



Council

Wednesday, 22 January 2020

2.00 p.m.

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

Rotherham
Metropolitan
Borough Council 

WELCOME TO TODAY'S MEETING

GUIDANCE FOR THE PUBLIC

The Council is composed of 63 Councillors, who are democratically accountable to the residents of their ward.

The Council Meeting is chaired by the Mayor, who will ensure that its business can be carried out efficiently and with regard to respecting the rights and responsibilities of Councillors and the interests of the community. The Mayor is the Borough's first citizen and is treated with respect by the whole Council, as should visitors and member of the public.

All Councillors meet together as the Council. Here Councillors decide the Council's overall policies and set the budget each year. The Council appoints its Leader, Mayor and Deputy Mayor and at its Annual Meeting will appoint Councillors to serve on its committees.

Copies of the agenda and reports are available on the Council's website at www.rotherham.gov.uk. The public can also have access to the reports to be discussed at the meeting by visiting the Reception at Rotherham Town Hall. The Reception is open from 8.30 a.m. to 5.30 p.m. each day. You may not be allowed to see some reports because they contain private information and these will be marked accordingly on the agenda.

Members of the public have the right to ask questions or submit petitions to Council meetings. A member of the public may ask one general question in person which must be received in writing to the Chief Executive by 10.00 a.m. on the Friday preceding a Council meeting on the following Wednesday and must not exceed sixty words in length. Questions can be emailed to governance@rotherham.gov.uk

Council meetings are webcast and streamed live or subsequent broadcast via the Council's website. At the start of the meeting the Mayor will confirm if the meeting is being filmed. You would need to confirm your wish not to be filmed to Democratic Services. Recording of the meeting by members of the public is also allowed.

Council meetings are open to the public, but occasionally the Council may have to discuss an item in private. If this occurs you will be asked to leave. If you would like to attend a meeting please report to the Reception at the Town Hall and you will be directed to the relevant meeting room.

FACILITIES

There are public toilets, one of which is designated disabled with full wheelchair access, with full lift access to all floors. Induction loop facilities are also available in the Council Chamber, John Smith Room and Committee Rooms 1 and 2.

Access for people with mobility difficulties can be obtained via the ramp at the main entrance to the Town Hall.

If you have any queries on this agenda, please contact:-

Contact:- James McLaughlin, Head of Democratic Services
governance@rotherham.gov.uk

Date of Publication:- 14 January 2020

COUNCIL

Wednesday, 22 January 2020 at 2.00 p.m.
Council Chamber, Town Hall, Moorgate Street, Rotherham. S60 2TH

THE MAYOR (Councillor Jenny Andrews)
DEPUTY MAYOR (Councillor Ian Jones)

CHIEF EXECUTIVE (Sharon Kemp)

MEMBERS OF THE COUNCIL

ANSTON AND WOODSETTS

IRELAND, Jonathan C.
JEPSON, Clive R.
WILSON, Katherine M.

KEPPEL

CLARK, Maggi
CUTTS, Dave
HAGUE, Paul

SITWELL

COWLES, Allen
SHORT Peter, G. J.
TURNER, Julie

BOSTON CASTLE

ALAM, Saghir
MCNEELY, Rose M.
YASSEEN, Taiba K.

MALTBY

BEAUMONT, Christine
PRICE, Richard
RUSHFORTH, Amy L.

SWINTON

CUSWORTH, Victoria
SANSOME, Stuart
WYATT, Kenneth J.

BRINSWORTH AND CATCLIFFE

BUCKLEY, Alan
CARTER, Adam
SIMPSON, Nigel G.

RAWMARSH

BIRD, Robert
MARRIOTT Sandra
SHEPPARD, David R.

VALLEY

ALBISTON, Kerry
REEDER, Kathleen
SENIOR, Jayne E.

DINNINGTON

MALLINDER, Jeanette M.
TWEED, Simon A.
VJESTICA, John

ROTHER VALE

ALLCOCK, Leon
BROOKES, Amy C.
WALSH, Robert J.

WALES

BECK, Dominic
WATSON, Gordon
WHYSALL, Jennifer

HELLABY

ANDREWS, Jennifer A.
CUTTS, Brian
TURNER, R. A. John

ROTHERHAM EAST

COOKSEY, Wendy
FENWICK-GREEN Deborah
KHAN, Tajamal

WATH

ATKIN, Alan
ELLIOT, Jayne C.
EVANS, Simon

HOLDERNESS

ELLIOTT, Michael S.
PITCHLEY, Lyndsay
TAYLOR, Robert P.

ROTHERHAM WEST

JARVIS, Patricia A.
JONES, Ian P.
KEENAN, Eve.

WICKERSLEY

ELLIS, Susan
HODDINOTT, Emma
READ, Chris

HOOBER

LELLIOTT, Denise
ROCHE, David J.
STEELE, Brian

SILVERWOOD

MARLES, Steven
NAPPER, Alan D.
RUSSELL, Gwendoline A.

WINGFIELD

ALLEN, Sarah A.
ELLIOTT, Robert W.
WILLIAMS, John

Council Meeting Agenda

Time and Date:-

Wednesday, 22 January 2020 at 2.00 p.m.

Venue:-

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

1. ANNOUNCEMENTS

To consider any announcements by the Mayor in accordance with Council Procedure Rule 3(2)(ii)..

2. APOLOGIES FOR ABSENCE

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

3. COMMUNICATIONS

Any communication received by the Mayor or Chief Executive which relates to a recommendation of the Cabinet or a committee which was received after the relevant meeting.

4. MINUTES OF THE PREVIOUS COUNCIL MEETING (Pages 1 - 52)

To receive the record of proceedings of the ordinary meeting of the Council held on 30th October, 2019, and to approve the accuracy thereof.

5. PETITIONS (Pages 53 - 57)

To report on any petitions received by the Council received by the Council and receive statements in support of petitions in accordance with Petitions Scheme and Council Procedure Rule 13.

6. 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.

7. PUBLIC QUESTIONS

To receive questions from members of the public who may wish to ask a general question of the Mayor, Cabinet Member or the Chairman of a Committee in accordance with Council Procedure Rule 12.

8. EXCLUSION OF THE PRESS AND PUBLIC

Should it be necessary, in the opinion of the Mayor, to consider excluding the press and public from the meeting in relation to any items of urgent business on the grounds that private information is likely to be divulged.

There are no such items at the time of preparing this agenda.

9. LEADER OF THE COUNCIL'S STATEMENT

To receive a statement from the Leader of the Council in accordance with Council Procedure Rule 9.

10. MINUTES OF THE CABINET MEETINGS (Pages 58 - 95)

To note the minutes of the Cabinet Meetings held on 21st October and 23rd December, 2019.

11. RECOMMENDATION FROM CABINET - HOUSING REVENUE ACCOUNT BUSINESS PLAN 2020-21 (Pages 96 - 119)

To consider a recommendation from Cabinet in respect of the Housing Revenue Account Business Plan 2020-21.

12. RECOMMENDATION FROM CABINET - HOUSING REVENUE ACCOUNT RENTS AND SERVICE CHARGES FOR 2020-21 (Pages 120 - 142)

To consider a recommendation from Cabinet in respect of the Housing Revenue Account Rents and Service Charges for 2020-21

13. RECOMMENDATION FROM CABINET - ADOPTION OF A REVISED LOCAL DEVELOPMENT SCHEME (Pages 143 - 168)

To consider a recommendation from Cabinet in respect of the adoption of a revised Local Development Scheme.

14. OVERVIEW AND SCRUTINY UPDATE (Pages 169 - 187)

To receive an update on the activities of the Council's Overview and Scrutiny bodies in accordance with Council Procedure Rule 14.

15. AUDIT COMMITTEE (Pages 188 - 196)

To receive and consider reports, minutes and recommendations of the Audit Committee.

To confirm the minutes as a true record.

16. HEALTH AND WELLBEING BOARD (Pages 197 - 204)

To receive and consider reports, minutes and recommendations of the Health and Wellbeing Board.

To confirm the minutes as a true record.

17. PLANNING BOARD (Pages 205 - 216)

To receive and consider reports, minutes and recommendations of the Planning Board.

To confirm the minutes as a true record.

18. LICENSING BOARD (Pages 217 - 226)

To receive and consider reports, minutes and recommendations of the Licensing Board Sub-Committee and Licensing Sub-Committee.

To confirm the minutes as a true record.

19. MEMBERS' QUESTIONS TO DESIGNATED SPOKESPERSONS

To put questions, if any, to the designated Members on the discharge of functions of the South Yorkshire Police and Crime Panel, South Yorkshire Fire and Rescue Authority, Barnsley, Doncaster, Rotherham and Sheffield Combined Authority and South Yorkshire Pensions Authority, in accordance with Council Procedure Rule 11(5).

20. MEMBERS' QUESTIONS TO CABINET MEMBERS AND CHAIRMEN

To put questions, if any, to Cabinet Members and Chairmen (or their representatives) under Council Procedure Rules 11(1) and 11(3).

21. URGENT ITEMS

To consider any other public items which the Mayor determines are urgent.



SHARON KEMP,
Chief Executive.

**The next meeting of the Council will be on
Wednesday 26 February 2020 at 2.00 p.m. at Rotherham Town Hall.**

COUNCIL MEETING
30th October, 2019

Present:- The Mayor (Councillor Jenny Andrews) (in the Chair); Councillors Alam, Albiston, Allcock, Allen, Atkin, Beaumont, Beck, Bird, Brookes, Buckley, Carter, Clark, Cooksey, Cowles, Cusworth, B. Cutts, D. Cutts, Elliot, Ellis, Fenwick-Green, Hague, Hoddinott, Ireland, Jarvis, Jepson, Jones, Keenan, Khan, Lelliott, Mallinder, Marles, Marriott, Napper, Price, Read, Reeder, Roche, Russell, Sansome, Sheppard, Short, Simpson, Steele, Taylor, John Turner, Julie Turner, Tweed, Vjestica, Walsh, Watson, Williams, Wilson, Whysall, Wyatt and Yasseen.

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

251. ANNOUNCEMENTS

The Mayor was pleased to present her activity since the last Council meeting which was attached for information to the Mayor's Letter.

The Mayor drew attention to various events she and the Mayoress had attended since the last Council Meeting.

252. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M. Elliott, R. Elliott, McNeely, Pitchley and Senior.

253. COMMUNICATIONS

There were no communications received.

254. MINUTES OF THE PREVIOUS COUNCIL MEETING

Resolved:- That the minutes of the meeting of Council held on 4th September, 2019, be approved for signature by the Mayor.

Mover:- Councillor Read

Seconder:- Councillor Watson

255. PETITIONS

The Mayor reported receipt of a petition which had not met the threshold for consideration by Council:-

- Containing 1567 valid signatures (2167 signatures in total) calling on the Council to take enforcement action against the reopening of Droppingwell Landfill.

Mr. S. McKenna, on behalf of Droppingwell Action Group, addressed the Council as part of the presentation of the petition.

The petition would be referred to the Overview and Scrutiny Management Board for consideration.

256. DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

257. PUBLIC QUESTIONS

(1) **Mr. Harron** asked how could it be that the petition tabled at the Council meeting on 22nd May, 2019 (a petition from October, 2017 blocked apparently by the actions of the Chief Executive for about eighteen months) had not received a response by 5th September, 2019, yet the petition tabled at the Council meeting on 4th September, 2019 received a response from the Assistant Chief Executive on 5th September, 2019?

The Leader explained the Council would respond to petitions as quickly as practicable, but sometimes this took longer than others. He understood that in this particular situation there had been a simple administrative error that meant a reply had not been sent. Mr. Harron was issued with apology from the Council and he included his own apologies for the process taking so long.

In a supplementary question Mr. Harron focused on the second response he received which was the following day to the Council meeting. That petition was actually asking the Council to suspend the changes to the petition scheme and fully consult with members of the public before implementing the changes. He was curious as to how, having addressed the Council, by mid- morning the next day he had received a response from an officer.

He, therefore, wanted to complain as he believed his right had been removed to go to the Overview and Scrutiny Management Board. He had been sent a copy of the Unreasonable Complainant Behaviour Policy and there was nothing to suggest he had right of appeal. He, therefore, asked was there a right of appeal and for confirmation when the above Policy was adopted by Council as there was no reference to Elected Members within it.

The Leader confirmed he was not aware of the response specifics to Mr. Harron so would need to check and come back to him. He also advised that if the officer response was not satisfactory then Mr. Harron could take this forward using the Council's Complaints Procedure. The Leader again apologised that a response to Mr. Harron had not been circulated sooner.

It was also pointed out that following feedback and an internal review of support services for governance, improvements had been made to the

back office processes in the administration of petitions which should avoid significant delays in responses being issued by officers.

(2) Mr. Simon Ball was unable to attend the Council Meeting so his question “That just 8 out of the 63 councillors here have been given the power to make nearly all Council decisions. In this undemocratic decision-making system, the other 55 councillors have little or no say, are you happy for this undemocratic way to continue?” would receive an answer in writing.

(3) Mr. Peter Thirlwall asked could the Chair of the Standards and Ethics Committee please tell me the outcome of my complaint dated 16th August, regarding the failure of Councillor Brian Cutts to complete his ‘Register of Interests’?

Councillor Clark, as Vice-Chair of the Standards and Ethics Committee, explained that it was not appropriate to go into detail about individual cases in this forum, as the rules stated that Council questions should be general questions.

However, it was confirmed that all Members’ interests forms had been appropriately completed including the subject of his enquiry. It was each Member’s responsibility to make sure that their Register of Interests was correct, updated within twenty-eight days of any change and signed.

The Council should be seen to take strong action against any person who did not comply as this was a clear responsibility of being an Elected Member.

In a supplementary question Mr. Thirlwall thanked the Vice-Chair about the need for strong action which he agreed with. However, Councillor B. Cutts was elected on the 5th May, 2015 and two and a half years later he had still not declared his property interests. This had prompted at least five questions at Council on the subject.

Councillor B. Cutts had been mentioned by name so was fully aware of the position and the need to abide by the Code of Conduct. He had also been spoken to by the Monitoring Officer at the time and a seminar for the UKIP Members about the filling in of their Register of Interests had also taken place.

It would appear that outstanding Register of Interest forms were all completed by UKIP Members apart from Councillor B. Cutts who eventually completed it the day before the last Council Meeting.

Despite asking questions this was reported in detail to the Standards and Ethics Committee. Mr. Thirlwall, therefore, asked what incentive did any Councillor have to complete their Register of Interests if there was no penalty for not doing so. An apology was, therefore, warranted to this Chamber and a suggestion that the allowance paid to Members be

removed for the period the updates to the Register of Interests remained outstanding.

Councillor Clark reiterated how it was not appropriate to go into detail in this forum about individual cases. However, she gave her assurance that the supplementary information provided would be raised at the next meeting of the Standards and Ethics Committee and included as an agenda item regarding Register of Interests and how they should be dealt with from a legal perspective by each individual Members.

258. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That under Section 100(A) of the Local Government Act 1972, that should the Mayor deem it necessary the public be excluded from the meeting on the grounds that any items involve the likely disclosure of exempt information as defined under 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.

259. LEADER OF THE COUNCIL'S STATEMENT

The Leader clarified that petitions were not normally discussed that emerged with fewer than 2,000 signatures and he did not intend to start a discussion today. However, he wished to thank the protesters who had brought their concerns today. He was aware of the frustrations and difficulties around this big local issue and it was hoped, during the course of this meeting, more information about what the Council had been able to do on their behalf would be shared and further information would be available with the referral into scrutiny.

The Leader wanted to also focus on some good news for the Council. Over the last few weeks the Council had been awarded "silver" for the Be-Well@Work initiative and was the first Council in the country to receive such an award recognising good practice in workplace health and wellbeing.

The Council had also been accredited the PAS PRO landlord accreditation in resident involvement. The Tenant Involvement Team and Council tenants had contributed to the Council achieving that accreditation. The assessment panel had been impressed with the positive engagement evidenced showing the Council was serious about engagement with tenants to help drive service improvements.

Clifton Park had once again won the Green Flag Award and was the only local authority managed park in England to have been awarded the people's choice every year for the last 4 years consecutively with more than 45,000 votes being cast.

Congratulations were offered to the award-winning Planning Team following the recent publication of Government statistics showing the Service once again as one of the top performers in dealing with planning applications.

Finally, the Bellows Road development in Rawmarsh had been shortlisted for the best shared ownership development (urban) by the Inside Housing Development Awards, which was good recognition for that scheme and the work done by the Housing Service.

The Mayor invited Members to ask questions of the Leader's Statement and none were raised.

260. MINUTES OF THE CABINET MEETING

Resolved:- That the reports, recommendations and minutes of the meeting of the Cabinet held on 16th September, 2019, be received.

With regards to Minute No. 50 (Community Energy Switching Scheme) Councillor Jepson sought clarification of whether this scheme was also available to the Borough's community organisations, Parish Councils and local churches who would clearly benefit from saving money.

The Leader believed they could, but would confirm this in writing to Councillor Jepson in readiness for the launch of the scheme at the start of the next calendar year.

Mover:- Councillor Read

Seconder:- Councillor Watson

261. RECOMMENDATION FROM CABINET - ADOPTION OF POLICIES TO SUPPORT ELECTED MEMBERS

Further to Minute No. 43 of the Cabinet held on 16th September, 2019, consideration was given to the report which detailed the outcome of a Members' Working Group reviewing carers, maternity and paternity arrangements for Councillors with the aim of encouraging the next generation of women to play their part in politics in Rotherham.

The Working Group's recommendations had formed a policy document proposing amendment to the Members' Allowance Scheme to take account of the adoption of the policy. The logic underpinning the policy was that improved arrangements for new parents would contribute towards increasing the diversity of experience, age and background of local authority Councils. 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.

Councillors Carter, Cusworth, Hoddinott, Napper and Simpson spoke in favour of the recommendations and wished to place on record their thanks to the Members of the Working Group. This suite of documents would provide support for Councillors not only with caring responsibilities, but those with disabilities and a terminal illness to fully participate.

Resolved:- (1) That the amendment to the Members' Allowances Scheme be amended (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 amendment to the Members' Allowances Scheme.

Mover:- Councillor Watson

Seconder:- Councillor Short

262. **RECOMMENDATION FROM CABINET - REVIEW OF POLLING PLACES**

Further to Minute No. 46 of the Cabinet held on 16th September, 2019, consideration was given to the report which detailed the responses following the public consultation on the current polling scheme and the Returning Officer's proposals.

The new Ward boundaries had been taken into account alongside disability access and the impact on schools.

Resolved:- (1) That the submissions made in respect of the review of polling districts and polling places for the Borough of Rotherham be noted.

(2) That the adoption of the polling district boundaries be approved.

(3) That the final proposals for polling places be approved.

(4) That the Electoral Registration Officer make the necessary amendments to the polling districts to take effect from publication of the revised register on 1st December, 2019.

(5) That the power to designate polling places in accordance with Section 18B of the Representation of the People Act 1983 be delegated to the Chief Executive, with 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.

Mover:- Councillor Alam

Seconder:- Councillor Watson

263. RECOMMENDATION FROM CABINET - COUNCIL DELIVERY OF NEW HOMES ON ROTHERHAM TOWN CENTRE SITES

Further to Minute No. 651 of the Cabinet held on 21st October, 2019, consideration was given to a report detailing the scheme to provide 171 high quality, mixed tenure homes, developed for gateway sites which were key to the delivery of the Town Centre Masterplan and sought authority for the necessary budget and delegated authorities to officers.

The sites sat at strategically important, highly visible gateway locations in the town centre, adjacent to other sites with the potential to accommodate further housing development. The delivery of 171 new homes across these sites would provide a significant contribution towards Rotherham's housing growth requirement, with further multiplier effects as anticipated above.

Development funding on these sites would come from the Housing Revenue Account with some external funding from the Sheffield City Region Housing Fund. The Sheffield City Region detailed business case had been recommended for approval with the decision to be taken in November. It was hoped that positive news would then be heard from New Vision Homes England who were also keen to support the Council's plans in this regard in terms of delivery.

The Capital Programme was also to be presented to Council meeting in terms of the formal process with a view to starting on site early in the New Year.

It was pointed out that, with regards to concerns about the erection of hoardings adjacent to Wellgate Old Hall, this building was to be retained and Rotherham's history secured and complimented.

Resolved:- That the inclusion of the scheme in the Capital Programme be approved.

Mover:- Councillor Beck

Seconder:- Councillor Lelliott

264. RECOMMENDATION FROM CABINET - ADOPTION OF A REVISED STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

Further to Minute No. 67 of the Cabinet held on 21st October, 2019, consideration was given to a report outlining the consultation that had taken place on a draft revised Statement of Community Involvement Unit (SCI). Under Article 3 of the Constitution, the SCI formed part of the policy framework.

The SCI set out how stakeholders could influence new planning policy documents covering Rotherham, how information would be communicated and the ways in which individuals and organisations could comment on planning applications.

The Council's current SCI was adopted in June, 2015, however, following adoption of the Local Plan Sites and Policies document in June 2018, this effectively completed the current cycle of Local Plan production in Rotherham. It was an appropriate and timely point to review and revise the current SCI and fulfil the duty of reviewing the SCI within the five years required.

Resolved:- (1) That the current Statement of Community Involvement (2015) be withdrawn

(2) The revised Statement of Community Involvement (2019) be adopted.

Mover:- Councillor Lelliott

Seconder:- Councillor Watson

265. AMENDMENT TO THE CONSTITUTION - RESPONSIBILITY FOR FUNCTIONS - TERMS OF REFERENCE FOR CABINET

Consideration was given to a report proposing that the Terms of Reference of the Cabinet be amended to include provision for that body to determine major changes to the method of delivery of Council services.

The amendment was designed to ensure that there was Member level decision making in respect of any significant service changes to aid transparency and democratic oversight. This would give the assurance about the way that services were delivered and allow for debate should proposals arise.

Resolved:- That the Terms of Reference of the Cabinet be amended to include provision for the Cabinet to determine major changes to the method of delivery of Council services.

Mover:- Councillor Read

Seconder:- Councillor Watson

266. MEMBERSHIP OF POLITICAL GROUPS ON THE COUNCIL, POLITICAL BALANCE AND ENTITLEMENT TO SEATS

Consideration was given to the report which detailed how, in accordance with the Local Government (Committees and Political Groups) Regulations 1990, the Proper Officer was required to notify the Council of any change in the political balance of the Authority or the operation of new political groups under the Local Government (Committees and Political Groups) Regulations 1990. Since the last meeting held on 4th September, 2019, the Proper Officer had received notification of a change in the political balance of the Authority.

There were 2 political groups in operation on the Council – the Brexit Party Group (11 Members) and the Labour Group (48 Members) – with 4 non-aligned Members, who were not in a political group.

There were 149 seats available on committees, boards and panels and under the calculation the Labour Group was entitled to 114 seats and the Brexit Party Group entitled to 28. This left 7 seats which could not be given to members of the political groups and should be allocated to the 4 non-aligned Councillors. Details of the vacant seats and nominations were circulated at the meeting.

The Council also had 2 seats on the South Yorkshire Police and Crime Panel, one of which was appointed to on 22nd May, 2019. The current vacancy must be filled by a member of the Brexit Party Group or a non-aligned Member and be appointed to by the Council.

Councillor Brian Cutts had been nominated by the Brexit Party Group to serve on the Police and Crime Panel, whilst Councillors Read and Watson of the Labour Group nominated Councillor Short to the same role.

Councillor Read recalled the reasons why the Council in October 2018 had determined that Councillor B. Cutts had not been a suitable representative to serve on the South Yorkshire Police and Crime Panel, after a finding from the Standards and Ethics Sub-Committee that he had breached the Member Code of Conduct.

Councillor Read reminded Members that the decision had been reached unanimously following the finding of the Standards and Ethics Sub-Committee. By virtue of his failure to meet the requirements of the Member Code of Conduct, Councillor B. Cutts was uniquely unqualified to represent the Borough.

He further referenced the Council's contact with the Home Office and their advice about rejecting Councillor B. Cutts' appointment. As it would appear no suitable Brexit Party Member could be appointed, it was proposed that a non-aligned Member be appointed to the Police and Crime Panel.

It was, therefore, proposed that Councillor P. Short resumed his place on the Police and Crime Panel. He had previously represented the Council and the UKIP Party Group, as it was last year, so was eminently qualified to take that role again.

Councillor Cutts addressed the meeting requesting a copy of the correspondence with the Home Office and further asked if the Legal Department would assist him with sending his own report.

Councillor Cowles in response considered it unfair of the Leader to say that the Home Office rejected Councillor B. Cutts when in actual fact they were not prepared to intervene in this particular issue preferring for the matter to be resolved locally.

Councillor Jepson was in support of Councillor Short as he had previously done an excellent job for the Council so was more than happy to support his nomination.

Resolved:- (1) That the operation of 2 political groups on the Council and the detail of their designated Leaders be noted:-

Labour Group – Councillor Chris Read (Leader of the Council)

Brexit Party Group – Councillor Allen Cowles (Leader of the Majority Opposition Group).

(2) That the entitlement of the membership of the political groups and non-aligned Members be agreed and such entitlements be reflected in Council's appointments of Members to Committees.

(3) That the appointment of Councillor McNeely to the Planning Board and non-aligned Members to committees, boards and panels, as detailed below, be approved:-

Licensing Board	Vacant
Licensing Committee	Vacant
Planning Board	Councillor P. Short
Standards and Ethics Committee	Councillor N. Simpson
Overview and Scrutiny Management Board	Councillor C. Jepson
Health Select Commission	Councillor P. Short
Improving Lives Select Commission	Councillor N. Simpson
Improving Places Select Commission	Councillor C. Jepson
Introductory Tenancy Review Panel	Councillor P. Short

(4) That Councillor Short, a non-aligned Member, be appointed to serve on the South Yorkshire Police and Crime Panel.

Mover:- Councillor Read

Seconder:- Councillor Watson

267. **COMMUNITY GOVERNANCE REVIEW - RAVENFIELD PARISH COUNCIL**

Consideration was given to the report which detailed receipt of a petition from Ravenfield Parish Council requesting a Community Governance Review.

The petition asked for the Review to be undertaken with a view to altering the existing boundary of the Parish of Ravenfield. It proposed that the boundary between Moor Lane South and Lidget Lane should be moved south to a line stretching from the southern border of site LDF0774 (Rotherham Local Plan) running from Moor Lane South eastward to Lidget Lane (identified as a red line on the map attached to the petition).

The request was made due to the change of use of LDF0774 to residential and the inevitable increase in population. Residents of the new housing would live in the community of Ravenfield and use Ravenfield village facilities. The current boundary would create an anomalous situation and be harmful to community cohesion.

In order to start the required Community Governance Review, the Council would need to agree Terms of Reference for the Review and, as part of the Review, to carry out statutory consultation.

In considering the request Members were of the view that such a review did enthuse local residents and their views on the proposals should be sought. However, this piece of land was still undeveloped and whilst there was a clear boundary, this may not be as clear once the land was built on.

This view was also the same for other Members who believed this request was a little premature when local residents should eventually choose whether they wanted to be part of the Bramley or Ravenfield parishes.

However, in noting the comments this was a legal process that needed to be followed following the request for a Community Governance Review.

Resolved:- (1) That a Community Governance Review of the Parish of Ravenfield be undertaken.

(2) That the Terms of Reference for the Review in respect of the Parish of Ravenfield, set out at Appendix 3 of the report submitted, be approved.

(3) That a further report be submitted on the outcome of the consultation undertaken as part of the Review.

Mover:- Councillor Alam

Seconder:- Councillor Read

268. OVERVIEW AND SCRUTINY UPDATE

Councillor Steele, Chair of the Overview and Scrutiny Management Board, introduced the first update for 2019/20 on the latest work carried out by the Overview and Scrutiny Management Board and the Select Commissions - Health, Improving Lives and Improving Places as set out in detail as part of the report.

Councillor Carter believed the opposition should scrutinise executive functions of this Council and could not support the update due to there being a Labour Chair of the Overview and Scrutiny Management Board.

Members were in disagreement with Councillor Carter's view and challenged his own involvement in the scrutiny process given his reluctance to nominate himself to any membership. They regarded the role of the Chair of the Overview and Scrutiny Management Board to be

robust and critical to the scrutiny processes in Rotherham, which were highly regarded and held up as good practice in the region.

Resolved:- That the report be received and the contents noted.

Mover:- Councillor Steele

Seconder:- Councillor Cowles

**269. CHILDREN'S COMMISSIONER'S TAKEOVER CHALLENGE
SCRUTINY REVIEW: YOUNG CARERS**

Consideration was given to the findings and recommendations of a spotlight review undertaken by the Rotherham Youth Cabinet, together with the Rotherham Young Carers Council, regarding improving access to leisure opportunities for young carers in Rotherham.

Many young people provided a significant number of hours of care each week which may impinge on both their school and social lives. Given the value of respite from caring for all carers, it was vital that young people were able to have access to leisure activities and to have fun.

Financial considerations need to be taken into account as many families with young carers were on low incomes. Access to discounted or free activities was important either through developing a new offer or building on what was already in place. Concessionary travel to activities was another aspect to consider.

The recommendations focused on:-

- An improved offer of discounted access to leisure activities for young carers.
- Clear eligibility criteria.
- Support to travel to activities.
- Good promotion and publicity.
- Identification of young carers and support.

Resolved:- (1) That the report and recommendations in respect of Young Carers be noted.

(2) That the response of Cabinet be reported back to Overview and Scrutiny Management Board and Rotherham Youth Cabinet.

Mover:- Councillor Steele

Seconder:- Councillor Cowles

**270. THRIVING NEIGHBOURHOODS - UPDATES FROM WARD
COUNCILLORS**

Further to Minute No. 55 of the meeting of the Cabinet held on 19th November, 2018, consideration was given to the annual Ward updates for Sitwell, Swinton and Valley as part of the Thriving Neighbourhood Strategy.

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

Councillors Cowles, Short and Julie Turner, on behalf of the Sitwell Ward, gave an update on their Ward priorities and welcomed the opportunity that the Thriving Neighbourhoods had given to Members and listed a number of initiatives that had taken place in the Ward, including:-

- Fly tipping on Doles Lane and erection of steel barriers allowing access to all those who enjoyed open spaces.
- Anti-social behaviour hotspots in and around a disused bus shelter on Cowrakes Lane.
- Funding for the Parish Cricket Club to purchase an all-weather wicket.
- Joint funding with Boston Castle Ward Members CCTV and barriers on the Duke of Norfolk estate.
- Special award by the Police Crime Commissioner for the proactive work by residents with establishing a WhatsApp group with over 150 residents.
- Speed surveys with the Council and Police.
- Deployment of illuminated speed signs around the Ward.
- Addressing isolation and loneliness and funding coffee mornings.
- Building bird boxes with the pupils of Newman School for residents.
- Proposals to run an integrated shopping project with students from Newman School.
- Liaison with the Council, Yorkshire Water and the Environment Agency following concerns about the cleanliness of the water flowing through Whiston Brook, the capacity of the sewage system and the maintenance schedule for the pumping station.
- Funding at Whiston Worrygoose School for a fence to prevent litter being thrown into the school's wildlife area.
- Tables, chairs and play equipment for the Methodist Church Toddler Group.
- Spring bulb planting party on the 3rd November, 2019 where 5,000 spring flowering bulbs will be planted within the Ward.
- Water butts for the Whiston Allotment Society on its 3 sites.

In addressing the Council, Councillor Cowles was happy to support some of the many Ward projects, but expressed some concern about the delay from the request to authorise funds to the projects being implemented.

Councillors Cusworth, Sansome and Wyatt, on behalf of the Swinton Ward, gave an update on their Ward priorities and welcomed the opportunity to thank the Neighbourhood Working Group, staff and

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volunteers and listed a number of initiatives that had taken place in the Ward.

Ward Members responded positively to the Thriving Neighbourhoods agenda as it enabled them to engage with residents in a much more meaningful way. With access to the devolved budget priority could be given to important issues, but it was not just about money it was also about the time given. As a result the community were benefiting from:-

- Successful defibrillator and cabinet projects throughout the Ward as a result of excellent partnership and fund raising efforts
- Community skips and litter picking and the partnership working with Streetpride, Don River Catchment Group and the joint working with the Hoover and Rawmarsh Wards.
- Plans for a fancy dress litter pick on the lead up towards Christmas.
- Social media sharing pages.
- Support from volunteers and in particular an ex-soldier who was restoring the pathways and clearing streams at Horsefair Park.
- Wildlife and pond restorations.
- Community clear ups.
- Victoria Cross Centenary Celebrations.
- Better utilisation of the library for surgeries and meetings and funding of special events.
- Supporting the South Yorkshire Active Travel initiative and the significant impact on parking around schools.
- Brookfield Academy's Travel Working Group Gold accreditation reducing the number of children travelling to schools in cars to 10%.
- St Thomas' School achieved Bronze working towards Silver and Queen Street Primary were working towards their Bronze.
- Partnership and community involvement in the walk to school events and the launch of the park and stride car parks.
- Attendance at award presentations and funding of scooters, portable bollards, slow traffic signs and contributions to the funding of school crossing patrols.
- Resident engagement at Charles Street Community Centre, Potteries Court and Highfield Court.
- Befriending work and visits to residents with Polly, the dog.
- Loneliness and isolation agenda and the programme of regular guided walks advertised on social media.
- Operation Shield and actions to reduce crime and anti-social behaviour in the area.
- Quarterly Neighbourhood Policing meetings and opportunities for residents to raise concerns.
- Involvement with persistent reoffenders and integration into local communities.
- Speeding and utilisation of fully trained community volunteers to carry out speed checks in local hotspots.
- Crime prevention bid initiative submission.

Councillor Reeder had nothing to contribute to the update as a member of the Valley Ward as the Thriving Neighbourhoods Agenda had not worked for her. She did not feel she now lived in a cleaner, greener environment.

Councillor Albiston, on behalf of the Valley Ward, gave an update on the Ward priorities in which she had been involved across a number of diverse community areas. Some of the communities were the most deprived in the Borough and found to be challenging with the political make-up of the Ward itself. Officers have been very patient and diplomatic in their approach to neighbourhood working and working with Members that took into account the different political backgrounds.

Potentially residents of the Valley Ward had lost out when compared to other areas in terms of working together. However, despite the differences a number of successes have been achieved and worked on, including:-

- Developing and renovating the neighbourhood centres into successful community hubs.
- Making environmental improvements to improve community safety and wellbeing.
- Enhancing facilities and activities for children, young people and families.
- Creating interest in voluntary sector groups.
- Sporting activities in Valley Park.
- Solar powered vehicle activated speed signs.

Councillor Albiston ended her report by saying neighbourhood working should not be about Councillors' pet projects or a series of photo opportunities, but a long-term commitment to bring people together, it was about building community assets and addressing the issues that mattered to the people that lived there with resources targeted to those areas that needed them most. It was a mistake that areas like Valley, that really needed to be targeted, did not get the level of resources that they deserved.

Responding to some of the points made, Councillor Watson had not experienced difficulties with some of the internal processes for commitments, but would look into this further. He was aware of some issues with demand for speed activated signs, but this had since been resolved. He further emphasised how the Thriving Neighbourhoods agenda was for supporting communities and not individual Members.

Resolved:- That the Ward updates be received and the contents noted.

Mover:- Councillor Watson

Seconder:- Councillor Read

271. NOTICE OF MOTION - CLIMATE CHANGE EMERGENCY

Proposed by Councillor Roche and seconded by Councillor Allen:-

This Council:-

In the most recent State of the UK Climate 2017 report, trends show that the UK climate is continuing to warm and that sea levels continue to rise:

- We will be experiencing summers that are 2.5°C warmer,
- Our winters will be milder with the average temperatures being 2.2°C warmer
- There may be a 16% decrease in summer rainfall making our summers much drier but more variable
- Winters will be wetter with an average of 14% more rainfall
- Mean sea levels around the UK have risen by about 16 cm since the start of the 20th Century.

The IPCC Special Report on Global Warming published in October 2018 states that we have just 12 years to act on climate change if global temperature rises are to be kept within the recommended 1.5 degrees Celsius.

The government has set a target date of 2050 for Britain to produce “net zero” carbon emissions. All governments (national, regional and local) have a duty to limit the negative impacts of climate change, and local authorities that recognise this should not wait for their national governments to change their policies.

In recent years, Rotherham Council has been reducing its carbon emissions by about 3% per year. Recent statistics from the energy switching website migrate.co.uk suggest that over the last 10 years Rotherham has seen the fifth biggest reduction of our emissions overall amongst 21 local authorities in Yorkshire & the Humber.

Nationally to date over half of the Councils in England have declared a climatic emergency as has the National Government. Rotherham has previously developed a climate change strategy but now is the time to reassess our objective for the years ahead.

This Council notes that there are significant opportunities to reduce RMBC’s carbon emissions over the coming years:

1. The proposed development of a district heat network from Templeborough Power Plant, powered by sustainable biomass
2. The proposed introduction of a community energy switching scheme, moving properties including council homes onto 100% renewable sources of electricity

3. The recent installation of electric vehicle charging points, including for Council vehicles, and future re-provision of the Council's fleet of vehicles
4. Encouraging external providers of Council services to reduce their carbon emissions as part of our Social Value Policy
5. The proposed planting of fifty million trees across the country, including potentially some in Rotherham, as part of the "Northern Forest"

This Council therefore resolves to:

1. Join other local authorities in declaring a climate emergency
2. Create a Members Working Group to propose an informed target for the Council's carbon reduction by 2025 and to review it every 5 years thereafter, and to develop a "Carbon Action Plan" towards these goals, and that this Working Group should report back to the Council no later than March 2020
3. Develop a strategy for RMBC to play a leadership role in promoting community, public and business partnerships in reducing carbon emissions
4. Mandate officers to lobby Government for additional resources to support this strategy where these are required
5. Pledge to produce, in January of each year, a Rotherham Climate Emergency Annual Report, detailing the Council's progress against the Carbon Action Plan
6. Pledge to ask our partner organisations across Rotherham to support us by making clear commitments to dealing with this climatic crisis

Require all officer reports from April 2020 to Cabinet and Full Council to contain Impact assessments in relation to Climate change.

On being put to the vote, the motion was carried unanimously.

272. STANDARDS AND ETHICS COMMITTEE

Resolved:- That the reports, recommendations and minutes of the meeting of the Standards and Ethics Committee be adopted.

Mover:- Councillor Clark

Seconder:- Councillor Vjestica

273. AUDIT COMMITTEE

Resolved:- That the reports, recommendations and minutes of the meeting of the Audit Committee be adopted.

Mover:- Councillor Wyatt

Seconded:- Councillor Walsh

274. HEALTH AND WELLBEING BOARD

Resolved:- That the reports, recommendations and minutes of the meeting of the Health and Wellbeing Board be adopted.

Mover:- Councillor Roche

Seconded:- Councillor Mallinder

275. PLANNING BOARD

Resolved:- That the reports, recommendations and minutes of the meetings of the Planning Board be adopted.

Mover:- Councillor Sheppard

Seconded:- Councillor Williams

276. STAFFING COMMITTEE

Resolved:- That the reports, recommendations and minutes of the meeting of the Staffing Committee be adopted.

Mover:- Councillor Alam

Seconded:- Councillor Read

277. LICENSING BOARD

Resolved:- That the reports, recommendations and minutes of the meeting of the Licensing Board Sub-Committee and Licensing Sub-Committee be adopted.

Mover:- Councillor Ellis

Seconded:- Councillor Beaumont

278. MEMBERS' QUESTIONS TO DESIGNATED SPOKESPERSONS

(1) Councillor Carter referred to some residents telling him they had to wait for almost two hours before their call to 101 was answered. He asked were there any plans to introduce a call-back function for the 101 service?

Councillor Sansome confirmed this was in place

The Call Back Assist (CBA) was a new functionality that was delivered with the new system.

In terms of implementation, it was delivered in a phased way across the 4 groups that worked within Atlas Court. This commenced in June, with supervisors gaining some understanding of how the system worked. The

roll out then continued across all the groups who switched the system on from 7.00 am to 7.00 p.m.

When the roll out was first implemented there were a few teething problems and for a short period it was switched off whilst the issues were investigated and a fix was then put in place.

The CBA function had had a phased introduction over the summer period and allowed callers to choose the option of leaving their details and either the telephone number they were using to call, or an alternative contact number. The system would then retain the callers place in the 101 queue and recontact them. In the event that the caller did not answer the initial call back, the system would call a second and a third time before removing the number from the 101 queue.

The Call Back Assist system did not extend into a period of anti-social hours for a call back.

The system had now been running across the floor since the end of August and worked on a set of call routing rules. However, the supervisors were able to switch the system on and off based on operational demand.

The average answered wait times for 101 for the last three months were:-

- August 2019 - 14 minutes and 33 seconds with an average abandoned wait time of 10 minutes and 5 seconds.
- September 2019 - 13 minutes and 43 seconds with an average abandoned wait time of 10 minutes and 35 seconds.
- October 2019 - 8 minutes and 42 seconds with an average abandoned wait time of 8 minutes and 31 seconds.

Whilst this did not alleviate the frustration for those members of the public who have found themselves waiting longer, it did show that such long waits were an exception rather than the norm.

In a supplementary question Councillor Carter understood now there was no covert function place at the beginning of August. However, he asked were there plans to introduce the service on a 24/7 whether this would enable any caller wishing to use call-back assist to remain on the 'log' and then called back the day after.

Councillor Sansome would seek to obtain this information and provide feedback in writing.

279. MEMBERS' QUESTIONS TO CABINET MEMBERS AND CHAIRMEN

(1) Councillor Simpson asked could the Council support his national petition to limit the sale and use of Fireworks to around 5th November (along with New Year's/Chinese New Year and Diwali festival.)

Councillor Hoddinott confirmed that if Councillor Simpson could send her a copy of his petition she would be happy to have a look at it.

(2) Councillor Simpson referred to “Fast 4’s unlicensed taxi driver fine” and asked was it about time the idea of taxi dashboard photo ID was implemented?

Councillor Ellis thanked Councillor Simpson for raising this matter. The successful prosecution of Fast 4 and the significant fine of £1,300 showed how seriously the Council took taxi licensing and that the Council would act robustly if drivers and operators did not abide by the rules.

In 2015, Rotherham Metropolitan Borough Council, set what was generally accepted to be the highest standard with regard to taxi and private hire licensing in the UK. Many of the standards have subsequently been adopted by other local licensing authorities. Rotherham had even been cited as best practice in revised national guidance.

However, the Council was not complacent. Following a review of the current Policy, Cabinet would be considering a report, proposing to consult on a revised Taxi Licensing Policy.

The current Policy required all drivers to wear an identity badge on their person. However, feedback from both taxi users and drivers was that this was often not as visible as it could be to passengers. As part of this review the Cabinet would be considering the most appropriate information for internal display.

In a supplementary question Councillor Simpson confirmed he had spoken over two years ago to the National Taxi Association about displaying information. However, being a taxi user himself he only considered it right that identification should be on display for safeguarding purposes rather than being clipped onto a jacket. A passenger could then clearly see the identity of their driver.

Councillor Ellis reaffirmed that the policy currently dictated that all drivers must wear their personal licensed identification. However, she urged Councillor Simpson to include his comments as part of the consultation.

(3) Councillor Cooksey indicated that when carers have a respite package from Adult Social Care she understood it had to be re-assessed every year. This causes unnecessary stress for the carer so asked would the Council reconsider?

Councillor Roche confirmed there was a requirement under the Care Act to review support plans at least every 12 months and this was to make sure that eligible needs were still being met.

A more detailed reassessment would only take place if there were changes or circumstances that had arisen and a new support plan was needed. This was not intended to be a stressful experience, but one that provided reassurance that needs were being met appropriately whilst discharging the Council's statutory duties.

In a supplementary question Councillor Cooksey explained this concern had been said to her anecdotally, but understood that in some other authorities the respite package could roll over rather than being re-assessed in circumstances where someone was terminally ill or had a long term condition.

Not only was there a financial cost to the process, but also in manpower and the re-assessments did cause undue stress to carers, so asked if it was correct that other Local Authorities could roll over assessments if circumstances had remained in the same.

Councillor Roche reiterated it was a requirement of the Care Act for an annual assessment, but would check with senior officers to determine if national statutory guidelines were being followed with assessment rollovers.

(4) Councillor Wyatt was very pleased to hear that Rotherham's Archives Service was granted accreditation status by the national body. He asked could the Cabinet Member provide the Chamber with some further details about the award and what benefits this would be for residents and visitors?

