

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

- Date and Time :-** Wednesday, 27 November 2019 at 11.00 a.m.
- Venue:-** Town Hall, Moorgate Street, Rotherham.
- Membership:-** Councillors Cowles, Cusworth, R. Elliott, Jarvis, Jepson, Keenan, Mallinder, Steele (Chair), Taylor, Tweed, Walsh and Wyatt.

As this meeting will taken place during the pre-election period before the UK Parliamentary Election on 12 December 2019, it will not be webcast live or recorded for future broadcast..

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.

AGENDA

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Questions from Members of the Public and the Press

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

4. Exclusion of the Press and Public

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

For Information/Monitoring:-

5. Update on the implementation of recommendations arising from the scrutiny review of Agency, Consultancy and Interim Staff (Pages 1 - 8)

Cabinet Portfolio:- Corporate Services and Finance

Strategic Directorate:- Assistant Chief Executive

6. Outcomes from Adult Social Care Workshop (Pages 9 - 13)

To consider a briefing outlining the outcomes from a recent workshop with Scrutiny Members in respect of Adult Social Care services.

7. Youth Cabinet/Young People's Issues

To receive an update on the activities of the Youth Cabinet and other Young People's Issues.

8. Work in Progress - Select Commissions

To receive updates from the Chairs of the Select Commission on work undertaken and planned for the future.

**9. Forward Plan of Key Decisions - November 2019 to January 2020
(Pages 14 - 22)**

To review and identify items for pre-decision scrutiny from the Forward Plan of Key Decisions covering the period from November 2019 to January 2020.

10. Call-in Issues

To consider any issues referred for call-in from recent Cabinet meetings.

11. Urgent Business

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

12. Date and time of next meeting

The next meeting of the Overview and Scrutiny Management Board will be held on Friday 20 December 2019 at 11.00 a.m. at Rotherham Town Hall.



SHARON KEMP
Chief Executive

Public Report
Overview and Scrutiny Management Board

Committee Name and Date of Committee Meeting

Overview and Scrutiny Management Board – 27 November 2019

Report Title

Update on the implementation of recommendations arising from the scrutiny review of Agency, Consultancy and Interim Staff

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)

Lee Mann, Assistant Director HR & OD
01709 22285 or lee.mann@rotherham.gov.uk

Ward(s) Affected

None

Report Summary

This report provides further details of progress made in implementing the recommendations from agency scrutiny review, specific actions related to the recommendations and outcomes arising from them.

Recommendations

1. OSMB are asked to note progress and consider further actions it might recommend to ensure appropriate management and oversight of this issue.

List of Appendices Included

None

Background Papers

Use of Agency, Interim and Consultancy Staff Report February 2018 and update report February 2019

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

No

Update on the implementation of recommendations arising from the scrutiny review of Agency, Consultancy and Interim Staff

1. Background

- 1.1 The Overview and Scrutiny Management Board review of the use of agency, interim and consultancy staff on 21 February 2018 made twelve recommendations. These were supported by Cabinet in July 2018 and Officers were instructed to action the recommendations.
- 1.2 The Workforce Management Board (WMB) continues to monitor and control agency costs by challenging usage across the Council. In approving agency resource, WMB take into account several factors:
- What risks are associated with not filling the role – including safeguarding?
 - Is there budget available to fund the agency resource?
 - Is the agency resource required to deliver a statutory function?
 - Can the work be delivered in any other way?
 - Any other factors that are deemed critical for securing additional agency resource
- 1.3 There have been continued reductions in agency spend across the Council with agency resource only being used where a short-term solution is required to enable continuation of services for time limited periods. Directorates have been tasked with reducing agency usage and to seek alternative solutions to flexible resourcing to maintain service delivery. WMB is tasked with providing cross-Directorate challenge of any business cases requesting use of agency spend.
- 1.4 The cost of agency invoices paid by the end of September was **£2.26m**, with committed expenditure forecasting an outturn of **£3.42m**; this compares to an outturn of **£6.83m** last year. Around a third of the agency expenditure is grant funded.

	Actual Expenditure (Q2 2019)	2019-20 Forecast	2018-19 Outturn
Assistant Chief Executive	£0	£0	£25,564
Children & Young People	£298,064	£426,519	£3,426,624
Regeneration & Environment	£1,382,675	£1,737,080	£1,803,921
Adult Care, Housing & PH	£442,345	£986,646	£1,032,541
Finance & Customer Service	£145,599	£270,960	£542,644
TOTAL	£2,268,683	£3,424,205	£6,831,295

2. Update on Recommendations from Scrutiny Review of Agency, Interim and Consultancy Staff

2.1 Recommendation 1

The following definition of agency, interims and consultancy staff is adopted and is applied consistently across the Council. It is suggested that a further report is provided to this sub-group in six month on its implementation.

