



CABINET

Monday, 15 June 2020
10.00 a.m.
Virtual Meeting

Cabinet Members:-

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

Councillor Chris Read
Councillor Gordon Watson

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

Rotherham
Metropolitan
Borough Council 

CABINET

Venue: Virtual Meeting
<https://rotherham.public-i.tv/core/portal/home>

Date and Time: Monday, 15th June, 2020 at 10.00 a.m.

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

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

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

A G E N D A

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Questions from Members of the Public

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

Please contact the Governance Unit if you want to ask a question at this meeting – governance@rotherham.gov.uk – and you will be provided with information on how to do so. You can also submit questions in writing in advance of the meeting which can be read out by an officer.

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

Councillors may also ask questions under this agenda item.

4. Minutes of the Previous Meetings (Pages 1 - 16)

To receive the record of proceedings of the Cabinet meeting held on 23 March and 11 May 2020.

5. Exclusion of the Press and Public

Agenda Items 13 and 15 have exempt appendices. Therefore, if necessary when considering those items, the Chair will move the following resolution:-

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

ADULT SOCIAL CARE AND HEALTH

6. Rotherham's All Age Autism Strategy and Implementation Plan 2020 -2023 (Pages 17 - 81)

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

Recommendations:-

1. That the content of the report be noted.
2. That approval be given to the proposed Rotherham All Age Autism Strategy and Implementation Plan.
3. That the intention to review the Plan in 2022 noted.

7. Public Health Proposals for Recommissioning Sexual Health Services (Adults and under 18s) (Pages 83 - 108)

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

Recommendations:-

1. That the impact of the pandemic on NHS providers and also the local authority in its role as commissioner of the Sexual Health services for Rotherham residents as set out in the report be noted.
2. That approval be given to the publication of the Sexual Health tender in April 2021.
3. That the current contract with TRFT to allow be varied for a further 12-month term until 31 March 2022 to facilitate the tendering exercise.

4. That the new service be recommissioned for a period of 5 years with annual extension options after that for up to a further 5 years, making the total potential contract length 10 years.
5. That approval be given to the amendment to the service for the recommissioned contract to include the budget held by the Council for the payments to other providers across England when Rotherham residents' access Genito Urinary Medicine (GUM) services. This is to be managed by the successful provider going forwards.

CHILDREN'S SERVICES AND NEIGHBOURHOOD WORKING

8. Operational Delivery of LAC Sufficiency Strategy – Update on the Development of New Residential Provision (Pages 109 - 126)

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

Recommendations:-

1. That Cabinet note the progress made.
2. That approval be given to progress to phase two of the implementation plan, which incorporates the acquisition of three properties within the capped budget of £750, 000 and the recruitment of the associated staff to register and operationalise the homes.
3. That a further report be presented to Cabinet on the submission of the Ofsted registration for the homes in phase two, and any requests for permission to move to phase three of the plan which will include an update on the financial implications.

9. Support Services for Adult Survivors of Child Sexual Exploitation: Commissioning and Procurement Approach (Pages 127 - 164)

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

Recommendations:-

1. That the key findings from the needs analysis for support services for adult survivors of child sexual exploitation be noted.
2. That approval be given for services to be re-commissioned until 31 March 2023, with an option to extend until 31 March 2025, and that a formal tender is advertised.
3. That approval be given to the key features of the service specification, as set out in paragraphs 2.14 and 2.15 of this report and Option 3, to realign the funding split to increase the proportion of evidence-based interventions that are delivered as part of the overall service offer.

CORPORATE SERVICES AND FINANCE

10. Finance Update and Budget Monitoring Report (Pages 165 - 203)

Report of the Strategic Director of Finance and Customer Services

Recommendations:-

1. That the substantial costs associated with responding to the Covid-19 pandemic be noted.
2. That the funding received from Government to be used to mitigate the costs of responding to the Covid-19 pandemic be noted.
3. That approval is given to the expenditure incurred and anticipated on the Covid-19 response, in accordance with the expectations and guidance from Government and the Financial and Procurement Procedure Rules contained within the Council's Constitution.
4. That approval be given to the utilisation of the Covid-19 emergency grant funding in accordance with expectations and guidance from Government and the Financial and Procurement Procedure Rules contained within the Council's Constitution.
5. That the approach taken to the distribution of 75% of the Infection Control Fund as per national guidance is noted.
6. That approval is given to the recommended approach for the allocation of the 25% discretionary element of the Infection Control Fund.

11. New Applications for Business Rates Discretionary Relief for Rotherham Abuse Counselling Service and Rotherham Crossroads - Caring for Carers (Pages 205 - 220)

Report of the Strategic Director of Finance and Customer Services

Recommendations:-

1. That 20% top up discretionary relief be awarded to Rotherham Abuse Counselling Service for the period 1st April 2019 to 31st March 2021.
2. That 20% top up discretionary relief be awarded to Rotherham Crossroads – Caring for Carers for the period 1st April 2019 to 31st March 2021 on the premises at The Point, Bradmarsh Way but declined on the premises at Bridgegate.

12. Covid-19 Discretionary Business Grants Scheme (Pages 221 - 239)

Report of the Strategic Director of Finance and Customer Services

Recommendations:-

1. That Cabinet approve the operation of the Discretionary Grant Fund as set out within the report.
2. That Cabinet note the application process and timeframe for applications to be made.
3. That Cabinet delegate to the Strategic Director Finance and Customer Services the application of any surplus grant to top up the grant values paid to eligible small businesses.

HOUSING

13. Update on the Site Clusters Programme (Pages 241 - 272)

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

Recommendations:-

1. That progress with the Site Clusters Programme be noted.
2. That the anticipated final cost position of the Site Clusters Programme as set out in Appendix 4, be noted.

JOBS AND THE LOCAL ECONOMY

14. Local Plan: Adoption of Supplementary Planning Documents (Pages 273 - 504)

Report of the Strategic Director of Regeneration and Environment

Recommendations:-

1. That approval be given to adopt the Supplementary Planning Documents in respect of:-
 - Householder Design Guide
 - Development in the Green Belt
 - Equal and Healthy Communities
 - Town Centre Uses and Developments
 - Air Quality and Emissions
 - Shop Front Design Guide

15. Disposal of Surplus Property Asset - Former Caretaker's Property (Thorpe Hesley Primary School), 790 Upper Wortley Road, Thorpe Hesley, Rotherham (Pages 505 - 517)

Report of the Strategic Director of Regeneration and Environment

Recommendations:-

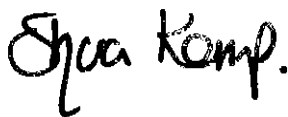
1. That approval be given to the disposal of the Council's freehold interest in the Former Caretaker's Property (Thorpe Hesley Primary School), 790 Upper Wortley Road, Thorpe Hesley, Rotherham
2. That approval be given to the Assistant Director (Planning, Regeneration and Transport) to the disposal of the assets by implementing the most appropriate method of disposal to help expedite the process, whilst ensuring that best consideration is achieved under Section 123 – Local Government Act 1972.
3. That the Assistant Director of Legal Services be instructed to negotiate and complete the necessary legal documentation once terms for the disposal have been agreed.

16. Recommendations from Overview and Scrutiny Management Board (Pages 519 - 521)

To receive a report detailing the recommendations of the Overview and Scrutiny Management Board in respect of the above items that were subject to pre-decision scrutiny on 10 June 2020

17. Date and Time of Next Meeting

The next meeting of the Cabinet will be held on Monday 13 July 2020 commencing at 10.00 a.m. and will be viewable at <https://rotherham.public-tv/core/portal/home>



SHARON KEMP,
Chief Executive.

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THE CABINET
Monday, 23rd March, 2020

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

Apologies for absence were received from Councillors Alam, Lelliott and Steele.

124. DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

125. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

126. MINUTES OF THE PREVIOUS MEETING

Resolved:-

That the minutes of the previous meeting of the Cabinet held on 17th February, 2020 be approved as a true and correct record of the proceedings.

127. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:-

That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the Agenda Items 11, 13 and 17 on the grounds that the appendices of the reports 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.

128. IMPLEMENTING THE SOUTH YORKSHIRE DEVOLUTION DEAL

Consideration was given to the report which detailed how the Government in 2015 agreed the devolution deal which was later endorsed by RMBC by Council in March, 2016.

This economic deal involved the establishment of a directly Elected Mayor to chair the Mayoral Combined Authority (MCA), working alongside Local Authority Leaders, who would exercise powers and functions devolved from Government and receive an additional £30m “gainshare” annual funding allocation.

After a period of uncertainty, consensus had now been reached on how the deal would be progressed and the powers needed to implement the deal formed part of a governance review and “scheme” This had been subject to a public consultation exercise and this ended on 15th March, 2020.

The results of the consultation were to be analysed and, subject to the consultation and decision of the Mayoral Combined Authority, submitted to the Secretary of State, it as anticipated that a Powers Order would be produced by the end of May, 2020.

The report had been subject to pre-decision scrutiny by the Overview and Scrutiny Management Board on 18th March, 2020 where Members had indicated their support for the recommendations.

Resolved:-

That authority be delegated to the Chief Executive, in consultation with the Leader of the Council and the Monitoring Officer, to take forward and conclude the legal steps necessary to implement the devolution agreement. This will include consenting on behalf of the Council to the enabling Powers Order, provided that such Order corresponds to the proposals contained in the governance review and scheme.

129. RESPONDING TO THE CLIMATE EMERGENCY

Consideration was given to a report which detailed how the Council declared a Climate Emergency at its meeting on 30th October, 2019. Following the declaration work had been undertaken to produce a draft policy document “Rotherham Council Responding to the Climate Emergency”, setting out the Council’s commitment to tackle climate emergency. The draft policy document was appended to the report.

