considered (as set out in Box 3 'TYPE 1 (minor) proposals: suggested mitigation options for residential developments' and Box 4 'TYPE 2 (medium) proposals: suggested mitigation options')

The following approaches and options to reduce the need to travel could be considered:

- Local sourcing of staff, products, raw materials.
- Development and use of hub distribution centres employing low emission fleets.
- Provision of a mix of uses including services and facilities such as on site shopping, eating facilities, child care, banking etc.
- Support measures to reduce private car use:
 - Development of car clubs and car sharing with financial incentives and promotion.
 - Use of workplace pooled low emission vehicles – cars, vans, taxis, bicycles.
 - Provision of dedicated low emission shuttle bus including managed pick-up and drop-off.
 - Contribution to the emerging low emission vehicle refuelling infrastructure.
 - Contribution to improved cycling and walking infrastructure.
 - Incentives for the take-up of low emission vehicle technologies and fuels.
 - Support driver training schemes.
- Measures to support improved public transport:
 - Provision of new or enhanced public transport services to the site.
 - Shuttle services to public transport interchange, rail station or park and ride facilities.
 - Support improving information systems for public transport.
 - Promoting low emission bus service provision.
 - Guaranteed ride home in emergencies.

- Further measures to promote walking and cycling:
 - Improvements to district walking and cycling networks including lighting, shelters, and information points and timetables.
 - Bike/e-bike hiring schemes.
 - Guaranteed ride home in emergencies.
 - Provision of secure and safe cycle parking facilities.
 - Support cycle training.
 - Supporting community/local groups to promote sustainable travel.

57 Agreed mitigation measures will be taken forward by condition where possible.

Proposal mitigation statement

58 Each development will require a mitigation statement which must include:

- The calculated damage cost (certain Medium and all Major proposals).
- Proposed mitigation/compensation measures.
- Estimated mitigation cost (Major proposals) that is equivalent to the value of the emissions calculation (appropriate to the type and size of development and local policy requirements);
- A proposed demolition/construction management plan that includes:
 - A brief project description and likely sources of dust emissions;
 - Measures to be adopted to minimise dust emissions;
 - Emergency measures to be adopted in the event of unforeseen circumstances;
 - Incident logging and reporting procedures.

Planning recommendation

59 The impact on air quality is a material planning consideration in the determination of a planning application. Each decision must be a balance of all material considerations depending upon the individual merits and circumstances. The weight to be given to the impact on air quality in the consideration of a planning application and the acceptability of proposed mitigation measures lies with the Local Planning Authority. Any agreed measures will be taken forward by condition where possible, or through the use of Section 106 or 278 agreements.

Appendix 1: Demolition and construction management

Demolition and construction environmental management

Emissions arising from demolition and construction site activities, including gases and dust ⁽²⁵⁾, are additional to background concentrations. If not adequately controlled these emissions will lead to increases in concentrations beyond the site boundary, which may affect local amenity and influence local air quality. The main concern is related to dust emissions but emissions from Non-Road Mobile Machinery combustion can be significant in urban areas.

It is more effective to address emissions at the design and planning stage of new development proposals, than to seek to deal with problems retrospectively. Likewise it is more effective to deal with potential emissions at source, rather than once airborne.

The level of emission impact is dependent on:

- The scale of any proposal;
- The nature of the proposal;
- The location and sensitivity of receptors;
- The existing conditions at the location;
- Local weather patterns;
- Topography.

This short guidance is provided in order to reduce the time taken by all parties and provides a clear understanding of what is required and how it is to be achieved.

Minerals and quarries are specifically identified through the National Planning Policy Framework and National Planning Practice guidance and are not covered by this note.

The Institute of Air Quality Management (IAQM) ⁽²⁶⁾ has produced a number of definitive guidance documents to which this guidance refers. The document 'Guidance on the Assessment of the Impacts of Construction on Air Quality and the Determination of their Significance' should be the reference for reporting the construction assessment. Assessment of the dust impact risk for designated LARGE proposals should follow the Institute of Air Quality Management (IAQM) Guidance ⁽²⁷⁾.

Assessing demolition/construction impacts

The demolition and construction phases of development proposals can lead to both nuisance dust and elevated fine particulate (PM₁₀ and PM_{2.5}) concentrations. Modelling is not appropriate for this type of assessment, as emission rates vary depending on a combination of the construction activity and meteorological conditions, which cannot be reliably predicted. The assessment should focus on the distance and duration over which there is a risk that impacts may occur. The Institute of Air Quality Management has produced a number of definitive guidance documents to which this guidance refers. The document 'Guidance on the Assessment of the Impacts of Construction on Air Quality

25 'Dust' in this guidance refers to particles that give rise to soiling, to human health and ecological effects.

26 www.iaqm.co.uk

27 <http://iaqm.co.uk/text/guidance/construction-dust-2014.pdf>

and the Determination of their Significance' should be the reference for reporting the construction assessment.

Guidance on Monitoring in the Vicinity of demolition and Construction Sites October 2018 v1.1:

https://iaqm.co.uk/text/guidance/guidance_monitoring_dust_2018.pdf

Appendix 2: emissions assessment calculator

The calculation utilises the current Emissions Factor Toolkit (EFT) ⁽²⁸⁾ to determine the transport related emissions from a development proposal. If the proposal is to include alternative fuels or technology i.e. LPG, EV etc., then there are 'advanced options' within the EFT to accommodate this.

A screenshot of the input and output pages are shown below:

Figure 2 Emissions Factor Toolkit input screen

Figure 3 Emissions Factor Toolkit output screen

Source Name	Pollutant Name	All Vehicles (Annual Emissions (kg/yr except CO2 tonnes/yr))	All LDVs (Annual Emissions (kg/yr except CO2 tonnes/yr))	All HDVs (Annual Emissions (kg/yr except CO2 tonnes/yr))
Emissions calc	NOx	3.56556	3.56556	3.56556
Emissions calc	PM10	0.34537	0.34537	0.34537

The output is in kg of specified pollutant per year and requires converting to tonnes per year. This is then multiplied by the IGC ⁽²⁹⁾ damage costs for the specified pollutant.

28 <https://laqm.defra.gov.uk/review-and-assessment/tools/emissions-factors-toolkit.html>

29 Interdepartmental Group on Costs and Benefits

The following example demonstrates the calculation based on a development of 10 domestic properties⁽³⁰⁾.

EFT input:

10 household (urban not London) (NO_x and PM₁₀)

X 27 (trip/traffic ratio for 10 houses)

X cars only (0% HGV)

X 50kph (average speed)

X 10km (NTS UK average)

EFT output = 32.55kg/annum (NO_x) + 3.795kg/annum (PM₁₀)

= 0.0325 tonnes/annum (NO_x) + 0.003795 tonnes/annum (PM₁₀)

X £955/tonne (NO_x) + £48,517/tonne (PM₁₀)

=£31.08 = £184.15

X 5 (years)

= £155.42 = £920.76

Total = £1,076

Notes:

1. Trip Rates are sourced from the Transport Assessments and local authority where available.
2. Trip Length uses the National Travel Survey⁽³¹⁾ - (UK average = 10km).
3. The IGCB damage costs are the central estimates (currently NO_x = £955/tonne & PM₁₀ transport average £48,517).

30 Sussex Air Quality Partnership "Air Quality and Emission Mitigation Guidance for Sussex Authorities 2013"

31 <https://www.gov.uk/transport-statistics-notes-and-guidance-national-travel-survey>

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Rotherham local plan

DRAFT Shop front design guide

Supplementary Planning Document



September 2019

www.rotherham.gov.uk

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Introduction

Background and purpose

- 1** This document has been produced to act as a borough wide guide to encourage good quality shop front design. The design of shop fronts has a major role to play in creating a quality environment. It is important that they should not compromise the local character, scale and architectural quality of the individual buildings.
- 2** The local planning authority is keen to encourage both the reinstatement of historic shop fronts and the provision of contemporary designs with flair. This is a guide for designers and applicants as to how best to achieve this.
- 3** This document aims to secure improvements to the visual quality of shop frontages. It promotes good shop front design that celebrates the character and architectural detailing of the original buildings to improve the townscape which will benefit all the traders and the community as a whole.
- 4** The Council is committed to creating town centres that will be welcoming and attractive, projecting an image of quality and friendliness that will bring shoppers back into centres. It is also keen to encourage quality shopping environments where developments take place outside of Rotherham's centres.

Status

- 5** This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.
- 6** As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between xx and xx. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on xxxxx.

Planning policy

National planning policy

- 7** The NPPF makes clear that the creation of high quality buildings and places is fundamental to what the planning and development process should achieve, creating better places in which to live and work and helping make development acceptable to communities (paragraph 124). It also supports development in town centres which reflects their distinctive characters (paragraph 85).
- 8** Design quality should be considered throughout the evolution and assessment of proposals. NPPF (paragraph 127) also states that development should, amongst other things:
 - add to the overall quality of the area;

- be visually attractive as a result of good architecture, layout and appropriate and effective landscaping;
- be sympathetic to local character and history, including the surrounding built environment and landscape setting; and
- create places that are safe, inclusive and accessible and which promote health and well-being.

Local planning policy

9 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website: <https://www.rotherham.gov.uk/localplan>

10 This guidance provides additional detail to, and should be read in conjunction with, the following policies:

CS28 Sustainable Design	which sets out a range of design considerations to which proposals should have regard.
SP55 Design Principles	which sets out detailed design principles to which proposals should have regard.
Policy SP59 Shop Front Design	which sets out detailed policy regarding new and replacement shop fronts.
Policy SP60 Advertisements	which sets out detailed policy regarding the design and placement of advertisements.

11 As set out in the above Policies, the Council will have regard to a range of issues when considering planning applications involving new or replacement shop fronts, including:

- that design should respect the character of the building and take all opportunities to improve the character and quality of an area and the way it functions;
- that development proposals are responsive to their context and visually attractive as a result of good architecture;
- the setting of the site, including the size, scale, mass, volume, height, orientation, form, and grain of surrounding development;
- the type of building materials, their colour and architectural detailing, including maximising the use of transparent glazing ;
- whether proposals reinforce and complement local distinctiveness and create a positive sense of place;
- the creation of safe, secure and accessible environments including the use of lighting and the appropriate design and location of shutters;

- the design and layout of buildings to enable sufficient sunlight and daylight to penetrate into and between buildings, and ensure that adjoining land or properties are protected from overshadowing; and
- that advertisements are of the highest possible standard and contribute to a safe and attractive environment.

Legal requirements

Planning permission

12 Planning permission is required for all shop fronts which are to be altered or replaced. This includes altering the glazing, changing facing materials, installing blinds or external shutters or enlarging the size of a fascia. The list is not exhaustive and in each case the Council should be contacted for advice prior to commencing any work.

Listed building consent

13 Listed building consent is required for any alterations which would affect the character of the listed building. This includes re-painting a shop front in a different colour, installing blinds or shutters, or installing a security alarm or extractor fan.

Conservation Areas

14 Conservation Areas are areas of special architectural or historic interest and stringent controls are in place to protect buildings within those areas. Consent is required for the proposed or substantial demolition of any building in a Conservation Area including the removal of a shop front.

Advertisement consent

15 Advertisement consent is needed for illuminated signs or fascias, projecting signs and extra large signs above ground floor level. Detailed guidance is available in the Government publication 'Outdoor Advertisements and Signs' leaflet available at:

<https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>

Building Regulations

16 Building Regulation approval is required for new shop fronts when any alterations affect the buildings structural stability, means of escape or the position of the entrance approach and or doorway.

Planning application checklist

17 The guidance below sets out a range of issues which should be considered in preparing design proposals and planning applications. More detailed guidance on the principles of good shop front design are set out in the following chapter.

Existing streetscape

Has the relationship of the proposed development to the adjoining buildings been taken into consideration?

Building elevations

Is the scale of the shopfront in proportion to the facade of the building?

Shopfront design

Is the design and materials employed in the scheme of good quality?

Signage

Are the graphic design, advertisements and illumination appropriate to the scheme?

Canopies and blinds

Have they been considered within the overall design of the shopfront?

Shutters

If shutters are required are they of a type and location that does not obstruct any architectural features on the building or have an adverse environmental impact?

Are external shutters perforated and painted with the shutter box sited behind the fascia?

Access

Does the design allow access to all, including people with disabilities, in accordance with the Disability and Discrimination Act (DDA) 2005?

Drawings required

- An existing elevation of the shop front and the building in which it is located, together with the adjoining properties - 1:50.
- A proposed elevation of the shop front - 1:20.
- Cross sections of the building - 1:20.
- Details (e.g joinery profiles, signs etc) - 1:5.
- Information on materials, fittings and colours.
- An access statement, setting out how the needs of disabled people have been taken into account.



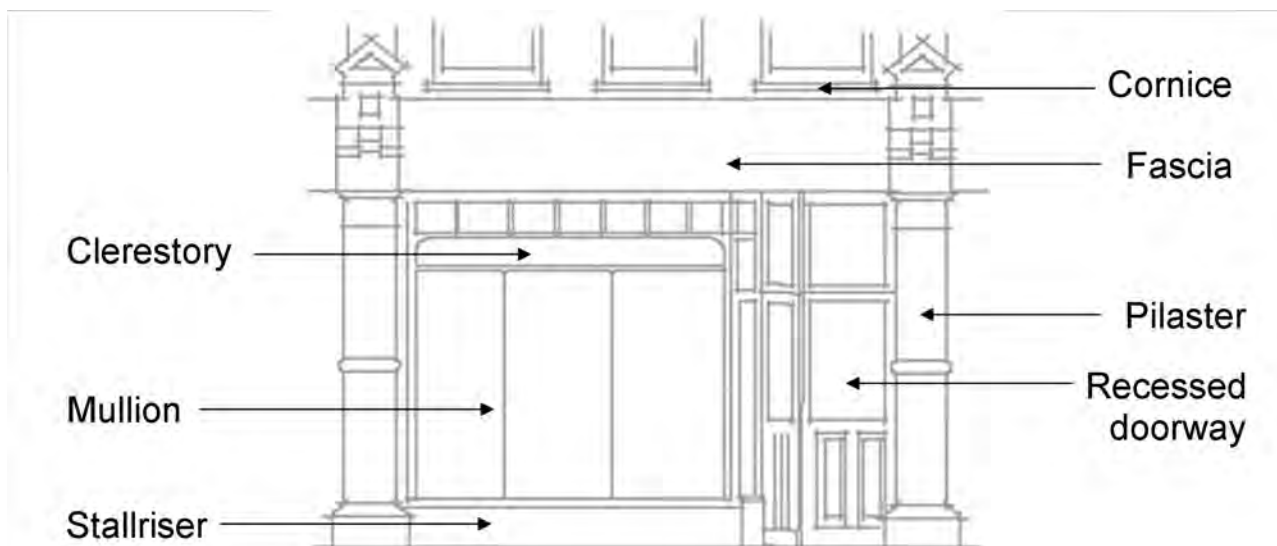
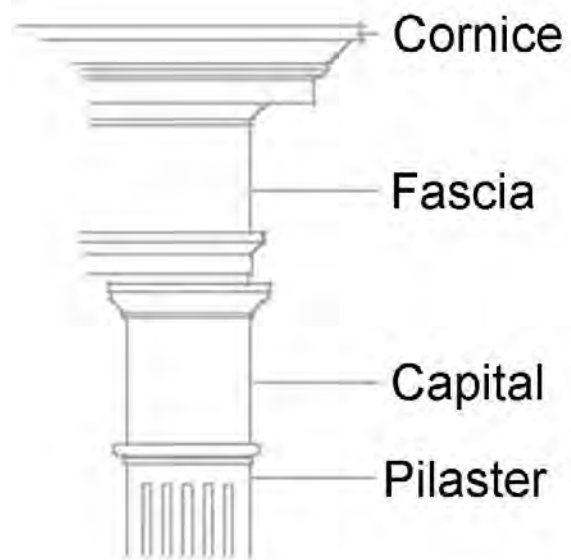
The principles of good shop front design

18 The starting point when contemplating a new or replacement shop front will always be a study of the whole building facade and adjacent elevations, including any existing shop fronts.

19 Shop fronts for many people are the most visually important feature of a streetscene. It is therefore vitally important that they are of good proportions, details and materials.

20 Nineteenth century shop front design was based on a set of principles which achieved a satisfactory relationship between the shop front and the building as a whole.

21 The pilaster, stallriser, cornice and fascia combine to enclose the shop window and the entrance door within a frame constructed to proportions which suggest a method of support for the building facade above. The main elements are in proportion to each other; the height of the stallriser should not exceed 20% of the overall shop front height, nor should the height of the entablature. These basic principles applied to traditional or contemporary shop fronts will result in an elevation which is visually pleasing.



22 Standard and corporate shop fronts have in the past had little regard for individual buildings and it is recommended that a modest interpretation of the corporate image is adopted that relates better to the building. It is particularly important that poor quality pastiche reproduction shop fronts are avoided. New shop fronts of an imaginative and creative design are encouraged which may be complimentary in proportion, scale, quality of materials and detailing to the building itself.

- ✓ The style of the shop front should harmonise with the age and character of the building as a whole.
- ✓ The scale of the shop front should be in proportion with the rest of the building.
- ✓ An existing shop front which contributes to the character of a building or area should be retained and refurbished rather than replaced. Any original features such as pilasters and fascias that have been concealed by later additions should be exposed and restored in order to enhance the appearance of the shop front.
- ✓ It is important that the replacement shop front respects the period and style of the building in terms of proportion and quality of materials and relate well to neighbouring properties.
- ✓ Where adjacent shop fronts are to be operated as a single concern then each shop front should be individually expressed by retaining or reintroducing pilasters between them.
- ✓ Signage and security precautions should not exceed what is reasonably necessary to advertise the business and give protection against burglary and vandalism.
- ✓ Illumination of shop signs should be external rather than in the form of internally illuminated box signs.
- ✓ Any canopies should be incorporated within the overall design.
- ✓ Doorways and entrances should be accessible to people with disabilities.
- ✓ In general, door recesses should not be deeper than 600mm.

Successful shop front design

Design respects the character of the whole building, with each element being of appropriate proportion.

Fascia for signage is of an appropriate size; not too large.

Sign details are in keeping with the character of the building, and of an appropriate size.



Shop front design elements

Signs

23 Shops are normally limited to one fascia sign and one hanging sign. The sign should be well designed to project a quality image. Multiple signage clutters the facade and must be avoided. Some signs require 'Advertisement Consent' from the Council.

Fascia Signs

24 Fascias should be no deeper than 20% of the shop front's overall height. They should not impinge on the original details of the shop front.

25 A traditional fascia comprising of a painted timber background with hand painted lettering is particularly appropriate for traditional shop fronts. Raised metal or timber letters are acceptable but garish shiny plastics are best avoided.

26 Lettering and graphics should be moderately sized and should be in proportion to the dimensions of the fascia. Clear well spaced letters are as easy to read as larger oversized letters. The sign should be limited to the name of the shop with a simple graphic logo and the street number. Too much information creates visual clutter which will not be acceptable.

27 Surface mounted box signs attached to the front of fascias detract from the appearance of the shop. They will not be permitted and alternatives should be considered.

28 Where there is a small fascia or none at all, individual letters may be applied to the face of the building. Professional lettering may also be applied to hanging clear panels inside of the display window.

Hanging and Projected Signs

- As a general rule only one sign will be allowed per shop with an area no larger than 0.75m².
- Timber or cast metal signs are particularly appropriate on traditional shop fronts.
- The sign should be mounted:
 - on a console at fascia level;
 - on a pilaster below fascia level;
 - below first floor cill level.
- Projecting box signs will not be acceptable.
- Any illumination should be external not internal.
- Large scale detail drawings of proposed signs at a scale of 1:5 will be required with advertisement applications, clearly showing construction, lettering and graphic design.

Successful hanging signs



Doors and thresholds

29 The Equality Act 2010 helps achieve equal opportunities in the workplace and in wider society. It includes a duty to make reasonable adjustments to physical features to ensure that a disabled person is not put at substantial disadvantage compared to a non-disabled person.

30 Part M of The Building Regulations Access to and use of buildings establishes that reasonable provision must be made for people to access and use a building and its facilities. It provides very specific guidance details for level, ramped or stepped access, and for dimensions, characteristics and layout of doorways, including aspects of material finishes to be used, so as to enable access for people with limited physical dexterity and who are visually impaired.

31 These standards apply to all new buildings, extensions and building works to and about entrances, including historic buildings such as listed buildings.

Security

32 Local authorities have a responsibility under Section 17 of the Crime and Disorder Act 1998 to consider the crime and disorder implications of all their activities, and to do all that they can to reduce opportunities for crime and fear of crime in the exercise of their functions. Through its policies the Local Plan seeks to help achieve this by ensuring that developers and planning applicants consider security issues in developing proposals.

33 Developments are encouraged to meet the principles set out in current good practice guidance. 'Secured by Design' is an initiative operated by the Association of Chief Police Officers and includes the prevention of crime with regard to commercial premises and promotes the use of security standards for a wide range of applications and products. See their website for further information:

<http://www.securedbydesign.com/>

34 The Loss Prevention Certification Board (LPCB) has produced standards to ensure that fire and security products and services perform effectively. See their website for further information:

<http://www.redbooklive.com/lps.jsp>

External Roller Shutters

35 The addition of solid steel roller shutters is not acceptable. They can attract graffiti and create an undesirable hostile environment. Shutters will only be acceptable as a security measure if it can be demonstrated that there is no other alternative, and the shutter box is located behind the existing fascia and not protruding out onto the street; and if the shutter itself is perforated and either powder or plastic coated in a colour to match the shopfront.

Internal Shutters

36 Internal shutters are preferred as a visible form of security without destroying the character of the original shopfront. They should be perforated lattice grilles, powder or plastic coated. Planning Permission is not required for internal shutters.

Toughened and Laminated Glass

37 Windows without shutters create a more welcoming street scene as illuminated window displays are maintained at night. Security is provided without compromising the appearance of the property, by the use of laminated glass (6.8 mm thick is recommended).

Reinforced stallrisers

38 The reinforcement strengthens the shop front frame and reduces the risk of ram raiding.

Steel framed shop fronts

39 This is an unobtrusive way to strengthen the shop front and reduces the risk of ram raiding.

Examples of successful shop front designs



Burglar alarms

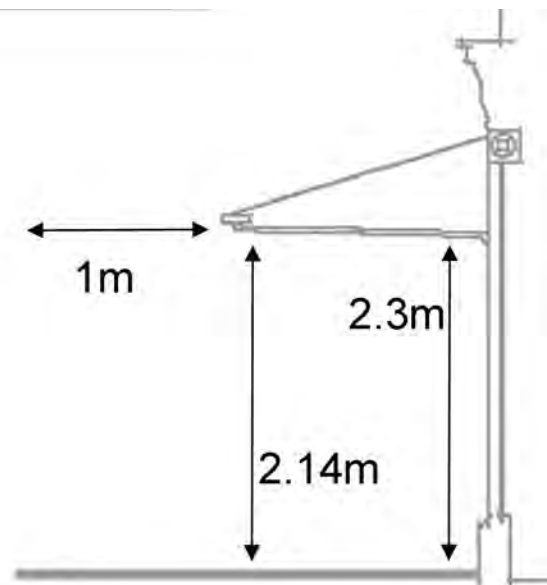
40 Burglar alarm boxes should not conceal architectural features or be positioned too conspicuously. Associated wiring should be hidden or at least neatly fixed. All fixings should be made of non-ferrous materials.

Canopies & Blinds

41 Blinds serve to protect perishable goods from deterioration due to strong sunlight and help to keep the interior cool. Projecting roller blinds are the preferred option as they form an integral part of the shop front and are retractable when not required.

42 Dutch canopies are made from canvas or plastic over a metal frame. They hide architectural details and interrupt the building elevation. Shops have a tendency to leave them open which results in deterioration of the fabric and a scruffy appearance which is not acceptable.

43 Highway regulations require the outer edge of the blind to be set back at least 1m from the kerb and the outer and inner ends of the supporting arms not less than 2.14 and 2.3m above the pavement.



Lighting

44 Lighting should be considered as part of the overall design rather than ending up as a later ad-hoc addition. Subtle lighting can add vitality to the night-time street scene but poorly designed bulky illuminated signs can look brash. Over illumination must be avoided as it can upset the balance of light and conflict with street lighting.

Fascia Illumination

45 Fascia illumination, where it is required, should be considered as part of the street scene. Internally illuminated fascias are not acceptable as they create excessive glare. A variety of subtle lighting styles will add interest.

External lighting

46 Ideally light sources should be concealed, and carefully directed at the sign, avoiding glare. Lamp types include tungsten halogen floods, tungsten spotlights, low voltage tungsten spotlights, swan-necked metal arms, and concealed fluorescent tubes.

Backlit lettering

47 Translucent plastic letters or graphics are inset into an opaque panel which is illuminated from behind. The light box must be fully recessed behind the fascia.

Individual halo letters

48 Individual letters stand proud of a surface and are lit from behind to produce a halo effect; a treatment which is suitable for fascias or wall mounting. Plastic lettering is not acceptable for old or listed buildings, quality individual letters in a suitable font and size are preferred.

Cool Cathode Tubes

49 Graphically elegant neon signs may be acceptable if they are of moderate size, single colour and limited palette.

Illumination of Hanging and Projecting Signs

Internal lighting

50 Old fashioned box illuminated signs are not acceptable. However, well crafted, elegant signs making use of thin fluorescent tubes so only the lettering or graphic is illuminated may be considered.

Alternative lighting

51 Tungsten lamps, backlit lettering or neon signs can prove acceptable alternatives. Careful design will be given consideration.

Building Illumination

52 Shop window display lighting contributes towards a safe night-time environment. Discrete spotlighting to highlight architectural features of a shop front or building is welcomed. Permission is not required unless the building is listed.

Materials and Decoration

- Use traditional materials such as painted timber wherever appropriate.
- Carefully chosen modern contemporary materials can be acceptable whilst still adhering to the principles of shop front design.
- Avoid the use of acrylic sheeting, perspex, plastic, standard natural finish aluminium and unpainted softwoods.
- Avoid garish or lurid colour schemes.
- Traditional oil based paints and pigments should be considered for historic buildings.
- Monotone paint combinations can result in a stylish high quality scheme.
- Painted timber is preferable to stained or varnished hardwoods.
- Refer to paint manufacturer's specialist historic colour charts for properties of a specific period.

- Ensure the colour scheme does not jar with its' neighbours.
- Colour contrast should be employed to assist those with disabilities and visual impairments. Critical surfaces, such as doors, door edges and handrails should have sufficient visual contrast to background areas such as walls, ceilings and floors.

Glossary

Entablature: The combination of cornice, fascia and architrave.

Cornice: Decorative moulded projection above the fascia providing weather protection and giving a strong line at the top of the shopfront.

Fascia: The wide board over the shopfront which provides the advertising space.

Architrave: A recessed plane of one or more horizontal mouldings whose function is to 'finish off' the bottom of the fascia.

Window: Glazing of a size appropriate to the design of the building as a whole. Avoid overlarge expanses of glass which are expensive to replace.

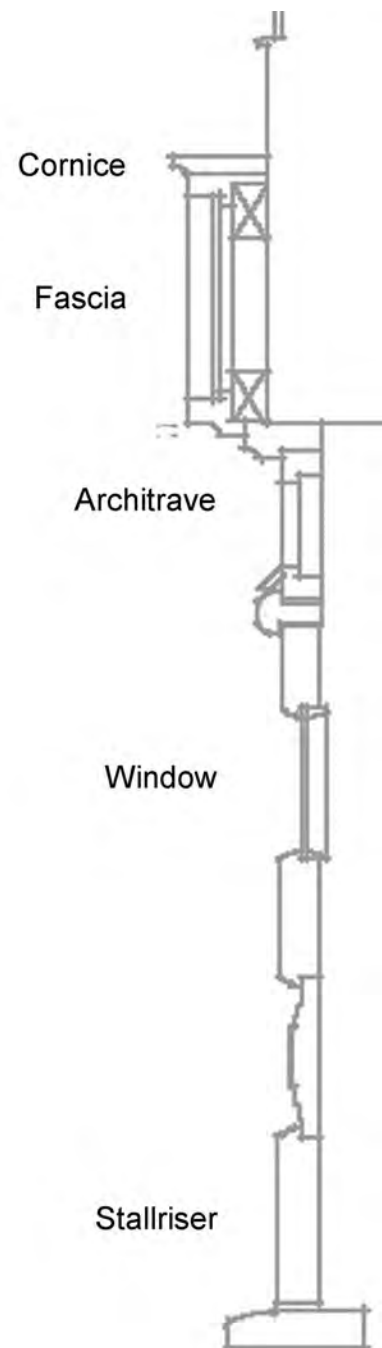
Stallriser: Vertical surface giving protection at ground level to the shopfront, providing a solid base. They are made of polished granite, marble, tile or wood and provide a cill for glazing.

Pilaster: Traditional shopfront dividing column between adjoining properties, designed with a base and capital, which supports the console and fascia.

Console: Bracket which frames or contains the end of the fascia panel. Provides a key element in maintaining the vertical rhythm of the streetscape.

Fanlight: A window above a door.

Doors and doorways: Recessed, in keeping with other elements with a return which matches the stallriser.



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Public Report with Exempt Appendices
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Community Energy Switching Scheme

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

Yes

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

David Rhodes, Environment, Energy and Data Manager
01709 254017 or david.rhodes@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

Cabinet approved the OJEU procurement process to identify a potential partner, to develop a community energy switching scheme, on the 17th December 2018. This report recommends the acceptance of a tender to set up a Community Energy Switching Scheme, available to all Rotherham residents, which could save an average 3 bed semi-detached household up to £300 per year.