- (a) Agency Staff - Individuals employed and paid for through an agency. They may be covering a single specific vacancy or be covering a capacity gap left by a number of vacancies, by specific demand pressure or as a result of a skills gap. They may or may not have decision making authority or staff management responsibilities.
- (b) Interims - Individuals working day to day 'as though an employee' but not engaged through an agency contract. They may be covering a single specific vacancy or be covering a capacity gap left by a number of vacancies, by specific demand pressure or as a result of a skills gap. They may or may not have decision making authority or staff management responsibilities.
- (c) Consultancy/Independent Contractor - An individual or a company engaged through a tender/procurement process to carry out a defined piece of specialist work or a project. The company or individual would not be expected to have any decision making authority or staff responsibilities and the work would be expected to culminate in an output e.g. a report. They may work predominantly on or off site depending on the nature of the piece of work.

Actioned January 2019

2.2 Recommendation 2

That the above definition is appended to the WMB's terms of reference to ensure that there is a shared and consistent understanding of the criteria. It is further recommended that the Head of Procurement escalates to the Board any issues or concerns arising out of an extension or variation to the tendered contract which takes it significantly beyond the original timeframe or agreed expenditure.

Actioned August 2018

2.3 Recommendation 3

That following the development of clear definitions relating to the appointment of agency, interims and consultants, that there are corresponding budget codes developed to ensure that accurate monitoring can be undertaken.

Actioned October 2018

2.4 Recommendation 4

That prior to the appointment of consultants, there should be a clear business case developed aligned to service plans to demonstrate the necessity of the appointment and why external resources are required to complete the task. To avoid 'drift', the business case should outline clear outcomes, timescales and what resources are required; with variations to the business case reported to the WMB by the Head of Procurement.

Actioned August 2018

2.5 Recommendation 5

Wherever possible and appropriate, there should be a development element in the engagement of consultants in order to develop in-house capacity. The business case should outline how this is to be addressed.

Actioned August 2018

2.6 Recommendation 6

That the transformation plans for ASC are carefully monitored to ensure that agency and consultancy use is delivering value for money and practice improvements.

The new Adult Social Care Pathway was in October 2019. Agency usage in Adult Social Care continues to be monitored by WMB and is expected to reduce as permanent recruitment takes place in Q3 2019/20.

2.7 Recommendation 7

That an audit is undertaken to clarify how many agency staff are in posts for more than 12 months; their length of service; if a business case was developed at the time of appointment and if so, whether this has been reviewed and by whom. On the basis of this information, that plans are drawn up as soon as possible to action permanent recruitment if there is a service requirement for the posts and if this cannot be demonstrated, that agency staff or interims are released.

Actioned August 2018

Agency engagement end dates and action to mitigate long term agency spend are reviewed on a monthly basis by WMB.

2.8 Recommendation 8

Following from this, to avoid 'drift', the business case developed to support the appointment of agency staff should outline clear outcomes, timescales and resources and explicit alignment to the service plan; with variations to the business case or extension to contract reported to the WMB.

Actioned August 2018

2.9 Recommendation 9

That further work be undertaken to lessen the requirement for seasonal agency staff. This should include annualising hours or ensuring operatives 'multi-task' and are able to share roles and functions. The review asks that a further report be provided exploring options.

Regeneration & Environment are currently exploring options for zonal working and direct recruitment to take place using annualised hour contracts for seasonal workers in Grounds Maintenance for 2020.

2.10 Recommendation 10

That the WMB should have regular discussions with in-house trade unions and staff to seek their views if there are alternative options to the appointment of agency staff or consultants; particularly in services where there is the possibility of redundancies.

Consultation frameworks are in place for discussions to take place with Trade Unions at both Corporate and Directorate level. Specific issues emerging from WMB are taken forward by HR at Corporate meetings.

2.11 Recommendation 11

That the WMB should explore the feasibility with other councils and public sector partners of developing an in-house 'bank' system or employment agency to reduce cost and reliance on external agencies.

The Council's contract for the supply of agency workers is due for renewal in January 2020. This provides an opportunity to change the agency delivery model currently used, along with our internal processes.

The Council currently contracts with a limited number of suppliers for its agency workers and once use of an agency worker is approved, agency engagements are managed by recruiting managers.

The new agency contract will move away from directly engaging with a small number of suppliers and will instead use a neutral vendor that will be the single point of contact for all agency engagements. Additional internal controls will also be put in place as we move to a system managed centrally within HR.

This new delivery model means that we can use suppliers from across the market, increasing competition, reducing costs and increasing our supplier base for specialist roles.

The new agency contract also provides an opportunity for management of an in house bank system. That option will be explored with potential suppliers.

2.12 Recommendation 12

That OSMB convenes a sub-group bi-annually to review the progress of the WMB in meeting the priority measure and the implementation of accepted recommendations.