A Member Working Group had been established to consider the Council’s response to the climate emergency and to propose a target for the Council’s carbon reduction. Arising from this work it was proposed that the following targets were adopted:

- RMBC: Council’s carbon emissions to be at net zero by 2030.
- Rotherham: Borough-wide carbon emissions to be at net zero by 2040.

The purpose of these dual targets was to recognise the borough’s carbon budget (a carbon budget was the cumulative amount of carbon dioxide (CO₂) emissions permitted over a period of time to keep within a certain temperature threshold), alongside the Council’s carbon budget and acknowledge the need for the Council to lead by example in securing commitments and pledges from other organisations.

Overall, the approach set out themes for the policy together with targets for 2030 and 2040 and actions for 2020/21. It was proposed that the Member Working Group would continue to develop the policy and actions for future years to meet the target outcomes.

Cabinet Members welcomed this report and the importance of taking this forward on a contingency basis and the progress would be reported into Council in due course.

The report had been subject to pre-decision scrutiny by the Overview and Scrutiny Management Board on 18th March, 2020 where Members had indicated their support for the recommendations.

Resolved:-

- (1) That the progress to date following the declaration of the climate emergency be noted
- (2) That the continuation of the work of the Climate Emergency Member Working Group be agreed
- (3) That approval be given to set the following targets:-
 - a RMBC: Council's carbon emissions to be at net zero by 2030
 - b Rotherham: Borough-wide carbon emissions to be at net zero by 2040
- (4) That the seven policy themes of Energy; Housing; Transport; Waste; Built and natural environment; Influence; and Engagement be endorsed
- (5) That the 2020/21 plan of action be approved.

130. CRISIS SUPPORT - OUTCOME OF CO-DESIGN FOR PROVISION OF CRISIS SUPPORT 2020-2023

Further to Minute No. 63 of the meeting of the Cabinet held on 21st October, 2019, consideration was given to a report which detailed the decision to seek a lead organisation and co-design for Crisis Provision for the years 2020/21; 2021/22; and 2022/23, under the provisions of the Rotherham Compact. This report provided the detail of the process undertaken; the partners engaged and outcome of the co-design.

Cabinet were asked to approve the outcome of the co-design and to award a service level agreement and grants to Voluntary Action Rotherham; LASER Credit Union; and FareShare Yorkshire for Crisis Provision for three years commencing on 1st April, 2020.

Resolved:-

That the outcome of the bidding process and co-design under the provisions of the Rotherham Compact, following the Cabinet decision of 21st October, 2019, be received and approved.

131. COUNCIL PLAN MONITORING QUARTER 3 (OCTOBER TO DECEMBER 2019)

Consideration was given to the latest Council Plan updated underpinning the Council's overall vision and set out the headline priorities, outcomes and measures that would demonstrate its delivery.

The Council Plan for the period 2017-2020 was approved by Elected Members at the Council meeting on 12th July, 2017. Refreshed performance measures covering the 2019-2020 financial year were approved by Cabinet on 20th May, 2019 and Council on 24th July, 2019.

Formal quarterly performance reports were presented in public at Cabinet meetings, with an opportunity for Scrutiny consideration if required. This report was the third report in the 2019-2020 reporting cycle covering Quarter 3 (1st October 2019 to 31st December 2019).

The Quarter 3 Performance Report provided an analysis of the Council's current performance against 13 key delivery outcomes and 69 measures.

At the end of Quarter 3, 28 measures (49%) had either met or had exceeded the target set in the Council Plan. This is the same number of measures hitting target as Quarter 2, although the percentage of measures on target was a slight reduction in performance when compared to Quarter 2 (52%). This was due to more measures having data included in this quarter than in Quarter 2. However, performance was still significantly higher than at this time last year, when only 42% of measures had hit their targets.

The direction of travel was positive for 37 (66%) of the indicators measured in this quarter. This is a significant improvement when compared to the 56% figure for the last quarter and the overall direction of travel of Council Plan measures was now very positive, even though the number of measures hitting their target had not yet accelerated.

Resolved:-

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

(2) That measures which are not achieving their targets and the actions required to improve performance, including future performance clinics, be discussed.

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

132. JANUARY 2020 FINANCIAL MONITORING REPORT

Consideration was given to the report which set out the financial position as at the end of January, 2020 and was based on actual costs and income for the first ten months of 2019/20 and forecast for the remainder of the financial year. Financial performance was a key element within the assessment of the Council's overall performance framework and essential to achievement of the objectives within the Council's Policy Agenda. To that end, this is the fifth in a series of monitoring reports for the current financial year which will continue to be brought forward to Cabinet on a regular basis.

As at January 2020, the Council has a forecast year-end overspend of £3.1m on the General Fund.

The issues and reasons behind that overspend were unchanged from previous reports and all services have been continuing to improve that position with an improved position in Adult Care and work was continuing to bring the overspend within the value of the reserve.

There were also a number of changes to the capital programme with actual delivery on schemes and timing, some of which may slip into a longer time frame.

It hoped that by year-end without significant impact in the current year's position the Council would need to focus on the year ahead.

Given the current situation, additional Government funding would also be available in the next financial year, which needed to be worked through. Any additional costs were being logged and work was ongoing to analyse the latest guidance and how these hardship grants would be applied.

Resolved:-

(1) That the current General Fund Revenue Budget forecast of £3.1m overspend be noted.

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

(3) That the Capital Programme update be noted.

133. NEW APPLICATION FOR BUSINESS RATES HARDSHIP RELIEF

Consideration was given to an application for business rates hardship relief in accordance with the Council's Discretionary Business Rates Relief Policy (approved by Cabinet on 12th December, 2016).

Resolved:-

That the application for hardship relief be refused.

134. NEW APPLICATION FOR BUSINESS RATES DISCRETIONARY RELIEF FOR ROTHERHAM UNITED COMMUNITY SPORTS TRUST

Consideration was given to an application for the award of a business rate discretionary relief for Rotherham United Community Sports Trust. 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 Rotherham United Community Sports Trust for the period 10th September, 2019 to 31st March, 2021.

135. ROTHERHAM TOWN CENTRE MASTERPLAN IMPLEMENTATION - ACQUISITION OF THE FORMER HIGHER EDUCATION HUB (CHARTER ARMS), EASTWOOD LANE

Consideration was given to the report which sought approval to acquire the leasehold interest of the former Higher Education Hub, Eastwood Lane.

The Council owned the Freehold interest in the Higher Education Hub (formally known as the Charter Arms Public House) located on Eastwood Lane, overlooking the Markets Complex.

The Council granted a long lease (99 years) in 1976 to the Mansfield Brewery Company, which was assigned by the Brewery to Rotherham North Notts Group Further Education College (RNN) in 2014. The lease had been varied from its initial use as a Public House to its current use as the Higher Education Hub. RNN have carried out substantial improvements to the property.

RNN held the remaining 55 years of the lease paying an annual rent to the Council.

RNN no longer have a use for the building having completed the University Centre Rotherham (UCR) Campus, and the Higher Education Hub was now surplus to requirements. RNN, through agents, were now actively marketing the property for disposal on the open market and the Council were looking to acquire the long leasehold interest.

Completing this acquisition was viewed as an important step in progressing with the delivery of the Markets redevelopment as part of the implementation of the Town Centre Masterplan, building on the significant progress over recent years on a range of projects.

Resolved:-

- (1) That the acquisition of the leasehold interest of the former Higher Education Hub, Eastwood Lane up to the value of the worst case scenario in appendix 3 be approved.
- (2) That the Assistant Director (Planning, Regeneration and Transport), in consultation with the Strategic Director of Finance and Customer Services, negotiate the acquisition of the leasehold interest.
- (3) That the Assistant Director of Legal Services be instructed to complete the necessary legal documentation once terms for the acquisition have been agreed.
- (4) That the cost of the acquisition and demolition of the asset be funded from the approved Town Centre Capital Investment Fund.

136. GAMBLING ACT 2005 – STATEMENT OF LICENSING POLICY 2020 - 2023

Consideration was given to a report which detailed how under Section 349 of the Gambling Act 2005 a licensing authority was required 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 2014. However, this review did not take place due to the Council's focus on taxi and private hire licensing.

In June 2019, Cabinet took the decision to undertake a two-stage consultation process. This process had now concluded, and the outcome of the consultation had informed a finalised Statement of Licensing Policy for approval.

The revised policy contained a number of changes and the consultation had broadly supported these changes including identifying clear links between different priorities and strategies of the Council, detailing information to emphasise each individual licensing objective and how these could be promoted by applicants and further work on the creation a 'Local Area Risk Profile', which would set out the Council's position, based on available data, as to which areas of the borough may have a higher sensitivity to problem gambling.

The draft policy already included substantially more information than previously and gave advice to applicants about how they should undertake a risk assessment of their local area and what types of evidence should be included in this.

Cabinet noted that in terms of that local risk there was still a requirement in the new policy for licensed premises to undertake their own risk assessment. Licensing officers and Licensing Committee would then consider the risk to be considered prior to issuing licenses.

The report had been subject to pre-decision scrutiny by the Overview and Scrutiny Management Board on 18th March, 2020 where Members had indicated their support for the recommendations.

Resolved:-

(1) That Council be recommended to agree that the proposed Gambling Act 2005 Statement of Licensing Policy 2020-2023 be adopted.

(2) That officers work with colleagues in Public Health, alongside Licensing Committee and Health and Wellbeing Board, to produce a Local Area Risk Profile for the Borough.

137. LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY

Consideration was given to the report which detailed how 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 Statement of Licensing Policy was last published in 2011.

In December 2019, Cabinet approved the second, formal stage of consultation on a drafted policy. This consultation had now concluded, and the outcome of the consultation has informed a finalised Statement of Licensing Policy, which is presented to Cabinet for consideration and recommended for approval.