Recommendations

1. That the development of a community energy switching scheme in partnership with bidder B be approved.

List of Appendices Included

Appendix 1 Equalities Initial Impact Assessment

Appendix 2 Procurement Results & Business Case (Exempt)

Background Papers

Cabinet – 17 December 2018. Minute 79, Community Energy Switching Scheme.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

Yes

An exemption is sought for Appendix 2 under Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A of the Local Government Act 1972 is requested, as this report contains sensitive commercial information with regards to the Council's contracts.

It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information because of commercial confidentiality.

Community Energy Switching Scheme

1. Background

- 1.1 At its meeting on 17th December 2018 Cabinet received a report on a community energy switching scheme and recommended:
- That approval be given to the OJEU procurement process to identify a potential partner to develop a community energy switching scheme and inform a business case that will be developed, based on the results of the tender.
 - That the business case and Tender Evaluation Report be submitted to Cabinet for approval.
- 1.2 An open tender process was conducted and two submitted responses met all mandatory requirements. The tenders were evaluated with the results detailed at the exempt Appendix 2.

2. Key Issues

- 2.1 The community energy switching scheme would be open to all Rotherham residents and the aim of the scheme is to reduce the number of households paying high tariffs for gas and electricity.
- 2.2 Although open to all residents, it should be particularly beneficial to vulnerable residents and those with a low household income, as it will assist them to identify and change to a cheaper energy tariff. The evidence provided suggests that residents could save up to £300 per year in an average 3 bedroom semi-detached house.
- 2.3 The scheme also aims to support residents to reduce energy consumption, as well as reducing costs, and consequently assist to reduce fuel poverty.
- 2.4 The scheme also promotes renewable energy generation, and this together with the aims to reduce energy consumption, will assist with the Councils drive to have a positive impact on climate change.
- 2.5 The energy is supplied by a not for profit company and the Council itself would not obtain any net financial gain from such a scheme in relation to tariff reductions, the beneficiaries would be residents.

3. Options considered and recommended proposal

- 3.1 **Option 1** – Develop a community energy switching scheme in partnership with bidder B.
- 3.2 **Option 2** - Do not develop a community energy switching scheme, following the procurement evaluation and moderation of bids considering the potential resource implications to the Council.

3.3 **Option 3** – Asset Management and Housing & Neighbourhood Services carry out regular information campaigns for residents to inform them of the potential savings; comparison sites; the big 6 energy companies; and run specified days at Riverside House (and other Council sites e.g. libraries) to assist residents (especially vulnerable residents) wishing to switch but lacking the confidence, IT knowledge or equipment.

3.4 Option considerations:

3.5 • Option 1 is the recommended option, as bidder B has provided a compliant bid that delivers against the specification. This option provides every Rotherham resident with the opportunity to reduce their energy bill by up to £300, based on an average 3 bed semi-detached house.

3.6 • Option 2 would not provide support to residents to reduce gas and electricity costs.

3.7 • Option 3 would require a marketing budget and additional staff time. This option could be seen to be endorsing energy companies on the comparison websites without any checks of these companies, or the offers, taking place.

4. **Consultation on proposal**

4.1 No additional consultations have been carried out following the procurement process.

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

5.1 If approval is given to the recommendation as presented above, this will be actioned immediately through:

- Recruitment of a Community Energy Officer (a second officer is proposed to be recruited in Year 2).
- Development and approval of the partnership contract.
- Development of a marketing and communication plan.

5.2 The initial proposed launch date of the scheme was December 2019 (12 months from initial Cabinet approval). The amended proposed launch dates are:

- Phase 1. January 2020 – Void properties.
- Phase 2. February 2020 – All domestic properties.

This will allow the Council to ensure any faults identified through the voids programme are dealt with before launching to the wider public.

6. Financial and Procurement Advice and Implications

- 6.1 The exempt Appendix 2 details the financial business case in respect of bidder B. This indicates that the development of a community energy switching scheme in partnership with bidder B is not financially self-supporting. This analysis demonstrates that the proposal will result in a small financial deficit over a 3 year period (less than £5k, in year one and unlikely to exceed £16k in any one year), if the projected take-up figures are achieved. The deficit will increase if take up is lower and decrease if take up is higher than the projected figures. If a small deficit does arise it will be contained within the overall Directorate budget.
- 6.2 The Councils Finance Service have carried out a financial due diligence analysis of the audited accounts of bidder B. The focus of the analysis is to:
- Confirm the financial stability of the preferred bidder.
 - Identify any future risks resulting from additional financial commitments, such as the preferred bidder having to contribute to Government ECO projects when the qualifying customer criteria reduces to 150,000 in April 2020.
- The result of the analysis is at Appendix 2.
- 6.3 This procurement has been conducted in compliance with the Concessions Contracts Regulations 2016 and the Council's Financial and Procurement Procedure Rules.

7. Legal Advice and Implications

- 7.1 A community energy switching scheme delivery contract complying with OFGEM Retail Market Review rules will need to be developed, agreed and approved between the Council and supplier.
- 7.2 The licensed supplier will be responsible for the supply of gas and electricity to customers of the partnership and will be obligated to comply with the supply license conditions.
- 7.3 This report indicates that a compliant procurement process has been followed. This procurement appears to be for a concession contract (being the grant of an opportunity under which the operator takes the substantial operational and commercial risk). Therefore, this contract is not subject to the Public Contracts Regulations 2015.
- 7.4 Legal Services have provided suitable terms and conditions for this contract. It is assumed the Council will enter an agreement with the successful tenderer on those terms and conditions.

8. Human Resources Advice and Implications

- 8.1 The recruitment of additional staffing resources as detailed in the Business Case at Appendix 2 would be required.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The scheme should benefit households to reduce the cost of energy and reduce fuel poverty.

10. Equalities and Human Rights Advice and Implications

- 10.1 The energy supply offer will be made available to all households in Rotherham. An initial Equalities Impact Assessment has been carried out and will be updated as more data, information and actions are obtained.

11. Implications for Partners

- 11.1 The implications for Housing and Neighbourhood Services have been included in the report.
- 11.2 The success of the scheme will require support from relevant Council directorates to communicate with the residents they engage with promote the scheme.

12. Risks and Mitigation

- 12.1. The Council or supplier cannot guarantee that a given tariff will always be the cheapest. Online comparison sites may (but not always) provide the best saving, however, a community energy switching scheme is aimed at residents that are unable or not confident enough to switch energy providers. The energy supply market is volatile and the cheapest market price can be superseded the next day by another provider.
- 12.2 There is a potential reputational risk for the Council if there are complaints about billing and price increases set by the supplier. Customer service and customer retention performance would be regularly monitored.
- 12.3 There is a financial risk to the Council if the number of residents that sign up to the scheme is insufficient to cover the staff, marketing and administration costs. The energy cap introduced by the Government/OFGEM will increase the risk and householders may believe the cap results in the best saving. Marketing and communication will address this.
- 12.4 This will be a concession contract, so the majority of the risk is with the supplier.

13. Accountable Officers

Paul Smith, Head of Asset Management

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	28/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/08/19

Report Author: David Rhodes, Environment, Energy and Data Manager
01709 254017 david.rhodes@rotherham.gov.uk

This report is published on the Council's [website](#).

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Appendix 1 – Equalities Initial Impact Assessment

<p>Under the Equality Act 2010 Protected characteristics are Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity. Page 6 of guidance. Other areas to note see guidance appendix 1</p>	
<p>Name of policy, service or function. If a policy, list any associated policies:</p>	<p>Community Energy Switching Scheme</p>
<p>Name of service and Directorate</p>	<p>Asset Management, Regeneration and Environment</p>
<p>Lead manager</p>	<p>David Rhodes</p>
<p>Date of Equality Analysis (EA)</p>	<p>13/08/19</p>
<p>Names of those involved in the EA (Should include at least two other people)</p>	<p>David Rhodes & Paul Maplethorpe</p>
<p>Aim/Scope (who the Policy /Service affects and intended outcomes if known) See page 7 of guidance step 1</p> <p>A community energy switching scheme aims to reduce the cost of living for people by getting a fair price on gas and electricity.</p>	
<p>What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? See page 7 of guidance step 2</p> <p>Ofgem has reported that around 57% of non-prepayment meter consumers remain on poor value standard variable rates, which can be as much as £300 a year more expensive than the cheapest deals on the market. However, more than one in five households across the UK now get their energy from small/medium-sized suppliers, leaving the largest six suppliers with a record-low market share. During 2017, 5.1 million electricity consumers and 4.1 million gas consumers switched supplier, which was the highest number for almost a decade. Many of the customers switched for the first time.</p>	
<p>Engagement undertaken with customers. (date and group(s) consulted and key findings) See page 7 of guidance step 3</p>	<p>No engagement has been undertaken with potential customers. This will be carried out during the development phase if sanctioned.</p>
<p>Engagement undertaken with staff about the</p>	<p>Engagement carried out with Housing / Voids Team.</p>

<p>implications on service users (date and group(s)consulted and key findings) See page 7 of guidance step 3</p>	
The Analysis	
<p>How do you think the Policy/Service meets the needs of different communities and groups? Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors. This list is not exhaustive - see guidance appendix 1 and page 8 of guidance step 4</p> <p>The scheme will be open to all communities and groups.</p>	
<p>Analysis of the actual or likely effect of the Policy or Service: See page 8 of guidance step 4 and 5</p> <p>Does your Policy/Service present any problems or barriers to communities or Group? Identify by protected characteristics Does the Service/Policy provide any improvements/remove barriers? Identify by protected characteristics</p> <p>The scheme aims to improve access to cheaper tariffs for communities to reduce fuel poverty; there are no known problems or barriers.</p> <p>What affect will the Policy/Service have on community relations? Identify by protected characteristics</p> <p>Positive financial impact.</p>	

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Public Report with Exempt Appendices
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Disposal of Surplus Properties

- a) Kiveton Youth and Community Centre
- b) Former Keepers Cottage at Ulley Reservoir
- c) The site of the former Copeland Lodge and adjacent land

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

Yes

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

Lindsay Johnson, Strategic Asset Manager

01709 254016 or Lindsay-costello.johnson@rotherham.gov.uk

Ward(s) Affected

Wales

Rother Vale

Report Summary

The purpose of this report is to seek approval to dispose of the Council's freehold interest in the following surplus properties:-

- a) Former Kiveton Youth and Community Centre
- b) Former Keepers Cottage Ulley Reservoir
- c) The site of the former Copeland Lodge and adjacent land

Recommendations

1. That approval be given to the disposal of the Council's freehold interest in the following properties:-
 - a) Former Kiveton Youth and Community Centre
 - b) Former Keepers Cottage Ulley Reservoir
 - c) Former Copeland Lodge and adjacent land
2. That approval be given to the Assistant Director, Planning Regeneration and Transport to dispose of the assets by implementing the most appropriate method of disposal to help expedite the process, whilst ensuring that best consideration is achieved under Section 123 – Local Government Act 1972.

3. The Assistant Director of Planning Regeneration and Transport negotiate the terms of disposals.
4. The Assistant Director of Legal Services negotiate and complete the necessary legal documentation.

List of Appendices Included

Appendix 1 Initial Equalities Screening Assessment form
Appendix 2 Property location plans
Appendix 3 Exempt financial addendum

Background Papers

None

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

An exemption is sought for Appendix 3 under Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A of the Local Government Act 1972 is requested, as this report contains sensitive commercial information that could impact on the negotiation strategy and disposal values.

It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information because the Council's commercial interest could be prejudice by the disclosure of this commercial information.

Disposal of Surplus Properties: Kiveton Youth and Community Centre, the Former Keepers Cottage at Ulley Reservoir; and the site of the former Copeland Lodge and adjacent land

1. Background

- 1.1 The subject properties have been declared surplus to requirements by the operational services. Consultations have taken place with all relevant Council Services and no alternative operational use has been identified.
- 1.2 The Ulley Reservoir Keepers Cottage is currently vacant, and in a poor state of repair, this poses a current and potential future risk in terms of securing the asset.
- 1.3 Kiveton Youth and Community Centre has partly been vacated with the remaining operating service intending to vacate by April 2020.
- 1.4 Copeland Lodge was formerly a residential care home located at Green Arbour Road, Thurcroft. The building was demolished in September 2018 and the vacant site (together with an adjacent plot of council owned land) extends to a total area of approximately 1.7 hectares (4.3 acres); and is shown edged red on the attached site location plan, at Appendix 2.
- 1.5 Copeland Lodge was demolished, using grant funding from Central Government via the Land Release Fund (LRF). Conditions were attached to the funding agreement which required the site to be released for residential development by March 2020. Should the site not be released for development by this date, there are clawback provisions within the agreement that require the costs of demolition to be returned. The actual demolition costs incurred from the funding are identified in the attached exempt financial Appendix (3).
- 1.6 The early demolition of the property removed a number of on-going issues the Council were experiencing – those being vandalism, numerous break-ins and the general anti-social behaviour around the site. It also removed the on-going financial pressures from the associated holding costs.

2. Key Issues

- 2.1 The Council regularly reviews its property portfolio to ensure a fit for purpose estate, reduce unnecessary holding costs and, where appropriate, generate capital receipts.
- 2.2 Services have been consulted and had the opportunity to consider if the properties would be suitable for their operational requirements. No business cases have been submitted for retention of the assets.
- 2.3 Kiveton Youth and Community Centre has been advertised externally, through an Expression of Interest, to ascertain if a public sector partner or community/third sector organisation has a requirement for the asset.

- 2.4 Two Expressions of Interest for a Community Asset Transfer lease of Kiveton were received from community organisations. These have not been pursued further as the first application was unsupported, as it did not satisfactorily meet the requirements of the adopted policy; the second applicant later withdrew their interest for financial / viability reasons.
- 2.5 Kiveton Youth and Community Centre has been nominated as an Asset of Community Value, and listed by the Council under 'The Community Right to Bid (Assets of Community Value) legislation'. Should Cabinet recommend disposal, the nominating body will have 6 months in total to secure funding to purchase the asset. The asset will then be marketed for disposal allowing the nominating body an opportunity to bid for the asset along with any other interested parties ensuring the Council achieves the best price achievable in the open market.
- 2.6 Children and Young Peoples Services and Adult services are both currently using the Kiveton Youth and Community Centre, Asset Management are working with both services to facilitate their exit. The building is expected to be fully vacant by Spring 2020.
- 2.7 Under the local plan the Kiveton site is allocated for Community Facility use and as such any change of use that requires planning permission will need to first satisfy Special Policy 62 – Safeguarding Community Facility. The Council's Planning Service would advise if a change of use would be required prior to disposal.
- 2.8 Ulley Reservoir Keepers Cottage has been predominately used as a residential property, so subsequently does not meet the criteria of the Community Asset Transfer Policy. In July 2019 Asset Management Board supported a proposal that, given there is no alternative service requirement for the property, a recommendation be made to Cabinet to approve the freehold disposal.
- 2.9 The former Copeland lodge site is allocated for residential development in the Local Plan, therefore the principle of housing on this site is accepted.
- 2.10 There is a pressing need to release the Copeland site for residential development in order to avoid the clawback of LRF funding and therefore a disposal on the open market is the most appropriate way to both deliver the demand for homes on this site in Thurcroft and prevent the clawback of the grant funding.
- 2.11 In 2017, at the time of applying for the Land Release Fund grant funding (LRF) for the demolition of Copeland Lodge, the site was identified by Strategic Housing Service as a key site, to address a range of Housing needs in the area, and it was considered that Council-led intervention would be required to ensure these needs were met. The Strategic Housing Service no longer considers that Council intervention is necessary to deliver a viable housing scheme on this site and recommend a market-led delivery.

3. Options considered and recommended proposal

- 3.1 Option 1: The assets to be retained by the Council.
Retaining the subject properties when there is no longer a service requirement poses a potential future risk to the Council in terms of securing and maintaining the assets, but also a financial liability for the continuing holding costs.
- 3.2 If the Copeland Lodge site is not released for development, the Council would be responsible for repaying the LRF grant funding secured for the building's demolition.
- 3.3 Option 2: The subject properties are offered for disposal with legal completion at the earliest opportunity.
- 3.4 The properties are currently (or soon to become) vacant; disposal at the earliest opportunity would minimise the risks and liabilities associated with security, maintenance and continued holding costs.
- 3.5 Releasing the Copeland Lodge site for residential development would contribute to the Council's housing growth targets.
- 3.6 Recommendation: Option 2 be approved.
It is recommended that the subject properties are offered for disposal with legal completion at the earliest opportunity.
- 3.7 A briefing note will be provided to Cabinet Office with the latest LRF return asking to open dialogue between the Council and Cabinet Office to discuss any potential clawback arrangements should it not be possible to release the land by March 2020. The outcome of these discussions may still result in clawback and therefore it is recommended that the sale transaction is progressed quickly. Should repayment of the grant funding be demanded, prior to the site being released for residential development, it is considered that a market-led scheme would still be viable.
- 3.8 Should Cabinet approve the disposal of the assets included in this report, the Assistant Director of Planning, Regeneration and Transport, be authorised to determine the most appropriate method of disposal, ensuring best consideration is achieved and to reduce future holding costs.

4. Consultation on proposal

- 4.1 All respective ward members have been consulted on the proposals in relation to the properties, no objections were received.
- 4.2 The proposal to dispose of the subject properties has been supported at Asset Management Board.
- 4.3 Relevant Council services have been contacted regarding the future of the asset along with further consultation across a range of directorates at Asset Management Board.

- 4.4 Expressions of interest and comments on the future of the Kiveton Youth and Community Centre have been sought from community and third sector organisations, via the Council's area partnership officers, the Council internet and Voluntary Action Rotherham.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Should the disposals be approved, the Council's Assistant Director of Planning, Regeneration and Transport, as advised by the Estates Team will select the disposal option which will achieve best consideration and begin marketing the properties. In the case of Kiveton, marketing may be delayed six months should the nominating Community Right to Bid group wish to pursue collating a bid.
- 5.2 Should the assets be approved for disposal, the Assistant Director of Planning, Regeneration and Transport, as advised by the Estates Team, will instruct Legal Services to prepare the necessary documentation in readiness for disposal.

6. Financial and Procurement Advice and Implications

- 6.1 The estimated capital receipts from the sale of the subject properties are identified in the exempt Appendix 3.
- 6.2 The revenue savings arising from the disposal of these assets will contribute to the approved revenue saving CCR2, in respect of the wider corporate review of land and property and are identified in the exempt Appendix 3.
- 6.3 As the former Copeland Lodge building has been demolished, the Council is no longer incurring holding costs. Revenue savings from the demolition of this property are contributing to the Council's approved ASR savings.
- 6.4 There are no direct procurement implications arising from this report.

7. Legal Advice and Implications

- 7.1 Provided that the Assistant Director of Planning, Regeneration and Transport, acts on advice from Legal Services as necessary, selects a disposal method which satisfactorily secures best consideration, there are no direct legal implications arising from this report.

8. Human Resources Advice and Implications

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

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 There are no additional CYPS implications arising from this report. It should be noted that Kiveton Youth and Community Centre was declared surplus to the requirements of the CYPS Early Help as part of the review of Early Help Review and the service have identified alternative Council premises to relocate to.

10. Equalities and Human Rights Advice and Implications

- 10.1 There are no implications for equalities or human rights as the proposed amendment will be within existing legal frameworks.
- 10.2 An Equalities Screening Assessment is attached at Appendix 1.

11. Implications for Partners

- 11.1 Public sector partners have been consulted on the Kiveton Youth and Community Centre property in relation to this report.

12. Risks and Mitigation

- 12.1. Should the Council retain these assets without an identified operational requirement, or clear path for their future use, it will place a significant financial burden on current resources.
- 12.2 Should the properties be allowed to stand vacant, there is a risk that they will attract anti-social behaviour, acts of vandalism or arson; resulting in deterioration of their condition and possible reduction in capital value.
- 12.3 The main mitigation for the above risk is to dispose of the sites.
- 12.4 In relation to the former Copeland Lodge there is a risk that if disposal is not achieved by March 2020, the Council will face repaying the LRF grant funding.
- 12.5 An application has been made to the Cabinet Office requesting that the clawback date be deferred to allow more time to release the site. However, as there is no guarantee that this request will be approved, it is recommended that the sale transaction is progressed quickly. Should repayment of the grant funding be demanded, prior to the site being released for residential development, it is still considered that a market-led scheme would be viable.
- 12.6 Should the decant of Kiveton not take place, by the scheduled date of April 2020, there is a potential risk to the Council in terms of the liability for the continuing holding costs of the building.

13. Accountable Officers

Paul Woodcock - Strategic Director Regeneration and Environment

Bronwen Knight - Acting Assistant Director of Planning Regeneration and Transport

Paul Smith - Head of Asset Management

Lindsay Johnson - Strategic Asset Manager

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	19/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/08/19

Report Author: Lindsay Johnson, Strategic Asset Manager

01709 254016 or Lindsay-costello.johnson@rotherham.gov.uk

This report is published on the Council's [website](#).

PART A - 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 (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title:

Disposal of Surplus Properties:-

- a) Former Kiveton Youth and Community Centre
- b) Former Keepers Cottage Ulley Reservoir
- c) Former Copeland Lodge and adjacent land

Directorate:

Regeneration & Environment

Service area:

Asset Management

Lead person:

Lindsay Johnson

Contact number:

01709 254016

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

Disposal of surplus property assets which are redundant to service requirements.

--

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		X
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		X
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		X
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		X
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		X
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		X

If you have answered no to all the questions above, please explain the reason

Kiveton Park and Youth Centre has previously been declared surplus to the requirements of the service user – Children and Young Peoples Service, details of which can be found in the Early Help Review.

Former Keeper's Cottage at Ulley Reservoir has been vacant and boarded up for a number of years. There is no longer an operational requirement for the premises and there is no anticipated impact to the community resulting from its disposal.

Former Copeland Lodge site – there is no longer an operational requirement for this site and the building was demolished in 2018. The site together with an area of adjacent land is currently vacant.

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 before decisions are made.

Considering equality 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 using the prompts for guidance and complete an Equality Analysis (Part B).

- **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
Paul Smith	Head of Asset Management	24.07.19
Daniel Watson	Investment & Economic Initiatives Manager	15.07.19
Jonathan Marriott	Estates Manager, Asset Management	24.07.19
Zaidah Ahmed	Performance Intelligence & Improvement	24.07.19

6. Publishing

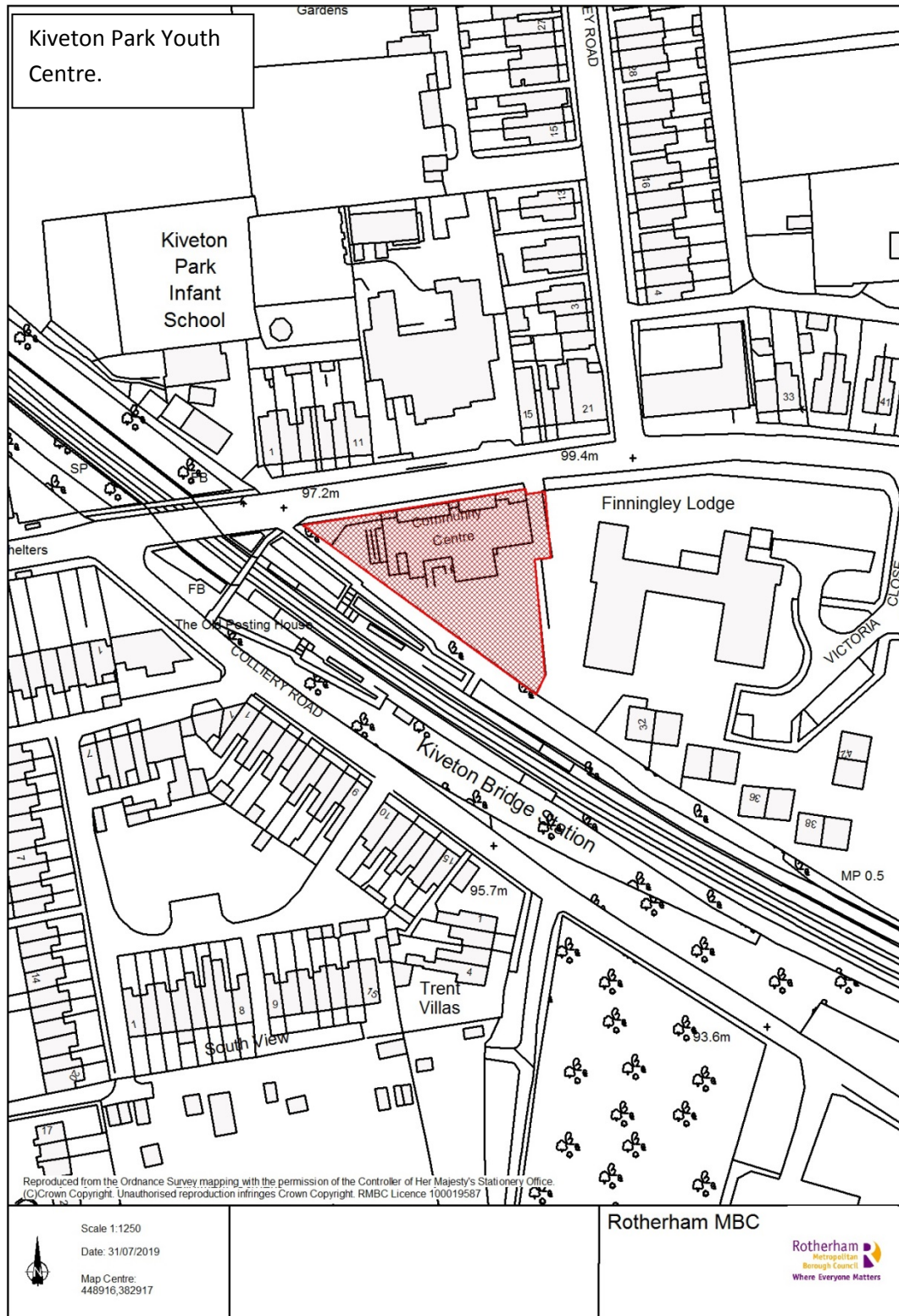
This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

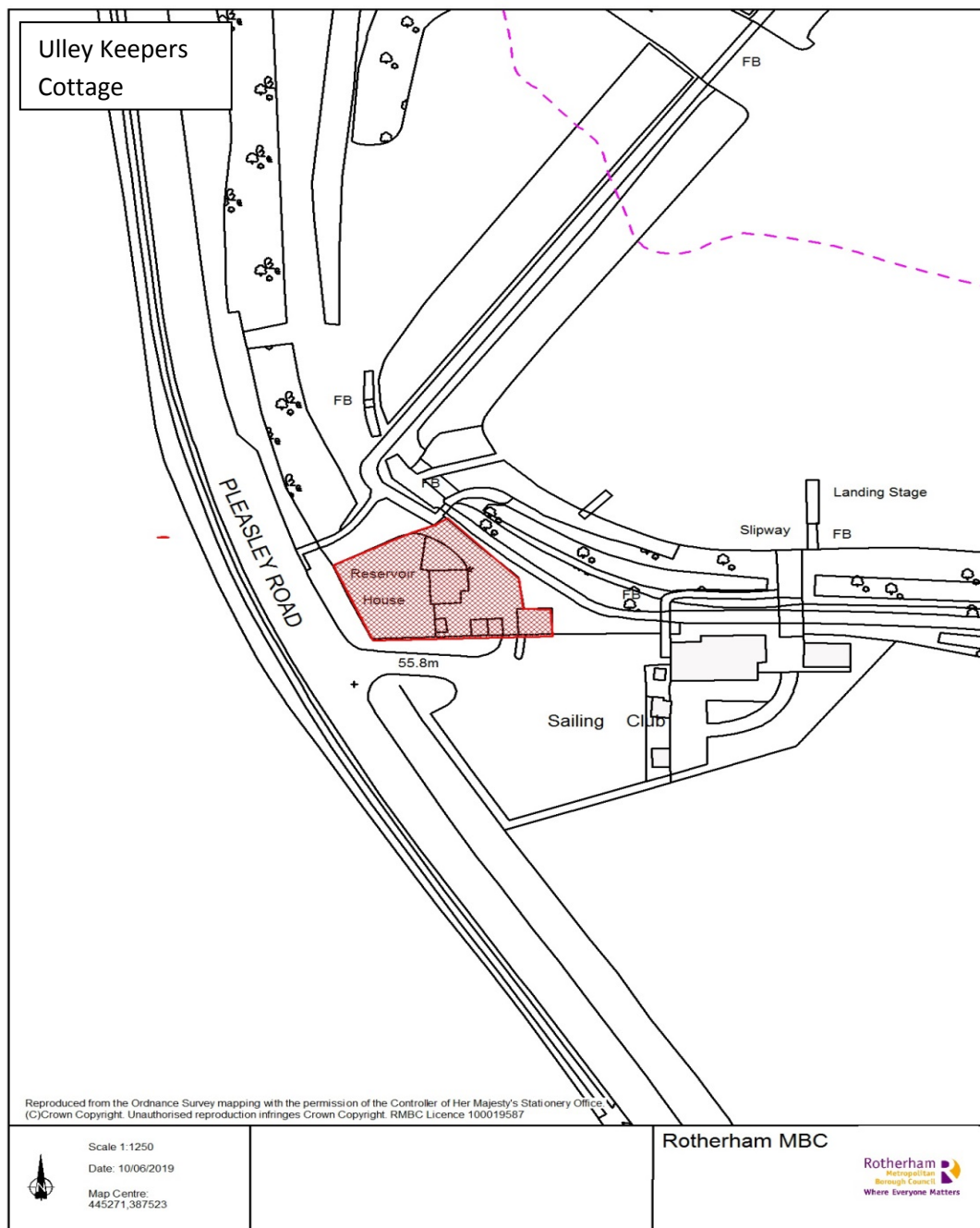
A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	25/07/19
Report title and date	Disposal of Surplus Properties - Kiveton Park Youth & Community Centre and Former Keepers Cottage Ulley Reservoir
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Report Date - 16 th September 2019 Publication Date - 2 nd September 2019
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	26/07/2019

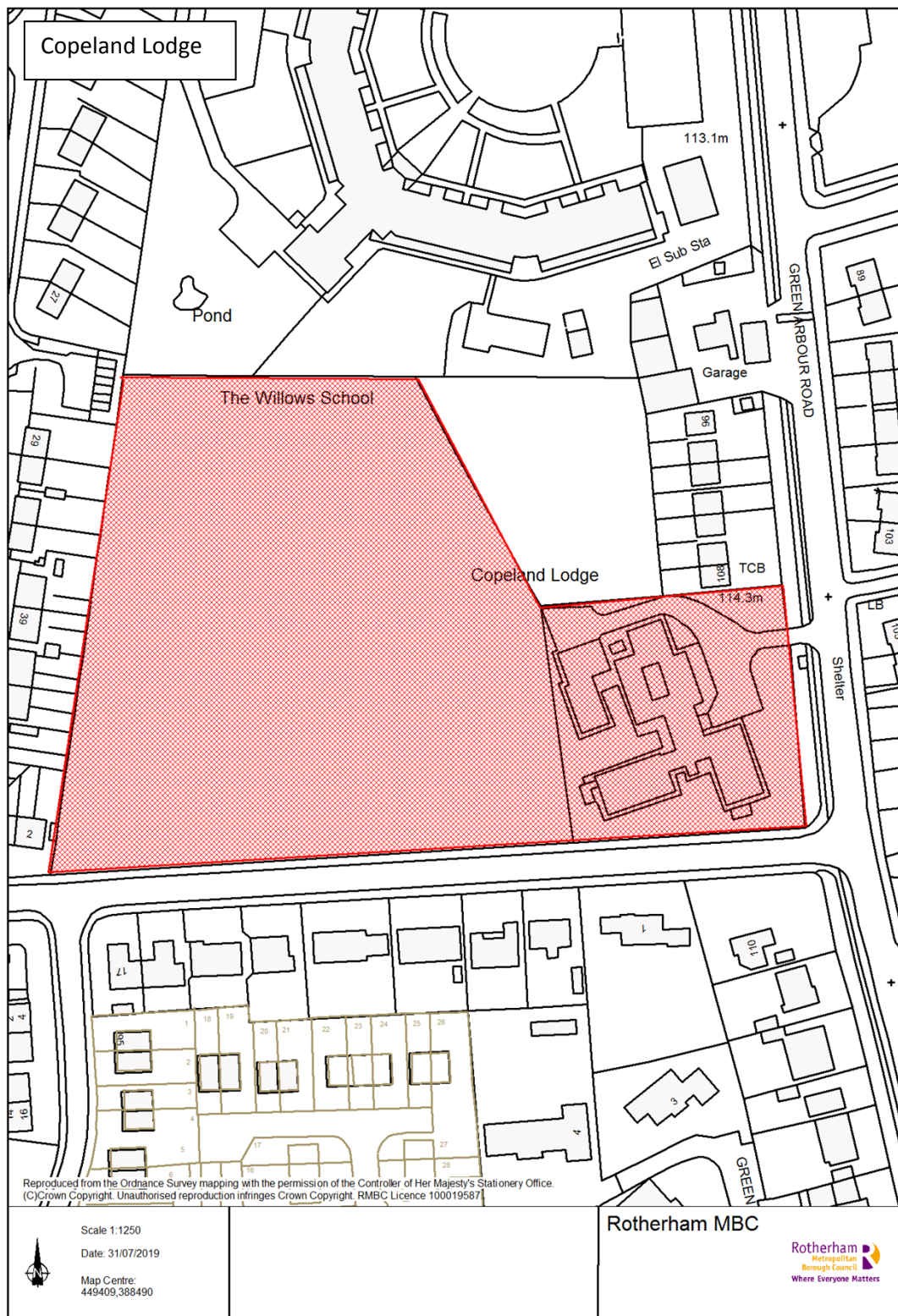
Appendix 2 - Location plans (for identification purposes only).