This report provides OSMB with details of progress on the implementation of the accepted recommendations for the group to review.

3. Consultancy/Independent Contractor Expenditure

- 3.1 Expenditure in this category has been classified in line with definition at 2.1 - An individual or a company engaged through a tender/procurement process to carry out a defined piece of specialist work or a project. The company or individual would not be expected to have any decision making authority or staff responsibilities and the work would be expected to culminate in an output e.g. a

report. They may work predominantly on or off site depending on the nature of the piece of work.

	Actual Expenditure August	2018-19 Outturn
Assistant Chief Executive	£16,578	£356,995
Children & Young People	£9,467	£226,277
Regeneration & Environment	£238,208	£429,047
Adult Care, Housing & Public Health	£213,463	£85,437
Finance & Customer Service	£0	£2,520
TOTAL	£477,716	£1,100,276

3.2 As defined above, consultancy spend relates to time limited, specialist pieces of work where the Council engages external expertise for delivery..

4. Options considered and recommended proposal

4.1 WMB continues to monitor and control agency costs

4.2 To drive down agency costs further the new agency contract should include the development of a local talent bank to be first choice provider of short term temporary workers across the Council.

5. Consultation on proposal

5.1 Regular consultation takes place with Trade Unions on the usage of agency workers at Directorate and Corporate Consultation meetings.

6. Timetable and Accountability for Implementing this Decision

6.1 A new agency provider contract for the supply of agency workers, led by HR, will be in place from January 2020.

7. Financial and Procurement Advice and Implications

7.1 WMB continues to play a key role in controlling the level of expenditure incurred through agency and consultancy engagements, ensuring that requests for new engagements, or extensions to existing engagements are effectively scrutinised. The board is attended by the Head of Corporate Finance to ensure that all requests received are within available budgets, and have been fully reviewed by Finance Business Partners ahead of the meeting, to ensure their financial implications are fully understood.

7.2 The new procedures for the raising of requisitions in relation agency or consultancy expenditure direct users to utilise specific expenditure codes, this enables WMB to more effectively track and control this expenditure. Failure to follow these new procedures is reported to the WMB through the Head of Procurement.

7.3 Significant focus has been placed on the level of agency and consultancy expenditure through the Council's financial monitoring procedures, with a clear steer to reduce its use. Therefore these areas of expenditure have become a key part of the regular dialogue between directorates and their finance business partners, when reviewing the Council's budget and forecast position. The continued presence of the WMB should have the impact of continuing to reduce levels of expenditure across agency and consultancy.

7.4 There are no direct procurement implications arising from the recommendations contained in the report. All procurement requirements are detailed in the main body of the report.

8. Legal Advice and Implications

8.1 There are no direct legal implications arising from the recommendations within this report.

9. Human Resources Advice and Implications

9.1 Successful recruitment and retention strategies combined with the development of the workforce will improve flexibility, skills and capacity to allow resources to be matched to priorities and reduce reliance on external agencies.

9.2 The use of agency provides a flexible resource for short term solutions; longer term usage should be addressed through appropriate workforce planning.

10. Implications for Children and Young People and Vulnerable Adults

10.1 Agency workers engaged in both Adults and Children's Services to facilitate service transformation, remain compliant with the Care Act and deliver expected standards of service are subject to the same approval and monitoring processes as workers in other Directorates.

11. Equalities and Human Rights Advice and Implications

11.1 The Agency Workers Regulations 2011 give agency workers the entitlement to the same basic employment and working conditions as if they had been recruited directly and if they complete a qualifying period of 12 weeks in the same or similar job.

12. Implications for Partners

12.1 There are no implications for partners.

13. Risks and Mitigation

13.1 Business cases are reviewed by the Workforce Management Board prior to agency workers being engaged

14. Accountable Officer(s)

Shokat Lal Assistant Chief Executive
Lee Mann Assistant Director HR & OD

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services (S.151 Officer)	Graham Saxton	19/11/19
Assistant Director of Legal Services (Monitoring Officer)	Stuart Fletcher	14/11/19
Assistant Director of Human Resources (if appropriate)	Lee Mann	13/11/19

Report Author: *Lee Mann, Assistant Director HR & OD*
 01709 22285 or lee.mann@rotherham.gov.uk