Alongside the Licensing Policy, a Cumulative Impact Policy had been drafted and consulted upon which included a Cumulative Impact Assessment for a part of Wickersley to identify whether there was sufficient evidence to implement a Cumulative Impact Zone.

In the second stage of consultation, the Council have consulted at length with Ward councillors, licensees, residents and other responsible authorities, and have concluded that there was more than enough evidence, as required by the statutory guidance, to proceed with implementing a Cumulative Impact Zone in Wickersley.

Data from the Police, the NHS and Public Health suggested that Wickersley had a high saturation of licensed premises, and that the density of these premises had a negative impact on crime and anti-social behaviour, as well as putting health at risk through an increase in ambulance call-outs directly related to alcohol consumption.

It was important that the whole area be considered in order not to displace the problems or accentuate further crime. As part of the consultation there had been a number of questions and the reasons for why the decision was made to include not just part of the Wickersley area was confirmed. The tools were, therefore, given to the Licensing Board so that they could consider the wider area rather than just a narrow view.

The report had been subject to pre-decision scrutiny by the Overview and Scrutiny Management Board on 18th March, 2020 where Members had indicated their support for the revised Statement of Licensing Policy be supported.

Furthermore, Overview and Scrutiny Management Board had indicated that further consideration be made to the geographical designation of the proposed Cumulative Impact Zone for Wickersley with the view that the designation be restricted to the area north of the A631 Bawtry Road.

Having considered this recommendation, Cabinet were not supportive of the proposal from the Overview and Scrutiny Management Board.

Resolved:-

(1) That Council be recommended to agree that the proposed Licensing Act 2003: Statement of Licensing Policy 2020-2025 be adopted.

(2) That the Cumulative Impact Policy which details a Cumulative Impact Assessment for a specific area in Wickersley be approved.

138. HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY REVIEW

Consideration was given to the report which detailed how in July 2015, the Council introduced a revised Hackney Carriage and Private Hire Licensing Policy. This policy was now widely seen to be setting the standard for other Local Authorities to benchmark against in relation to Taxi and Private Hire licensing.

As this policy was due for review the Council have widely consulted on a number of proposed changes to ensure the standard of licensed drivers, vehicles and operators in Rotherham continued to be of the highest quality.

This report outlined the final changes that have been included in a proposed revised policy based on consultation and sought approval for adoption.

The changes related to helping taxi drivers with their driver medical assessments and responding to some of the concerns, DBS checks for operator staff, refresher training and making sure that drivers were aware of the latest issues with regards to safeguarding.

In addition, there were recommended changes to signage and driver ID, camera storage and around vehicle plates requiring a further discussion of how this could be implemented in 2021.

The Chair of the Licensing Board welcomed the changes, especially given the initial reluctance to install CCTV in licensed vehicles and with the Cabinet Member the Council would continue to lobby for a national scheme.

The report had been subject to pre-decision scrutiny by the Overview and Scrutiny Management Board on 18th March, 2020 where Members had indicated their support for the recommendations.

Resolved:-

(1) That the revised Hackney Carriage and Private Hire Licensing Policy 2020/2023 be adopted.

(2) That a further public consultation regarding changes to the issuing of vehicle plates, as described in Section 2.11 be approved.

139. REVIEW OF FLEET MAINTENANCE

The report relates to the options available for maintaining the Council's in-house vehicles and grounds maintenance machinery.

The Council currently contracts this service to a national supplier. This contract is due to end in September 2020. This presents an opportunity for the Council to consider its options for the future provision of fleet maintenance.

The report therefore assesses the historic and current position in terms of the service and outlines a number of challenges in terms of the current externalised model of delivery.

The report concludes that the preferred option for the future provision of fleet maintenance for the Council is to insource the fleet maintenance service in order to undertake a further review and to report back to Cabinet with the findings, and recommendations for the future delivery of the service, at a future date.

Resolved:-

(1) That the proposal to insource Fleet Maintenance from 7th September 2020 at the latest be approved.

(2) That the findings of the ongoing review, and recommendations for the future of the service, be brought back to Cabinet for a decision at an appropriate future date.

140. RESPONSE TO RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD - PETITION IN RESPECT OF DROPPINGWELL LANDFILL

Consideration was given to the report which detailed how on 30th October, 2019, the Council received a petition from the Droppingwell Action Group calling on the Authority to take enforcement action in respect of the Grange Landfill Site.

As the petition met the threshold for consideration by the Overview and Scrutiny Management Board, a meeting was held on 28th January, 2020 to receive representations from the lead petitioner and also heard from the Cabinet Member for Waste, Roads and Community Safety, officers and representatives of the Environment Agency in respect of the site.

The Council was still opposed to the opening of this tip and would continue to try to look at every avenue possible. The Cabinet response had looked at the recommendations and some of the actions have already been completed, including information being sent through to the Environment Agency.

It was concerning how this tip could operate under a 1958 planning permission without some of the safeguards in place for a site of this nature. The Council was not ruling out any potential legal action in the future, but would continually review information being received and take action if this was viable.

The Overview and Scrutiny Management Board made eleven recommendations within this report for consideration by Cabinet.

Resolved:-

(1) That the response to the recommendations as detailed in Appendix 2 be approved.

(2) That an update report be brought back to Improving Places Select Commission in six months time.

141. 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.

142. DATE AND TIME OF NEXT MEETING

Resolved:-

That the next meeting of the Cabinet be held on Monday 15 June 2020 commencing at 10.00 a.m. in Rotherham Town Hall.

THE CABINET
Monday, 11th May, 2020

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

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

1. DECLARATIONS OF INTEREST

There were no declarations of interest at the meeting.

2. QUESTIONS FROM MEMBERS OF THE PUBLIC

As the Cabinet met virtually in accordance with the provisions of the COVID-19 pandemic lockdown regulations, members of the public were invited to email questions that would be read by an officer for the relevant Cabinet Member to answer.

Two questions were received from Mr Rodgers in advance of the meeting:-

1. When are the refunds are going to be made for the garden waste collections that have not been provided?
2. How is the council going to clear the backlog of garden waste which is piling up?

In response, the Cabinet Member for Waste, Roads and Community Safety thanked Mr Rodgers for his questions and thanked the broader public for their patience during the pandemic which had led to a six week pause of the garden waste service, however that service would be resumed on 11 May 2020 (the date of the meeting). The Cabinet Member confirmed that the details of reimbursement were being worked through by officers and the final position would be communicated to residents once that work had been completed.

With regard to the second question, the Cabinet Member indicated that she would work with officers to review the impact of the pausing of the garden waste collection service. Furthermore she recognised that it would take some time for normality to return. The Cabinet Member took the opportunity to pay tribute to the efforts of staff in the Waste service who had continued to work throughout the pandemic to provide refuse and recycling collection services in the borough.

3. EXCLUSION OF THE PRESS AND PUBLIC

The Chair reported that there were no items of business on the agenda that would require the exclusion of the press and public from the meeting.

4. UPDATE ON THE COUNCIL RESPONSE TO THE COVID-19 EMERGENCY

Consideration was given to a report submitted for information which detailed the way in which the Council had responded to the Covid-19 emergency since March 2020.

The report detailed specific workstreams which had supported the Council's response to the pandemic, with a focus on the way in which decision making and governance had continued to operate, alongside the development of the Rotherham Community Hub and other specific work streams established to assist with the management of the emergency:-

- Managing the deceased
- Housing
- Rotherham Community Hub (Humanitarian/ Voluntary)
- Communications
- Staff & Workforce
- Data Collation & Reporting
- Corporate Incident & Business Continuity
- Health & Social Care Systems
- Rotherham Pandemic Group
- PPE

The Leader and Cabinet Members provided further details on the specific activities and outcomes associated with their respective portfolios and paid tribute to the work of officers in supporting the community during the pandemic.

It was noted that work was beginning in respect of planning for recovery from the pandemic and further discussions would be held across the Council in respect of the way in which services that been stood down during the pandemic would be returned as previous or in a different way.

Resolved:-

1. That the report be noted.

5. FINANCIAL SUPPORT FOR OLDER PEOPLES RESIDENTIAL CARE HOMES DURING THE COVID-19 PANDEMIC

Consideration was given to a report which detailed the duties outlined in the Secretary of State for Health and Social Care's letter with a specific focus on care Homes for Older People covering both residential and nursing provision.

It was reported that there are 34 Care Homes for Older People in Rotherham, with a total capacity of 1,677 beds in the independent sector. Care Home sustainability was a key driver in ensuring that the social care system supported NHS hospitals in both Rotherham and Sheffield to discharge Rotherham residents within the three hour limit when they are fit for discharge safely back into the borough within a supportive environment, thereby freeing up the valuable hospital beds for other Covid-19 patients.

The Secretary of State for Health and Social Care wrote to all local authorities on 19 March 2020 outlining the financial support available to support the response to Covid-19. The Council had been allocated two un-ringfenced grants totalling £16.2m to support the Council in meeting additional costs associated with its response to Covid-19. Within the grant letter were specific requirements to support Adult Social Care based on the guidance previously issued to local authority commissioners by the LGA, ADASS and the Care Provider Alliance to Adult Care commissioners.

Resolved:-

1. That approval be given to advance additional payments of £15k to each Older Peoples' Care Home in Rotherham (a total cost of £495k).
2. That approval be given to the provision of a £100k contingency fund for Adult Care to utilise should additional emergency funding be required.
3. That the costs be funded from the Government grant referred to within the report.
4. That the position be reviewed after the 12 week period (start date 1 April 2020) and any further requirements be brought back to Cabinet for decision.

6. FINANCIAL SUPPORT FOR LEARNING DISABILITY DAY OPPORTUNITY PROVIDERS DURING THE COVID-19 PANDEMIC

Consideration was given to a report which had a specific focus on the Adult Care Directorate's second largest area of spend after Older People, with a gross budget of circa £31.6m per annum on supporting people with a Learning Disability and/or Autism, in the light of a letter from the Secretary of State for Health and Social Care in respect of the Covid-19 pandemic.