Appendix 2 – Location plans (for identification purposes only). The precise access to Ulley Keepers Cottage is to be determined



Appendix 2 - Location plans (for identification purposes only).



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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Public Report with Exempt Appendices
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Proposed Compulsory Purchase Order (CPO) Acquisition - Unit 1 Riverside Precinct

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

Yes

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

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

Ward(s) Affected

Boston Castle

Report Summary

The purpose of this report is to seek approval to invoke a Compulsory Purchase Order (CPO) for the acquisition of the remaining leasehold interest at Unit 1 Riverside Precinct, Corporation Street, Rotherham, should a purchase by agreement not be forthcoming.

Recommendations

1. That approval be given to invoke a Compulsory Purchase Order (CPO) for the acquisition of the remaining leasehold interest at Unit 1 Riverside Precinct Rotherham.
2. That the Assistant Director Planning Regeneration and Transport, in conjunction with The Assistant Director of Legal Services, prepare and publish the Order.
3. That the Assistant Director Planning Regeneration and Transport continue to negotiate a purchase by agreement with the leaseholder whilst the Compulsory Purchase order process is ongoing.

List of Appendices Included

Appendix 1 Equalities Assessment
Appendix 2 Location Plan (Site B – Unit 1 Riverside Precinct)
Appendix 3 Exempt Financial Appendix

Background Papers

None

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

Partially Exempt

*An exemption is sought for **Appendix 3** under Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A of the Local Government Act 1972 is requested, as this report contains details of all confidential negotiations to date.*

It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information because all such negotiations should remain confidential between the parties.

Proposed Compulsory Purchase Order (CPO) Acquisition - Unit 1 Riverside Precinct

1. Background

- 1.1 The Council are moving forward with the Forge Island Regeneration Scheme, which aims to deliver a high quality mixed use leisure-led development, and upon successful completion, will comprise a cinema, a hotel provision, a number of complimentary food and beverage units, associated residential development and car-parking. The Forge Island Scheme is an integral part of the Town Centre Masterplan agreed at Cabinet on 11th September 2017.
- 1.2 The Council has secured a development partner for the Forge Island scheme and has recently completed the “Development Agreement for Lease (AfL)” which is the legal mechanism by which the whole project will be delivered. The scheme is yet to be finalised, but it is anticipated that a full planning application will be submitted before the end of 2019.
- 1.3 The Council has acquired all of the legal interests in Riverside Precinct, except one leasehold interest which is a tenant in occupation of Unit 1 located within Site B (identified in the attached location plan edged red at Appendix 2). To date negotiations with the Tenant have proved to be unsuccessful and therefore it is necessary for the Council to invoke its Compulsory Purchase Order (CPO) powers and seek confirmation of the order that will enable the compulsory acquisition of the outstanding leasehold interest.

2. Key Issues

- 2.1 A fundamental issue for the success of any CPO scheme is that there has to be an absolute compelling case, in the public interest, to deprive the tenant of their private property rights and interest. The key components to a successful CPO are that there is a scheme and it can be delivered. This is all strongly evidenced with the development partner being secured, the AfL being signed, full design team being appointed, full planning application to be submitted later this year and the funding mechanism agreed.
- 2.2 The Council have obtained legal advice on the CPO proposals and are confident of success. It is believed that there is a compelling case which can be fully justified and that the order will be confirmed. The property interest is required to deliver the scheme and there are no alternatives.
- 2.3 Although the specific timescales for the confirmation of the order are unknown at this stage, the development partner is fully engaged with the Council on the basis that possession can be secured for the delivery of the scheme. The parties shall manage the process and the timescale for the scheme will align with the confirmation of the order, if CPO powers are required for the acquisition.

3. Options considered and recommended proposal

3.1 There are three options available at this stage in order to obtain vacant possession:

Option 1 - Tenants Agreement to Surrender – this can only be obtained by agreeing to pay the full requested amount to extinguish the lease;

Option 2 - Wait until the end of the contractual term of the lease (2029) and then refuse to grant a new lease on the grounds of redevelopment;

Option 3 – CPO (Compulsory Purchase Order) which is the recommended option.

3.2 Whilst moving forward to promote any CPO scheme, in accordance with the government guidelines, the acquiring authority must always continue to and, use all reasonable endeavours, to negotiate a purchase by agreement. Recent negotiations with the tenant have broken down, but the Council will continue to explore this possibility to aim for an amicable settlement.

3.3 As part of the continued negotiations for a purchase by agreement, the Council, as the acquiring authority, should offer the claimant (the tenant) a full package of compensation entitlements (including all statutory loss payments) as if the parties were acting under a confirmed CPO scenario. Therefore, all further negotiations should continue on this basis and the Council must also give an undertaking to pay the claimant's reasonably incurred professional fees whether a settlement is agreed or not. This is the basis of negotiations that have been adopted so far.

3.4 Once a confirmed order for the scheme is made possession of the subject premises can be taken following the formal service of the relevant CPO notices.

3.5 It is therefore recommended to commence the process for the formal publication of a CPO to acquire the subject premises, whilst continuing to negotiate with the leaseholder for purchase by agreement.

3.6 A further recommendation, based on the assumption that terms for a compensation settlement will not be agreed between the parties following implementation of a confirmed order, is that an early reference to the Upper Tribunal (Lands Chamber) could be made. However, both parties need to be in full agreement to commence this process and following the lodging of the Notice of Reference, both parties would be bound to accept the compensation award of the court.

4. Consultation on proposal

4.1 These matters were first considered at Asset Management Board (AMB) on 13th June 2019 and the proposal to take forward a Compulsory Purchase Order (CPO) for the acquisition of the remaining leasehold interest at Unit 1 Riverside Precinct was fully supported by the board.

- 4.2 Local Ward Members have been consulted on these matters and to date no representations have been forthcoming.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The Assistant Director of Planning, Regeneration and Transport will be responsible for the continued negotiations with for tenant for purchase by agreement. If a purchase by agreement can be agreed between the parties, then there will be no need to progress the order through to formal confirmation.
- 5.2 The Assistant Director of Planning, Regeneration and Transport will also provide all necessary resources to Legal Services for all the associated tasks required in preparation of the order ready for publication.
- 5.3 The Assistant Director of Legal Services will be responsible for compiling all legal documentation to commence the promotion of the CPO and the final publication of such. It is anticipated that confirmation of the order could be received within 12-18 months.

6. Financial and Procurement Advice and Implications

- 6.1 Within the updated Capital Programme for 2019/20, approved by Council on the 24th July 2019, there is a capital allocation for costs associated with Riverside Precinct which is part of the overall Town Centre Masterplan budget. Further financial details are set out in Appendix 3, the exempt financial appendix.
- 6.2 As referred to in section 3.3 above, in the event that professional fees are incurred, the costs can be capitalised and therefore met from the capital programme funding.
- 6.3 There are no direct procurement implications arising from the recommendations contained in this report.

7. Legal Advice and Implications

- 7.1 Section 226 of the Town and Country Planning Act 1990 (TCPA 1990) authorises local authorities to compulsorily purchase land if the authority thinks that the acquisition will facilitate the development, redevelopment or improvement of land, or acquisition is required in order to achieve the proper planning of an area.

Before a CPO can be implemented, the acquiring authority will have to justify it to the Secretary of State.

The local authority must be able to demonstrate, in respect of the CPO, that:

- It is authorised by statute to purchase land compulsorily for a particular purpose and the CPO is necessary to achieve this purpose.

- There is a compelling case in the public interest that sufficiently justifies interfering with the rights of those with an interest in the land affected.
- Adequate resources are (likely to be) available to implement both the CPO and the CPO scheme, within a reasonable time frame.

This would include any financial contributions from other bodies, including the private sector.

- There is a reasonable prospect of the CPO scheme going ahead. For example, the scheme is unlikely to be blocked by the programming of any infrastructure or remedial work that may be required or the need for planning permission or other consent or licence
- There is no alternative site or alternative means of bringing about the objective of the CPO
- The CPO is a measure of last resort and that negotiations for acquisition by agreement have been pursued but have proved fruitless.

Legal advice has been obtained and it is considered that the Council have a strong case and these criteria and requirements are fully met. The compelling case in the public interest can be fully justified under the circumstances.

8. Human Resources Advice and Implications

8.1 There are no such implications arising from this report.

9. Implications for Children and Young People and Vulnerable Adults

9.1 There are no such implications arising from this report.

10. Equalities and Human Rights Advice and Implications

10.1 There has to be an absolute compelling case in the public interest to deprive the third party person(s) of their private property rights and interests. If a compelling case cannot be justified then confirmation of any order will not be forthcoming.

10.2 Any decision at Public Inquiry, in the event that one is required, will judge the public interest of allowing the development against the allowing the continued enjoyment of the current owner's private property rights and interests.

11. Implications for Partners

11.1 If the acquisition cannot be achieved, be it by agreement or by invoking of CPO powers, then the development partner is fully engaged with the Council to manage the risks together.

12. Risks and Mitigation

- 12.1. There is a risk that the order may not be confirmed. However, the Council have completed all reasonable steps for the scheme to be delivered and from the legal advice given are confident of success.
- 12.2 The current timescale for the delivery of the scheme could be delayed, but the Council are working together with the development partner to manage the development programme.
- 12.3 Following confirmation of the order, if terms for compensation cannot be agreed between the parties, then the claimant has the right to refer matters to the Upper Tribunal (Lands Chamber) and the compensation amount would be determined by this body, following representations from both parties.

13. Accountable Officers

Paul Smith (Head of Asset Management)

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	21/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/08/19

*Report Author: Paul Smith, Head of Asset Management
01709 254061 or paul.smith@rotherham.gov.uk*

This report is published on the Council's [website](#).

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PART A - 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 (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title: Proposed CPO of Unit 1 Riverside Precinct

Directorate: Regeneration and Environment

Service area: Asset Management Service

Lead person: Damien Johnson

Contact number: 01709 254043

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify: This is to obtain authority from Cabinet to utilise the Council's Compulsory Purchase Powers

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

Report to Cabinet on the proposed Compulsory Purchase Order for the acquisition of Unit 1 Riverside Precinct Rotherham.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		X
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		X
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		X
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		X
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		X
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		X

If you have answered no to all the questions above, please explain the reason

The report is proposing the use of the Council's CPO powers (as a last resort) and as part of that process in seeking confirmation of the order the compelling case in the public interest will be considered by the Secretary of State.

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 before decisions are made.

Considering equality 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 using the prompts for guidance and complete an Equality Analysis (Part B).

- **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
Damien Johnson	Principal Estates Surveyor	25 July 2019
Jonathan Marriott	Estates Manager	25 July 2019
Paul Smith	Head of Asset Management	25 July 2019

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

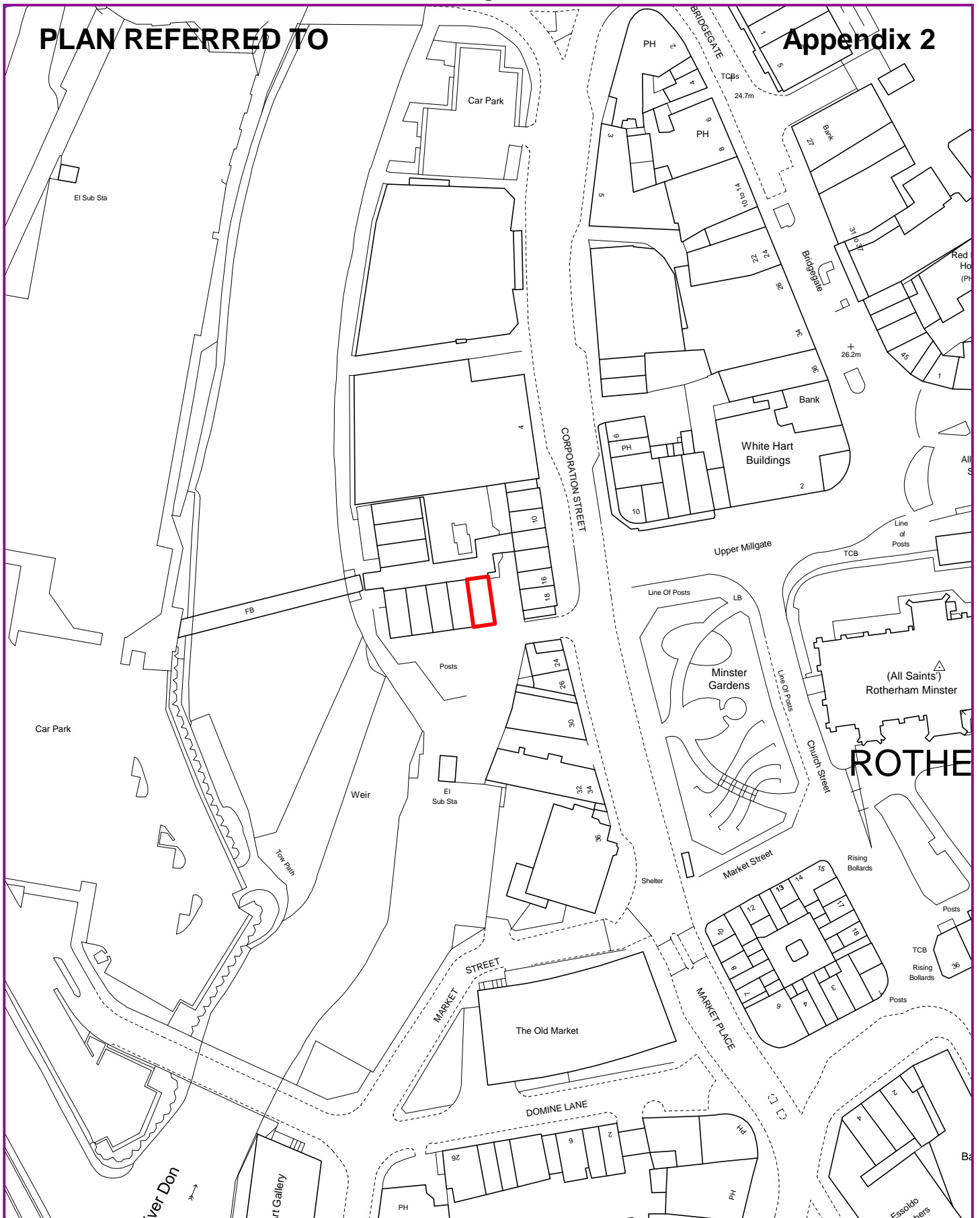
If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	25 July 2017
Report title and date	Proposed CPO of Unit 1 Riverside Precinct
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet – 16th September 2019
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	26 th July 2019

PLAN REFERRED TO

Appendix 2



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Scale 1:1250

Unit 1
 Riverside Precinct
 Corporation Street
 Rotherham



FOR IDENTIFICATION ONLY

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Strategic Management and Maintenance of Rotherham's Highways

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

No, but it has been included on the Forward Plan

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

Colin Knight, Head of Highway Services

01709 822828 or colin.knight@rotherham.gov.uk

Richard Jackson, Highway Asset and Drainage Manager

01709 823895 or richard.jackson@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The Council has a statutory duty to maintain its highways through Section 41 of the Highways Act 1980.

This report describes how Rotherham's highways are strategically managed and maintained in accordance with the Highway Asset Management Policy, Strategy and Highway Asset Management Plan (HAMP).

The report reviews the current strategy for the Management and Maintenance of Rotherham's Highway and the impact the increased investment 'Roads 2020' has had on the highway network.

The report describes the current performance both in terms of the condition of Rotherham's highways, and in terms of the delivery of highways maintenance services.

Recommendations

1. That the strategic approach to the Management and Maintenance of Rotherham's Highways be endorsed.

2. That the impact of the additional Rotherham Metropolitan Borough Council capital investment to improve the local (unclassified) road network be noted.

List of Appendices Included

- Appendix 1 Equalities Impact Assessment – Initial Screening
- Appendix 2 Indicative Highway Works Programme 2019/20
- Appendix 3 Highway Performance Monitoring - Quarter 1 2019-2020
- Appendix 4 Benchmarking Information

Background Papers

Highways Report – Council Meeting October 2015

<https://moderngov.rotherham.gov.uk/ieListDocuments.aspx?CId=491&MId=13477&Ver=4>

Highway Policy, Strategy and Highway Asset Management Plan

https://www.rotherham.gov.uk/info/200083/roads_highways_and_pavements/1048/highways_asset_management

Well managed Highway Infrastructure October 2016

<http://www.ukroadsliaisongroup.org/en/utilities/document-summary.cfm?docid=5C49F48E-1CE0-477F-933ACBFA169AF8CB>

Highway Infrastructure Asset Management Guidance Document May 2013

<http://www.ukroadsliaisongroup.org/en/utilities/document-summary.cfm?docid=4F93BA10-D3B0-4222-827A8C48401B26AC>

Highways Communication Strategy

https://www.rotherham.gov.uk/downloads/file/3674/rotherham_highways_communication_strategy

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Strategic Management and Maintenance of Rotherham's Highways

1. Background

- 1.1 Rotherham Metropolitan Borough Council (RMBC) is responsible for 1,188 kilometres of roads, 2,105 kilometres of footpaths and public rights of way, and associated street lighting, road markings, road signs, safety barriers, traffic management systems, drainage systems and bridges.

Table 1.2 describes the highway network that RMBC are responsible for:

Table 1.2 RMBC Maintained Highway Network

Road Type	Carriageway Length (km)	Footway Length (km)	PROW Length (km)
Principal – A Roads	136.6	134.3	0
Non-Principal – B Roads	96.9	110.1	0
Non-Principal – C Roads	183.8	162.9	0
Unclassified – U Roads	770.6	1271.7	0
Public Rights of Way (PROW)	-	-	425.9
Total	1187.9	1679	425.9

- 1.2 The Council's approach to highway maintenance is based on the following principles:
- To maintain Rotherham's roads and footways in a safe condition to nationally recognised standards; and
 - To carry out programmed maintenance as cost-effectively as possible.
- 1.3 The Council has a statutory duty to maintain its highways through Section 41 of the Highways Act 1980. This report describes how Rotherham's highways are strategically managed and maintained in accordance with the Highway Asset Management Policy, Strategy and Highway Asset Management Plan (HAMP) to achieve the above principles.
- 1.4 As part of management and maintenance of the highway the Council has adopted an associated "Code of Practice for Highway Inspection and Assessment" (CoP), which sets out the criteria through which the Council will undertake planned and reactive maintenance works on the highway within agreed time frames. The CoP has been developed with reference to national guidance documents ("Well managed Highway Infrastructure (October 2016)" and "Highway Infrastructure Asset Management Guidance Document (May 2013)") and takes account of advice from the Council's insurers and legal advisors.

- 1.5 The HAMP is reviewed annually to set the forward works programme for the year and to also include information relating to the “Code of Practice for Highway Inspection and Assessment” (CoP).
- 1.6 A team of Highway Inspectors undertake Safety Highway Inspections to identify record and prioritise the repair of defects which present an immediate danger or significant inconvenience to either users of the highway, to the structural condition of the highway or the assets contained within the highway boundary. All inspectors are professionally certified through the UK Roads Board and are included on the National Register of Highway Inspectors.
- 1.7 The Highways Service has a robust information system to support the management of cyclic and ad hoc inspections. The system records all inspections, reports and works carried out on the highway and ensures that repairs are managed within the CoP.
- 1.8 The Council recognised that a greater investment was required, in order to narrow the gap between the condition of the estate roads and the national average, by awarding a capital budget of £10m over three years from 2017/18, which is now in its final year.
- 1.9 This additional investment in Rotherham’s roads is making a real improvement to the highway network, evidenced through reductions in the number of highway defect repairs (potholes) and in the number of highway claims against the Council.
- 1.10 In 2018/19 the Council repaired 201 roads equating to 43.85 miles and an area of nearly 527,000 square metres.

2. Key Issues

2.1 Current Highways Maintenance Budget

- 2.1.1 Identified below are the main funding streams available to Highways. These are utilised to best deliver a strategic and prioritised approach to service delivery:

- Department for Transport (DfT) Local Transport Plan (LTP) annual capital budget allocations
- DfT Grants, Challenge Funding, Incentive Funding, Pothole Funding
- Rotherham Council annual revenue funding
- Rotherham Council Capital investment

The total Highway Works budget available in 2019 / 20 is detailed below and totals £9.592m.

Table: 2.1.1 Highways Funding 2019/20

Year	DfT LTP Highway Maintenance and Incentive Allocation	DfT Pot Hole Fund	RMBC Capital 2020 Roads Programme	RMBC Revenue	RMBC Capital Other
2019/20	£3.110m	£0.217m	£3.018m	£0.791m	£0.800m
2018/19 Slippage		£0.006m			£1.650m
Total	£3.110m	£0.223m	£3.018m	£0.791m	£2.450m

- 2.1.2 The Highways Service has completed the DfT Incentive Assessment since 2015 /16. The DfT developed the assessment to be able to determine the level of performance at which Local Authority Highway Services are operating. Since 2017/18 the Highways Service has achieved the highest band possible (Band 3), placing it in the top performing Councils. This is important as it enables the Council to receive the maximum allocation possible from the DfT LTP; incentive based funding of £0.624m in 2019/20.
- 2.1.3 As an example, Local Authorities in Band 2 would only receive 50% of their incentive based funding, with Local Authorities in Band 1 only receiving 10% of their incentive based funding allocation.
- 2.1.4 It is estimated that investment of £7m per year is required to maintain Rotherham's roads in their current condition. Of this £4m is required to solely maintain the condition of estate roads at the current standard.
- 2.1.5 The next step for developing a further phase in investment will be to develop a Strategic Outline Programme for consideration for 2020 onwards as part of the budget setting process.

2.2 Works Prioritisation and Indicative Works Programme

- 2.2.1 The roads and footways included in the 'Indicative Highway Works Programme 2019/20' (Appendix 2) are determined by a scoring matrix, detailed in the Highway Asset Management Plan (HAMP).
- 2.2.2 The aim of this process is to prioritise sections of the highway for inclusion in the works programme that provide value for money, by repairing as much of the road network as possible, whilst taking a number of factors into consideration, as listed below.
- 2.2.3 The criteria includes:
- The condition of the road(s);
 - Ward Member and Parish/Town Council priorities;
 - The number of complaints received;
 - The number of actionable defects (Potholes) identified;
 - Input from highway inspections;
 - The overall condition of the Ward's highways.

- 2.2.4 An Indicative Highway Works Programme is formulated using the above adopted criteria. The proposed works locations are indicative as they could be affected by a number of factors including:
- Engineering difficulties;
 - Changes to funding levels;
 - Opportunities to coordinate with other Council Projects;
 - Unforeseeable essential statutory undertaker works;
 - The weather.
- 2.2.5 Regular officer implementation meetings are held to coordinate works across the network and to keep any changes to the works programme to a minimum.
- 2.2.6 The indicative Highway Works Programme shows that during 2019/20 the Council aims to repair 241 roads with a total length of 81.50km (50.94 miles) covering an area of 546,842sqm.

Table: 2.2.6 Number of Roads to be repaired 2019/20

Road Type	Number of Roads	Value
A	24	£1,446,000
B & C	42	£2,992,000
Unclassified	175	£4,436,000
TOTAL ROADS	241	£8,874,000
Footways	65	£588,000

2.3 Service Performance

- 2.3.1 On a quarterly basis Highway Services publishes a suite of performance indicators on the Council website (see Appendix 3).

The various indicators cover all aspects of service provision:

- Condition of the Highway Network
- Pothole Repair Times
- Quality of Pothole Repairs
- Highway Safety Inspections
- Making safe dangerous overhanging trees on highway land
- Customer Questionnaire Results
- Make safe missing cover e.g. public and private sewers, gas, water or BT apparatus

2.4 Condition of the Road Network

- 2.4.1 The current level of investment in the highway network has achieved a slightly better than national average standard for the classified network (A, B and C class roads).

- 2.4.2 This investment, in conjunction with DfT funding, has seen the level of deterioration on the unclassified network halted, and remain at around 23%. The condition of unclassified roads is not as good as the national average, however the additional capital investment RMBC has made, has halted the year on year deterioration of these roads and therefore customer satisfaction is expected to improve going forward.
- 2.4.3 Based on the latest information available from the Department for Transport national data set (2017/18), the table below shows the Condition of Rotherham's road network compared to the national average (lower is better) as of the March 2019.

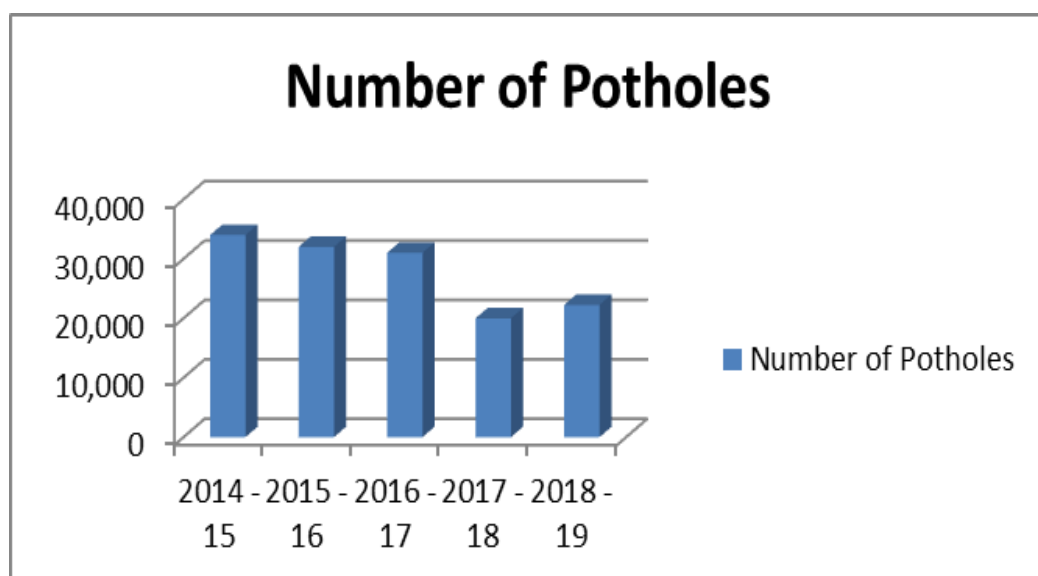
Table 2.4.1 Condition of Rotherham's Roads

Year	2015/16			2016/17			2017/18			2018/19		
Road Type	A	B/C	U*	A	B/C	U*	A	B/C	U*	A	B/C	U*
RMBC (%)	3	6	24	3	7	23	2	5	23	2	4	23
National Average (%)	3	6	17	3	6	17	3	6	17	Not yet available		

* U - Unclassified Road Network (Estate type roads)

2.5 Urgent Defects (Pothole Repairs)

- 2.5.1 The table below shows a significant reduction of actionable defects repaired across the network from 34,000 in 2014/15 to 22,252 in 2018/19. So far this year only 3,466 potholes have required repair (which if projected forward would see a further reduction of pothole repairs.)