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

<h1 style="margin: 0;">BRIEFING</h1>	TO:	Overview and Scrutiny Management Board
	DATE:	27 November 2019
	LEAD OFFICER:	Janet Spurling Governance Advisor 01709 254421
	TITLE:	Outcomes from Adult Social Care Workshop
1. Background		
1.1	This paper sets out the main findings from a scrutiny workshop undertaken by the Overview and Scrutiny Management Board (OSMB) on 9 October 2019. The session provided Members with an overview of the new operating model for Adult Social Care that would be implemented from October 2019 onwards.	
1.2	Since 2018, OSMB has regularly scrutinised the budget position and service performance for Adult Social Care together as the two are closely interlinked. The aim is to seek assurance that the budget overspend will be reduced and proposed savings achieved without a negative impact on service users and performance, whilst making the requisite changes to practice and service transformation.	
1.3	A number of key performance indicators for Adult Social Care are included in the Council Plan. These are scrutinised by exception by the Board as part of the quarterly corporate performance reporting cycle, in line with agreed criteria on direction of travel and Red-Amber-Green rating. Other measures within the Adult Social Care Outcomes Framework and/or additional local measures are considered by the Health Select Commission.	
1.4	A six monthly Financial and Performance Update was discussed at the workshop, including details of the reassessment programme and forecast savings delivery over the next four years for all cohorts. An indication of trends in demand for services and average weekly costs was provided. Relevant performance measures from the Council Plan that met the exception reporting criteria were also discussed.	
2. Key Information		
2.1	<p>Proposed Operating Model</p> <p>A short presentation introduced the new proposed new model and rationale for change. Feedback from staff had led to some significant changes from the original proposals.</p> <ul style="list-style-type: none"> • Why do we need a new operating model? • How we will work in the new model <ul style="list-style-type: none"> - People at the centre, not service-led, and focusing on the person not their impairment or condition - Managers managing both staff and pathways 	

- Flexible model of delivery
- Geographically aligned – six locality teams but not co-terminous with the Primary Care Networks
- Ownership of assessments
- Multi-skilled teams and quality assurance
- What will the people of Rotherham now experience?
 - personal experience
 - statutory
 - personal outcomes
- Organigram showing the proposed structure
- How the proposed structure works (underpinned by Business Support, Professional Practice, Service Improvement and Governance, and Learning and Development)
 - i. Pre-Front Door (Community Support)
 - ii. Initial Contact, Response and Facilitation
 - iii. Intake, Referral, Triage and Assessment
 - iv. Support, Care and Planning
- High level activity analysis – to inform resource and staff allocation, based around anticipatory caseloads, under ii-iv above
- Key messages for each of the service areas
 - Localities
 - Access
 - Safeguarding and Mental Health
 - Professional Practice
 - Service Improvement and Governance
 - Targeted Reviews
- Workstreams to implement the model (Heads of service to lead some with front line staff involved to inform development)
 - Programme Management
 - ICT
 - Organisational Structure
 - Organisational Design
 - Pathways, Processes and Policies
 - Performance

2.2 Council Plan Performance – Exception Report

Two of the eight Council Plan measures under Priority 2 “*Every adult secure, responsible and empowered*” met the criteria for exception reporting to OSMB:

- **2B7:** All age numbers of new permanent admissions to residential nursing care for adults.
- **2B8:** All age total number of people supported in residential/nursing care for adults.

Both measures were rated amber but were showing a positive Direction of Travel. The Wellbeing Forum reviews cases and challenges social workers as part of the governance process. Admissions were closely monitored and although blips were likely to occur in the trajectory because of winter and hot summers the service was confident that the year-end target would be achieved.

2.3 Financial Position

Successful implementation of the new model and new pathways was vital to the long term sustainability of Adult Social Care. It was recognised that putting this in place would involve a significant workforce development programme which would impact on

front line capacity to deliver reassessments. As a result, the forecast rate of reassessments had been amended and the service was looking to second staff to the Targeted Review team to assist and had an ongoing recruitment programme as there were some vacancies.

Assessments and reassessments may take longer because of factors following legal processes, for example Court of Protection applications when capacity is in question. Reassessments may not always deliver significant savings because of changes to people's needs and where there may be some initial parallel running to provide additional support and build confidence following a change to a person's care and support package.

Thus savings targets remained challenging and a number of one-off savings had been identified to mitigate against some of these issues. Other potential savings options were being explored and revised potential positions for each year. The net revenue position for 2019-20 was forecast to be a shortfall of £1.722m. Future proposals on the budget and savings would be reported to OSMB through the usual processes.

2.4 Trends in Service Demand

People moving in and out of the system were monitored and although overall demand fell in 2018-19 the reduction was less than expected. Around 250 more people were in receipt of services than anticipated, resulting in a £1.758m cost pressure. A number of people aged 45-64 were coming into service earlier, for example with COPD, so it was a case of what could be done jointly with health.

The service also works with people with chaotic lifestyles or with issues resulting from alcohol misuse which may have an impact, such as Korsakoffs Syndrome (a type of dementia), through interventions rather than care packages, which were not quantifiable in terms of savings. The new pathway has three complex lives social workers co-located with Housing and the South Yorkshire Police hub regarding chaotic lifestyles, which is new and will be monitored.

Finance and Performance officers were reviewing the potential future impact of demand based on service trends and population forecast data. This aimed to show a range of potential budget impacts due to the number of unknowns that affect the demand for social care. There will still be unplanned demand which may have significant cost implications, particularly for high cost specialist packages of care.