It was reported that Independent and Voluntary sector provider sustainability was a key driver in ensuring that the Adult Social Care system in Rotherham continued to support people with a Learning Disability and/or Autism through the impacts of Covid-19. The impact of the Governments social distancing measures had been significant on the provision of day opportunity services for people with a Learning Disability and/or Autism, with many of the services having to close or significantly reduce their offer.

The Secretary of State for Health and Social Care, Matt Hancock wrote to all local authorities on 19 March 2020 outlining the financial support available to support the response to Covid-19. The Council had been allocated two un-ringfenced grants totalling £16.2m to support the Council in meeting additional costs associated with its response to Covid-19. Within the grant letter were specific requirements to support Adult Social Care based on the guidance previously issued to local authority commissioners by the LGA, ADASS and the Care Provider Alliance to Adult Care commissioners.

Resolved:-

1. That approval be given to the adoption of the approach for each type of service as described in Option 1 of the report, with a total estimated cost of £970.1k.
2. That the position be reviewed after 12 weeks from 1 April 2020 or sooner if the government amends its guidance and any further requirements be brought back to Cabinet for decision.
3. That the additional costs be funded from the Government grant referred to in the body of the report.

7. 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.

Public Report
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

Rotherham's All Age Autism Strategy and Implementation Plan 2020 -2023

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)

Garry Parvin, Joint Head of Learning Disability, Autism & Transitions Commissioning
garry.parvin@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The purpose of this paper is to present the Rotherham's All Age Autism Strategy and Implementation Plan 2020 -2023 for comment and approval.

The strategy is grounded in the vision and passion expressed in the Council Plan and in the Rotherham's Integrated Health and Social Care Place Plan - based on the values of ensuring collaboration and co-production. The strategy supports and progresses the outcomes outlined in Integrated Health and Social Care Place Plan and the Councils Housing Strategy.

The strategy uses a 'whole life approach' which is used in the Rotherham Health and Wellbeing Strategy. The strategy is based on a clear co-produced vision and identifies key activity focused on 5 areas. These are:

1. Starting Well: All Rotherham's autistic children and young people are healthy and safe from harm
2. Developing Well: All Rotherham's autistic children and young people start school ready to learn for life

3. Moving on well to independence: Rotherham's autistic children and young people are provided with the same opportunities to thrive going into adulthood.
4. Living well: Autistic adults living in Rotherham will get the right support when needed
5. Ageing well: Autistic adults living in Rotherham will be better supported as they grow old

The new All Age Autism Strategy and Implementation Plan provides an overarching framework for the Council, NHS Rotherham Clinical Commissioning Group (CCG) and partners. It identifies priority areas based on the national requirements and local findings.

It is proposed that both the Strategy and the accompanying Implementation Plan will be delivered over a period of three years, from 2020 to 2023. The Plan will work on the principle of a strength-based approach; this means the Strategy should encourage people to recognise their strengths to support choice and control.

The Strategy will build on work being carried out in Rotherham and South Yorkshire by individuals, groups and communities, as well as the Council and partners to improve the lives of people with autism.

Recommendations

1. That the content of the report be noted.
2. That approval be given to the proposed Rotherham All Age Autism Strategy and Implementation Plan.
3. That the intention to review the Plan in 2022 noted.

List of Appendices Included

- Appendix 1 Equalities Initial Screening (part A) and full Assessment (part B)
Appendix 2 Rotherham's All Age Autism Strategy and Implementation Plan 2020 - 2023

Background Papers

N/A

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Overview and Scrutiny Management Board – 10 June 2020

Council Approval Required

No

Exempt from the Press and Public

No

Rotherham's All Age Autism Strategy and Implementation Plan 2020 -2023

1. Background

- 1.1 Autism is a lifelong developmental disability that affects how a person communicates with, and relates to, other people. It also affects how they make sense of the world around them. It is a spectrum condition, which means that, while all people with autism share certain difficulties, their condition will affect them in different ways. Some people with autism can live relatively independent lives but others may have accompanying learning disabilities and need a lifetime of specialist support. People with autism may also experience over – or under – sensitivity to sounds, touch, tastes, smells, light or colours.
- 1.2 Autism is a disability and is recognised by the Equality Act 2010; it is estimated that around 50% of those with autism also have a learning disability and 71% of those with autism may experience mental health problems.
- 1.3 Both as a society and a community, we can all do some simple things to improve the lives of people with autism. For example: businesses and amenities making small changes (such as reducing noise, distractions and putting in place clear signage) so that their services can be enjoyed by those on the spectrum, and people with autism and that their families are well supported.
- 1.4 A note on terminology: research has found that all groups like the terms 'on the autism spectrum' and 'Asperger syndrome'. Autistic adults prefer the identity-first terms 'autistic' and 'Aspie', whereas families didn't like 'Aspie'. Practitioners also like the term 'autism spectrum disorder (ASD) or conditions (ASC)'. To reflect the findings of this research, the strategy will use the term 'autistic' – particularly when talking about children and to adults who identify themselves in this way.

National policy and priorities:

- 1.5 The National Autism Strategy, 'Fulfilling and Rewarding Lives', was originally published by the government in March 2010 as a result of the Autism Act 2009 and applies to adults in England. The National Autism Strategy set out a vision for all public services in England to respond appropriately to the needs of people with autism. This was followed by statutory guidance for local authorities and NHS organisations in December 2010. The Autism Act 2009 required that local authorities and local health bodies work together to improve on supporting the needs of adults with autism.
- 1.6 The Autism Act 2009 remains the only disability specific piece of legislation in England. It places clear legal responsibilities on local authorities, NHS bodies (including Clinical Commissioning Groups) and NHS Foundation Trusts. Local authorities are required to treat the statutory guidance that accompanies the Act 'as though it were guidance issued under section 7 of the Local Authority Social Services Act 19706 (LASS Act).
- 1.7 Both the National Strategy (2009) and the statutory guidance (2010) have been revised and refreshed as there has been concern about the progress of transformation. "Think Autism" in 2014 refreshed the national strategy and affirmed the importance of five areas for action:
 - To improve the lives of adults with autism;
 - Increase awareness and understanding of autism;

- Develop clear, consistent pathways for the diagnosis of autism;
- Improve access for adults with autism to services and support;
- Help adults with autism into work; and enable local partners to develop relevant services.

In particular, “Think Autism” had a new focus on:

- building communities that are more aware of and accessible to the needs of people with autism;
- promoting innovative local ideas, services or projects that can help people in their communities; and
- Ensuring advice and information about services is clear and accessible for people.

This was followed by a refresh of the Statutory Guidance in March 2015 (see 1.8 below).

It is expected (subject to the impact of COVID-19), that both the national strategy and Statutory Guidance will be further updated in 2020/21

- 1.8 The 2015 Statutory Guidance is organised into nine areas and contains ‘must’ and ‘should’ statements. Where the guidance says local authorities, NHS bodies and Foundation Trusts, “must” refers to ‘legal duties imposed upon these bodies by the Autism Act 2009 or other Acts of Parliament e.g. the Care Act 2014, and the Children and Families Act 2014 (or secondary legislation made under such Acts).’ The Council and its health partners are responsible for providing leadership and to secure the implementation of all aspects of the Act. The nine areas are:

1. Training of staff who provide services to adults with autism;
2. Identification and diagnosis of autism in adults, leading to assessment of need for relevant services;
3. Planning in relation to the provision of services for people with autism as they move from being children to adults;
4. Local planning and leadership in relation to the provision of services for adults with autism;
5. Preventative support and safeguarding in line with the Care Act 2014 from April 2015;
6. Reasonable Adjustments and Equality – this is a theme that is relevant to all our functions and which we plan to monitor through Equality Impact Assessment (EIA);
7. Supporting people with complex needs, whose behaviour may challenge or who may lack capacity.
8. Employment for adults with autism
9. Working with the criminal justice system.

2. Key Issues

- 2.1 Autistic people in Rotherham and their families have identified that the autism strategy and the implementation plan will take a ‘whole life approach’ - as developed by Rotherham’s Health and Wellbeing Strategy. The Rotherham Autism strategy identifies 5 areas to improve the health and wellbeing of autistic people in Rotherham. The areas are:

1. Starting Well: All Rotherham's autistic children and young people are healthy and safe from harm
2. Developing Well: All Rotherham's autistic children and young people start school ready to learn for life
3. Moving on well to independence: Rotherham's autistic children and young people are provided with the same opportunities to thrive going into adulthood.
4. Living well: Autistic adults living in Rotherham will get the right support when needed
5. Ageing well: Autistic adults living in Rotherham will be better supported as they grow old

Ensuring that autistic children, young people and adults have timely diagnosis and have access to post diagnostic support if needed.

- 2.2 Rotherham has higher recorded rates of autistic children in primary, secondary and special educational schools – with figures for secondary schools more than double the national average.

	Rotherham	National
Primary	8.5%	6.7%
Secondary	18.2%	8.8%
Special	30.4%	26.9%

The reasons about these differences remain unclear. Activity is being commissioned by Rotherham CCG to better understand these differences.