Councillor Allen explained the National Archive Service Accreditation was the UK-wide standard for Archive Services, assessed and awarded by a partnership of bodies including The National Archives and representatives of the professional and national archive bodies in England, Wales, Scotland and Northern Ireland. It was a national benchmark and quality standard which had only been awarded to 153 of the 2,500 Archive Services across the UK.

Rotherham was presented with the award on 21st October, 2019 and the Director for Research and Collections spoke warmly about the Rotherham Service.

This was a genuine achievement for the Archive Service and a recognition of the dedication of staff who were thanked for their hard work given the submission was described as one of the best organized.

There were benefits for Rotherham's residents and visitors as they would be able to engage with high quality records from family history and local heritage to the industrial past and parks, urban landscapes and waterways. The accreditation provided a quality mark for the work that the service delivered with schools and local community groups, using the

collection to better understand Rotherham's shared history and the forging of new partnerships.

The Service received a number of national inquiries and demonstrated to potential donors, partners and fundraisers that Rotherham had a Service that was a trustworthy recipient of artefacts and records. Again the National Director of Research and Collections reported the importance of Archives Services meeting standards.

Archives mattered as they were a collective memory allowing society to hold institutions to account, to explore collective and personal identities to underpin research, to connect generations with stories from the past, to the present and to the future and inspire innovation and creativity.

(5) Councillor Buckley asked, with the emphasis on environmental issues and in particular the desire to reduce carbon monoxide emissions and promote the use of electrically powered cars, would the Council consider the installation of a vehicle charging facility in the car park adjacent to the new Library facilitated by Brinsworth Parish Council and RMBC?

Councillor Allen confirmed that the Council was allocated a grant, as part of the Clean Air Zone Early Measures Fund, to install 28 electric vehicle charging points in Council-owned public car parks.

Unfortunately one of the criteria from national Government for the installation was that the sites were fully owned by the Council. This meant there was a responsibility on the owner of the site for the electricity charges incurred as part of any installation and, therefore, sites not in Council-ownership had not been able to be prioritised.

Unfortunately, the site in question was not owned by the Council, but the Council was providing support to Brinsworth Parish Council on how it may move forward with an electric vehicle charging point installation.

(6) Councillor Hague referred to the Environment Agency saying Watsons Tip was inert and asked did the Council intend to challenge this assertion?

Councillor Hoddinott clarified the Council's position and their opposition to this tip 2 years ago when it passed unanimously a motion condemning the granting of the licence by the Environment Agency. The Council was supporting local residents given the decision to allow retipping and was aware of the environmental and community impact.

The Council and Councillors were doing all they could to raise its concerns about Droppingwell Tip and the Cabinet Member had met regularly with the Action Group. A further meeting had taken place with the Environment Agency and many of the questions raised today were raised with them.

It was recognized that all concerned were fighting against the law on this one and Sarah Champion, M.P. was raising this in Parliament. The Cabinet Member having raised this with the Minister had received a disappointing response as there was unwillingness to address really what was a unique position Rotherham found itself in. In terms of the question raised, the Environment Agency's own website acknowledged that the site was not inert.

In a supplementary question Councillor Hague referred back in 2016 when on site the Environment Agency said that this tip was not inert. However, test drilling indicated that with the smell of marzipan there were various contaminants within the site. This would indicate there was cyanide in the material that was unsealed with 3 old mine shafts underneath.

When it rained water percolated through the material down into the mine shafts and ultimately into the watercourse. This Council had the power to go onto that site under the Environmental Protection Act 1995 and undertake drilling operations to find out what was in that site so asked why were the Council not doing it.

Councillor Hoddinott did not dispute the concerns around the tip site, but pointed out it had been in operation since 1929. The contaminants on site were a concern and it was for Environment Agency to be monitoring regulation themselves. This was mentioned to them this week and questions raised about the groundwater and the monitoring of that site. It was a necessity that they did this.

(7) Councillor Hague asked was the Cabinet Member aware of what toxins were in Watsons tip?

Councillor Hoddinott before responding pointed out that Councillor Hague had had plenty of opportunities to ask officers about the detail. However, if he had important information he should pass this to the Cabinet Member to pass onto the Environment Agency rather than grandstanding.

Councillors and officers have spent hours and hours going through documentation to look at every avenue to stop this tip operating. With regards to the drill holes, the Cabinet Member would take this back to officers, but offered her reassurance that the Council would try absolutely everything it could, but ultimately rather than blaming the Council it was the Environment Agency that had decided the tip could open by issuing the tip operators a permit. This had been done with no consultation with local residents or the Council and it was their decision to remove the permit. The Council would continue to challenge and lobby the Government for them to take action.

(8) Councillor Hague asked did the Council intend to take enforcement action against the operator of Watsons tip for breach of planning?

Councillor Hoddinott explained that if there was a breach of planning, the Council would take action.

The Cabinet Member had spoken to the Chair and Vice-Chair of Planning and if Councillor Hague had additional information that would be useful please could he forward this on. The Council had looked at details of the 1958 planning permission which had very few restrictions and very few conditions on such things like operating hours. Consideration had also been given to the agreement in 1994 and the public inquiry in 1992. The current position from Planning was the site did not require any further permission and actions on the site could take place under the original permission.

In a supplementary question Councillor Hague made reference to the site's topography. The 1958 planning permission set out tipping heights which had been exceeded. It was documented by the Secretary of State's Inspector that this was overturned. A letter dated 19th January, 1996 from the Head of Planning to a local resident told them that operators were in breach of its planning. If this was correct why was the Council not taking enforcement action against this operator for breach of planning. The Council could take out an injunction and did not have to wait for works on site to start.

Councillor Hague had spoken to Planning on many occasions, but if it was documented this site was in breach of planning was enforcement action going to be taken against the operator for a planning breach.

Councillor Hoddinott explained that planning was a separate process within the Council and it was up to the Planning Board if they wanted to take action. She urged Councillor Hague to share any information he may have rather than everyone getting frustrated, aggravated and blaming each other. If there was something the Council could do it would have taken action years ago and the passing of the motion then indicated every effort was being made to stop tipping operations.

In terms of the particular planning issue it was known that Phase 1 was over tipped. However, there was an accepted variation in January 1994 around the restoration capping this scheme which was regularized. This did not mean that Phase 2 could also be filled to that level, but had to sit within the 1958 permission. If Councillor Hague had other documentation from 1996 then he was asked to submit this to the Planning Department so it could be considered.

Councillor Hague asked if he could have a copy of the variation agreement as he had not got a copy nor had he seen it. He again expressed his concern about the Secretary of State's acceptance of fill heights, but pointed out this had no bearing on the planning permission.

The fact that the Council accepted the Secretary of State's report meant nothing in planning terms and did not mean that the operation was not in breach of this planning. He again asked if the Council was going to take legal action and stop blaming the Environment Agency when the Council could stop the operation of this tip.

Councillor Hoddinott responded expressing her own concern about the need to make an argument to the Environment Agency. She was willing to sit down with Councillor Hague and talk through his concerns, but was concerned that his frustrations would not make this possible to work together. She did point out, however, that the 1994 amendment did recognise the position, but if Councillor Hague had different advice or if he had a different opinion to the advice that the Council had, he could submit a complaint.

(9) Councillor Hague asked had a variation been issued against the existing 1958 planning permission to facilitate the compliance to tip on phase 2?

Councillor Hoddinott confirmed notification of the intention to start the restoration/capping scheme was submitted to the Council in January, 1994 and was accepted as a variation to the 1958 permission which was and still remained extant. Since 1994 there have been no subsequent variations.

(10) Councillor Hague asked did the Council intend to take legal action against the Environment Agency for their abuse of their own permitting procedures in issuing a permit for Watsons Tip and did the Cabinet Member believe it was not in the interests of the public purse to pursue legal action against the Environment Agency or the tip operator?

Councillor Hoddinott confirmed that action would be taken where it was in the public interest. However, legal advice had been taken on a number of matters relating to this site, but the Council would lose legal privilege with the disclosure of any information relating to legal advice or potential action in the future. The Council was, therefore, not in a position to give any further information at this stage.

The Environment Agency should have consulted with the Council. However, you could see from the latest letter from the Minister he did not think to do so would materially have changed the outcome and they would have been given the permit which was extremely disappointing.

Had the Environment Agency consulted it would have enabled the Council to bring up lots of issues currently being dealt with. One of the concerns and real issues was because the operators were working off a 1958 planning permission. The permit would normally rely on such things and this was why there were calls for regularisation around the operating hours of this tip which was a concern for residents.

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In a supplementary question Councillor Hague asked if the Cabinet Member could elaborate on the legal advice.

Councillor Hoddinott expressed her concerns about the sharing of legal detail which may jeopardise any case in the future and advised Councillor Hague to carefully think about what information he may share.

Councillor Hague pointed out the Council could take legal action and referred to the Environment Agency acting unlawful if the issuing of a permit.

Councillor Hoddinott was seriously concerned about information shared and how Councillor Hague may be jeopardising any chance the Council may have in making a case. She expressed her disappointment in his actions.

(11) Councillor Hague asked was the Cabinet Member aware of the unstable nature of Watson's tip?

Councillor Hoddinott had visited the site several times and there were concerns about slippage that had happened down the side of the tip. She had raised this with the Environment Agency who were saying they had had engineers out on site and they were satisfied that it was stable. Again this week the Council had shared evidence to question that judgement and the Environment Agency had gone away to relook. This was a real concern as any disturbance could be disastrous.

Councillor Hague did not wish to ask a supplementary question and also wanted to withdraw his submitted questions from number twelve to fifteen.

(16) Councillor Carter asked could Councils tender bus services out to bus companies and which services, if any, did RMBC currently tender out to bus companies?

Councillor Lelliott explained that the Council did not tender bus services.

Most bus services were operated on a commercial basis by privately owned bus companies, and these services were registered with the Traffic Commissioner.

The SYPTE subsidised, through a tender process, around 30 services in Rotherham during off peak periods, mainly in the evenings or on Sundays. This was generally to ensure that areas of the Borough have a limited service during these periods where a commercially operated service would not be feasible. The value of these tendered services represented circa £1.384M per annum.

In a supplementary question Councillor Carter asked would the Council consider tendering or a change of the route for some bus services that currently go through Brinsworth.

Councillor Lelliott advised that South Yorkshire Passenger Transport Executive (SYLTE) would assess the requirement for a subsidised service should an area of the Borough not be serviced by a commercially registered service. In these circumstances a tender may be issued by the SYLTE (but not the Council directly) for a bus company to operate a non-commercially viable service. As had been mentioned in previous meetings, Councillor Carter was advised to speak to the South Yorkshire Passenger Transport Executive and lobby to get the services that he required in his Ward.

(17) Councillor Carter stated that RMBC was the freeholder for a substantial amount of community land (for example, Crowgate playing fields in Anston) that was leased to or maintained by the parishes and asked which sites have these arrangements and did the Council have a policy to promote asset/freehold transfers of such land to the community bodies that maintained them for the benefit of residents?

Councillor Lelliott explained the Council had an adopted Community Asset Transfer Policy, which had recently been updated and approved by Cabinet. The updated Policy would be available to view on the Council's website in November, 2019.

A core principle of the Policy was to empower community organisations to deliver their own solutions to meet local needs.

From 2007 to date 26 Council-owned assets had been let to community/third party organisations for use by the wider community.

In a supplementary question Councillor Carter asked if he could please be sent a copy of the updated Policy when it was publically available and with all the asset transfers was there the presumption the Council would transfer these assets when it was a Parish Council.

Councillor Lelliott misunderstood what Councillor Carter was asking, but confirmed that the Policy would shortly be available on the website. However, she would also send over a list of the completed lease applications for information.

(18) Councillor Carter reported that Carole from Brinsworth had been in touch having had difficulty renewing a blue badge for her husband who had reduced mobility following a stroke and asked how could it be fair that under this Labour administration frustrations, delays and unjust rejections of applications have become commonplace?

Councillor Lelliott confirmed that on the 30th August, 2019 the Department of Transport implemented new regulations for the Blue Badge Parking Scheme providing Councils with a new model application system. This required applicants to provide more description information on their health conditions. The Council was an administrative authority, but it was the Department for Transport that set out the policy.

There were delays caused by the changes to the rules made by Central Government

To mitigate the adverse impact this might have on existing Blue Badge holders, the Council had implemented a discretionary arrangement. Providing a customer had applied for a new badge before their current one expired, they could continue using their existing badge in Rotherham as though it had not expired (until they either received a new badge or they were informed that their re-application had not been successful).

In a supplementary question Councillor Carter sought clarification on the policy protocols for the Blue Badge Scheme and asked what evidence was required for those who had hidden disabilities.

Councillor Lelliott confirmed there were guidelines to follow much like any other application and documentation such as medical letters. It was a long process and more paperwork for the applicant to complete. A copy of the DfT guidelines relating to the Blue Badge Scheme would be sent over to Councillor Carter.

(19) Councillor Carter explained there was land that was owned by RMBC and leased to organisations such as grass verges, parks and recreation facilities, community buildings and Drew from North Anston wanted to know what the Council's policy was on collecting the so-called 'peppercorn rent' (e.g. £1/year) specified in such leases and asked did the cost (including staff time) of processing payments outweigh the income generated?

Councillor Lelliott explained leases were granted by the Council at peppercorn rents (as opposed to commercial rents) when they were considered to provide some form of wider community benefit.

This may be, for example, that the leaseholder was able to deliver services from the land/building that benefited both the Council and local communities.

The leases for a peppercorn or nominal amount usually went on to state "to be paid if demanded". Where leases stated this, the Council's position was that it did not collect these small nominal rents as it was not cost effective to do so.

In a supplementary question Councillor Carter asked what level of threshold for these peppercorn rents was in place and how many of these rents have been collected in the past 5 years.

Councillor Lelliott did not have the information to hand so would provide an answer to the question in writing.

(20) Councillor Jepson asked if the Cabinet Member was able to update him regarding the 6 bungalows that were to be purchased by the Council from Duchy Homes at their Penny Piece Lane, North Anston development, have they now been purchased and if so when, have tenants been allocated, when would they be completed and what was the total cost to the Council including any adaptations?

Councillor Beck explained that on 19th November, 2018, Cabinet approved the purchase of 6 bungalows on Penny Piece Lane, North Anston, from Duchy Homes, to add to the Council's housing stock.

The homes were due to be completed and handed over to the Council in January 2020 and shortly after this the homes would be allocated via the Housing Register from Key Choices.

The total cost was £592k, of which a 25% deposit had already been paid and the rest would be paid on completion.

In a supplementary comment Councillor Jepson referred to information indicating some of the properties were shown as being sold when the site was nowhere near completion and he was concerned that Council had paid money, but would be waiting some considerable time.

(21) Councillor Jepson explained that, following its recent Ofsted report, Anston Park Junior School was again rated as 'requires improvement'. This followed full and monitoring reports in 2015 and 2017 which also rated it as 'requires improvement' and asked was he also concerned about this latest one and what help and assistance was the Local Authority able to offer the school to improve the situation.

Councillor Watson explained Anston Park Junior School was a maintained school.

There had been significant turnover of staffing during the last academic year which had now been resolved. All 3e Y6 teachers left the School mid-way through the year following challenges from the leadership team.

The School was the first in the Authority to be inspected under the new framework; the emphasis on subject leadership was difficult for them because of the number of new staff who had only recently (within the previous 2 weeks) been allocated a curriculum area and so were unable to discuss it in sufficient depth – no allowance was made around this from Ofsted.

For the past year the School had had a Steering Group, which had included representation from the Council. RoSIS had allocated a National Leader for Education to support the School with termly visits who could identify any bespoke support the School needed which would feed into the Steering Group.

Reading the report in detail it talked about the leadership recognizing that the outcomes had not been good enough. However, there was now only four bands within the Ofsted inspection regime, but it was with a little bit more work the school would improve and was going in the right direction.

(22) Councillor Jepson referred to the Chesterfield Canal Members Steering Group which had not met since 17th January, 2019, and asked had any progress been made with regard to future meetings of the group and could the Cabinet Member also confirm that the Council was still fully committed to supporting the Trust in its restoration of the canal as well as developing its future use.

Councillor Allen explained the Chesterfield Canal Members Steering Group took place following the Kiveton Waters Stakeholder Group. The sequence of these meetings was important as the Kiveton Waters Group updated the Chesterfield Canal Members Group.

The Kiveton Waters Stakeholder Group last met in July and was due to meet again in September, but this was cancelled due to lack of availability. The next meeting was due for mid-November and officers were awaiting confirmation of the preferred date, based on the availability of the different partners.

The Council remained committed to supporting the project. The lead organisation was the Chesterfield Canal Preservation Trust and the Council would continue to work alongside other partners such as the Canals and Rivers Trust.

This commitment was further evidenced by the recently published Cultural Strategy – Things to Do, Places to Go – which was endorsed by Cabinet on 10th June, 2019. The Strategy outlined in one of its 7 Game Changers - “Adventures in Rother Valley” its commitment to “the development of the historic canal network”.

(23) Councillor B. Cutts asked could the Cabinet Member give him an outline of the current position of the Guest and Chrimes Building and the future expectation?

Councillor Lelliott reported that Guest and Chrimes was a privately owned listed building which was subject to a fire. This caused substantial damage to the building. Following the fire, several inspections and visits were carried out by Building Control to ensure that appropriate demolition, to make the building safe, was carried out. The site had been made secure with permanent fencing around the full perimeter of the site.

As the Council did not own the site Councillor Lelliott offered to put Councillor Cutts in touch with the owner's for him to get information from them.

280. URGENT ITEMS

There were no urgent items for consideration.

Councillor Chris Read – Leader of the Council

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Councillor Read

Mr Harron

By email: aftermath.rmhc@gmail.com

5th November 2019

Dear Mr Harron

Council Questions – 30th October 2019

Thank you for your enquiry.

I can confirm that the Policy on the Management of Unreasonable Complainant Behaviour has been in place for a number of years and was adopted in around 2011 under the Council's scheme of delegation at the time and was signed off by the Assistant Director.

This advisory policy adopted by the council under its scheme of delegation is based on a template provided by the Local Government and Social Care Ombudsman.

I understand that there is no right of appeal but the measures in place following a decision under the policy are reviewed each year and you would have the right to raise the matter with the Ombudsman should you wish to do so.

Regarding the warning you have received, it is just that and therefore at this time there are no measures in place in relation to yourself under this policy.

Yours sincerely



**Councillor Chris Read
Leader of the Council**

Councillor Chris Read – Leader of the Council

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CR/ADY	(01709) 822700	22770	Councillor Chris Read

31st October 2019

Sent by email to:
Simon.A.Ball@outlook.com

Dear Mr Ball,

At yesterday's council meeting, you had intended to ask the question:

Just 8 out of the 63 councillors here have been given the power to make nearly all Council decisions. In this undemocratic decision-making system, the other 55 councillors have little or no say, are you happy for this undemocratic way to continue?

Because you were unable to attend, I am responding in writing in line with the Council's usual protocol.

During 2014 and 2015, we undertook a Governance Review on a cross-party basis, chaired by an academic, Prof Tony Crook, from the University of Sheffield. As part of that process, councillors considered the best way for the council to make decisions and improve services, including consideration of some form of committee system or a directly elected mayoral model.

As part of that process, councillors from all sides agreed to introduce the pre-Scrutiny system which we now have, which allows non-Cabinet and opposition members to scrutinise and formally recommend changes to executive function decisions before they are taken. Since its introduction, 95% of those recommendations have been adopted. At the same time, the system gives us clear accountability, whilst also allowing space for wider policy development and scrutiny of the council's delivery.

It is the balance of all these roles: policy development, scrutiny, performance management, appropriate levels of delegation, and formal accountability, which together make our model properly democratic.

Of course the big strategic decisions such as the Council's budget are agreed at the full council meeting where all 63 members have a vote. Licensing, Planning and Neighbourhoods decisions are all taken by members of the council in other ways.

The Rotherham model is almost unique within local government and since it seems to be working well for us we have no intention to change it at present.

Yours sincerely,



Councillor Chris Read
Leader of Rotherham Council



Metropolitan Borough of Rotherham

***Rotherham Town Hall,
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Telephone 01709 822722/1
Facsimile 01709 822734***

5th November, 2019.

Councillor Carter.

Dear Councillor Carter,

Council – 30th October, 2019

Further to your question at full Council where you asked in a supplementary question if there was a plan to make the call-back assist facility available on a 24/7 basis and whether this would enable any caller wishing to use call-back assist to remain on the 'log' until such time as they have received a call-back?

I can confirm the plan at present is not to place this facility 24/7 fulltime, but to continue to allow our managers to make professional decisions based on several factors which include, call demands, resourcing and the type of incidents we are managing at the time. Taking each point in turn to help understand this decision:-

- Call volumes vary throughout the day, and a sudden spike in volume may mean CBA helps but if we are going in to the early hours of the morning it may not be appropriate for the call back facility to be utilised because it is not needed we would always try and aim to answer calls first time rather than waiting in a call back queue.
- Resourcing will influence the decision making as we need to meet the demands of the 999 line as our main priority and then look at the 101 and make appropriate decisions.
- A major/serious incident will play a huge factor in decision making and very often the CBA would assist, but the circumstances could mean it would not so professional judgement would play a major part.

We will always try and provide the best possible service we can to our communities and teams will use the tools to best use to ensure this remains the priority.

I trust this answers your question, but if I can help further in any way please let me know.

Yours sincerely,

S. Sansome

Councillor S. Sansome,
Council's Representative on the Police and Crime Panel.

Monday 11th November 2019

Dear Cllr Carter

Blue Badge parking scheme

Further to your question at the Council meeting on Wednesday 30th October regarding Blue Badge applications from people with hidden disabilities, I trust you will find the information below helpful.

1. Background information

Following an independent review of the Blue Badge parking scheme commissioned by the Department for transport (DfT), a number of legislative changes to the regulations that govern the scheme came into force with on 30th August 2019.

The key changes introduced by the DfT included the:

- refining of the wording of scheme eligibility criteria to clarify that people who experience non-physical ('hidden') disabilities that result in very considerable difficulty whilst walking should be considered eligible to receive a Blue Badge;
- inclusion of possible approaches that local authorities may wish to consider using when considering the eligibility of applicants who experience non-physical ('hidden') disabilities to receive a Blue Badge.
- Change to terminology whereby an individual's eligibility for a Blue Badge will be considered in terms of being 'eligible without further assessment' (previously known as 'automatic') or 'eligible subject to further assessment' (previously known as 'discretionary').

As a result of these regulatory changes local authorities were required to update their administrative procedures; as advised in the Member Briefing email sent to elected members on 23rd August 2019.

This email also included a link for members to access more detailed information. A copy of this document accompanies this response.

2. Application Process

The DfT holds local authorities responsible for ensuring that a Blue Badge award is only granted to applicants who satisfy one or more of the eligibility criteria set out in the legislation that governs the scheme; regardless of whether someone has a physical or non-physical (hidden) disability.

As such, local authorities were provided with a 'model' application form reflective of the changes to the Blue Badge eligibility criteria. The questions an applicant is initially asked quickly identifies whether or not they are 'eligible without further

assessment' (previously known as automatic), 'eligible subject to further assessment' (previously known as discretionary) or 'not eligible.'

In terms of the information someone with a hidden disability would need to provide, this will vary dependent on the responses the applicants gives regarding their individual situation, the health conditions they describe, the impact this has on their ability complete a journey, and the type of benefits they are in receipt of.

The attachment I referred to previously that accompanied the Member Briefing dated 23rd August 2019 provides an overview of the supporting evidence an applicant would be required to provided dependent on the criteria they meet.

For example, as stated by the DfT, one of the qualifying 'eligible without further assessment' criteria' includes:

- people who are in receipt of the mobility component of PIP and who have obtained 10 points specifically for Descriptor E under the "planning and following journeys" activity, on the grounds that they are unable to undertake any journey because it would cause them overwhelming psychological distress.

Applicants who do not meet the DfT 'eligible without further assessment' criteria may be considered to be 'eligible subject to further assessment.'

Legislation requires that local authorities must obtain certification from an appropriate expert assessor if they are unable to make a clear and robust decision on eligibility using cross-checking or desk-based assessment.

In such cases, applicants are advised of the need for further evidence. Applicants are provided with a Professional Interest Questionnaire (provided to Local Authorities by the DfT) and this must be completed by the professional involved in their diagnosis, care or ongoing treatment (not a GP).

It is the applicant's responsibility to provide the evidence required which may take time if this involves them asking other organisations for information.

In summary, the reason someone applies for a Blue Badge is personal to each applicant and their responses to the questions asked in the application form will determine (based on the DfT criteria) the type of evidence and type of information required.

If there is a specific case you would like to discuss in more detail, please do not hesitate to let me know.

Helen Barker

Changes to Changes to the Blue Badge Parking Scheme Effective 30th August 2019

Legislation

- The Blue Badge (Disabled Persons' Parking) scheme was introduced in 1971 under Section 21 of the Chronically Sick and Disabled Persons Act 1970.
- Following an independent review of the scheme commissioned by the Department for transport (DfT), a number of legislative changes to the regulations have been made; as ratified in the 'Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2019,' which comes into force on 30th August 2019.

Regulatory Changes

The new regulations extend eligibility criteria to people who:

- cannot undertake a journey without there being a risk of serious harm to their health or safety or that of any other person (such as young children with autism)
- cannot undertake a journey without it causing them very considerable psychological distress
- have very considerable difficulty when walking (both the physical act and experience of walking)

Council Responsibility

- Local authorities are responsible for the day-to-day administration and enforcement of the scheme and for ensuring badges are only issued to residents who satisfy one or more of the eligibility criteria set out in the legislation that governs the scheme.
- Customer Services administer the scheme on behalf of the Council and Parking Services are responsible for enforcing the scheme.
- The introduction of the expanded eligibility criteria requires the Council to update its administrative procedures so that by 30th August 2019, all associated information and processes reflect the new regulatory requirements.
- Planned activities include:
 - Updating the Council's website content

- Replacing the current application form with a new one that includes questions related to the expanded eligibility criteria
- Revising the evidence based assessment process
- Creating a questionnaire for professional input based on the model proforma provided by the DfT.

Applying for a Blue Badge before 30th August 2019

- Any applications made before 30th August 2019 will be assessed against the requirements of the current regulations which do not include eligibility criteria for people with non-physical ('hidden') disabilities.
- The Council cannot accept or hold any applications made against the new criteria in advance of this date.

Applying for a Blue Badge from 30th August 2019

- An individual's eligibility for a Blue Badge is considered in terms of being 'eligible without further assessment' (previously known as 'automatic') or 'eligible subject to further assessment' (previously known as 'discretionary').
- The route the Blue Badge application process takes will vary dependent on the applicant's situation.
- Applications considered to be 'eligible subject to further assessment' are more likely to have to provide evidence from a health professional.

Application Process

It is the applicant's responsibility to provide the evidence required which may take time if they need to ask for information from other organisations.

The Council however can only make an award decision after the applicant has provided all the appropriate evidence and will aim to complete this part of the process as soon as possible after all information has been received.

Process stages:

- **Initial screening**
The first few questions presented online are designed to help applicants quickly determine whether or not they have met the eligibility criteria outlined in **Appendix 1**.
- **Completion of Application Form**
Applicants that meet the eligibility criteria are asked to complete a more detailed application form.

The application form is only available online but applicants can request digital assistance if they need help to complete it.

During busy periods this may mean applicants have to make an appointment.

- **Desk Based Assessment**

Customer Services assess all application forms received to verify the evidence received.

In some cases further evidence will be needed which means applicants will need to ask their named professional to complete a 'Professional Input' questionnaire.

It will be the applicant's responsibility to request this evidence.

A professional is defined as someone involved in the on-going treatment and support of the applicant's disability and someone who is more likely to be familiar with the applicant's lived-experience of the condition. This cannot be the applicant's GP.

- **Award Decision**

An award will only be granted where evidence corroborates the applicant's eligibility against the regulatory criteria.

Applicants will be advised of the award decision in writing; including the reason for refusal where needed and details of their right to request a review of the decision.

Applicants will be advised however that unless they can provide further evidence in support of their application, or their mobility has significantly changed since they applied for the Blue Badge, their appeal against the decision is unlikely to be successful.

- **Payment**

Payment will be requested once an application has been successful. The charge is £10 per badge; the maximum fee set by the DfT.

- **Order Placed**

Details of successful applications are provided to the government agencies responsible for the printing and posting of a Blue badge.

The Council has no control over the time it takes for a badge to be printed and posted.

Further Help and Advice

[The Blue Badge Scheme Local Authority Guidance \(England\)](#) issued by the DfT has been updated to reflect the new regulations.

For help or advice on the way the Council administers the scheme please email:

CSC-BlueCarBadge@rotherham.gov.uk or contact Phil Rushton 01709 822381.

Appendix 1

Applicant criteria	Outcome	Evidence
<p>Applicant is in receipt of :</p> <ul style="list-style-type: none"> • Higher Rate of the Mobility Component of the Disability Living Allowance (HRMCDLA); or • Receives 8 points or more under the “moving around” activity of the mobility component of Personal Independence Payment (PIP); or • Receives the mobility component of PIP and has obtained 10 points specifically for Descriptor E under the “planning and following journeys” activity, on the grounds that they are unable to undertake any journey because it would cause them overwhelming psychological distress; or • Is registered blind (severely sight impaired); or • Receives a War Pensioner’s Mobility Supplement (WPMS); or • Has been both awarded a lump sum benefit at tariffs 1-8 of the Armed Forces Compensation Scheme and certified as having an enduring and substantial disability which causes inability to walk or very considerable difficulty in walking. 	<p>Applicant is considered to be ‘eligible without further assessment.’</p>	<p>Proof of address</p> <p>PLUS</p> <p>Evidence required is determined by the type of benefit the applicant has indicated they are in receipt of</p>
<p>Applicant is more than two years old and may be described as one or more of the following:</p> <ul style="list-style-type: none"> ○ A person who drives a vehicle regularly, has a severe disability in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking meter; or ○ A person who has been certified by an expert assessor as having an enduring and substantial disability which causes them, during the course of a journey, to: <ul style="list-style-type: none"> ▪ Be unable to walk; ▪ Experience very considerable difficulty whilst walking, which may include very considerable psychological distress; or ▪ Be at risk of serious harm when walking; or pose, when walking, a risk of serious harm to any other person 	<p>Applicant may be eligible ‘subject to further assessment.’</p>	<p>Proof of address</p> <p>PLUS</p> <p>Professional input via questionnaire.</p> <p>Secondary evidence if the professional input is from a GP.</p>

<p>Applicant is a child under the age of three who falls within either or both of the following descriptions:</p> <ul style="list-style-type: none"> ○ A child who, on account of a condition, must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty; ○ A child who, on account of a condition, must always be kept near a motor vehicle so that, if necessary, treatment for that condition can be given in the vehicle or the child can be taken quickly in the vehicle to a place where such treatment can be given. 	<p>Applicant may be eligible 'subject to further assessment.'</p>	<p>Proof of address</p> <p>PLUS</p> <p>Professional input eg. Paediatrician</p>
<p>Applicant does not specify they meet any of the above criteria</p>	<p>Applicant is not eligible for a blue badge</p>	<p>n/a</p>

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Councillor Jepson
Rotherham Town Hall
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ROTHERHAM
S60 1TH

By email: clive.jepson@rotherham.gov.uk

27 November 2019

Dear Councillor Jepson

Council Questions

Please accept my apologies for the time it has taken to provide you with a response to the question you asked at Council following consideration of the minutes of 16th September Cabinet relating to the Community Energy Switching Scheme. During the Council Meeting you sought clarification as to whether the Community Energy Switching Scheme would be available once introduced to the borough's community organisations, Parish Councils and local churches who would clearly benefit from saving money.

I can confirm the scheme will be available to all Rotherham residents, however it will not be available to commercial properties as there are different regulations and contract requirements relating to non-domestic properties.

Yours sincerely



Councillor Denise Lelliott
Cabinet Member for Jobs and the Local Economy

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Councillor Carter
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By email: adam.carter@rotherham.gov.uk

03rd December 2019

Dear Councillor Carter

Council Questions – 16th September 2019

Following my previous email, which I enclosed a copy of the recently updated Asset Transfer Policy, I write further to your question with regards to the substantial amount of community land (for example, Crowgate playing fields in Anston) that is leased to or maintained by the Parishes. Please find attached a spreadsheet downloaded from the Council's Land Terrier database, which lists all of the leases and agreements granted to Parish Councils.

I can confirm that the last three agreements highlighted red were granted under the Asset Transfer Policy.

Yours sincerely



Councillor Denise Lelliott
Cabinet Member for Jobs and the Local Economy

DR	3219	21/12/1966	LAND OFF	MAIN STREET	ULLEY	TENANCIES GRANTED BY RMBC	ULLEY PARISH COUNCIL	UNKNOWN	UNKNOWN			1782	SQ YDS	01/12/1966	30/11/2006	40	£1.00	THIS DEED IS NOW REGISTERED WITH LAND REGISTRY AND IS NOW FILED UNDER RB33795 PACKET. THIS LEASE IS STILL ON GOING AS AT 09/12/2009 AS PER ANNE YEARDLEY FROM SUNDRY DEBTORS AND IS RECHARGED TO HOUSING. LYNSEY SKIDMORE IS THE CONTACT IN HOUSING AS FROM 20
DR	3303	10/10/1967	SITE FOR BUS SHELTER	FLANDERWELL LANE	SUNNYSIDE	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL	UNKNOWN	UNKNOWN			12	SQ YDS	01/10/1967	30/09/2066	99	£1.00	MISSED TERRIER RECORD FOUND DURING DEED RESEARCH PROJECT AND ENTERED INTO SYSTEM 21/5/2001
DR	2852	26/04/1972	LAND SITUATE AT THE JUNCTION OF	CROSS STREET AND OLDGATE LANE	THRYBERGH	TENANCIES GRANTED BY RMBC	THRYBERGH PARISH COUNCIL	UNKNOWN		£1.00		12	SQ YDS	26/04/1972				SITE LEASED FOR OMNIBUS PASSENGER SHELTER. SPOKE TO MR B LARCOMBE CLERK TO THRYBERGH PARISH COUNCIL ON 06/11/2004 WHO CONFIRMED VERBALLY THAT THE LEASE WAS NOW NOT IN EXISTENCE.
RB	771	07/12/1976	LAND OFF	BARFIELD AVENUE	WHISTON	TENANCIES GRANTED BY RMBC	THE WHISTON PARISH COUNCIL	UNKNOWN	UNKNOWN			2	ACRES	07/12/1976	06/12/2175	99	£26.00	SUBJECT TO REVIEW EVERY 5TH YEAR LAND ONLY USED FOR ALLOTMENTS AS PER LEASE. THIS GARAGE SITE MANAGED BY HOUSING AND NEIGHBOURHOODS CONTACT VIA EMAIL - CSC-GARAGES FOR ANY ENQUIRIES. THIS LEASE WAS INVOICES ON 1/12/2016- ANDS PAID INTO 640400/52070/0
CB	1178	30/12/1977	LAND TO THE REAR OF	ALEXANDRA ROAD	SWALLOWEST	TENANCIES GRANTED BY RMBC	THE ASTON CUM AUGHTON PARISH	POLICY & RESOURCES	UNKNOWN			5.69	ACRES	01/04/1977	31/03/1982	5	£90.00	TENANT TO REPAIR GATES, STILES, HEDGES AND FENCES - PLEASE REFER TO LEASE. TO MAINTAIN ALL GATES, STILES, HEDGES AND FENCES SOME OF THIS SITE WAS SOLD ON 22/3/1994
CB	1789	30/12/1977	LAND	ALEXANDRA ROAD	SWALLOWEST	TENANCIES GRANTED BY RMBC	THE PARISH COUNCIL OF ASTON CUM AUGHTON	UNKNOWN	UNKNOWN			6.59	ACRES	01/04/1977	01/04/1982	5	£90.00	CHECKED WITH ANN IN SUNDRY DEBTORS ON 27/06/2008 AND THEY NO LONGER RAISE AN INVOICE FOR THIS SITE.
RB	1328	30/06/1978	LAND	AZAELEA	SOUTH	TENANCIES	THE	UNKNOWN	UNKNOWN	£52.00		1.4	ACRES	25/03/1978	24/03/2128	50	£52.00	LAND TO BE LET WITH ALL REASONABLE
RB	1659	25/06/1979	LAND IN	HIGHFIELD VIEW	CATCLIFFE	TENANCIES GRANTED BY RMBC	CATCLIFFE PARISH COUNCIL	PLANNING & DEVELOPMENT	UNKNOWN			473	SQ MS	01/01/1979	31/12/1999	21	£50.00	26/11/2015 (RT) - SITE TO BE USED AS A CHILDREN'S PLAY AREA. RENT REDUCED TO £10.00 PA UNTIL 01/06/1986. THIS LEASE HAS NOW EXPIRED. APPEARS FROM COMPLETION STATEMENT TO BE GROUND RENT
RB	2754	21/07/1981	LAND AT	BRECKS LANE	DALTON	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL	AMENITIES & RECREATION	UNKNOWN			4.55	ACRES	24/03/1980	23/03/1983	3	£145.60	RENT IS £145.60 FOR FIRST TWO YEARS AND £254.80 FOR FINAL YEAR
RB	3128	15/09/1981	LAND NORTH OF	BRAMLEY GRANGE CRESCENT	BRAMLEY	TENANCIES GRANTED BY RMBC	BRAMLEY PARISH COUNCIL	AMENITIES & RECREATION	UNKNOWN			1.87	ACRES	01/04/1980	31/03/2030	50	£105.00	INCLUDES RIGHT OF ACCESS (SHOWN ON DEED PLAN) TO/FROM BRAMLEY GRANGE CRESCENT. FOR USE AS ALLOTMENTS ONLY

RB	3128	15/09/1981	LAND NORTH OF	BRAMLEY GRANGE CRESCENT	BRAMLEY	TENANCIES GRANTED BY RMBC	BRAMLEY PARISH COUNCIL	AMENITIES & RECREATION	UNKNOWN			0.76	HECTARES	01/04/1980	31/03/2030	50	£105.00	INCLUDES RIGHT OF ACCESS (SHOWN ON DEED PLAN) TO/FROM BRAMLEY GRANGE CRESCENT. FOR USE AS ALLOTMENTS ONLY
RB	8431	12/05/1983	LAND AT	BRECKS LANE	DALTON	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL C/O MR O VARNEY	AMENITIES & RECREATION	UNKNOWN			4.55	ACRES	24/03/1983	23/03/1986	3	£280.00	ALLOTMENT LAND
RB	8779	06/07/1983	LAND OFF	CRAIG WALK OF HOWARD ROAD	BRAMLEY	TENANCIES GRANTED BY RMBC	BRAMLEY PARISH COUNCIL	UNKNOWN				1205	SQ YDS					FOUND DURING RESEARCH FOR MISSING RB COPIED FROM LEDGER
RB	9711	31/01/1984	LAND AT	MOORLANDS CRESCENT	WHISTON	TENANCIES GRANTED BY RMBC	WHISTON PARISH COUNCIL	HOUSING	UNKNOWN			270	SQ YDS	01/01/1984	31/12/2004	21	£0.05	
RB	9798	24/02/1984	LAND ON SOUTH WEST	CROWGATE /DOG KENNEL LANE	SOUTH ANSTON	TENANCIES GRANTED BY RMBC	ANSTON PARISH COUNCIL	UNKNOWN	UNKNOWN			4.127	ACRES	01/08/1983	31/07/2013	30	£0.05	THIS LEASE IS FILED UNDER DOG KENNEL LANE. SURRENDER OF PART OF LEASE. RB 9798 NOW AMALGAMATED IN RB 32797 NEW PACKET FOR KCV 170. APPROX 85 SQUARE METRES OF LAND ON THE SOUTH-WEST SIDE OF CROWGATE/DOG KENNELS ROAD WAS SURRENDERED FOR HIGHWAY PURPOSES BY
RB	10407	25/10/1984	SITE OF FORMER WHISTON SEWAGE WORKS LAND AT	BARFIELD AVENUE	WHISTON	TENANCIES GRANTED BY RMBC	WHISTON PARISH COUNCIL	UNKNOWN	UNKNOWN			0.6	ACRES	24/06/1982	23/06/2032	50	£37.50	SUNDRY DEBTORS CONFIRMED THAT RENTAL PAYMENT IS PAID INTO A HOUSING ACCOUNT.
RB	12066	02/07/1986	ALLOTMENT S	BOSVILLE STREET	ROTHERHAM	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL	UNKNOWN						02/07/1986			£134.00	
RB	12902	22/04/1987	LAND ADJ TO	CRAIG WALK	BRAMLEY	TENANCIES GRANTED BY RMBC	BRAMLEY PARISH COUNCIL	UNKNOWN						22/04/1987				
RB	13734	18/03/1988	LAND OFF	ALEXANDRA ROAD	SWALLOWEST	TENANCIES GRANTED BY RMBC	ASTON CUM AUGHTON PARISH COUNCIL 15 MANOR ROAD	POLICY & RESOURCES	UNKNOWN			6.59	ACRES	29/09/1987	28/09/1992	5	£600.00	TO MAINTAIN ALL GATES, STILES, HEDGES AND FENCES IN PARTICULAR TO BRUSH AND TRIM ALL QUICK SET HEDGES.
RB	16453	28/02/1990	ALLOTMENT S	BOSVILLE STREET	DALTON	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL C/O MR O VARNEY 31 HALL	AMENITIES & RECREATION	UNKNOWN					01/03/1989	28/02/1992	3	£180.00	
RB	17350	04/01/1991	LAND LYING BETWEEN	BACK LANE AND THE BAULK	NORTH ANSTON	TENANCIES GRANTED BY RMBC	ANSTON PARISH COUNCIL C/O D A TYRRELL	AMENITIES & RECREATION	UNKNOWN		£0.05	1	ACRES	04/01/1991			£0.05	AGREEMENT CONTINUING UNTIL DETERMINED BY EITHER PARTY GIVING 6 MONTHS NOTICE IN WRITING TO THE OTHER.