3. Key Issues

3.1 Training and Development

A Training Matrix had been developed and was published on the intranet, including mandatory and management courses. The Strategic Director had been through this and the intention was to invigorate the entire workforce and increase confidence. Coaching sessions were planned for all team managers for 12 weeks immediately post implementation as there were some inexperienced managers. The intention was to instil a more collegiate approach to decision making and ensure processes were followed.

The successful Rising Stars programme had involved 12 front-line staff, including people from Housing and Public Health, ranging in age from early 20s to 50s, who were mentored by the Directorate Leadership Team. This programme will run again as it represents a good investment in staff.

3.2 Mental Health

This was not in scope in developing the new model although RMBC social workers are

seconded to Rotherham Doncaster and South Humber Trust (RDaSH).

A session on using the Lasting Power of Attorney could be held for Members to provide an understanding of these particular powers. If more people had them, this could have a reduction in applications to the Court of Protection when “life” decisions needed to be considered.

3.3 Targeted Reviews (TR)

Investment money was going in to targeted reviews whilst also carrying out day to day work. TR teams had some temporary posts so the service still utilised some agency staff.

3.4 Social Workers

Within the structure there were two roles – social workers and non-qualified roles who would have a new title of Assessment and Review Co-ordinator. There were four grades of social worker, all with set development stages, and one key aspect is the practice education which all will be expected to do. Career progression had been built in with a positive expectation on delivery in a very complex environment.

Although at the time of the workshop there were 17 vacancies, the service operated a rolling programme of recruitment and Rotherham was competitive in terms of the attractiveness of its social worker posts. Three new ASYE posts (assessed and supported year in employment) for newly qualified social workers had been created to retain good students who had been here on placement.

3.5 Assistive Technology

Support packages would have this built in by default rather than automatically putting staff in there. Trying new ways of providing care through technology could be tested for possibly up to two months. In terms of affordability of equipment and technology, the budget for assistive technology is a dedicated budget and staff need to ensure full utilisation.

Examples given were night checks replaced by bed sensors to detect movement and wake the carer or “Just Checking” using house wide sensors for two weeks to develop a picture of what happened.

The number of young people are coming through with very complex needs presented a challenge and these young people needed to be identified early.

3.6 Loneliness and Isolation

Although the question had been raised as to whether greater use of technology could have an impact, loneliness and isolation would be picked up in strengths-based conversations with individuals and more widely would be addressed at place level. Social workers looked at the desired outcomes for a person and whether for example, confidence or physical issues prevented them from doing things which could lead to isolation. There were three community connection workers and social prescribing with Voluntary Action Rotherham had been widened. As demonstrated through learning disability work, people had moved on to do things they never thought they could do.

The Health and Wellbeing Board was working on loneliness, under the auspices of the Health and Wellbeing Strategy, led by Public Health and involving all partners. A Loneliness Strategy would be launched later in the year.

3.7 RotherCare

This needed to be thought through more strategically, including looking at the financial model. Housing were helping with this and again it was a question of considering how it

	<p>fitted in with new technology. Demonstrative interactive sessions with RotherCare and staff had raised awareness around looking for solutions that were sensitive and potentially more discreet.</p> <p>Legal issues came into consideration here as potentially some means could be viewed as community-based Deprivation of Liberty (DOL). For example, if a door was kept locked preventing a person from leaving their home if they wished to do. Changes to the law regarding mental capacity and liberty safeguards were coming in and a body of case law had developed regarding such decisions.</p> <p>3.8 Information, Advice and Guidance This is a statutory duty hence the importance of having really good social workers at the front door, and having the new model of intermediate care and reablement so sound calls are made. The carers lead would be within the new Service Improvement and Governance Team and this would be progressed over the next 12 months.</p> <p>3.9 Pathways The previous structure had been process-led and encouraged silo working, resulting in handoffs and waits for customers. This had been stripped back with clear pathways, responsibilities and transparency on what teams do. It was important to look at a pathway from end to end, not just the processes, as people's journeys were 3D and not linear but it would take time for staff to adjust to the changes.</p> <p>3.10 Safeguarding Appropriate triage was highlighted by Members, especially in cases of safeguarding concerns. Safeguarding will be in localities rather than a dedicated team, with a safeguarding practice team to oversee staff development as previously many social workers had not carried out safeguarding investigations as these had been left to the dedicated Safeguarding Team.</p> <p>3.11 Intake, Referral, Triage and Assessment This is where intermediate care and reablement fits in, based on a case management approach. Two proofs of concept had been tested and reablement officers were really on board with the changes. Reablement pathways will be reduced from seven to three and were based on the recovery model as seen in mental health. This is a project alongside health colleagues. The reablement offer is up to six weeks that is non-chargeable and would look at the individual staying within this pathway up to 12, and this part will be chargeable. The Single Point of Access is now the Access Team with social workers and initial contact included Occupational Therapists from Health. A person had been appointed through Better Care Fund monies whose time was dedicated to looking at Occupational Therapy and technology. For future sustainability the service needed to reduce the numbers with ongoing support, care and planning.</p>
4. Recommendations	
4.1	That the information provided is used by the Overview and Scrutiny Management Board to inform future scrutiny of Adult Social Care.
4.2	That the Overview and Scrutiny Management Board continue to scrutinise Adult Social performance and budget, identifying specific areas of work on which to focus.