- 2.3 There is a neurological diagnostic pathway for autistic children and young people delivered by the Rotherham, Doncaster and South Humber foundation Trust (RDaSH). Joint work between Rotherham CCG and RDaSH estimates that the current pathway can respond to approximately 25 children per month. The average number of new referrals per month is 47.
- 2.4 There has been a high level of requests for diagnosis for autism in children. This has also been reported nationally. We aim to reduce waiting times as Autistic children; young people and their families have reported waiting much too long to receive a diagnosis.
- 2.5 A joint action plan between Rotherham CCG and RDaSH has been developed to reduce the diagnosis waiting list over time. This work will ensure that the current pathway is effective and efficient. A pilot commenced in February 2020; to increase capacity by commissioning a second provider (Healios) to work in partnership with RDaSH to offer a diagnostic pathway via an online platform. Such solutions are also encouraged in relation to addressing demand for diagnosis during the COVID-19 crises.
- 2.6 In addition to seeking to balance demand and the capacity to respond, work is required to understand the level of demand in Rotherham and to explore if there might be ways to reduce this. Other areas have seen a reduction in the number

of referrals by introducing a comprehensive behaviour pathway with schools; ensuring that early intervention is embedded and understood across the system.

For Rotherham adult population (18+) the number of adults with autism is estimated to be 2017. There are currently only 117 adults with autism known to social care services within Rotherham at this time.

- 2.7 The table below shows the projected prevalence rates of autism (Projecting Adult Needs and Service Information- POPPI and Projecting Older People Population Information System -PANSI) in Rotherham and in neighbouring authorities.

Age	Rotherham's diagnosis numbers (age)	Rotherham - predicted	Doncaster - predicted	Barnsley - predicted	Sheffield - predicted
18-24	542 (19-24)	207	240	193	833
25-34	327 (25 -40)	322	414	307	863
35-44		294	374	280	685
45-54	109 (41-55)	385	426	364	737
55-64	29* (56+)	330	387	310	589
<i>Total aged 18-64</i>		1538	1,840	1,455	3,706
65 -74	*See above	280	312	259	474
75+	*See above	199	224	178	388
<i>Total over 65</i>		479	536	437	862
Grand Total	1007	2017	2376	1892	4568

The table above shows that the number of people aged 18 – 24 diagnosed with autism in Rotherham is higher than the predicted numbers, although this equalises in the 25 - 40 age range.

Figures regarding levels of diagnosis were requested but they were not available. The paucity of data for adults with autism is reflected across Councils and health care systems across England with a current overreliance on estimated prevalence rather than facts.

- 2.8 Provision of the diagnostic assessment of adults for autism is currently commissioned from Sheffield Health and Social Care (SHSC) at the Sheffield Adult Autism and Neurodevelopment Service (SAANS) meaning that people with autism registered with a Rotherham GP currently travel to Sheffield for a diagnostic assessment. The specialist service undertakes a detailed assessment over a period of 3 – 4 hours with input from the person with autism and their carers.
- 2.9 Current average waiting time to access diagnosis services is 28 weeks. This is too long as the expected waiting time is no longer than 18 weeks. The implementation plan seeks to reduce waiting times to ensure people are waiting than 18 weeks.

- 2.10 Rotherham CCG is developing an all age neurological pathway across children's and adults services with RDaSH supported by an investment of £800k from the CCG.
- 2.11 There is no post diagnostic support offer for adults in Rotherham now, we intend to address this. This means that autistic adults may struggle to get the level of support to access health, welfare and work support they need following a diagnosis. Rotherham CCG are investing £80k per annum to create a personalised, asset-based post diagnostic service. The post diagnostic support service will provide advice and support if a person's needs require a Care Act Assessment (CAA).

Supporting autistic young people and adults to access Rotherham's job market.

- 2.12 During the development of the Autism Strategy autistic young people and adults said they wanted greater opportunities to work and to be included in their communities. The strategy and implementation plan will create these opportunities by:
- Using initiatives such as the European Social Funding (ESF) Pathways Programme. Pathways to Progression - supports 15 to 19 year-olds not in education employment or training (NEET) to engage in learning or employment and Pathways to Success supports adults.
 - Linking with Job Centre Plus work coaches.
 - Ensuring better local post-19 education provision – as offered by Rotherham Opportunities College.
 - Creating supported internships through Project Search. Project Search is a service to support young people in the preparing for adulthood cohort. The scheme offers specialist advice and support and has been very successful in developing employment opportunities in Doncaster.

Ensuring that the Criminal Justice System in Rotherham is accessible and can meet the needs of autistic people.

- 2.13 Autistic people can come into contact with the Police and criminal justice system both as victims and perpetrators of crime. Rotherham partners are working closely with South Yorkshire Police and the South Yorkshire Police and Crime Commissioner to:
- Develop the Autism Alert Card. This will ensure the needs of autistic people are known by the police and criminal justice system. This was previously a significant gap and was launched in September 2019.
 - Provide autism awareness training sessions for all South Yorkshire Police officers
 - Raise awareness of hate crime by training sessions (dealing with hate crime, being radicalised, controlling and cohesive behaviour, being groomed or abused in other ways.)
- 2.14 The strategy and implementation plan will improve:

- Access to mental health support (including suicide prevention) as rates of recorded mental health issues (stress, anxiety and depression) are lower for autistic people than expected, when compared to national trends
- Housing options.
- Promote awareness and understanding of autism in Rotherham in NHS, Council and Police services and the general public.

3. **Options considered and recommended proposal**

3.1 In developing the Autism Strategy and Implementation Plan the following options were considered:

- Create separate strategies for autistic children and adults – this would reflect what most other local authorities have done and complies with the Autism Act.
- Develop the strategy first, followed by the development of an implementation plan.

3.2 The Rotherham Autism Partnership Board stated it wished Rotherham to develop:

- An All age Strategy – working across children, young people and adults
- a clear implementation plan with a clear programme of work to ensure that the strategy was delivered.
- Whole life approaches.

This is the preferred option that has framed the development of the strategy.

4. **Consultation on proposal**

4.1 A core principle which underpins the development of the Strategy and implementation plan is that: autistic people and their families and carers are at the centre of everything we do.

4.2 To develop the strategy, workshops have been held with representatives from a wide range of professionals, people (including young people) with autism, parents, families, carers and local businesses. The workshops gathered rich information and ideas for key priorities for people with autism in Rotherham. This information then led to the development of the areas for focus as well as the actions for improvement.

4.3 People with autism said they required housing which is suitable for people with autism; it would be able to support people with autism who have a range of sensory issues. The Autism Partnership heard from people who had a negative experience from the Criminal Justice System; they told us many professionals still do not understand autism.

4.4 The Autism Partnership Board was set up to advise on all aspects of implementation associated with national and local autism policy - Fulfilling and Rewarding Lives (2010) and Think Autism (2014) and is made up of people with autism, carers, representatives of community and voluntary groups and professionals from the statutory sectors and will have a lead role in ensuring both the strategy and delivery plan are implemented.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Rotherham's All age Autism Strategy and implementation plan will last for 3 years until 2023. The Strategy has a implementation plan which ensures that under the 5 key areas identified in 2.1 are delivered. The impact of COVID-19 may have an impact on delivery times and this will be evaluated as the Council and partners move into 'recovery'.
- 5.2 The successful delivery of the Strategy is for all Rotherham Place partners. In terms of governance, the responsibility for the strategy will sit under Rotherham's Health and Wellbeing Board.

6. Financial and Procurement Advice and Implications

- 6.1 There are no direct financial implications from the proposals in the report. Any additional resources required to support the Autism Strategy will be subject to separate future decisions within the overall context of the Council's budget.
- 6.2 There are no known procurement implications that apply to the implementation of this strategy as it stands. For any additional and currently unplanned commissioning arrangements, that may arise over the next 3 years as a result of implementing this strategy, will be subject to compliance with the Councils Financial and Procurement Procedure Rules and Public Contract Regulations.

7. Legal Advice and Implications

- 7.1 The *Statutory guidance for Local Authorities and NHS organisations to support Implementation of the Adult Autism Strategy* as set out in section 3 of the Autism Act 2009 is to be treated as though it were guidance issued under section 7 of the Local Authority Social Services Act 1970 (LASS Act). This means that The Council must "follow the path charted by the guidance, with liberty to deviate from it where the authority judges on admissible grounds that there is good reason to do so, but without freedom to take a substantially different course."

8. Human Resources Advice and Implications

- 8.1 No implications identified at this stage.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 Both the strategy and implementation plan are 'all age' in scope. The implications both for Children, Young People and Vulnerable Adults are set out in the report.

10. Equalities and Human Rights Advice and Implications

- 10.1 Both Parts A and B have been completed. The Equalities Analysis Action Plan (see PART B – Equality Analysis Form in appendix 1) has concluded that the following actions need to be addressed:
- Data: Autism is captured in Council Children and Adult Care systems and is linked to some Protected Characteristics (Age, Gender and BAME status). There remain gaps in relation to sexual orientation and marital status.

Further work is also required to ensure that autism is accurately captured. This will be done as part of the refresh of Rotherham's Joint Strategic Needs Assessment (JSNA). There is a need to explore that all systems in the Rotherham Place – (For example: the NHS, leisure and libraries etc) capture autism as a Protected Characteristic. Target July 2021

- Ongoing engagement with autistic people, their families, Unpaid Carers and place partners principally through Rotherham's Autism Partnership Board. This will last for the duration of the strategy and beyond.
- The implementation plan addresses the priorities highlighted in engagements and the 2018 Autism Self-Assessment Framework. It is proposed (and if accepted) that updates on progress will be provided to both Rotherham's SEND Strategic board and Health and Wellbeing Board every 6 months.

11. **Implications for Ward Priorities:**

11.1 The Rotherham Autism Strategy and Implementation plan supports the three key outcomes which are set out in '*Thriving Neighbourhoods*', *our neighbourhood strategy for 2018/2025*:

- Neighbourhoods are safe and welcoming with good community spirit
- Residents are happy, healthy and love where they live
- Residents use their skills and assets to contribute to the outcomes that matter to them.

11.2 Both the strategy and implementation plan are Rotherham wide in scope. There are opportunities to address the needs of autistic people working with local Councillors and Neighbourhood services.