RB	17691	20/06/1991	SPEN'S FIELD (LAND KNOWN AS)	WOODALL LANE	HARTHILL	TENANCIES GRANTED BY RMBC	HARTHILL WITH WOODALL PARISH COUNCIL C/O MRS M NOTON 5 BROOK CROFT	PLANNING & DEVELOPMENT	UNKNOWN	
RB	18012	30/12/1991	LAND AT	BRECKS LANE	DALTON	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL	AMENITIES & RECREATION	UNKNOWN	
RB	18011	30/12/1991	ALLOTMENT S	BOSVILLE STREET	DALTON	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL C/O MR O	AMENITIES & RECREATION	UNKNOWN	
RB	8893	29/08/1992	LAND TO NORTH OF	ALEXANDRA ROAD	SWALLOW EST	TENANCIES GRANTED BY RMBC	ASTON - CUM - AUGHTON PARISH COUNCIL	AMENITIES & RECREATION	UNKNOWN	
RB	18821	13/04/1993	LAND IN	WOODALL LANE (OLD WOOD YARD SITE)	HARTHILL	TENANCIES GRANTED BY RMBC	HARTHILL WITH WOODALL PARISH COUNCIL C/O MRS N NOTON 5 BROOK CROFT NORTH ANSTON SHEFFIELD S31 7F3	PLANNING & DEVELOPMENT	UNKNOWN	
RB	19393	22/03/1994	LAND	ASH CUM	AUGHTON	TENANCIES GRANTED BY RMBC	AUGHTON PARISH COUNCIL	UNKNOWN	LOCAL GOVERNMENT ACT (DATE)	1972
RB	20218	20/06/1995	ALLOTMENT SITE	BRECKS LANE	DALTON	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL C/O MR DAVID SHAW 13 BEVAN CRESCENT MALTBY	AMENITIES & RECREATION	UNKNOWN	
RB	20219	20/06/1995	ALLOTMENT SITE	BOSVILLE STREET	DALTON	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL C/O MR DAVID SHAW	AMENITIES & RECREATION	UNKNOWN	
RB	12364	16/10/1996	LAND AT	BRECKS LANE	DALTON	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL 31 HALL AVENUE MEXBOROUGH S64 0AH	AMENITIES & RECREATION	UNKNOWN	

	10.42	ACRES	01/04/1991	31/03/1996	5	£1,050.00	PHASED RENTS OF THE LEASE:- RENT FOR YEARS 1&2 £1050.00 RENT FOR YEARS 3&4 £1250.00 RENT FOR YEAR 5 £1500.00 PUBLIC OPEN SPACE AND RECREATION GROUND - TENANT TO ERECT AND MAINTAIN CERTAIN FENCES
£435.00	4.55	ACRES					ALLOTMENT LAND
£205.00	8827	SQ MS	26/03/1992	25/03/1995	3	£205.00	SITE AREA IS 2.17 ACRES ALLOTMENT USE ONLY
	6.59	ACRES	29/09/1982	28/09/1987	5	£280.00	
	0.61	ACRES	17/05/1993	31/03/1996	2		£50.00 PA LICENCE FEE TO CARRY OUT SITE CONSTRUCTION WORKS FOR THE PROVISION OF A CAR PARKING AREA, TO SERVE THE ADJOINING RECREATIONAL AREA
£1,250.00	6.59	ACRES	01/04/1977	01/04/1982	5		
£545.00			26/03/1995	25/03/1998	3	£545.00	NO PLAN WITH AGREEMENT ALLOTMENT GARDEN SITE
£225.00	2.14	ACRES	26/03/1995	25/03/1998	3	£225.00	ALLOTMENT USE ONLY
	4.55	ACRES	25/03/1986	24/03/1989	3	£325.00	ALLOTMENT LAND

RB	21803	28/10/1997	FORMER PUBLIC CONVENIENCES	HIGH STREET	WHISTON	TENANCIES GRANTED BY RMBC	WHISTON PARISH COUNCIL C/O MRS J WRIGHT THE OLD DAIRY HOLME HALL FARM HOLME HALL LANE STANTON ROTHERHAM	ECONOMIC DEVELOPMENT		
RB	22067	02/03/1998	LAND OFF (ROTHER CRES ALLOTS)	ROTHER CRESCENT & WOOD LANE	TREETON	TENANCIES GRANTED BY RMBC	TREETON PARISH COUNCIL	AMENITIES & RECREATION	UNKNOWN	
RB	22454	14/10/1998	PLAYING FIELD OFF	SPENCER DRIVE	RAVENFIELD	TENANCIES GRANTED BY RMBC	CHRISTINE RODERICK ON BEHALF OF RAVENFIELD PARISH COUNCIL	HOUSING	UNKNOWN	
RB	23455	23/11/1999	LAND KNOWN AS BOSVILLE ST ALLOTMENTS	HARDWICK ST & SAVILLE ST	DALTON	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL	ECONOMIC DEVELOPMENT	UNKNOWN	
RB	23823	03/04/2000	LAND	HIGHFIELD VIEW	CATCLIFFE	TENANCIES GRANTED BY RMBC	CATCLIFFE PARISH COUNCIL	UNKNOWN	UNKNOWN	
RB	24717	27/02/2001	LAND (KNOWN AS SPENS FIELD)	WOODALL LANE	HARTHILL	TENANCIES GRANTED BY RMBC	HARTHILL WITH WOODALL PARISH COUNCIL C/O MR P MCLAUGHLIN 3 HESLOW GROVE	HOUSING	UNKNOWN	
RB	25613	26/11/2001	LAND AT	HAMILTON ROAD DEPOT	MALTBY	TENANCIES GRANTED BY RMBC	MALTBY PARISH COUNCIL C/O MR D MORTON EDWARD DUNN MEMORIAL	ECONOMIC DEVELOPMENT	UNKNOWN	
RB	25872	01/03/2002	LAND OFF	BRECKS LANE	DALTON	TENANCIES GRANTED BY RMBC	DALTON PARISH COUNCIL C/O DAVID WILLIAM SHAW CLERK TO DALTON PARISH	ECONOMIC DEVELOPMENT	UNKNOWN	

£500.00	28	SQ MS	28/10/1997	27/10/2122	125	£0.05	TENANT TO CARRY OUT INTERNAL AND EXTERNAL REPAIRS. THE LESSEES HAVE PAID A PREMIUM OF £500 ON THE GRANTING OF THE LEASE.
			01/01/1991	31/12/2011	20	£50.00	IN VIEW OF THE COMMENCEMENT DATE THERE IS LIKELY TO BE AN IMMEDIATE ARREARS OF RENT SITUATION. THE PREVIOUS LEASE AT £9.00 PA (1973) HAS BEEN SURRENDERED ON THE EXECUTION OF THE ABOVE LEASE. FOR ALLOTMENTS YEAR TO YEAR TENANCY.
£1.00			14/10/1998	13/10/1999	1		TERMS OF TENANCY - DETERMINED BY EITHER PARTY GIVING ONE MONTHS NOTICE IN WRITING. RAVENFIELD PARISH COUNCIL GAVE A
	8827	SQ MS	26/03/1998	25/03/2001	3	£270.00	ALLOTMENT USE ONLY. THIS LEASE WAS TERMINATED IN DECEMBER 2004 AS PER ANNE YEARDLEY (SUNDRY DEBTORS) 14/10/2010.
	473	SQ MS	01/01/2000	31/12/2020	21	£50.00	RENT REVIEWS AFTER 7 AND 14 YEARS
	10.42	ACRES	01/04/1999	31/03/2004	5	£1,700.00	COMMITTEE IS HOUSING - DETERMINED IN INVESTIGATION/CORRESPONDENCE MARCH 2001 - RECEIPT FOR THIS NEW LETTING HAS BEEN PAID INTO HOUSING ACCOUNT - JOHN MARTIN DETERMINED THIS - POTENTIAL DISPUTE FOR UNDER-DRAINAGE OF SITE- CORRESPONDENCE ALSO GIVEN TO VALUA
			26/11/2001			£300.00	TERM - UNTIL DETERMINED BY ONE MONTHS NOTICE IN WRITING. PLEASE NOTE:- THIS AGREEMENT HAS ENDED IN NOV.2007 AS PER SUNDRY DEBTORS CONFIRMATION FROM A MEMO BY KEVIN BROWN, VALUATION,EDS, DATED 15/1/2009.
	4.75	ACRES	01/03/2002	01/03/2027	25	£740.00	SUBJECT TO A RENT REVIEW AFTER 5, 10, 15, 20 YEARS

RB	27288	01/04/2003	LAND ADJ	WATH ROAD	BRAMPTON BIERLOW	TENANCIES GRANTED BY RMBC	BRAMPTON BIERLOW PARISH COUNCIL C/O MR DAVID HUDSON, CLERK TO THE	EDUCATION , CULTURE & LEISURE	UNKNOWN			12	ACRES	01/04/2003	31/03/2028	25	£3,000.00	£3000 PER AN	PLEASE NOTE ON 20/9/2017 ITS BEEN NOTED THAT THIS LEASE IS TO BE TERMINATED BY THE PARISH AND POSSIBLY RMBC TO RE-LET HALF OF THE SITE TO THEM INSTEAD - PHIL GILL AND SHARON LANGTON TO UPDATE ON THIS PROGRESS SO WE CAN MARK THIS ON TERRIER..
RB	32098	13/06/2006	LAND FRONTING TO	CHURCH LANE, TREETON ADJOINING YOUTH CENTRE	TREETON	TENANCIES GRANTED BY RMBC	TREETON PARISH COUNCIL C/O THE CLERK, 328 NEWMAN ROAD, WINCOBAN K, SHEFFIELD S9 1LW	EDUCATION , CULTURE & LEISURE	UNKNOWN					13/06/2006	12/06/2016	10			
RB	34117	05/09/2008	WOODHOUSE MILL PLAYING FIELD (PART OF)	ST JAMES WALK	ORGREAVE	TENANCIES GRANTED BY RMBC	ORGREAVE PARISH COUNCIL 451 RETFORD ROAD ORGREAVE SHEFFIELD	ENVIRONM ENT DEVELOPM ENT SERVICES	UNKNOWN			0.724	ACRES	05/09/2008	04/09/2023	15	£95.00	RENT PAYABLE ANNUALLY ON 5TH SEPTEMBER.	
RB	38323	01/10/2015	Land at Spens Field and the adjoining car park	WOODALL LANE	HARTHILL	TENANCIES GRANTED BY RMBC	Harthill-with-Woodall Parish Council of The Old Coach and Horses 3 Rotherham Road Eckington S21 4FH	UNKNOWN				10.528	ACRES	01/10/2015	30/09/2114	99	£1.00	THE FILE RELATING TO THIS MATTER WILL NOW BE ARCHIVED AND WILL BE DESTROYED IN 12 YEARS.	
RB	39725	12/03/2018	HIGHFIELD VIEW PLAY AREA	BRINSWORTH ROAD	CATCLIFFE	TENANCIES GRANTED BY RMBC	CATCLIFFE PARISH COUNCIL CATCLIFFE MEMORIAL HALL OLD SCHOOL LANE CATCLIFFE S60 5SP	UNKNOWN	UNKNOWN					12/03/2018	11/03/2117	99		NIL RENT. JN DEALT - TO INFORM OF SERVICE RESPONSIBILITY.	
RB	40201	03/01/2019	ULLEY RECREATION GROUND	POYNTON AVENUE	ULLEY	TENANCIES GRANTED BY RMBC	ULLEY PARISH COUNCIL VILLAGE HALL MAIN STREET ULLEY S26 3YD	ASSET MANAGEM ENT	UNKNOWN			0.43	ACRES					TENANT INSURES AND IS RESPONSIBLE FOR ALL REPAIRS	

Councillor Denise Lelliott – Cabinet Member for
Jobs and the Local Economy
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KS/DL	(01709) 823566	23566	Councillor Lelliott

Councillor Carter
Rotherham Town Hall
Moorgate Street
ROTHERHAM
S60 1TH

By email: adam.carter@rotherham.gov.uk

3rd December 2019

Dear Councillor Carter

Council Questions – 16th September 2019

I write further to your question with regards to collection of nominal rents on community land and buildings. With regards to all new agreements approved under the recently amended Asset Transfer Policy, though nominal rent (eg £1 per annum or peppercorn) are stated in lease agreements, Asset Management does not instruct Sundry Debtors to raise invoice for the rent.

Sundry Debtors have confirmed that for existing and historic agreements, ground rent / small value invoices currently active in the Sundry Accounts System are raised annually through a periodic automation in line with previous service agreements. If the owner/tenant does not pay then these invoices can accumulate unless they are passed for write off and at this point the periodic automation is terminated. These are also terminated if the ground lease is sold.

Sundry Debtors have further confirmed that they do not withhold issuing the small value invoices until they reach a more significant level. Practically and economically it would be much more efficient to offer the charge payers other means to pay these small value rents – perhaps via a web-pay facility for example – rather than invoice through the Sundry Debtors system.

Yours sincerely

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A handwritten signature in black ink, appearing to be 'DL' with a stylized flourish.

Councillor Denise Lelliott
Cabinet Member for Jobs and the Local Economy

Committee Name and Date of Committee Meeting

Council – 22 January 2020

Report Title

Petitions

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
01709 822477 or james.mclaughlin@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

This report provides Members with a list of all petitions received by Rotherham MBC since the last Council meeting held on 30 October 2019 and details which petitions will be presented by members of the public at this Council meeting.

No petitions have been submitted since the previous Council meeting that meet the threshold for consideration by the Overview and Scrutiny Management Board. Similarly, no petitions have met the threshold to require a debate at the Council meeting.

This report is submitted for Members' awareness of the items to be presented to the Council meeting.

Recommendations

1. That the report be received.
2. That the Council receive the petitions listed at paragraph 2.2 of the report and lead petitioners be entitled to address the Council for a total period of fifteen minutes in accordance with the authority's Petition Scheme.
3. That the relevant Strategic Directors be required to respond to the lead petitioners as set out by 5 February 2020.

List of Appendices Included

None

Background Papers

None

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

Yes

Exempt from the Press and Public

No

Petitions

1. Background

- 1.1 The Council refreshed its Petition Scheme in May 2019, following its introduction in 2010 after legislative changes requiring local authorities to respond to petitions. Whilst the Localism Act 2011 repealed that statutory requirement, the Council has maintained its commitment to responding to issues raised by local people and communities in respect of matters within the Council's remit.
- 1.2 The current Petition Scheme sets thresholds for various routes that petitions can take though the decision making process:-
- Up to 20 signatures – not accepted as a petition
 - 20 to 599 signatures – five minute presentation to Council by Lead Petitioner and response by relevant Strategic Director
 - 600 to 1,999 signatures – five minute presentation to Council by Lead Petitioner and referral to Overview and Scrutiny Management Board for review of the issues, followed by response by the Chair of Overview and Scrutiny Management Board setting out their findings and recommendations
 - 2,000 signatures and above – five minute presentation to Council by Lead Petitioner followed by a 15 minute debate of the petition by the Council, followed by response by relevant Strategic Director on behalf of the Council
- 1.3 This report is submitted for information to detail the number of petitions received since the previous Council meeting held on 30 October 2019 and the route that these petitions will take through the Council's decision making processes.

2. Key Issues

- 2.1 Since the last Council meeting held on 30 October 2019, no petitions have been received that would require a debate by the Council or referral to the Overview and Scrutiny Management Board.
- 2.2 The following petitions have been received which meet the threshold for presentation to the Council meeting and for a response to be issued by the relevant Strategic Director:-

Subject	Number of Valid Signatures	Lead Petitioner	Strategic Director to respond
Keep our children safe to and from Oakwood School	205	Mr. C. Gee	Children and Young People's Services/ Regeneration and Environment

Summarise the effectiveness of all actions taken by Council to address Child Sexual Exploitation and Abuse and identify key actions to further address Child Sexual Exploitation and Abuse for the next two years	26 signatures	An adult survivor of CSE&A	Children and Young People's Services
Undertake improvements to the road surface at Brecklands, Stag.	34 signatures	Councillor Peter Short	Regeneration and Environment
Undertake noise surveys of properties in Catcliffe to be affected by the widening of the A630 Sheffield Parkway	230 signatures	Mssrs. A. and J. Pashley	Regeneration and Environment
Use noise barriers and noise reduction tarmac on the stretch of the A630 Sheffield Parkway that passes Catcliffe	229 signatures	Mr. S. and Mrs. L. Stewart	Regeneration and Environment

- 2.3 In accordance with the provisions of the Council's Petition Scheme, a response will be issued to the Lead Petitioner by 5 February 2020.

3. **Options considered and recommended proposal**

- 3.1 This report is submitted for information and Members are recommended to note the content and resolve that the petitions received be administered in accordance with the provisions of the Council's Petition Scheme.

4. **Consultation on proposal**

- 4.1 This report is submitted for information in order to detail the petitions received by the Council since the previous Council meeting held on 30 October 2019. There are no consultation issues directly associated with this report.

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

- 5.1 Under the provisions of the Council's Petition Scheme, Strategic Directors are accountable for the provision of responses to petitions received by the authority. The scheme provides for responses to be issued to the lead petitioner following the Council meeting. As a customer service standard, the Council has committed to responding to petitions within ten working days of the Council meeting.

6. Financial and Procurement Advice and Implications

- 6.1 There are no financial or procurement implications directly associated with this report.

7. Legal Advice and Implications

- 7.1 There are no legal implications directly associated with this report.

8. Human Resources Advice and Implications

- 8.1 There are no human resources implications directly associated with this report.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 Whilst there are petitions listed for presentation that have implications for children and young people, there are no implications for either children and young people or vulnerable adults directly arising from this report.

10. Equalities and Human Rights Advice and Implications

- 10.1 There are no specific equalities or human rights implications directly associated with this report.

11. Implications for Ward Priorities

- 11.1 There are no direct implications on ward priorities arising from the petitions referred to earlier in this report.

12. Implications for Partners

- 12.1 There are no known implications for partners arising from the petitions referred to earlier in this report.

13. Risks and Mitigation

- 13.1. As this report is submitted for information, there are no risks associated with the presentation of information in respect of petitions received.

14. Accountable Officers

James McLaughlin, Head of Democratic Services

Report Author: James McLaughlin, Head of Democratic Services
01709 822477 or james.mclaughlin@rotherham.gov.uk

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

THE CABINET
21st October, 2019

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

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

An apology for absence was received from Councillor Lelliott.

57. DECLARATIONS OF INTEREST

There were no declarations of interest to report.

58. QUESTIONS FROM MEMBERS OF THE PUBLIC

(1) A member of the public in asking a question followed on from a discussion at the last Cabinet meeting about the commissioning of services for adult survivors. He had received a letter from the Assistant Director for Commissioning and Performance, for which he was grateful, and he had written back about public consultation and his pleasure that the Council had the same objective. He asked how could the Council reach members of the public, particularly those people who have suffered abuse, but did not necessarily want to be identified. They could come forward as part of the public consultation, but it was indicated the consultation would take place in February, but was this correct.

The Leader would clarify the actual dates for the commencement date, but this had been delayed slightly due to some of the arrangements.

It was hoped, however, that this would commence as quickly as possible, but done in a way that was safe for all parties. The Leader was committed to making sure the consultation would enable survivors to come forward and make their views known and share their experiences, but in a way that did not threaten their anonymity.

The Leader would confirm in writing about the timeline for when it was likely the consultation would take place once he had discussed this further.

In a supplementary question the member of the public referred to an e-mail exchange where it was suggested he put in a Freedom of Information request. However, he had since met with the NCA and discussed the issue of additional resources for adult survivors and how the Council could be assisted in seeking additional funds. He had also contacted by email the Chair of the Improving Lives Select Commission over three weeks ago and had still not received a response. This was a shame as he was aware the Improving Lives Select Commission was dealing with

this process and so asked if the Leader thought it appropriate for the Chair of the Improving Lives Select Commission to respond to an e-mail asking for a meeting with one or two adult survivors of CSE

The Leader responded to the three queries and confirmed it would be for the Chair of the Improving Lives Select Commission to determine whether she believed it appropriate or not to meet. However, he would ask her to respond to the member of the public's e-mail.

In terms of the email about the FOI response the member of the public was copied into, some of the information could be provided and the Leader would come back on this.

In terms of the NCA bidding process there were two parts to this. The Council were working alongside the NCA with the Government and specifically around costs arising from Operation Stovewood and the support services for victims and survivors coming through those court cases. This was a particularly intense period of time and required specific support. Discussions with Government remained ongoing.

The Council also had a broader commitment and this formed part of consultation and, whilst the support to victims and survivors was connected, they were not the same thing.

(2) A member of the public expressed his dismay that Councillor Lelliott had given her apologies today. He had attended a meeting about CILs for Parish Councillors and had asked why the Bramley one way traffic system had not been included on the wish list for CIL spend. He was advised by Councillor Lelliott that she would not discuss it and if the member of the public wanted to discuss it he was to see her outside of the meeting. At the end of the meeting the member of the public fully intended broaching this issue, but Councillor Lelliott had already left. He subsequently left her a message for her to ring him, but had not received a reply. He, therefore, asked why did the Leader choose members of the Cabinet who were untrustworthy and unreliable.

The Leader did not believe he had chosen Cabinet Members who were untrustworthy and unreliable. He had not been able to speak to Councillor Lelliott about the comment described, but would like to receive her recollection first.

However, the Leader pointed out that if a member of the public wished to raise an issue with the one way system or indeed any other part of the Council's infrastructure, then this was a conversation that should take place.

In a supplementary question the member of the public pointed out the flaws in the one way system, which Councillor Lelliott admitted in a letter two years ago. Everyone accepted this was a flawed system and ought to be improved in some way so the member of the public asked, therefore, once the Leader had spoken to Councillor Lelliott, could he ask that she contact him to set up a meeting to discuss the matter.

The Leader confirmed he would be happy to do so.

59. MINUTES OF THE PREVIOUS MEETING

Resolved:- That the minutes of the Cabinet meeting held on 16th September, 2019, be agreed as a true and correct record of the proceedings, subject to a an amended word in Minute No. 45 (Council Plan Monitoring) to confirm Priority 3 indicators that related to Culture, Sport and Tourism were already **exceeding** 25% at this stage in the year, rather than **at** 25%.

60. 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 10 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.

61. SOCIAL VALUE POLICY

Consideration was given to the report which sought approval for the Rotherham Council Social Value Policy and Framework. The Policy set out the ways in which the Council aimed to maximise the local impact of its spend through its commissioning and procurement processes and work with partners and suppliers.

The key elements of the policy were to:-

- Raise the living standards of Rotherham residents and commit to working towards the Joseph Rowntree Living Wage.
- Increase the proportion of the Council's expenditure which goes to local businesses and providers rather than those elsewhere in the country.
- Build social value into all Council contracts (in excess of £100,000) and maximise the impact gained from every pound spent and introduce a rigorous system for assessing and measuring social value.
- Commit to the principle of co-designing services wherever possible.

To achieve this the Council planned to take steps to increase the amount of additional Social Value from its contracts and commissioned services by securing Social Value in every contract above a £100,000 threshold. It would ensure that when the Council invited written quotations – where possible - at least one of the quotes would be from a Rotherham organisation and, where this was not possible, from the Sheffield City Region.

The Council also aimed to increase over time the proportion of its spend with local businesses and organisations and to open up opportunities for more co-designed services through its commissioning and procurement processes. The Social Value Framework, therefore, set out the methodology for measuring Social Value through the procurement process and its framing around six high level outcomes, which were:-

- Raising living standards for residents.
- A strong local economy with employment and skills opportunities and a growing business base.
- Young people have the opportunity to develop skills and find worthwhile employment.
- Equality of opportunity for disadvantaged people and communities including disabled people.
- Strengthened and sustainable community and voluntary organisations.
- Greater environmental sustainability including accessible green public spaces.

Social Value returns would be monitored and reported on an annual basis. The first year of the Policy would be a baseline year with targets set subsequently to increase the amount of Social Value secured and challenged by looking at good practice from elsewhere whilst being committed to maximising that spend.

Cabinet Members welcomed the wealth being brought into Rotherham and this was supported by the principles of the Preston model in the Borough. This Policy defined the Council's approach and it was important that the power was used with procurement to shape the local economy for that social good. Cabinet looked forward to seeing this being taken forward by local businesses

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 Members' seminar being arranged in respect of the Social Value Policy and a further report being brought back to the Overview and Scrutiny Management Board after twelve months of the implementation of the Policy to review its impact to date.

The Cabinet were happy to accept those recommendations.

Resolved:- (1) That the Social Value Policy be approved.

(2) That the adoption of the Social Value Portal as the method to measure social value be approved.

(3) That the 'Keep It Local' principles be adopted.

62. STRATEGY TO TACKLE AND PREVENT CHILD EXPLOITATION

Consideration was given to the report outlining the Strategy to Tackle and Prevent Child Exploitation 2019 - 2022 which had been developed by the multi-agency partnership under the auspices of the Rotherham Safeguarding Children's Partnership (RSCP), which had replaced the former Rotherham Safeguarding Children's Board (RSCB).

The Strategy replaced the previous three year strategy to tackle Child Sexual Exploitation in Rotherham known as 'The Way Forward for Rotherham 2015-2018'.

The Strategy set out how the Rotherham Safeguarding Children's Board, Adults Safeguarding Board and Safer Rotherham Partnership would work together to tackle and prevent Child Sexual Exploitation, Child Criminal Exploitation and recognised the links with children going missing, radicalisation, human trafficking, honour based violence, forced marriage and female genital mutilation (FGM).

The Strategy reflected the most up-to-date approach to Safeguarding and incorporated the lessons learnt from the past three years around what worked in relation to CSE and how partners could utilise this learning to support the Authority to tackle and prevent future Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE).

Superintendent Steve Chapman from South Yorkshire Police and Chair of the Child Exploitation Delivery Group, spoke briefly on the four-year strategy and its six key themes which was clearly about protecting children, support for victims, witnesses and survivors and learning from good practice. It was also about effectively targeting perpetrators and where intelligence was identified it was brought forward quickly and dealt with effectively. Early intervention was much improved since Operation Stovewood and there were clear complex abuse procedures that as a partnership were responded to and tackled abuse together.

The Strategy focused on partnership working, but reflected the professional challenge. The joint partnership meetings took place on a weekly basis and any intelligence was shared and dealt with promptly. From a Safeguarding and children's perspective some really good work had also taken place with Barnsley and Doncaster around Child Criminal Exploitation with understanding about threats and risks.

Information was also shared on the work, current investigations and reviews of the Child Exploitation Delivery Group relating to past and future victims and survivors of complex abuse, which all linked into this Strategy with learning and improvement.

Rebecca Wall, Head of Safeguarding, Quality and Learning, highlighted the progress with the work plans, which would be due for review in April and then annually thereafter. KPI's had also been established for baseline data to better understand the partnership impact to not only achieve, but deliver tangible benefit for young people.

With increased awareness and a greater level of referrals, performance would provide the initial indicator and the Quality Assurance Framework would look to make sure the referrals were receiving the right plan at the right time for young people.

Cabinet Members welcomed the Strategy, the development of the timeline and the links in working together with schools. It tied together what was happening in the Borough and highlighted the progression in understanding which was embedded in this document.

The Safer Rotherham Partnership had considered the Strategy in terms of child exploitation and welcomed the challenge and approaches amongst partners on the exploitation and abuse of children. Partners were also encouraged to use the term "exploitation and abuse of children" rather than "county lines" as it could mask the work in more isolated towns and where there were more significant problems.

Government funding received had supported the development of a joint strategy with Barnsley and Doncaster, but as this was one-off the problems needed to be addressed and the problems would not just disappear. In fact the weekly meetings had already seen the terms of reference changing to reflect the new Strategy to look at active intelligence and provide a visible partnership in those areas. This would continue in all three areas post-April, 2020.

Superintendent Steve Chapman also provided an update on how perpetrators were being brought to justice, the use of Abduction Notices, Sexual Harm Prevention Orders and clear guidance on what and was not presented to the Crown Prosecution Service.

More work was to be done on the safeguarding children element and to look at ways of gathering intelligence from communities around some of the threats and risks posed. From a South Yorkshire Police perspective the introduction of the Connect app had seen innovative development of the intelligence, case management and custody function. The system had matured and improved data collection; in Rotherham there were 1,800 active investigations, 4 of which did not have a suspect identified, 207 have outstanding suspects and only one of those was a suspect that had been outstanding for more than 12 weeks.

It was noted that independent advocates were available who could act on someone's behalf should they be from hard to reach groups like young people with learning difficulties who were being exploited. The work with schools, education providers and communities would bring greater understanding to recognise and take great positive conversations forward. An event was also taking place involving the Council and the Police with BME women to discuss their experiences which may lead to changing conversations and enabling more people to be able to come forward and share information about child exploitation with assurances that they would be listened to.

The Head of Safeguarding, Quality and Learning, also reiterated the recognition of each agency's contribution to the learning of their staff whilst ensuring there was a Rotherham emphasis. The training and engagement pathway with agencies and the sharing of intelligence would ensure that the delivery of training to staff, whether this was in a school, a G.P. surgery, or a community group was understood and the approaches were clear.

A competency framework and a safeguarding self-assessment toolkit would be distributed to all community partners and professionals and agencies to ensure they could check to ensure the gold thread was embedded on how abuse was dealt with. In-house training and expertise was recognised locally and this would deliver some Level 3 master classes for members of the Partnership that dealt with these matters on a regular basis.

There was also to be a refresh of the "See Something, Say Something" campaign around awareness.

The Cabinet welcomed the assurance with regard to how the agencies were working together and the challenging of each other. However, the Borough must not be complacent given the scale of the criminal challenge that was continuing to be faced. Agencies were able to respond and take action where necessary.

Resolved:- That the Rotherham Safeguarding Children Partnership's Strategy to Tackle and Prevent Child Exploitation be endorsed and the key priorities, which will drive partnership working to tackle Child Sexual Exploitation and Child Criminal Exploitation over the next three years, be noted.

63. CRISIS SUPPORT (LOCAL WELFARE PROVISION)

Consideration was given to the report which detailed how the current contracts for provision of crisis support services – crisis loans; supply of food to food banks and the Service Level Agreement for the Food in Crisis Partnership would expire at the end of March, 2020.

The report, therefore, made recommendations for commissioning future crisis support services over the medium term three years 2020/21-2022/23 with voluntary sector providers through the terms of the Rotherham Compact.

This process would include an invitation to bid to be the lead organisation in the voluntary sector to engage partner organisations in a co-design with the Council, leading to award of grant(s) and Service Level Agreements.

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 consideration being given to further pre-decision scrutiny of the future delivery arrangements by the Overview and Scrutiny Management Board prior to a future decision by Cabinet.

The Cabinet were happy to accept those recommendations.

Resolved:- (1) That approval be given to the Council to invite bids for a lead voluntary sector organisation to engage with partner organisations and the Council in a co-design for the future provision of crisis support over the medium term 2020/21 – 2022/23 in accordance with the provisions of the Rotherham Compact.

(2) That, following the co-design process, proposals for future delivery arrangements be brought back to Cabinet for approval.

64. DELIVERY OF HOUSING ASSOCIATION HOMES ON HOUSING REVENUE ACCOUNT SITES – PROPOSED CHANGES

Further to Minute No. 10 of the meeting of the Cabinet and Commissioners held on 9th July, 2018, consideration was given to the report which recommended the disposal of four Housing Revenue Account sites in Wickersley to Arches Housing Association, for the delivery of fourteen houses.

The report identified changes to the original development programme, both in respect of the sites to be transferred and the types of homes to be delivered, and, therefore, sought approval for a revised programme and associated site releases.

In the Wickersley Ward, the demand for two bedroom bungalows was high so by changing the unit type from houses to bungalows, the scheme would contribute to helping older people and people with support needs to live independently.

From the four options put forward, Option 4 was recommended for approval in that it removed Willow Close, added two new sites to the proposal and would deliver all units as bungalows instead of houses, but would reduce the number of units to 10. However, it turn it would deliver

the highest number of new homes and assist in meeting the local housing need for bungalows.

Cabinet Members welcomed the proposals and how some derelict sites were being brought back into use, but sought clarification on the removal of the Willow Close site and sought assurances that some of the disruption experienced by nearby residents with fly tipping litter and anti-social behaviour would be dealt with.

The Cabinet were assured that consultation would take place with Ward Members and residents in and around Willow Close to look how to improve on some of the issues being described.

Resolved:- (1) That the transfer to Arches Housing Association of two additional HRA-owned garage sites in the Wickersley Ward (Chestnut Close adjacent numbers 7 and 9 and opposite numbers 30 and 32), at the value of £5k per plot, subject to Arches confirming their suitability for residential development, be approved.

(2) That the removal of the Willow Close site from the scheme as this has been found to be unsuitable for residential development, be approved.

(3) That authority be delegated to the Assistant Director of Housing Services, in consultation with the Cabinet Member for Housing, to approve amendments to numbers and types of homes if required due to any site constraints or Planning recommendations that arise once work commences.

65. COUNCIL DELIVERY OF NEW HOMES ON ROTHERHAM TOWN CENTRE SITES

Further to Minute No. 61 of the meeting of the Cabinet and Commissioners held on 16th October, 2017, consideration was given to the previous recommendations, including the need for a preferred contractor partner to be identified to proceed with proposals for 171 high quality, mixed tenure homes developed for these gateway sites, which were key to the transformation of the town centre.

This report, therefore, set out the full details of the scheme, explained how it would help deliver the Town Centre Masterplan and sought authority for the necessary budget and delegated authorities to officers.

Cabinet heard that the sites sat at strategically important, highly visible gateway locations in the town centre, adjacent to other sites with the potential to accommodate further housing development. The delivery of 171 new homes across these sites would provide a significant contribution towards Rotherham's housing growth requirement, with further multiplier effects as anticipated above.

It was also important to maximise the scheme's contribution towards meeting the Borough's affordable housing need, with many other sites within the town centre presenting viability challenges. The provision of 72% affordable housing within the scheme would have a significant positive impact for those households struggling with open market affordability.

Development funding on these sites would come from the HRA with some external funding from the Sheffield City Region Housing Fund. Last week the Sheffield City Region detailed business case was recommended for approval with the decision to be taken in November. It was hoped that positive news would then be heard from New Vision Homes England who were also keen to support the Council's plans in this regard in terms of delivery.

A competitive tendering exercise had been completed and Willmott Dixon were the preferred delivery partner and work had been taking place over the past six months making sure the plans could be pulled together and planning permission approved.

The Capital Programme was also to be presented to the Council meeting in terms of the formal process with a view to starting on site early in the New Year.

Over the next twelve to eighteen months new residents would be welcomed into quality homes in the town centre. However, in terms of the tenure mix and the range of housing within these developments, 72% of those homes would be affordable either as Council rent or as shared ownership, which was impressive allowing people to have options to suit their financial position.

Staff were commended for their hard work in pulling all these plans together.

Cabinet Members welcomed this report and the positive opportunities for housing in the town centre.

Resolved:- (1) That the contents of the report, including the delivery arrangements for and funding implications of the proposed scheme, be noted.

(2) That Council be recommended to approve the scheme for inclusion in the Capital Programme.

(3) That the use of Housing Revenue Account capital resources to undertake preparatory works, as outlined in Section 12.6, up to the amount set out in exempt Appendix 5, be approved.

(4) That the Assistant Director of Housing Services be authorised to undertake any necessary procurement and award tenders for contracts associated with the delivery of the proposed scheme within the amounts set out in exempt Appendix 5.

(5) That authority be delegated to the Assistant Director of Housing Services, in consultation with the Cabinet Member for Housing, to make amendments to site boundaries and to the numbers, types and tenures of homes in the scheme.

(6) That the land shown red-lined at Appendices 1, 2 and 3 be appropriated from the General Fund to the Housing Revenue Account (HRA).

66. UPDATE TO THE COMMUNITY ASSET TRANSFER POLICY

Consideration was given to the report which sought approval to update the existing Council policy on the Community Asset Transfer process and adopt the revised policy together with a suite of supporting documents.

The existing CAT Policy had the requirement that all agreements should contain a break option in favour of the Council, in the unlikely but possible event that the asset transferred was required for wider community development directly (the asset or surrounding site itself) or indirectly (for the benefit of a capital receipt). However, many community groups now relied on external funding provision for the delivery of their services and were requesting that the break clause provision was removed from their agreement to meet their funder's requirements. Funders were obviously reluctant to release grant monies for a CAT project if the agreement could be terminated by the landlord.

In these circumstances, where the Council did accept that it was appropriate to remove the break clause, then further approval was required from Cabinet as the proposed agreement was not in line with the current adopted Policy.

It was, therefore, proposed in the updated Policy, that in these circumstances, the decision to agree to any removal of the Council's break clause provision should fall under the "Property Officer's" delegated powers under paragraph 41.5.12 of the Council's Financial and Procurement Procedure Rules.

It was also proposed in the updated CAT Policy that there would now be a Joint Working Agreement (JWA) that would be supplemental to any CAT agreement granted. The JWA would be agreed between the parties and clearly define and document what was expected (from both the Council and organisation) in terms of the services to be delivered from the building (or land) and to provide further surety that the services continued to meet the needs of the local community and the Council's corporate priorities.

There would also be a break clause provision, in favour of the Council, that if the terms and conditions of the JWA were not being adhered to then the Council have the option to terminate the CAT agreement.

The Cabinet were urged to approve the updated Policy so that it could be used to determine all CAT applications.

Resolved:- That the revised Community Asset Transfer Policy documents appended to this report be approved and adopted.

67. ADOPTION OF A REVISED STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

Consideration was given to the report which detailed how the Statement of Community Involvement (SCI) set out how the Council involved local communities in planning for the future of the Borough, through the preparation of the Local Plan and other planning policy documents, and the determination of planning applications.

It was a legislative requirement that the Council had a Statement of Community Involvement for planning-related consultations and that there was a process to review it every five years.

The report, therefore, outlined the outcome of consultation on a draft revised Statement of Community Involvement. Under Article 3 of the Constitution, the SCI forms part of the policy framework. As such, only a meeting of the Council could adopt a revised SCI. Cabinet approval was, therefore, sought to recommend to Council that the current Statement of Community Involvement be withdrawn and the revised document be adopted.

Resolved:- (1) That Council be recommended to withdraw the current Statement of Community Involvement (2015).

(2) That Council be recommended to adopt the revised Statement of Community Involvement (2019).

68. FOOD AND FEED SERVICE PLAN 2019/20

Consideration was given to the report which detailed how the Food Standards Agency required all Competent Authorities to have an up-to-date, documented Food and Feed Service Plan, which was readily available to food and feed business operators and consumers. This Plan must be subject to regular review and clearly state the period of time for which the plan had effect.

Following audit by the Food Standards Agency in May, 2010, the Agency confirmed that the format of the Council's Food Service Plan was in line with the Service Planning Guidance in the Framework Agreement. The Food and Feed Service Plan for 2019/20 followed this outline.

The Food and Feed Service Plan, therefore, detailed the Council's performance during 2018/19 and identified expected performance for 2019/20. Performance was reported nationally to the Food Standards Agency through the Local Authority Enforcement Monitoring System.

The Plan also highlighted the priorities for the year going forward in terms of food hygiene and the large number of establishments that this covered. The food hygiene ratings could be viewed online and the data was available for access.

Resolved:- That the Food and Feed Service Plan for 2019/20 and the accompanying Food and Feed Sampling Protocol for 2019/20 be approved.

69. HOUSE TO HOUSE COLLECTIONS POLICY

Consideration was given to the report which detailed the findings of a public consultation carried out to seek views on key elements of a proposed House to House Collections Policy. In particular, the Council was keen to understand what levels of returns to charities the public expected when making donations, and in addition, the times at which collections might be considered to be reasonable.

The proposed House to House Collections Policy, therefore, reflected the findings of the consultation and was presented with this report for consideration for adoption. The majority of responses agreed with the Policy and in particular the principle, but a number of responses referred to the number of plastic bags posted through doors and organisations would be encouraged to recycle.

Comments were also taken on board about the timings for collections and this was proposed to be reduced by one hour to 7.00 p.m., but this would be reviewed after one year.

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 consideration being given to amending the Policy to restrict collection times during Greenwich Mean time to 1600 hours, whilst retaining the limit of 1900 hours during British Summer Time, and to encourage the use of recyclable collections bags, where practicable, through the House to House Collections Policy.

The Cabinet was unable to accept the recommendation relating to timings as it was believed 7.00 p.m. was a reasonable time to make sure that charities could adjust their collections to ensure they were not adversely affected and ensure that charities were still able to raise funds.

The Cabinet was able to mandate the recommendation about recyclable collections bags and would encourage from within the Policy about recycling opportunities.

Councillor Short also sought clarification in the Policy and whether or not charitable organisations such as the Lions and Rotary Club would still be able to collect at specific times around holiday times, such as Christmas.

Cabinet and Councillor Short were assured that there would need to be a compromise and that the Policy facilitated applications being considered on a case by case basis by the Licensing Board, who would certainly not want to stop the good work, particularly around Christmas time.

The Chair of the Licensing Board reiterated that each individual application would be considered and representations were welcomed. Local connections were important and the review of the Policy was triggered by the concern about collections, mostly of clothing, that came before the Licensing Board where there was not a high enough percentage of money being collected and given to the charity. This was welcomed by Cabinet.

Resolved:- (1) That the outcomes of the consultation on the proposed House to House Collections Policy be noted.

(2) That the revised House to House Collection Policy be adopted and approved.

70. STREET WORKS PERMIT SCHEME – ALL STREETS

Consideration was given to the report which proposed the expansion of the Council's Permit Scheme to every street across the Council's adopted highway network to increase levels of controls over road and streets works, influence how works were undertaken and subsequently reduce the disruption caused to highway users along with an associated benefit in terms of minimising noise and air pollution.

This would give the Council more control over how and when and how long utilities could dig up the road. It was frustrating for residents and there had been a number of instances where the road has been dug up, not repaired properly and defects had emerged.

The proposal, therefore, was to expand this scheme to every street in Rotherham, thus providing the Council with more control and seek to minimise disruption.

Cabinet Members welcomed this scheme and how it could influence the way that works were undertaken and in turn generate a positive return for residents.

Resolved:- (1) That the expansion of the current Street Works Permit Scheme from 304 of Rotherham's busiest streets to every street in the Borough's adopted road network (Option 3) be approved.

(2) That the Head of Legal Services be authorised to conclude and execute all necessary legal documentation.

71. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD

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

72. DATE AND TIME OF NEXT MEETING

Resolved:- That the next meeting of the Cabinet take place on Monday, 18th November, 2019 at 10.00 a.m.

**THE CABINET
23rd December, 2019**

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

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

Apologies for absence were received from Councillor Alam.

73. DECLARATIONS OF INTEREST

There were no declarations of interest.

74. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

75. MINUTES OF THE PREVIOUS MEETING

Resolved:-

That the minutes of the previous meeting held on 21 October 2019 be approved as a true and correct record of the proceedings.

76. 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 19 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.

77. ADULT SERVICES NON-RESIDENTIAL CARE CHARGING POLICY PROPOSALS

Consideration was given to a report which presented policy proposals in respect charges for non-residential adult care services following a detailed consultation process with the public, service users and support agencies which had taken place between July and September 2019. The report provided details in respect of the feedback received during the consultation.

It was reported that in December 2018, the Cabinet had previously approved consultation with service users, carers, providers and support agencies to inform proposed changes to the current policy and provide opportunities for feedback on the proposals set out below:-

- Proposal 1 - To remove the current maximum charge and to charge those people who can afford it the full cost of the services that are provided to them
- Proposal 2 - Under the new framework, those who can afford it would be charged for the total number of carers attending and providing services, which would mean introducing a charge where more than one carer is provided at the same time
- Proposal 3 - It is proposed that the liability for charges be from the date on which the service commences, so people will be asked to pay the accrued charges for the services they have received following completion of a financial assessment
- Proposal 4 - To include the full value high rate Attendance Allowance or Disability Living Allowance, or the enhanced daily living component of Personal Independence Payments, when carrying out non-residential financial assessments
- Proposal 5 – To review our current policy to determine whether our allowance is fair and equitable across Rotherham and to consider putting in place a standard list or rate of allowances, in line with our neighbouring authorities.

It was noted that a number of responses were received after the closing date of the consultation on 29 September 2019, but these had also been included on the basis that it was important to capture as many views as possible from those affected or potentially affected by the proposed changes.

It was reported that the following recommendations had been received from the Overview and Scrutiny Management Board following its meeting on 20 December 2019:-

- That an update report on the implementation of the policy be submitted to the Health Select Commission after twelve months of operation in April 2021
- That Cabinet ensure that all future consultation and engagement exercises which involve drop-in sessions for the public be arranged in locations which are in the north, south and centre of the borough, with specific consideration to be given to using Members to facilitate consultation events, where appropriate

Resolved:-

1. That approval be given as set out below to make changes to the non-residential charging policy:-

- (i) Note the outcome of the consultation as set out in detail in Appendix 3.
 - (ii) Approve Proposal 2 - Under the new framework, those who can afford it would be charged for the total number of carers attending and providing services, which would mean introducing a charge where more than one carer is provided at the same time and Proposal 3 - It is proposed that the liability for charges be from the date on which the service commences, so people will be asked to pay the accrued charges for the services they have received following completion of a financial assessment, as changes to the non-residential charging policy from April 2020 which are also detailed further in Section 3.
 - (iii) Approve the recommended policy changes from the date of implementation for a period of 2 years. The policy will not be reviewed within the two years unless there are statutory requirements to do so.
2. That the following recommendations from the Overview and Scrutiny Management Board be supported:-
- (i) That an update report on the implementation of the policy be submitted to the Health Select Commission after twelve months of operation in April 2021.
 - (ii) That Cabinet ensure that all future consultation and engagement exercises which involve drop-in sessions for the public be arranged in locations which are in the north, south and centre of the borough, with specific consideration to be given to using Members to facilitate consultation events, where appropriate.

78. HOME CARE & SUPPORT TENDER OUTCOME REPORT

Consideration was given to a report which provided an update report which provided:-

- a brief summary of the new delivery model for Home Care and Support outlining the principles and approaches
- an overview of the new Home Care and Support service specification
- information on the tendering process and award of contract
- a brief outline of the profile of the successful service providers
- an overview of the implementation of the new delivery model, and
- an overview of the future approach to contract performance reporting and monitoring

It was noted that the purpose of a home care and support service was to enable people to remain living at home for as long as possible. The availability of quality home care services was key to supporting people's independence at home in the communities they know. The new model would provide for personalised service delivery against agreed outcomes where providers arrange services to be delivered at dates and times preferred by the individual and their families and continue to meet their obligation where critical call times were required. Providers would be actively encouraged to apply reablement principles to maximise people's independence. Providers would also play a much more pivotal role in the organisation of care arrangements and will be involved in the review activity. In this model provider reviews can result in adjustments to care packages to benefit the individual and increase opportunity for cost efficiency for the Council in situations where needs have positively changed.