FORWARD PLAN OF KEY DECISIONS
1 November 2019 – 31 January 2020

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of Key Decisions due to be taken by the Authority and of those parts of the Cabinet meeting identified in this Forward Plan will be held in private because the agenda and reports for the meeting will contain confidential or exempt information as defined in the Local Government Act 1972.

Contact Information:-

Democratic Services
Riverside House
Main Street
Rotherham
S60 1AE

Email: james.mclaughlin@rotherham.gov.uk
Tel: 01709 822477

What is the Forward Plan?

The Forward Plan contains all the key decisions the Council expects to take over the next three months. It will be refreshed monthly and will give at least 28 days' notice of any Key Decisions and, if applicable, the Cabinet's intention to discuss an item in private. This gives you the opportunity to submit relevant documents to the decision maker concerning any individual Key Decisions and draws to your attention any relevant constitution process.

What is a Key Decision?

A Key Decision is one which is likely to:-

- relate to the capital or revenue budget framework that is reserved to the Council, or
- result in income, expenditure or savings of £400,000 or greater, or
- have a significant effect on two or more wards

A Key Decision can be made by the Cabinet. The Forward Plan also includes some matters which are not Key Decisions under the heading "Decisions which are not Key Decisions".

What does the Forward Plan tell me?

The plan gives information about:

- what key decisions are to be made in the next three months;
- the matter in respect of which the decision is to be made;
- who will make the key decisions;
- when those key decisions are likely to be made;
- what documents will be considered;
- who you can contact for further information

Who takes Key Decisions?

Under the Authority's Constitution, Key Decisions are taken by the Cabinet.

Key Decisions are taken at public meetings of the Cabinet. The Cabinet meets once a month on a Monday at 10.00am at the Town Hall, Rotherham.

Further information and Representations about items proposed to be heard in Private

Names of contact officers are included in the Plan.

If you wish to make representations that a decision which is proposed to be heard in private should instead be dealt with in public, you should contact Democratic Services by no later than five clear working days before the meeting. At the end of this document are extracts from the Local Government Act 1972 setting out the descriptions of information which may be classed as "exempt", and the definition of confidential information.