Table 2.5.1 Pothole Repairs

Roads with a high number of potholes are considered in the works prioritisation process, for inclusion in the Highway Works Programme for resurfacing, and as a consequence the number of potholes requiring repair has reduced significantly. It should also be noted that prolonged cold winters can and do impact on the highway network, potentially causing the number of potholes to increase through freeze/thaw action. This in turn can increase the number of claims received.

2.6 Highway Claims

- 2.6.1 The process outlined in section 1.5 for managing the adopted highway provides a robust method to evidence that the Council is carrying out its statutory duties, and provides information to enable the Council to consider any claims for damage received from road users.
- 2.6.2 Between January 2011 and December 2014 the Council received 1,410 highway claims. This compares to 1,196 highway claims received between January 2015 and December 2018; a reduction of around 15%. In January 2019, the Council received 23 highway claims, the joint lowest number of claims received for any January on record.
- 2.6.3 The table below shows the number of claims received and the amount of costs paid to claimants. The table below describes the excellent performance of the Highway Service in reducing highways claims, since 2011/12.

Table 2.6.3 Highways Liability Claims Performance 2011/12 to 2019/20

Highways Liability Claims Performance 2011/12 to 2019/20							
Incident Year	Claims Rec'd	Number On-going	Number Closed	Number Repudiated	Percentage Repudiated	No: Paid	Total Paid (inc. costs)
2011/12	173	0	173	153	88%	20	£206,614
2012/13	275	0	275	248	90%	27	£298,742
2013/14	233	0	233	204	88%	29	£225,182
2014/15	277	0	277	252	91%	25	£141,438
2015/16	262	4	258	236	91%	22	£107,487
2016/17	121	3	118	108	92%	10	£33,750
2017/18	196	8	188	181	96%	7	£7,286
2018/19	204	68	136	136	100%	0	£0
2019/20	15	15	0	0	0%	0	£0

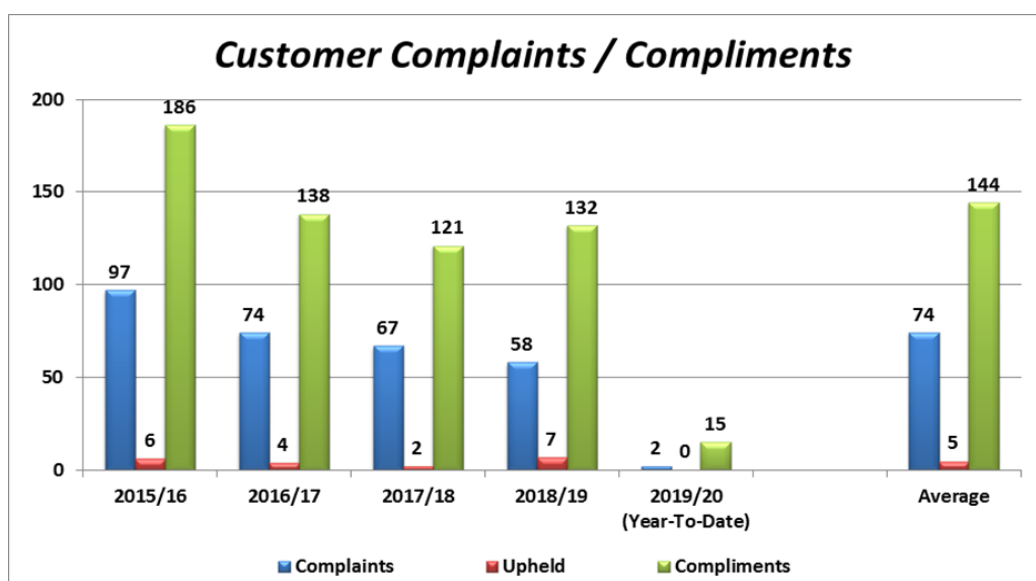
- 2.6.4 The Council's Insurance and Risk Manager has confirmed that the Highways Service is maintaining an extremely high claim repudiation rate, whilst continuing to drive down the overall cost of claims. Highways repudiation rates have consistently been acknowledged as being amongst the best in the country, by both the Council's insurers and their appointed claims handlers (Gallagher Bassett).

2.7 Customer Feedback – Complaints/Compliments/Questionnaires

2.7.1 Highway Services receives a number of complaints and reports throughout the year from residents, businesses and visitors relating to the highway network. The Highways team provides a written reply to all customers where appropriate.

2.7.2 Figure 2.7.2 below shows the number of complaints received and the number of complaints that were upheld. The table also shows how many compliments the team has received. These are recorded and monitored by the Council's Complaints Team. This provides a good indication of how residents feel Highway Services are being delivered in Rotherham.

Figure 2.7.2 - Highways Customer Complaints and Compliments



2.7.3 Post-construction surveys are delivered to properties affected by highway repair works. The questionnaire asks residents who have been directly affected by the delivery of a highway scheme their opinion on all aspects of the work.

2.7.4 The questionnaire includes a range of questions;

- How well residents and businesses were informed about the works before they started
- Did the works start on time
- Quality of the Works
- Was the site left clean and tidy
- Professionalism of staff carrying out the works

2.7.5 The survey results for 2018/19 show very high satisfaction with the Services performance, with all eleven questions achieving a score in excess of 90% and most greater than 97%.

2.7.6 The Highway Service participates in the National Highways and Transportation Annual Survey, where Rotherham residents are asked their views on satisfaction with the condition of the roads and footways in Rotherham. The information from this survey indicates that residents are still dissatisfied with the general condition of Rotherham's Roads.

- 2.7.7 Although customer satisfaction with the general condition of Rotherham's roads is low, the actual condition of Rotherham's main roads (A, B and C's) which carry around 80% of the traffic is better than the national average.
- 2.7.8 To try and address satisfaction levels and raise the profile of the works being carried out, the Service engages with residents and visitors through a number of initiatives:
- To raise the profile of the works being carried out by the Council, large on-site signage is attached to street lights during the works, advertising the Rotherham 2020 Roads Programme.
 - The Council's Corporate Communication Team also promote highway works with social media updates, press releases and through the Council
 - On the completion of major resurfacing works, photo opportunities are arranged with Ward Members to enable them to further raise the profile of the works being carried out in their Ward.

2.8 Benchmarking

- 2.8.1 Rotherham is a member of the Association of Public Service Excellence (APSE), which enables benchmarking of services for similar Authorities (family groups) through Performance Networks.
- 2.8.2 The Service has been recognised by APSE in various disciplines with several honours awarded to Highway Services;
- National Finalist 2015 - Performance Networks Award: Highways, Winter Maintenance & Street Lighting
 - National Finalist 2016 - Performance Networks Award: Best Performer in Street Lighting
- 2.8.3 Appendix 4 gives details of the Council's performance against other local authorities within the family group. The Highways Service is consistently performing better than the family group average.
- 2.8.4 More recently at the GeoPlace Exemplar Awards, Highway Services were awarded a Gold Achievement for Street data - Winner 2019.

2.9 Communications and Engagement

- 2.9.1 Communications and engagement with residents, and Elected Members is important to ensure the Highway Service is operating in an efficient, effective and accountable way.
- 2.9.2 Highway Services has an approved Communication Strategy, providing guidance on how the Service communicates and engages with key stakeholders on managing highway assets and decision making process.

- 2.9.3 One of the key elements of highway asset management is ensuring a holistic approach to the delivery of services, promoting integration of processes, information and systems. This is supported by cross service weekly meetings to review programming of works to ensure effective delivery.
- 2.9.4 Good communication with stakeholders is an essential part of the process for the delivery of highway works:-
- Proposed works details are shared with appropriate managers within Council
 - Letters are delivered to all residents and businesses fronting the works prior to scheme design completion. The letter informs them of start dates, contact details and a request to undertake a satisfaction survey on completion of the works
 - Ward Members are consulted when the proposed designs are circulated to the residents and their feedback is considered in the final design
 - Other stakeholders such as South Yorkshire Passenger Transport Executive and bus operators are consulted during the design process to minimise disruption to bus services
 - Prior to the start of a road or footway repair, pre-start signage is positioned on the roadside, providing road users with information relating to details of the highway works. The signage will confirm the proposed start date and detail any if traffic lights or road closures will be used to deliver the works.
 - Proposed works are also posted on the Roadworks.org website
- 2.9.5 In addition, any major projects that could cause disruption to road users are detailed on the Councils website for customers to access with the link to the content included on the prestart signage.
- 2.9.6 This process enables local residents, businesses and Members to inform the scheme design and the method of delivery e.g. night time or weekend working to minimise disruption and/or inconvenience.
- 2.10 Member Engagement**
- 2.10.1 Highway Services delivers a seminar to all Ward Members on an annual basis (October). The seminar is aimed at raising Ward Members awareness of Highways Service and the challenges faced by the service. The seminar includes an explanation of the Councils Highway Management principles focussing on “Whole Lifecycle Planning” to maximise the available budget.
- 2.10.2 The seminar also provides Members with an understanding of the criteria used to develop the Indicative Works Programme.
- 2.10.3 Members are then invited to provide their suggestions regarding which unclassified roads in their Wards they would like to see repaired. These suggestions are assessed for suitability and, if they meet the criteria, the suggested street is included in the Indicative Highway Repair Programme.

- 2.10.4 The seminar also provides Ward Members with a review of the works delivered in the previous 12 months.
- 2.10.5 The Members seminar also gives an opportunity for Highway Services to provide information on customer feedback and discuss any key issues for the next 12 months.

3. Options considered and recommended proposal

- 3.1 The consequence of a poorly maintained highway network impacts directly on all road users, has a detrimental impact on the local economy and on user's perceptions of the Borough. Poor roads mean increased vehicle operating costs, delays and less safe roads, and as a result may influence investment decisions.
- 3.2 Highway lifecycle planning is used to develop a sustainable maintenance strategy over the life of the highway asset from construction to disposal. This provides the ability to predict the future performance of the asset for different levels of investment and assists to mitigate the risk of failure by allocating funds to where they will be most beneficial. This form of allocation moves away from a more traditional "worst first" approach and targets work programmes at those parts of the infrastructure which present the greatest risk and where timely treatment can achieve the most beneficial whole of life cost.
- 3.3 The Council could adopt a worst first approach, which would see some short term improvements to some roads, however, this approach would see an increase over time of the number of roads that deteriorate to a very poor condition. This would likely lead to an increase in the number of highway claims and customer complaints the Council receives.
- 3.4 Through improving capture and analysis of information about the maintenance of the highway assets, services can be delivered more efficiently. Highway budgets can be focused on preventing deterioration and in so doing ensure that the maximum benefit is derived from available resources.

4. Consultation on proposal

- 4.1 Highway Services have developed an effective Communication Strategy which is adhered to from the drafting of the programme of works through to implementation of the schemes, as detailed above.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The Head of Highway Services is accountable for the development of the Highway Policy, Strategy and Plan and for ensuring the delivery of the indicative Highway Works Programme 2019/20. The Highway Asset and Drainage Manager lead the operational coordination of actions to deliver the indicative Highway Works Programme 2019/20.

- 5.2 The additional Council investment, focussed on the unclassified network, ends on the 31st March 2020. This has delivered real benefits to the highway network. Further continued investment would however be required to ensure that the maximum benefit is gained from this previous investment and that the current arrest in the deterioration of the unclassified network (estate roads) continues, and potentially moves to a reduction in the percentage of the unclassified roads that require repair.

6. Financial and Procurement Advice and Implications

- 6.1 Section 2.1.1 provides information on the 2019/20 capital and revenue funding for Highways. 2019/20 is the final year of the 3 year £10m capital investment in unclassified roads, the 2020 roads programme.
- 6.2 Further capital investment in the highways network will be considered as part of the Capital Programme budget setting process for 2020/21 and beyond.
- 6.4 There are no direct procurement implications associated with this report. However, all goods, works and services required to maintain the Highway are procured in line with the Council's Financial and Procurement Procedure Rules and the UK Public Contract Regulations 2015, as well as other relevant EU/UK legislation governing procurement practice.

7. Legal Advice and Implications

- 7.1 The Council is under a statutory duty to maintain its highways pursuant to Section 41 of the Highways Act 1980.

8. Human Resources Advice and Implications

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

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 None

10. Equalities and Human Rights Advice and Implications

- 10.1 An Initial Equality Screening has been undertaken.
- 10.2 The highway network is available for all residents, businesses and visitors to the Borough. The Council make positive changes to the highway network to provide any disadvantaged groups with equal opportunity to access all aspects of the network. The indicative Highway Works Programme includes a substantial schedule of works to improve access to the footway network. These measures provide visually impaired and wheel chairs user's equal access to the network.

- 10.3 All residents, businesses, local Councillors and relevant stakeholders are consulted prior to the delivery of schemes detailed in the indicative Highway Works Programme. All queries relating to access to properties or businesses are considered in the provision of the works. All additional requirements required to meet any specific needs of a group or individual during the delivery of our works will be accommodated to encourage the continued access to the highway network.
- 10.4 The delivery of works that effect access to schools or places of worship are scheduled at a time to minimise disruption to all user groups. Often works near to or affecting access to a school are carried out during the Summer school holidays or at nights.
- 10.5 The Highways Communication Strategy details how the Council will liaise with the various media outlets and social media portals, including the Council website, to make the wider community aware of the proposed works, provide a method for interested parties to influence works and allow regular updates during the progress of the schemes.
- 10.6 The Communication Strategy includes the action to hand deliver a note to all properties affected by the proposed works in the week prior to the commencement. The note contains the details and contact information for the onsite works supervisor.
- 10.7 The onsite works supervisor is available to answer queries relating to the delivery of the scheme and also any access issues. The supervisor will make arrangements during the construction of our works to allow vehicle access for ambulances / taxis to allow residents to keep hospital appointments etc. or special requirements relating to weddings, funerals or other exceptional occurrences.
- 10.8 Good highway asset management enables the most efficient use of resources and minimises the disruption to all road users of the highway.

11. Implications for Partners

- 11.1 None

12. Risks and Mitigation

- 12.1 The highway network is the most valuable asset that the Council is responsible, for with a gross replacement value of £1.33billion.
- 12.2 The highway network is accessed by residents, businesses and visitors to the Borough and the condition of the network influences resident's opinion of Rotherham and the confidence of businesses to invest in the Borough.
- 12.3 To prevent deterioration in the condition of the highway network, continued investment is required in Rotherham's roads. As, if the condition of the roads deteriorates, funding would be required to be targeted at responsive repairs (potholes) to keep road users safe rather than the wider, programmed and more cost effective works.

- 12.4 This could potentially see an increase in the number of customer complaints, accidents and highway claims that the Council receives. This could damage the Council's reputation and see an increase in the payments made to injured parties.

13. Accountable Officers

Colin Knight, Head of Highway Services

Richard Jackson, Highway Asset & Drainage Manager

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	22/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/08/19

Report Author: Colin Knight, Head of Highway Services
01709 822828 or colin.knight@rotherham.gov.uk

Richard Jackson, Highway Asset and Drainage Manager
01709 823895 or richard.jackson@rotherham.gov.uk

This report is published on the Council's [website](#).

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PART A - 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 (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title: Strategic Management and Maintenance of Rotherham Highways

Directorate:
Regeneration and Environment

Service area:
Community Safety and Street Scene

Lead person:
Colin Knight

Contact number:
01709 822828

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 reviews the current strategy for the Management and Maintenance of Rotherham's Highway and the impact the current funding has had on the highway network.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough 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, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	✓	
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	✓	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		✓
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		✓
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓
If you have answered no to all the questions above, please explain the reason		

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 before decisions are made.

Considering equality 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 using the prompts for guidance and complete an Equality Analysis (Part B).

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

The highway network is available for all residents, businesses and visitors to the Borough. The Council make positive changes to the highway network to provide any disadvantaged groups with equal opportunity to access all aspects of the network. The indicative Highway Works Programme (Appendix 2) includes a substantial schedule of works to improve access to the footway network. These measures provide visually impaired and wheel chairs user's equal access to the network.

All residents, businesses, local Councillors and relevant stakeholders are consulted prior to the delivery of schemes detailed in the indicative Highway Works Programme (Appendix 2). All queries relating to access to properties or businesses are consider in the provision of the works. All additional requirements required to meet any specific needs of a group or individual during the delivery of our works will be accommodated to encourage the continue access to the highway network.

The delivery of works that effect access to schools or places of worship are scheduled at a time to minimise disruption to all user groups. Often works near to or affecting access to a school are carried out during the Summer school holidays or at nights.

The Highways Communication Strategy details how the Council will liaise with the various media out lets and social media portals – including the Council web site - to make the wider community aware of the proposed works, provide a method for interested parties to influence works and allow regular updates during the progress of the schemes.

The Communication Strategy includes the action to hand deliver a note to all properties affected by the proposed major works in the week prior to the commencement. The note contains the details and contact information for the Site Supervisor.

The onsite works supervisor is available to answer queries relating to the delivery of the scheme and also any access issues. The supervisor will make arrangements during the construction of our works to allow vehicle access for ambulances / taxis to allow residents to keep hospital appointments etc. or special requirements relating to weddings, funerals or other exceptional occurrences.

Good Highway Asset management provides the most efficient use of resources and minimises the disruption to all road users of the highway.

- **Key findings**

The indicative Highway Works Programme includes works to repair the roads and footways across the network. The identification of proposed works contained in the programme includes gives a priority to works that are requested by residents and if a group or individual will specific needs made representation that would be a key element into the decision making process.

All residents, businesses, local Councillors and relevant stakeholders are consulted prior to the delivery of schemes detailed in the indicative Highway Works Programme. All queries relating to access to properties or businesses are consider in the provision of the works. All additional requirements required to meet any specific needs of a group or individual during the delivery of our works will be accommodated to encourage the continue access to the highway network.

The delivery of works that effect access to schools or places of worship are scheduled at a time to minimise disruption to all user groups. Often works near to or affecting access to a school are carried out during the Summer school holidays or at nights.

- **Actions**

All residents, businesses, local Councillors and relevant stakeholders are consulted prior to the delivery of schemes detailed in the indicative Highway Works Programme. All queries relating to access to properties or businesses are consider in the provision of the works. All additional requirements required to meet any specific needs of a group or individual during the delivery of our works will be accommodated to encourage the continue access to the highway network.

The Highways Communication Strategy details how the Council will liaise with the various media out lets and social media portals – including the Council web site - to make the wider community aware of the proposed works, provide a method for interested parties to influence works and allow regular updates during the progress of the schemes.

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
Colin Knight	Head of Highway Services	[insert approval date]

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date screening completed	[insert date completed]
Report title and date	
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet Decision date: 16 th September 2019
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	[insert date sent to PII]

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Year: 2019/2020						
WARD	ROAD NAME	DISTRICT	LOCATION	TREATMENT	YEAR	WORK STAGE
ANSTON & WOODSETTS	LINDRICK ROAD	WOODSETTS	PATCHING	CarriagewayPatching	2019/2020	IN DESIGN
ANSTON & WOODSETTS	WORKSOP ROAD	THORPE SALVIN	51 TO SPEED RESTRICTION - INCLUDE REPAIR OUTSIDE 30	CwayResurfacing	2019/2020	IN DESIGN
ANSTON & WOODSETTS	QUARRY LANE	NORTH ANSTON	CRAMFIT ROAD TO LIMEKILNS	CwayResurfacing	2019/2020	IN DESIGN
ANSTON & WOODSETTS	CRAMFIT CLOSE	NORTH ANSTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ANSTON & WOODSETTS	WOODSETTS ROAD	NORTH ANSTON	NURSERY ROAD TO BOUNDARY 50 / 52	CwayResurfacing	2019/2020	IN DESIGN
ANSTON & WOODSETTS	ULLSWATER CLOSE	NORTH ANSTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ANSTON & WOODSETTS	GRASMERE CLOSE	NORTH ANSTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ANSTON & WOODSETTS	CONISTON CLOSE	NORTH ANSTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ANSTON & WOODSETTS	DERWENT CLOSE	NORTH ANSTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ANSTON & WOODSETTS	SCHOLEY AVENUE	WOODSETTS	GRANGE AVENUE TO GRANGE AVENUE	CwaySurfaceDressing	2019/2020	JULY-SEPT
ANSTON & WOODSETTS	GRANGE AVENUE	WOODSETTS	10M FROM WORKSOP ROAD TO SCHOLEY AVENUE	CwaySurfaceDressing	2019/2020	JULY-SEPT
ANSTON & WOODSETTS	HOADES AVENUE	WOODSETTS	10M FROM DINNINGTON ROAD TO NORTHFIELD DRIVE	CwaySurfaceDressing	2019/2020	JULY-SEPT
ANSTON & WOODSETTS	NORTHFIELD DRIVE	WOODSETTS	10M FROM GILDINGWELLS ROAD TO HOADES AVENUE	CwaySurfaceDressing	2019/2020	JULY-SEPT
ANSTON & WOODSETTS	ROCKFIELD DRIVE	WOODSETTS	THROUGHOUT	CwaySurfaceDressing	2019/2020	JULY-SEPT
ANSTON & WOODSETTS	HALL CLOSE	NORTH ANSTON	JUNC QUARRY LANE -	FwayCrossings	2019/2020	IN DESIGN

ANSTON & WOODSETTS	NURSERY CRESCENT	NORTH ANSTON	JUNC QUARRY LANE -	FwayCrossings	2019/2020	IN DESIGN
ANSTON & WOODSETTS	BRANDS CLOSE	WOODSETTS	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ANSTON & WOODSETTS	SPRINGFIELD CLOSE	WOODSETTS	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ANSTON & WOODSETTS	NORTHFIELD DRIVE	WOODSETTS	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ANSTON & WOODSETTS	HOADES AVENUE	WOODSETTS	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ANSTON & WOODSETTS	GILDINGWELLS ROAD	WOODSETTS	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ANSTON & WOODSETTS	WORKSOP ROAD	WOODSETTS	19 TO WARREN CLOSE	FwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	CENTENARY WAY	CANKLOW	ICKLES ROUNDABOUT TO RIVER DON BRIDGE	CwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	NORFOLK WAY	MOORGATE	MORRGATE ROAD TO HALLAM ROAD	CwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	GODSTONE ROAD	WELLGATE	MOORGATE ROAD TO WARWICK STREET	CwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	GERARD ROAD	WELLGATE	MOORGATE ROAD TO WELLGATE	CwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	CENTENARY WAY	ROTHERHAM TOWN C	DUAL CARRIAGEWAY UP TO TRAFFIC LIGHTS AT TESCO ACCESS	CwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	CENTENARY WAY TO DRUMMON	ROTHERHAM TOWN C	CENTENARY WAY TO ACCESS TESCO SUPERMARKET	CwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	CENTENARY WAY	CANKLOW	RIVER DON BRIDGE TO ICKLES ROUNDABOUT	CwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	LILIAN STREET SOUTH	WELLGATE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	RAMSDEN ROAD	MOORGATE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	WHISTON GROVE	MOORGATE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
BOSTON CASTLE	MOORGATE GROVE	BROOM VALLEY	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN

BOSTON CASTLE	WELHAM DRIVE	MOORGATE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
BRINSWORTH & CATCLIFFE	SHEFFIELD LANE	CATCLIFFE	PATCH REPAIR OUTSIDE 80 / 82	CarriagewayPatching	2019/2020	IN DESIGN
BRINSWORTH & CATCLIFFE	ROTHERHAM GATEWAY	CATCLIFFE	100M SECTION PRIOR TO BRIDGE AT SHEFFIELD BOUNDARY	CwayResurfacing	2019/2020	IN DESIGN
BRINSWORTH & CATCLIFFE	ELLIS STREET	BRINSWORTH	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
BRINSWORTH & CATCLIFFE	DUNCAN STREET	BRINSWORTH	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
BRINSWORTH & CATCLIFFE	PIKE ROAD	BRINSWORTH	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
BRINSWORTH & CATCLIFFE	WHITEHILL LANE	BRINSWORTH	WHITEHALL ROAD TO HOWARTH ROAD	CwayResurfacing	2019/2020	COMPLETE
BRINSWORTH & CATCLIFFE	QUARRY CLOSE	BRINSWORTH	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
BRINSWORTH & CATCLIFFE	BRINSWORTH HALL CRESCENT	BRINSWORTH	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
BRINSWORTH & CATCLIFFE	BONET LANE	BRINSWORTH	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
DINNINGTON	PENNY HILL	FIRBECK	PATCH REPAIRS EXTENTS TO BE DETERMINED	CarriagewayPatching	2019/2020	IN DESIGN
DINNINGTON	HOOTON LANE	LAUGHTON-EN-LE-MOI	HIGH STREET NORTH BOUND FOR 200M	CwayResurfacing	2019/2020	JULY-SEPT
DINNINGTON	SWINSTON HILL ROAD	DINNINGTON	LIDGET LANE TO 190	CwayResurfacing	2019/2020	IN DESIGN
DINNINGTON	CONSTABLE LANE	DINNINGTON	LIMITS TO BE CONFIRMED	CwayResurfacing	2019/2020	IN DESIGN
DINNINGTON	ST JOHNS ROAD	LAUGHTON-EN-LE-MOI	EXTENTS OF REPAIR TO BE DETERMINED	CwayResurfacing	2019/2020	JULY-SEPT
DINNINGTON	UNDERGATE ROAD ROUNDABOL	DINNINGTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
DINNINGTON	QUEEN STREET	DINNINGTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
DINNINGTON	CHESTNUT GROVE	DINNINGTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN

DINNINGTON	HIGH STREET	LAUGHTON-EN-LE-MO	ROTHERHAM LANE TO ST JOHNS ROAD	CwayResurfacing	2019/2020	JULY-SEPT
DINNINGTON	CHARLES STREET	DINNINGTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
DINNINGTON	DUKE STREET	DINNINGTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
DINNINGTON	MANOR ROAD	DINNINGTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
DINNINGTON	ANNE STREET	DINNINGTON	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
DINNINGTON	COMMON LANE	LAUGHTON COMMON	10M FROM LAUGHTON COMMON ROAD	CwaySurfaceDressing	2019/2020	IN CONSTRUCTION
DINNINGTON	SCHOOL ROAD	LAUGHTON-EN-LE-MO	10M FROM HIGH STREET TO SPEED RESTRICTION (RED SURFACE)	CwaySurfaceDressing	2019/2020	IN CONSTRUCTION
DINNINGTON	HIGH STREET	LAUGHTON-EN-LE-MO	O/S 13	FwayCrossings	2019/2020	IN CONSTRUCTION
DINNINGTON	ROTHERHAM ROAD	DINNINGTON	OPP MEADOW ST/ FRONT 51	FwayCrossings	2019/2020	IN DESIGN
DINNINGTON	ABBAY CLOSE	LAUGHTON-EN-LE-MO	THROUGHOUT	FwayMicroasphalt	2019/2020	JULY-SEPT
DINNINGTON	MELLOW FIELDS ROAD	LAUGHTON-EN-LE-MO	THROUGHOUT	FwayMicroasphalt	2019/2020	JULY-SEPT
DINNINGTON	OLD HALL CLOSE	LAUGHTON-EN-LE-MO	THROUGHOUT	FwayMicroasphalt	2019/2020	JULY-SEPT
DINNINGTON	CASTLE GREEN	LAUGHTON-EN-LE-MO	THROUGHOUT	FwayMicroasphalt	2019/2020	JULY-SEPT
HELLABY	GILLOTT LANE	WICKERSLEY	MORTHEN ROAD TO 53	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	QUARRY FIELD LANE	WICKERSLEY	GILLOT LANE TO QUARRY FIELDS	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	BAWTRY ROAD	WICKERSLEY	BAWTRY RD SERVICE RD TO FOOTBRIDGE (EAST AND WEST BOUND)	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	TANFIELD WAY	WICKERSLEY	BAWTRY ROAD TO ST ALBANS ROAD	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	LESLIE AVENUE	MALTBY	BETWEEN ROTHERHAM ROAD AND BEECH ROAD	CwayResurfacing	2019/2020	IN DESIGN