It was reported that the new delivery model for home care and support presented an opportunity to embed the adult care vision that the Council 'Will act together to support the residents of Rotherham to live full active lives; to live independently and to play an active part in their local communities'. Effective home care and support would enable people to remain at home longer, live independently and enable them to access community assets to maintain health and wellbeing. The new model complied with the personalisation and prevention (reduce, prevent, delay) agenda detailed within the Care Act 2014, in addition to reducing demand for formal care services and therefore costs. The model applies across the health and care system and services have also been procured on behalf of the Rotherham Clinical Commissioning Group (CCG) to create a seamless pathway of home care and support for people in Rotherham.

It was further reported that this new model of home care and support would be delivered by a number of providers who were successful at the conclusion of a competitive tender process. The successful providers were identified in October 2019 and a lengthy and comprehensive mobilisation period had commenced to facilitate the new delivery model being in place from 1 April 2020.

Resolved:-

1. That the following update be noted:-

- 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 7th June to 18th November 2019
- A framework agreement will be established on 1st April 2020 consisting of the following:-
 - 9 Tier 1 providers
 - Tier 2 providers

- 2 specialist Learning Disability providers
- 1 specialist Unpaid-Carers Support service
- the mobilisation period will enable the new delivery model to commence from the 1st April 2020
- the overall contract value is anticipated to be circa £14.4m per annum for the Council and £1.7m for the Rotherham Clinical Commissioning Group (CCG)

79. SOUTH YORKSHIRE REGIONAL ADOPTION AGENCY

Consideration was given to a report which sought endorsement of a business case to enable the authority to work towards a regionalised model of adoption services across South Yorkshire.

It was reported that in June 2015 the government had required local authorities to work towards Regional Adoption Agency (RAA) model by 2020. In doing so, there was an expectation that local authorities would begin planning, developing and working with partners to shape their RAA. The government's commitment to this approach was such that the Education and Adoption Act 2016 gave power to the government to direct a local authority to enter into a RAA (or a partnership with a Voluntary Adoption Agency) if they deemed that there was insufficient evidence of engagement in the process. Locally, Rotherham MBC had been a member of the project group to develop the South Yorkshire Regional Adoption Agency alongside Sheffield City Council, Doncaster Children's Services Trust and Barnsley Metropolitan Borough Council since the government directive.

It was noted that the key principle behind the regionalisation of adoption services was that, on a national level, children were waiting far too long to be matched and placed with their adoptive families. By pooling resources, adoption agencies would be more likely to increase the choice of prospective adopters and therefore identify matches more quickly and thus reduce the time that these children remained looked after in the care of the local authority. As a result the driving force for the initiative was very much to improve the outcomes for looked after children with a permanence plan of adoption. Rotherham MBC had remained significantly involved in the development of the Business Case throughout and from the start of the process set down three essential criteria as a pre-condition for signing up to it, namely:

- No reduced performance
- No increased costs
- No negative impact on the Terms and Conditions of our employees

Members were advised that It is accepted that the Business Case presented came the closest to meeting each of the essential criteria. In the event of Cabinet's endorsement, the Council would remain heavily involved in order to continue to shape the model to ensure it would best meet the needs of children and families in Rotherham. It also has to be recognised that 75% of local authorities have already implemented a regional model of adoption.

The report noted that the Secretary of State had retained through the legislation the right to impose a model on any local authority they deemed not to be progressing the regionalisation agenda with sufficient pace and had set April 2020 as a deadline for local authorities to have an agreed model in place.

Resolved:-

That the business case be endorsed to enable the Council to work towards a regionalised model of adoption services in accordance with the Department for Education's expectations.

80. PROPOSAL TO INCREASE CAPACITY AT RAWMARSH COMMUNITY SCHOOL

Consideration was given to a report which sought approval to fund an increase in capacity at Rawmarsh Community School to accommodate the current and future demand for places within catchment area, subject to a successful planning application.

It was reported that the school had experienced a significant increase in pupil numbers from within its own catchment area, was currently oversubscribed in lower year groups and the trend was set to continue in future years. This would be further impacted upon by the higher cohort number of pupils applying for Secondary education in future years following the expansion of Sandhill Primary School as a feeder school and the increased cohort numbers within the other catchment area feeder primary schools.

As a result of the additional pupils being allocated places and, the expected future increase in pupil numbers, there was a requirement for additional classrooms to be installed by September 2020 at the Academy. With the installation of the additional classrooms, the school capacity would increase by 150 places. The additional capacity would allow for sufficient space for all pupils and also allow the Governing Body to set a Published Admission Number in future years in line with increased demand for places and within the additional space available.

Resolved:-

That, subject to a successful planning application and receipt of satisfactory procurement evidence, approval be granted to allocate £0.9m capital to the Wickersley Partnership Trust to increase capacity by 150 places at Rawmarsh Community School, to be achieved by the installation of additional classroom space as part of a larger Trust led building replacement programme to accommodate future pupil numbers.

81. ROTHERHAM YOUTH JUSTICE PLAN 2019-2021

Consideration was given to the Rotherham Youth Justice Plan 2019-21 which had been published by the Rotherham Youth Offending Team Management Board in October 2019.

It was reported that the Youth Justice Plan provided detail as to how Rotherham Youth Offending Team (YOT) intended to deliver services to improve outcomes for young people, families and communities over the next two years against the South Yorkshire Police and Crime Commissioner's three priorities:-

- Protecting Vulnerable People
- Tackling Crime and Anti-Social Behaviour
- Treating People Fairly

It was noted that the YOT reported to and supported the Safer Rotherham Partnership (SRP) Priorities;

- Protecting Vulnerable Children
- Protecting Vulnerable Adults
- Building Confident and Cohesive Communities
- Domestic Abuse and other related offences
- Serious and Organised Crime

More recent work focussing on a systematic intervention to tackle Child Criminal Exploitation and Serious and Organised Crime Gangs operating across County Lines had also been incorporated into the 2019-2021 plan. The agreed priorities for the 2019-2021 were underpinned by a detailed action plan that would be monitored by the YOT Board on a quarterly basis. The 13 priorities were:-

- First Time Entrants
- Re-offending
- Custody
- Risk
- Serious Youth Violence
- Health
- Raising factors for desistance in relation to Education, Training & Employment; Raising aspirations, attainment and attendance

- Early Help & Social Care Pathway
- Enabling a strong and robust Early Help Offer (& YOT) that delivers quality intervention and prevention
- Looked After Children
- Inspection
- Practice
- Service User Voice

Resolved:-

That the publication of the Rotherham Youth Justice Plan 2019-21 be noted

82. 2019 EDUCATION PERFORMANCE OUTCOMES

Consideration was given to a report which presented an overview of 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. Provisional national averages in the primary and secondary phase had been sourced from the National Consortium of Examination Results (NCER) software.

The report detailed outcomes from each key stage (KS) and the following emerging priorities for 2019/20 were noted:-

- To increase the number of children and young people attending (Ofsted) good or outstanding schools and increase the number of good or outstanding schools in Rotherham
- Improving the achievement of disadvantaged pupils by addressing wider issues than only academic outcomes. Preparing pupils for life after school and better equipped to enter the workplace
- To improve the Early Years Foundation Stage GLD outcomes to be at or above the national average
- To improve Key Stage 1 reading, writing and mathematics in order to address the decline at both the expected standard and greater depth in 2019
- To improve the performance of pupils at the end of Key Stage 2
- To continue to improve the performance at KS4 in particular in English and mathematics to be at or above the national average
- To improve the relationships between mainstream and special schools to ensure best provision for students with SEND

It was reported that the Rotherham Education Strategic Partnership would develop an action plan to address the key areas in need of improvement. The key priorities initially identified were:-

- Improving the level of Oracy, with a focus on Reading and language acquisition across all stages of education from Early years through to Post 16, with a specific focus for those with SEND
- To improve the quality of Leadership and Management across educational establishments, with a particular focus around Governance and the Curriculum offer across all schools
- To work with external partners to ensure the most effective use of resources to ensure improved outcomes for young people

Resolved:-

That the report and education performance outcomes for Rotherham in 2019 be noted.

83. TEMPORARY USE OF BOSTON PARK (PART) BY YORKSHIRE WATER

Consideration was given to a report which proposed the temporary utilisation of land at Boston Park by Yorkshire Water, Yorkshire, which was needed to replace two existing reservoirs which were coming to the end of their asset life.

It was noted that over 20,000 properties and Rotherham Hospital were directly supplied from the site. Yorkshire Water had considered various options and had previously concluded that building a new reservoir on an area of Boston Park next to the current reservoirs would be the most appropriate solution. However, following public consultation and a legal challenge regarding existing covenants which protect parkland at Boston Park, an alternative solution had been developed.

The new proposal brought forward for consideration by the Cabinet was for temporary use of park land to be granted to Yorkshire Water from January 2020 for a period of two years and for the park land to be returned to the Council at the end of that period in a similar or improved condition to pre use.

It was noted that Yorkshire Water had developed their own consultation plan, and this had ensured that the Friends of Boston Castle and Parklands (FoBCAP), local residents and other interested parties had been engaged. Consultation events took place on 8 and 9 October 2019 to inform stakeholders of the proposals and the likely impact on park users and residents. Council officers were also present during public consultation sessions and noted that there was no significant public resistance to the proposal. The FoBCAP had previously been consulted in 2016 regarding improvement plans for the park, but had not felt able to support previous proposals to build a new reservoir within the park. Yorkshire Water had met with FoBCAP and council officers in September 2019 to discuss their revised proposals. At that stage, the FoBCAP committee indicated that they were comfortable with the proposal for temporary use of the park for material storage.

Resolved:-

1. That 8,880 m² land at Boston Park be temporarily utilised by Yorkshire Water by way of a short-term lease to store soil, materials and site accommodation, to allow service reservoirs to be replaced in their current locations on an adjacent site, subject to the granting of planning permission.
2. That the Assistant Director of Planning, Regeneration and Transport be authorised to negotiate on the fee and financial arrangements in consultation with the Assistant Director of Financial Services.
3. That the Head of Legal Services be authorised to negotiate and complete the necessary lease documentation.

84. OCTOBER FINANCIAL MONITORING AND MEDIUM TERM FINANCIAL STRATEGY UPDATE

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

It was noted that 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.

As at the end of October 2019, the Council had a forecast year-end overspend of £4.1m on the General Fund. The report also outlined an interim update to the Council's Medium Term Financial Strategy.

Resolved:-

1. That the current General Fund Revenue Budget forecast of £4.1m 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.
4. That approval be given to the utilisation of £250k of the Town Centre Development Capital Allocation as set out in Paragraphs 2.52 and 2.53.
5. That the interim update to the Council's Medium Term Financial Strategy be noted.

85. COUNCIL PLAN MONITORING QUARTER 2 (JULY TO SEPTEMBER JUNE 2019)

Consideration was given a report setting out performance against measures detailed in the Council Plan for the second quarter of 2019/20 covering the period from 1 July to 30 September 2019.

The Quarter 2 Performance Report provided an analysis of the Council's current performance against 13 key delivery outcomes and 69 measures. At the end of Quarter 2, 28 measures (52%) had either met or had exceeded the target set in the Council Plan. This was a slight reduction in performance compared to Quarter 1 where 55% of the measures hit their targets. The direction of travel was positive for 30 (56%) of the measures calculated in the quarter. This represented an improvement compared to the 53% figure for last quarter.

Resolved:-

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

86. NEW APPLICATION FOR BUSINESS RATES DISCRETIONARY RELIEF FOR THE DROP-IN CENTRE (RAWMARSH)

Consideration was given to an application for the award of a business rate discretionary relief for The Drop-In Centre (Rawmarsh). This was in accordance with the Council's Discretionary Business Rates Relief Policy (approved by Cabinet on 12th December 2016).

Resolved:-

That 20% top up discretionary relief be awarded to The Drop-In Centre (Rawmarsh), for the period 10th April 2019 to 31st March 2020.

87. AREA HOUSING PANELS REVIEW

Consideration was given to a report which provided details of the Area Housing Panels review process and consultation findings and set out recommendations for revised budget setting, associated governance and organisational arrangements for tenant engagement, to be implemented from 2020.

The proposal would create 25 ward Housing Hubs, aligned to the new ward boundaries from 2020, with a 'menu' of options for involvement, specific and flexible to each ward. This would include online engagement through a Ward on-line platform, local meetings, attendance at local TARA and other tenants meetings by request, ward walkabouts, news and alerts by instant messaging and other methods. This approach would align geographically with the new Ward boundaries, reflect neighbourhood working arrangements and provide a variety of means by which more local tenants and residents could 'get involved'.

In approving the proposal, the Cabinet noted the support of Improving Places Select Commission, as reported via the Overview and Scrutiny Management Board's recommendations.

Resolved:-

1. That the existing Area Housing Panels be disestablished at the end of the 2019/20 financial year and be replaced by 25 ward Housing Hubs.
2. That from 2020/21 financial year, a base budget of £4,000 be set per ward, with the remainder of the annual budget provision then being allocated to wards, based upon the percentage of Council homes within each ward.
3. That the Assistant Director of Housing be authorised, in consultation with the Head of Finance (Adults, Public Health and Housing), to increase the ward Housing Hubs budget (on a ward by ward basis) by the value of the ward Housing Hub underspend in the preceding year within the 4 year cycle.
4. That the proposed governance arrangements, set out in 3.2.3 below, be approved.

88. HOUSING REVENUE ACCOUNT BUSINESS PLAN 2020-21

Consideration was given to a report which provided a detailed technical overview of the current position of the Housing Revenue Account (HRA) Business Plan and the reasons for changes to the plan.

It was reported that the Housing Revenue Account recorded all expenditure and income relating to the provision of council housing and related services, and the Council was required to produce a HRA Business Plan setting out its investment priorities over a 30 year period. Following the introduction in 2012 of HRA self-financing, the Council was awarded control over its HRA in return for taking on a proportion of national housing debt.

It was noted that since the last update to the plan, there had been no significant government policy changes that affected the business plan, however there were still some policies that had impacted on the plan:

- Roll out of full service Universal Credit to all remaining working age tenants in Rotherham since July 2018 onwards
- Ongoing Right to Buy eligibility
- Updated Guidance on Social rents permitting increases of CPI + 1% from 2020-21 onwards.

The Business Plan recognised the importance of continuing investment in new affordable homes, focused on the next five years and would continue to be amended and reported annually. Given the economic uncertainty the overall position remained challenging, but in view of the level of reserves and the previous decision to defer some investment in stock until later in the plan the ability to divert resources to fund housing growth and contribute to the Council Plan remained.

Members noted that, over the short to medium term forecast, the Business Plan showed a sustainable level of cash flow and balances; however over the longer term there would be a significant squeeze on resources due to inflationary pressures. It was further noted that the key risks in the Business Plan were increased Right to Buy sales above those planned for, interest rate rises above those planned and inflation. Those risks were monitored continuously and mitigated by the Housing Service with support from Financial Services.

It was noted that the report had been the subject of pre-decision scrutiny by the Overview and Scrutiny Management Board on 20 December 2019, who had been supportive of the proposals.

Resolved:-

1. That Council be recommended to resolve:
 - (i) That the proposed 2020-21 Base Case Option 3 for the Housing Revenue Account Business Plan be approved.
 - (ii) That the plan be reviewed annually to provide an updated financial position.

89. HOUSING REVENUE ACCOUNT RENTS AND SERVICE CHARGES 2020-21

Consideration was given to a report which sought approval for the proposed values of the housing rents, non-dwelling rents, District Heating and service charges and the draft Housing Revenue Account Budget for 2020/21.

The report proposed the following changes:-

- That housing rents be increased in line with CPI (as at September 2019) plus 1% in 2020/21, therefore an increase of 2.7%. Non-Dwelling Rents
- That an increase in non-dwelling charges be applied in line with the recommended increase being applied across the council of 2% for 2020/21
- No change to District Heating charges

It was reported that the report had been the subject of pre-decision scrutiny by the Overview and Scrutiny Management Board on 20 December 2019, where the proposals had been supported with two further recommendations for consideration by Cabinet:-

- That the number of Universal Credit claimants be closely monitored with a view to reducing the level of rent arrears from those tenants on that benefit
- That consideration be given to including the measure in the service plan for Housing Services and be reported on to Improving Places Select Commission in June 2020

Resolved:-

1. That Council be recommend resolve:-
 - (i) That dwelling rents be increased by 2.7% in 2020/21 in line with the government guidelines on rents for social housing from April 2020 which allows rents to increase by Consumer Price Index (as at September) plus 1%.
 - (ii) That there be a 2% increase in charges for garages and parking spaces, communal facilities, cooking gas and use of laundry facilities, in line with increases being proposed for other fees and charges across the Council.
 - (iii) That the unit charge per Kwh for District Heating Schemes remain the same level, as agreed by the Council in December 2017.
 - (iv) That all Affordable Rent properties be revalued in October and March each year to provide a valid rent value for when Affordable Rent properties are re-let.
 - (v) That the draft Housing Revenue Account budget for 2020/21 be agreed.
2. That the following recommendations from Overview and Scrutiny Management Board be supported:-

- (i) That the number of Universal Credit claimants be closely monitored with a view to reducing the level of rent arrears from those tenants on that benefit.
- (ii) That consideration be given to including the measure in the service plan for Housing Services and be reported on to Improving Places Select Commission in June 2020.

90. TOWN CENTRE MASTERPLAN PUBLIC REALM IMPROVEMENTS PHASE 1

Consideration was given to a report which sought agreement for the design proposals and to the release of funding in the approved capital programme to implement phase 1 of the public realm improvements contained in the Town Centre Masterplan.

It was reported that proposed locations for improvement as part of the public realm scheme in Phase 1 were College Street, Bridgegate, Howard Street (Frederick Street to Market Square), Effingham Street (All Saint's Square to Market Square). The works proposed as part of the scheme included:-

- Additional parking spaces along College Street to help improve access and introduce additional short term parking closer to the heart of the Town Centre;
- Replacement and upgrade of old and tired surface materials;
- Introduction of new 'pop up' features to add additional interest and vibrancy;
- Review of the number of trees with the possibility to remove and replace trees elsewhere to improve surveillance by CCTV and improve the function and aesthetics of the spaces;
- Removal of planter beds and seating on Bridgegate, to address issues relating to Public Spaces Protection Order (PSPO) and Anti-Social Behaviour (ASB) and provide a more open view of the Minster;
- Improvements and upgrade to lighting to help improve safety and CCTV functionality;
- Improved layout of market stalls along Effingham Street to provide additional space for traders and space to expand the offer to other street markets including continental food markets;
- Infrastructure works to provide new power supplies for market stalls and events;
- Feature lighting to add interest to the streetscene;
- Upgrading of street furniture.

Resolved:-

1. That approval be given to Phase 1 of the public realm improvement scheme.

2. That approval be given to the allocation of funding from the Town Centre Investment Fund (TCIF), to progress to final design and implementation.

91. SHEFFIELD CITY REGION STATEMENT OF COMMON GROUND

Consideration was given to a report which sought agreement for the Council to become a signatory to the Sheffield City Region Statement of Common Ground. It was reported that local planning authorities have a statutory “duty to cooperate” with other relevant bodies in order to encourage and enable strategic planning. The Council had met this duty in preparing its adopted Local Plan. Rotherham’s Local Plan has already identified the sites required to deliver the housing and employment development required during the plan period. It was noted that the duty also operates at a wider scale and the Sheffield City Region (SCR) local planning authorities had worked together on a Statement of Common Ground for the city region as a whole.

The statement covered housing, employment, transport, digital connectivity and other matters of strategic interest. The statement was considered to be beneficial to the other local planning authorities in the city region as they began to prepare and review their local plans, as it demonstrated they have met the duty to cooperate at a strategic scale. Being a signatory to the statement would also benefit the Council as it completed the partial update to the Local Plan Core Strategy which was noted as being currently underway. When the updated Core Strategy was submitted to government for independent examination, the planning inspector would require evidence that the duty to cooperate had been met. The Sheffield City Region Statement of Common Ground would form a significant part of this evidence.

The endorsement of the Sheffield City Region Statement of Common Ground would not require the Council to identify any additional housing land, nor would it require any review of the Local Plan Sites and Policies Document prior to the timescales required by legislation.

Resolved:-

That the Council be a signatory to the Sheffield City Region Statement of Common Ground.

92. ROTHERHAM TOWN CENTRE PARKING STRATEGY

Consideration was given to a report which sought formal adoption of a new Town Centre Parking Strategy, which formed a broad policy statement indicating that the Council would maintain an appropriate level of parking provision which was commensurate with the environmental, development and economic needs of the Town Centre and its businesses, visitors and residents and that the Council would undertake the enforcement of parking activities in a fair, consistent and proportionate manner.

It was reported that the strategy set out the Council's approach to parking in the Town Centre and would help ensure that the following key actions were met:-

- Occupancy levels will be reviewed annually to help ensure that the appropriate level and location of parking provision is maintained.
- The impact on parking capacity of any new development within the town centre will be monitored to manage demand and promote sustainable modes of travel through working with developers.
- Continue to work with the Rotherham Bus Partnership, including local bus operators and SYPT, to improve Rotherham's bus offer, to encourage the use of public transport.
- Consideration will be given to the creation of additional short stay spaces. The service will identify the best locations for "priority customers", such as those with disabilities, and investigate revisions to existing on-street parking restrictions.
- The results of parking 'beat' surveys will be used to indicate where spaces are under-utilised and if they could be reallocated.
- Annually review parking tariffs to ensure that they remain competitive.
- Explore the possibility of the introducing / enhancing the existing Park & Ride provision in relation to the Tram Train pilot.
- Continue the provision of EV charging points.
- Consider the needs of disabled users in all public owned car parks and ensure that key destinations have appropriate levels of disabled parking availability either on or off street.
- Ensure that off-street parking facilities are clean, tidy and user friendly. A programme of works will be delivered to achieve a high standard of cosmetic finishes to the off-street parking stock. This will be the subject of a regular maintenance schedule thereafter to sustain the high standards.
- A programme of "pay and display" machine replacement will be developed and funding sought to achieve a full stock of machines with debit/credit card payment facilities including contactless card payment options.

It was noted that the report had been the subject of pre-decision scrutiny by the Overview and Scrutiny Management Board on 20 December 2019, where the following recommendations had been made to Cabinet:-

- That the Council take a proactive approach to tackle the dangers of poor lighting at its car parks, as part of a planned approach, given the usage by the public in the early morning/evening during dark hours in the autumn and winter.
- That the connectivity within the diagram under 'Strategic Principles' on page 9 of the strategy be made clear.
- That the Cabinet, as part of its work to develop car parking, improve the reliability of access/egress equipment at car parks and also seeks to develop, as funding becomes available, the use of mobile applications for customers to pay parking charges in the town centre
- That the Cabinet gives consideration to the creation of further disabled parking spaces strategically within Rotherham Town Centre.

Resolved:-

1. That the Town Centre Parking Strategy be formally adopted.
2. That the following recommendations from Overview and Scrutiny Management Board be supported:-
 - (i) That the Council take a proactive approach to tackle the dangers of poor lighting at its car parks, as part of a planned approach, given the usage by the public in the early morning/evening during dark hours in the autumn and winter.
 - (ii) That the connectivity within the diagram under 'Strategic Principles' on page 9 of the strategy be made clear.
 - (iii) That the Cabinet, as part of its work to develop car parking, improve the reliability of access/egress equipment at car parks and also seeks to develop, as funding becomes available, the use of mobile applications for customers to pay parking charges in the town centre
 - (iv) That the Cabinet gives consideration to the creation of further disabled parking spaces strategically within Rotherham Town Centre.

93. ROTHERHAM LOCAL PLAN - LOCAL DEVELOPMENT SCHEME

Consideration was given to a report which outlined a revised Local Development Scheme and the timescale for progressing a partial update of the Local Plan Core Strategy, which had been approved by the Council on 8 July 2019. It was reported that The Local Development Scheme (LDS) set out a project plan for the preparation, adoption and review of Rotherham Local Plan documents.

It was reported that approval of the LDS was necessary in order to comply with planning legislation, to enable the progress of the Core Strategy Partial Update and to ensure that an up-to-date planning policy framework was in place for the Borough's future growth and development.

Resolved:-

That Council be recommended to adopt the revised Local Development Scheme with effect from 23 January 2020.

94. REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY

Consideration was given to a report which outlined the key changes proposed to the Hackney Carriage and Private Hire Licensing Policy and sought approval to commence a period of consultation in relation to the proposals.

It was reported that, in July 2015, the Council had introduced a Hackney Carriage and Private Hire Licensing Policy, which was widely seen to be setting the standard for other local authorities to benchmark against in relation to Taxi and Private Hire licensing. As the Council was committed to continual improvement, it was reviewing the current policy to introduce amendments that would ensure that the standard of licensed driver, vehicle and operator in Rotherham continued to be of a high standard.

It was further reported that the consultation take place for a period of eight weeks from January until March 2020 and would include, but would not be limited to:

- Representatives of the local Licensed Trade
- Council Members
- Licensing Board
- Members of the public
- South Yorkshire Police
- Groups representing older people, young people, people with disabilities and other similar groups
- Groups representing the interests of passengers
- NACRO

- Groups representing survivors / victims of crime
- Neighbouring Local Licensing Authorities.

Members agreed that it was essential that those affected by the policy were appropriately involved in its development. Therefore, the licensed trade and members of the public would be fully involved in the consultation process and their views and suggestions would be taken into consideration before a final policy was drafted and presented for approval by Cabinet in March 2020.

Resolved:-

That the draft policy that be consulted upon and officers be authorised to commence consultation in accordance with the timescales detailed within the report.

95. NEIGHBOURHOOD ROAD SAFETY SCHEMES

Consideration was given to a report which provided an update on the progress made on schemes to be funded from the Community Safety Concerns Fund, during the financial year 2019/20 and the process for the remainder of the three year programme.

It was noted that capital funding had been made available to provide small scale engineering interventions in areas highlighted by the public as being areas of road safety concern. It was agreed by the Council in February 2019 that this would be used to support the delivery of locally defined safety schemes with a budget of £150,000 per year for three years. There would be an opportunity to review this at the end of the funding period. Following Cabinet's approval of the Transportation Capital Investment Programme 2019/20 on 8 July 2019 (minute no. 32 refers), a Members Information day was held at the Town Hall on 16 July 2019 to introduce the Community Safety Concern Fund. Members were informed that the funding represented an opportunity for road safety concerns in their area to be raised for consideration of suitable interventions. A period of consultation then commenced on 8 July 2019 during which time Elected Members could submit up to three schemes and rank them as Ward priorities. This consultation closed on the 30 August 2019.

It was reported that a total of 42 potential schemes were identified by the Wards. Wards were also asked to prioritise their local safety related issues in the following categories: speeding, crossing roads, parked cars/visibility & local environment. Speeding was selected as the most significant issue by ten respondents, crossing roads by four and parked vehicles and visibility by two. Some Wards selected more than one topic as their most significant safety issue. An initial assessment had demonstrated that 15 of the 42 potential schemes met the criteria and require little preparatory or legal work and, therefore, subject to

confirming programming delivery schedules, could commence before the end of March 2020:-

Location	Scheme Proposed	Ward
Dinnington Road/Worksop Road/Gildingwells Road & Sheffield Road, Woodsetts	Vehicle Activated speed signs	Anston & Woodsetts
Lordens Hill, Dinnington	Vehicle Activated speed signs	Dinnington
New Road, Firbeck	Vehicle Activated speed signs	Dinnington
Laughton Road, Dinnington	Supplementary Bollards	Dinnington
Masefield Road & Stokewell Road	School 20mph Zone	Hoover
Main Street, Wentworth	30mph Roundels ¹	Hoover
Rotherham Road, Brampton Bierlow	30mph Roundels ¹	Hoover
Blyth Road near junction with Woodlea Lane	Warning Signs	Maltby
Broom Road, Sitwell School	School 20mph Zone	Sitwell
Various Roads, Swinton Ward	Portable Vehicle Activated Sign	Swinton
Wentworth Road	Red Surfacing	Swinton
Milton St near Highfield Court	Red Surfacing	Swinton
Various Roads, Wath Ward	Vehicle Activated speed signs	Wath
Fleming Way, Wickersley	Road markings and tactile paving	Wickersley
Bassingthorpe & Ginhouse Lane	Warning Signs	Wingfield

Resolved:-

1. That the schemes identified in Figure 1 be accepted into the programme for delivery in 2019/20;
2. That approval be given to the continued development of the schemes identified in Figure 2 as part of the indicative future programme.
3. That approval be given to a second round of ward consultation during 2020 to identify new schemes to complete the programme, as detailed in Option 1.

96. STATEMENT OF LICENSING PRINCIPLES (LICENSING ACT 2003)

Consideration was given to a report in respect of a revised Statement of Licensing Policy under the Licensing Act 2003 and sought approval to commence formal consultation on the revised policy.

It was reported that Section 5 of the Licensing Act 2003 required a licensing authority to prepare and publish a statement of its licensing policy at least every five years. The Council's present Statement of Licensing Policy was last published in 2011, and was therefore due for review and republication in 2016; however this review did not take place due to the Council's focus on taxi and private hire licensing.

In June 2019 the Cabinet had given approval to a two stage approach to consultation to develop the Policy. Following the initial consultation, the Council was in a position to review and publish a revised Statement of Licensing Policy for consultation between January and March 2020, with a view to the Statement of Licensing Policy being presented to Cabinet for recommendation to the Council on 25 March 2020.

Resolved:-

1. That approval be given to begin the second stage of public consultation, in line with the option agreed by Cabinet in June, in respect of the Council's Licensing Act 2003 Statement of Licensing Policy.
2. That officers be authorised to undertake a Cumulative Impact Assessment for the Wickersley area, to support the Licensing Act 2003 Statement of Licensing Policy.

97. STATEMENT OF LICENSING PRINCIPLES (GAMBLING ACT 2005)

Consideration was given to a report which presented the Statement of Licensing Policy under the Gambling Act 2005 and sought approval to commence formal consultation on the proposed policy.

It was noted that Section 349 of the Gambling Act 2005 required a licensing authority to prepare and publish a statement of its licensing policy at least every three years. The Council's Gambling Act Statement of Licensing Policy was last due for review and republication in 2016. However this review did not take place due to the Council's focus on taxi and private hire licensing. In June 2019, the Cabinet approved a two-stage consultation process, with the first stage of the process focussing on broad issues associated with the impact of gambling establishments on the Borough and in localities, and had helped to inform the development of a draft policy.

It was reported that the Council was now in a position to review and publish a revised Statement of Licensing Policy for consultation from the period from January to March 2020, with a view to the policy being presented to Cabinet for recommendation to Council in March 2020.

Resolved:-

That approval be given to undertake consultation, in line with the option agreed by the Council in June, in respect of the Council's revised Gambling Act 2005 Statement of Licensing Policy.

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

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

99. DATE AND TIME OF NEXT MEETING

Resolved:-

That the next meeting of the Cabinet take place on Monday 20 January 2020 at 10.00 a.m. in Rotherham Town Hall.

Committee Name and Date of Committee Meeting

Council – 22 January 2020

Report Title

Recommendation from Cabinet – Housing Revenue Account Business Plan 2020-21

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

Paul Elliott, Business and Commercial Programme Manager
01709 822494 or paul.elliott@rotherham.gov.uk

Ward(s) Affected

Borough-wide

Summary

At its meeting on 23 December 2019, the Cabinet considered a report in respect of the Housing Revenue Account Business Plan 2020-21.

The original report providing detail to the proposals is appended in order to provide Members with sufficient knowledge to agree the proposals.

In order to give effect to the recommendations from Cabinet, consideration and approval by Council must be given to the recommendation set out below.

Recommendations

1. That the proposed 2020-21 Base Case Option 3 for the Housing Revenue Account Business Plan be approved.
2. That the plan be reviewed annually to provide an updated financial position.

List of Appendices Included

Appendix A Cabinet Report – Housing Revenue Account Business Plan 2020-21
Appendix 1 HRA Operating Statement
Appendix 2 Summary of Modelled Business Plan Scenarios
Appendix 3 Equalities Assessment

Background Papers

HRA Business Plan 2019-20
DCLG Guidance on Rents for Social Housing

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Cabinet – 23 December 2019

Council Approval Required
Yes

Exempt from the Press and Public
No

Public Report
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 23 December 2019

Report Title

Housing Revenue Account Business Plan 2020-21

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)

Paul Elliott, Business and Commercial Programme Manager
01709 822494 or paul.elliott@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The Housing Revenue Account (HRA) records all expenditure and income relating to the provision of council housing and related services, and the Council is required to produce a HRA Business Plan setting out its investment priorities over a 30 year period.

Following the introduction in 2012 of HRA self-financing, the Council was awarded control over its HRA in return for taking on a proportion of national housing debt.

Since the last update there have been no significant government policy changes that affect the business plan. That said there are still some policies that have impacted on the plan:

- Roll out of full service Universal Credit to all remaining working age tenants in Rotherham since July 2018 onwards.
- Ongoing Right to Buy eligibility.
- Updated Guidance on Social rents permitting increases of CPI + 1% from 2020-21 onwards.

The Business Plan recognises the importance of continuing investment in new affordable homes, focuses on the next five years and will continue to be amended and reported annually. Given the economic uncertainty the overall position remains challenging, but given the level of reserves and the previous decision to defer some investment in stock until later in the plan the ability to divert resources to fund housing growth and contribute to the Council Plan remains.

Over the short to medium term forecast, the Business Plan shows a sustainable level of cash flow and balances; however over the longer term there is a significant squeeze on resources due to inflationary pressures. The key risks in the Business Plan are increased Right to Buy sales above those planned for, interest rate rises above those planned and inflation. These risks are monitored continuously and mitigated by the Housing Service with support from financial services.

This report provides a detailed technical overview of the current position and the reason for changes to the Business Plan. This report is to be considered alongside the proposed 2020-21 rents, service charges and budgets.

Recommendations

That Cabinet resolve to recommends to Council:

1. That the proposed 2020-21 Base Case Option 3 for the Housing Revenue Account Business Plan be approved.
2. That the plan be reviewed annually to provide an updated financial position.

List of Appendices Included

Appendix 1 HRA Operating Statement
Appendix 2 Summary of Modelled Business Plan Scenarios
Appendix 3 Equalities Assessment

Background Papers

HRA Business Plan 2019-20
DCLG Guidance on Rents for Social Housing

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Overview and Scrutiny Management Board – 20 December 2019

Council Approval Required

Yes

Exempt from the Press and Public

No

HRA Business Plan 2020-21

1. Background

- 1.1 This report sets out the proposals for the HRA Business Plan for 2020-21 onwards and as in previous years provides information on the positioning of the HRA Business Plan as a driver of housing growth to assist in meeting the Council's housing objectives. In essence the overall approach is to make savings where it is feasible to do, so these can be invested in future new affordable housing and to position the housing service so it is best placed to respond to future challenges that arise.
- 1.2 Since the last update there have been no significant government policy changes that affect the business plan. That said there are still some policies that have an impact on the plan:
 - Roll out of full service Universal Credit to all remaining working age tenants in Rotherham since July 2018 onwards.
 - Ongoing Right to Buy eligibility.
 - Updated Guidance on Social rents permitting increases of CPI + 1% from 2020-21 onwards.
- 1.3 The overall position remains challenging, but given the level of reserves and the previous decision to defer some investment in stock until later in the plan there continues to be the ability to divert resources to fund housing growth and contribute to the Council Plan.
- 1.4 Performance remains strong in key areas of the business resulting in increased income collection and improved value for money for our tenants. Over the short to medium term forecast, the Business Plan shows a sustainable level of cash flow and balances; however over the longer term there is a significant squeeze on resources due to inflationary pressures.
- 1.5 The policy of Right to Buy and lifting the debt cap are somewhat contradictory as it means there is the potential for an ongoing reduction in cash flow to fund a potential increase in debt. This means the underlying business has to continue to become more efficient and new build housing schemes have to at least break even over the long term. This will ensure there are sufficient resources to service the debt to ensure long term viability of the business plan. The overarching strategy for the Business Plan is to promote growth rather than manage decline.

2. Key Issues

- 2.1 The Council currently owns circa 20,200 homes, 544 leasehold homes and 3,375 garages with a turnover from rents and other sources approaching £82m per annum (excluding the sale of new properties).

2.2 The overall financial strategy for the HRA is focused on:

- Supporting more new affordable housing (circa £100m including grant income has / will be invested, subject to Cabinet approval of remaining projects).
- Increasing rents in line with Government guidance of CPI + 1% i.e. 2.7%
- Supporting delivery of the Council Plan.
- Maintaining a sufficient level of balances, both as a contingency against risks and to ensure that investment can be sustained over the period of the business plan.
- Achieving and maintaining the decent homes standard.
- Keeping tenants safe through robust management of landlord compliance.
- Tackling fuel poverty.
- Providing a customer focused and effective repairs service.
- Supporting housing and neighbourhood management.
- The long-term viability of the HRA Business Plan is maintained.
- No early repayment of debt is made.

2.3 Financial Position of the HRA

The HRA currently has a healthy financial position with a general reserve balance forecast to be £16.4m, a forecast major repair reserve of £18.9m and a One for One receipt balance of £1.0m as at 1 April 2020. A summary of the proposed income and expenditure for 2020-21 is below:

<i>Housing Revenue Account</i>	<i>Proposed Budget 2020/21 £'000</i>
Expenditure	80,183
Income (including service charges)	-83,947
Net Cost of Service	-3,764
Interest Received	-300
Net Operating Expenditure	-4,064
Revenue Contribution to Capital Outlay	13,388
Transfer from Reserves	-9,324
Surplus/Deficit for the Year	0

2.4 The £4.064m operating surplus is being used to fund part of the Housing Capital Programme via a Revenue Contribution to Capital Outlay (RCCO) together with a transfer from reserves of £9.324m.

2.5 Supporting Housing Growth

The Council in recent years has been very successful in using HRA land and finances to build and acquire new council homes. Rother Living is the Council's brand for these new homes, and this has become well known and trusted name for building high quality homes for affordable rent, shared ownership and outright sale.

Going forward the financial position of the HRA improves due to the return of rent increases following four years of reductions.

The housing growth programme is modelled in phases;

Phase 1 is made up of homes currently being delivered with circa 348 homes planned for completion by 2021;

Phase 2 schemes include 171 homes that have recently been approved for town centre sites at a cost of circa £34.3m and a remaining pipeline of circa 100 homes, subject to approval by Cabinet, at a cost of circa £13.5m. These have been included in Base Case Option 2 alongside committed investment.

There is the potential to fund Phase 3 schemes totalling a further 395 units at a cost of circa £52m. The impact of this is modelled as Base Case Option 3 (preferred) at Appendix 2.

- 2.6 Three scenarios have been modelled in arriving at the recommended base case. The difference between the options is that Option 1 only models approved schemes, Option 2 includes town centre sites and unapproved pipeline schemes of £13.5m, Option 3 (preferred) models all the Phases 1-3 approved and pipeline schemes, totalling c1,015 new homes in the plan.

2020-21 Base Option 1

This assumes:

- Rent will increase by 2.7% for 2020-21 and then increase by CPI + 1% for four years (in line with government rent formula) then CPI only for the remainder of the plan.
- Service charges will increase by 2% in 2020-21 and then CPI for the rest of the plan.
- CPI has been refreshed to the latest forecasts by the Office for Budgetary Responsibility.
- £65m will be invested in housing growth creating c.519 new homes.
- Right to Buy sales reduce over the life of the plan. These reductions are staged as below:

Year	Number of Right to Buy's
1 to 5	175
5 to 10	100
10 to 15	50
15 to 30	25

- Previously RTB sales assumptions remained at 200 for the life of the plan. Consequently there will be a net reduction in stock as RTB's are forecast to continue after the end of the current housing growth plan.
- To accommodate the reduction in income as a result of RTB forecasts 50% of supervision and management expenditure has been flexed along with 75% percent of repairs and maintenance expenditure (excluding disabled adaptations and garages) in proportion to RTB sales.
- Repairs and maintenance revenue expenditure will reduce by 10% for a period of five years from 2020-21 onwards.
- Investment in Capital works (excluding housing growth) will be relatively unchanged at £744m following an increase of £157m over the life of the plan previously.
- Ongoing investment of £1.6m per year will be made enhancing Housing support services contained in the General Fund.
- Reduced bad debt provision from 1.4% to 1.2% per annum.
- Reduced void loss and allowance from 1.4% to 1.3%.

2020-21 Base Option 2

All assumptions are as in Base Option 1 but with further investment of £13.5m in pipeline housing growth schemes delivering c101 new homes which is affordable within the Business Plan. There will be an additional borrowing requirement of £2.7m over the life of the Business Plan commencing in year 25, 2043/44.

2020-21 Base Option 3 (preferred)

All assumptions are as in Base Option 1 but with further investment of £65.2m in housing growth which will deliver circa 496 additional homes. Total housing growth expenditure in this plan is £130.7m. Borrowing of circa £35m would be required from Year 3, 2020-21.

- 2.7 The recommended Base Case Option 3 results in an Operating Surplus at Year 30 of £12.9m.
- 2.8 The proposed 2020-21 Base Case Option 3 results in a decrease in forecast surpluses over 30 years of circa £19.3m when compared to the previous approved plan. However, the 30 year balance increases by £7m from £5.9m to £12.9m. The assumptions ensure expenditure is affordable throughout the life of the business plan.

- 2.9 Base Case Option 3 has been chosen because it provides opportunities to contribute to the housing growth agenda through deferring stock investment and reducing repairs and maintenance expenditure where it is sensible to do so. Furthermore it sets out the Council's ambition to build over a thousand new homes and in doing so creates a long term new homes programme allowing for longer term planning and greater buying power. Whilst the 2020-21 Business Plan only provides for a housing growth programme for the next five years it is intended to explore further opportunities to extend the housing growth programme post 2025 in future iterations of plan.

Key assumptions include:

- There is a borrowing requirement of £35m.
- Debt will not be repaid over the life of the plan.
- Ongoing investment of £1.6m per year will be made enhancing Housing support services contained in the General Fund.
- Expenditure is reduced proportionately to stock size, so mitigating the effect of increasing Right to Buys. There will be a net reduction in stock as RTB's are forecast to continue after the end of the current housing growth plan.
- Rent increases are kept in line with CPI following expiry of the government's new social rent formula for five years from 2020-21 to increase rents by CPI + 1%.

2.10 Impact on the Housing Growth agenda

The 2020-21 review of the Business Plan continues to focus on the housing growth agenda. Resources are focused on construction and acquisition of new council homes for the next five years. The Business Plan supports delivery of multiple housing schemes throughout the borough across a variety of tenures as detailed below:

Council Led Phased Delivery	Delivery Period	New Homes	Social Rent	Afford-able Rent	Shared Owner-ship	Market Sale	Estimated Cost
Option 1 (Current Approved)	2016-21	519	31	257	117	114	£65,518,900
Option 2 (Active Projects)	2020-22	101	60	41	0	0	£13,523,484
Option 3 (Planning)	2023-25	395	258	137	0	0	£51,694,813
		1,015	349	435	117	114	£130,737,197

Continuing investment in new housing will contribute to the Council Local Plan target of 900 new homes per year. The benefits of the Council developing and enabling new housing include:

- Generation of income to the General Fund via Council tax.
- Ensuring new homes meet changing local needs, particularly the needs of older people, people with support needs and single person households.
- Regenerating neighbourhoods.
- Wider economic benefits including employment and training opportunities.

- Access to grant funding from Homes England and the Sheffield City Region.
- Replacement of Council homes sold through the Right to Buy.
- Improved quality and energy efficiency of housing stock, which improves health and wellbeing and reduces fuel poverty.

The priorities in the housing growth programme over the next five years are:

- Developing 171 new homes in the town centre.
- Piloting modern methods of construction in order to ascertain the potential to build homes at an increased pace and lower cost.
- Delivering more shared ownership homes to enable first time buyers and older people wishing to downsize, to own an affordable home.
- Continuing to build bungalows and other accessible accommodation to enable older people and people with support needs to live independently.
- Releasing HRA owned sites for development by the private sector and housing associations.

The government announced in the autumn of 2018 Budget that the HRA Borrowing Cap would be removed with immediate effect. This offers further potential to support housing growth into the future and both option 2 and 3 presumes further borrowing over the life of the business plan.