11.3 In reviewing the ward plans for Rotherham, both the strategy and implementation plan supports the following priorities within one or more of the Ward Plans:

- Support local voluntary and community organisations that provide activities and services for older people and young people and families.
- Supporting initiatives which will look at the health and wellbeing in the individual wards. The strategy discusses how positive mental health will be promoted.
- Ensuring a co-ordinated response to crime and anti-social behaviour – the development of the autism alert cards will ensure that the police and criminal justice services know that they are supporting autistic people.
- Decreasing loneliness and social isolation – the post diagnostic service will work with the voluntary sector to develop opportunities.

12. **Implications for Partners**

12.1 The Rotherham autism strategy has implications for all place partners. The principle partners identified are:

- NHS Rotherham CCG – this is set out in the report, strategy and will be approved via CCG governance.
- RDaSH: RDaSH are partners on the Rotherham Autism Partnership Board and have been instrumental in the development of the strategy and the implementation plan.

- Criminal Justice Partners: For example - South Yorkshire Police – this is set out in the strategy and implementation plan.
- Third Sector: Voluntary Action Rotherham (VAR), Rotherham Speak Up, Rotherham National Autistic Society and Rotherham Parents Carers Forum have been principle partners in developing both the strategy and implementation plan.

13. Risks and Mitigation

13.1 The following risks have been identified:

- Legal compliance with Autism Act (2009) and Statutory Guidance: the adoption of both the strategy and the implementation plan will close this risk and it anticipates national movements towards all age strategies.
- Support for the strategy and implementation plan from autistic people, their families and unpaid carers: as the equality impact assessment highlights there has been an ongoing dialogue with these groups and this will continue as set out in the report.
- financial implications: the development of an all age neurological diagnostic pathway and post diagnostic support has been accounted in Rotherham CCG spending.

14. Accountable Officers

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

Nathan Atkinson, Assistant Director – Strategic Commissioning

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	01/06/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	27/05/20
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/05/20

Report Author: Garry Parvin - Joint Head of Learning Disability, Autism and Transition Commissioning
garry.parvin@rotherham.gov.uk

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

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PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

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

1. Title

Title: ROTHERHAM'S ALL AGE AUTISM STRATEGY AND IMPLEMENTATION PLAN 2020 - 2023

Directorate:
Adult Care, Housing and Public Health

Service area:
Strategic Commissioning

Lead person:
Garry Parvin: Joint Head of Learning Disability, Autism and Transition Commissioning

Contact number:
garry.parvin@rotherham.gov.uk
Mobile: 07887057491

Is this a:

☒ **Strategy / Policy**
☐ **Service / Function**
☐ **Other**

If other, please specify

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

Rotherham's All Age Autism Strategy and Implementation Plan 2020 -2023 is grounded in the vision and passion expressed in the Council Plan and in the Rotherham's Integrated Health and Social Care Place Plan - based on the values of ensuring collaboration and co-production. The strategy supports and progresses the outcomes outlined in Integrated Health and Social Care Place Plan and the Councils

Housing Strategy.

The strategy uses a 'whole life approach' which is used in the Rotherham Health and Wellbeing Strategy. The strategy is based on a clear co-produced vision and identifies key activity focused on 5 areas. These are:

1. Starting Well: All Rotherham's autistic children and young people are healthy and safe from harm
2. Developing Well: All Rotherham's autistic children and young people start school ready to learn for life
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4. Living well: Autistic adults living in Rotherham will get the right support when needed
5. Ageing well: Autistic adults living in Rotherham will be better supported as they grow old

The new All Age Autism Strategy and Implementation Plan provides an overarching framework for the Council, NHS Rotherham Clinical Commissioning Group (CCG) and partners. It identifies priority areas based on the national requirements and local findings.

It is proposed that both the Strategy and the accompanying Implementation Plan will be delivered over a period of three years, from 2020 to 2023. The Plan will work on the principle of a strength-based approach; this means the Strategy should encourage people to recognise their strengths to support choice and control.

The Strategy will build on work being carried out in Rotherham and South Yorkshire by individuals, groups and communities, as well as the Council and partners to improve the lives of people with autism.

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>	Yes	
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	Yes	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>	Yes	
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>	Yes	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>	Yes	
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>	Yes	
If you have answered no to all the questions above, please explain the reason		

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

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

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

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

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

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

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

The strategy is expected to:

1. Improve health and wellbeing for autistic people living in Rotherham
2. Improve the delivery of health, care, housing, criminal justice system services in Rotherham for autistic people.

Working with Public Health and Joint Strategic Needs Assessment states:

An estimated 2,900 people in Rotherham are autistic. Autism is more prevalent in children and young people than in adults. The number of people with a learning disability or ASD who are aged over 65 is projected to increase by 20% by 2025. The number of Rotherham children with Special Educational Needs related to ASD increased by 26% between 2010 and 2015.

Local Rotherham diagnosis rates

From the estimated national prevalence rate, we would expect 1.1% of the Rotherham population to be diagnosed with an autism spectrum disorder, approximately 2,900 people. However, we were able to obtain local rates from recorded autism or Asperger's syndrome diagnosis in GP records. There are 2,707 Rotherham registered patients with a diagnosis of autism or Asperger's syndrome on their GP records⁷.

Whilst the total local number of autism cases is not out of line with the national 1.1% prevalence rate, when considered by age profile, local diagnosis rates are significantly above predictions in young people over 5 years old and that there is potentially significant under-diagnosis in the older adult population.

Whereas the prevalence study suggested 15% of autism diagnoses in women, locally this ranges from 22% (0-4 year olds) to 38% (in 41-55 year olds) with an average of 27%.

Health Outcomes and Autism:

More detail was obtained from GP records covering 40% of the Rotherham registered population which show:

- 6% of patients with ASD also had epilepsy (lower than 20-40% expected by research)
- 20% of patients with ASD also had learning disabilities (lower than 50% expected by prevalence study)
- 7% of patients with ASD also had anxiety, depression or stress (lower than expected)

- **Actions**

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

A core principle which underpins the development of the strategy is that: *People with autism and their families and carers are at the centre of everything we do.* To develop

the strategy

- a series of workshops were held from April to June 2018 with representatives from a wide range of professionals, people (including young people) with autism, parents, families, carers and local businesses. The workshops gathered rich information and ideas for key priorities for people with autism in Rotherham. This information then led to the development of the areas for focus as well as the actions for improvement.
- Follow up workshops were held in July 2019
- Meetings were held with parent and family representatives from 2018 -2020

Key elements of concerns were raised:

- People said they required housing which is suitable for people with autism; it would be able to support people with autism who have a range of sensory issues.
- We heard from people who had a negative experience from the Criminal Justice System; they told us many professionals still do not understand autism.
- People also said more people in Rotherham should receive training and awareness on autism including: taxi drivers, bus drivers, housing staff, teachers in schools, retail staff and general public awareness.

The Rotherham Autism Partnership Board has been a clear partner in developing the delivery plan which accompanies Rotherham's Autism Strategy.

Date to scope and plan your Equality Analysis:	20/04/20
Date to complete your Equality Analysis:	22/04/20
Lead person for your Equality Analysis (Include name and job title):	Garry Parvin Joint Head of Learning Disability, Autism and Transition Commissioning

5. Governance, ownership and approval

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

Name	Job title	Date
Nathan Atkinson	Assistant Director – Strategic Commissioning	22/04/20

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	22/04/20
Report title and date	ROTHERHAM'S ALL AGE AUTISM STRATEGY AND IMPLEMENTATION PLAN 2020 - 2023
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	22/04/20

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: ROTHERHAM'S ALL AGE AUTISM STRATEGY AND IMPLEMENTATION PLAN 2020 - 2023	
Date of Equality Analysis (EA): 20/04/2020	
Directorate: Adult Care, Housing & Public Health	Service area: Strategic Commissioning
Lead person: Garry Parvin: Joint Head of Learning Disability, Autism and Transition Commissioning	Contact number: garry.parvin@rotherham.gov.uk Mobile: 07887057491
Is this a: ☒ Strategy / Policy ☐ Service / Function ☐ Other	

If other, please specify

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

Name	Organisation	Role (eg service user, managers, service specialist)
Garry Parvin	RMBC/ RCCG	Joint Head of Service, Learning Disability, Autism, Transitions & Transforming Care, Strategic Commissioning
Jenny Lingrell	RMBC/ RCCG	Joint Assistant Director Commissioning, Performance & Inclusion
Ian Spicer	RMBC	Assistant Director Independent Living

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, other groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

Rotherham's All Age Autism Strategy and Implementation Plan 2020 -2023 seeks to address the needs of all children and young people adults with autism who live in Rotherham.

The Strategy and the Implementation Plan are both grounded in the vision and passion expressed in the Council Plan and in the Rotherham's Integrated Health and Social Care Place Plan - based on the values of ensuring collaboration and co-production. The strategy supports and progresses the outcomes outlined in Integrated Health and Social Care Place Plan and the Councils Housing Strategy.

Rotherham's strategy reflects the vision of the national autism strategy. Rotherham's vision is:

To work towards making Rotherham an autism friendly place to live. This means a place where you can get a timely diagnosis with support, meet professionals with a good understanding of autism, find services, organisations and employers that make reasonable adjustments when required, where people can feel safe, have aspirations and fulfil their potential, and become a full members of the local community.

Rotherham's All Age Autism Strategy sets out a vision for all people with autism, to have the same opportunities as anyone else to live rewarding and fulfilling lives whatever their age. This vision is shared by all public, voluntary and independent organisations that have worked together to develop the strategy.

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

To ensure that Rotherham's All Age Autism Strategy and Implementation Plan 2020 -2023 has considered customers, future customers, key stakeholders such as Unpaid Carers. The purpose is to ensure that everyone's protected characteristics are considered.