The members of the Cabinet and their areas of responsibility are:-

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

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
KEY DECISIONS TO BE TAKEN ON 18 NOVEMBER 2019								
ADULT CARE, HOUSING AND PUBLIC HEALTH								
Home Care & Support Tender Outcome Report	1 August 2019	To update Cabinet on the outcome of the tender process for Home Care.	Adult Social Care and Health	Relevant officers and Members	Report	Borough-wide	Public report, Exempt Appendix	Anne Marie Lubanski 01709 822397 annemarie.lubanski@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
September 2019/20 Financial Monitoring	1 Sept 2019	To note the current revenue and capital monitoring position and agree any required actions	Corporate Services and Finance	Relevant officers, Members and stakeholders	Report	Borough-wide	Public report	Judith Badger 01709 822046 judith.badger@rotherham.gov.uk
NON-KEY DECISIONS TO BE TAKEN ON 18 NOVEMBER 2019								
CHILDREN AND YOUNG PEOPLE'S SERVICES								
2019 Education Performance Outcomes	1 Oct 2019	To note the provisional unvalidated educational outcomes of children and young people in primary, special, secondary schools and academies in Rotherham for the academic year ending in the summer of 2019.	Children's Services and Neighbourhood Working	Members and appropriate Officers	Report and appendix	Borough-wide	Public report	Jon Stonehouse 01709 334162 jon.stonehouse@rotherham.gov.uk
Youth Offending Team Strategy	1 Nov 2019	To note the information in the YOT strategy	Children's Services and Neighbourhood Working	Appropriate officers, members and stakeholders	Report and appendices	Borough-wide	Public report	Jon Stonehouse 01709 334162 jon.stonehouse@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
New Applications for Business Rates Discretionary Relief for The Drop-In Community Centre (Rawmarsh)	1 Oct 2019	To consider the recommendation for a new application for Business Rates discretionary relief.	Cabinet	Appropriate officers, Members and Stakeholders	Report	Rawmarsh	Public report	Judith Badger 01709 822046 judith.badger@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								
Taxi Licensing Policy Consultation	1 Nov 2019	To approve a consultation on a draft Taxi Licensing Policy.	Waste, Roads and Community Safety	Relevant officers, members, stakeholders, public	Report and Appendices	Borough-wide	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk
KEY DECISIONS TO BE TAKEN ON 16 DECEMBER 2019 OR LATER								
ADULT CARE, HOUSING AND PUBLIC HEALTH								
HRA rents and service charges for 2020-21	1 Oct 2019	To consider and recommend to Council approval of the rent and service charges for 2020-21	Housing	Ward Members, relevant officers, Cabinet Members Full Council	Report	Borough-wide	Public report	Anne Marie Lubanski 01709 822397 annemarie.lubanski@rotherham.gov.uk
HRA Business Plan 2020-21	1 Oct 2019	To consider and recommend to Council approval of the 2020-21 HRA Business Plan	Housing	Ward Members, relevant officers, Cabinet Members	Report	Borough-wide	Public report	Anne Marie Lubanski 01709 822397 annemarie.lubanski@rotherham.gov.uk
Outcome and recommendations from Non-Residential Charging Consultation	1 July 2019	To consider the outcome of consultation and recommendations in respect of non-residential charging.	Adult Social Care and Health	Relevant officers and Members	Report	Borough-wide	Public report	Anne Marie Lubanski 01709 822397 annemarie.lubanski@rotherham.gov.uk
New organisational and budget arrangements for Area Housing Panels	1 August 2019	Approving the recommendations for the new organisational and budget arrangement for Area Housing Panels.	Housing	Relevant officer and Members	Report	Borough-wide	Public report	Anne Marie Lubanski 01709 822397 annemarie.lubanski@rotherham.gov.uk
CHILDREN AND YOUNG PEOPLE'S SERVICES								
Proposal to increase capacity at Rawmarsh Community School	1 Apr 2019	To approve capital investment to create additional capacity at the Academy	Children's Services and Neighbourhood Working	Appropriate officers, Members and Stakeholders	Report and Appendix	Rawmarsh	Public report	Jon Stonehouse 01709 334162 jon.stonehouse@rotherham.gov.uk