2.11 Impact on Revenue Repairs and Maintenance

Given the level of historic investment in existing stock, circa £110m over the past five years, that the stock is overwhelmingly traditional build and its condition is at or beyond the decent homes standard, a decision was taken in 2018-19 to reallocate investment from this area to further increase the Council new build programme. This meant that additional housing assets could be created, generating greater rental income and meeting housing need in the borough.

Given the re-procurement of repairs and maintenance contract in 2019, initial modelling of new pricing suggests the previous budget savings target of 10% will be achieved as a result the previous budget reductions to repairs and maintenance have been retained in the updated 2020-21 Business Plan.

Year	Repairs and Maintenance	Repairs and Maintenance Budget	Change vs Prior year plan
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	Budget 2019/20 BP	2020/21 BP Option 2	
	SAVINGS INCLUDED		
	£'000s	£'000s	£'000s
2019-20	20,543	20,854	311
2020-21	19,003	18,714	(289)
2021-22	19,436	19,288	(148)
2022-23	19,724	19,747	23
2023-24	20,015	20,185	170
2024-25	20,308	20,662	354
Total	119,029	119,450	421

2.12 Impact on Capital Investment

During 2018-19 there was a comprehensive review of the capital investment programme to determine the work needed in our stock over the next 30 years. This resulted in an increasing capital investment from £577m to £734m over the life of the plan, as a result no further review of the long term investment plan has been undertaken for the 2020-21 Business Plan. The short-term investment has been reviewed and matched to the approved 3-year capital programme, resulting in an increase to £744m. The same principles have been used where peaks in demand in some years as meant smoothing of the programme by delaying some stock investment and replacements to later years as necessary. This will not affect the ability to meet the Decent Homes standard.

2.13 Supporting tenants with Financial Pressures

A key priority is the ongoing work mitigating the impact of welfare reform and general financial pressures tenants face. The Council is committed to minimising any effects of welfare reform on tenants and to do this through continuing early intervention and arrears prevention. Our efforts will continue to be in supporting tenants to continue to pay their rent; by offering additional support to vulnerable tenants to help with money, benefits and debt advice; this is being done through our Financial Inclusion team. The past year has seen the Advocacy and Appeals service transfer into the Financial Inclusion team and as such funding for Money Advice Officers to support tenants in rent arrears manage priority debts continues.

Universal Credit roll out continues throughout Rotherham which has seen over 3,000 tenants now receiving Universal Credit with over 900 tenants in receipt of an Alternate Payment Arrangement where housing costs are paid direct to the Council.

The impact on rent arrears is now starting to become evident at individual account level, with the average arrears for a tenant on Universal Credit being £566 compared to £256 for other tenants. This presents a significant risk to income collection. To mitigate this risk all new tenants who are eligible for Universal Credit have to make a claim and set up either a Direct Debit or a recurring card payment for rent prior to being issued with the keys for their new home.

2.14 Investment in other Council Housing Services

An ongoing investment of £1.6m per year will be made enhancing Housing support services contained in the General Fund over the period. In addition it is proposed to work in partnership with Adult Care to help customers to maintain independence within their own home for as long as possible.

2.15 Impact of the proposed scenario

The impact of the changes to the Business Plan are summarised below:

- There will be a further £130m spent on housing growth over the next five years This will result in c1,015 new properties being built or acquired
- There will be an additional borrowing requirement of £35.5m over the next 30 years, commencing in year 3, 2021/22.
- The year 30 annual Cost of Capital will increase by £1m to £14.5m as a result of additional borrowing.
- The General Fund will receive continued funding for HRA support services of £1.6m per year for the life of the plan.
- The 10% reduction to day to day repairs over the next five years is retained as per the 2019/20 plan.
- There will be surpluses of £12.9m by year 30.

3. Options considered and recommended proposal

- 3.1 A series of options were considered as part of scenario modelling, these are detailed at Appendix 2 of the report. Details of the HRA Business Plan Base Case Option 3 (preferred) are set out in the main body of the report. This will result in the HRA having an Operating Surplus of £12.9m by year 30 and provide support to the housing growth agenda and the Council's General Fund position.

4. Consultation on proposal

- 4.1 The Council has a strong track record for tenant engagement and has recently been recognised by the Tenant Participation and Accreditation Service for the excellent framework that is in place to consult and work with tenants on how services are developed and improved. The Housing Involvement Panel is made up of Area Tenant Panel Chairs and was consulted on 24th September 2019.

- 4.2 The Housing Service undertook a survey of tenant's views in 2018, referred to as the Star (Standard Tenant Assessment Response) Survey which supports how resources are targeted and allows the Council to benchmark satisfaction with other social housing providers. The most recent survey found:

- 80% of tenants are satisfied with the overall service provided.
- 80% of tenants are satisfied with the quality of their home.
- 78% of tenants believe their rent provides value for money.
- 48% of tenants were satisfied that their views were listened to and acted upon.
- Satisfaction with grounds maintenance and estate services were varied across the borough.

The HRA Business Plan has responded to some of the above concerns by increasing investment in Tenant Involvement Services and increasing capacity in the housing management teams.

- 4.3 Members have been consulted on various aspects of the Housing Revenue Account Business Plan. Seminars and Workshops have been held on Housing Growth, Repairs and Maintenance, Universal Credit and Housing Policy updates. This has helped inform the proposed Business Plan.

- 4.4 The HRA Business Plan also supports housing growth, the targets which were set following The Rotherham Strategic Housing Market Assessment (SHMA) which was completed in 2019; and consisted of a large scale resident survey, targeted focus groups and detailed analysis of housing market, population and demographic data. The study contains a calculation which takes into account delivery of new housing against newly forming households to highlight any shortfall. The Rotherham SHMA concluded that 900 new homes are required per year to meet housing needs in the borough, a quarter of which should be 'affordable'. The data from the study has been used to develop Housing Profiles for each ward which considers specific housing needs, and sets out opportunities for housing growth at a local level.

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

- 5.1 The table below shows the approval timeline:

Date	Meeting
20/12/19	Overview and Scrutiny Management Board Meeting
23/12/19	Cabinet decision making meeting
22/01/20	Council

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

- 6.1 In developing the HRA Business Plan the CIPFA / CIH code of practice for a self- financed housing revenue account; the Financial Viability principle has been taken into account which states that:

- The housing authority has arrangements in place to monitor the viability of the housing business and take appropriate actions to maintain viability.

- 6.2 The HRA Business Plan is reviewed and updated annually to take account of changes to all income streams and the revenue and capital costs of managing and maintaining HRA properties and tenancies. It also considers Capital investment in new build and housing acquisitions for affordability.
- 6.3 The HRA Business Plan includes assumptions on rent levels as dictated by legislation, with 2019/20 being the fifth and final year of 1% rent cuts. In line with current legislation the HRA BP assumes that rents will be increased by CPI plus 1% for five years from April 2020 and increases by CPI thereafter. In 2020/21 the rent increase is anticipated to be 2.7%. As the HRA is self-financing, the rental income stream makes up the majority of the funding available to the HRA.
- 6.4 The capital repairs and investment assumptions were completely refreshed in the prior year plan and as a result no further review of the long term investment has been undertaken for the 2020-21 Business Plan. The short-term investment has been reviewed and matched to the approved 3-year capital programme, resulting in an increase of £10m to £744m. Peaks in demand in some years has meant delaying some stock investment and replacements to later years as necessary. This smoothing will not affect the ability to meet the Decent Homes standard.
- 6.5 Reductions to revenue repairs/maintenance costs of £10.4m have been incorporated into the HRA Business Plan from 2020/21 to 2024/25 as noted at 2.11. It is anticipated that these savings can be achieved from 2020, when the existing repairs/maintenance contracts end and contracts based on revised service standards are initiated.
- 6.6 Significant investment in property developments and acquisitions of £130m has been built into the base plan over the next five years. On current assumptions the Business Plan indicates that this is fundable with additional borrowing. Affordability is reliant upon borrowing of £35m and £50.5m of funding which has been built into the plan: £17.2m of HCA and Sheffield City Region grant funding, £3.9m of unallocated capital receipts, £3.5m GF contribution and sales income of £25.9m from properties built for sale and shared ownership.
- 6.7 CPI and RPI assumptions in the HRA Business Plan are based on Office of Budgetary Responsibility forecasts for the first four years. From year 5 onwards RPI has been set at a rate lower than the forecast in order to balance the plan. This is reviewed annually.

7. Legal Advice and Implications

- 7.1 The Legal Implications, where known, are covered in the main body of this report.
- 7.2 There are no direct procurement implications arising from this report.

8. Human Resources Advice and Implications

8.1 There are no immediate human resource implications.

9. Implications for Children and Young People and Vulnerable Adults

9.1 There are no implications for CYPS or Vulnerable Adults.

10. Equalities and Human Rights Advice and Implications

10.1 The local authority is aware of its duties under the Equality Act 2010 to promote equality, diversity, cohesion and integration and has ensured that the HRA Business Plan is compliant with that duty. An initial equalities screening has been carried out to assess the impact of these proposals and due to the scale of investment and nature of households affected the Council will need put in place an Equality Impact Assessment for this plan. This will ensure the Council continues to promote positive impact and reduce or remove negative impact as a result of the proposed investments. An Equalities Analysis is attached at Appendix 3.

11. Implications for Partners

11.1 This proposal is about making effective use of Council assets and managing them to best effect. It contributes to the sustainable neighbourhoods agenda by addressing future investment needs and will help deliver a better quality of affordable housing to the community.

12. Risks and Mitigation

12.1 Self-financing involved a significant transfer of risk from Central Government to the Council. Variables such as interest rates, cost inflation, number of homes owned etc. are all risks managed by the Council.

12.2 Any adverse changes in rental income (for example as a result of welfare reform or changes in the number of Right to Buy sales) must be managed locally.

12.3 The risks associated with the HRA Business Plan demand a smarter approach to risk management. The Council will closely monitor the viability of the HRA Business Plan; by building a HRA Business Plan monitoring report to monitor key variables such as:

- Number of homes
- Rental income
- Rent arrears and bad debts
- Voids and void rent loss
- Debt levels and repayment
- Reserve levels, and
- Maintenance backlog

- 12.4 The risk management plan follows the Council's risk management methodology and approach. It includes a clear description of the risk, an assessment of probability and impact of the risk, a summary of controls and information on when the risk will be reviewed. Risks are monitored monthly at Housing Senior Management Team (SMT) meetings.
- 12.5 Significant risks will be placed on the Corporate Risk Register and risk issues will be escalated through the Council to Directorate Leadership Team and Senior Leadership Team as necessary.
- 12.6 The Council has risk based reserves to ensure that HRA reserves are maintained at the appropriate level. The reserves will be maintained at the appropriate level to fund potential future financial pressures from risks such as welfare reform and investment requirements.

13. Accountable Officers

Anne Marie Lubanski, Strategic Director for Adult Care and Housing
Tom Bell, Assistant Director of Housing

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	09/12/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	04/12/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	04/12/19

Report Author: Paul Elliott, Business and Commercial Programme Manager
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This report is published on the Council's [website](#).

Appendix 1 - Operating Statement Base Case Option 3 (Preferred)

		Income				Expenditure																			
Year	Year	Net rent Income £,000	Other income £,000	Misc Income £,000	Total Income £,000	Managt. £,000	Depreciati on £,000	Responsive & Cyclical £,000	Other Revenue spend £,000	HRA Cost of Rent Rebates £,000	Misc expens es £,000	Total expenses £,000	Capital Charges £,000	Net Operating (Expenditure) £,000	Repayment of loans £,000	Transfer to MRR £,000	Transfer from / (to) Revenue Reserve £,000	RCCO £,000	Surplus (Deficit) for the Year £,000	Surplus (Deficit) b/fwd £,000	Interest £,000	Surplus (Deficit) c/fwd £,000			
1	2019.20	75,361	2,000	6,524	83,886	(23,910)	(20,926)	(20,854)		(230)	0	0	(65,919)	(13,436)	4,530	0	0	0	(14,692)	(10,162)	26,539	119	16,496		
2	2020.21	76,296	0	6,679	82,976	(25,202)	(21,455)	(18,714)		(236)	0	0	(65,607)	(13,681)	3,689	0	0	0	(13,387)	(9,699)	16,496	288	7,085		
3	2021.22	78,698	0	7,122	85,820	(25,883)	(22,079)	(19,288)		(242)	0	0	(67,492)	(13,577)	4,751	0	0	0	(8,045)	(3,295)	7,085	23	3,813		
4	2022.23	81,205	0	7,457	88,662	(26,600)	(22,860)	(19,859)		(250)	0	0	(69,569)	(14,161)	4,932	0	0	0	(4,839)	93	3,813	9	3,915		
5	2023.24	83,988	0	7,778	91,765	(26,912)	(23,443)	(20,481)		(256)	0	0	(71,093)	(14,497)	6,175	0	0	0	(6,077)	99	3,915	9	4,022		
6	2024.25	88,420	0	8,102	96,522	(27,600)	(24,219)	(21,009)		(263)	0	0	(73,092)	(14,575)	8,855	0	0	0	(7,697)	1,158	4,022	11	5,191		
7	2025.26	88,194	0	8,423	96,617	(28,288)	(24,823)	(23,881)		(271)	0	0	(77,263)	(14,563)	4,792	0	0	0	(3,866)	926	5,191	13	6,130		
8	2026.27	89,523	0	8,746	98,268	(28,994)	(25,381)	(24,445)		(278)	0	0	(79,099)	(14,563)	4,607	0	0	0	(4,063)	544	6,130	15	6,689		
9	2027.28	90,869	0	9,065	99,934	(29,716)	(25,951)	(25,023)		(286)	0	0	(80,977)	(14,563)	4,395	0	0	0	(4,265)	130	6,689	16	6,834		
10	2028.29	92,348	0	9,380	101,728	(30,476)	(26,534)	(25,639)		(294)	0	0	(82,942)	(14,563)	4,223	0	0	0	(4,496)	(273)	6,834	15	6,577		
11	2029.30	93,965	0	9,667	103,632	(31,199)	(27,130)	(26,230)		(301)	0	0	(84,859)	(14,563)	4,210	0	0	0	(4,683)	(472)	6,577	15	6,119		
12	2030.31	97,449	0	9,953	107,402	(31,938)	(27,739)	(26,835)		(309)	0	0	(86,821)	(14,563)	6,019	0	0	0	(4,872)	1,146	6,119	15	7,281		
13	2031.32	97,284	0	10,217	107,501	(32,617)	(28,292)	(27,389)		(315)	0	0	(88,613)	(14,592)	4,296	0	0	0	(5,053)	(758)	7,281	16	6,539		
14	2032.33	98,985	0	10,488	109,473	(33,308)	(28,857)	(27,952)		(323)	0	0	(90,439)	(14,592)	4,441	0	0	0	(5,238)	(797)	6,539	14	5,756		
15	2033.34	100,779	0	10,765	111,543	(34,026)	(29,432)	(28,540)		(330)	0	0	(92,327)	(14,597)	4,619	0	0	0	(5,212)	(593)	5,756	13	5,176		
16	2034.35	102,668	0	11,049	113,717	(34,769)	(30,057)	(29,154)		(337)	0	0	(94,317)	(14,644)	4,756	0	0	0	(4,652)	103	5,176	12	5,291		
17	2035.36	106,605	0	11,339	117,945	(35,529)	(30,694)	(29,782)		(345)	0	0	(96,350)	(14,663)	6,931	0	0	0	(5,811)	1,121	5,291	13	6,425		
18	2036.37	106,555	0	11,637	118,192	(36,305)	(31,346)	(30,423)		(353)	0	0	(98,426)	(14,664)	5,102	0	0	0	(6,000)	(898)	6,425	14	5,541		
19	2037.38	108,553	0	11,942	120,495	(37,099)	(32,010)	(31,077)		(361)	0	0	(100,547)	(14,537)	5,410	0	0	0	(5,309)	102	5,541	13	5,656		
20	2038.39	110,588	0	12,249	122,837	(37,909)	(32,689)	(31,746)		(369)	0	0	(102,714)	(14,381)	5,742	(0)	0	0	(5,627)	116	5,656	13	5,785		
21	2039.40	112,661	0	12,564	125,225	(38,738)	(33,383)	(32,429)		(377)	0	0	(104,927)	(14,412)	5,886	0	0	0	(5,770)	115	5,785	13	5,913		
22	2040.41	114,773	0	12,891	127,664	(39,584)	(34,091)	(33,127)		(385)	0	0	(107,188)	(14,445)	6,031	0	0	0	(5,912)	119	5,913	14	6,046		
23	2041.42	119,172	0	13,226	132,399	(40,449)	(34,814)	(33,840)		(394)	0	0	(109,497)	(14,462)	8,439	0	0	0	(6,991)	1,448	6,046	16	7,510		
24	2042.43	119,115	0	13,570	132,685	(41,333)	(35,552)	(34,568)		(403)	0	0	(111,856)	(14,462)	6,366	0	0	0	(7,199)	(833)	7,510	16	6,694		
25	2043.44	121,348	0	13,921	135,269	(42,236)	(36,306)	(35,312)		(412)	0	0	(114,266)	(14,467)	6,535	0	0	0	(6,779)	(244)	6,694	15	6,465		
26	2044.45	123,621	0	14,275	137,897	(43,159)	(37,076)	(36,072)		(421)	0	0	(116,728)	(14,491)	6,678	0	0	0	(6,549)	129	6,465	15	6,609		
27	2045.46	125,938	0	14,632	140,570	(44,102)	(37,862)	(36,848)		(431)	0	0	(119,242)	(14,512)	6,815	0	0	0	(5,763)	1,052	6,609	16	7,677		
28	2046.47	128,298	0	14,997	143,294	(45,065)	(38,664)	(37,641)		(440)	0	0	(121,811)	(14,512)	6,971	0	0	0	(5,940)	1,031	7,677	19	8,727		
29	2047.48	133,215	0	15,370	148,585	(46,050)	(39,484)	(38,451)		(450)	0	0	(124,434)	(14,512)	9,638	0	0	0	(6,120)	3,518	8,727	24	12,269		
30	2048.49	133,150	0	15,752	148,902	(47,056)	(40,321)	(39,278)		(461)	0	0	(127,115)	(14,512)	7,275	0	0	0	(6,659)	616	12,269	29	12,914		

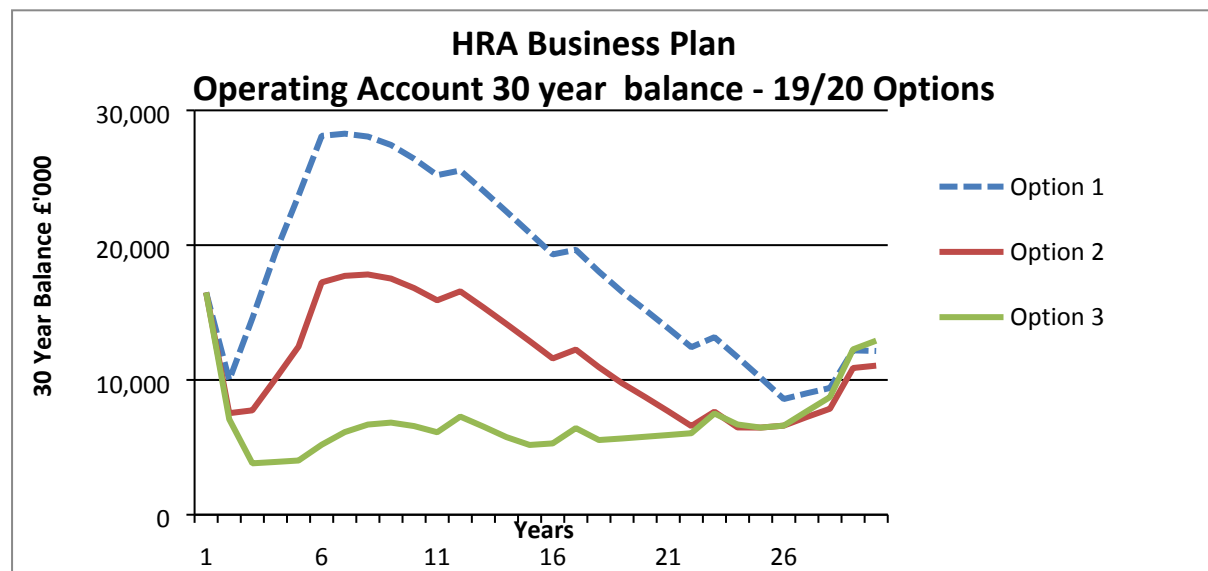
Appendix 2 – Summary of modelled Business Plan Scenarios

The graph below shows the cash flow projections of modelled Business Plan Scenarios in arriving at the 2020-21 recommended Base Case.

Option 1 is not recommended. Whilst it incorporates all approved housing growth projects and maintains sufficient operating balances throughout the life of the plan, it does not allow for further borrowing to deliver the Council's ambitious housing growth programme.

Option 2 includes all approved housing growth projects and all Phase 2 pipeline schemes. It maintains sufficient operating balances throughout the life of the plan. Capital investment in housing growth has increased by £13.5m. Further borrowing of £2.7m is required from Year 25 of the plan.

Option 3 (preferred) includes all approved housing growth projects and remaining Phase 2 and Phase 3 housing growth schemes. It maintains lower operating balances throughout the life of the plan. It includes a further £65m of investment in housing growth when compared to Option 1. It demonstrates remaining pipeline schemes to be put forward for approval are affordable but with a higher degree of risk. It requires borrowing of £35m from Year 3 to fund the build programme. This results in cost of borrowing being higher by £1m per annum throughout the plan.



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: HRA Business Plan 2020-21	
Directorate: ACH & PH	Service area: Housing
Lead person: Paul Elliott	Contact number: 822494
Is this a:	
<input checked="checked" type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function
<input type="checkbox"/> Other	
If other, please specify	
2. Please provide a brief description of what you are screening	
<p>The annual HRA Business Plan which sets out all proposed income and expenditure for the HRA for the next 30 years as required by HRA self financing.</p> <p>Strategic allocation of resources within the HRA for period of 30 years.</p> <p>Specifically responding to changes in government policy, macro-economic environment and gearing towards housing growth.</p> <p>HRA Business Plan for 2020-21 provides information on the positioning of the HRA Business Plan as a driver of Housing Growth to assist in meeting the Council's housing objectives. In essence the overall approach is to make savings where it is feasible to do so these can be invested in future housing growth and to position the housing service so it is best placed to respond to future challenges that arise.</p>	

Proposals are designed to ensure:

- There is a significant contribution to housing growth and support to the Council Plan.
- Whilst savings are made no action is taken that will undermine the Council's longer-term ability to react to changes.
- Provision is made to ensure there are sufficient resources available to invest in services where there is an identified need.
- The longer-term viability of the HRA business plan is maintained.
- Budgets remain flexible to react to any significant changes in property numbers currently expected or further government policy changes.
- No early repayment of debt is made.

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?**

The HRA Business plan reviews the proposed income and expenditure for the HRA over the next 30 years it therefore indirectly influences what services can be delivered for Council tenants.

The HRA Business Plan responds to some of the above concerns by increasing investment in Tenant Involvement Services and increasing capacity in the housing management teams to deal with issues of ASB, financial inclusion and engaging with under-represented groups through increasing staffing numbers.

The Business plan maintains investment in housing stock which allows investment in properties to install insulation, new heating systems etc. which tackle fuel poverty agenda.

The Business plan responds to the needs of communities for affordable housing through gearing funds towards building up to 1000 new properties over the next 6 years. The tenure, size and type of accommodation (including Disabled person units) has been informed by the Strategic Housing Market assessment.

The plan continues to invest over £1m in additional resources per year into front line housing services to support the most vulnerable tenants. These tenants will have equality characteristics. The Business plan itself does not commission services but details how the housing service will be funded and each service area has policies and strategies detailing how service will be delivered which will each have an Equality analysis.

- **Key findings**

The Council currently owns circa 20,400 homes, 544 leasehold homes and 3,375 garages with a turnover from rents and other sources approaching £82m per annum.

263,400 people live in Rotherham Borough, about half living in and around the main urban area of Rotherham. The remainder live in smaller towns such as Wath, Dinnington and Maltby, and in numerous large villages and rural communities, all of which have their own distinct identities.

120,600 Rotherham residents are in employment whilst 106,000 people have workplaces in the Borough, giving a net outflow of 14,700 workers. One in five workers who live in Rotherham are employed in Sheffield and another one in five work elsewhere outside Rotherham.

45,259 children attend 117 Rotherham schools.

Rotherham has a similar age profile to the national average and in common with the national trends, the population is ageing. Central Rotherham has a younger population than average whilst the more suburban and rural areas, mainly in the south of the borough, have older age profiles.

One in four residents (25.2%) are aged 60 years or over and 22,500 people (8.5%) are aged 75 years or over. Rotherham has 56,900 children aged 0-17 (21.6% of the population).

Rotherham's Black and minority ethnic (BME) population was 8.1% in 2011 and is now estimated at around 11%. The central area of Rotherham is far more ethnically diverse than the rest of the Borough. The largest minority ethnic group is Pakistani & Kashmiri (4% of the population), followed by the Slovak & Czech Roma (1.5% of the population). Rotherham also has smaller Black African, Indian, Chinese, Irish and Arab communities, all with between 500 and 2,000 people.

The 2011 Census showed that 56,588 (22%) 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).

One in six homes is rented from the council and although house prices have risen over the years, they are about half the national average.

Rotherham Borough has 63 councillors representing 21 wards. 43% of councillors are women and 5% are BME.

There are 30 parish councils in Rotherham covering half the population.

Most neighbourhoods in Rotherham offer a good living environment and 78% of adults are satisfied with their local area as a place to live.

Despite improvements overall, some areas of Rotherham are affected by high economic and social deprivation. Rotherham is the 52nd most deprived district in England according to the Index of Multiple Deprivation 2015, which showed 19.5% of residents living in the 10% most deprived areas nationally.

Central Rotherham forms the main area of high deprivation although there are also pockets in Maltby, Rawmarsh, Dinnington, Thurgroft, Wath, Swinton and Aston. The main forms of deprivation affecting Rotherham are low levels of qualification, poor health, high rates of disability and high worklessness, notably long term sickness.

Adult qualification levels in Rotherham are below average, including the proportion of the population with higher qualifications which reflects Rotherham's industrial legacy. However, most pupils attending Rotherham's schools have attainment slightly above the national average. Rotherham colleges provide good quality further education and the new University Centre offer higher education courses.

The Housing Service undertake an annual survey of tenants' views, referred to as the Star (Standard Tenant Assessment Response) Survey which supports how resources are targeted and allows the Council to benchmark satisfaction with other social housing providers. The most recent survey found:

- 80% of tenants are satisfied with the overall service provided.
- 80% of tenants are satisfied with the quality of their home.
- 78% of tenants believe their rent provides value for money.
- 48% of tenants were satisfied that their views were listened to and acted upon.
- Satisfaction with grounds maintenance and estate services were varied across the borough.

The HRA Business Plan responds to the above concerns by continuing to invest in Tenant Involvement Services and capacity in the housing management teams.

Members have been consulted on various aspects of the Housing Revenue Account Business Plan. Seminars and Workshops have been held on Housing Growth, Repairs and Maintenance, Universal Credit and Housing Policy updates. This has helped inform the proposed Business Plan.

• **Actions**

Monitor the demographics of tenants in rent arrears on a bi-annual basis
 Monitor the impact of the new build houses by analysing the number of lettings according to the tenants protected characteristic.
 Monitor attendance of tenant engagement events.
 Respond to consultation feedback through Planning Applications.

Date to scope and plan your Equality Analysis:	19/11/19	
Date to complete your Equality Analysis:	29/11/19	
Lead person for your Equality Analysis (Include name and job title):	Paul Elliott Head of Service - Business and Commercial Programme Manager	
5. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening:		
Name	Job title	Date
Tom Bell	Assistant Director of Housing	14 November 2019
6. Publishing		
<p>This screening document will act as evidence that due regard to equality and diversity has been given.</p> <p>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.</p> <p>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.</p>		
Date screening completed	14 November 2019	
Report title and date	HRA Business Plan 2020-21	
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	23 December 2019	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	14 November 2019	

Committee Name and Date of Committee Meeting

Council – 22 January 2020

Report Title

Recommendation from Cabinet – Housing Revenue Account Rents and Service Charges 2020/21

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

Paul Elliott, Business and Commercial Programme Manager
01709 822494 or paul.elliott@rotherham.gov.uk

Ward(s) Affected

Borough-wide

Summary

At its meeting on 23 December 2019, the Cabinet considered a report in respect of the Housing Revenue Account Rents and Charges for 2020-21.

The original report providing detail to the proposals is appended in order to provide Members with sufficient knowledge to agree the proposals.

In order to give effect to the recommendations from Cabinet, consideration and approval by Council must be given to the recommendation set out below.

Recommendations

1. That dwelling rents be increased by 2.7% in 2020/21 in line with the government guidelines on rents for social housing from April 2020 which allows rents to increase by Consumer Price Index (as at September) plus 1%.
2. That there be a 2% increase in charges for garages and parking spaces, communal facilities, cooking gas and use of laundry facilities, in line with increases being proposed for other fees and charges across the Council.
3. That the unit charge per Kwh for District Heating Schemes remain the same level, as agreed by the Council in December 2017.

4. That all Affordable Rent properties be revalued in October and March each year to provide a valid rent value for when Affordable Rent properties are re-let.
5. That the draft Housing Revenue Account budget for 2020/21 be agreed.

List of Appendices Included

- Appendix A Cabinet Report – Housing Revenue Account Rents and Service Charges 2020-21
- Appendix 1 Part A - Initial Equality Screening Assessment form
- Appendix 2 Part B – Equality Analysis form
- Appendix 3 Draft Housing Revenue Account Budget 2020/21

Background Papers

Ministry of Housing, Communities & Local Government – Policy Statement on rents for social housing (February 2019).

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Cabinet – 23 December 2019

Overview and Scrutiny Management Board – 20 December 2019

Council Approval Required

Yes

Exempt from the Press and Public

No

Committee Name and Date of Committee Meeting

Cabinet – 23 December 2019

Report Title

Housing Revenue Account Rents and Service Charges 2020/21

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)

Mark Scarrott, Finance Manager (Adult Care, Housing and Public Health)
mark.scarrott@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The purpose of the report is to seek approval for the proposed values of the housing rents, non-dwelling rents, District Heating and service charges and the draft Housing Revenue Account Budget for 2020/21.

Recommendations

That Cabinet resolve to recommend to Council:-

1. That dwelling rents be increased by 2.7% in 2020/21 in line with the government guidelines on rents for social housing from April 2020 which allows rents to increase by Consumer Price Index (as at September) plus 1%.
2. That there be a 2% increase in charges for garages and parking spaces, communal facilities, cooking gas and use of laundry facilities, in line with increases being proposed for other fees and charges across the Council.
3. That the unit charge per Kwh for District Heating Schemes remain the same level, as agreed by the Council in December 2017.
4. That all Affordable Rent properties be revalued in October and March each year to provide a valid rent value for when Affordable Rent properties are re-let.

5. That the draft Housing Revenue Account budget for 2020/21 be agreed.

List of Appendices Included

Appendix 1 Part A - Initial Equality Screening Assessment form
Appendix 2 Part B – Equality Analysis form
Appendix 3 Draft Housing Revenue Account Budget 2020/21

Background Papers

Ministry of Housing, Communities & Local Government – Policy Statement on rents for social housing (February 2019).

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Overview and Scrutiny Management Board – 20 December 2019
Council – 22 January 2020

Council Approval Required

Yes

Exempt from the Press and Public

No

Housing Revenue Account Rents and Service Charges 2020/21

1. Background

- 1.1 The former Housing Revenue Account (HRA) subsidy system was replaced with a devolved system of council housing finance, called self-financing in April 2012. This gave local authorities the resources, incentives and flexibility needed to manage their own housing stock. It enabled long term financial plans to be developed and gave tenants greater transparency and accountability as to how rent is collected and spent on the services provided.

The Council currently manages approximately 20,200 properties of which 6,000 are currently at formula rent. Government guidance states that where properties have not reached formula rent by April 2015 it is expected that the rent is moved up to formula rent when the property is re-let following vacancy. The average increase in rent being £2.84 per week. Approximately 850 properties are re-let each year; it is anticipated that this will generate additional income of approximately £0.06m in 2019/20. The impact of not achieving rent convergence is lower levels of income which impact on the investment plans within the HRA Business Plan.

- 1.2 From April 2016, the Welfare Reform and Work Act 2016 has required social landlords to reduce their rents by 1% each year for four years, 2019/20 being the final year.

In October 2017, the government announced its intention to set a long term rent deal for both local authority landlords and housing associations. This permits annual rent increases on both social rent and affordable rent properties of up to CPI plus 1 % from April 2020, for a period of at least five years.

- 1.3 This report also considers the charges for garages, garage plot sites, cooking gas and communal facilities including laundry services where provided, District Heating charges for 2020/21 and summarises the draft HRA budget.

2. Key Issues

- 2.1 The average rent in 2019/20 is currently £72.31 when aggregated over 52 weeks. The 2020/21 average weekly rent based on the new government policy of CPI (as at September 2019 = 1.7%) plus 1% would be £74.27, an average increase of £1.96 per week.

- 2.2 Total housing rent income generated through the proposed revised weekly rents is estimated to be £77.3m in 2020/21 assuming 175 Right to Buy sales, voids, new acquisitions and rent adjustments. This change in policy on the weekly rent charge will result in an increase in rent income of £2.3m compared with 2019/20 rent levels based on 52 weeks.

- 2.3 A 2% increase has been proposed for all fees and charges across the Council for 2020/21. This will apply to the HRA non-dwelling rents.

- 2.4 Where the Council has been successful in securing grant income from Homes England (HE) to deliver Affordable Rent Properties the new properties will be managed in line with our existing policies e.g. mutual exchange, succession, subletting etc. The main difference for grant funded properties, compared to Social/Formula rent properties, is the method of managing the rent values which is prescribed by Government. These are contained within the Capital Funding Guide for HE grant and the Rent Standard Guidance.

The Council is required to rebase (revalue) the Affordable Rent value on each occasion that a new Affordable Rent tenancy is issued (or renewed) for a particular property; and ensure that the rent remains at no more than 80% of gross market rent (inclusive of service charges) as of the date the property is re-let.

Currently a valuation is carried out for each individual property when it falls due. Rebasing all the Affordable Rent valuations every six months will give a valid updated rent value for re-let in accordance with RICS guidance. The rebased Affordable Rent will only apply to new tenants or tenancies. This will significantly reduce the level of work involved when a property is re-let as the rent value will have already been calculated.

The actual rents for existing tenants in Affordable Rent properties will only be adjusted in April each year as per the existing annual rent and charges review process.

3. **Options considered and recommended proposal**

Housing Rents

- 3.1 In line with changes to policy on rents for social housing it is recommended that rents are increased in line with CPI (as at September 2019) plus 1% in 2020/21, therefore an increase of 2.7%.

Non-Dwelling Rents

- 3.2 It is proposed to increase non-dwelling charges in line with the recommended increase being applied across the council of 2% for 2020/21 outlined in the table below:-

Non Dwelling Rents	Weekly Charge 2019/20	Proposed	Increase
		Weekly Charge 2020/21	
Garage rent - council Tenant	£5.00	£5.10	£0.10
Garage rent - non council Tenant	£6.01	£6.13	£0.12
Garage Plots	£60.26	£61.47	£1.21
Unsurfaced Garage Plots	£54.24	£55.32	£1.08
Wharnccliffe Flats Parking Space	£6.57	£6.70	£0.13
Cooking Gas	£0.85	£0.87	£0.02
Communal Facility	£4.75	£4.85	£0.10
Laundry	£1.60	£1.63	£0.03

The above charges exclude VAT where applicable

- 3.3 The proposed increase of 2% would generate additional income of approximately £24k in 2020/21 based on a comparison of 52 weeks.

District Heating charges

- 3.4 During 2017/18 there was an extensive review of district heating pricing to ensure that charges are fair and reasonable to all tenants. As a consequence a revised schedule of charges was approved by Council on 13 December 2017.

This report proposed no increase in charges for 2020/21. The total cost of the running the district heating scheme in 2018/19 resulted in a small deficit of £5k, however, the latest forecast for 2019/20 is that the scheme will breakeven, therefore it is proposed to leave district heating charges unchanged as per table below.

	Weekly Charge 2019/20		Weekly Charge 2020/21
All District Heating Schemes - Unit Cost KWh (inc VAT)			
	6.28p		6.28p
Pooled Schemes			
- Pre-payment Charges per week (incl. VAT)			
Bedsit	9.66		9.66
1 Bed	11.25		11.25
2 Bed	12.90		12.90
3/4 Bed	14.93		14.93

4. Consultation on proposal

- 4.1 This report will be subject to review by the Overview and Scrutiny Management Board before final decision by the Council.

5. Timetable and Accountability for Implementing this Decision

- 5.1 This report will be considered by the Council on 22nd January 2020 and subject to approval, would be implemented from Monday 6th April 2020.

6. Financial and Procurement Advice and Implications

- 6.1 Appendix A of this report presents the 2020/21 detailed Draft Operating Statement which is effectively "The HRA Budget". The table below presents an overall summary position of the Income and expenditure budgets:-

Housing Revenue Account	Proposed Budget 2020/21 £'000
Expenditure	80,182
Income (including service charges)	-83,946
Net Cost of Service	-3,764
Interest Received	-300
Net Operating Expenditure	-4,064
Revenue Contribution to Capital Outlay	13,388
Transfer from Reserves	-9,324
Surplus/Deficit for the Year	0

- 6.2 It can be seen that based on the 2.7% increase in dwelling rent income and increase in service charges by 2% outlined in this report, the budgeted income of £83.946m is anticipated to be collected in 2020/21 and that this is reduced by £80.182m of budgeted expenditure, which represents the net cost of delivering the service.

As budgeted income is greater than the net cost of delivering the service, there is an overall net income of £4.064m to the service after interest received. The Council are using this to build Council homes and improve services such as financial inclusion.

Based on a review of the HRA business plan a Revenue Contribution to Capital of £13.387m has been made towards the approved HRA Capital investment Programme. Therefore there will be a transfer required from HRA Reserves of £9.324m in order to provide an overall balanced budget for 2020/21, this is provided for within the revised HRA Business Plan.

- 6.3 There are no direct procurement implications within this report.

7. Legal Advice and Implications

- 7.1 In addition to the legal implications set out in the main body of this report, section 24 of the Housing Act 1985 allows local authorities to make such reasonable charges as they may determine for a tenancy or occupation of their houses. Further, it requires the local authority from time to time to review rents and other charges and make such changes, as circumstances may require. The changes proposed in the recommendations to this report would fall within the ambit of the Council's discretion as set out in section 24 of the Housing Act 1985.

8. Human Resources Advice and Implications

- 8.1 There are no Human Resources implications arising from this report

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 No direct implications

10. Equalities and Human Rights Advice and Implications

- 10.1 No direct implications

11. Implications for Partners

- 11.1 No direct implications for partners and other directorates.

12. Risks and Mitigation

- 12.1 The greatest risk and uncertainty surrounds the level of rent income received into the Housing Revenue Account. This is dependent upon the number of properties available to generate income.
- 12.2 The level of properties is directly affected by the level of sales and demolitions which may vary to those used in the budget assumptions. Rules regarding Right to Buy (RTB) receipts were implemented in April 2012 included increasing the discount cap, which is currently £82,200. This has seen the number of RTB sales increase significantly as a result of the higher discount cap. Total sales in 2018/19 were 151, it is estimated that there will be 173 RTB by the end of 2019/20 and the HRA Business Plan assumes a further increase to 175 sales in 2020/21.
- 12.3 Strategic Housing Investment plans involve the acquisition or build of 114 new properties for council rent in 2020/21 and 35 shared ownership properties which will also bring in additional rent income. This will assist in mitigating against lost rental income for RTB sales.
- 12.4 The changes to the rent formula from 2016/17 as resulted in the Council receiving less income the last four years, therefore impacting on the 30 year business plan.

- 12.5 The Government's changes to welfare benefits and the introduction of Universal Credit will also impact on the level of rent income collected including the level of arrears and therefore be reflected in the Housing Revenue Account balances.
- 12.6 All budgets carry a certain level of risk in that unforeseen circumstances may arise, causing additional pressures on the level of resources applied

13. Accountable Officers

Tom Bell, Assistant Director of Housing Services

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	12/12/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	04/12/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	04/12/19

Report Author: Mark ScarrottMark Scarrott, Finance Manager (Adult Care, Housing and Public Health)

mark.scarrott@rotherham.gov.uk

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

PART A - Initial Equality Screening Assessment

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- 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 Revenue Account Rents and Services Charges Report 2020-21

Directorate: Finance & Customer Services

Service area: Finance Business Partnering – Adult Care, Housing and Public Health

Lead person: Mark Scarrott

Contact number: Extn 22007

Is this a:

☒

Strategy / Policy

☐

Service / Function

☐

Other

If other, please specify

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

The impact on existing and future council tenants of increasing housing rents and service charges from April 2020. In line with government guidance the proposed increase in housing rents is 2.7% from April 2020 and an increase in services charges of 2% with the exception of District heating charges which will remain the

same.

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

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 Council currently owns circa 20,200 homes, 544 leasehold homes and 3,375 garages with a turnover from rents and other sources approaching £82m per annum (excluding the sale of new properties). This includes 1315 properties in the council's district heating scheme.

Some of the key elements of the Housing Strategy are to support housing growth, achieve and maintain properties to the decent homes standard, keeping all tenants safe, tackling fuel poverty, providing a customer focus and efficient housing repairs service and provide an effective support service for all neighbourhoods within the borough.

Under government rent setting rules all social housing providers have had an enforced rent reduction of -1% over the previous 4 years. The Rent Standard is published by government to ensure all social housing is affordable and follows the same rules and regulations in terms of setting rent. The latest advice published enables Social Housing providers to increase rent by the Consumer Price Index (CPI) for inflation + 1% and that this formula is confirmed for the next 5 years. This enables the Council to increase rents by up to 2.7% for 2020-21

When re-letting a void property the Council policy to date has been to increase the rent to formula rent (as a result we now have 6,000 homes that are paying rent at the government's standard).

- **Key findings**

There are currently 19,980 council tenants of which 10,264 (51%) would be directly affected by a rent increase as they will pay from their household income also there are 4,135 tenants (21%) who receive part Housing Benefit and therefore will be impacted to a less extent.

The remaining tenants 5,581 tenants (28%) are not affected by a rent increase as they receive full Housing Benefit.

- **Actions**

A key priority is the ongoing work mitigating the impact of welfare reform and general financial pressures tenants face. The Council is committed to minimising any effects of welfare reform on tenants and to do this through continuing early intervention and arrears prevention. Our efforts will continue to be in supporting tenants to continue to pay their

rent; by offering additional support to vulnerable tenants to help with money, benefits and debt advice; this is being done through our Financial Inclusion team. The past year has seen the Advocacy and Appeals service transfer into the Financial Inclusion team and as such funding for Money Advice Officers to support tenants in rent arrears manage priority debts.

Last year the Housing Service invested more into front line and general fund services, an additional £1m per year into the front line to provide more support for our most vulnerable tenants and £1.6m per year into housing support services. It has also invested and committed to invest over £80m into building more council and affordable homes over the next 3 years. In addition there are further pipeline schemes over the next 5 years still to be approved.

Date to scope and plan your Equality Analysis:	07/11/2019
Date to complete your Equality Analysis:	18/11/2019
Lead person for your Equality Analysis (Include name and job title):	Mark Scarrott – Finance Manager – Adult Care, Housing and Public Health

5. Governance, ownership and approval

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

Name	Job title	Date
Owen Campbell	Head of Finance – Adult Care, housing and Public Health	19/11/2019
Gerry Gillen	Solicitor	

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	18/11/2019
Report title and date	Housing Revenue Account Rent and Service Charges 2020/21
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: Housing Revenue Account Rents and Services Charges Report 2020-21	
Date of Equality Analysis (EA): 18 November 2019	
Directorate: Finance & Customer Services	Service area: Finance Business Partnering – Adult Care, Housing and Public Health
Lead Manager: Mark Scarrott	Contact number: Extn 22007
Is this a: <input checked="checked" type="checkbox"/> Strategy / Policy <input 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 (e.g. service user, managers, service specialist)
Mark Scarrott	RMBC	Manager
Paul Elliott	RMBC	Manager
Owen Campbell	RMBC	Manager

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.)

Section 23 of The Welfare Reform and Work Act 2016 implemented the government's policy on social housing rents which requires providers of social housing to reduce rents by 1% per year for four years with effect from April 2016 to March 2020.