The strategy uses a 'whole life approach' which is used in the Rotherham Health and Wellbeing Strategy. The strategy is based on a clear co-produced vision and identifies key activity focused on 5 areas. These are:

1. Starting Well: All Rotherham's autistic children and young people are healthy and safe from harm
2. Developing Well: All Rotherham's autistic children and young people start school ready to learn for life
3. Moving on well to independence: Rotherham's autistic children and young people are provided with the same opportunities to thrive going into adulthood.
4. Living well: Autistic adults living in Rotherham will get the right support when needed
5. Ageing well: Autistic adults living in Rotherham will be better supported as they grow old

The new All Age Autism Strategy and Implementation Plan provides an overarching framework for the Council, NHS Rotherham Clinical Commissioning Group (CCG) and partners. It identifies priority areas based on the national requirements and local findings.

It is proposed that both the Strategy and the accompanying Implementation Plan will be delivered over a period of three years, from 2020 to 2023. The Plan will work on the principle of a strength-based approach; this means the Strategy should encourage people to recognise their strengths to support choice and control.

The Strategy will build on work being carried out in Rotherham and South Yorkshire by individuals, groups and communities, as well as the Council and partners to improve the lives of people with autism.

The strategy is expected to:

1. Improve health and wellbeing for autistic people living in Rotherham
2. Improve the delivery of health, care, housing, criminal justice system services in Rotherham for autistic people.

Engagement (summary):

A series of workshops were held from April to June 2018 with representatives from a wide range of professionals, people (including young people) with autism, parents, families, carers and local businesses. The workshops gathered rich information and ideas for key priorities for people with autism in Rotherham. This information then led to the development of the areas for focus as well as the actions for improvement.

Face to face meetings with autistic people were also held with:

- Chat 'n' chill
- Speak Up Autism

Follow up engagement events were held in July - October 2019

Meetings were held with parent and family representatives from 2018 -2020

Rotherham completed the Autism Self-Assessment in 2018.

Data:

The Joint Strategic Needs Assessment states:

An estimated 2,900 people in Rotherham are autistic. Autism is more prevalent in children and young people than in adults. The number of people with a learning disability or ASD who are aged over 65 is projected to increase by 20% by 2025. The number of Rotherham children with Special Educational Needs related to ASD increased by 26% between 2010 and 2015.

Rotherham prevalence rates

From the estimated national prevalence rate, we would expect 1.1% of the Rotherham population to be diagnosed with an autism spectrum disorder, approximately 2,900 people. However, we were able to obtain local rates from recorded autism or Asperger's syndrome diagnosis in GP records. There are 2,707 Rotherham registered patients with a diagnosis of autism or Asperger's syndrome on their GP records.

Whilst the total local number of autism cases is not out of line with the national 1.1% prevalence rate, when considered by age profile, local diagnosis rates are significantly above predictions in young people over 5 years old and that there is potentially significant under-diagnosis in the older adult population.

Whereas the prevalence study suggested 15% of autism diagnoses in women, locally this ranges from 22% (0-4-year olds) to 38% (in 41-55-year olds) with an average of 27%.

Autistic Children and Young People:

As at the end of March 2020 the Council Children's Inclusion dataset shows:-

- 1492 children aged 0-25 yrs. old who are flagged with a diagnosis of Autism. This works out at 16.8% from the overall cohort (overall cohort is at - 8907).

When looking at the ethnicity breakdown for these 1492 children, we have:

- 87.8% CYP recorded as White British, 10.4% are recorded as BME (black and minority ethnicity group)
- Other than White British being the highest %, the 2nd next higher % ethnicity is Asian Pakistani at 3.3%

There are:-

- 815 CYP on an EHCP from the 1492 children aged 0-25 yrs. old who are flagged with a diagnosis of Autism – this equates to 54.6%

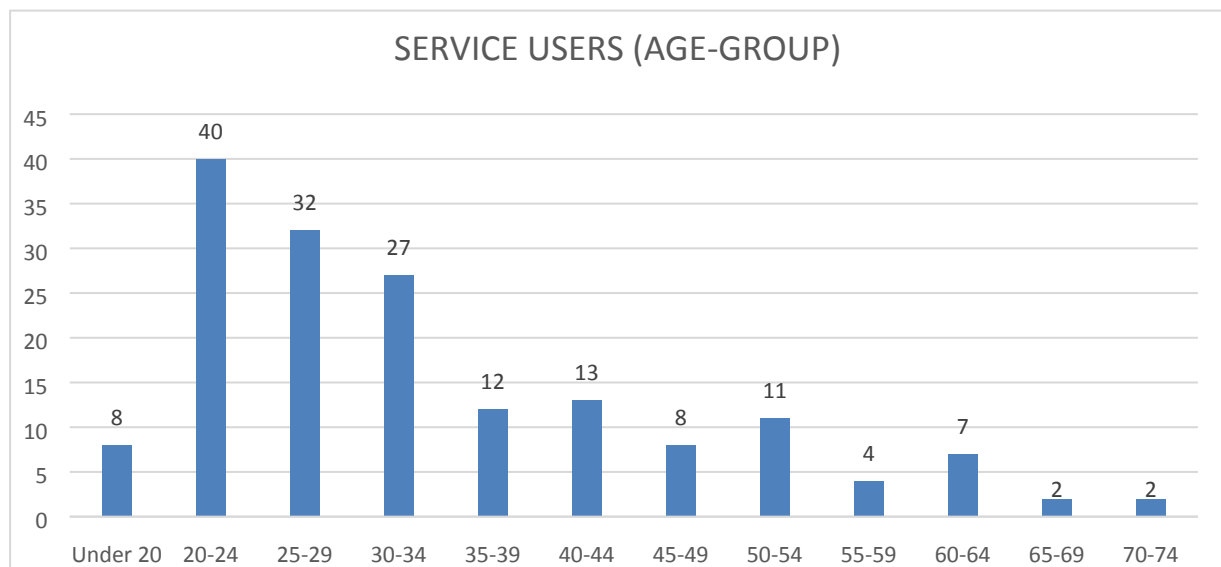
From the 1492 children aged 0-25 yrs. old who are flagged with a diagnosis of Autism: -

- Around 9% of these live within the most 30% disadvantaged areas in the borough

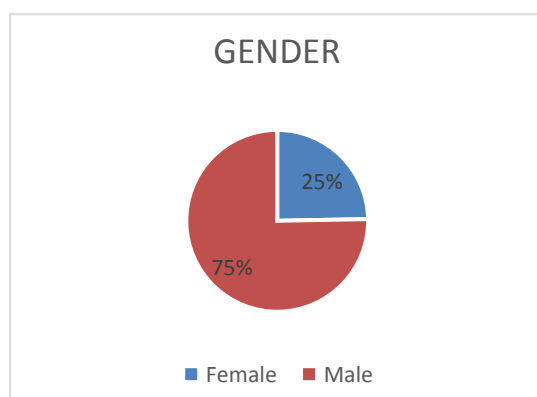
Autistic Adults (18 +)

Rotherham Council have identified that there are 122 people identified on adult care systems with autism. This is very low when compared to the predicted prevalence. In part, this low figure can be explained that a large number of autistic people will be logged under another service category, for example learning disabilities and/ or mental health. Analysis of the 122 people highlighted the following protected characteristics:

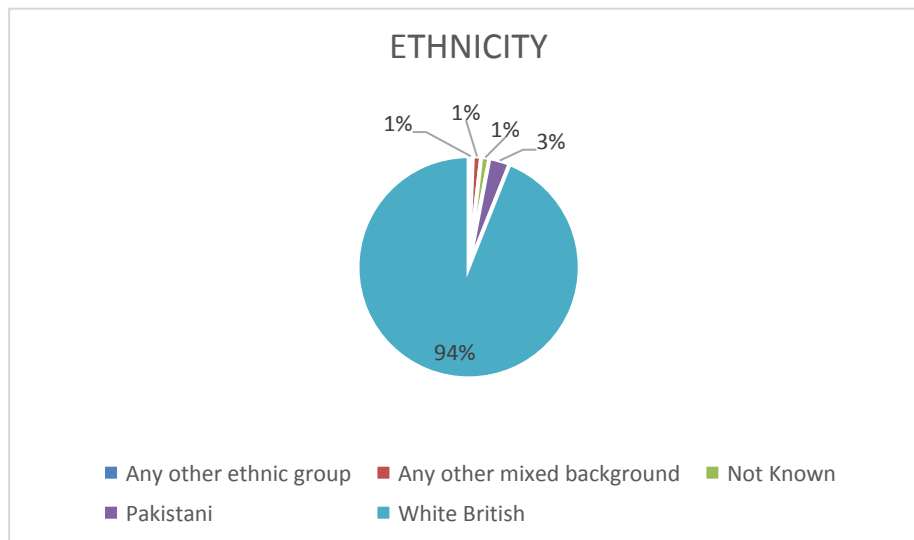
Age:



Gender:

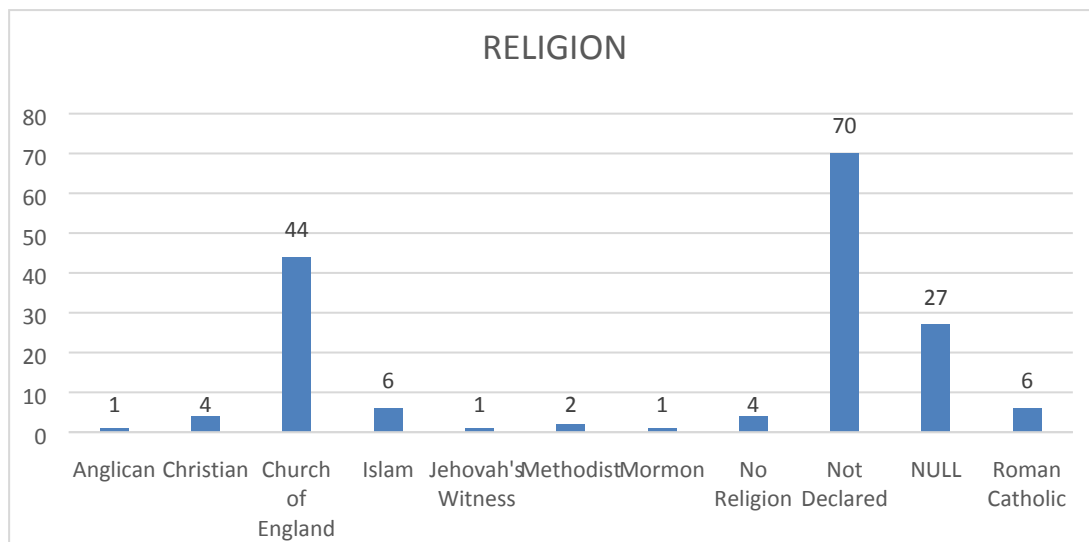


More males are identified as being diagnosed with autism in Rotherham.