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
FINANCE AND CUSTOMER SERVICES								
Medium Term Financial Strategy Update	1 Sept 2019	To consider an update of the Medium Term Financial Strategy 2020/21 to 2021/22.	Corporate Services and Finance	Relevant officers, Members and stakeholders	Report	Borough-wide	Public report	Judith Badger 01709 822046 judith.badger@rotherham.gov.uk
Yorkshire Purchasing Organisation – Potential Investment Opportunity	1 Nov 2019	To consider a potential investment opportunity proposed by the Yorkshire Purchasing Organisation (or related party) and to determine on the basis of the proposals if the authority would wish to participate in the proposed investment.	Corporate Services and Finance	Relevant officers, Members and stakeholders	Report	Borough-wide	Public report with exempt appendices	Judith Badger 01709 822046 judith.badger@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								
Town Centre Masterplan Public Realm – Approval of Capital Funding	1 Oct 2019	To approve the concept design proposals and the release of funding in the approved capital programme to implement phase 1 of the public realm improvements contained in the Town Centre Masterplan.	Jobs and the Local Economy	Members and appropriate Officers	Report and appendices	Borough-wide	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk
Rotherham Town Centre Parking Strategy	1 Aug 2019	To formally adopt the Strategy	Jobs and the Local Economy	Members and appropriate Officers	Report and appendices	Boston Castle	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk
Endorsement of Sheffield City Region (SCR) Statement of Common Ground	1 Oct 2019	To endorse the SCR Statement of Common Ground on strategic planning matters related to Local Plans	Jobs and the Local Economy	Members and appropriate Officers	Report and appendices	Borough-wide	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk
Statement of Licensing Principles (Gambling Act 2005)	1 Mar 2019	To approve a consultation on a draft Statement of Licensing Policy (Gambling Act 2005).	Waste, Roads and Community Safety	Relevant officers, Members, stakeholders, public	Report and Appendices	Borough-wide	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk
Statement of Licensing Principles (Licensing Act 2003)	1 Mar 2019	To approve a consultation on a draft Statement of Licensing Policy (Licensing Act 2003).	Waste, Roads and Community Safety	Relevant officers, members, stakeholders, public	Report and Appendices	Borough-wide	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk
Adoption of a revised Local Development Scheme	1 Oct 2019	To approve a revised Local Development Scheme setting out the timetable for the partial update of the Local Plan Core Strategy	Jobs and the Local Economy	Members and appropriate Officers	Report and appendices	Borough-wide	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Library Strategy	1 Sept 2019	To undertake public engagement on a proposed new Library Strategy and future service offer	Cleaner Greener Communities	Appropriate officers, Members and Stakeholders	Report and appendices	Borough-wide	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk
NON-KEY DECISIONS TO BE TAKEN ON 16 DECEMBER 2019 OR LATER								
ASSISTANT CHIEF EXECUTIVE								
Council Plan Q2 Performance Report	1 Oct 2019	To report on the Council's performance against the Corporate Plan for quarter 2 in 2019/20	All Portfolios, Lead Portfolio – Corporate Services and Finance	Appropriate officers, Members and Stakeholders	Report and appendices	Borough-wide	Public report	Shokat Lal 01709 822773 shokat.lal@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								
Request for temporary use of part of Boston Park by Yorkshire Water	1 Nov 2019	To approve the use of around 8,800Sqm of Boston Park for a period of up to 2 years by Yorkshire Water for the storage of materials and site accommodation while rebuilding existing underground reservoirs on adjacent land owned by Yorkshire Water.	Cleaner Greener Communities	Leader, Cllr Read. Cabinet Members, Cllr Allen & Cllr Lelliott. Boston Castle Ward Members. Friends of Boston Park. Local Residents	Report and appendices	Boston Castle Ward	Public Report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk
Final decision on the proposal received from BT to close a phone box adjacent to 268 Kimberworth Road, S61 1HE (where upon telephone equipment will be removed and the telephone service will cease).	1 Nov 2019	A final decision to support or object to the proposal from BT to close the phone box adjacent to 268 Kimberworth Road S61 1HE	Jobs and the Local Economy	Public consultation on Council website	Report and appendices	Rotherham West	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Final decision on the proposal received from BT to 33 phone boxes at locations across the borough (where upon telephone equipment will be removed and the telephone service will cease).	1 Nov 2019	A final decision to support or object to the proposal from BT to close 33 phone boxes at locations across the borough.	Jobs and the Local Economy	Public consultation on Council website	Report and appendices	Anston And Woodsetts, Boston Castle Brinsworth And Catcliffe, Dinnington, Hellaby, Holderness, Hooper, Keppel, Maltby, Rawmarsh, Rother Vale, Silverwood, Sitwell, Swinton, Wales, Wath, Wickersley, Wingfield	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk
KEY DECISIONS TO BE TAKEN ON 20 JANUARY 2020 OR LATER								
ADULT CARE, HOUSING AND PUBLIC HEALTH								
Local Authority Declaration on Healthy Weight	1 Nov 2019	To formally sign and adopt the declaration.	Public Health	Relevant officers and members	Report	All	No	Anne Marie Lubanski 01709 822397 annemarie.lubanski@rotherham.gov.uk
CHILDREN AND YOUNG PEOPLE'S SERVICES								
Options for operational delivery of LAC Sufficiency Strategy (residential provision)	1 Nov 2019	Approval to develop an overarching business case, including an outline protocol, for the delivery of residential provision that is required for the operational delivery of the LAC Sufficiency Strategy.	Children's Services and Neighbourhood Working	Members and appropriate Officers	Report and appendix	Borough-wide	Public report	Jon Stonehouse 01709 334162 jon.stonehouse@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
November 2019/20 Financial Monitoring	1 Sept 2019	To note the current revenue and capital monitoring position and agree any required actions	Corporate Services and Finance	Relevant officers, Members and stakeholders	Report	Borough-wide	Public report	Judith Badger 01709 822046 judith.badger@rotherham.gov.uk

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Ethical Procurement Policy		To agree an ethical procurement policy for the Council	Corporate Services and Finance	Relevant officers, members and stakeholders	Report	Borough-wide	Public report	Judith Badger 01709 822046 judith.badger@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								
Selective Licensing Phase 1 Designation	1 Nov 2019	To decide on the outcome of the review of the Selective Licensing Designation in Eastwood, Masbrough, Dinnington and Maltby	Waste, Roads and Community Safety	Relevant officers, members, stakeholders, public	Report and Appendices	Borough-wide	Public report	Paul Woodcock 01709 823815 paul.woodcock@rotherham.gov.uk
NON-KEY DECISIONS TO BE TAKEN ON 20 JANUARY 2020 OR LATER								

**LOCAL GOVERNMENT ACT 1972 SCHEDULE 12A
ACCESS TO INFORMATION: EXEMPT INFORMATION
PART 1
DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND**

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**PART 2
QUALIFICATIONS: ENGLAND**

Paragraphs 1-8 repealed.

- 9 Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- 10 Information which –
 - a. falls within any of paragraphs 1 to 7 above; and
 - b. is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information

LOCAL GOVERNMENT ACT 1972
SECTION 100A(3) – DEFINITION OF CONFIDENTIAL INFORMATION

Confidential information means –

- a. information furnished to the council by a Government department upon terms (however expressed) which forbid the disclosure of the information to the public; and
 - b. information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court;
- and, in either case, the reference to the obligation of confidence is to be construed accordingly.