The policy applied to all registered providers of social housing including local authority landlords, who have a statutory obligation to implement the policy.

This has now been replaced by the Ministry of Housing, Communities & Local Government (MHCLG) – Policy Statement on rents for social housing (February 2019) allowing Councils to increase rents by Consumer Price Index (CPI) (as at September) plus 1% from April 2020.

The report also considers the non-dwelling rent charges for garages, garage plot sites, cooking gas and communal facilities including laundry services where provided proposing an increase of 2% and no increase for District Heating charges in 2020/21 and also sets out the Housing Revenue Account (HRA) budget for 2020/21.

The report recommends the following proposals:-

1. That dwelling rents are increased by 2.7% in 2020/21 in line with the governments rent policy from April 2020 which allows rents to increase by Consumer Price Index (as at September) plus 1%.
2. That there is a 2% increase in charges for garages and parking spaces, communal facilities, cooking gas and use of laundry facilities, in line with increases being proposed for other fees and charges across the Council.
3. That the unit charge per Kwh for District Heating Schemes remains the same level as agreed by the council in December 2017.

4. All Affordable Rent properties are revalued in October to provide a valid rent value for when Affordable Rent properties are re-let.
5. Agree the draft Housing Revenue Account budget for 2020/21.

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

The Council currently owns circa 20,200 homes, 544 leasehold homes and 3,375 garages with a turnover from rents and other sources approaching £82m per annum.

The Housing Service undertook a survey of tenants' views in 2018, referred to as the Star (Standard Tenant Assessment Response) Survey which supports how resources are targeted and allows the Council to benchmark satisfaction with other social housing providers. The most recent survey found:

- 80% of tenants are satisfied with the overall service provided
- 80% of tenants are satisfied with the quality of their home
- 78% of tenants believe their rent provides value for money
- 48% of tenants were satisfied that their views were listened to and acted upon
- Satisfaction with grounds maintenance and estate services were varied across the borough

The HRA Budget has responded to some of the above concerns by increasing investment in Tenant Involvement Services and increasing capacity in the housing management teams.

The Housing Rents report complies with government policy on social housing to increase rents by CPI plus 1% from April 2020. The implementation will be monitored as part of monthly budget monitoring and the collection of rent income from Council tenants; this will include any rent arrears.

Members have been consulted on the proposals for housing rents as part of the review of the HRA Business Plan.

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 implementation will be monitored as part of monthly budget monitoring and the collection of rent income and service charges from Council tenants; this will include any rent arrears.

Engagement undertaken with customers. (date and group(s) consulted and key findings)	
Engagement undertaken with staff (date and group(s) consulted and key findings)	Engagement has been undertaken with Members and managers within Housing Services in respect of formulating the recommendations within this report.

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)

As part of the HRA budget there is increasing investment in Tenant Involvement Services and increasing capacity in the housing management teams to deal with issues of Anti-Social Behaviour, financial inclusion and engaging with under-represented groups through increasing staffing numbers.

Within the HRA budget there is a contribution to the Housing Capital Programme of £13.4m in 2020/21 towards investment in increasing and maintaining existing housing stock.

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

It is not envisaged that the HRA Rents and Services Charges report will cause any problems on communities or groups.

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

Vulnerable people are offered and provided with tenancy support which is tailored to individual needs to help them sustain their tenancy and live in the community. A key priority is the ongoing work mitigating the impact of welfare reform and general financial pressures tenants face. The Council is committed to minimising any effects of welfare reform on tenants and to do this through continuing early intervention and arrears prevention. Our efforts will continue to be in supporting tenants to continue to pay their rent; by offering

additional support to vulnerable tenants to help with money, benefits and debt advice; this is being done through our Financial Inclusion team. The Advocacy and Appeals service is now part of the Financial Inclusion team and as such provides Money Advice Officers to support tenants in rent arrears manage debts.

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)

It is not envisaged that the HRA Rents and Services Charges report will have any negative impact on community relations.

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 Revenue Account Rents and Services Charges Report 2020-21
Directorate and service area: Finance and Customer Services – Finance Business Partnering (Adult Care, Housing and Public Health)
Lead Manager: Mark Scarrott
Summary of findings:
The policy itself will not have a negative or adversely affect any communities or individuals.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Monitor the impact of the 2.7% rent increase and 2% increase in service charges on the HRA budget	All	Monthly

*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
Tom Bell	Assistant Director of Housing	

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	18 November 2019
Report title and date	Housing Revenue Account Rents and Services Charges Report 2020-21
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

APPENDIX 3

HRA - Draft Budget Operating Statement 2020/21

Narrative	Full-year Budget 2019/20	Full-year Budget 2020/21	Year on Year Change
	£	£	£
Contributions to Housing Repairs Account	20,803,320	18,713,700	-2,089,620
Supervision and Management	23,906,780	25,202,200	1,295,420
Rents, Rates, Taxes etc.	230,000	242,000	12,000
Provision for Bad Debts	1,147,200	928,000	-219,200
Cost of capital Charge	13,346,050	13,562,870	216,820
Depreciation of Fixed Assets	20,925,680	21,313,650	387,970
Debt Management Costs	130,000	220,000	90,000
Expenditure	80,489,030	80,182,420	-306,610
Dwelling Rents	-76,477,360	-77,326,900	-849,540
Non-dwelling Rents	-802,170	-767,600	34,570
Charges for Services and facilities	-4,966,260	-5,090,890	-124,630
Other fees and charges	-514,260	-577,780	-63,520
Leaseholder Income	-178,650	-183,200	-4,550
Income	-82,938,700	-83,946,370	-1,007,670
Net Cost of Services	-2,449,670	-3,763,950	-1,314,280
Interest received	-100,000	-300,000	-200,000
Net Operating Expenditure	-2,549,670	-4,063,950	-1,514,280
Appropriations:			
Revenue Contributions to Capital Outlay	14,691,700	13,387,470	-1,304,230
Transfer from Reserves	-12,142,030	-9,323,520	2,818,510
Surplus/Deficit for the year	0	0	0

NB. 2019/20 was a 53 week financial year

Committee Name and Date of Committee Meeting

Council – 22 January 2020

Report Title

Recommendation from Cabinet – Rotherham Local Plan – Local Development 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

Ryan Shepherd, Senior Planning Officer
01709 823888 or ryan.shepherd@rotherham.gov.uk

Ward(s) Affected

Borough-wide

Summary

At its meeting on 23 December 2019, the Cabinet considered a report in respect of the Local Development Scheme, which forms part of the Rotherham Local Plan.

The original report providing detail to the proposals is appended in order to provide Members with sufficient knowledge to agree the proposals.

In order to give effect to the recommendations from Cabinet, consideration and approval by Council must be given to the recommendation set out below.

Recommendations

1. That the revised Local Development Scheme be adopted with effect from 23 January 2020.

List of Appendices Included

- Appendix A Cabinet Report – Rotherham Local Plan – Local Development Scheme
- Appendix 1 Equality Analysis Screening
- Appendix 2 Revised Rotherham Local Plan – Local Development Scheme

Background Papers

Local Development Scheme (adopted July 2015)

https://www.rotherham.gov.uk/info/200074/planning_and_regeneration/1314/local_plan_timetable

Local Plan Core Strategy Five Year Review – Cabinet Agenda Item (8 July 2019)
<https://moderngov.rotherham.gov.uk/mgAi.aspx?ID=85214>

Planning and Compulsory Purchase Act 2004
<http://www.legislation.gov.uk/ukpga/2004/5/contents#>

Localism Act 2011
<http://www.legislation.gov.uk/ukpga/2011/20/contents>

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Cabinet – 23 December 2019

Council Approval Required
Yes

Exempt from the Press and Public
No

Committee Name and Date of Committee Meeting

Cabinet – 23 December 2019

Report Title

Rotherham Local Plan – Local Development 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)

Ryan Shepherd, Senior Planning Officer
01709 823888 or ryan.shepherd@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The Local Development Scheme (LDS) sets out a project plan for the preparation, adoption and review of Rotherham Local Plan documents. The report outlines a revised LDS setting out the timescale for taking forward a partial update of the Local Plan Core Strategy (approved by the Council on 8 July 2019).

Recommendations

1. That Cabinet recommend to Council that the revised Local Development Scheme be adopted with effect from 23 January 2020.

List of Appendices Included

Appendix 1 Equality Analysis Screening

Appendix 2 Revised Rotherham Local Plan – Local Development Scheme

Background Papers

Local Development Scheme (adopted July 2015)

https://www.rotherham.gov.uk/info/200074/planning_and_regeneration/1314/local_plan_timetable

Local Plan Core Strategy Five Year Review – Cabinet Agenda Item (8 July 2019)

<https://moderngov.rotherham.gov.uk/mgAi.aspx?ID=85214>

Planning and Compulsory Purchase Act 2004

<http://www.legislation.gov.uk/ukpga/2004/5/contents>

Localism Act 2011

<http://www.legislation.gov.uk/ukpga/2011/20/contents>

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

Yes

Exempt from the Press and Public

No

Rotherham Local Plan – Local Development Scheme

1. Background

- 1.1 The Planning and Compulsory Purchase Act 2004 (as amended) requires the local planning authority to prepare and maintain a Local Development Scheme (LDS). The LDS sets out a project plan for the preparation and review of the Development Plan Documents that comprise the Rotherham Local Plan.
- 1.2 The LDS was last formally revised in July 2015 (Council meeting 8/7/15, minute 34 refers). Since that time the Council has introduced a Community Infrastructure Levy and, with adoption of the Sites and Policies Document in June 2018, now has a complete Local Plan in place.
- 1.3 Following a review of the Local Plan Core Strategy, members approved commencement of a partial update of the Core Strategy on 8 July 2019 (Cabinet 8/7/19, minute 31 refers). The revised LDS attached at Appendix 2 sets out further details and a programme for undertaking the Core Strategy Partial Update.

2. Key Issues

- 2.1 Approval of the LDS is sought in order to comply with planning legislation, to enable the progress of the Core Strategy Partial Update and to ensure that an up-to-date planning policy framework is in place for the Borough's future growth and development.
- 2.2 It is important that the Council adopts a realistic and achievable programme for the Core Strategy Partial Update. The process of adopting the Council's Core Strategy Partial Update will involve examination by the Planning Inspectorate; one of the legal compliance checks that the planning inspector will carry out is that the document has been produced in conformity with the LDS.
- 2.3 The LDS does not cover the detailed content of the Core Strategy Partial Update or other Local Plan documents nor the process for preparing and consulting on them. Any future documents will be subject to separate reports requiring Cabinet or Council approval prior to public consultation, submission and adoption. Milestones for the Core Strategy Partial Update are summarised below:

Commencement and pre-production	January 2020
Consultation with statutory bodies on the scope of the Sustainability Appraisal	July / August 2020
Public consultation on draft Local Plan and Sustainability Appraisal	October / November 2021

Publication of Local Plan for "soundness" representations and Sustainability Appraisal	July / August 2022
Submission of Local Plan and Sustainability Appraisal to Central Government	February 2023
Independent Examination by Government-appointed Planning Inspector	August 2023
Receipt of Inspector's report	September 2024
Adoption of the Local Plan by the Council	January 2025

- 2.4 To enable the programme of work to be followed a number of evidence-based studies and background documents will be prepared internally. In addition to this work additional expenditure will be required to provide robust evidence to ensure that the Core Strategy Partial Update meets the requirements of relevant legislation as well as costs associated with undertaking public consultation and the costs of independent examination.

3. Options considered and recommended proposal

3.1 Option 1: Adopt the revised LDS

Adoption of the revised LDS will allow progress to be made towards allocating budget and officer resources for, and taking forward, the Core Strategy Partial Update within a realistic timescale.

3.2 Option 2: Adopt the revised LDS with alternative timescales

The LDS sets out a realistic and achievable programme for undertaking the Core Strategy Partial Update, taking account of currently available resources. Any amendment to reduce the timescales would require additional budget and staffing resources in order to be achievable.

3.3 Option 3: Do not adopt the revised LDS

Should the Council decide not to adopt the revised LDS then progress cannot be made with the Core Strategy Partial Update. Where Local Plan policies are out of date the Council's ability to deliver its strategic objectives would be harmed. It would mean the Council may be at risk of decisions being challenged by planning appeals, and reduce the ability to provide certainty for residents, developers and investors.

- 3.4 Option 1 is the recommended option. This would deliver a realistic and achievable programme for the Core Strategy Partial Update within existing resource constraints, in order to ensure an up-to-date Local Plan is in place to assist the Council in delivering its strategic objectives for the Borough.

4. Consultation on proposal

- 4.1 The timescale set out in the revised Local Development Scheme has been informed by discussions with other service areas that are likely to contribute to the Core Strategy Partial Update. There is no requirement to undertake public consultation on the Local Development Scheme; however, the document does indicate when public consultation on the Core Strategy Partial Update is programmed to take place.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Subject to approval by Cabinet, the revised LDS at Appendix 2 would be recommended to Council for adoption at the next available meeting, currently scheduled for 22 January 2020, and would come into force on 23 January 2020.
- 5.2 On adoption, the revised LDS would be made available on the Council's website. Work would then progress on the Core Strategy Partial Update in line with the LDS.

6. Financial and Procurement Advice and Implications

- 6.1 The Core Strategy Partial Update relies on the preparation of technical evidence and supporting documents, undertaking public consultation, and examination and adoption costs. Existing approved budgets fund the team preparing the revised LDS.
- 6.2 A budget profile has been drawn up which identifies the additional resource requirement to support the Core Strategy Partial Update. Depending on the length of the examination the greatest cost, estimated at £40k, is for the Planning Inspectorate fees although this is unlikely to be incurred until 2024. The total estimate of costs including those for evidence base studies, appraisals and consultation is £169,000 but this is for all five years; the first year for full cost (2020-21) amounts to £48,000.
- 6.3 There are no direct procurement implications within this report.

7. Legal Advice and Implications

- 7.1 As stated in the body of the report the LDS is the starting point for the local community and stakeholders to find out about the status of the Local Planning Authority's (LPA) planning policy documents. As referred to above, every LPA must prepare and maintain an LDS pursuant to section 15(1) of the Planning Compulsory Purchase Act 2004. LPAs are then responsible for monitoring progress made in preparing their Development Plan documents against the timetable set out in the LDS.
- 7.2 Pursuant to section 15(7) of the Planning and Compulsory Purchase Act 2004 to bring the LDS into effect, the Council must:
- Resolve that the LDS is to have effect.

- Specify in the resolution the date from which the LDS is to have effect.

8. Human Resources Advice and Implications

- 8.1 There are no Human Resources implications associated with the adoption of the revised LDS.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 There are no implications for children and young people and vulnerable adults associated with adoption of the revised LDS.

10. Equalities and Human Rights Advice and Implications

- 10.1 An equalities screening has been completed and is attached at Appendix 1. A full equalities analysis is not required.

11. Implications for Partners

- 11.1 The implications for partners or other directorates are mainly associated with awareness of the programme for undertaking the Care Strategy Partial Update.

12. Risks and Mitigation

- 12.1. Local planning authorities are required to prepare and maintain a Local Development Scheme under The Planning and Compulsory Purchase Act 2004 (as amended). If the preparation of documents differ significantly from the timetables set out in the LDS, this is likely to lead to a finding of non-compliance with the statutory legal test at the independent examination of the relevant document, making it 'unsound'.
- 12.2 Ensuring that an up-to-date Local Plan is in place will provide a steer for all future development and neighbourhood plans under the provisions of the Localism Act. Failure to do so may leave the Council at risk of planning decisions being challenged by planning appeals, and reduce the ability to provide certainty for residents, developers and investors.
- 12.3 Costs have been estimated based on information available at the present time. There is a risk that additional budget may be required should the results of public consultation highlight the need for further work. Furthermore, the final cost of examination will be determined by the timescales established by the independent planning inspector, which is beyond the Council's control.

13. Accountable Officers

Bronwen Knight, Head of Planning and Transport, Regeneration & Environment.

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	12/12/19
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	04/12/19
Head of Legal Services (Monitoring Officer)	Bal Nahal	28/11/19

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: Rotherham Local Plan – Local Development Scheme

Directorate:
Regeneration & Environment

Service area:
Planning Policy

Lead person:
Ryan Shepherd, Senior Planning Officer

Contact number:
01709 823888

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify

The Local Development Scheme sets out a project plan for the preparation, adoption and review of the Rotherham Local Plan

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

The Planning and Compulsory Purchase Act 2004 (as amended) requires the local planning authority to prepare and maintain a Local Development Scheme (LDS) which sets out a project plan for the preparation of the Development Plan Documents (DPDs) that comprise the Rotherham Local Plan.

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 Local Development Scheme specifies the documents which are to be development plan documents, the subject matter and geographical area to which each relate, and the timetable for the preparation and revision of the documents. It does not cover the detailed content of these documents nor the process for preparing and consulting on them.

Any future Local Plan documents will be subject to separate reports requiring Cabinet or Council approval prior to consultation, submission and adoption, and will also be subject to detailed equalities impact assessment.

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
Andy Duncan	Planning Policy Manager	27.9.2019

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 September 2019
Report title and date	Rotherham Local Plan – Local Development Scheme
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 – 23 December 2019
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	27 September 2019

ROTHERHAM LOCAL PLAN

LOCAL DEVELOPMENT SCHEME

Revised January 2020

CONTENTS

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 - Progress
- 2. Local Plan programme**
 - Core Strategy Partial Update
 - Statement of Community Involvement
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 - Timescales
 - Development Plan Document profiles
- 3. Monitoring and review**
 - Annual Monitoring Report

Maps

Map 1: Rotherham DPD geographic coverage

Map 2: Barnsley, Doncaster and Rotherham Joint Waste Core Strategy DPD geographic coverage

1. Introduction

Background

The Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to prepare, maintain and publish a Local Development Scheme (LDS). The LDS sets out the Council's programme for the production of planning policy documents that form the Local Plan.

The Local Plan consists of a portfolio of Development Plan Documents (DPDs) together with documents concerned with the management of the plan making process.

Rotherham Local Plan documents produced to date include:

- the Local Development Scheme (and subsequent revisions)
- the Statement of Community Involvement (revised)
- Annual Monitoring Reports
- the Barnsley, Doncaster and Rotherham Joint Waste Core Strategy (DPD)
- the Rotherham Core Strategy (DPD)
- the Rotherham Sites and Policies Document (DPD)

The Council's first Statement of Community Involvement was formally adopted by the Council on 14 June 2006. It was replaced with a revised version adopted by the Council on 3 June 2015. A further revision was adopted by the Council on 30 October 2019.

The Barnsley, Doncaster and Rotherham Joint Waste Core Strategy was formally adopted on 8 March 2012.

The Rotherham Core Strategy was formally adopted by the Council on 10 September 2014.

The Rotherham Sites and Policies Document was formally adopted by the Council on 27 June 2018.

Purpose of the Local Development Scheme

This document sets out an updated and revised project plan for the update of DPDs that comprise the Rotherham Local Plan. The LDS is intended to:

- set out the subject matter, geographic coverage, development plan status and inter-relationships of Local Plan documents and if any are to be prepared jointly with other local planning authorities;

- establish and reflect priorities for the Local Plan to steer associated work programming and resource allocation;
- give a timetable and set milestones for the preparation and review of documents.

The LDS is subject to periodic review and may be amended due to legislative changes or any requirement to carry out significant additional technical work in response to consultation on draft DPDs.

Progress

The LDS adopted by the Council on 3 June 2015 set out timescales for preparation of the following:

- The Sites and Policies DPD
- The Community Infrastructure Levy
- The Local Plan Review (indicative)

Representations on the Publication Sites and Policies DPD were sought from 28 September to 9 November 2015, and it was submitted for examination on 24 March 2016, both in line with the timescales set out in the LDS.

The examination of the Sites and Policies document exceeded the timescales in the LDS, resulting in slippage to the expected receipt of the Inspector's Report (September 2016) and adoption of the Sites and Policies DPD (December 2016). The Council received the Inspector's Report on 11 April 2018, and Council resolved to adopt the Sites and Policies document on 27 June 2018.

The LDS envisaged a Local Plan Review commencing immediately following adoption of the Sites and Policies DPD, and set out an indicative programme from January 2017 subject to confirmation and the availability of resources.

Following adoption of the Sites and Policies DPD the Council has reviewed the Core Strategy and on 8 July 2019 the Council approved commencement of a partial update of the Core Strategy DPD. The Sites and Policies DPD remains up to date. Further information on the partial update is set out in section 2.

The LDS set out that the Community Infrastructure Levy would be submitted in October 2015, and that following examination the Inspector's report would be received in January 2016. Adoption was envisaged in April 2016.

Slippage in the programme resulted in the Council submitting its CIL for examination on 12 February 2016. The Council received the Inspector's Report on 22 July 2016, and the CIL Charging Schedule was approved by the Council on 7 December 2016 (and came into effect from 3 July 2017).

2. Local Plan programme

Core Strategy Partial Update

Following adoption of the Sites and Policies Document in 2018, the Council has an up to date Local Plan in place.

Legislation requires the Council to prepare and keep under review a Local Plan. It also requires the Council to review Local Plan documents every five years from adoption, to determine whether they require updating.

The Council has reviewed the Core Strategy (adopted in September 2014) and, at its meeting of 8 July 2019, approved commencement of a partial update.

The Council is in discussion with neighbouring authorities regarding the Barnsley, Doncaster and Rotherham Joint Waste Core Strategy (the Joint Waste Plan). The three authorities along with Sheffield City Council have agreed to commission up to date evidence. Once the evidence base work has been completed further decisions can be made on the wider plan process and how this is resourced, with a view to producing a South Yorkshire Joint Waste Plan. However, no decision has been made at this stage and therefore a programme for review of the Joint Waste Plan is not included in this current LDS.

The Rotherham Local Plan programme is focused on the following development plan documents (DPDs):

- Core Strategy Partial Update

The programme is illustrated in the timetable overleaf and expanded in the subsequent detailed profile.

An up-to-date timetable is maintained on the Council's website at:

<http://www.rotherham.gov.uk/localplan>

Statement of Community Involvement

The Council is required by Government to review the Statement of Community Involvement (SCI) every five years from adoption. A revised SCI was approved for public consultation by the Council on 20 May 2019. Following consultation in June and July 2019, the Council approved withdrawal of the current SCI and adoption of the revised SCI at its meeting of 30 October 2019.

Neighbourhood Plans

Local communities can now prepare plans for their local areas themselves if they wish to do so. Any community initiated neighbourhood plans will form part of the statutory development plan for those areas of the borough, once they have passed through independent examination and a local community referendum.

The local planning authority does not prepare Neighbourhood Plans, but the Council does have a duty to provide advice and technical assistance to community groups engaged in Neighbourhood Planning, particularly in relation to the initial designation of neighbourhood areas and neighbourhood forums, as well as the examination process and holding referendums.

The Council has designated the following Neighbourhood Areas where work to prepare Neighbourhood Plans is progressing:

- Dinnington & St John's Parish (designated 11 July 2016)
- Maltby Parish (designated 10 April 2017)
- Wickersley Parish (designated 11 December 2017)
- Dalton Parish (designated 19 February 2018)

Rotherham Local Plan Timetable – updated December 2019

Core Strategy Partial Update

2020												2021												2022											
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
P																					C										PSV				

2023												2024												2025											
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
	S						E								MM					R				A											

Production & Consultation

- P** Preparation starts by producing evidence base documents and consulting statutory bodies on Sustainability Appraisal
- C** Consultation stages

Publication

- PSV** Publication of Proposed Submission Version

Examination

- S** Submission to Secretary of State, examination period starts
- E** Examination hearings
- MM** Consultation on Main Modifications (if required)
- R** Inspector's Report

Adoption

- A** Adoption

DPD profiles

Core Strategy Partial Update	
Document details	
Role and content	Partial update to focus on: <ul style="list-style-type: none"> • Housing and employment policies. • Flood risk and water management policies. • Climate change – in particular low carbon and renewable energy generation, and minerals policies. • The presumption in favour of sustainable development. • Infrastructure required to support growth.
Status	DPD
Chain of conformity	To conform with national planning policy
Geographic coverage	Rotherham Metropolitan Borough
Timetable and milestones	
Commencement and pre-production	January 2020
Consultation with statutory bodies on the scope of the Sustainability Appraisal	July / August 2020
Public consultation on Issues and Options / draft Plan and Sustainability Appraisal	October / November 2021
Publication of Local Plan for "soundness" representations and Sustainability Appraisal	July / August 2022
Submission of Local Plan and Sustainability Appraisal	February 2023
Examination in Public	August 2023
Receipt of Inspector's report	September 2024
Adoption of the DPD	January 2025
Arrangements for production	
Lead responsibility	Planning Policy Team, Rotherham MBC
Management arrangements	Production stages guided by briefing of Members. Public consultation will require approval by Cabinet. Submission of the revised plan for examination and subsequent adoption of a revised Core Strategy will require a resolution by full Council.
Resources required	Produced internally with consultant input in relation to certain evidence base studies and Sustainability Appraisal.
Approach to involving the community and stakeholders	Outlined in the Statement of Community Involvement.
Post production	
Monitoring and review mechanisms	Via the Annual Monitoring Report

3. Monitoring and review

Annual Monitoring Report

Continuous monitoring and review are essential to the plan, monitor and manage process in the successful delivery of the spatial vision and objectives of the Local Plan. The Annual Monitoring Report (AMR) has an important dual role in tracking progress in the preparation of DPDs as well as monitoring outputs and trends, contributing to a broader evidence base against which policies and their implementation can be evaluated.

The AMR is published at the end of each calendar year, reporting progress made in the preceding financial year. The AMR:

- Specifies how the Council is performing within the timescales for DPD preparation set out in the LDS.
- Informs the rolling forward of the Local Plan programme in the LDS.

As well as assessing the Council's progress in implementing the Local Development Scheme, the AMR also:

- Provides details of how well policies are being achieved by tracking their impact on relevant targets and whether policies need adjustment in the light of changes to national policy. In particular, the AMR will include trajectories of forecast future housing supply against strategic housing requirements.
- Provides an updated list of technical studies, reports and other relevant publications contributing to the evidence base supporting Local Plan preparation.
- Indicates the performance of infrastructure providers against the infrastructure delivery planning requirements set out in the Core Strategy.

Annual Monitoring Reports are published on the Council's website at:

<http://www.rotherham.gov.uk/localplan>

Risk Assessment

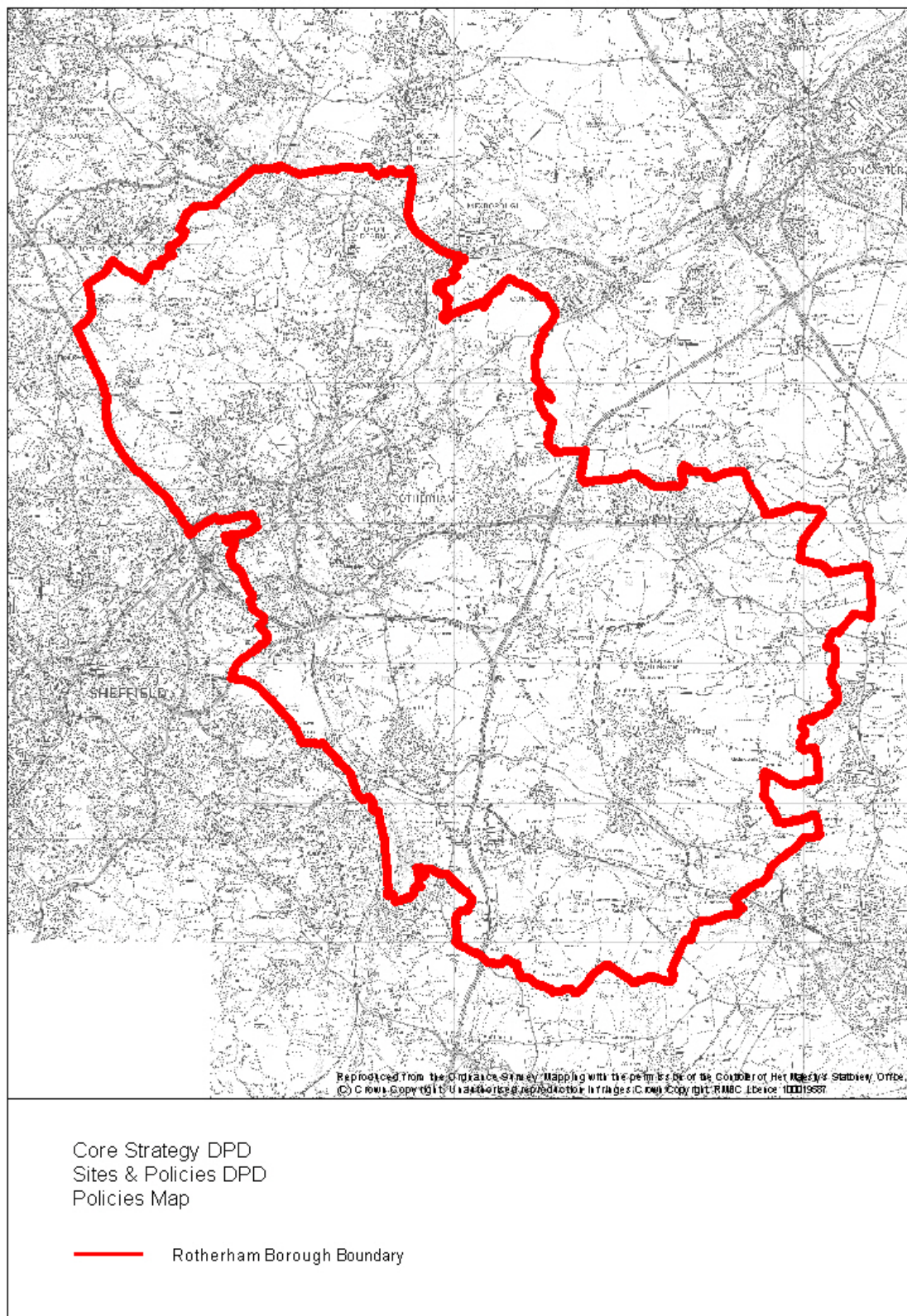
The table below identifies the risks in preparing the Core Strategy Partial Update, the probability and nature of any impact, and the mitigation / contingency for dealing with each risk.

Risk assessment: Core Strategy Partial Update

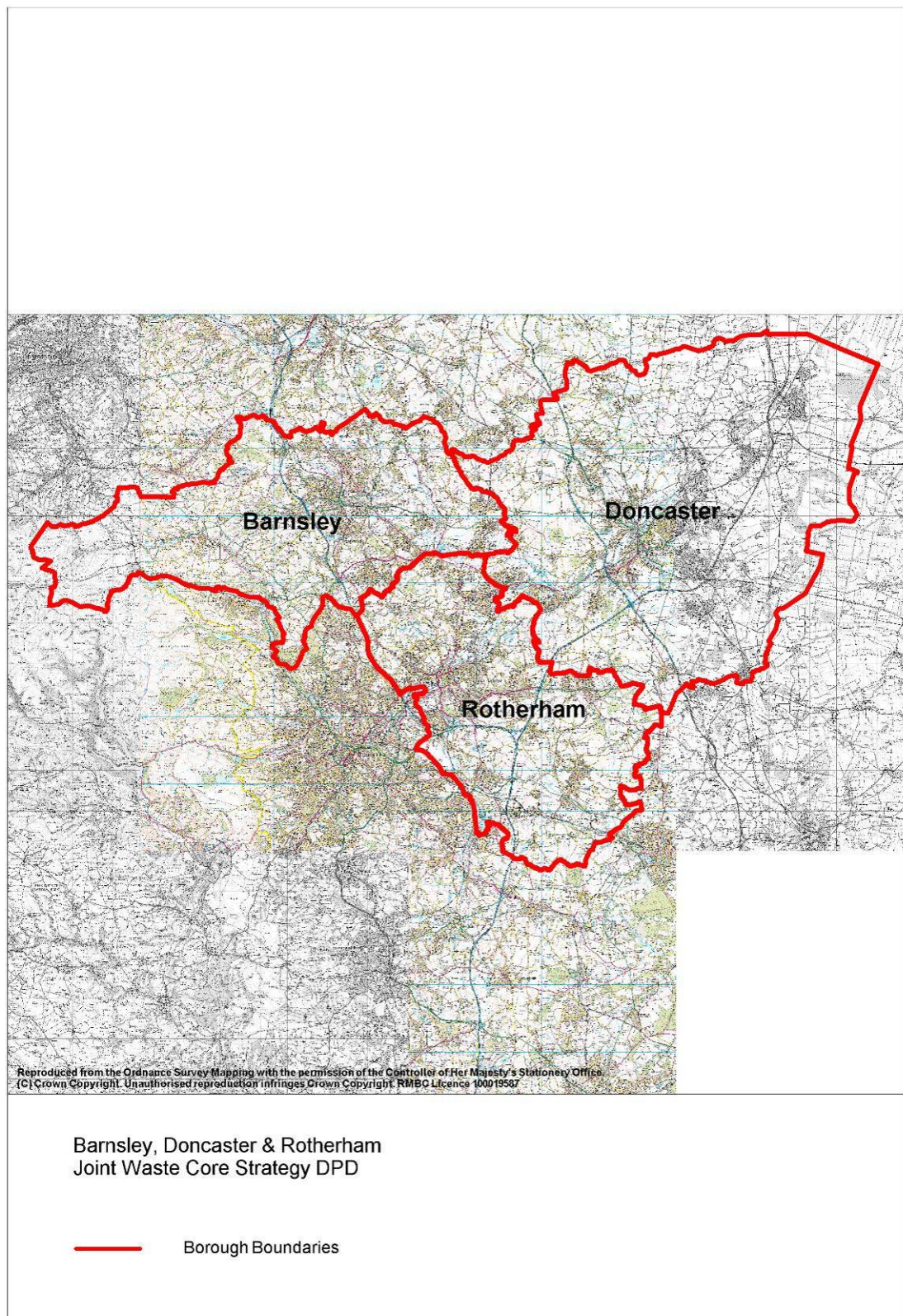
Risk	Implication	Impact / Probability (low / medium / high)	Mitigation / contingency
Planning Inspectorate unable to meet timescales for examination and reporting	Programme slippage	H / M	Beyond the control of the Council; however the Council can ensure early and ongoing engagement with the Planning Inspectorate regarding timescales.
Insufficient budget	Programme slippage	H / M	Ensure scoping of Core Strategy Partial Update identifies realistic budget requirements with appropriate flexibility. Early internal engagement to identify and allocate appropriate budgets to support Core Strategy Partial Update (including examination).
Failure to meet Duty to Co-operate requirements	Further work required to resolve may result in slippage Plan likely to be found unsound	H / L	Ongoing co-operation at regional level through Sheffield City Region. Ensure early and ongoing engagement on strategic, cross boundary issues with relevant Duty to Co-operate bodies, and production of Statements of Common Ground as required by national policy.
DPD found unsound at examination	DPD could not be adopted by the Council	H / L	Ensure Update complies with national planning policy and meets the requirements set out in legislation and regulations. Ensure Update based on up to date and robust evidence base. Access support and training, and draw on tools to support Local Plan preparation such as that offered by the Planning Advisory Service.
Legal challenge	All or part of the Core Strategy may be quashed	H / L	All efforts will be taken to ensure that the Core Strategy Partial Update is found sound at examination. Legal advice to be sought as necessary.
Changes to national policy	Further work required to comply may result	M / M	Ensure awareness of national policy position and respond to changes as soon as possible.

Risk	Implication	Impact / Probability (low / medium / high)	Mitigation / contingency
	in slippage		Ensure any additional work is effectively managed to ensure quality of output to an agreed timetable.
Additional work required (for example arising from representations submitted, or need for further evidence base)	Further work required to resolve may result in slippage	M / M	<p>The LDS sets out a challenging but realistic timetable.</p> <p>Adopt effective project management approach to undertaking the Core Strategy Partial Update.</p> <p>Consider internal resources available to contribute towards Update, and / or appointment of specialist consultants where necessary.</p> <p>Consider and resolve budget implications arising from additional work requirements.</p> <p>Work commissioned by external consultants to be effectively managed to ensure quality of output to an agreed timetable.</p>
Planning Policy resources diverted to other work	Programme slippage	M / M	<p>Ensure corporate support for Core Strategy Partial Update.</p> <p>Management of Planning Policy work programme to ensure priority of Core Strategy Partial Update (including through service and team plans, and individual PDRs).</p>
Staff retention and recruitment	Programme slippage	M / M	<p>Consider internal resources available to contribute towards Update, and / or appointment of specialist consultants where necessary.</p> <p>Seek to fill vacancies with appropriately qualified officers as soon as possible.</p>
Political uncertainty	Programme slippage	M / M	<p>Ensure corporate support for Core Strategy Partial Update.</p> <p>Ensure briefing of and engagement with Members throughout the Core Strategy Partial Update process.</p>

Map 1: Rotherham DPD geographic coverage



**Map 2: Barnsley, Doncaster and Rotherham Joint Waste Core Strategy DPD
geographic coverage**



Overview and Scrutiny Update



October - December
2019

Overview and Scrutiny Update

Our Work Programme 2019-2020

Overview and Scrutiny Management Board

- | | |
|---|--|
| ❖ Council Plan Performance | ❖ Library Strategy |
| ❖ Safer Rotherham Partnership | ❖ Revenue Budget Monitoring |
| ❖ Complaints | ❖ Welfare Reform |
| ❖ Budget and Medium Term Financial Strategy | ❖ Children's Commissioner's Takeover Challenge |
| ❖ Customer Services Transformation | ❖ Pre-decision Scrutiny |

Health

- | | |
|---|--|
| ❖ Adult Care Service Development | ❖ Social, Emotional and Mental Health |
| ❖ Autism Strategy and Pathway | ❖ Maternity Services |
| ❖ Public Health | ❖ Gambling and Gaming tbc |
| ❖ Rotherham Integrated Health and Care Place Plan | ❖ South Yorkshire and Bassetlaw Integrated Care System |
| ❖ Respiratory Services | ❖ NHS Trust Quality Reports |

Improving Lives

- | | |
|--|---|
| ❖ Early Help/Social Care Pathways | ❖ Counter Extremism in Schools |
| ❖ Safeguarding – Children and Adults | ❖ CYPS Performance |
| ❖ Holiday Hunger | ❖ Monitoring Ofsted Inspections |
| ❖ CYPS Workforce Strategy | ❖ School Performance |
| ❖ Looked After Children Sufficiency Strategy | ❖ Special Educational Needs and Disability (SEND) |

Improving Places

- | | |
|---------------------------------|----------------------------------|
| ❖ Thriving Neighbourhoods | ❖ Rotherham Town Centre |
| ❖ Social Inclusion | ❖ Major Incident Plan |
| ❖ Building Stronger Communities | ❖ Area Housing Panel Review |
| ❖ Cultural Strategy | ❖ Employment and Skills Strategy |
| ❖ Litter and Recycling | ❖ Flooding Alleviation |

Welcome to the second update for 2019-20

The purpose of these updates is to give an overview of the work carried out by the Overview and Scrutiny Management Board (OSMB) and the Select Commissions - Health (HSC), Improving Lives (ILSC) and Improving Places (IPSC) during the last few months.

Although fewer scrutiny meetings took place during the autumn than envisaged due to the pre-election publicity period prior to the general election, there is still plenty of positive work by Scrutiny to report back. However, the scrutiny work programme for the rest of 2019-2020 has needed to be reviewed to re-prioritise and reschedule items to ensure the focus remains on the key issues.

One positive has been to hear directly from service users at ILSC about their experiences of Early Help Services and Youth Offending Services respectively. Hopefully this service user input will be something which can be incorporated more frequently into scrutiny work across the committees.

Another positive has been the opportunity for IPSC to undertake pre-decision scrutiny at an earlier stage when the Select Commission considered the emerging proposals in the review of Area Housing Panels. Again this is something to build upon and encourage for other policy proposals.

The work of HSC during the last few months has had a strong focus on performance and ensuring progress in Adult Social Care and health services; in addition to looking closely at the effectiveness of multi-agency working in relation to social and emotional wellbeing and mental health, which is such an important issue for us all.

Finally it is pleasing to see that the final version of the Youth Transport Charter, which originated following a Children's Commissioner's Takeover Challenge supported by OSMB, will be launched this month with a webpage, posters and leaflets.

The first section of this report covers pre-decision scrutiny, whether undertaken by OSMB or one of the Select Commissions, followed by sections for each individual committee. Where relevant for this period the update will include details of:-

- Progress monitoring of strategies and plans following past scrutiny
- Recommendations made by the committees
- Outcomes resulting from scrutiny
- Reviews - underway or due to commence
- Sub-group/Task and Finish Group activity
- Member visits
- Public involvement in scrutiny
- Key future items
- Other activity undertaken by the Scrutiny Members

I hope this will be a useful and informative update of overview and scrutiny work undertaken between October and December.

Cllr Brian Steele
Chair of Overview and Scrutiny Management Board

Pre-decision Scrutiny

The recommendations made in all the pre-decision reports considered by Scrutiny were supported. Details of additional recommendations made by Scrutiny, plus any requests for specific information and intentions for future monitoring, are outlined below.

- ❖ **Crisis Support (Local Welfare Provision)**
Cabinet agreed the recommendation from Scrutiny for further pre-decision scrutiny of the future delivery arrangements by OSMB prior to the final decision by Cabinet.
- ❖ **Social Value Policy**
Overview and Scrutiny Management Board recommended arranging a Member Seminar in respect of the Social Value Policy and requested a report back 12 months following the implementation of the policy to review its impact.
- ❖ **House to House Collection Policy**
Cabinet supported the recommendation from Scrutiny regarding recyclable charity collection bags and would encourage recycling opportunities from within the policy.
- ❖ **Area Housing Panels Review** (See IPSC for more detail)
OSMB endorsed the outcomes of the workshop undertaken by IPSC in October and confirmed at Cabinet that Scrutiny had noted:-
 - the review process undertaken and consultation feedback received to date
 - the emerging proposals for Ward Housing Hubs and work to be undertaken to test this approach
 - the emerging recommendations with regard to Ward Housing Hubs, future budget setting and management and project governance
- ❖ **Rotherham Town Centre Car Parking Strategy**
OSMB made a number of recommendations that were supported by Cabinet:-
 - a proactive approach to tackle the dangers of poor lighting in Council car parks, given the usage by the public in the early morning and evening during dark hours in the autumn and winter
 - to improve the reliability of access/egress equipment at car parks and also to seek to develop, as funding becomes available, the use of mobile applications for customers
 - to give consideration to creating further disabled parking spaces strategically within Rotherham Town Centre
 - to make the diagram clearer that shows the connectivity under 'Strategic Principles' within the strategy
- ❖ **Housing Revenue Account Rents and Service Charges 2020-21**
Two recommendations from the Board were approved by Cabinet:-
 - for the number of Universal Credit claimants to be closely monitored with a view to reducing the level of rent arrears from tenants in receipt of that benefit
 - for consideration be given to including the measure in the Housing Service Plan 2020-21 and for this to be included in the report to IPSC in June 2020

❖ [Adult Services Non-residential Care Charging Policy Proposals](#)

Cabinet agreed the scrutiny recommendation to ensure that all future consultation and engagement exercises involving drop-in sessions for the public would be arranged in locations in the north, south and centre of the borough, with specific consideration to be given to using Members to facilitate events, where appropriate. This recommendation will be referred to the Corporate Consultation and Engagement Group.

During the discussions at OSMB a question was raised regarding the level of input from unpaid carers to the consultation. Although unpaid carers are not formally a protected group under the Equality Act 2010 it was acknowledged that this group should always be included in future consultation questionnaires.

An update report on the implementation of the policy will be provided to HSC in April 2021.

❖ [Housing Revenue Account Business Plan 2020-21](#)

The proposal was supported by OSMB without any additional recommendations.

Overview and Scrutiny Management Board

❖ Children's Services Financial Monitoring and Review 2019-20

As part of its close scrutiny of the Council's budget and financial position, OSMB considered an update on implementation of CYPS' two-year budget recovery plan to reduce the budget pressures from previous years (£15.7m in 2018-19) and deliver budget savings. The budget pressure at the end of July was £4.9m with adverse movement of £600k in the period, and whilst the number of Looked After Children was just below the budget profile for this period, the number of placements in residential care was creating budget pressures. Assurance was provided that the service was aware of the challenges and working to address them. The Cabinet Member was confident the savings target would be met, but it was difficult to be precise on the timescale.