HELLABY	HELLABY LANE	HELLABY	FROM THE ENTRANCE TO TRUCK STOP CAR PARK FOR APPROX 300M LENGTH	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	DENBY WAY	HELLABY	END OF DUAL CARRIAGEWAY TO 40M SOUTH OF LOWTON WAY	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	AMORYS HOLT ROAD	MALTBY	DALE HILL RD TO AMORYS HOLT WAY	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	SCOTT WALK	MALTBY	DALE HILL ROAD TO END OF SCOTT WALK	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	ROTHERHAM ROAD	MALTBY	PENNINGTON COURT TO JUNCTION BRAITHWELL ROAD	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	ST ALBANS WAY	WICKERSLEY	PATCH FAIRWAYS TO NUMBER 25	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	WOOD LANE	WICKERSLEY	TBC	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	BAWTRY ROAD	WICKERSLEY	WICKERSLEY COURT TO OPPOSITE TEXACO GARAGE	CwayResurfacing	2019/2020	COMPLETE
HELLABY	MORTHEN ROAD	WICKERSLEY	TO BE CONFIRMED	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	BAWTRY ROAD ROUNDABOUT	HELLABY	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
HELLABY	GRANGE DRIVE	HELLABY	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HELLABY	HELLABY HALL ROAD	HELLABY	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HELLABY	CLIFFORD ROAD	HELLABY	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HELLABY	BARRIE GROVE	HELLABY	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HELLABY	PARKSTONE CRESCENT	HELLABY	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HELLABY	KEVIN GROVE	HELLABY	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HELLABY	GREENHILL AVENUE	HELLABY	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HELLABY	BATEMAN ROAD	HELLABY	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE

HOLDERNESS	AUGHTON ROAD	AUGHTON	MAIN STREET TO HIGH STREET	CwayResurfacing	2019/2020	JULY-SEPT
HOLDERNESS	WEST LANE	AUGHTON	JUNCTION WITH MAIN STREET	CwayResurfacing	2019/2020	IN DESIGN
HOLDERNESS	HIGH STREET	SWALLOWNEST	AUGHTON ROAD TO QUEENS ROAD	CwayResurfacing	2019/2020	JULY-SEPT
HOLDERNESS	BEECH WAY	SWALLOWNEST	AUGHTON ROAD TO THE END	CwayResurfacing	2019/2020	IN DESIGN
HOLDERNESS	AUGHTON LANE SERVICE ROAD	ASTON	121 TO 139	CwayResurfacing	2019/2020	JULY-SEPT
HOLDERNESS	LEYBURN DRIVE	SWALLOWNEST	BEECH WAY TO NUMBER 10	CwayResurfacing	2019/2020	IN DESIGN
HOLDERNESS	TREETON LANE	AUGHTON	EXTENTS OF REPAIR TO BE DETERMINED	CwayResurfacing	2019/2020	IN DESIGN
HOLDERNESS	AYSGARTH RISE	SWALLOWNEST	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
HOLDERNESS	OAK TERRACE	SWALLOWNEST	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
HOLDERNESS	CHRISTCHURCH AVENUE	ASTON	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
HOLDERNESS	KING STREET	SWALLOWNEST	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
HOLDERNESS	WHARNCLIFFE AVENUE	ASTON	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
HOLDERNESS	OSBORNE AVENUE	ASTON	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
HOLDERNESS	A57 M1 ROUNDABOUT	ASTON COMMON	RESURFACE ROUNDABOUT	CwayResurfacing	2019/2020	IN DESIGN
HOLDERNESS	ASTON WAY	ASTON	OFF OF M1 ROUNDABOUT TO WORKSOP ROAD	CwayResurfacing	2019/2020	JULY-SEPT
HOLDERNESS	MAIN STREET	AUGHTON	NURSERY TO WEST LANE	CwayResurfacing	2019/2020	JULY-SEPT
HOLDERNESS	ALEXANDRA ROAD	SWALLOWNEST	THROUGHOUT	CwayResurfacing	2019/2020	IN CONSTRUCTION
HOLDERNESS	WESLEY AVENUE	ASTON	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT

HOLDERNESS	CHESTNUT ROAD	SWALLOWNEST	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
HOLDERNESS	HOLLY TERRACE	SWALLOWNEST	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
HOLDERNESS	LODGE LANE	ASTON	WORKSOP ROAD TO SEYMORE ROAD	CwayResurfacing	2019/2020	JULY-SEPT
HOLDERNESS	THE CHASE	ASTON	10M FROM WORKSOP ROAD TO OSPRAY ROAD	CwaySurfaceDressing	2019/2020	IN CONSTRUCTION
HOLDERNESS	WINDY RIDGE	AUGHTON	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HOLDERNESS	ASTON FOOTPATH 6	ASTON	SKIPTON ROAD TO WETHERBY DRIVE FOOTPATH 3	FwayMicroasphalt	2019/2020	APRIL-JUNE
HOLDERNESS	AUGHTON AVENUE	AUGHTON	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HOLDERNESS	GRANGE AVENUE	AUGHTON	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HOLDERNESS	WESTFIELD AVENUE	AUGHTON	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HOLDERNESS	SPRINGWOOD AVENUE	AUGHTON	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HOLDERNESS	TURNSHAW AVENUE	AUGHTON	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HOLDERNESS	SKIPTON ROAD LINKPATH	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
HOOBER	WESTFIELD ROAD	BRAMPTON BIERLOW	7 TO JUNC WESTPIT HILL AND ELSECAR ROAD TO 80M FROM WESTGATE	CwayResurfacing	2019/2020	APRIL-JUNE
HOOBER	HARLEY ROAD	HARLEY	EXTENTS OF REPAIR TO BE DETERMINED	CwayResurfacing	2019/2020	COMPLETE
HOOBER	LODGE DRIVE	HARLEY	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
HOOBER	CRICKET VIEW ROAD	HARLEY	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
HOOBER	HOLLOWGATE AVENUE	WEST MELTON	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
HOOBER	MOORBRIDGE CRESCENT	BRAMPTON BIERLOW	THROUGHOUT	CwayResurfacing	2019/2020	IN CONSTRUCTION

HOOPER	CLAYFIELD LANE	WENTWORTH	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
HOOPER	BRAMPTON ROAD	WATH-UPON-DEARNE	PACKMAN ROAD TO HIGHFIELD GROVE	CwayResurfacing	2019/2020	COMPLETE
HOOPER	PONTEFRACT ROAD	BRAMPTON BIERLOW	SERVICE ROAD BETWEEN 103 TO 111	CwayResurfacing	2019/2020	COMPLETE
HOOPER	BARNSLEY ROAD	WEST MELTON	SHAKESPARE ROAD TO PONTEFRACT ROAD	CwayResurfacing	2019/2020	IN CONSTRUCTION
HOOPER	PONTEFRACT ROAD	BRAMPTON BIERLOW	10M FROM BRAMPTON RD TO 10M FROM WATH RD AND 99 TO THE PUMP HSE	CwaySurfaceDressing	2019/2020	IN CONSTRUCTION
HOOPER	KNOLLBECK AVENUE	BRAMPTON BIERLOW	THROUGHOUT	FwayResurfacing	2019/2020	IN CONSTRUCTION
KEPPEL	OAKS LANE SERVICE ROAD EAS	KIMBERWORTH PARK	ENTRANCE BETWEEN OAKS LANE AND REMOUNT ROAD	CwayResurfacing	2019/2020	IN DESIGN
KEPPEL	NEW STREET	THORPE HESLEY	BROOKHILL TO 34	CwayResurfacing	2019/2020	IN DESIGN
KEPPEL	LODGE LANE	THORPE HESLEY	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
KEPPEL	SOUGH HALL AVENUE	THORPE HESLEY	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
KEPPEL	MANOR HOUSE ROAD	KIMBERWORTH	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
KEPPEL	DIGBY CLOSE	KIMBERWORTH	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
KEPPEL	SCHOLES VILLAGE	SCHOLES	10M FROM HAGUE LANE TO SCHOLES LANE	CwaySurfaceDressing	2019/2020	IN CONSTRUCTION
KEPPEL	SCHOLES LANE	SCHOLES	PROPERTY 31 TO SCHOLES VILLAGE	CwaySurfaceDressing	2019/2020	IN CONSTRUCTION
KEPPEL	FELLOWSFIELD WAY	KIMBERWORTH	OUTSIDE 24 AND MANOR ROAD FISH SHOP	FwayCrossings	2019/2020	IN DESIGN
MALTBY	DALE HILL ROAD	MALTBY	214 TO AMORYS HOLT ROAD + JUNCTION WITH LILLY HALL ROAD	CwayResurfacing	2019/2020	IN DESIGN
MALTBY	OUTGANG LANE	MALTBY	MUGLET LANE LANSBURY AVENUE	CwayResurfacing	2019/2020	IN DESIGN
MALTBY	LANSBURY AVENUE	MALTBY	MUGLET LANE TO OUTGANG LANE	CwayResurfacing	2019/2020	IN DESIGN

MALTBY	QUEEN MARY STREET	MALTBY	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
MALTBY	FARQUHAR ROAD	MALTBY	JUNC HIGHFIELD PARK	FwayCrossings	2019/2020	IN CONSTRUCTION
MALTBY	FARQUHAR ROAD	MALTBY	JUNC HEATHERDALE ROAD	FwayCrossings	2019/2020	IN CONSTRUCTION
MALTBY	BERESFORD ROAD	MALTBY	JUNC NELSON ROAD BACK ROAD	FwayCrossings	2019/2020	IN CONSTRUCTION
MALTBY	BERESFORD ROAD	MALTBY	JUNC FISHER ROAD	FwayCrossings	2019/2020	IN CONSTRUCTION
MALTBY	BERESFORD ROAD	MALTBY	JUNC TICKHILL ROAD	FwayCrossings	2019/2020	IN CONSTRUCTION
MALTBY	SEYMOUR ROAD	MALTBY	AT HAMMER HEAD TURNING AREA	FwayCrossings	2019/2020	IN DESIGN
MALTBY	BERESFORD ROAD	MALTBY	SIDE OF 52	FwayCrossings	2019/2020	IN CONSTRUCTION
RAWMARSH	WARREN VALE	SWINTON	EXTENTS OF REPAIR TO BE DETERMINED	CwayResurfacing	2019/2020	IN DESIGN
RAWMARSH	OATES AVENUE	RAWMARSH	CLAYPIT LANE TO ST MARYS ROAD	CwayResurfacing	2019/2020	IN DESIGN
RAWMARSH	LLOYD STREET	PARKGATE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
RAWMARSH	SCOVELL AVENUE	RAWMARSH	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
RAWMARSH	KEMPWELL DRIVE	RAWMARSH	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
RAWMARSH	DUDLEY STREET	PARKGATE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
RAWMARSH	BURKINSHAW AVENUE	RAWMARSH	THOROGATE TO MORRIS AVE	CwayResurfacing	2019/2020	IN DESIGN
RAWMARSH	ROTHERHAM ROAD ROUNDABOUT	PARKGATE	WHOLE LENGTH	CwayResurfacing	2019/2020	IN DESIGN
RAWMARSH	HOLM FLATT STREET	PARKGATE	THROUGHOUT LENGTH	CwayResurfacing	2019/2020	IN DESIGN
RAWMARSH	SOUTH STREET	RAWMARSH	JUNC MAIN STREET	FwayCrossings	2019/2020	IN DESIGN

RAWMARSH	HAUGH ROAD	RAWMARSH	JUNC GARAGE SITE ACCESS SIDE OF NUMBER 101	FwayCrossings	2019/2020	IN DESIGN
RAWMARSH	HAUGH ROAD	RAWMARSH	JUNC SCOVELL AVENUE	FwayCrossings	2019/2020	IN DESIGN
RAWMARSH	HEATONS BANK FOOTPATH 1	RAWMARSH	THROUGHOUT	FwayResurfacing	2019/2020	IN DESIGN
ROTHER VALE	LONG LANE	TREETON	PATCH REPAIR	CarriagewayPatching	2019/2020	IN DESIGN
ROTHER VALE	TREETON LANE	TREETON	MILL LANE TO MAIN STREET	CwayResurfacing	2019/2020	IN DESIGN
ROTHER VALE	WELL LANE	TREETON	EXTENTS OF REPAIR TO BE DETERMINED	CwayResurfacing	2019/2020	IN DESIGN
ROTHER VALE	WOOD LANE	TREETON	EXTENTS OF REPAIR TO BE DETERMINED	CwayResurfacing	2019/2020	IN DESIGN
ROTHER VALE	SMALLAGE LANE	FENCE	EXTENTS OF REPAIR TO BE DETERMINED	CwayResurfacing	2019/2020	IN DESIGN
ROTHER VALE	POYNTON AVENUE	ULLEY	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ROTHER VALE	GURTH DRIVE	THURCROFT	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
ROTHER VALE	ZAMOR CRESCENT	THURCROFT	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
ROTHER VALE	IVANHOE ROAD	THURCROFT	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
ROTHER VALE	WORKSOP ROAD	SWALLOWNEST	REPAIR TO CARRIAGEWAY AT PEDESTRIAN CROSSING AREA FOR ACCESS TO SHOPS	CwayResurfacing	2019/2020	IN DESIGN
ROTHER VALE	HIGH HAZEL ROAD	TREETON	WELL LANE AREA INCLUDING ROUNDABOUT TO PLUMLEYS	CwayResurfacing	2019/2020	IN DESIGN
ROTHER VALE	PENNY HILL LANE	ULLEY	ULLEY TO LONG ROAD	CwayResurfacing	2019/2020	IN DESIGN
ROTHER VALE	ST EDMUNDS AVENUE	THURCROFT	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
ROTHER VALE	WETHERBY DRIVE	SWALLOWNEST	10M FROM CHESTERFIELD ROAD TO NUMBER 11	CwaySurfaceDressing	2019/2020	JULY-SEPT
ROTHER VALE	STEADFOLDS LANE	THURCROFT	JUNCTION CRESCENT END FOOTPATH	FwayCrossings	2019/2020	APRIL-JUNE

ROTHER VALE	SKIPTON ROAD	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	YORK RISE	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	KNARESBOROUGH CLOSE	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	RIDDINGS CLOSE	THURCROFT	THROUGHOUT	FwayMicroasphalt	2019/2020	JULY-SEPT
ROTHER VALE	PICKERING CRESCENT	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	PARK DRIVE	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	SELBY CLOSE	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	ILKLEY CRESCENT	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	RIPON WAY	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	WETHERBY DRIVE	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	STEADFOLDS LANE	THURCROFT	THROUGHOUT	FwayMicroasphalt	2019/2020	JULY-SEPT
ROTHER VALE	WETHERBY DRIVE FOOTPATH 2	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	WETHERBY DRIVE FOOTPATH 3	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	HELMSLEY CLOSE FOOTPATH 3	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	SELBY CLOSE FOOTPATH 1	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	COLLINGHAM ROAD FOOTPATH	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	COLLINGHAM ROAD FOOTPATH	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	PICKERING CRESCENT FOOTPA	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE

ROTHER VALE	HARROGATE ROAD FOOTPATH	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	WETHERBY DRIVE FOOTPATH 1	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	HELMSLEY CLOSE	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	COLLINGHAM ROAD	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	HARROGATE ROAD	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	KNARESBROUGH CLOSE FOOTP	SWALLOWNEST	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHER VALE	ASTON FOOTPATH 25	ASTON	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
ROTHERHAM EAST	DONCASTER ROAD	EAST DENE	MIDDLE LANE TO FAR LANE	CwayResurfacing	2019/2020	JULY-SEPT
ROTHERHAM EAST	MOWBRAY GARDENS	EAST DENE	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
ROTHERHAM EAST	ALPHA ROAD	EAST DENE	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
ROTHERHAM EAST	ST LEONARDS ROAD	EASTWOOD	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ROTHERHAM EAST	SUMNER ROAD	EASTWOOD	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ROTHERHAM EAST	BROWNING ROAD	HERRINGTHORPE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ROTHERHAM EAST	BURNS DRIVE	HERRINGTHORPE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ROTHERHAM EAST	WORDSWORTH DRIVE	HERRINGTHORPE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ROTHERHAM EAST	FAR CRESCENT	EAST DENE	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
ROTHERHAM EAST	HALSBURY ROAD	EAST DENE	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
ROTHERHAM EAST	ALDWARKE LANE	ALDWARKE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN

ROTHERHAM EAST	THE GROVE	EAST DENE	VARIOUS LOCATIONS CHESTNUT AVENUE TO CHESTNUT AVENUE	CwayResurfacing	2019/2020	COMPLETE
ROTHERHAM EAST	ROTHERHILL CLOSE	CLIFTON	DONCASTER ROAD TO THE END	FwayResurfacing	2019/2020	IN DESIGN
ROTHERHAM WEST	MEADOW BANK ROAD	MEADOWBANK	NEAR MEADOW BANK HOUSE	CarriagewayPatching	2019/2020	COMPLETE
ROTHERHAM WEST	MEADOW BANK ROAD	MEADOWBANK	PATCH ACROSS JET GARAGE ENTRANCE	CarriagewayPatching	2019/2020	IN DESIGN
ROTHERHAM WEST	WARREN MOUNT	KIMBERWORTH PARK	KIMBERWORTH PARK ROAD TO BARRIER	CwayResurfacing	2019/2020	COMPLETE
ROTHERHAM WEST	MIDLAND ROAD	MASBROUGH	KIMBERWORTH ROAD TO COLLEGE ROAD	CwayResurfacing	2019/2020	IN DESIGN
ROTHERHAM WEST	KIMBERWORTH PARK ROAD	KIMBERWORTH PARK	180 TO ST JOHNS CHURCH	CwayResurfacing	2019/2020	IN DESIGN
ROTHERHAM WEST	NEW WORTLEY ROAD	MASBROUGH	GARDEN STREET TO RHYMERS ROUNDABOUT	CwayResurfacing	2019/2020	IN DESIGN
ROTHERHAM WEST	KIMBERWORTH ROAD	BRADGATE	CHURCH STREET TO CROSS STREET	CwayResurfacing	2019/2020	JULY-SEPT
ROTHERHAM WEST	CHURCH STREET	KIMBERWORTH	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
ROTHERHAM WEST	CONCORD VIEW ROAD	KIMBERWORTH	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
ROTHERHAM WEST	WEST VIEW ROAD	KIMBERWORTH	WEST HILL TO THE END	CwayResurfacing	2019/2020	COMPLETE
ROTHERHAM WEST	PARK VIEW ROAD	KIMBERWORTH	WEST HILL TO THE END	CwayResurfacing	2019/2020	COMPLETE
ROTHERHAM WEST	KIMBERWORTH PARK ROAD	KIMBERWORTH	WARREN MOUNT TO 180	CwayResurfacing	2019/2020	IN CONSTRUCTION
ROTHERHAM WEST	RHYMERS ROUNDABOUT	BRADGATE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
ROTHERHAM WEST	GREASBROUGH STREET	MASBROUGH	JUNCTION TENTER STREET	FwayCrossings	2019/2020	IN DESIGN
ROTHERHAM WEST	CHURCH STREET	KIMBERWORTH	HERBERT STREET TO AUBREY SENIOR WAY	FwayResurfacing	2019/2020	JULY-SEPT
SILVERWOOD	CLAYPIT LANE	RAWMARSH	JUNC ST NICOLAS ROAD TO JUNC THRYBERGH HALL ROAD	CwayResurfacing	2019/2020	IN DESIGN

SILVERWOOD	DONCASTER ROAD	THRYBERGH	GOLF COURSE TO COUNTRY PARK	CwayResurfacing	2019/2020	IN DESIGN
SILVERWOOD	POPLAR AVENUE	THRYBERGH	DONCASTER ROAD TO PARK LANE	CwayResurfacing	2019/2020	COMPLETE
SILVERWOOD	WELL DRIVE	THRYBERGH	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
SILVERWOOD	COMMON LANE	RAVENFIELD	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
SILVERWOOD	DONCASTER ROAD	HOOTON ROBERTS	RAVENFIELD LANE TO COUNTRY PARK	CwayResurfacing	2019/2020	JULY-SEPT
SILVERWOOD	BEECH AVENUE	RAWMARSH	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
SILVERWOOD	DEER LEAP DRIVE	THRYBERGH	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
SILVERWOOD	BEIGHTON ROAD	KILNHURST	WHARF ROAD TO SPRINGFIELD ROAD	CwayResurfacing	2019/2020	IN DESIGN
SILVERWOOD	WHARF ROAD	KILNHURST	VICTORIA STREET TO WATERWAY LANE	CwayResurfacing	2019/2020	IN DESIGN
SILVERWOOD	GLASSHOUSE ROAD	KILNHURST	VICTORIA STREET TO KILNHURST ROAD	CwayResurfacing	2019/2020	IN DESIGN
SILVERWOOD	ASH GROVE	RAWMARSH	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
SILVERWOOD	MARCH FLATTS ROAD	THRYBERGH	JUNC MARCH BANK	FwayCrossings	2019/2020	IN CONSTRUCTION
SILVERWOOD	MARCH FLATTS ROAD	THRYBERGH	JUNC GERARD AVE	FwayCrossings	2019/2020	IN CONSTRUCTION
SILVERWOOD	POPLAR AVENUE	THRYBERGH	JUNC PARK LANE	FwayCrossings	2019/2020	IN CONSTRUCTION
SILVERWOOD	POPLAR AVENUE	THRYBERGH	JUNC CROFTS DRIVE	FwayCrossings	2019/2020	IN CONSTRUCTION
SILVERWOOD	POPLAR AVENUE	THRYBERGH	JUNC DONCASTER RD	FwayCrossings	2019/2020	IN CONSTRUCTION
SILVERWOOD	LONGLANDS DRIVE	THRYBERGH	JUNC DEER PK RD	FwayCrossings	2019/2020	IN CONSTRUCTION
SILVERWOOD	DEER LEAP DRIVE	THRYBERGH	JUNC DEER PK RD	FwayCrossings	2019/2020	IN CONSTRUCTION

SILVERWOOD	POPLAR AVENUE	THRYBERGH	JUNC ROCKLAND DRIVE	FwayCrossings	2019/2020	IN CONSTRUCTION
SILVERWOOD	CLIFFORD AVENUE	THRYBERGH	JUNC SPRINGFIELD AVE	FwayCrossings	2019/2020	IN DESIGN
SILVERWOOD	DEER LEAP DRIVE	THRYBERGH	JUNC TROUGH DRIVE	FwayCrossings	2019/2020	IN CONSTRUCTION
SILVERWOOD	GERARD AVENUE	THRYBERGH	SIDE 1	FwayCrossings	2019/2020	IN CONSTRUCTION
SITWELL	RERESBY ROAD	WHISTON	LEASEGATE ROAD TO RERESBY DRIVE	CwayResurfacing	2019/2020	COMPLETE
SITWELL	SANDRINGHAM AVENUE	WHISTON	FLAT LANE TO RERESBY ROAD	CwayResurfacing	2019/2020	COMPLETE
SITWELL	BIRCHALL AVENUE	WHISTON	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
SITWELL	WESTBY CRESCENT	WHISTON	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
SITWELL	RERESBY CRESCENT	WHISTON	RERESBY DRIVE TO RERESBY ROAD	CwayResurfacing	2019/2020	COMPLETE
SITWELL	RERESBY DRIVE	WHISTON	RERESBY ROAD TO WORRY GOOSE LANE	CwayResurfacing	2019/2020	COMPLETE
SITWELL	FRANCIS CRESCENT SOUTH	BRECKS	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
SITWELL	FRANCIS CRESCENT NORTH	BRECKS	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
SITWELL	SITWELL PARK ROAD	BRECKS	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
SITWELL	FRANCIS DRIVE	BRECKS	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
SITWELL	LEASEGATE ROAD	WHISTON	JUNC RERESBY RD	FwayCrossings	2019/2020	IN CONSTRUCTION
SITWELL	WORRY GOOSE LANE	WHISTON	35M FROM GREYSTONES ROAD OPPOSITE BUS STOP	FwayCrossings	2019/2020	IN CONSTRUCTION
SITWELL	EAST BAWTRY ROAD SERVICE F	WHISTON	NR JUNC LEASEGATE	FwayCrossings	2019/2020	IN CONSTRUCTION
SWINTON	CARLISLE STREET	KILNHURST	PATCH REPAIR AT HIGHTHORN ROAD JUNCTION	CarriagewayPatching	2019/2020	IN DESIGN

SWINTON	GLENEAGLES RISE	SWINTON	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
SWINTON	BROOKFIELD AVENUE	SWINTON	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
SWINTON	TEMPERANCE STREET	SWINTON	THROUGHOUT	CwayResurfacing	2019/2020	COMPLETE
SWINTON	ST JOHNS ROAD	SWINTON	JUNC CHURCH STREET	FwayCrossings	2019/2020	IN CONSTRUCTION
SWINTON	CROSSLAND STREET	SWINTON	45 - 46 TO CHARLES STREET LINK PATH	FwayCrossings	2019/2020	IN CONSTRUCTION
SWINTON	MANOR ROAD	SWINTON	SIDE 26/28 -	FwayCrossings	2019/2020	IN CONSTRUCTION
SWINTON	MANOR ROAD	SWINTON	THROUGHOUT	FwayMicroasphalt	2019/2020	JULY-SEPT
SWINTON	BROOKFIELD AVENUE	SWINTON	THROUGHOUT	FwayMicroasphalt	2019/2020	APRIL-JUNE
SWINTON	ST MARYS CRESCENT	SWINTON	THROUGHOUT	FwayResurfacing	2019/2020	IN CONSTRUCTION
SWINTON	THE RISE	SWINTON	THROUGHOUT	FwayResurfacing	2019/2020	APRIL-JUNE
SWINTON	BIRDWELL ROAD	KILNHURST	THROUGHOUT	FwayResurfacing	2019/2020	COMPLETE
SWINTON	THE CRESCENT	SWINTON	THROUGHOUT	FwayResurfacing	2019/2020	IN CONSTRUCTION
VALLEY	DRYDEN ROAD	HERRINGTHORPE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
VALLEY	SPENSER ROAD	HERRINGTHORPE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
VALLEY	MARLOWE ROAD	HERRINGTHORPE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
VALLEY	WOODGROVE ROAD	EAST HERRINGTHORP	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
VALLEY	MARLOWE DRIVE	HERRINGTHORPE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
VALLEY	HIGH GREAVE ROAD	EAST HERRINGTHORP	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN

VALLEY	CHESTERHILL AVENUE	DALTON	REPAIRS TO BE IDENTIFIED THROUGHOUT SITE	CwayResurfacing	2019/2020	IN DESIGN
VALLEY	MAGNA LANE	DALTON	SURGERY TO BRIERLY WAY	CwayResurfacing	2019/2020	IN DESIGN
VALLEY	CHAUCER ROAD	HERRINGTHORPE	THROUGH OUT	CwayResurfacing	2019/2020	IN DESIGN
VALLEY	VALE ROAD	THRYBERGH	WARRENERS DRIVE TO THE PADDOCKS	CwayResurfacing	2019/2020	COMPLETE
VALLEY	MALLORY ROAD	EAST HERRINGTHORP	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
VALLEY	GIBBING GREAVES ROAD	BRECKS	JUNC BRECKS CRESCENT	FwayCrossings	2019/2020	IN DESIGN
VALLEY	CHESTERHILL AVENUE	DALTON	DROPPED KERB AT JUNCTION OLDGATE LANE	FwayCrossings	2019/2020	IN CONSTRUCTION
WALES	FIRVALE	HARTHILL	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	WAVERLEY AVENUE	KIVETON PARK	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	ANSTON AVENUE	KIVETON PARK	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	HIGHFIELD AVENUE	KIVETON PARK	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	ORCHARD LANE	WALES	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	UNION STREET	HARTHILL	THORPE ROAD TO WOODALL LANE	CwayResurfacing	2019/2020	IN DESIGN
WALES	LODGE HILL DRIVE	WALES	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	STATION ROAD	KIVETON PARK	WESLEY ROAD TO AND INCLUDING HARD LANE JUNCTION	CwayResurfacing	2019/2020	JULY-SEPT
WALES	SOUTH VIEW	KIVETON PARK	WHOLE ADOPTED AREA	CwayResurfacing	2019/2020	IN DESIGN
WALES	LIMETREE AVENUE	KIVETON PARK	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	DOWCARR LANE	HARTHILL	WOODALL LANE TO BROOM FARM HOUSE	CwayResurfacing	2019/2020	IN DESIGN

WALES	MYRTLE GROVE	KIVETON PARK	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	ASH GROVE	KIVETON PARK	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	OLD QUARRY AVENUE	WALES	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	MAPLE ROAD	KIVETON PARK	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	CHURCH STREET	WALES	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	ROOKERY CLOSE	WALES	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WALES	MANOR ROAD	KIVETON PARK	10M FROM PACKMAN LANE TO 10M FROM THORPE ROAD	CwaySurfaceDressing	2019/2020	APRIL-JUNE
WATH	MANVERS WAY	WATH-UPON-DEARNE	AUTHORITY BOUNDARY TO HARRIS HAWK WAY	CwayResurfacing	2019/2020	IN DESIGN
WATH	VALLEY DRIVE	WATH-UPON-DEARNE	FIRST 20M FROM CHURCH STREET	CwayResurfacing	2019/2020	JULY-SEPT
WATH	WEST STREET UNCLASSIFIED	WATH-UPON-DEARNE	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
WATH	BEECH ROAD	WATH-UPON-DEARNE	VARIOUS LOCATIONS	CwayResurfacing	2019/2020	COMPLETE
WATH	SAVILLE ROAD	WATH-UPON-DEARNE	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
WATH	CORONATION ROAD	WATH-UPON-DEARNE	BACK 1	FwayCrossings	2019/2020	IN DESIGN
WATH	BEECH ROAD	WATH-UPON-DEARNE	FRONT 32 -	FwayCrossings	2019/2020	IN DESIGN
WATH	BEECH ROAD	WATH-UPON-DEARNE	SIDE 30 - JUNC CORONATION RD	FwayCrossings	2019/2020	IN DESIGN
WATH	DONCASTER ROAD	WATH-UPON-DEARNE	DUNFORD COURT TO GOREHILL CLOSE - PHASE 1	FwayResurfacing	2019/2020	JULY-SEPT
WICKERSLEY	AIRETON CLOSE	FLANDERWELL	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WICKERSLEY	HOWARD ROAD	BRAMLEY	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT

WICKERSLEY	FLANDERWELL LANE	SUNNYSIDE	REPAIRS AT ELTON LN TO 119 & 87 TO 95 & 27 TO 39 & O/S CAMBRON HOUSE	CwayResurfacing	2019/2020	JULY-SEPT
WICKERSLEY	PLANE DRIVE	WICKERSLEY	ROUNDAABOUT ONLY	CwayResurfacing	2019/2020	IN DESIGN
WICKERSLEY	GREEN LANE	WICKERSLEY	SERVICE ROAD TO THE END	CwayResurfacing	2019/2020	IN DESIGN
WICKERSLEY	BAWTRY ROAD SERVICE ROAD	LISTERDALE	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WICKERSLEY	THE GROVE	WICKERSLEY	SERVICE ROAD TO THE END	CwayResurfacing	2019/2020	IN DESIGN
WICKERSLEY	MARKFIELD DRIVE	FLANDERWELL	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WICKERSLEY	DALE ROAD	WICKERSLEY	WHOLE STREET	CwayResurfacing	2019/2020	IN DESIGN
WICKERSLEY	FLEMING WAY	FLANDERWELL	THROUGHOUT - INCLUDING JUNCTION AT FLANDERWELL LANE	CwayResurfacing	2019/2020	IN DESIGN
WICKERSLEY	MILNER CLOSE	BRAMLEY	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
WICKERSLEY	WARREN ROAD	WICKERSLEY	JUNC LARCH AVE	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	WARREN ROAD	WICKERSLEY	JUNC NORTHFIELD LANE	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	SCARBOROUGH ROAD	WICKERSLEY	JUNC NORTHFIELD LANE	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	WARDE ALDAM CRESCENT	WICKERSLEY	JUNC NORTHFIELD LANE ADJ 63/65	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	WARREN ROAD	WICKERSLEY	JUNC FOSTER RD- BETWEEN 11-13	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	WARREN ROAD	WICKERSLEY	JUNC FOSTER RD ADJACENT 53/55	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	HARVEST ROAD	WICKERSLEY	JUNC ALDRED CLOSE	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	HARVEST ROAD	WICKERSLEY	JUNC RADLEY AVE	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	SCARBOROUGH ROAD	WICKERSLEY	JUND RADLEY AVE	FwayCrossings	2019/2020	IN DESIGN



















WICKERSLEY	HARVEST ROAD	WICKERSLEY	JUNC SCHOLEY RD	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	SCARBOROUGH ROAD	WICKERSLEY	JUNC SCHOLEY RD	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	WARREN ROAD	WICKERSLEY	JUNC SPRUCE AVE	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	SCARBOROUGH ROAD	WICKERSLEY	JUNC STONE CRES - ADJACENT 2/4	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	SCARBOROUGH ROAD	WICKERSLEY	JUNC STONE CRES ADJACENT 22/24	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	STONE CRESCENT	WICKERSLEY	ADJACENT 19/21	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	WARREN ROAD	WICKERSLEY	CAR PARK ENT ADJACENT 42/44	FwayCrossings	2019/2020	IN DESIGN
WICKERSLEY	PEAR TREE AVENUE	BRAMLEY	OPP 1	FwayCrossings	2019/2020	IN DESIGN
WINGFIELD	RIG CLOSE	KIMBERWORTH PARK	BENTS ROAD TO THE END	CwayResurfacing	2019/2020	COMPLETE
WINGFIELD	ROBINETS ROAD	WINGFIELD	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
WINGFIELD	LOWFIELD AVENUE	GREASBROUGH	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WINGFIELD	SELLARS ROAD	KIMBERWORTH PARK	THROUGHOUT	CwayResurfacing	2019/2020	APRIL-JUNE
WINGFIELD	GIN HOUSE LANE	MUNSBROUGH	PATCH REPAIRS EXTENTS TO BE DETERMINE	CwayResurfacing	2019/2020	IN DESIGN
WINGFIELD	WHEATLEY ROAD	KIMBERWORTH PARK	THROUGHOUT	CwayResurfacing	2019/2020	JULY-SEPT
WINGFIELD	EILAM CLOSE	KIMBERWORTH PARK	THROUGHOUT	CwayResurfacing	2019/2020	IN DESIGN
WINGFIELD	BENTS ROAD	KIMBERWORTH PARK	SMITHY CLOSE TO KIMBERWORTH PARK ROAD	CwayResurfacing	2019/2020	COMPLETE
WINGFIELD	WAGON ROAD	GREASBROUGH	10 M FROM MUNSBROUGH RISE TO 10M FROM MUNSBROUGH RISE	CwaySurfaceDressing	2019/2020	JULY-SEPT
WINGFIELD	GOODWIN ROAD SERVICE ROAD	WINGFIELD	GOODWIN ROAD TO GOODWIN ROAD	CwaySurfaceDressing	2019/2020	JULY-SEPT

WINGFIELD	GOODWIN ROAD	WINGFIELD	10M FROM WHITEHALL ROAD TO 10M FROM GRAYSON ROAD	CwaySurfaceDressing	2019/2020	JULY-SEPT
WINGFIELD	WHITEHALL ROAD	ROCKINGHAM	10M FROM TOWN LANE TO 10 FROM GRAYSON ROAD	CwaySurfaceDressing	2019/2020	JULY-SEPT
WINGFIELD	TOWN LANE	WINGFIELD	JUNC CEMETERY ENTRANCE	FwayCrossings	2019/2020	IN CONSTRUCTION
WINGFIELD	LAPWATER ROAD	WINGFIELD	JUNC SERV ROAD NO 6 (SIDE OF 106)	FwayCrossings	2019/2020	IN CONSTRUCTION
WINGFIELD	TOWN LANE	WINGFIELD	JUNC WHITEHALL ROAD	FwayCrossings	2019/2020	IN CONSTRUCTION
WINGFIELD	OCHRE DIKE WALK	WINGFIELD	WHITEHALL ROAD JUNCTION	FwayCrossings	2019/2020	IN CONSTRUCTION
WINGFIELD	LIBRARY CLOSE	WINGFIELD	WHITEHALL ROAD JUNCTION	FwayCrossings	2019/2020	IN CONSTRUCTION
WINGFIELD	OX CLOSE AVENUE	KIMBERWORTH PARK	BOWER CLOSE TO SELLARS ROAD	FwayResurfacing	2019/2020	COMPLETE
WINGFIELD	GOODWIN ROAD	WINGFIELD	THROUGHOUT	FwayResurfacing	2019/2020	IN CONSTRUCTION
WINGFIELD	WINGFIELD ROAD	WINGFIELD	WENSLEYDALE ROAD TO 2, ROBINETS ROAD TO ROUGHWOOD ROAD	FwayResurfacing	2019/2020	COMPLETE

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Highway Services							
Levels of Service & Performance							
Indicator Title	Freq.	2018/19 Performance	Qtr. 1 Performance Apr- Jun 19	Qtr. 2 Performance July- Sept- 19	Qtr. 3 Performance Oct - Dec 19	Qtr. 4 Performance Jan- Mar 20	2018/19 Target
Corporate / National Indicators							
The % of the principal roads network in need of repair (SCANNER) R1001	Annual	2%	Data Expected February 2020				To achieve National Average - Latest DfT information available is 2017/18 - 3%
The % of the non principal road network in need of repair (SCANNER) R1001	Annual	5%	Data Expected February 2020				To achieve National Average- Latest DfT information available is 2017/18 - 6%
The % of unclassified roads in need of repair (CVI)	Annual	23%	23%				To achieve a target of below 24% by March 2020. (National Average- Latest DfT information available is 2017/18 - 17%
The % of footways in need of repair (CVI)	Quarterly	40%	40%				To achieve a target of 42% by March 2020.
Local Indicators							
To ensure any actionable (safety) defects are repaired within the appropriate timescales.	Monthly	91%	99%				90% of actionable defects are completed within target timeframe.
Post works inspections carried out to assess quality of pothole repairs.	Quarterly	97%	94%				90% of repairs are to an acceptable standard
Clear priority/urgent blocked road gullies to prevent flooding problems to properties and public highways.	Quarterly	99%	100%				90% of blocked gullies causing flooding are actioned within 4 hours for properties and severely flooded public highways; 1 working day for flooded highways or at risk of flooding
Response to resident reports of street lighting not working.	Quarterly	92%	94%				90% attendance of street lighting faults within 3 days
Management Information							
To inspect the highway network (Carriageways, Footways and Footpaths) for safety on a cyclic basis and on or before the inspection due date	Monthly	100%	99%				95% of the highway network is inspected before the inspection due date.
Customer satisfaction surveys about recent highway maintenance schemes; Satisfied with pre-start information about the works Did the works start on time Satisfied with the quality of the work carried out Was the site left clean and tidy	Quarterly	94% 94% 95% 96%	97% 100% 97% 97%				Achieve above 90% performance for all individual elements
Make safe dangerous overhanging trees/vegetation on highway land.	Monthly	100.00%	100%				Above 90% of overhanging trees are made safe within 24hrs
Trees obstructing the highway are cut back	Monthly	99.00%	100%				Above 90% of overhanging trees are cut back within 5 days
Make safe dangerous overhanging trees/vegetation from private land.	Monthly	100.00%	100%				Above 90% of overhanging trees are made safe within 24hrs
Private trees obstructing the highway are cut back by landowner.	Monthly	100.00%	100%				Above 90% of private trees are cut back by landowner - within 14 days of written notice.
Make safe missing cover e.g. public and private sewers, gas, water or BT apparatus.	Monthly	100.00%	100%				Above 90% of missing covers made safe within 4 hours and informed owners

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Performance indicators	Performance in 2016-17	Improved since 2015-16?
PI 03a Percentage of CAT1 defects made safe within response times		
PI 02b Condition of principal roads (TRACS type surveys - England and Wales only)		
PI 29 Percentage change in number of category one defects		
PI 37 Percentage of customer enquiries / requests for service closed off within council's own identified response times		
PI 38 Percentage of abnormal load notifications dealt with in time		
PI 15a Percentage of total roads/highways function cost (revenue and capital) spent directly on roads/highway repairs		
PI 16 Percentage of actual maintenance expenditure which is planned/proactive		
PI 17 Percentage of actual maintenance expenditure that is reactive		
PI 54a / 54b Staff absence - all staff		
Performance for 2016/17 is better than the APSE group average		
Performance for 2016/17 is within 25% of the APSE group average		
Performance for 2016/17 is not as good as the family group average		
Performance for 2016/17 has improved from the 2015/16 result		
Performance for 2016/17 is within 5% of the APSE group average		
Performance for 2016/17 has deteriorated from the 2015/16 result		

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Public Report
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 16 September 2019

Report Title

Amendment to the General Enforcement Policy

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

Yes

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

Lewis Coates, Enforcement and Regulatory Services Manager
01709 823117 or lewis.coates@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The report details the outcome of the public consultation carried out to seek views on an amendment to the Council's General Enforcement Policy to include surveillance of social media in particular in relation to fly-tippers and rogue traders, as an investigatory tool.

A significant majority of respondents agreed that the Council should use such tools to tackle fly-tippers and rogue traders who utilise social media to commit offences.

The Council's General Enforcement Policy has been amended to reflect this outcome and is presented with this report for consideration.

Recommendations

1. That the outcome of the consultation be noted and the revised General Enforcement Policy be adopted.

List of Appendices Included

- Appendix 1 General Enforcement Policy
- Appendix 2 Comments Received
- Appendix 3 Equalities Screening Assessment

Background Papers

Department for Business Innovation and Skills: Better Regulation Delivery Office's, Regulator's Code of April 2014

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Amendment to Rotherham Metropolitan Borough Council General Enforcement Policy

1. Background

- 1.1 On 22nd October 2018, Cabinet approved the recommendation that consultation should be undertaken in respect of amendments to the Council's General Enforcement Policy, including the use of surveillance of social media as an investigatory tool, in particular in relation to fly-tipping and rogue traders.
- 1.2 The General Enforcement Policy details the principles of transparency, consistency and proportionality to which the Council will adhere in its discharge of enforcement and regulatory functions. This follows the statutory guidance contained within the Regulator's Code.¹

2. Key Issues

- 2.1 Business and individual use of social media is now ubiquitous, however, these platforms also present an easily accessible and often anonymous means of promoting illicit activity. In particular, investigations carried out by the Council have identified that, on many occasions, rogue traders and waste collectors who fly-tip, have used social media to advertise and trade. Such unscrupulous activities affect peoples' lives directly and put legitimate businesses at a disadvantage.
- 2.2 Despite being in the public domain, rules around covert surveillance still apply to information published on social media. Where information is made publicly available on social media platforms, logic would suggest that a reduced expectation of privacy would follow, where information relating to a person or group of people is made openly available within the public domain. However in some circumstances privacy implications still apply. This is because the intention when making such information available was not for it to be used for a covert purpose such as investigative activity. This is regardless of whether a user of a website or social media platform has sought to protect such information by restricting its access by activating privacy settings.
- 2.3 In order to examine social media as part of an investigation, the Council is therefore required to follow legal surveillance rules as privacy implications arise.²
- 2.4 In addition, it is necessary to consider the likelihood of the individual under surveillance knowing that they are under surveillance or may be taking place when deciding whether surveillance is covert.³

¹ Department for Business Innovation and Skills: Better Regulation Delivery Office's, Regulator's Code of April 2014

² Home Office Code of Practice Covert Surveillance and Property Interference (August 2018), p19

³ Home Office Code of Practice Covert Surveillance and Property Interference (August 2018), p19

- 2.5 If the Council is to carry out surveillance of social media, then legal and information governance views will be sought on a case by case basis. It is likely those cases will primarily be related to offences investigated by officers who discharge the Council's Environmental Health and Trading Standards functions.
- 2.6 By announcing its intention to utilise surveillance tools in respect of social media, the Council is being open about its investigatory methods whilst also providing reassurance that surveillance of social media will only be undertaken within the appropriate legal frameworks.

3. Options considered and recommended proposal

- 3.1 Option 1 – the Council is not required to amend the General Enforcement Policy to include social media surveillance, and might decide that such investigatory tools should not be used. This option would likely limit the extent with which the Council could investigate key offences which affect the public and business.
- 3.2 Option 2 –the Council might decide to adopt the amended General Enforcement Policy to include reference to social media surveillance. If adopted, the ability to scrutinise social media for information relating to offences, will strengthen the tools available to tackle offences.
- 3.3 The preferred option is Option 2, and the attached General Enforcement Policy at Appendix 1, includes text at 7.17 to 7.21 to reflect the approach to social media surveillance

4. Consultation on proposal

- 4.1 Consultation began on 3rd June 2019 and closed on 28th July 2019.
- 4.2 A total of 28 responses were received to the consultation, with a significant majority supporting the surveillance of social media by the Council for fly-tipping offences and rogue traders. The table below provides the full detail of the consultation responses.

Questions	Answers	Nº	%
Q1. The Council should use powers to investigate rogue traders who use social media to exploit consumers	Strongly agree	19	67.86%
	Agree	6	21.43%
	Neither agree or disagree	0	0.00%
	Disagree	0	0.00%
	Strongly disagree	3	10.71%
	no response	0	0.00%
	Total	28	100.00%
Q2. The Council should use powers to investigate individuals and businesses that use social media to offer waste disposal services to customers and then fly-tip the waste	Strongly agree	22	78.57%
	Agree	3	10.71%
	Neither agree or disagree	0	0.00%
	Disagree	0	0.00%
	Strongly disagree	3	10.71%
	no response	0	0.00%
	Total	28	100.00%

Q3. The Council should undertake legal surveillance of social media sites to tackle rogue trader and others who exploit customers	Strongly agree	17	60.71%
	Agree	6	21.43%
	Neither agree or disagree	1	3.57%
	Disagree	1	3.57%
	Strongly disagree	3	10.71%
	no response	0	0.00%
	Total	28	100.00%

4.3 88.29% of respondents agreed or strongly agreed that the Council should use tools and powers to investigate rogue traders and fly-tippers, whilst 82.14% agreed or strongly agreed that surveillance of social media should be one of the tools used.

4.4 Twelve respondents also made comments in respect of the consultation, which are attached at Appendix 2 in their complete form.

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

5.1 If adopted, the revised General Enforcement Policy will become effective immediately.

6. **Financial and Procurement Advice and Implications**

6.1 There are no financial or procurement implications directly associated with this report. The use of the investigatory tools will be contained within existing budgets.

7. **Legal Advice and Implications**

7.1 The Council has an established policy covering the use of the surveillance powers available to the Council under the Regulation of Investigatory Powers Act 2000 (RIPA). The Home Office Code of Practice for Covert Surveillance and Property Interference (August 2018) makes it clear that the growth of the internet, and the extent of the information that is now available online, presents new opportunities for public authorities to view or gather information, which may assist them in preventing or detecting crime. It confirms it is important that public authorities are able to make full and lawful use of this information for their statutory purposes.

7.2 The Code of Practice states that much online material can be accessed by public authorities without the need to seek an authorisation for directed surveillance under RIPA, e.g. a preliminary examination with a view to establishing whether a site or its contents are of interest. However, where the study of an individual's online presence becomes persistent, or where material obtained from any check is to be extracted and recorded and may engage privacy considerations, an authorisation may be required under RIPA and officers should seek advice on individual investigations from Legal Services. The proposed amendments to the General Enforcement Policy ensure that the Policy is consistent with the requirements of RIPA and the Code of Practice

8. Human Resources Advice and Implications

- 8.1 There are no HR implications arising from this report

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 There are no additional implications for Children, Young People or Vulnerable Adults. Children, Young People and Vulnerable Adults are at risk from rogue traders utilising social media and it is anticipated that undertaking surveillance of social media may contribute to bringing offenders to account.

10. Equalities and Human Rights Advice and Implications

- 10.1 There are no implications for equalities or human rights as the proposed amendment will be within existing legal frameworks
- 10.2 An Equalities Screening Assessment is attached at Appendix 3

11. Implications for Partners

- 11.1 There is a likely demand on Legal Services in respect of considering the merits of individual cases and the suitability of carrying out social media surveillance

12. Risks and Mitigation

- 12.1. The Regulator's Code, implemented locally by the General Enforcement Policy, is a statutory guidance document, and failure to comply with its requirements presents the risk of the Council being in contravention of its statutory duties
- 12.2 Failure to discharge its regulatory function may compromise public safety
- 12.3 Compliance with the General Enforcement Policy gives confidence to business and individuals of the transparency and fairness of the Council's approach to enforcement, without which the Council's reputation and growth agenda might be at risk
- 12.4 The Policy does not cover the regulatory and enforcement functions delivered by Planning and Building Control Services; this is because their regulatory statutory powers are not scheduled with Part 3 of the 2007 Order. The extant list of regulations covered by the Regulators' Code is found within the schedule to the Legislative and Regulatory Reform (Regulatory Functions) Order 2007

13. Accountable Officers

Tom Smith, Assistant Director, Community Safety and Street Scene
Paul Woodcock, Strategic Director, Regeneration and Environment

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	02/09/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	27/08/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	23/08/19

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

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

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Rotherham Metropolitan Borough Council

General Enforcement Policy

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1. Introduction

Rotherham Metropolitan Borough Council's approach to dealing with non-compliance

- 1.1 This document is the Enforcement Policy for Rotherham Metropolitan Borough Council (the 'Council'). It is based on the principles of transparency, consistency and proportionality and sets out the key principles under which officers will seek to achieve compliance with the legislation the Council enforces. The policy conforms to the Regulators' Code (Better Regulation Delivery Office [BRDO]) April 2014, and should be read in conjunction with any applicable service specific policies and procedures.
- 1.2 The Policy was formally agreed by Cabinet in September 2019
- 1.3 Our primary purpose is to ensure regulatory compliance and enforcement protects the public. To do this the Council will deliver of efficient, targeted and proportionate regulatory services focused by risk assessment to provide a positive approach to those regulated and compliance.
- 1.4 The Council's Corporate Priorities are supported by providing protection from harm for individuals and the environment, enabling businesses to flourish

without unnecessary burden of inspection and regulation, and improving the health and wellbeing of those within the Borough.

- 1.5 The Council and its officers will protect and, at least maintain, good standards and conditions that impact on the living, neighbourhood and work environments of all who live, work and visit Rotherham.
- 1.6 The Council is committed to good enforcement practice and adherence to the current legislation, guidance, and codes of practice, that influence the policy, (see [Appendix A](#)).
- 1.7 The Council will exercise our regulatory activities in a way which is:
 - **Proportionate** – our activities will reflect the level of risk to the public and enforcement action taken will relate to the seriousness of the offence.
 - **Accountable** – our activities will be open to public scrutiny, with clear and accessible policies, and fair and efficient complaints procedures.
 - **Consistent** – our advice to those regulated will be robust, reliable and similarly advice provided by others will be respected. Where circumstances are similar, a consistent, if possible, approach/action to other local authorities will be followed.
 - **Transparent** – those regulated will be advised appropriately so as to understand what is expected of them and what they can anticipate in return.
 - **Targeted** – resources will be focused on higher risk enterprises and activities, reflecting local need and national priorities.
- 1.8 The Council will avoid imposing unnecessary regulatory burdens, and policies, procedures and practices will consider supporting or enabling economic growth by considering economic impacts and costs of compliance with a view to improving confidence in compliance of those regulated and encouraging compliance.¹
- 1.9 The Council will ensure that regulatory officers have the necessary knowledge and skills to:
 - Understand the principles of protecting the public
 - Support those that they regulate
 - Understand those they regulate
 - Understand the statutory principles of good regulation and how activities are delivered in accordance with the Code.
- 1.10 This Enforcement Policy has been developed following review of the previous General Enforcement Policy in light of the Regulators Code. Extensive consultation in the development of this Policy took place in January and February 2015. Further consultation was undertaken following several

¹ Section 1.1, [Regulators' Code](#)

amendments to the policy in August 2018, and as part of the latest amendments to the policy in September 2019.²

- 1.11 The Policy will be published on the internet, and together with service standards and function specific Enforcement Policies drawn up by each individual service area, will be available in electronic or paper format upon request.

2. Purpose of the Policy

The General Enforcement Policy details Rotherham Council's policy in respect of its approach to dealing with non-compliance of regulatory and statutory provisions by businesses and members of the public.

- 2.1 In working to the Policy its purpose will ensure public protection, legal compliance and set the framework within which officers of the Council will operate, enforce and ensure regulatory compliance.
- 2.2 All officers will have regard to this document when making enforcement decisions. Any departure from this policy must be exceptional, capable of justification and be fully considered by the Assistant Director, Community Safety and Street Scene before a final decision is taken.
- 2.3 This provision shall not apply where a risk of injury or to health is likely to occur due to a delay in any decision being made. In cases of emergency or where any exceptional conditions prevail, the Chief Executive may suspend any part of this policy where necessary to achieve effective running of the service and/or where there is a risk of injury or to health of employees or any members of the public.³

3. Application of the Policy

Scope of the policy, and service areas referred to

- 3.1 This document sets out what business and others being regulated can expect from the Council's regulation, enforcement, and officers.
- 3.2 The Enforcement Policy relates to those enforcement and regulatory functions discharged by the Council's Regeneration and Environment Directorate's Community Safety and Street Scene Service.
- 3.3 The Policy does not cover the regulatory and enforcement functions delivered by Planning and Building Control Services; this is because their regulatory statutory powers are not scheduled within Part 3 of the 2007 order. The extant list of regulations covered by the Regulators' Code is found within the schedule to the Legislative and Regulatory Reform (Regulatory Functions) Order 2007.

² Section 2.1, [Regulators' Code](#) requires regulators, before changing policies, practices or service standards, to consider the impact on business and to engage with business representatives.

³ Section 6.4, [Regulators' Code](#) requires regulators to have mechanisms in place to ensure that their officers act in accordance with their published service standards, including their enforcement policy.

- 3.4 It commits regulation and enforcement services to good enforcement practice with effective procedures and clear policies.
- 3.5 Regulation and enforcement services' primary function is to achieve regulatory compliance in order to protect the public, legitimate business, the environment and groups such as consumers and workers. However, the Council reserve the right to take enforcement action in some cases after compliance has been achieved if it is in the public interest to do so.
- 3.6 Where offences or potential offences are suspected that are outside of the legislative remit of this General Enforcement Policy, officers will refer the matter to the relevant agency (including other Council services), and ensure that through influence and/or escalation that the issues are thoroughly investigated and satisfactory feedback provided to the Council.
- 3.7 This Enforcement Policy is the overarching Enforcement Policy for the Council and each regulatory service covered will have function specific Enforcement Policies in place.

4. Our approach to dealing with non-compliance

- 4.1 The Council recognise that most businesses and individuals strive to comply with the law, however, firm action will be taken against those who flout the law or act irresponsibly. Particular focus will be given to circumstances where the public's safety is compromised.
- 4.2 Those that deliberately or persistently fail to comply will be dealt with firmly by the Council.
- 4.3 Those regulated by the Council are able to request advice on non-compliance without directly triggering enforcement action, where they show a willingness to resolve the non-compliance, unless the matter is so serious that enforcement action is deemed necessary.⁴
- 4.4 The Council will investigate all notifications/complaints of non-compliance.
- 4.5 The Council will carry out check visits or re-visit to assess compliance where prior advice or guidance has been given, before considering further action.
- 4.6 Council officers and decision makers will carry out all of our enforcement duties, including taking formal enforcement action, in a fair, equitable and consistent manner. Whilst officers exercise judgement in individual cases, the Council will have arrangements in place to promote consistency including liaison with other agencies and authorities.
- 4.7 Formal enforcement action will generally only be considered and taken in the first instance in cases where individuals have exposed the public or employees to unacceptable risk, compromised safety or welfare to the public/employees, environment or animal health and/or sought to obtain an unfair commercial

⁴ Section 5.4, [Regulators' Code](#)

advantage, or other such situations that are considered to be so serious as to warrant formal action, **including immediate action (or action taken at the first possible safe opportunity).**

- 4.8 The Council will be accountable for the efficiency and effectiveness of our activities, while remaining independent in the decisions made.

Advice & Guidance

- 4.9 Where there is non-compliance, the Council will clearly explain the non-compliance and provide opportunity for discussion, to ensure consistency and proportionality, unless there is a need for immediate enforcement action **(or action taken at the first possible safe opportunity), in which case the Council will document its decision.**⁵
- 4.10 It is understood that some members of the community may have specific requirements, which may need extra advice and assistance. Careful explanation will be given and if necessary the services of an interpreter may be used. Appropriate translated material will be arranged or practical help provided for people with impaired hearing, vision or other impairment.
- 4.11 The Council recognises that prevention is better than cure and will actively work with business and residents to provide advice on and assistance with compliance with the law. In doing this it will be ensured that:
- Legal requirements are made available and communicated promptly upon request.
 - The information provided will be in clear, concise and accessible language and will be confirmed in writing where necessary.
 - legal requirements and good practice/guidance aimed at improvements above minimum standards will be clearly distinguished
 - Provide advice to support compliance that can be relied upon
 - Work collaboratively with other regulators where those regulated by more than one regulator are affected, and where there is disagreement over advice given, regulators will reach agreement.
- 4.12 The Council's Scheme of Delegation, which includes details of who is responsible for managing investigations and making decisions on enforcement action, is available on the Council's website (www.rotherham.gov.uk) and can be provided in electronic or paper format upon request.

⁵ Section 2.2, [Regulators' Code](#). The requirement to provide an opportunity for dialogue does not apply where the regulator can demonstrate that immediate enforcement action is required to prevent or respond to a serious breach, or where providing an opportunity for dialogue would be likely to defeat the purpose of the proposed enforcement action. [Regulators' Code \(p3\)](#) provides the Council with some flexibility in that if it '... concludes, on the basis of material evidence, that a specific provision of the Code is either not applicable or is outweighed by another relevant consideration, the regulator is not bound to follow that provision, but should record that decision and the reasons for it.'

Feedback & Influencing

- 4.13 The Council will ensure that mechanisms are in place to allow those regulated, and the public, to express views, provide feedback and contribute to the development of regulatory policies and service standards.
- 4.14 The Council will consider the impact on business, and engage with businesses, before changing policies and service standards.

Fairness

- 4.15 Officers will be courteous, fair and efficient at all times, and will identify themselves by name.
- 4.16 The Council will give consideration to fairness, individual's human rights and natural justice, in all aspects of our enforcement work.
- 4.17 The Council believes in openness and equality in the way services are provided and that every individual is entitled to dignity and respect.
- 4.18 When making enforcement decisions the Council and its officers will aim to ensure that there will be no discrimination against any individual regardless of culture, ethnic or national origins, gender, disability, age, sexual orientation, political or religious beliefs, socio-economic status, or previous criminal conviction or caution which is not relevant to the current issue.

Confidentiality

- 4.19 It is normal practice to maintain the confidentiality of a complainant unless they agree to act as a witness in formal action taken by the Council, or the Council are required by law to disclose the identity of a complainant. Anonymous complaints will be acted upon and investigated.
- 4.20 Where any officer or member of the Council becomes aware of any concern in enforcement practice or compliance requirements the matter shall, in the first instance, be escalated to their line manager. If this approach is not seen to be appropriate the issue should be raised with another manager. The Council does operate a "whistleblowing policy", which provides for serious concerns to proceed confidentially.

Charging for Enforcement

- 4.21 Where legislation allows, and the Council has adopted powers, the responsible person will be charged a fee which reflects the officer time and ancillary costs involved with the preparation of a formal notice.
- 4.22 The responsible person will be advised of the potential of being charged for formal enforcement notices before any charge is incurred, unless the situation is an emergency. In emergency situations officers will make reasonable efforts to contact the responsible person. If the responsible person cannot be

contacted or cannot respond quickly enough, formal action will be initiated and a charge made.