In relation to the recruitment of new foster carers, officers confirmed the offer was competitive with the authority doing much better in terms of the package for foster carers than previously. Visits to the fostering website had increased significantly, coupled with more visibility and transparency in relation to recruitment, with evidence of recruitment from the independent foster agency sector being seen.

Members expressed concern at the figures in respect of the Dedicated Schools Grant and sought assurances in respect of arrangements for monitoring. A recovery plan had been submitted to the Department for Education (DfE) and it was anticipated the DfE would introduce a monitoring programme. Assurances were also sought in respect of actions being taken to address the £500,000 overspend in respect of transport. OSMB resolved to have a further report in January 2020 in relation to fostering and the High Needs Block.

❖ Council Plan Quarter 1 - Areas for Improvement

Consideration was given to the Council Plan Quarter 1 Performance Report with the focus on measures highlighted as areas for improvement within the exception report and the actions required to improve performance.

Members probed into the measures in respect of repeat child protection plans, missed bin collections and delivery of new homes. They were provided with assurance around the systems in place to ensure teachers understood the needs and issues of Looked After Children. The Board also queried the level of compliance in respect of safeguarding requirements for hackney carriage/private hire licence holders. Officers confirmed there was 100% compliance as a licence would not to be issued without a check from the Disclosure and Barring Service.

❖ Annual Compliments and Complaints Report 2018-19

OSMB discussed the annual report on complaints and compliments received by the Council during 2018-19 in line with statutory requirements. Members welcomed the report and were particularly pleased to see improvements in complaints handling and the learning and trends identified, specifically referencing the opportunities for improvement.

It was noted that Members often received compliments arising from their casework which were not being recorded and that this was an area for improvement. A further suggestion was to incorporate the recommendations from the Local Government Ombudsman annual report and officers confirmed that this could be

Overview and Scrutiny Update

done in future. Reference was made to avoidable contact and how the authority was undertaking to reduce calls to the Council. Work was underway, but it was difficult to quantify volumes as data was still manually recorded. The new system to improve customer experience had been procured and once operational would provide greater insight. Customer Access would continue to be a focus for the Overview and Scrutiny Management Board throughout the municipal year.

❖ **Monitoring Report - Implementation of Recommendations from the Scrutiny Review of Agency, Consultancy and Interim Staff**

The review had sought assurance that the Council measured performance and value for money in this area and took appropriate action to maintain spend within acceptable limits. From previous monitoring updates OSMB had welcomed the progress made but agreed to maintain a focus on agency spending.

It was reported that the Workforce Management Board (WMB) continued to monitor and control agency costs by challenging usage across the Council, taking into account factors such as risks in not filling the role, including safeguarding, budget and whether the work could be delivered in another way. The WMB also reviewed spend on a monthly basis,

Members queried what work had taken place within the Regeneration and Environment directorate to reduce agency spend and introduce multitasking within the existing workforce to build capacity and reduce the need for additional cover. Officers confirmed there had been a heavy reliance on agency workers in the directorate but a large in-year reduction in agency spend was anticipated. Agency costs were largely incurred due to seasonal work between March and October, but work was being undertaken to analyse the potential for work to be done outside peak hours. Options were being explored with the trades unions.

Referring to the major transformational changes within Adult Social Care, Members sought reassurances that posts could be filled without recourse to agency or interim staff. Recent recruitment activity had been successful and the position would be kept under review, but officers would need to report back with the actual details. A further update will be provided in November 2020.

❖ **Adult Social Care Workshop - Budget, Performance and Target Operating Model**

Since 2018, the Overview and Scrutiny Management Board has regularly scrutinised the budget position and service performance for Adult Social Care together as the two are closely interlinked. The purpose of this approach 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.

The workshop session provided Members with an overview of the new operating model for Adult Social Care that would be implemented from October 2019 onward. Members felt that the workshop had provided a very useful insight into the new model and had welcomed the opportunity to discuss a number of issues in detail.

The six monthly Financial and Performance Update was also 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

Overview and Scrutiny Update

measures from the Council Plan that met the exception reporting criteria were also discussed. A further progress update for Adult Social Care would be scheduled for the OSMB meeting in March 2020.

❖ Performance Sub-group - Hate Crime and Fly Tipping

Following scrutiny of the Council Plan performance measures and the Safer Rotherham Partnership annual report, OSMB held a focused meeting to consider performance on hate crime and fly tipping. For both issues Members were provided with the definition of each measure, the reporting process, current performance, benchmarking data and what actions had been taken or were planned.

Hate Crime

The measure under focus was “increase in percentage of positive outcomes for Hate Crime over the year”, with a target of 20%.

After in-depth discussion and questions on the information presented, OSMB sought greater assurance regarding joined up working and on actions to address hate crime/incidents across all the relevant equality characteristics. They also agreed to invite a representative from the Independent Scrutiny Panel to the meeting when the next SRP annual report would be considered.

Three recommendations resulted:-

- More focused work to address hotspot areas
- Reviewing the impacts of the interventions
- More work with community groups to provide oversight/lead on specific actions

Fly Tipping

The measure under scrutiny was “Effective enforcement action taken where evidence is found – Fly Tipping (fixed penalty notices and prosecutions)”.

The sub-group explored a number of issues including the costs of clearing up rubbish that had been dumped, how repeat offences were handled and potential options for dealing with commercial waste. Overall Members felt reassured by the actions taking place which had led to an upward trend in performance. They recommended that more should be done in terms of awareness raising and publicising achievements. For example having the number of prosecutions on the website to give people confidence that the Council was taking action and to give clear messages that people would be prosecuted. Awareness raising should also cover duty of care responsibilities around waste removal and disposal.

❖ Customer and Digital Programme

OSMB are maintaining a watching brief on developments within this programme of transformation of customer access, which is also due to deliver significant budget savings. A large number of projects are underway, each of which with varying complexity, dependencies and timescales.

The sub-group were updated on progress in Finance and Customer Services, which includes redesign projects in Revenue & Benefits Service and Customer Experience Management and the Website. One of the recent developments is exploring ways to link people directly to their individual accounts for transactions. Further

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information was also provided for Regeneration and Environment and for the Assistant Chief Executive's Directorate, especially changes to HR and Payroll.

The programme plan continues to be regularly reviewed to ensure the timescales and priority order satisfy Council objectives and stakeholder needs. Members reiterated their concerns regarding ensuring access and inclusion for all customers, including those less confident in using digital channels or who may face barriers due to disability.

Other activity

- ❖ [Visit from Sheffield](#)
The Chair and Vice Chair met with a group of Members from Sheffield Council who were involved in a review of their governance arrangements. Although various aspects of scrutiny work were talked about, the main focus was to discuss Rotherham's approach to and experience of pre-decision scrutiny. Feedback afterwards was that the Members from Sheffield had found the meeting interesting and helpful.
- ❖ [Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities](#)
It was agreed to convene a working group later in the municipal year to review the authority's position against the guidance with a view to making recommendations for improvements to be implemented from 2020-21.

Coming up

- ❖ [Response to Children's Commissioner's Takeover Challenge – Young Carers](#)
- ❖ [Budget Consultation Outcomes](#)
- ❖ [Budget and Council Tax](#)
- ❖ [Council Plan Quarter 2 – Performance Exception Report](#)
- ❖ [Employee Opinion Survey](#)

Health Select Commission

❖ Workshop - Refresh of Suicide Prevention and Self-harm Action Plan

HSC participated in a focused session in order to seek assurances regarding current activity, future plans and resources for work on suicide prevention and self-harm and to scrutinise and have input into the draft action plan.

A short presentation outlined work at both local level and at South Yorkshire and Bassetlaw Integrated Care System level on suicide prevention. Other supporting papers, including financial information and Public Health data on suicide prevalence rates and suicide prevention profiles, provided additional information and informed discussion with representatives from RMBC and partners involved in this work. The Draft Rotherham Suicide Prevention and Self-Harm Action Plan 2019-2021 had been circulated in advance of the workshop to assist Members in developing their questions. The video for the “Be The One” campaign, which was launched in September, was also played at the workshop.

Members went through the draft action plan in detail asking a number of questions regarding the various workstreams and touching on broader issues in relation to the information provided. Key issues explored included funding and sustainability; work with primary care; training; work with schools; governance; contacts and information for parents/carers; and the small grants scheme.

HSC members were reassured about the multi-agency work taking place in Rotherham on suicide prevention and self-harm. They acknowledged the benefits of the real time data surveillance and welcomed the refreshed plan, recognising that this did not represent the totality of the work taking place on these issues. The commitment of partners was also evident from the discussion during the workshop and will be necessary to make further progress. Training and awareness raising for staff, colleagues, parents and carers continues to be a key factor and will support the achievement of the key aims within the plan. Some initiatives were at an early stage but had already demonstrated positive impact, although funding to ensure future sustainability of successful projects needed to be addressed.

It was agreed future reports to HSC would be by exception through liaison with the Cabinet Member. Officers were asked to consider presenting the information about the local picture (pages 8 and 9 of the plan) in a different way so it was clearer. A small number of wider issues raised by HSC were taken away for consideration. These related to information and training for foster carers, training and awareness raising around Lesbian, Gay, Bisexual and Trans (LGB&T) people as a specific cohort, autism, and letters in connection with debts and financial issues.

❖ Rotherham Hospital - Achieve an improved Care Quality Commission (CQC) rating

The Chief Nurse provided an update regarding the findings and ongoing actions to improve the rating for the Trust, in particular for the Urgent and Emergency Care Centre (UECC). Since the CQC inspections in 2018 a comprehensive action plan had led to significant progress to address concerns raised by the CQC and examples of activity and improvements were outlined across all five domains. The CQC had subsequently returned in an unannounced inspection in August 2019 to the UECC and a re-rating of the core service would ensue with the Trust hoping to achieve improved ratings in domains previously rated as inadequate.

Members questioned the extent to which the CQC had picked up on teething problems given the reorganisation within the Trust. Some recognition had been

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given to this such as the vastness of the areas, bringing things together and cultural issues. Team building and organisational development were being worked on, including strong leadership and support for escalating issues, but it was about delivery to the required standards as well.

In relation to mandatory training work with certain staff had been mentioned and HSC inquired what more was needed to ensure full compliance. Safeguarding support had been increased in the department along with training compliance, with weekly safeguarding supervision provided by the Named Nurse. Further work was taking place with some medical colleagues but as it could be difficult to release staff from the sharp end in the UECC alternative delivery methods were being explored.

Significant staffing issues had been present in the paediatric UECC but no agency staff had been used since early 2019. The hospital's own staff and bank staff covered extra shifts and the Trust now exceeded CQC requirements for paediatric nursing staffing. In the general UECC agency staff were used due to unfilled vacancies, mainly for medical staff. Following a review of nursing staff, vacancies would be backfilled with bank/agency staff to ensure an appropriate skill mix.

Other points explored were ways to reward positive role models and staff behaviours; numbers attending the UECC and impact on bed availability for patients needing to be admitted; and what the monthly culture checks with staff were showing. Members also asked how differently things would look and feel now from a patient perspective in the UECC compared with at the beginning of this journey. They were assured that the UECC was busy but would feel like a calmer and safer environment to be in, with staff now more engaged and better communication. With a high throughput of patients delays were inevitable but triage times were monitored and staff were ensuring people were streamed appropriately from the front door.

Progress was noted and the positive report was welcomed with the hope of it being formally confirmed in due course. HSC requested a further monitoring report once the outcome of the CQC re-inspection was known.

❖ Social, Emotional and Mental Health Strategy

A short presentation provided an overview of the latest draft of the new Social, Emotional and Mental Health (SEMH) Strategy. Initial actions had commenced in October 2018 with the development of robust data on Special Educational Needs and Disability (SEND) Sufficiency and would culminate in new provision being introduced in a phased approach by September 2021. An action plan covering the six core priorities was incorporated within the draft strategy and set out timescales to implement the Mental Health Trailblazer (see below), which would pilot a new approach to delivering mental health support in schools.

HSC asked about training and support across the wider workforce and if it would encompass understanding behaviours and how to deal with them, especially regarding some of the challenges of complex behaviours of Looked After Children. It was confirmed that this was the vision of what the outcome of the training should be, although it would be a significant undertaking. Training needs across the system, including schools, staff, parents and carers needed to be understood, with clarity on how these needs could be met and by whom.

Clarification was requested on how much focus would be on prevention as it was not included as one of the priorities yet would be an underpinning part of the model. In addition, Members asked whether the strategy would support other innovative

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work already happening in schools to help young people around their mental health. A whole school approach was desired and having a positive attitude to mental health, and strategies to support good mental health, applied in all workplaces. Trailblazer would support that and although the pilot was only in a small number of schools the governance structure aimed to broaden it out. In light of the feedback whole school approaches and prevention would be strengthened in the document.

A query was raised with regard to seeming heavy reliance on the Trailblazer and if that meant any concerns about sustainability, such as future funding. It was acknowledged that Trailblazer did have a strong focus in 2019-20 with going live and being a good opportunity but not all priorities relied on Trailblazer and they had separate funding streams to support them. For example, for the work with the workforce separate funding had been identified and sufficiency work would be delivered through the capital programme.

The Chair returned to two recommendations made at a previous meeting. One had been for consideration to be given to having a lead case worker for families as their dedicated single point of contact. Confirmation was given that this was happening but would depend where the child sat in the system and could be a social worker, someone from Early Help, the Education Health and Care Plan coordinator or a single point of contact within the school. The second had been for consideration to be given to support for LGB&T+ young people and whether anything specific had been included in the strategy or in the Trailblazer for that cohort of young people. It was confirmed that this had not been highlighted in either but could be picked up. Information about support through Early Help would be circulated again to HSC.

❖ Schools Mental Health Trailblazer Pilot

Following scrutiny of the SEMH Strategy, a second presentation outlined the Mental Health Trailblazer. This will see Mental Health Support Teams (MHST) established in 22 schools/education settings across Rotherham with up to 8,000 children and young people receiving face-to-face support to help address and prevent mild to moderate mental health problems. Four waves were described as part of a graduated response, with a range of activities within each wave that needed to dovetail with and enhance what was in place already.

Discussion ensued on a wide number of issues with additional detail provided and further information shared after the meeting. Some of the main areas of focus included practitioner training and expertise; the role of senior mental health leads in schools; funding and future sustainability; how the pilot would operate in practice; and support for those with higher need levels or close to exclusion. Members commented on a lack of awareness about the Trailblazer across the wider workforce, including staff from Early Help, and this would be taken back as information should be being cascaded.

As an NHS England programme clear outcomes were needed so measures would include a reduction in inappropriate referrals and increased confidence in schools (measured by school workforce perception surveys) which could be reported back in 12 months.

HSC noted the progress on the implementation of the Mental Health Trailblazer pilot. The Select Commission requested details of the training and types of interventions to be delivered in schools and recommended that consideration be given to including support for LGB&T+ young people as a cohort.

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❖ Nursing Associates

HSC considered a short presentation on the role of Nursing Associates and how this would help to address the national shortage of Registered Nurses, by bridging the gap between staff in unregulated support roles and Registered Nurses. The first five Nursing Associates had qualified in April 2019 and were still at Rotherham Hospital. During June 2019, a further 22 commenced training and the Trust would continue to support future cohorts as part of its wider workforce planning. It was confirmed that in terms of patient care the main difference between the two roles would be in the organisation, management and accountability of planning care for groups of patients rather than hands on care delivery. Nursing Associates would be responsible for delivery of care planned by the Registered Nurse.

❖ Quality Sub-group – RDaSH

A detailed presentation covered new developments, both across the Trust and specific to the Rotherham Care Group, including perinatal mental health services and trauma resilience. A series of graphs showed monthly data from March 2018-October 2019 for patient safety measures. Data on complaints was also presented. Progress on the three quality priorities for 2019-20 and development of the Quality and Patient Safety Strategy were discussed. Members probed into several of the patient safety measures and were assured that from a governance perspective data was interrogated robustly at all levels in the respective Care Groups then reported upwards, with trends, spikes and themes examined closely. A further update will follow at the year end when the draft Quality Report is circulated for feedback.

❖ Performance Sub-group – Adult Social Care Outcomes Framework (ASCOF)

The sub-group met in November to consider the year-end report on the framework measures for 2018-19. This included regional, national and CIPFA benchmarking data with statistical neighbours to show how Rotherham had compared with other local authorities. Detailed analysis of key findings from the annual ASC Service User Survey and biennial Carer Survey were also discussed at length.

Overall Rotherham remained in a similar “mid-pack” position to where it had been the previous year, with measures in all four quartiles. All five Carer Survey measures were in the top 50% and good progress was seen on several measures. Members probed into those measures which had declined and sought assurances that the new model and ways of working would be reflected in improvements to the measures as they became embedded. Support for carers was acknowledged as an area for improvement and will be in the HSC work programme in 2020.

Other activity

❖ Joint Health Overview and Scrutiny Committee

Proposals for an engagement/pre-consultation exercise to establish public and stakeholder views on the potential standardisation of NHS policy on prescribing gluten free products across South Yorkshire and Bassetlaw were discussed. Progress updates were scrutinised regarding transformation work in the Hospital Services Programme and implementation of the new pathway for hyper acute stroke care, with data requested on the impact of the changes for Rotherham patients to date. A forward plan for the work of the Joint Committee of Clinical Commissioning Groups was shared to identify possible areas of future joint scrutiny.

Coming up

- ❖ Rotherham Integrated Health and Social Care Place Plan Refresh - Workshop
- ❖ Autism Strategy and Implementation Plan
- ❖ Quality Sub-group – The Rotherham Foundation Trust

Improving Lives Select Commission

- ❖ **Rotherham Early Help and Youth Offending Services - Service User Experience**
ILSC heard from service users who were invited to give an account of their experiences of early help services and youth offending services respectively. The service users outlined the support and advice received from staff and the positive impact the interventions had had on them. These included support for new parents, assistance with benefit and financial advice, employment support and transition into adult services. They also highlighted how different agencies were co-ordinated to deliver tailored provision that reflected their assessed needs.

Officers from the Early Help Service provided case studies (with consent from service users) which illustrated how the voice of service users was captured and indicated the breadth and complexity of the case work under consideration. Further information was provided on the early help offer to new parents. Details were also given of the “Signs of Safety” methodology used to ensure consistency of practice, and how positive outcomes for children and young people were measured.

With regard to young offenders, one service user highlighted the lack of education and employment opportunities and this was picked up in the recommendations made regarding the Youth Justice Plan (see below). Work with schools aimed to minimise school exclusions and promote attendance as this was recognised as an important factor in diverting young people from offending behaviours. Work was also undertaken with young offenders under 18, to ensure that if transitioning into adult services, this was done as smoothly as possible. Examples of peer support schemes set up to engage young offenders or those at risk of offending and offer diversionary activities were also highlighted.

- ❖ **Rotherham Early Help Offer**

Members then discussed an overview of performance and a paper outlining the key themes covered and plans moving forward. This included the statutory guidance, *Working Together to Safeguard Children (2018)* which set out requirements for Early Help Services to provide a continuum of support to respond to the different levels of need of individual children and families; details of the Early Help Strategy 2016-19; and the 2018 Ofsted report from the re-inspection of Services for children in need of help and protection, children looked after and care leavers, which noted effective early help work with children and families. All phases of the Early Help Strategy had been completed on time, with all associated savings delivered.

Following previous lines of enquiry from ILSC, information was provided on early help assessments (EHA) completed by partners and how the voice of children and young people was captured. Steps taken to improve partner completions of EHA were outlined including sharing good practice, quality checks and providing information and advice, plus support where appropriate. In relation to capturing the voice of the child or young people, details of consultation and engagement events were outlined. Practice learning days also highlighted how workers considered the voice of the child and young people. Exit Surveys and case closures had been adapted to ensure specific questions were asked.

Members’ attention was also drawn to key risks for the Early Help Service, research commissioned by the Local Government Association (March 2019) which identified the key enablers of an effective early help , and the strategic change programme

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taking place across Children's Services which included Market Management, Demand Management and the Early Help and Social Care Pathway. Specifically, the pathway sought to develop systems and processes that provided the right level of care and support at the right time, in the right setting, leading to better outcomes and fewer children and young people coming into care. The objectives included greater focus on prevention and early intervention.

Clarification was sought on the current budget and future sustainability of the service. It was highlighted that 40% of the Early Help Service was funded from external sources, although uncertainty existed over future Troubled Families funding and other streams. Limited research was available on cost avoidance for partners arising from early help interventions; however, higher level data showed that early help services were making a positive impact.

The Chair requested further scrutiny on the early help offer, to include an analysis using the ISOS framework, with a sub-group established to scope the specific elements which require assurance.

❖ Rotherham Youth Justice Plan 2019-21

A presentation outlined the role of the Youth Offending Team (YOT) who are located within the Early Help Service and are governed by the YOT Management Board and Safer Rotherham Partnership. The YOT work alongside statutory partners including the police, South Yorkshire Probation Trust and the NHS, together with organisations contracted from the Voluntary and Community Sector, to achieve the national youth justice strategic objectives, which are to:

- Prevent Offending
- Reduce Re-Offending
- Increase Victim and Public Confidence
- Ensure the Safe and Effective use of Custody

The following areas were highlighted as working well:

- The rate of First Time Entrants for Rotherham continued to fall significantly.
- Rotherham continued to have custody rates below national and regional figures.
- The voice of young people was strong within the YOT and young people attended and presented at the YOT Board when available.
- Proactive YOT Board Chair who sought innovative ways to share good practice.
- Good relationships with the Youth Justice Board regional leads who provided essential peer support and challenge.
- Child Criminal Exploitation pathways in place across the sub-region with outreach, intelligence sharing and partnership working.

In respect of areas for improvement, the Looked After Children status of the offending cohort continued to increase as a percentage from 20% in Q4 2018-19 to 25% in Q1 2019-20. It was noted that as this was a small cohort any increase would be reflected as a large percentage change. Reoffending rates also continued to be of concern. However, programmes had been developed to address barriers to learning to reduce the number of young people who were NEET (not in education, employment or training) and to increase access to counselling. YOT staff were encouraged to support families to attend the range of parenting programmes available and further work was also underway to identify the needs of the cohort better, particularly in relation to Special Education Need or unmet needs.

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Examples were given of how different agencies worked together to disrupt anti-social behaviour, to prevent escalation and possible entry into the youth justice system. This partnership working included housing officers, fire officers, police and police community service officers along with early help workers.

Further clarification was sought in respect of the lower rate of entrants in Rotherham and the evidence which supported the assertion that Rotherham was performing better than other South Yorkshire authorities. Details were given of the assessment and triage process, which contributed to lower levels of entrants into the system.

Members probed into how risks around child criminal exploitation and peer radicalisation were assessed for first time entrants and re-offenders. Assurance was given that there was good oversight of the Prevent and criminal exploitation agenda. Examples were given of the assessment process, restorative justice in relation to hate crime and work undertaken with young people in schools. Reference was made to whether the findings of the Youth Justice Board Peer Review in 2017 were still pertinent and the timeliness of data reported. Work was underway to track data in a more timely way and assurances were given that the service was 'inspection ready'.

ILSC made two recommendations:-

- That the Deputy Leader explores if further measures could be taken to identify Council apprenticeship opportunities for young people involved in the youth justice system and engage the wider business community in similar initiatives such as job fayres.
- That the involvement of service users in offering awareness raising in schools and/or peer support to other young offenders or those at risk of offending, be explored.

❖ Persistent Absence from School - Workshop

There has been a greater focus on education related matters in this year's work programme, with reports covering issues such as elective home education and children missing from education. Following concerns about levels of persistent absence, a sub-group met to examine how the Early Help service was working with schools to address this issue. Members considered the new referral pathway which had been co-designed to ensure consistency in support and guidance to schools and parents prior to enforcement action being requested. The pathway was aligned to Rotherham's Continuum of Need to ensure that all children with additional needs are supported appropriately. Questions were asked about the escalation process and how this is applied fairly to ensure that requests for enforcement were submitted only when there was clear evidence that all strategies to support attendance and wider social and emotional wellbeing had been exhausted.

The new pathway was introduced early in the Autumn term and has been received positively by schools. Improving Lives agreed to review its implementation in summer 2020 to monitor how well it has been embedded and to share feedback and learning on the approach.

Coming Up

- ❖ 2019 Education Performance Outcomes
- ❖ Implementation of Looked After Children Sufficiency Strategy
- ❖ Children and Young People's Services Directorate Workforce Strategy

Improving Places Select Commission

❖ Allotments Self-Management

It was agreed in July 2018 to adopt a new vision and specification for allotments in which the Council would approve the transfer of Council-owned allotments to a new borough wide self-management body and establish a Community Benefit Society for this purpose. Since then significant background work has taken place between officers and the Rotherham and District Allotment Association to develop a new business model and form a Board of Directors. The transfer of the management responsibility for allotments to the Rotherham Allotment Alliance (RAA) was scheduled to take place in January 2020, subject to some final formalities.

Allotment rules had been adapted from existing Council guidelines and those issued by the National Allotment Society; these promoted what was allowed on sites and also gave guidance on how to be a good neighbour to local housing and amenities. Although management of the allotments would be undertaken by the RAA, the Council still retained ownership of the sites and statutory responsibility for provision of allotments. No additional administrative burden was anticipated on either self-managed sites or for individual tenants. Assurance was given that the RAA had obtained public liability insurance and that the Board of Directors was monitoring progress and ensuring due diligence was in place. A further update will be reported to IPSC in December 2020 following the transfer of the allotment to the RAA.

❖ Traffic Impact from Waleswood Caravan Park

Waleswood Caravan and Camping Site opened in April 2019 and is accessed by vehicular traffic from Delves Lane which leads from the signalised junction of Wales Bar crossroads. The Transportation Infrastructure Service were asked to provide information on any impact arising from the development on the local road network.

A review of complaints, correspondence, observations of the local road network and assessment of the traffic signal timings at Wales Bar Crossroads had not identified any negative impact on the local highway network as a consequence of Waleswood Caravan and Camping Site becoming operational. Details of road traffic incidents in the locality had also been monitored and IPSC were advised that the opening of the caravan park had not had a significant impact.

A small number of formal requests had been received from residents requesting a reduction in the existing National Speed Limit and a review will be programmed in during 2020 to determine whether a lower speed limit is required. Members noted that the opening of the Gulliver's development could create a greater impact on the local areas and it was clarified that a further survey would be undertaken once the development was opened. IPSC requested a follow up report outlining the impact of the Waleswood developments on residents and an assessment of noise levels and traffic/congestion.

❖ Response to Issues from Workshop on Council Plan Performance Indicators

In the new approach to scrutiny of the performance measures in the Council Plan, the focus is on exception reporting based around red rated measures or ones with a negative direction of travel. IPSC had identified a small number of measures that met the agreed criteria for exception reporting and these were scrutinised at OSMB on 2 October 2019. The outcomes from scrutiny at OSMB were then reported back to IPSC. Queries had emerged about other measures in the Council Plan at the workshop and responses to these questions were also submitted to IPSC.

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❖ Area Housing Panels Review – Workshop

On 24 October 2019 a sub-group of IPSC undertook a focused workshop to consider the emerging proposals for Area Housing Panels from 2020-21. An overview of the following issues was provided to introduce the session:-

- Focus of the review and response to the consultation.
- Future tenant engagement - the aim was to move towards a more agile way of engagement, one easily recognisable to tenants whilst reflecting ward needs.
- Three Ward pilots testing different ways of working began in September 2019.
- Future budget arrangements
- Proposal to roll forward unspent budget (within a four year cycle).
- Budget and project governance - scope to align/match fund from other sources.

The sub-group explored a number of themes and sought further clarification regarding the detail behind some of the emerging proposals. Steps to encourage people's involvement, particularly where there had been low engagement previously, or a struggle to identify projects or spend money, were emphasised. Similarly with means to engage with greater numbers of tenants. Other areas of focus were on ensuring flexibility in the ways to bid for funding and to reflect individual ward needs; clarifying the role of Elected Members; the approval process for projects and ensuring these aligned with ward priorities. Development of customer access, recognising that digital technology was not appropriate for all, was also touched upon.

Clarity was sought in relation to budgets and areas of spend. This would be project specific and funding for smaller scale projects could generally be accommodated within the Ward Housing budget, but larger scale projects would have to be funded through the Housing Capital Programme. Funding would be adjusted annually to reflect housing stock numbers in a ward.

Members were assured by the emerging proposals to disestablish the existing Area Housing Panels at the end of the 2019-20 financial year and replace these with 25 Ward Housing Hubs. The Housing Hubs would have an annual base budget of £4,000 per ward, with the remainder of the annual budget provision being allocated to wards, based upon the percentage of Council homes within each ward, which was funded from the Housing Revenue Account. The recommendations from the workshop were presented at OSMB, as seen earlier.

❖ Dignity - Performance Update and Evaluation of Extended Hours Pilot for Burials

Performance

Following scrutiny of the Annual Report from Dignity at its meeting in June, IPSC received a progress update in December on the measures that had been rated as red or amber. Progress had continued during 2019 with only two measures/targets still rated as red and of the five measures rated as amber, three had progressed and there were plans for the other two but no definite timescales. Regarding provision of environmentally friendly burial options, a consultation exercise would be required to assess likely take up. This would be scheduled into the action plan for 2020, although the current focus was on expansion of cemeteries, where additional burial space was most required. In relation to secure storage for registers and records, Dignity had allocated funding for a safe and identified a supplier, with delivery dates pending. Repair work was underway to the wall at Maltby Cemetery and to Haugh Road Cemetery Gates.

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Pilot

Between April and September 2019, the Council and Dignity trialled a new 'out of hours' service to enable short notice burials after 3pm in Rotherham. The pilot aimed to make a reasonable adjustment to the bereavement service to address concerns raised by the Muslim community and to improve the offer to other service users who wished to have a burial up until 6.30pm at East Herringthorpe cemetery.

The pilot was largely successful, particularly in relation to better delivery of the Council's commitment to the Public Sector Equality duty. 77% of respondents considered the pilot made a reasonable adjustment to meet community, religious and cultural needs and 71% viewed it as having a positive impact on community relations. Further research was deemed necessary on a number of issues - likely speed and volume of growth in demand in future; fees charged for burials between 5pm and 6:30pm; and how to manage the impact of the registration process on staff delivering the service. The findings would be given further consideration by the internal working group at its next meeting in January 2020, followed by a meeting with Dignity in February before any final decision was made on future out of hours provision. The Chair requested that the decision and implications be reported back.

Clarification was sought by Members regarding out of hours fees as there seemed to be contradictory information. The out of hours fee had always been in place for bank holidays and weekends and had not changed but was more apparent as it applied from 5-6:30pm. This would be looked at as part of the benchmarking work.

A question was raised as to whether there was a way of trying to facilitate information sharing more directly between the hospital, Coroner, Registrars and Dignity rather than through the family. It was confirmed new processes were being introduced from April 2020 between the hospital and Registrars, who were working with the Medical Examiner (ME) on out of hours provision and thus the link with the hospital would come naturally. Officers were working on a process guide as certain things on a death certificate do have a longer process and this would help people in this very difficult period. IPSC requested feedback from the meeting with the ME.

Members explored other issues including availability of data on take up of the pilot from people outside Rotherham centre; progress in addressing the issue with waterlogging on one site; lengths of graves and pathways between them; and the possibility of allowing use of wooden kerb sets in the future. Officers agreed that a site visit to East Herringthorpe to see the planned expansion site for burials could be accommodated.

Other activity

❖ Visit to RotherFed

Members of IPSC attended a meeting to learn about proposals for the next Tenant Scrutiny Review which will focus on Aids and Adaptations. An update on progress with the action plan resulting from the previous Tenant Scrutiny Investigation into the process for dealing with anti-social behaviour complaints was also discussed.

Coming Up

- ❖ Review of Response to 2019 Floods
- ❖ Plans for Flooding Alleviation
- ❖ Major Incident Plan

AUDIT COMMITTEE
26th November, 2019

Present:- Councillor Wyatt (in the Chair); Councillors Cowles, Vjestica and Walsh and Mr. B. Coleman (Independent Person).

Gareth Mills (Grant Thornton) was in attendance.

Cabinet Members Allen, Beck and Lelliott were in attendance for Minute Nos. 54 and 55 (Risk Management – Assistant Chief Executive and Regeneration and Environment).

40. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at the meeting.

41. QUESTIONS FROM MEMBERS OF THE PUBLIC OR THE PRESS

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

42. MINUTES OF THE PREVIOUS MEETING HELD ON 26TH SEPTEMBER, 2019

Consideration was given to the minutes of the previous meeting of the Audit Committee held on 26th September, 2019.

Resolved:- That the minutes of the previous meeting of the Audit Committee be approved as a correct record of proceedings.

43. MID-YEAR TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS MONITORING REPORT - 2019/20

Consideration was given to the report presented by the Head of Corporate Finance outlining the mid-year treasury review which also incorporated the needs of the Prudential Code to ensure adequate monitoring of the capital expenditure plans and the Council's Prudential Indicators.

The review, as set out in the Appendix submitted, highlighted the key changes to the Council's capital activity (the PIs) and the actual and proposed treasury management activity (borrowing and investment).

With regard to investments, the primary governing principle remained security over return and the criteria for selecting counterparties continued to reflect this.

Overall borrowing remained fairly constant over the period covered by the report. The Council would maintain its strategy of being significantly under-borrowed against the capital financing requirement as the most cost effective approach in the current financial climate. The Council's

existing Treasury Management Strategy provided for the Council to take out £30M of new borrowing per annum over the next 4 years to reduce the amount of under-borrowing over time. The position would remain under review and an update of the Strategy would be submitted to Members within the Budget and Council Tax 2020/21 report to Council in February, 2020.

With regard to governance, strategies and monitoring were undertaken by the Audit Committee.

The report showed that the underlying economic and financial environment remained difficult for the Council, foremost being the improving but still challenging concerns over investment counterparty risk. This background encouraged the Council to continue maintaining investments short term and with high quality counterparties. The downside of such a policy was that investment returns remained low.

As the Council continued to utilise the short term borrowing market to generate interest rate savings as part of approved budget plans, the level of short term borrowing would continue to rise. As a result of this, the Council would need to increase its Prudential Indicator for borrowing volumes with a maturity date less than 12 months, currently set at 35% of total borrowing. This change would come into effect as part of the Treasury Management Strategy for 2020/21.

Treasury Management and Prudential Indicators would form part of the 2020/21 budget report submitted to Council on 26th February, 2020.

Discussion took place with the following issues raised/clarified:-

- PWLB was the lender of choice for most local authorities
- The Authority was borrowing within the Strategy set
- There was an indicator worked to which suggested the timeframe for each loan

Resolved:- That the report be noted.

44. INFORMATION GOVERNANCE ANNUAL REPORT

Consideration was given to an update and annual report presented by Paul Vessey, Head of Information Management, on the Council's compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA).

Since the last report submitted on 19th June, 2019 (Minute No. 4 refers), all outstanding tasks had been completed and all required policies and processes for compliance with GDPR and DPA were now in place and embedded within the organisation. It was now the responsibility of all Directorates and Service areas to comply with the Council's Data Protection policies and procedures.

Monitoring of the Council's compliance with GDPR and DPA was carried out by the Corporate Information Governance Group (CIGG) which had representatives from all Directorates and Chaired by the Council's Senior Information Risk Officer. Any risks were monitored on a regular basis by the Group with risks and actions logged and reviewed at CIGG meetings and, if necessary, escalated in line with the Council's risk management processes.

The key issues were:-

- Maintain compliance
Compliance with Data Protection principles was a continuous project
CIGG fulfilled a core function in monitoring and overseeing information risks
Regularly monitored the effectiveness of the Council's Data Protection Policies and each Directorate's Information Governance and Data Protection processes
- Raised awareness of Data Protection
Improvements in employee training awareness had led to increase in the identification of potential risks
Public awareness of information rights had resulted in an increase of 75% in the volume of Right of Access requests (RoAR) – 97 received in 2017/18 and 170 in 2018/19
- Monitor performance of Freedom of Information (FOI) and Right of Access requests
Completion times for both types of requests had seen improved performance
Performance would continue to be closely monitored
Requests varied substantially in complexity and workload

Discussion ensued with the following issues raised/clarified:-

- There had been occasions when complaints had been received with regard to performance but this had been due to some quite complex RoARs. However, there had been no actions taken against the Authority by the Information Commissioner
- Internal Audit had undertaken a full audit of the approach taken to GDPR and FOI
- Rotherham's performance was comparable to that of its neighbouring authorities
- All FOI and RoARs currently being worked on were those received within the current financial year
- FOIs still had a timeconsuming restriction on them; there was no such restriction on RoARs

Resolved:- (1) That the General Data Protection Regulation annual report 2018/19 be noted.

(2) That the legal requirement of the Council continuing its maintenance of its Information Governance policies and processes in compliance with legislation be noted.

45. EXTERNAL INSPECTIONS, REVIEWS AND AUDITS UPDATE

Consideration was given to a report, presented by Simon Dennis, Corporate Risk Manager, providing details of recent and current external audits and inspections including the details of arrangements that were in place regarding the accountability and governance for implementing recommendations arising therefrom.

The report included detail of progress being made in respect of the following specific areas and Directorates:-

- Children and Young People's Services
- Adult Care and Housing
- Regeneration and Environment Services
- Finance and Customer Services
- External Auditor's Report on the Accounts 2018/2019

It was noted that the report fed into the Annual Governance Statement.

Resolved:- (1) That the report be received and its contents noted.

(2) That the governance arrangements that were currently in place for monitoring and managing the recommendations from external audits and inspections, as now reported, be noted.

(3) That the Audit Committee continue to receive regular reports in relation to external audit and inspections and the progress made in implementing recommendations.

46. CODE OF CORPORATE GOVERNANCE

Further to Minute No. 50 of the meeting held on 27th November, 2018, David Webster, Head of Internal Audit, submitted the refreshed Council Code of Corporate Governance for consideration.

There had been no new revisions to the CIPFA (the Chartered Institute of Public Finance and Accountancy) and SOLACE (the Society of Local Authority Chief Executives) guidance on delivering good governance in local government. However, it was good practice to review and revise the Council Code on an annual basis.

The Corporate Governance Group had completed the review. It should also be noted that at the time of the last review the Council had still been in intervention meaning that some aspects of Guidance had not applied. These had now been included within the Code and reflected the guidance in full.

The 7 key principles set out in the guidance which underpinned the governance of each local government organisation had not changed. The Rotherham Code followed each of the principles and demonstrated how they were applied and evidenced in practice.

Resolved:- That the refreshed version of the Local Code of Corporate Governance be approved.

47. ANTI-FRAUD AND CORRUPTION POLICY, STRATEGY AND SELF-ASSESSMENT AGAINST CIPFA CODE OF PRACTICE

Further to Minute No. 34 of the Audit Committee meeting held on 2nd October, 2018, consideration was given to a report presented by David Webster, Head of Internal Audit. It detailed the proposed update to the Council's Anti-Fraud and Corruption Policy and Strategy following an annual review process designed to ensure that the Policy and Strategy were up-to-date with current best practice and to take into account any changes to the Council's organisational structure.

The CIPFA Code of Practice on Managing the Risk of Fraud and Corruption required an annual report on performance against the Strategy.

The report also provided a summary of proposals to further strengthen the Council's fraud and corruption arrangements following a refresh of the self-assessment against the CIPFA Code of Practice on managing the risk of fraud and corruption.

The main changes to the documents were:-

- Reference to the new electronic system to declare interests, gifts and hospitality
- An update on the way to report a suspected wrongdoing under the Whistleblowing and Serious Misconduct Policy

It was also suggested that the out of hours contact number for concerns regarding both an adult and child safeguarding issue be included under Section 5.7.

The updated Anti-Fraud and Corruption Policy was attached at Appendix A and the updated Strategy at Appendix B. Appendix C of the report contained an update to the self-assessment against the CIPFA's Code of Practice on Managing the Risk of Fraud and Corruption. It was important that the arrangements continued to be reviewed and updated where necessary to ensure the risk of fraud continued to be minimised.

Resolved:- (1) That the proposed revisions to the Anti-Fraud and Corruption Policy and Strategy, including the textual amendments and additions discussed at the meeting, be approved.

(2) That the proposed actions intended to strengthen the Council's fraud and corruption arrangements be noted.

48. RISK MANAGEMENT POLICY AND GUIDE REFRESH 2019

Further to Minute No. 51 of the meeting held on 27th November, 2018, Simon Dennis, Corporate Risk Manager, submitted proposed minimal changes to the Risk Policy and Strategy.

The changes in the main consisted of typographical corrections and the updating of dates and names. The Council's risk management processes had been working effectively and it was the view of the Risk Champions group that implementing significant changes at the present time would be unnecessarily disruptive to the development of risk management in the Council. However, in the course of the coming year, work would commence on an adaptation to the style of risk registers to reflect lessons learned since the adoption of the "word based" version last year.

Resolved:- That the revised Risk Policy and Strategy be approved.

49. AUDIT COMMITTEE FORWARD PLAN

Consideration was given to the proposed forward work plan for the Audit Committee covering the period January to September, 2020.

Resolved:- That the Audit Committee forward plan, now submitted, be supported and any amendments arising actioned in due course.

50. ITEMS FOR REFERRAL FOR SCRUTINY

Resolved:- That the Information Governance Annual Report be referred to the Overview and Scrutiny Management Board for information.

51. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- 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 (information relates to finance and business affairs).

52. INTERNAL AUDIT PROGRESS REPORT FOR THE PERIOD 1ST SEPTEMBER TO 31ST OCTOBER 2019

Consideration was given to a report presented by David Webster, Head of Internal Audit, which provided a summary of Internal Audit work completed during 1st September to 31st October, 2019, and the key issues that had arisen therefrom.

The completion of the audit plan had been impacted by a member of the Audit Team leaving at the end of July and their replacement only working 4 days a week.

The current position with regards to the plan was given in Appendix A with 11 reviews having been deleted from the current year's plan and additional days being allocated to 2 reviews; the deleted reviews were listed in Appendix B.

7 audits had been finalised since the last Audit Committee meeting all with Substantial or Reasonable Assurance.

Appendix D set out details of the unplanned responsive work completed since the last Audit Committee with Appendix E summarising Internal Audit's performance against a number of Indicators.

Appendix F showed the number of outstanding recommendations that had passed their original due date, age rated. The detail was then given, where they had been deferred the comment received from the Manager was given and where there was no change to the due date or comment, the Manager had not updated the system.

Discussion ensued on various matters contained within the agreed actions section of the report which included changes that were to be made to the working practices and earlier reminders to be sent to officers and Assistant Directors which would hopefully reduce the number of outstanding recommendations.

Resolved:- (1) That the Internal Audit work undertaken since meetings of the Audit Committee, 1st September to 31st October, 2019, and the key issues arising therefrom be noted.

(2) That the information submitted regarding the performance of Internal Audit and the actions being taken by management in respect of the outstanding actions be noted.

53. EXTERNAL ASSESSMENT OF INTERNAL AUDIT

David Webster, Head of Internal Audit, presented a proposal for an external assessment to be undertaken of Internal Audit to reflect the changes that had taken place.

Under Public Sector Internal Audit Standards Internal Audit must be externally assessed against the standards at least every five years. Rotherham MBC Internal Audit was last externally assessed at the end of 2015.

Discussion took place on the options available for the assessment together with the relevant costs and the preferred option.

Resolved:- (1) That the completion of an external validation of an internal assessment of Internal Audit be endorsed.

(2) That Option 1 be the preferred option and be carried out by the Head of Internal Audit from another Authority.

(3) If (2) above could not be achieved, then Option 3 be proceeded with and the external validation be carried out by the CIPFA consultant stated in the report submitted.

54. RISK MANAGEMENT DIRECTORATE - ASSISTANT CHIEF EXECUTIVE

Consideration was given to a report, presented by Shokat Lal (Assistant Chief Executive) providing details of the Risk Register and risk management activity within the Assistant Chief Executive's Directorate and in particular highlighting:-

- How the Register was maintained/monitored and at what frequency
- Involvement of the Cabinet Members for Finance and Corporate Services and Housing
- How risks were included on and removed from the Register
- Anti-fraud activity in the Directorate

The Cabinet Member for Housing was in attendance for this item.