Necessary and Proportionate

4.23 The Council will choose proportionate approaches based on relevant factors.⁶

4.24 In assessing what enforcement action is necessary and proportionate, consideration will be given to, amongst other things:

- (a) Public protection and "risk to the public"
- (b) The seriousness of the compliance failure.
- (c) The past and current performance of any business and/or individual concerned.
- (d) Any obstruction on the part of the offender.
- (e) The risks being controlled.
- (f) Statutory guidance.
- (g) Codes of Practice.
- (h) Any legal advice.
- (i) Policies and priorities of Government and the Council.
- (j) A person's age in relation to young people aged under 18.
- (k) The existence of a Primary Authority agreement.

Council Interests

4.25 Where the Council has enforcement and regulatory responsibility in relation to its own premises, the Council will enforce and legislate in accordance with legislation, procedures, and guidance. This will be consistent across all premises regardless of ownership. Where individuals are investigated who are also Council employees, or where they have known connections to the Council in any capacity, the investigation will be conducted in accordance with procedures developed to ensure that conflict of interest is minimised, and that the investigation is conducted in an open, honest and accountable manner. All individuals and business will be dealt with consistently, regardless of whether or not they have an interest in the Council.

Publicity of Enforcement

4.26 Where the Council;

- is successful in prosecution and a conviction of an individual or business, or
- has made an enforcement decision relating to licensed premises, vehicles, drivers and/or operators,

it may, upon legal advice, publish details of the offence, perpetrators and convictions in both electronic and paper publications. This would be done to have a deterrent effect and to make the public aware that the Council is taking effective enforcement action where it is necessary.

⁶ Section 1.1, [Regulators' Code](#)

Primary Authority & Other Agency Arrangements

- 4.27 Where a Primary Authority exists, the Council will consult on responses to breaches.
- 4.28 Where the Council is aware of likely non-compliance where the enforcement powers are shared or with another agency, the Council will liaise with the relevant agency.

5. Conduct of investigations

- 5.1 All investigations relating to breaches of legislation that are within the powers of authorised officers within the Council will adhere to the legislative controls of how evidence is gathered and used, (see [Appendix B](#)).
- 5.2 The powers used by authorised officers are determined and restricted to those set out in the appropriate statute and/or Council's Delegation of Powers scheme which is available in electronic or paper format upon request.
- 5.7 Where any officer conducting regulatory or enforcement functions is obstructed in the course of their investigations, and legislation allows, formal action will be considered for obstruction offences.
- 5.8 Where legislation allows the seizure of equipment, articles, or items, the Council will adhere to legislation, guidance and specific policies in relation to those seizures.
- 5.9 Certain offences which are indictable carry provision for arrest in accordance with the Police and Criminal Evidence Act 1984. Where necessary, the Council and its officers may request South Yorkshire Police exercise their powers of arrest.
- 5.10 Where it is believed that an offence has been committed, the Council will endeavour to interview where appropriate alleged perpetrators in accordance with the Police and Criminal Evidence Act 1984 and related guidance.
- 5.11 Legislation utilised by regulatory and enforcement officers, is often subject to statutory time limits for investigations from the point of discovery or commission of the offence. In all circumstances the Council will abide by these limitations when conducting investigations and when considering any subsequent enforcement actions.
- 5.12 Levels of authorisation are detailed within the Council's Scheme of Delegation is available on the Council's website (www.rotherham.gov.uk) and can also be provided upon request. Within the Scheme of Delegation there is provision for levels of authorisations for certain enforcement actions such as prohibitions, seizures and works in default, which will require case review prior to authorisation.

5.13 All prosecution work, including those which result in appearances at Licensing Board, are subject to case review through the line management arrangements prior to authorisation at section head level. These arrangements are laid out in function specific procedures.

5.14 Alleged offenders and witnesses will be informed of the progress of investigations

6. Decisions on enforcement action

6.1 There are a range of actions that are available to the Council which are set out in legislation.

6.2 For the purposes of this policy, formal enforcement action, includes (see [Appendix C](#)).

- a) Compliance Advice, Guidance and Support;
- b) Voluntary Undertakings;
- c) Statutory (Legal) Notices;
- d) Financial penalties;
- e) Injunctive Actions / Enforcement Orders etc;
- f) Simple Caution;
- g) Prosecution; and
- h) Refusal / Suspension / Revocation of Licences

6.3 Where appropriate additional guidance and codes of practice, including service specific policies and procedures will be taken into consideration.

How decisions are made on enforcement action

6.4 Decisions will take into account matters recognised in section 4.1 of this policy, and also consider and may take formal enforcement action where advice has been ignored.

6.5 Where formal enforcement action is necessary, the most appropriate course of action (from the range of sanctions and penalties available) will be considered with the intention of:-

- protecting public safety
- protecting the environment and animal etc welfare
- changing the behaviour of the offender
- eliminating any financial gain or benefit from non-compliance
- being responsive and considering what is appropriate for the particular offender and issue involved, including punishment and the public stigma that may be associated with a criminal conviction.
- being proportionate to the nature of the offence and harm caused
- restoring the harm caused by non-compliance
- deterring future non-compliance.

6.6 Before formal enforcement action is taken:

- Where appropriate, unless immediate action is required e.g. to prevent the destruction of evidence, or, there is an imminent risk **to the public or employees to unacceptable risk, compromised safety or welfare to the public/employees, environment or animal health and/or sought to obtain an unfair commercial advantage, or another relevant consideration**, there will be an opportunity to discuss the circumstances of the case. This discussion will usually follow an interview under caution if a prosecution is being considered.
 - Where immediate formal enforcement action is taken, which will usually be the service of a written notice, reasons for such action will be given at the time (if possible) and confirmed in writing within 10 working days.
 - Where there are rights of appeal against formal enforcement action, notification of the appeal mechanism will be clearly set out in writing at the time the action is taken.
 - Clear reasons will be given for any formal enforcement action taken, and confirmed in writing.
 - Risk presented from the non-compliance.⁷
- 6.7 Where the responsible person has failed to respond once a breach of legislation has been brought to their attention or the breach is so severe as to present an imminent risk, it is very likely that formal action will be initiated.
- 6.8 The decision to instigate legal proceedings will be determined by a number of factors, including:
- The seriousness of the alleged offence
 - The history of the party concerned
 - The willingness of the business or the individual to prevent a recurrence of the problem and to co-operate with officers
 - Whether it is in the public interest to prosecute
 - Whether there is a realistic prospect of conviction
 - Whether any other action (including other means of formal enforcement action) would be more appropriate or effective
 - The views of any complainant and other persons with an interest in prosecution.
- These factors are NOT listed in order of significance. The rating of the various factors will vary with each situation under consideration.
- 6.9 Where appropriate there will be cooperation and coordination with any relevant regulatory body and/or enforcement agency to maximise the effectiveness of any enforcement.
- 6.10 Where an enforcement matter affects a wide geographical area beyond the Borough boundaries, or involves enforcement by one or more other local

⁷ Section 3.2, [Regulators' Code](#)

authorities or organisations; where appropriate all relevant authorities and organisations will be informed of the matter as soon as possible and all enforcement activity coordinated with them.

6.11 Where the law allows regulation and enforcement will share intelligence relating to wider regulatory matters with other regulatory bodies and enforcement agencies, including:

- (a) Government Agencies.
- (b) Police Forces.
- (c) Fire Authorities.
- (d) Statutory undertakers.
- (e) Other Local Authorities.

6.12 When a decision to take enforcement action against you and;

- you are a business operating in more than one Local Authority area and you have chosen to have a registered Primary Authority Partnership under The Regulator Enforcement Sanctions Act 2008 (The RES Act); and
- the enforcement action proposed is covered by the definition of enforcement action for the purposes of Part 2 of the RES Act

the Council will comply with the agreement provisions for enforcement and notify your Primary Authority of the proposed action.

Your Primary Authority has the right to object to the Council's proposed action in which circumstances either they or the Council may refer the matter to BRDO.

6.13 All regulatory and enforcement actions are subject to review and monitor at varying line management levels dependent upon the action being considered. The degree of scrutiny will depend upon the action being taken and will vary accordingly between established Performance Management Frameworks, through to scrutiny by the Head of Function.

6.14 Investigation Officers are required to escalate to their line manager all (suspected or actual) serious or complex incidents of non-compliance. This includes, and not exclusively, all non-compliance directly impacting on the safety of young and vulnerable persons.

How decisions are communicated to those affected

6.15 Decisions on enforcement actions will be provided in a timely explanation in writing, which will include any rights to representation or rights to appeal, and practical information on the process involved.

7. Enforcement and Regulatory Services (Service Standards)

- 7.1 Whether a business, employee or a member of the public, the Council are committed to providing an efficient, courteous and helpful service. This section explains what standards can be expected of regulatory and enforcement services in Rotherham.

Areas regulated

- 7.2 The enforcement services are delivered in a number of service areas:

Environmental Protection	Trading Standards	Safety at Sports Grounds
Public Health	Licensing	Private Sector Housing
Food, Health and safety	Parking	Highways
Animal Health	Dog Control	Green Spaces
Waste Management	Enviro-Crime	Street Cleansing

How services are delivered

- 7.3 The Council makes a fundamental contribution to public safety and the improvement of public health, quality of life and wellbeing. Our aims are to:
- Protect the public, businesses and the environment from harm
 - Support the local economy to grow and prosper
- 7.4 Activities are determined by assessing the needs of local people, the business community, and considering the risks that require addressing. This is advised through customer satisfaction surveys, feedback from specific customers, interaction with business and public and through using data and other information available to us and our partners. Resources are targeted appropriately, in the light of these local needs and of national priorities.
- 7.5 Details of the current regulatory work programme is available on request either electronically or in paper copy.
- 7.6 The Council is committed to being transparent in our activities and will measure what is important. A range of information about our performance is published. This is available on request either electronically or in paper copy.
- 7.7 Our activities are carried out in a way that supports those regulated by the Council to comply, protect the public and grow. This is done by:
- Providing information, guidance and advice to help legal requirements, (see [Helping you to get it right](#)).
 - Carrying out inspections and other activities to check compliance with legal requirements, and checks are targeted where it is believed they are most needed, (see [Inspections and other compliance visits](#)).
 - Dealing proportionately with breaches of the law as set out in this Enforcement Policy, including taking firm enforcement action when necessary, (see [Responding to non-compliance](#)).

- Providing a range of services to businesses, including Environmental Permitting, Food Premises Registration, Alcohol and Entertainment Licensing, Houses in Multiple Occupation Licensing, and Parking Services, (see [Requests for our service](#)).

Services will be delivered in accordance with the requirements of the [Regulators' Code](#).

Working with Businesses and Individuals

7.8 In all dealings with the Council enforcers and regulators businesses and individuals can be expected to receive an efficient and professional service. Our officers will:

- Be courteous and polite
- Always identify themselves by name, and provide contact details (the exception to this are Civil Enforcement Officers undertaking parking enforcement, who under provisions in the Traffic Management Act Guidance for Local Authorities, should only be identified by their individual officer number).
- Seek to gain an understanding of how a business operates
- Provide details of how to discuss any concerns there may be
- Agree timescales, expectations and preferred methods of communication
- Ensure that information and progress on any outstanding issues is provided.

7.9 Whilst recognising that businesses and individuals will receive advice and inspections from other organisations, wherever possible, coordination and linkages will be made with those agencies to ensure that the best service is provided.

Helping Businesses and Individuals get it right

7.10 The Council wants to work with businesses and individuals to be compliant and successful and it is important that everyone feels able to contact for advice when it is needed. It does not follow that enforcement action will follow just because something is reported to the Council.

7.11 Information and guidance to help make sure legal requirements are met are available on request either electronically or by paper copy.

7.12 Where advice is needed it will be tailored to your particular needs and circumstances. Steps will be taken to:

- Discuss what is required to achieve compliance
- Provide advice that supports compliance and that can be relied on
- Provide clear advice that can be easily understood and implemented
- Distinguish legal requirements from suggested good practice
- Ensure that any verbal advice given is confirmed, if requested, in writing
- Acknowledge good practice and compliance

- For some services there are charges made; these charges are agreed annually by the Council and publicised

Inspections and other compliance visits

7.13 Compliance is monitored and supported in a number of different ways including through inspections, sampling visits, test purchases, advisory visits and complaint investigations. These visits will always be based on an assessment of risk – visits will not be made without a reason.

7.14 Notice that officers intend to visit will be provided, unless there is a specific reason to believe that an unannounced visit is more appropriate, will be given.

7.15 When Council officers visit they will:

- Explain the reason and purpose of the visit
- Carry their identification card at all times, and present it on request when visiting; if they do not – ask to see it.
- Exercise discretion in front of neighbours, and business customers & staff
- Have regard to the business' or person's approach to compliance, and use this information to inform future interactions
- Provide information, guidance and advice , if required, to support statutory obligations are met
- Provide a written record of the visit.

7.16 The Council will allocate resources to where they will be most effective by assessing the priority risks:

- Risk will be considered at every stage when making a decision, including the most appropriate intervention, the way of working, checks on compliance, and when taking enforcement action.
- Assessment of risk will recognise previous compliance history and all available relevant data including relevant external verification.
- Where risk assessment frameworks are designed or reviewed consultation will be carried out with those affected. This approach will cover a range of regulatory activity.
- The effectiveness of regulatory activities and outcomes will be reviewed regularly and adjusted accordingly.

Covert Surveillance, Including the Use and Surveillance of Social Media

7.17 One of the enforcement tools available to public bodies such as the Council is the ability in certain circumstances to:

- (i) Carry out directed surveillance. - This is surveillance that:
 - is covert;
 - conducted for the purposes of a specific investigation or operation;
 - is likely to result in the obtaining of private information about a person; and

- is conducted otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable to seek a court authorisation.
- (ii) Make use of a covert human intelligence source (CHIS), which is a person who:
- establishes or maintains a personal or other relationship with a person for the covert purpose of facilitating the doing of the following;
 - he covertly uses such a relationship to obtain information or to provide access to any information to another person; or
 - he covertly discloses information obtained by the use of such a relationship, or as a consequence of the existence of such a relationship.

The use of these powers is covered by the Regulation of Investigatory Powers Act 2000 (RIPA). The Council will only do this when it is necessary and proportionate to do so to prevent and detect serious crime, is in accordance with the Council's RIPA Policy and is authorised by the Court. The Council's RIPA Policy can be viewed here:

<https://modern.gov.rotherham.gov.uk/documents/s119005/RIPA%20Policy%202019%20-%20Appendix%20A.pdf>.

- 7.18 The internet and social media provide a range of benefits and opportunities to individuals and businesses, and the vast majority of individuals use such opportunities for legitimate purposes.
- 7.19 However, Rotherham MBC recognises that social media sites in particular provide the opportunity for rogue businesses and / or individuals to exploit consumers and avoid traditional approaches to regulation (such as premises inspections). Rotherham MBC therefore considers that in undertaking its enforcement duties, in certain circumstances, authorised officers may be required to undertake reconnaissance and/or surveillance of social media sites / profiles and other websites in order to effectively enforce the relevant statutory requirements.
- 7.20 Simple reconnaissance of such sites is unlikely to interfere with a person's reasonably held expectation of privacy and therefore is not likely to require a directed surveillance authorisation under RIPA. However, if it is necessary to systematically collect and record information about a particular person or group, a directed surveillance should be considered.
- 7.21 Investigating officers will seek legal advice where necessary and always act in accordance with the Council's RIPA Policy and appropriate guidance issued by the Home Office and Regulator. Where it is deemed that a directed surveillance authorisation is required, it will be obtained by the investigating officer before the surveillance / monitoring of social media sites takes place, in accordance with written departmental procedures. Such authorisation will ensure, as far as possible, that authorised officers act lawfully and in a fair and transparent manner.

Responding to non-compliance

7.22 Where failure to meet legal obligations is identified, there be a proportionate response, taking account of the circumstances, in line with this Enforcement Policy.

7.23 Where action is needed to remedy any failings officers will:

- Explain the nature of the non-compliance
- Discuss what is required to achieve compliance, taking into account your circumstances
- Clearly explain any advice, actions required or decisions that have been taken
- Agree timescales that are acceptable to both you and us, in relation to any actions required
- Provide in writing details of how to appeal against any advice provided, actions required or decisions taken, including any statutory rights to appeal
- Explain what will happen next
- Keep in touch with you, where required, until the matter is resolved

Requests for our services

7.24 The services that the Council offer, including details of any fees and charges that apply, are available on request either electronically or in paper copy.

7.25 In responding to service requests, including requests for advice and complaints about breaches of the law, there will be:

- Response to the request within a maximum of 10 working days (this varies within services and compliance activity)
- Advise when a substantive response can be expected
- Seek to fully understand the nature of the request
- Explain what may or may not be possible, so that its clear what the customer can expect
- Keep the person or business informed of progress throughout the Council's involvement
- Keep the person or business Informed of the outcome as appropriate

7.26 A detailed breakdown the both the response and expected resolution time is available on request either electronically or in paper copy. However, please be aware that judgment will be made by officers to determine whether a more prompt response is required.

7.27 The Council's website provides information about all Council services and can be found at www.rotherham.gov.uk.

You can also contact us by:

Email: <https://www.rotherham.gov.uk/forms/form/45/en/enforcement>

General Enquiries: 01709 382121

By post or in person: Rotherham Metropolitan Borough Council,
Customer Services, Riverside House, Main Street,
Rotherham, South Yorkshire, S60 1AE

Opening Times

7.28 Normal working hours are Monday to Friday 8.30 to 5.30pm, however, in response to the working hours of businesses and from information relating to activity and any concerns. Officers will also work at times outside the above core hours to aid compliance and enforcement of standards.

7.29 Officers will seek to work with any person or business in the most appropriate way to meet the individual need. Information is available in different formats, and officers have access to translation and interpretation services.

7.30 If you contact the Council your name and contact details will be taken to enable us to keep in touch as the matter progresses. All contacts with the service will be treated in confidence unless there has been permission to share details with others as part of the matter being dealt with or there is an operational or legal reason to do so. Anonymous complaints will be acted upon and investigated.

7.31 Personal data will be managed in accordance with the Council's Data Protection Policy which can be found at:

https://www.rotherham.gov.uk/info/200031/data_protection_and_freedom_of_information.

Our Teams

7.32 There is a dedicated team of officers who have the appropriate qualifications, skills and experience to deliver the services provided. Arrangements are in place to ensure the ongoing professional competency of all officers.

7.33 Where specialist knowledge is required in an area outside of the Council's expertise arrangements can be made, with both neighbouring authorities and other regulatory organisations, to call on additional resources as necessary.

Working with others

7.34 The Council's aim is for all Council services work together so a streamlined service is provided.

7.35 In Rotherham there is a much wider regulatory system. The Council has working relationships with other regulators such as South Yorkshire Police,

South Yorkshire Fire and Rescue Service, the Health and Safety Executive, and the Environment Agency. This enables officers to deliver a more joined up and consistent service. This includes sharing information and data on compliance and risk, where the law allows, targeting regulatory resources.

- 7.36 Council officers are familiar with the work of our partners and can signpost you to the advice and guidance you need. The Council is a member of the Safer Rotherham Partnership, Yorkshire and Humberside Pollution Advisory Council (YAHPAC), Health and Safety Executive and if you have any comments or concerns regarding the way in which the local regulatory system is operating you can contact the partnership by contacting the Council as above.

8. Review of this policy

- 8.1 Before the Council changes policies that affect regulatory and enforcement functions, the Council will consider as part of its process any potential impacts on businesses. Where there is a perceived significant change of impact then business will be consulted in relation to the changes of policy.⁸
- 8.2 Policies will be reviewed where feedback indicates that improvements or changes may be necessary, or where legislative changes require consideration of policy change, including those policies which are statutorily required.

9. Comments and Complaints

- 9.1 Feedback helps ensure our services meet the needs of the Council's customers so that there can be learning to bring improvements. All views are welcomed whether they be good or whether they suggest improvement is needed. Customer satisfaction surveys, from time to time, are used but feedback can be made at any time.
- 9.2 A number of groups are worked with to help gather opinions to ensure that services are meeting our customer's needs. New members to these groups are always welcomed.
- 9.3 The Council will provide a clearly explained complaints procedure allowing those that are regulated to easily make complaints about the conduct of the regulator, including appeal against a regulatory decision or failure to act in accordance with the Regulators' Code. All complaints about the services offered by the Council will be dealt with in accordance with the Council's formal complaints procedure which is available at: https://www.rotherham.gov.uk/info/200025/complaints/516/complain_about_council_services/2, or in electronic or paper format upon request.⁹
- 9.4 Methods of appeal against regulatory decisions or failure to abide by the Regulators' Code will be clear, impartial, timely, written, and publicised with those regulated against. Officers who took the decision or action against which an appeal is made will not be involved in considering the appeal.

⁸ Section 2.1, [Regulators' Code](#) requires regulators, before changing policies, practices or service standards, to consider the impact on business and to engage with business representatives.

⁹ Section 2.3, [Regulators' Code](#)

- 9.5 There is a willingness to discuss with you the reasons why there has been a particular course of action or why you may have been asked you to act in a particular way. You can contact the named officer that is dealing with your case, or ask to speak to the officer's line manager.
- 9.6 Contact details for comments or complaints about the policy, or the conduct of local authority staff can be made by using any of the contact methods shown in paragraph 7.9 above.

Appendix A: Legislation, Guidance and Codes Used In The Preparation of the Enforcement Policy

A1. Principles of Good Regulation

The Legislative and Regulatory Reform Act 2006, Part 2, requires the Council to have regard to the Principles of Good Regulation when exercising a specified regulatory function.¹⁰ For local authorities, the specified functions include those carried out by our environmental health, trading standards and licensing services.

The Council will exercise our regulatory activities in a way which is:

- (i) **Proportionate** – our activities will reflect the level of risk to the public and enforcement action taken will relate to the seriousness of the offence.
- (ii) **Accountable** – our activities will be open to public scrutiny, with clear and accessible policies, and fair and efficient complaints procedures.
- (iii) **Consistent** – our advice to those regulated will be robust, reliable and similarly advice provided by others will be respected. Where circumstances are similar, a consistent, if possible, approach/action to other local authorities will be followed.
- (iv) **Transparent** – those regulated will be advised appropriately so as to understand what is expected of them and what they can anticipate in return.
- (v) **Targeted** – resources will be focused on higher risk enterprises and activities, reflecting local need and national priorities.

A2. Regulators' Code

The Council has had regard to the [Regulators' Code](#) in the preparation of this policy. In certain instances it may be concluded that a provision in the Code is either not relevant or is outweighed by another provision. It will be ensured that any decision to depart from the Code will be properly reasoned, based on material evidence and documented.

A3. Human Rights Act 1998

The Council is a public authority for the purposes of the Human Rights Act 1998. The principles of the European Convention for the Protection of Human Rights and Fundamental Freedoms will be applied. This Policy and all associated enforcement decisions take account of the provisions of the Human Rights Act 1998. In particular, due regard is had to the right to a fair trial and the right to respect for private and family life, home and correspondence.

A4. Data Protection Act 1998

Where there is a need for the Council to share enforcement information with other agencies, the provisions of the Data Protection Act 1998 will be followed.

¹⁰ Specified by the Legislative and Regulatory Reform (Regulatory Functions) Order 2007, available at www.legislation.gov.uk

A5. The Code for Crown Prosecutors

When deciding whether to prosecute, the Council has regard to the provisions of [The Code for Crown Prosecutors](#) as issued by the Director of Public Prosecutions.

The Code for Crown Prosecutors is a public document that sets out the general principles to follow when decisions are made in respect of prosecuting cases. The Code sets out two tests that must be satisfied commonly referred to as the 'Evidential Test' and the 'Public Interest Test':

- a. **Evidential Test** - is there enough evidence against the defendant?
When deciding whether there is enough evidence to prosecute, the Council will consider what evidence can be used in court and is reliable. There must be enough evidence to provide a 'realistic prospect of conviction' against each alleged offender.
- b. **Public Interest Test** - is it in the public interest for the case to be brought to court?

The Council will balance factors for and against prosecution carefully and fairly, considering each case on its merits. The public interest factors that will be taken into account are detailed under the enforcement options available to us in [Appendix C](#).

A6. Regulatory Enforcement and Sanctions Act 2008 ('the RES Act')

The Regulatory Enforcement and Sanctions Act 2008, as amended, established the Primary Authority scheme. The requirements of the Act will be complied with when enforcement action against any business or organisation that has a primary authority is being considered, and will have regard to guidance issued by the Secretary of State in relation to Primary Authority.

Appendix B: Conduct of Investigations

B1 All investigations will be carried out under the following legislation and in accordance with any associated guidance or codes of practice, in so far as they relate to the Council:

- the Police and Criminal Evidence Act 1984
- the Criminal Procedure and Investigations Act 1996
- the Regulation of Investigatory Powers Act 2000
- the Criminal Justice and Police Act 2001
- Criminal Justice Act 2003
- the Human Rights Act 1998

B2 These Acts and associated guidance control how evidence is collected and used and give a range of protections to citizens and potential defendants.

B3 Our authorised officers will also comply with the requirements of the particular legislation under which they are acting, and with any associated guidance or codes of practice.

B4 All investigations shall be carried out fully to ensure that an appropriate decision as to whether non-compliance or breach of legislation has occurred or is occurring. At all times during an investigation the investigating officer shall notify to their line manager issues whereby it is considered that a full investigation may be being compromised.

B5 Investigation Officers are required to escalate to their line manager all (suspected or actual) serious or complex incidents of non-compliance or risk to public safety. This includes, and not exclusively, all non-compliance directly impacting on the safety of young and vulnerable persons.

B6 All investigations will be carried out to ensure full compliance with appropriate discharge in accordance to Appendix C. The person making, or affected by a complaint against the activity of a business or person that has been investigated will be notified of the outcome of the investigation, including the intervention given.

Appendix C: Enforcement Actions available to the Council in Respect of Criminal and Civil breaches

C1 Compliance Advice, Guidance and Support

The Council uses compliance advice, guidance and support as a first response in the case of many breaches of legislation that are identified. Advice is provided, sometimes in the form of a warning letter, to assist individuals and businesses in rectifying breaches as quickly and efficiently as possible, avoiding the need for further enforcement action. A warning letter will set out what should be done to rectify the breach and to prevent re-occurrence. If a similar breach is identified in the future, this letter will be persuasive in considering the most appropriate enforcement action to take on that occasion. Such a letter cannot be cited in court as a previous conviction but it may be presented in evidence.

The Council recognises that where a business has entered into a partnership with a primary authority, the primary authority will provide compliance advice and support, and the Council will take such advice into account when considering the most appropriate enforcement action for it to take. It may discuss any need for compliance advice and support with the primary authority.

Where more formal enforcement action, such as a simple caution or prosecution, is taken, the Council recognises that there is likely to be an ongoing need for compliance advice and support, to prevent further breaches.

C2 Voluntary Undertakings

The Council may accept voluntary undertakings that breaches will be rectified and/or recurrences prevented. The Council will take any failure to honour voluntary undertakings very seriously and enforcement action is likely to result.

C3 Statutory (Legal) Notices

In respect of many breaches the Council has powers to issue statutory notices. These include: 'Abatement Notices', 'Prohibition Notices', 'Emergency Prohibition Notices', and 'Improvement Notices'. Such notices are legally binding. Failure to comply with a statutory notice can be a criminal offence and may lead to prosecution and/ or, where appropriate, the carrying out of work in default.

A statutory notice will clearly set out actions which must be taken and the timescale within which they must be taken. It is likely to require that any breach is rectified and/or prevented from recurring. It may also prohibit specified activities until the breach has been rectified and/or safeguards have been put in place to prevent future breaches. Where a statutory notice is issued, an explanation of the appeals process will be provided to the recipient.

Some notices issued in respect of premises may be affixed to the premises and/or registered as local land charges.

C4 Financial penalties

The Council has powers to issue fixed penalty notices, penalty charge notices and monetary penalties in respect of some breaches of legislation. A fixed penalty notice, penalty charge notice or monetary penalty is not a criminal fine, and does not appear on an individual's criminal record. If a fixed penalty, penalty charge notice or monetary penalty is not paid, the Council may, however, commence criminal proceedings or take other enforcement action in respect of the breach or take civil enforcement action to recover the value of the fixed penalty, penalty charge or monetary penalty subject to the provisions of the relevant legislation.

If a fixed penalty, penalty charge notice or monetary penalty is paid in respect of a breach, the Council will not take any further enforcement action in respect of that breach. Payment of the penalty does not provide immunity from prosecution in respect of similar, continuing or recurrent breaches.

The Council is only able to issue a fixed penalty notices, penalty charge notices and monetary penalties where it has specific powers to do so. If fixed penalty notices are available, their issue is at the Council's discretion. In some circumstances, in particular where breaches are serious or recurrent, it may be that prosecution is more appropriate than the issue of a fixed penalty notice.

In specific instances dictated by regulation, the Council has powers to issue monetary penalties. In some cases the Council has discretion in the level of monetary penalty to impose. Where regulation makes provision for the Council to receive representations in respect of a charge, the Council will inform recipients how to make representation and provide guidance on what might be relevant issues. Any representation received will be reviewed in a timely manner within the terms of the regulation, the requirements of this policy and based on the reasonableness of the charge on a case by case basis.

If the Council deems fit it may confirm, vary or quash a monetary penalty.

C5 Injunctive Actions, Enforcement Orders etc.

In some circumstances the Council may seek a direction from the court (in the form of an order or an injunction) that a breach is rectified and/or prevented from recurring. The court may also direct that specified activities be suspended until the breach has been rectified and/or safeguards have been put in place to prevent future breaches.

Failure to comply with a court order constitutes contempt of court, a serious offence which may lead to imprisonment.

The Council is required to seek enforcement orders after issuing some enforcement notices, providing the court with an opportunity to confirm the restrictions imposed by the notice. Otherwise, the Council will usually only seek a court order if it has serious concerns about compliance with voluntary undertakings or a notice.

C6 Simple Caution

The Council has the power to issue simple cautions (previously known as ‘formal cautions’) as an alternative to prosecution for some less serious criminal offences, where a person admits an offence and consents to the simple caution. Where a simple caution is offered and declined, the Council will consider prosecution.

A simple caution for a criminal offence will appear on the offender’s criminal record. It is likely to influence how the Council and others deal with any similar breaches in the future, and may be cited in court if the offender is subsequently prosecuted for a similar offence. If a simple caution is issued to an individual (rather than a corporation) it may have consequences if that individual seeks certain types of employment.

Simple cautions will be used in accordance with Ministry of Justice “Simple Cautions for Adult Offenders” 14th November 2013 (replacing earlier version dated 8th April 2013, which replaced Home Office Circular 016/2008) and other relevant guidance.

C7 Prosecution

The Council may prosecute in respect of serious or recurrent breaches, or where other enforcement actions, such as voluntary undertakings or statutory notices have failed to secure compliance. When deciding whether to prosecute, the Council has regard to the provisions of [The Code for Crown Prosecutors](#) as issued by the Director of Public Prosecutions.

Prosecution will only be considered where the Council is satisfied that it has sufficient evidence to provide a realistic prospect of conviction against the defendant(s).

Before deciding that prosecution is appropriate, the Council will consider all relevant circumstances carefully and will have regard to the following public interest criteria:

- a) Seriousness of the offence committed
- b) The level of culpability of the suspect
- c) The circumstances of, and the harm caused to the victim?
- d) Was the suspect under the age of 18 at the time of the offence?
- e) What is the impact on the community?
- f) Is prosecution a proportionate response?
- g) Do sources of information require protecting?

A successful prosecution will result in a criminal record. The court may impose a fine and in respect of particularly serious breaches a prison sentence. The court may order the forfeiture and disposal of non-compliant goods and/or the confiscation of any profits which have resulted from the breach. Prosecution may also lead, in some circumstances, to the disqualification of individuals from acting as company directors.

C8 Refusal/Suspension/Revocation of Licences

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

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

C9 Enforcement options available in relation to Sports Grounds**Reduction in capacity**

Reducing the capacity of all, or part of, a sports ground is a formal action which would be appropriate in the following situations:

- if an incident suggests that the management of a sports ground is performing poorly; or
- if the Council's inspecting personnel identify any deficiencies in the fabric, equipment, records or management systems, which the authority has not already taken into account when accepting or calculating the permitted capacity.

Any new capacity should be properly calculated having regard to the change in circumstances and the procedures to be followed will be the same as during the routine annual review of the safety certificate. Ground management should be invited to submit its proposed revised Physical (P) or Safety (S) factor, but the Council reserve the right to overrule this if appropriate.

When reducing a capacity it is important that

- officers act reasonably and in accordance with due process, not least because the certificate holder has a right of appeal against any reduction in capacity; and
- a formal amendment to the safety certificate is issued.

Once the remedial measures or improvements have been implemented consideration should be given to restoring the original capacity.

Prohibition notice

Unlike the other provisions of the 1975 and 1987 Acts, the power to issue a prohibition notice applies to all sports grounds, as defined in section 17 of the 1975 Act, including those that are neither designated nor contain a regulated stand. Section 10 of the 1975 Act empowers the Council to issue a prohibition notice in respect of all or part of any sports ground if it considers that "the

admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious, that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the sports ground or that part of the sports ground ought to be prohibited or restricted”.

A prohibition notice is therefore a measure of last resort and should only be used where an amendment of the safety certificate (where issued) is not considered an effective way of dealing with the risk(s).

When issuing a prohibition notice consideration should be given as to whether the risk to spectators is or may be imminent and if so the notice should take effect as soon as it is served. In all other cases it should come into force at the end of the period specified in the notice.

A prohibition notice must specify:

- the nature of the risk to spectators; and
- the number of spectators that may be admitted to the sports ground, or any part of the sports ground, until appropriate steps have been taken to address those risks.

The notice may also include directions as to the steps which will have to be taken to reduce the risk to a reasonable level. Under the Environment and Safety Information Act 1988 the local authority is required to keep a register of any prohibition notices that it has issued.

Appendix D: Policy for the Use of Civil Penalty and Rent Repayment Orders



Policy for the Use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004

January 2018

Rotherham Metropolitan Borough Council

Policy for the Use of Civil Penalty and Rent Repayment Orders under the Housing Act 2004.

This policy is supplementary to the Council's General Enforcement Policy, which was approved by Cabinet in September 2019.

The purpose of this policy is to set out the framework within which decisions will normally be made with regard to applying for a Rent Repayment Order and to issuing civil penalties in relevant cases. This policy may be departed from where the circumstances so justify. Each case will be dealt with on its own merits, having regard to its particular circumstances.

This policy is designed to ensure transparency, consistency and fairness in how and when civil penalties are imposed and Rent Repayment Orders are pursued.

Civil Penalties under the Housing and Planning Act 2016

When introducing civil penalties through the Housing and Planning Act 2016, Government Ministers made it very clear that they expect local housing authorities to use their new powers robustly, as a way of clamping down on rogue landlords.

In the House of Commons, Marcus Jones MP (Parliamentary Under Secretary of State at the Department for Communities and Local Government) stated:

'[it is necessary to] clamp down on rogue landlords, so the civil penalty [has been increased] up to a maximum of £30,000" because a smaller fine may not be significant enough for landlords who flout the law to think seriously about their behaviour and provide good quality, private sector rented accommodation for their tenants'.

This policy should be read alongside the Council's, 'General Enforcement Policy' and sets out how Rotherham Borough Council will determine the level of financial (civil) penalty in individual cases, once the decision to impose a financial penalty has been made.

Determining if a civil penalty can be applied the following must be considered:

A). Civil penalty is only available for the following offences under the Housing Act 2004:

- Failure to comply with an Improvement Notice (section 30);
- Offences in relation to licensing of Houses in Multiple Occupation (section 72);
- Offences in relation to licensing of houses under Part 3 of the Act (section 95);
- Offences of contravention of an overcrowding notice (section 139)
- Failure to comply with management regulations in respect of Houses in Multiple Occupation (section 234). A separate offence is committed for each regulation breached.

NB. Breach of a Prohibition Order can only be addressed by prosecution, however a Rent Repayment Order must be considered after a successful prosecution and may be considered before prosecution.

B). The criminal burden of proof (beyond reasonable doubt) must have been achieved. Consideration should be given to the Code for Crown Prosecutors in making this judgement.

C). If a civil penalty is the appropriate disposal for the individual case or if prosecution would be more appropriate. An authority cannot issue a civil penalty and prosecute for the same offence. Though multiple civil penalties are possible where multiple offences are committed. The effect of the civil penalty is that the offender will not receive a criminal record or be publically named for the offence. However the civil penalty should not be seen as a soft option and can be used for serious offenses if it is considered that they will offer the most appropriate punishment and deterrent in a specific case.

The following factors are some of the issues which should be considered in determining if a civil penalty or prosecution should be applied to an individual offence.

- The severity of the offence and the resulting potential harm
- The offending history of the alleged offender
- If the offence was committed by mistake or with knowledge
- The health and capacity of the alleged offender
- The public interest in taking the alleged offender into court where the offence will be publicised and the individual held to account in public.
- The likely impact of Court action verses a civil penalty, in deterring further offending.

Determining the level of civil penalty which should be applied:

The Government recommends that, in order to ensure that the civil penalty is set at an appropriate level, the local housing authority produces its own policy to ensure fair and transparent application of penalties.

The Council has based its level of civil penalty on the Governments guidance and the principles set out in the Sentencing Council Health and Safety Offences, Corporate Manslaughter and Food Safety and Hygiene Offences Definitive Guideline. This sentencing guidance issued by the Sentencing Council is considered appropriate to the type of offence likely to be considered under this Policy. The Sentencing Council have set out a range of fines which are linked to the culpability of the offender and the actual and potential harm resulting from the offence.

Relevant Considerations**A). Severity of offence**

The more serious the offence, the higher the civil penalty should be.

B).The culpability and track record of the offender

A higher penalty will be appropriate where the offender has a history of failing to comply with their obligations and/or their actions were deliberate and/or they knew, or ought to have known, that they were in breach of their legal responsibilities. Landlords are running a business and should be expected to be aware of their legal obligations. Relevant previous offences include property related offences, offences relating to drugs, violence, discrimination or fraud, consideration should be given to the nature of the offence and what bearing it could have on the management of a privately rented property.

C). The harm caused to tenants

This is a very important factor when determining the level of penalty. The greater the harm or the potential for harm (this may be as perceived by the tenant), the higher the amount should be when the local housing authority imposes a civil penalty.

D). The punishment of the offender

A civil penalty should not be regarded as an easy or lesser option compared to prosecution. While the penalty should be proportionate and reflect both the severity of the offence and whether there is a pattern of previous offending, it is important that it is set at a high enough level to help ensure that it has a real economic impact on the offender and demonstrates the consequences of not complying with their responsibilities. The offender's financial means is a material consideration when determining the level of penalty which will represent an appropriate punishment to that individual.

E). Whether it will deter the offender from repeating the offence

The ultimate goal is to prevent any further offending and help ensure that the landlord fully complies with all of their legal responsibilities in future. The level of the penalty should therefore be set at a high enough level such that it is likely to deter the offender from repeating the offence.

F). Whether it will deter others from committing the offence

While the fact that someone has received a civil penalty will not be in the public domain, it is possible that other landlords in the local area will become aware through informal channels when someone has received a civil penalty. An important part of deterrence is the realisation that;

(a) the local housing authority is proactive in levying civil penalties where the need to do so exists and (b) that the level of civil penalty will be set at a high enough level to both punish the offender and deter repeat offending.

G). Whether it will remove any financial benefit the offender may have obtained as a result of committing the offence

The guiding principle here should be to ensure that the offender does not benefit as a result of committing an offence, i.e. it should not be cheaper to offend than to ensure a property is well maintained and properly managed.

H). The cost to the Council of the enforcement action

The cost of investigating the offence(s) and preparing the case for formal action, together with any costs that it incurs in defending its decision at the First-tier Tribunal.

The actual level of the penalty will be initially determined using an assessment of **culpability** and **harm** factors described in the tables below. Where an offence does not fall squarely into a category, individual factors may require a degree of weighting to make an overall assessment.

Culpability

<i>Very high (Deliberate Act)</i>	Where the offender intentionally breached, or flagrantly disregarded, the law e.g. failure to comply with improvement notice. A person who has a high public profile and knew their actions were unlawful
<i>High (Reckless Act)</i>	Actual foresight of, or wilful blindness to, risk of offending but risk nevertheless taken e.g. failure to comply with HMO Management Regulations.
<i>Medium (Negligent Act)</i>	Offence committed through act or omission which a person exercising reasonable care would not commit e.g. failure to complete all items on a schedule of works within the required timescale.
<i>Low</i>	Offence committed with little fault e.g. <ul style="list-style-type: none"> significant efforts were made to address the risk although they were inadequate on this occasion. there was no warning/circumstance indicating a risk. failings were minor and occurred as an isolated incident. Obstruction by tenant or tenant damage.

Harm

The table below contains a non-exhaustive list of factors relating to both actual harm and risk of harm. Dealing with a risk of harm involves consideration of both the likelihood of harm occurring and the extent of it if it does. Guidance in this area is available in the 'Housing Health and Safety Rating System Operating Guidance'

<i>Category 1 – High Likelihood of Harm</i>	<ul style="list-style-type: none"> Serious adverse effect(s) on individual(s) and/or having a widespread impact High risk of an adverse effect on individual(s) – including where persons are vulnerable
<i>Category 2 – Medium Likelihood of Harm</i>	<ul style="list-style-type: none"> Adverse effect on individual(s) (not amounting to Category 1) Medium risk of an adverse effect on individual(s) or low risk of serious adverse effect The Council and/or legitimate landlords or agents

RMBC General Enforcement Policy

	substantially undermined by offender's activities <ul style="list-style-type: none"> • The Council's work as a regulator to address risks to health is inhibited • Consumer/tenant misled to their prejudice
<i>Category 3- Low Likelihood of Harm</i>	<ul style="list-style-type: none"> • Low risk of an adverse effect on individual(s) • Public misled but little or no risk of actual adverse effect on individual(s)

Having determined the **category**, the appropriate level of civil penalty within the category will be assessed from the **starting point for that category and** further adjusted, if necessary, within the category range for aggravating and mitigating features determine by reference to the guidance in 'Relevant Considerations' above, the cost of enforcement and any other relevant aggravating or mitigating factor relevant to the case including the offender's ability to pay.

The table below gives the starting points, minimum and maximum financial penalties for each harm category and level of culpability before adjustment.

	Starting Point	Range	
		Min	Max
Low culpability			
Harm Category 3	£50	£25	£175
Harm Category 2	£125	£50	£350
Harm Category 1	£300	£125	£750
Medium culpability			
Harm Category 3	£350	£175	£750
Harm Category 2	£1000	£350	£2000
Harm Category 1	£2500	£750	£4500
High culpability			
Harm Category 3	£1000	£500	£2250
Harm Category 2	£3000	£1000	£5500
Harm Category 1	£6250	£2500	£12500
Very high culpability			
Harm Category 3	£2500	£1250	£4500
Harm Category 2	£6250	£2500	£12500
Harm Category 1	£15000	£6250	£30000

Obtaining financial information

The statutory guidance advises that local authorities should use their existing powers to, as far as possible, make an assessment of a landlord's assets and any income (not just rental income) they receive when determining an appropriate penalty.

In setting a financial penalty, the Council may conclude that the offender is able to pay any financial penalty imposed unless the Council has obtained or the offender has supplied any financial information to the contrary. An offender will be expected to disclose to the Council such data relevant to his financial position to enable the Council to assess what an offender can reasonably afford to pay. Where the Council is not satisfied that it has been given sufficient reliable information, the Council will

be entitled to draw reasonable inferences as to the offender's means from evidence it has received and from all the circumstances of the case ***which may include the inference that the offender can pay any financial penalty***. It is important that the final penalty removes the advantage gained by the offence and that the level has a punitive and deterrent effect based on the perpetrator having regard to their specific circumstances.

For illustration;

As many offenders will be owners of one or more properties, they are likely to have assets that they can sell or borrow against. Property values and rental incomes have consistently increased over the long term, so in the majority of cases those offenders with mortgaged properties are likely to have value in the property that can be released. Therefore, if an offender claims that they are unable to pay a financial penalty and show that their income is small, consideration should be given to properties owned that can be sold or refinanced.

Reductions / Discounts in the level of civil penalty

Circumstance for discount	% Reduction
Where an offender completes all outstanding works to the satisfaction of the council, before the Notice of Intent expires, e.g. 28 days from service, and pays the civil penalty in full within 14 days of the 'Final Notice'.	The Offender can request a reduction of the calculated Civil penalty. Where the offender has been seen to cooperate in the latter stages of enforcement, the Assistant Director of Environment and Street Scene, may at their discretion, apply a discount of up to a maximum of 20% of the calculated Civil penalty.

Documentation

Civil penalties must be fully document. All issues considered against the areas discussed above must be recorded. This level of detailed justification will be required to explain to the recipient the level of civil penalty and to any subsequent Appeal Hearing.

The Process for issuing a civil penalty

The investigating officer will produce a prosecution case file, presenting evidence to satisfy the criminal burden of proof. The officer will discuss with their Principal Officer which is the most appropriate disposal of the offence, with reference to this Policy and the General Enforcement Policy.

Where a civil penalty is considered the appropriate remedy, the investigating officer will;

- Cost all enforcement activity.
- Identify the adjusted level of civil penalty justified in the specific case.
- Record the reasons for the level of penalty including any adjustments

- Refer case to the Head of Service for authority to proceed to a civil penalty.
- Service notice of the Council's proposal ('notice of intent') to impose a financial penalty.

The notice of intent must set out:

- the amount of the proposed financial penalty;
- the reasons for proposing to impose the penalty; and
- information about the right of the landlord to make representations.

The Notice of Intent must be given no later than 6 months after the Council has sufficient evidence of the conduct to which the penalty relates or at any time when the conduct is continuing.

NB. Where a civil penalty is issued the offence is considered discharged. However, if the defects persist, a further Improvement Notice can then be served and enforced if that is not complied with, opening the possibility of a further civil penalty or a prosecution.

What happens after a person receives a notice of intent?

A person who is given a Notice of Intent may make written representations to the local housing authority about the intention to impose a financial penalty; Any representations must be made within 28 days from when the notice was given.

The written representation should be sent to;

Assistant Director of Community Safety and Street Scene,
Riverside House,
Main Street,
Rotherham.
S60 1EA

The Assistant Director may confirm, vary or withdraw a charge based on the information provide in a representation.

Information which will be considered will include but not be limited to;

- Number of properties owned
- Level of cooperation with the Council
- Period of time the property has been let
- Personal financial circumstances
- History of compliance with Housing Legislation
- Membership of a professional body
- Efforts made to try to comply
- Any reason that indicates the charge has been made unreasonably

What happens after representations (if any) have been made?

After the end of the period for representations, the local housing authority must decide whether to impose a penalty and, if so, the amount of the penalty.

If the local housing authority decides to impose a financial penalty, it must give the person a notice ('final notice') requiring that the penalty is paid within 28 days.

The 'Final Notice' must contain;

The final notice must set out:

- the amount of the financial penalty;
- the reasons for imposing the penalty;
- information about how to pay the penalty;
- the period for payment of the penalty (28 days);
- information about rights of appeal; and
- the consequences of failure to comply with the notice.

Can the local housing authority withdraw or amend the notice?

The local housing authority may at any time:

- withdraw a notice of intent or final notice; or
- reduce the amount specified in a notice of intent or final notice.

Right of appeal

A person who receives a final notice may appeal to the First-tier Tribunal against:

- the decision to impose a penalty; or
- the amount of the penalty.

The First-tier Tribunal has the power to confirm, vary (increase or reduce) the size of the civil penalty imposed by the local housing authority, or to cancel the civil penalty. If the First-tier Tribunal decides to increase the penalty, it may only do so up to a maximum of £30,000. Appeal rights are contained within Schedule 13A to the Housing Act 2004. The First-tier Tribunal can dismiss an appeal if it is satisfied that the appeal is frivolous, vexatious or an abuse of process, or has no reasonable prospect of success.

If a person appeals, the final notice is suspended until the appeal is determined or withdrawn.

Recovery of Penalty Charge

The local housing authority **will** recover any unpaid civil penalty charge on the order of the County Court, as if payable under an order of that Court, as laid out in the '2016 Act'. The Local Housing Authority will use county court bailiffs to enforce the order and recover the debt.

Rent Repayment Orders

A rent repayment order is an order made by the First-tier Tribunal requiring a landlord to repay a specified amount of rent. First introduced for licensing offences in the Housing Act 2004 have now been extended through the Housing and Planning Act 2016 to cover a much wider range of offences, described below.

- Failure to comply with an Improvement Notice (under section 30 of the Housing Act 2004)

- Failure to comply with a Prohibition Order (under section 32 of the Housing Act 2004)
- Breach of a banning order made under section 21 of the Housing and Planning Act 2016 (due to be enacted in November 2017);
- Using violence to secure entry to a property (under section 6 of the Criminal Law Act 1977)
- Illegal eviction or harassment of the occupiers of a property (under section 1 of the Protection from Eviction Act 1977)

A rent repayment order can be made against a landlord who has received a civil penalty in respect of an offence, but only at a time when there is no prospect of the landlord appealing against that penalty.

The Council **must consider** a rent repayment order after a person is the subject of a successful civil penalty and in most cases the Council will subsequently make an application for a rent repayment order to recover monies paid through Housing Benefit or through the housing element of Universal Credit. See below for further detail.

Rent Repayment Orders under the Housing and Planning Act 2016

Rent Repayment Orders (RRO's)

A Rent Repayment Order is defined in section 40(2) of the Housing and Planning Act 2016 as an order requiring the landlord under a tenancy of housing to –

- (a) repay an amount of rent paid by a tenant, or
- (b) pay a local housing authority an amount in respect of a relevant award of universal credit paid (to any person) in respect of rent under the tenancy.

NB. The reference to universal credit or a relevant award of universal credit includes housing benefit under Part 7 of the Security Contributions and Benefits Act 1992 pending its abolition. The Council as the local housing authority has **a duty under** section 48 of the Housing and Planning Act 2016 to consider applying to the First-tier Tribunal ('the Tribunal') for a Rent Repayment Order in cases where an offence from the list below has been committed.

Offences for which a Rent Repayment Order can be obtained:-

- Failure to comply with an **Improvement Notice**, contrary to section 30(1) of the Housing Act 2004 (served under the Housing Act 2004)
- Failure to comply with a **Prohibition Order** etc., contrary to section 32(1) of the Housing Act 2004 (served under the Housing Act 2004)
- Being a person having control of or managing a **house in multiple occupation** (HMO) which is required to be licensed under Part 2 of the Housing Act 2004 but **which is not so licensed**, contrary to section 72(1) of the Housing Act 2004

- Being a person having control of or managing a house which is **required to be licensed under Part 3** of the Housing Act 2004 **but is no so licensed**, contrary to section 95(1) of the Housing Act 2004
- **Using violence to secure entry to a property**, contrary to Section 6(1) of the Criminal Law Act 1977
- **Illegal eviction or harassment** of the occupiers of a property, contrary to section 1(2), (3) or (3A) of the Protection from Eviction Act 1977
- **Breach of a banning order** made under section 21 of the Housing and Planning Act 2016 (not yet in force but scheduled to be 1 October 2017)

The offences under the Housing Act 2004 must relate to hazards within occupied premises and not common parts only. The offence must have been committed on or after 6th April 2017. A RRO can be applied for whether or not the landlord has been convicted.

Evidence of commission

Where there has been a conviction, a certificate of conviction will suffice to establish commission of the specified offence. In the absence of a conviction, the Tribunal will need to be satisfied beyond reasonable doubt that the landlord committed the specified offence. Officers shall have regard to the Crown Prosecution Service Code for Crown Prosecutors (see Code for Crown Prosecutors) in order to establish whether there is likely to be sufficient evidence to secure a conviction and therefore to establish the necessary burden of proof to the Tribunal.

Statutory Guidance

In deciding whether to apply for a RRO, the Council must under section 41(4) of that Act have regard to any guidance issued by the Secretary of State (see the DCLG document 'Rent Repayment orders under the Housing and Planning Act 2016 – Guidance for Local Housing Authorities' - Rent Repayment Orders Guidance).

Assistance

Council officers may offer advice to tenants who are eligible to claim a RRO in respect of rent paid themselves but in such cases, the tenant will usually be referred direct to Derbyshire Law Centre or other appropriate bodies for further support.

Considerations for decision as to whether to apply for a RRO

Council officers are granted powers and duties to deliver proportionate and targeted enforcement. It is vital that regulatory resource is used consistently and to best effect by ensuring that resources are targeted on addressing the highest risks. The use of RRO's is only to be used where considered appropriate.

The objective of an application for a Rent Repayment Order is not only to issue a punishment as a consequence of non-compliance with the law, but also to deter the offender and others in a similar position from repeat offences.

If a conviction for the Offence or a civil penalty has been obtained then it is normally expected that a Rent Repayment Order will be pursued where the Council have paid housing benefit, or the housing element of Universal Credit. The Tribunal must, in these cases, order that the maximum amount (12 months) of rent be repaid in these circumstances

In determining if application for a Rent Repayment Order is appropriate, following questions shall be considered:

TABLE 1

No.	Question	Yes or No
1.	Has the offender been prosecuted and convicted of a relevant offence in Court?	If yes, make an RRO application. If no go to step 2.
2.	Has evidence been obtained from Benefits to confirm that Housing Benefit has been paid by RMBC over the last 12 months?	If no – no case for RRO. If yes, proceed to step 3.
3.	Does the LA have sufficient evidence to prove 'beyond reasonable doubt' that a relevant offence has been committed? Is the evidence reliable? Is there no credible defence?	If no – case closed, do not pursue. If yes, proceed to step 4.
4.	Is it in the public interest to proceed to apply for an RRO? (consider the level of harm that has been caused)	If no – case closed, do not pursue. If yes, proceed to step 5.
5.	Is pursuing an RRO proportionate to the offence?	If no – case closed, do not pursue. If yes, proceed to step 6.
6.	Does the offender have any previous convictions?	If yes – proceed to RRO. If no, proceed to step 7.
7.	Where no previous offence – is the issuing of a RRO likely to deter from future offences?	If yes – proceed to RRO. If no, consider closing and not pursuing.
8.	RRO Would the issuing of a RRO cause substantial hardship to the offender, and are there mitigating circumstances to suggest the LA should not proceed?	If Yes, complete notes to justify reason not to pursue. If no, proceed to RRO application
9.	Are there any other factors that would indicate the Council should not proceed with the issuing of the RRO	If Yes, complete notes to justify reason not to pursue. If no, proceed to RRO application

If the conclusion is yes to pursue RRO, then the amount to be reclaimed should be determined by considering the factors in the table below.

If the offender has already been convicted of the offence, then the amount shall automatically be determined as 12 months rental income.

If no conviction has been obtained, but the decision has been made to pursue RRO, the factors in the table below should be considered to determine a sum. The amount of rent to be repaid cannot exceed the amount actually collected. Where the tenant is in receipt of Universal Credit, the formula provided in the DCLG guidance in relation to RRO's shall be followed.

TABLE 2

1.	Punishment of the offender – the RRO should have a real economic impact on the offender and demonstrate consequences of non-compliance with their responsibilities. Consider the conduct of landlord and tenant, financial circumstances of landlord and whether landlord has previous convictions
2.	Deter the offender from repeating the offence – level of RRO must be high enough to deter offender from repeating
3.	Dissuade others from committing similar offences – RRO will be in the public domain. Robust and proportionate use is likely to help others comply with their responsibilities.
4.	Remove any financial benefits that the offender may have obtained as a result of the offence – landlord should be losing the benefits that he has accrued whilst not complying with their responsibilities
5.	Is there any other factor the Council considers should be taken into account.

Consideration of the above points will determine whether the full amount of rent should be reclaimed or whether there are mitigating circumstances, this will depend on the severity of the offence and whether this justifies 12 months of non-payment of rent.

If there are mitigating circumstances, then a deduction should be applied from the full 12 months. The amount payable under a RRO is recoverable as a debt.

Officers must fully document the reasons for making the decision to apply based on tables 1&2, as this will be required for the application to the First Tier Tribunal. Application will be made via legal services.

Further Guidance

- The Housing and Planning Act 2016
- Civil penalties under the Housing and Planning Act 2016

Guidance for Local Housing Authorities - Department for Communities and Local Government published April 2017

- **Rotherham MBC's General Enforcement Policy**
- The Rent Repayment Orders and Financial Penalties (Amounts Recovered) (England) Regulations 2017
- Sentencing Council -Health and Safety Offences, Corporate Manslaughter and Food Safety and Hygiene Offences Definitive Guideline

Appendix 2 Consultation Comments Received

Comments Received
<p>Not sure how much of this is the council's responsibility. Priorities are education and housing - and also libraries.</p>
<p>Perhaps the council could reintroduce free collection of unwanted household items, such as sofas, fridges etc., thereby reducing the need for using the potentially rogue traders.</p> <p>I should like to see a cost comparison between providing this free service and the costs of dealing with the increasing fly-tipping....both in practical terms, e.g. monitoring and cleaning up sites as well as enforcement costs.</p> <p>Whatever budget may be set aside to pay staff to monitor social media may well be more effectively spent in providing a free or at least a cheaper collection service.</p>
<p>I travel fairly regularly between Wickersley and Aston via Morthen and am appalled by the fly-tipping which takes place around Upper Whiston. The council continues to make good progress with prosecutions but should, perhaps, advertise its role in bulky waste removal more widely</p>
<p>The council should enforce rubbish in gardens of private owners.</p>
<p>Hopefully this will enable to significantly reduced fly tipping in the borough</p>
<p>There are existing organisations which should be fulfilling these roles - Trading Standards / Environment Agency - Maybe the council could be working with these other organisations to facilitate enforcement.</p>
<p>Council should investigate private hire vehicles licensed in other areas working in Rotherham, need more enforcement to have proper in depth information and accountability of private hire operators, with sub-contracting abuse of triple licence, current pho are abusing the loophole.</p> <p>Licensing service needs to be vigilant and active.</p>
<p>The council has no business in fishing for information on social media just so they can set fines and prosecutions. These sort of regulations will only discourage people from setting up businesses and will only serve to monopolise local government.</p>

I agree with the questions but always worry about the culture of council processes where they will expand to encompass a far greater spectrum than originally intended. The outcome of which could be innocent traders and members of the public are targeted.

I would also like to see a more overt approach to apprehending these people by the use of surveillance cameras. I have reported incidents of fly tipping on several occasions all of which have been in the same place [Grange Lane] so that locating cameras here, for example, would be relatively straightforward. Surely there can be no better incentive to end this illegal practice than to have a few hefty fines levied and make an example of the offenders. The cost of removal to the Council, and ultimately to me as a council tax payer, must be significant. As such I am wholeheartedly in favour of using any means possible to reduce the impact of this activity.

Stop Wasting Time and Money on This! Use Resources for Better Purposes. Resolve fly tipping simply by providing an accessible free designated tipping area, then concentrate resources and efforts on the more useful necessary activities To Residents.

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: Amendment to the General Enforcement Policy

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 amendment to the Council's General Enforcement Policy to include provision to utilise surveillance of social media as an investigatory tool in respect of criminal offences.

Consultation undertaken demonstrates that a significant majority of respondents to the consultation agreed that it would be appropriate for the Council to use such investigatory tools.

Enforcement actions and activity can impact on individuals with protected characteristics particularly those with disabilities. However, the Policy applies to legislation which has been nationally developed and implemented; issues in relation to enforcement where disabilities are apparent they are mitigated through case law and enforcement practice.

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	22 nd 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	22 nd 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	22 nd July 2019