Discussion ensued with the following issues raised:-

- 4 risks were currently rated as red :
 - (a) Tackling Family Poverty
 - (b) Operating sound Recruitment Practices encompassing statutory and safeguarding requirements.
 - (c) Successfully delivering the Council's Change Programme
 - (d) Management and delivery of the Vulnerable People Resettlement Scheme and the Asylum Programme
- Implementation of the new HR and Payroll Service had been added as a risk. Internal Audit would be undertaking a review
- The definition used by the Council for Family Poverty

Resolved:- That the progress and current position in relation to risk management activity in the Assistant Chief Executive's Directorate, as detailed in the report now submitted, be noted.

55. REGENERATION AND ENVIRONMENT DIRECTORATE RISK REGISTER

Consideration was given to a report, presented by Paul Woodcock, Strategic Director, Regeneration and Environment, providing details of the Risk Register and risk management activity within the Regeneration and Environment's Directorate.

The Cabinet Members for Jobs and the Local Economy and Cleaner, Greener Communities, were also in attendance for this item.

The Committee sought reassurance on the Risk Register and risk management activity in particular highlighting:-

- How the Register was maintained/monitored and at what frequency
- Involvement of the Cabinet Members for Jobs and the Local Economy, Waste Roads and Community Safety and Cleaner, Greener Communities
- How risks were included on and removed from the Register
- Anti-fraud activity in the Directorate

Discussion ensued with the following issues raised:-

- The Register currently had 19 risks listed 3 of which were also deemed Strategic risks
- A de-brief would take place following the activation of the Emergency Plan in connection with the recent flooding incidents. It was important for Elected Members to feed into that process
- A condition survey of the Authority's estate had been undertaken
- Importance of diversification of the Town Centre
- Flood defence work in the Town Centre
- Licensing standards/Home to School Transport
- Discussion of the Risk Register with Cabinet Members
- BDR/Household Waste Collection Contract

Resolved:- That the progress and current position in relation to risk management activity in the Regeneration and Environment Directorate, as detailed in the report now submitted, be noted.

56. DATE AND TIME OF NEXT MEETING

Resolved:- That a further meeting be held on Tuesday, 28th January, 2020, commencing at 2.00 p.m.

HEALTH AND WELLBEING BOARD
20th November, 2019

Present:-

Councillor David Roche	Cabinet Member, Adult Social Care and Health (in the Chair)
Sue Cassin	Chief Nurse, Rotherham CCG (representing Chris Edwards)
Tony Clabby	Chief Executive, Healthwatch Rotherham
Sally Hodges	Interim Strategic Director, Children and Young People's Services
Viviennie Knight	The Rotherham Foundation Trust (representing Louise Barnett)
AnneMarie Lubanski	Strategic Director, Adult Social Care and Health
Dr. Jason Page	Rotherham CCG
Terri Roche	Director of Public Health
Janet Wheatley	Chief Executive, Voluntary Action Rotherham
Paul Woodcock	Strategic Director, Regeneration and Environment

Report Presenters:-

Gilly Brenner	Public Health Specialist
Ruth Fletcher-Brown	Public Health Specialist
Rebecca Wall	Head of Safeguarding, Quality and Learning, RMBC

Also Present:-

Steve Adams	South Yorkshire Fire and Rescue Service
Miles Crompton	Policy and Partnerships Officer, RMBC
Councillor R. Elliott	Vice-Chair, Health Select Commission
Jackie Scantlebury	Rotherham Safeguarding Adults Board
Janet Spurling	Governance Advisor, on behalf of Health Select Commission
Becky Woolley	Policy and Partnerships Officer, RMBC

Apologies for absence were received from Steve Chapman (South Yorkshire Police), Chris Edwards (Rotherham CCG), Sharon Kemp (RMBC), Gordon Laidlaw (Rotherham CCG), Carole Lavelle (NHS England), Dr. Richard Cullen (Rotherham CCG) and Kathryn Singh (RDaSH).

49. JANET WHEATLEY

The Chair reported that it was Janet's last meeting before her retirement at the end of December, 2019.

On behalf of the Board he thanked her for support and contributions and wished her a happy and healthy retirement.

50. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

51. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

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

52. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of the Health and Wellbeing Board were considered.

Resolved:- That the minutes of the previous meeting held on 18th September, 2019, be approved as a correct record.

Arising from Minute No. 35 (Be the One – Suicide Prevention Campaign), it was noted that the Campaign had been an outstanding success with over 1M hits on the website, far in excess of comparable national campaigns. Work was taking place with Communication leads to ensure the message was continued.

Arising from Minute No. 35 (Rotherham Show), Public Health had continued the “what keeps Rotherham healthy, safe and well” message and had received over 500 cards and spoke to over 1,000 members of the public. There had been very successful participation and engagement in the activities on offer.

Arising from Minute No. 36 (Improving Air Quality in Rotherham), it was noted that at the recent Council Meeting a Motion had been passed on Climate Change Emergency. From March 2020, every report submitted within the Council would have to include an equality assessment as to how the particular report affected climate change. A Members Working Party was to be established to propose an informed target for the Council’s carbon reduction by 2025 and that the Working Group report back to the Council no later than March 2020 on how it would improve air quality.

This could not be done by the Council alone and would be reaching out to partners to help improve Rotherham’s air quality.

Arising from Minute No. 41 (Supplementary Planning Documents), it was noted that due to Purdah, comments from the Board had not been submitted as yet but would be submitted shortly.

53. COMMUNICATIONS

Janet Spurling, Governance Advisor, on behalf of Councillor Keenan, Chair of the Health Select Commission, submitted the following question in relation to the Suicide Prevention and Self-Harm Plan:-

“The Select Commission had had an indepth workshop session and probed into a number of issues more widely than the Plan. It was pleased with the work taking place.

In terms of the Help is at Hand booklet, are we ensuring that it is widely circulated and provided to bereaved families as a matter of course; does it go to funeral directors as well to pass onto families?”

Ruth Fletcher-Brown, Public Health Specialist, confirmed that the booklet was circulated to families affected by suicide. It was also supplied to GP practices who were encouraged to routinely give it out to families that had been bereaved. Where Public Health had the details, a referral to the listening service was also offered. If a family did not wish to have a referral, they were automatically provided with a copy of the Help is at Hand booklet.

In the past Public Health had worked with funeral directors; this had not been done recently but could be picked up again.

54. POPULATION HEALTH VIDEO

The Board viewed a YouTube video produced by the Kings Fund on Population Health which linked with Aim 4 of the Health and Wellbeing Strategy.

(https://www.kingsfund.org.uk/audio-video/population-health-animation?utm_source=The%20King%27s%20Fund%20newsletters%20%28main%20account%29&utm_medium=email&utm_campaign=10821829_MKPUB_population%20health%20animation%202019-08-22&utm_content=btn&dm_i=21A8,6FY6D,P4WA59,PJF0Q,1)

55. SOUTH YORKSHIRE AND BASSETLAW INTEGRATED CARE SYSTEM STRATEGIC 5 YEAR PLANS

The Board viewed the Plan on a Page of the South Yorkshire and Bassetlaw Integrated Care System Strategic 5 Year Plans (https://www.healthandcaretogethersyb.co.uk/application/files/6015/7045/0668/SYBICS_LTP_Slides_27_September_WORK_IN_PROGRESS.pdf).

It was made up of:-

- 3 Life Stages
 - Start Well
 - Live Well
 - Age Well

- 4 Themes
 - Develop a population health system
 - Strengthening our foundations
 - Building a sustainable health and care system
 - Broadening and strengthening our partnerships to increase our opportunity
- 5 Focus Areas
 - Best start in life
 - Reduce harm from smoking, alcohol and obesity
 - Improve cardio-respiratory health
 - Improve mental health and wellbeing
 - Early diagnosis and increased survival from cancer

Rotherham had its own Place Plan focussing on Rotherham's integration and partnership. In order to access extra Government funding at a regional level, South Yorkshire and Bassetlaw had produced its own vision for the future of the ICS.

Although the themes were a little different, the Plan was similar to that of the Rotherham Place Plan. It provided another "arm" in terms of working at scale and place.

Resolved:- That the Plan be noted and circulated to the Board.

ACTION:- Becky Woolley

56. **PHASE ONE: REDESIGN OF THE JOINT STRATEGIC NEEDS ASSESSMENT**

Gilly Brenner, Public Health Specialist, gave a presentation of the redesigned Joint Strategic Needs Assessment website which had been redeveloped in light of feedback received with regard to making it more relevant/interactive and presenting data differently.

The redesign had involved the purchase of new software, re-evaluating what sort of data was wished to be included and links between the different data sources.

Phase 1 was nearing completion with the website to go live in the New Year (www.rotherham.gov.uk/data).

Attention was drawn to:-

- Information would include the population of Rotherham, ethnicity makeup, health behaviours, culture and leisure, transport, climate change, Housing, Children's Services, health care etc. and include a breakdown by Ward
- The links would be explicit and bring any patterns into context
- The JSNA would be used to develop and drive policy

- Map of community assets was part of Phase 2 as well community voice
- Need to make really clear the “so what”
- Signup option to receive a quarterly newsletter

Discussion ensued with the following issues raised:-

- Was there an ability to look at correlations and if not could you download from the website to carry out the exercise yourself?
Excel spreadsheets could be downloaded to enable that work to take place
- The Fire and Rescue Service had a similar facility and mapped where home safety checks etc. had been carried out. Could the 2 systems coincide?
If the Service were happy for their datasets to be made public a template could be shared and populated
- VAR had updated the GISMO directory which contained information regarding community assets. Could it be linked to the JSNA?
It had been the intention to host a map where the physical assets were and have a link straight to GISMO
- How did it help Healthwatch answer the question on health and inequalities between Wards and disparity in life expectancy?
Some of that will be drawn out of the recommendations that were in there. It would provide the evidence and fighting power to keep fighting those battles and show a continuing problem and issue that existed
- Ward profiles were not included as yet due to the Ward boundary changes that were to come into effect in May 2020

Resolved:- That the presentation be noted.

57. SUICIDE PREVENTION AND SELF-HARM REDUCTION PLAN - UPDATE

Ruth Fletcher-Brown, Public Health Specialist, presented the Rotherham Suicide Prevention and Self-Harm Action Plan 2019-2021.

The previous action plan had been a much lengthy document; the refreshed document focussed on 4 key areas which was in line with a report produced by the Samaritans in conjunction with Exeter University.

The key areas were:-

- Working with the media in relation to suicide prevention
- Establishing, implementing and evaluating one real time surveillance data system across South Yorkshire
- Supporting those people bereaved and affected by suicide
- Working with Sheffield University to conduct an audit of coroners records to build up a richer narrative about the wider personal, economic and societal factors that contributed to the suicide that could be used to inform the development of future local and ICS level suicide prevention work

Consultation had taken place with partners and to the Mental Health and Learning Disability Transformation Group. Scrutiny had also taken place by the Health Select Commission.

AnneMarie Lubanski drew attention to the Zero Suicide Alliance Training (<https://www.zerosuicidealliance.com/>) which she would encourage all managers to undertake.

Resolved:- That the report be noted.

58. SAFEGUARDING ADULTS BOARD ANNUAL REPORT AND ROTHERHAM SAFEGUARDING CHILDREN'S PARTNERSHIP ANNUAL REPORT

Terri Roche, RSAB Member for Public Health, presented a powerpoint giving an overview of both the Rotherham Safeguarding Adults Board and the Rotherham Safeguarding Children's Partnership Annual Reports 2018/19 highlighting the following:-

Achievements 2018/19

- Worked with Children's Safeguarding Partnership to develop a joint self-assessment for all partners to complete electronically
- Launched a new 3 year strategic plan for 2019-22
- Worked across South Yorkshire to update and refresh the Principles and Approach to Safeguarding
- Safeguarding Awareness Week 2018

Common Themes

- Mental Health - RDaSH Board and Sub-Group members, Chair of Workforce Training and Development Group
- Self-Neglect - Policy for Self-Neglect and Hoarding early 2020
- Domestic Abuse – working with SRP and Children's Services to ensure shared learning
- CSE – close partnership working and monitoring
- Users and Carers – attendance at Carers Group and VAR events

Future

- Case file audits/quality assurance, continue to challenge
- Assurance (Safeguarding and Learning Disability), SAR action plans and dissemination, advocacy take up)
- Update the training plan and deliver training across the Partnership
- Campaigns - financial abuse, self-neglect, discriminatory abuse and physical abuse. Posters and leaflets
- Development (joint work with Community Safety and Children's Boards)

Rebecca Wall, Head of Safeguarding, drew attention to the following points in the Rotherham Local Safeguarding Children Board annual report:-

- The Board had ceased to exist as from 19th September, 2019, and was now replaced by the Rotherham Safeguarding Children Partnership
- Rotherham's Lifestyle Survey, provided the ability to reflect the voice of the young people
- The performance dataset and partnership work showed the biggest issues for Rotherham were the increased demand, journey of improvement, how to stabilise the demand and effectiveness
- Clear performance framework allowing audits of work – need to refine/improve timescales
- Where possible right child with the right plan and right care
- Very targeted actions/high level of accountability which allowed real positive discussions and focus on what partners thought needed to happen
- A lot of work in the past year to move from the LSCB to the Partnership as well as a real connectivity between the Adults Board, SRP and HWBB
- One of the key priorities for the Board had been linked into the Place Plan
- 2019/20 priorities:-
 - Safe at Home
 - Safe in Community
 - Safe Systems

Discussion ensued with the following issues raised/highlighted:-

- The electronic self-assessment was working very well
- Possible cessation of the Intensive Intervention Programme Therapeutic Care for Looked After Children
It was clarified that the Programme was currently under review. Careful consideration was being given to future funding with feedback being taken into account

HEALTH AND WELLBEING BOARD - 20/11/19

Resolved:- That the Rotherham Safeguarding Adults Board and Rotherham Safeguarding Children's Partnership's annual reports 2018/19 be noted.

59. ISSUES ESCALATED FROM PLACE BOARD

A copy had been circulated previously of the ICP Digital Strategy to enable Board members to make comments. This was a key part of the Place Board's work.

60. FUTURE AGENDA ITEMS

Loneliness
Lifestyle Survey focussing on Health and Wellbeing issues
Indices of Multiple Deprivation

61. ROTHERHAM INTEGRATED CARE PARTNERSHIP BOARD - 4TH SEPTEMBER AND 2ND OCTOBER, 2019

The Board noted the minutes of the Rotherham Integrated Care Partnership Place Board held on 4th September and 2nd October, 2019.

62. DATE AND TIME OF NEXT MEETING

Resolved:- That the next meeting be held on Wednesday, 22nd January, 2020, commencing at 9.00 a.m. at Wentworth Woodhouse.

PLANNING BOARD
31st October, 2019

Present:- Councillor Sheppard (in the Chair); Councillors Atkin, Bird, D. Cutts, M. Elliott, Jarvis, Sansome, Steele, John Turner, Tweed, Walsh, Whysall and Williams.

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

45. COUNCILLOR MCNEELY

The Chair welcomed Councillor McNeely to her first meeting of the Planning Board.

46. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at the meeting.

47. MINUTES OF THE PREVIOUS MEETINGS HELD ON 19TH SEPTEMBER AND 10TH OCTOBER, 2019

Resolved:- That the minutes of the previous meetings of the Planning Regulatory Board held on 19th September and 10th October, 2019, be approved as a correct record of the meeting.

48. DEFERMENTS/SITE VISITS

There were no site visits nor deferments recommended.

49. DEVELOPMENT PROPOSALS

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, the following people attended the meeting and spoke about the applications below:-

- Hybrid application for full permission for the erection of 100 No. dwellinghouses including access road, landscaping, entrance feature and open space and temporary pumping station equipment (Phase 1) and outline permission for the erection of up to 300 No. dwellinghouses including landscaping and open space incorporating balancing pond facility with all matters reserved (Phases 2, 3 and 4) at land east of Grange Lane, Maltby for Jones Homes (RB2016/1492)

Mr. H. Gray, Jones Homes (Applicant)

- Erection of 157 No. dwellinghouses, new access, car parking, landscaping and public open space, including 3 m high fence at land east of Wentworth Way, Dinnington, for Taylor Wimpey (RB2019/0837)

Mr. D. Fisher (Applicant)
Councillor Jepson (Objector)

- Erection of 20 No. dwellinghouses and 2 No. three storey apartment blocks comprising a total of 34 No. apartments at former Henley's Garage Site, Hollowgate/Wellgate, Rotherham Town Centre, for Rotherham Metropolitan Borough Council (RB2019/1035)

Mr. D. Mason, Housing Services, RMBC (Applicant)
Mr. M. Healy (Objector)
Councillor B. Cutts (Objector)

- Erection of 34 No. dwellinghouses and erection of one No. 4 and one No. 5 storey building comprising of 44 No. apartments in total at Car Park, Sheffield Road, Rotherham Town Centre for Rotherham Metropolitan Borough Council (RB2019/1098)

Mr. D. Mason, Housing Services, RMBC (Applicant)

- Demolition of existing buildings, erection of 14 No. dwellinghouses and a 4 storey building comprising 25 No. apartments at Millfold Works, Westgate, Rotherham Town Centre, for Rotherham Metropolitan Borough Council (RB2019/1501)

Mr. D. Mason, Housing Services, RMBC (Applicant)

(2) That, subject to the signing of the related legal agreement, application No. RB2016/1492 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report and subject to an amendment to Conditions 2 and 15 (full permission), 3 (outline permission), removal of conditions 8 and 9 (outline permission) and subsequent renumbering to now read:-

Full permission:

Condition 2 – amended plan no:
2557-PL03 Proposed Site Plan Rev Z10

Condition 15 - Details of the number, style and location of bird and bat boxes to be located within new build dwellings shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to first occupation within the development.

Outline permission:

Condition 3 – amended plan nos:

2557-PL05 Access & movement parameter plan Rev B

2557-PL06 Open space & Green amenities parameter plan Rev B

Conditions 8 and 9 removed and included as an Informative instead, and other following Conditions to be re-numbered.

(3) That, subject to the signing of the related legal agreement, application No. RB2019/0837 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report and subject to an amendment to Condition 2 to now read:-

following amended conditions:-

Condition 2:

18181-RLL-19-XX-DR-C-200 A, received 29 May 2019

18181-RLL-19-XX-DR-C-202 A, received 29 May 2019

18181-RLL-19-XX-DR-C-203 A, received 29 May 2019

To:

18181-RLL-19-XX-DR-C-200 D, received 8 October 2019

18181-RLL-19-XX-DR-C-202 C, received 8 October 2019

18181-RLL-19-XX-DR-C-203 D, received 8 October 2019

(4) That, subject to the signing of the related legal agreements, applications RB2019/1035, RB2019/1098, RB2019/1328 and RB2019/1501 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report.

(5) That application RB2019/1328 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report.

50. UPDATES

Due to the December meeting coinciding with the date of the forthcoming General Election, the Planning Board would now meet on Thursday, 19th December, 2019 instead of the diared date of 12th December.

51. DATE OF NEXT MEETING

Resolved:- That the next meeting of the Planning Board take place on Thursday, 21st November, 2019, at 9.00 a.m.

**PLANNING BOARD
21st November, 2019**

Present:- Councillor Sheppard (in the Chair); Councillors Atkin, Bird, D. Cutts, M. Elliott, Jarvis, McNeely, Sansome, Short, Steele, Tweed, Walsh, Whysall and Williams.

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

52. DECLARATIONS OF INTEREST

Councillor Whysall declared a personal interest in application RB2019/0341 (formation of private burial ground at land rear of Church Street, Wales) on the grounds of knowing the applicant and left the room whilst that application was discussed.

53. MINUTES OF THE PREVIOUS MEETING HELD ON 31ST OCTOBER, 2019

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 31st October, 2019, be approved as a correct record of the meeting.

54. DEFERMENTS/SITE VISITS

There were no site visits or deferments recommended.

55. DEVELOPMENT PROPOSALS

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure the following people attended the meeting and spoke about applications listed below:-

- Outline application for the formation of a proposed motorway service area with details of access (comprising main service station building, car fuel filling station, HGV amenity building, HGV fuel filling station, formation of car, coach and caravan parking areas and associated works) at Motorway Service Area, Rotherway, Brinsworth for Applegreen Plc (RB2017/1347)

Mr. D. Jones (Applicant)
Mr. K. Lilley (Objector)
Ms. C. Kent (Objector)
Mr. P. Bedwell (Objector)

Three additional letters of objection received after the publication of the agenda were read out at the meeting from:-

Shaun and John Pashley (local residents)
Pegasus Planning Group
Sheffield City Council

- Formation of private burial ground at land rear of Church Street, Wales for R. Hammond (RB2019/0341)

Mr. G.M. Clay (Agent – on behalf of the applicant)

Mr. B. Marsh (Objector)

Mrs. G. Francis (Objector)

An additional objection was read out from Mr. and Mrs. J. Myers.

- Change of ground floor use to restaurant (use class A3) and erection of single storey front extension at 280 Bawtry Road, Wickersley for Divide UK (RB2019/1533)

Mr. Lee Smith (Applicant)

Ms. Sarah Barber (Objector)

Mrs. Maggie Godfrey (Objector)

(2) That application RB2017/1347 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report and subject to an amendment to Condition No. 3 to now read:-

3. The Gross External Area of the Main Amenity Building shall not exceed 4,300 sq. meters; and the Gross External Area of the HGV Amenity Building Gross External Area shall not exceed 4,300 sq. metres.

(3) That applications RB2019/0341, RB2019/0343 and RB2019/1454 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report.

(4) That application RB2019/0821 be granted for the reasons adopted by Members at the meeting, subject to the signing of a legal agreement to secure £140,000 towards affordable housing, to the relevant conditions listed in the submitted report and subject to an additional condition relating to the requirement for a management company for the communal areas to read:-

15. Prior to the occupation of the first dwelling a management company shall be established to maintain the car park and landscaped area shown on the Proposed Site Plan – Dwg No 19/2199/(02)002 Rev F. The management company shall thereafter manage and maintain these areas for the lifetime of the development.

PLANNING BOARD - 21/11/19

Reason - To ensure the satisfactory management and maintenance of these areas.

(5) That application RB2019/1533 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report and subject to an additional condition restricting the use of a full length window and fire door immediately facing the green area to the west to read:-

5. The fire escape door as shown on drawing number 19-137-4 Rev A shall only be used in an emergency situation and shall at no time be used as a general entrance or exit

Reason - In the interests of the amenities of neighbouring residential properties.

56. UPDATES

The following update information was provided:-

- (a) Clarification of burial sites on private land.
- (b) Further to the meeting of the Planning Board held on 25th April, 2019 and the refusal of the temporary use of land for siting of offices and 6 No. storage containers at The Pitches Sports Club, Wickersley Road, Broom for Hotel Van Dyk Ltd. (RB2019/0119), the appeal submitted had subsequently been upheld. Due to the timeframe that had elapsed since the appeal was submitted this would give the applicant six months temporary permission for the location of the storage containers.

Resolved:- That the updates be noted.

57. DATE OF NEXT MEETING

Resolved:- That the next meeting of the Planning Board take place on the revised date of Thursday, 19th December, 2019 at 9.00 a.m.

**PLANNING BOARD
19th December, 2019**

Present:- Councillor Sheppard (in the Chair); Councillors Atkin, D. Cutts, M. Elliott, Jarvis, McNeely, Sansome, Short, Steele, John Turner, Walsh and Williams.

Apologies for absence:- Apologies were received from Councillors Bird and Tweed.

The webcast of the Planning Meeting can be viewed at:-

<https://rotherham.public-i.tv/core/portal/home>

58. DECLARATIONS OF INTEREST

Councillor Walsh declared a Personal Interest in TPO 2019/08 (Proposed Tree Preservation Order, Ulley Recreation Ground, Poynton Way, Ulley) as he had liaised extensively with Ulley Parish Council and several residents. He would neither speak or vote on this matter.

59. MINUTES OF THE PREVIOUS MEETING HELD ON 21ST NOVEMBER, 2019

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 21st November, 2019, be approved as a correct record of the meeting.

60. DEFERMENTS/SITE VISITS

There were no site visits or deferments recommended.

61. DEVELOPMENT PROPOSALS

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure the following people attended the meeting and spoke about applications listed below:-

- Demolition of existing dwellinghouse and erection of 8 No. apartments at land rear of 26 St. Albans Way, Wickersley (RB2019/1279)

Mrs. M. Godfrey, on behalf of Wickersley Parish Council (Objector)

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- Change of use to mixed use of a house in multiple occupation with an ancillary office (use class Sui Generis) at 106 Broom Lane, Broom, Rotherham (RB2019/1332)

Mr. B. Keegan (Applicant)
Mr. K. Spafford (Objector)
Mrs. I. Spafford (Objector)

- Proposed back-up electricity generation facility, Old Doncaster Road, Wath upon Dearne (RB2019/1549)

Mr. G. White (Applicant)
Ms. C. Clark (Objector)

- Application to vary condition 01 (approved plans to allow installation of roof lights and rooms in the roofspace) and to vary condition 06 (no roof lights shall be inserted in roof slope) as imposed by RB2018/1841 at Plot 1, 56 Goose Lane, Wickersley (RB2019/1575)

Mr. Mitchell (Objector)
Mr. D. Bowser on behalf of the Gill Close and Haycroft Residents Association (Objector)

(2) That applications RB2019/1244, RB2019/1279, RB2019/1332, RB2019/1549 and RB2019/1575 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report.

(3) That, subject to the signing of the related legal agreements, application RB2019/1350 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report.

(4) That application RB2019/1468 be granted subject to the following amended condition:-

No. 3

No above ground development shall take place until details of the materials to be used in the construction of the external surfaces of the development hereby permitted have been submitted or samples of the materials have been left on site, and the details/samples have been approved in writing by the Local Planning Authority. The development shall thereafter be carried out in accordance with the approved details/samples.

Reason:-

To ensure that appropriate materials are used in the construction of the development in the interests of visual amenity.

62. PROPOSED TREE PRESERVATION ORDER NO. 6 2019 - NEW HOUSE, MOORGATE GROVE, ROTHERHAM

Consideration was given to a report of the Assistant Director of Planning, Regeneration and Transport concerning the proposed confirmation and serving of a Tree Preservation Order without modification with regard to the Lime tree and 2 Sycamore trees which were the subject of this report, situated on land at New House, Moorgate Grove, Broom Valley, Rotherham, under Section 198 and 201 of the Town and Country Planning Act 1990.

The 3 trees were protected by Moorgate Conservation Area.

A Section 211 Notice to carry out works to fell a Lime tree and a Sycamore tree and to prune a Sycamore tree were submitted under application reference RB2019/0948. The intended pruning work was to leave a tree of 15m height and 12m crown spread. The applicant stated that the trees overlapped the house and caused shade and damp and allowed squirrels to enter the roof.

It was considered the proposed work would adversely affect their appearance and result in a loss of amenity to the conservation area. As such, a Tree Preservation Order was placed on the trees under a new TPO No. 2 2019 on 18th July, 2019 and all interested parties notified.

The report detailed the objections to the making of this Tree Preservation Order and also made reference to the overshadowing caused by the trees, damage to a boundary wall, overhanging branches that would impede the use of driveway and the feeling that TPOs deterred owners from maintaining their trees.

The report detailed the comments by the Tree Service Manager who had considered the objections raised and concluded that the trees were of good quality and provided an excellent level of amenity to the local area. Two of the trees required pruning works to alleviate encroachment onto the property.

The objections to the Order had been carefully considered and that the Order had been made in accordance with Government guidelines.

Resolved:- (1) That the report be received and its contents noted.

(2) That the serving of Tree Preservation Order No. 6, 2019, be confirmed without modification with regard to the Lime tree and 2 Sycamore trees subject of this report, situated on land at New House, Moorgate Grove, Broom Valley, Rotherham under Section 198 and 201 of the Town and Country Planning Act 1990.

63. TREE PRESERVATION ORDER NO. 8 2019 - ULLEY RECREATION GROUND, POYNTON WAY, ULLEY

Consideration was given to a report of the Assistant Director of Planning, Regeneration and Transport concerning the proposed confirmation and serving of a Tree Preservation Order with modification with regard to the Sycamore (as opposed to a Norway Maple) which was the subject of this report, situated at Ulley Recreation Ground, Poynton Way, Ulley, Rotherham, under Section 198 and 201 of the Town and Country Planning Act 1990.

On 10th July, 2019, Ulley Parish Council applied under a Six Weeks Notice of intent application to fell 2 No. Sycamore trees within Ulley Conservation Area at Ulley Recreation Ground. The Parish Council considered that the trees needed to be felled for safety reasons.

The Council's Tree Officer inspected the trees and considered that the eastern most tree was in poor health with limited future prospects and, therefore, the felling of the tree was acceptable.

In terms of the western most tree, whilst it had suffered some minor storm damage, it was not considered detrimental to the overall health of the tree and warranted protection.

7 letters in support of the Tree Protection Order had been submitted.

The report detailed the objections made by Anderson Tree Care, appointed by Ulley Parish Council, to the making of this Tree Preservation Order who felt that the TPO had been very badly served with the plan insufficiently accurate, the identification of the tree incorrect and that the TPO was not justified; the Tree Evaluation Method for Preservation Orders (TEMPO) system was not a system of amenity valuation and had it been applied properly the tree would not have reached TEMPO's protection justification-threshold.

In accordance with the right to speak procedure, 2 objectors attended the meeting and spoke about this proposed Order.

The report detailed the comments by the Tree Service Manager who had considered the objections raised. It was accepted that the species of the tree had been mis-identified and would be updated if the TPO was confirmed. However, it did not alter the appropriateness of the TPO as the tree still provided excellent levels of amenity and inadequate justification had been provided for its removal.

The location of the Sycamore tree to be protected was accurately marked on the TOP plan and, given the linear formation of the tree row, there could be no confusion as to the tree selected.

It was industry standard to use TEMPO; currently there was no widely recognised alternative and misuse was subjective.

No evidence of damage to the property had been presented/suggested. The crown was within 2m of the property, however, an acceptable clearance could be maintained through appropriate pruning.

The tree was a community asset of significant amenity value that passed the Council's criteria for protection.

The tree on site was of good quality and provided a good level of amenity to the local area. The objections to the Order have been carefully considered and considered that the Order had been made in accordance with Government guidelines. In this instance, it was recommended that the Order be confirmed following modification by way of identifying the tree as a Sycamore as opposed to a Norway Maple.

Resolved:- (1) That the report be received and its contents noted.

(2) That the serving of Tree Preservation Order No. 6, 2019, be confirmed following modification by way of identifying the tree as a Sycamore as opposed to a Norway Maple at Ulley Recreation Ground, Poynton Way, Ulley, Rotherham, under Section 198 and 201 of the Town and Country Planning Act 1990.

64. PROPOSED TREE PRESERVATION ORDER NO. 9 2019 - 11 CHURCH CORNER, LAUGHTON-EN-LE-MORTHEN, ROTHERHAM

Consideration was given to a report of the Assistant Director of Planning, Regeneration and Transport concerning the proposed confirmation and serving of a Tree Preservation Order without modification with regard to the Pine tree which is the subject of this report, situated on land within the curtilage of 11 Church Corner, Laughton-en-le-Morthen, Rotherham under Section 198 and 201 of the Town and Country Planning Act 1990.

The Pine tree was protected by Laughton-en-le-Morthen Conservation Area.

A Section 211 Notice to carry out works to fell the Pine tree was submitted under application reference RB2019/1272. The tree was in a good condition with no significant defects and no evidence found to suggest it was causing damage to structures.

It was considered that the felling of the tree would result in a loss of amenity to the Conservation Area. As such, a Tree Preservation Order was placed on the tree under a new TPO No. 9 2019 on 19th September, 2019 and all interested parties notified.

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The report detailed the objection to the making of this Tree Preservation Order and also made reference to it only being 2 points over the Tree Evaluation Method for Preservation orders (TEMPO), the tree was unsafe, public visibility, expediency and nearby trees.

No right to speak request had been received.

The report detailed the comments by the Tree Service Manager who had considered the objections raised and concluded that the tree was of good quality with no significant defects and no evidence found to suggest it was causing damage to structures. The tree was visible from the road side and adjacent public spaces and provided good levels of public amenity.

The objections to the Order had been carefully considered and that the Order had been made in accordance with Government guidelines.

Resolved:- (1) That the report be received and its contents noted.

(2) That the serving of Tree Preservation Order No. 9, 2019, be confirmed without modification with regard to the Pine tree situated on land within the curtilage of 11 Church Corner, Laughton-en-le-Morthen, Rotherham under Section 198 and 201 of the Town and Country Planning Act 1990.

65. UPDATES

There were no updates to report.

66. DATE OF NEXT MEETING

Resolved:- That a further meeting be held on Thursday, 16th January, 2020, commencing at 9.00 a.m.

LICENSING BOARD SUB-COMMITTEE
4th November, 2019

Present:- Councillor Ellis (in the Chair); Councillors Beaumont, Reeder, Russell and Vjestica.

28. HOUSE TO HOUSE COLLECTION

Consideration was given to a report, presented by the Licensing Manager, concerning the following application for the grant of a promoter's permit to carry out a house-to-house collection:-

Organisation	Area	Date
Bramley and Wickersley Lions Club	Wickersley and Bramley only	1 st December and 24th December, 2019

Resolved:- That, in accordance with the provisions of the House to House Collections Act 1939, the application be approved and a promoter's permit be granted in respect of the organisation/charity shown for the dates listed above.

(Councillor Ellis declared a personal interest in the above item and vacated the Chair. Councillor Beaumont assumed the Chair)

(Councillor Ellis re-assumed the Chair.)

29. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the Police Act 1997 and Paragraphs 3 and 7 of Part I of Schedule 12A to the Local Government Act 1972 (business affairs and prevention of crime).

30. APPLICATIONS FOR THE GRANT/RENEWAL/REVIEW OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES

The Sub-Committee of the Licensing Board considered a report of the Licensing Manager relating to applications for the review of hackney carriage/private hire drivers' licences in respect of Messrs. H.S, A.H., K.M., H.B. and A.M.

Messrs. H.S, A.H. and K.M., together with their representatives, attended the meeting and were interviewed by the Sub-Committee.

Resolved:- (1) That the application for the renewal of a hackney carriage/private hire driver's licence in respect of Mr. H.S. be refused.

(2) That the hackney carriage/private hire driver's licence in respect of Mr. A.H. be granted.

(3) That the application for the renewal of a hackney carriage/private hire driver's licence in respect of Mr. K.M. be refused.

(4) That consideration of the review of a hackney carriage/private hire driver's licence in respect of Mr. H.B. be deferred and he be afforded the opportunity of attending a future meeting of the Licensing Board Sub-Committee.

(5) That consideration of the review of a hackney carriage/private hire driver's licence in respect of Mr. A.M. be deferred and he be afforded the opportunity of attending a future meeting of the Licensing Board Sub-Committee.

**LICENSING BOARD SUB-COMMITTEE
25th November, 2019**

Present:- Councillor Ellis (in the Chair); Councillors Beaumont, Clark, Jones and Napper.

31. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the Police Act 1997 and Paragraphs 3 and 7 of Part I of Schedule 12A to the Local Government Act 1972 (business affairs and prevention of crime).

32. APPLICATIONS FOR THE GRANT/RENEWAL/REVIEW OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES

The Sub-Committee of the Licensing Board considered a report of the Licensing Manager relating to applications for the review of hackney carriage/private hire drivers' licences in respect of Messrs. H.B, A.M. and A.A.

Messrs. H.B, A.M. and A.A., together with their representatives, attended the meeting and were interviewed by the Sub-Committee.

Resolved:- (1) That the application for the renewal of a hackney carriage/private hire driver's licence in respect of Mr. H.B. be refused.

(2) That, as a consequence of the review of the hackney carriage/private hire driver's licence in respect of the hackney carriage/private hire driver's licence in respect of Mr. A.M., he be suspended until such time as he satisfactorily completes an advanced driving test, a Safeguarding course, the details of which would be provided by the Council, and a warning be issued with regard to the sharing of personal information.

(3) That the application for the renewal of a hackney carriage/private hire driver's licence in respect of Mr. A.A. be refused.

LICENSING SUB-COMMITTEE
29th November, 2019

Present:- Councillor Buckley (in the Chair); Councillors Clark and Napper.

5. LICENSING ACT 2003 - LICENCE - SHELL BRAMLEY, BAWTRY ROAD, BRAMLEY, ROTHERHAM

Consideration was given to an application for the variation of a Premises Licence, under the provisions of the Licensing Act 2003, in respect of the premises known as Shell Bramley, Bawtry Road, Bramley, Rotherham.

The Licensing Authority had received two representations which were not withdrawn and the Sub-Committee considered those representations.

No objections had been received by the statutory consultees as part of the application to vary the licence.

The application sought to vary the premises licence as follows:-

- Amend the times during which the supply of alcohol is permitted.

The licence currently permitted the retail sale of alcohol (for consumption off the premises) between 0500 hours and 2300 hours Monday - Sunday.

The applicant was seeking to vary the licence so that the retail sale of alcohol (for consumption off the premises) was permitted between 0000 hours and 2400 hours Monday – Sunday (i.e. 24 hours per day, 7 days per week).

- Amend Condition 2 on the licence (detail provided on the application form).

Condition 2 on the premises licence currently read:-

The licence holder shall ensure that staff are trained with regard to their responsibilities in the retail sale alcohol and regular refresher training will also be undertaken. Training records will be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

The applicant was seeking to amend this condition as follows:-

Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken (minimum of every 6 months). Written training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

- Remove Condition 1 from the licence and replace it with a new condition

Condition 1 on the premises licence currently reads:-

The licence holder shall ensure that CCTV is installed at the premises and images made available upon reasonable request by a relevant officer of a responsible authority.

The applicant was seeking to remove this condition and replace it with the one detailed below:-

A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images will be retained for a period of no less than 31 days. Access to the equipment and recordings will be provided to the Police or other relevant officers of a responsible authority within 24 hours of the request being made.

The applicant company was Shell UK Oil Products Limited and the Barrister representing the company at the hearing explained the rationale for the above proposed variations with the operation and expansion of other premises in the local area.

The points raised in the written representations were based on disruption assumptions rather than evidence and no objections had been raised by the statutory consultees.

The premises were currently open 24/7 seven days a week with the sale of late night refreshment between the hours of 11.00 p.m. and 5.00 a.m. and the sale of alcohol for consumption off the premises between the hours of 5.00 a.m. and 11.00 p.m.

In recognition of the need to be more specific and in line with technological advances the application also sought to replace Condition No. 1 and a variation to Condition No. 2.

In addition, whilst acknowledging there had been no formal complaints raised as part of the operation of the current premises license, but recognising the anxieties and concerns of the objectors, the neighbourhood issues that had been raised were already being looked into.

In conclusion, the Sub-Committee took due note of all of the written representations made and also of the fact that there had been no representations made by the statutory consultees in respect of this application.

The Sub-Committee considered the application for the variation of this premises licence and the representations made specifically in the light of the following Licensing objectives (as defined in the 2003 Act):-

- The prevention of crime and disorder.
- Public safety.
- The prevention of public nuisance.
- The protection of children from harm.

Resolved:- That the application for the variation of the premises licence in respect of the premises known as the Shell Bramley, Bawtry Road, Bramley be granted as follows:-

(a) the retail sale of alcohol (for consumption off the premises) is permitted between 0000 hours and 2400 hours Monday – Sunday (24 hours per day, 7 days per week);

(b) Condition 2 be amended to read:-

Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken (minimum of every six months). Written training records will be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

(c) Condition 1 be replaced with:-

A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images will be retained for a period of no less than 31 days. Access to the equipment and recordings will be provided to the Police or other relevant officers of a responsible authority within 24 hours of the request being made.

**LICENSING BOARD SUB-COMMITTEE
16th December, 2019**

Present:- Councillor Ellis (in the Chair); Councillors McNeely, Reeder, Sheppard and Steele.

33. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and 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 the Police Act 1997 and Paragraphs 3 and 7 of Part I of Schedule 12A to the Local Government Act 1972 (business affairs and prevention of crime).

34. APPLICATIONS FOR THE GRANT/RENEWAL/REVIEW OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES

The Sub-Committee of the Licensing Board considered a report of the Licensing Manager relating to applications for the review of hackney carriage/private hire drivers' licences in respect of Messrs. G.K-E., M.D.A.R. and A.S.

Messrs. G.K-E., M.D.A.R. and A.S., together with representatives where applicable, attended the meeting and were interviewed by the Sub-Committee.

Resolved:- (1) That the application for a hackney carriage/private hire driver's licence in respect of Mr. G.K-E. be refused.

(2) That the application for a hackney carriage/private hire driver's licence in respect of Mr. M.D.A.R. be granted.

(3) That a written warning be issued to Mr. A.S.

35. APPLICATION FOR THE GRANT OF A PRIVATE HIRE OPERATOR'S LICENCE

The application for the grant of a private hire operator's licence by Mr K.L. on behalf of Ola UK Private Hire Ltd. was deferred to a future meeting at the applicant's request.

**LICENSING SUB-COMMITTEE
16th December, 2019**

Present:- Councillor Ellis (in the Chair); Councillors Russell and Vjestica.

**6. LICENSING ACT 2003 - LICENCE - LAND OFF GUILTHWAITE
COMMON LANE, UPPER WHISTON**

Consideration was given to an application for the variation of a Premises Licence, under the provisions of the Licensing Act 2003, in respect of the premises identified as Land off Guilthwaite Common Lane, Upper Whiston, Rotherham.

The application sought to vary the premises licence as follows:-

- Amend the times during which licensable activity is permitted.

The licence currently permits the following activities from 1200 hours until 2400 hours Thursday to Sunday:-

Performance of live music (indoors)
Playing of recorded music (indoors)
Performance of dance (indoors)
Entertainment of a similar nature (indoors and outdoors)

In addition, the licence permits the following:

Retail sale of alcohol (for consumption on the premises only)
between 1200 and 2300 Thursday to Sunday
Provision of late night refreshment (indoors and outdoors) 2300 to
0000 hours Thursday to Sunday

The applicant was seeking to vary the licence so that the terminal hour for all of the above licensable activities becomes 0100 on a Friday and Saturday i.e. until 0100 hours the following morning.

Furthermore the applicant was seeking to extend the terminal hour for all activities other than late night refreshment until 0000 hours on a Thursday i.e. until 0000 hours the following morning.

- Amend Condition 8 on the licence – include requirement for Approve Contractor Scheme (ACS) security personnel
- Deletion of Conditions 19, 20, 21, 24, 25, 47 and 48 due to them being duplicated in other conditions

- Amend Condition 27 on the licence – include a reference to there being a prohibition on groups larger than 4 people
- Amend Condition 30 on the licence – remove requirement for certain actions prior to first event
- Condition 36 on the licence – remove requirement for waste receptacles to be lidded
- Condition 37 on the licence – additional requirement for lighting to be positioned in such a way so as not to cause a disturbance to local residents
- Condition 56 on the licence – amend condition so that access is allowed with “documentation or authorisation” not just documentation
- Annex 3(a) – remove limit of 500 people at the event and allow capacity to be determined through agreement with responsible authorities
- Annex 3(b) – insert words “on request” with reference to attendance at debrief session following event.
- (detail provided on the application form).

In addition the applicant was proposing to combine Conditions 23 and 26.

Mr. S. Ratcliffe, the Applicant referred to the reasons for the variation and explained the rationale behind each of the proposed amended conditions.

No objections had been received by the statutory consultees as part of the application to vary the licence.

The Licensing Authority (in its role as Responsible Authority) had received a representation from Whiston Parish Council.

The Sub-Committee gave full consideration to this representation which related to the possible noise implications of extending the hours of playing music until 1.00 a.m. on the Friday and Saturday, the high risk of misuse of drugs and alcohol, the risks of access by younger children attending unlawfully and the lack of safeguards to prevent crime and disorder.

The Sub-Committee considered the application for the variation in the Premises Licence and the representations made specifically in the light of the following Licensing objectives (as defined in the 2003 Act):-

- The prevention of crime and disorder.
- Public safety.
- The prevention of public nuisance.
- The protection of children from harm.

Resolved:- That the application for a variation to the Premises Licence made by Mr. S. Ratcliffe and Mr. J. Tate, under the provisions of the Licensing Act 2003, in respect of land off Guilthwaite Common Lane, Upper Whiston, be approved as submitted subject to the following:-

(1) That the reference to “4 persons” in the proposed additional condition No. 27 be not approved

(2) That condition No. 56 be amended to read “the licence holder shall ensure that no entry to the premises is permitted without the required documentation” be amended to read “including electronic documentation”.

(3) That Annexe 3(a) be amended to read “that the number of persons/visitors at the organised event to be decided in agreement with representatives of the appropriate responsible authorities 3 months before the event taking place”.