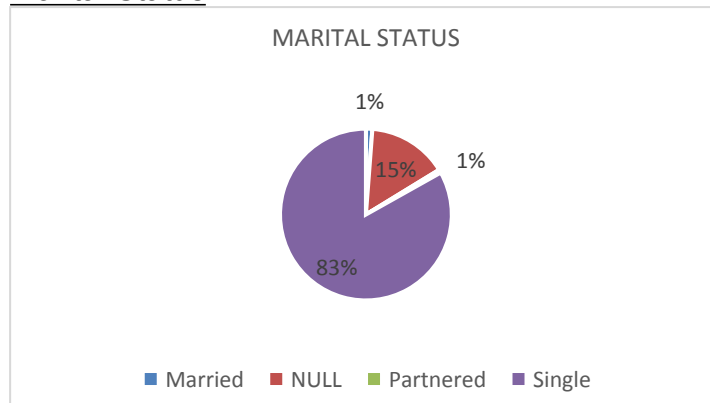
Ethnicity:

Rotherham's 18+ population is 93.04% White British (ref: Census 2011), in comparison 94% of autistic adults are from this ethnic group.

Customers from Black Minority Ethnic (BME) groups appear to be underrepresented in this cohort; 6% of the cohort are from a BME background compared with 6.96% of the total population. The 'Pakistani' BME group has the highest number of customers.

Religion or Belief

The graph above shows that current Adult Care records show most autistic adults have not declared their religion or belief.

Marital Status

The graph above shows that 83% of autistic adults on adult care records are single.

Health Outcomes and Autism:

More detail was obtained from GP records covering 40% of the Rotherham registered population which show:

- 6% of patients with ASD also had epilepsy (lower than 20-40% expected by research)
- 20% of patients with ASD also had learning disabilities (lower than 50% expected by prevalence study)
- 7% of patients with ASD also had anxiety, depression or stress (lower than expected)

Carers: There are 340 carers (aged 50+) who provide care for people with a learning disability and / or autism.

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

Coproduction has been at the heart of developing this strategy. This has entailed meetings / engagement events with representatives from a wide range of practitioners, autistic people, parents, families, carers and local businesses. This gathered information and ideas of key priorities for people with autism in Rotherham. This information then led to the development of the areas for focus as well as the actions for improvement.

Autistic children, young people and adults, their families and carers, and the practitioners who work with them have been a central part of this strategy and its development. They will continue to be closely involved in order to achieve the aims and actions set out within this strategy.

Equality data in relation to autistic people as a standalone characteristic is often incorporated into other protected characteristics e.g. learning disability. This means that data in relation to sexual orientation or marital status is currently missing.

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

The Rotherham Autism Partnership Board played a key role in developing this strategy.

The Rotherham Autism Partnership Board includes the following partners:

- Rotherham Parent Carers Forum
- RDaSH
- Voluntary Action Rotherham
- Speak Up Autism – Rotherham
- NHS Rotherham CCG
- TRFT
- Rotherham schools and colleges

The Rotherham Autism Partnership Board has asked that it remains actively involved in monitoring the impact the strategy.

Rotherham's SEND Board and Health and Well Being Board will have oversight in relation to both the impact and delivery of the strategy and the implementation plan.

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

A variety of engagement events took place across the borough between a series of workshops were held from April to June 2018 with representatives from a wide range of professionals, people (including young people) with autism, parents, families, carers and local businesses. The workshops gathered rich information and ideas for key priorities for people with autism in Rotherham. This information then led to the development of the areas for focus as well as the actions for improvement.

Face to face meetings with autistic people were also held with:

- Chat 'n' chill
- Speak Up Autism

Follow up engagement events were held in July - October 2019

Meetings were held with parent and family representatives from 2018 -2020

Rotherham completed the Autism Self-Assessment in 2018.

The following issues were raised:

- The young people at Chat 'n' Chill talked about having worries about moving into adulthood and having the same opportunities to work or go into further and higher education as their peers.

	• People said they worried about health services understanding to their needs -particularly in relation to mental health and wellbeing. • People said they required housing which is suitable for people with autism; it would be able to support people with autism who have a range of sensory issues. • We heard from people who had a negative experience from the Criminal Justice System; they told us many professionals still do not understand autism. • People also said more people in Rotherham should receive training and awareness on autism including taxi drivers, bus drivers, housing staff, teachers in schools, retail staff and general public awareness. • In relation to respite services specifically for people autism, people who responded felt that: respite services need to be made more available and accessible. • People also expressed that they wanted a wider range of options, opportunities and choice to help them live a more fulfilled and valued life. The Autism Self-Assessment was completed in November 2018. The purpose of the self-assessment is to enable local strategy groups to review their current progress in the implementation of the Autism Statutory guidance and Autism Strategy locally and to identify future priorities and plan in partnership with health partners, other key organisations and local autistic people and their families. As both the current Autism Act and the Statutory Guidance are focused on autistic adults, this is the focus of the Autism Self-Assessment Framework. It is led by the Council but needs partners (NHS and criminal justice) to assist. The SAF was submitted on 17/12/18. Rotherham has achieved some notable successes. For example, the work in extracting data from GP records about people diagnosed with autism. This has not been replicated in other authorities and Rotherham has been approached to share its methodology (e.g. Wakefield). CYPS provided data about the Preparing for Adulthood cohort.

	The most significant impact on Rotherham's score is the assessment made by the Rotherham Autism Partnership Board's at the confirm and challenge session. The SAF highlighted the following areas as red: • ensuring accessible information and • plans for housing These were incorporated into the strategy implantation plan.
Engagement undertaken with staff (date and group(s) consulted and key findings)	There are no direct HR implications for the Council. Council officers have been partners in developing both the strategy and implementation plan.

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)

Rotherham's All Age Autism Strategy and Implementation Plan (2020 -2023) articulates how key agencies will work together to improve the lives of all autistic people living in Rotherham. This will ensure that Rotherham is following the Autism Act and Statutory Guidance. Given the Strategy and Implementation Plan is 'all age' in scope this includes children and young people.

The strategy will support other protected characteristics of Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage and Pregnancy and Maternity.

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

The Rotherham All Age Autism Strategy and Implementation Plan has been developed to remove barriers that autistic people (of all ages) and their families face.

What has been clear is that autistic people and their families wanted a clear implementation plan.

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

Rotherham's vision is:

To work towards making Rotherham an autism friendly place to live. This means a place where you can get a timely diagnosis with support, meet professionals with a good understanding of autism, find services, organisations and employers that make reasonable adjustments when required, where people can feel safe, have aspirations and fulfil their potential, and become a full members of the local community.

Rotherham's All Age Autism Strategy sets out a vision for all people with autism, to have the same opportunities as anyone else to live rewarding and fulfilling lives whatever their age. This vision is shared by all public, voluntary and independent organisations that have worked together to develop the strategy.

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)

Rotherham's All Age Autism Strategy and Implementation Plan should have limited adverse impact on community relations as there has already been a long history of consultation. Developing the Strategy has been a priority for the Council for some time and articulated in planning documents. The delay to the publication of the strategy has drawn local media scrutiny

It would be pertinent, should Rotherham's All Age Autism Strategy and Implementation Plan be approved, Officers will continue engagement with autistic people, their families and services to ensure that the Strategy is 'live'.

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: Rotherham's All Age Autism Strategy and Implementation Plan 2020 -2023
Directorate and service area: Adult Care, Housing & Public Health, Strategic Commissioning
Lead Manager: Garry Parvin
Summary of findings:
The Equality Analysis has been completed to ensure that Rotherham's All Age Autism Strategy and Implementation Plan has considered the Protected Characteristics of key stakeholders such as autistic people (of all ages), their families, unpaid carers and local residents. The Equality Analysis found that the primary focus of the proposal will be to support autistic people, Unpaid Carers as identified by the Autism Act (2009) and subsequent Statutory Guidance. However, the process has identified that there remain data gaps in terms of some of the Protected Characteristics including: Gender Reassignment, Pregnancy and Maternity and Sexual Orientation have not been captured. Extensive consultation and coproduction have taken place regarding the development of the proposed All Age Autism Strategy and Implementation Plan. It has taken time developing the implementation plan. This commitment of ongoing coproduction will align to Council and place partners policies. For example: Rotherham Charter Genuine Partnerships.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Data: Autism is captured in Council Children and Adult Care systems and is linked to some Protected Characteristics (Age, Gender and BAME status). There remain gaps in relation to sexual orientation and marital status. Further work is also required to ensure that autism is accurately captured. This will be done as part of the refresh of Rotherham's Joint Strategic Needs Assessment (JSNA). There is a need to explore that all systems in the Rotherham Place – (For example: the NHS, leisure and libraries etc) capture autism as a Protected Characteristic.	Primary focus on D & C and A but also S, GR, RE, RoB, SO, PM, CPM & O	On-going - Target July 2021
Ongoing engagement with autistic people, their families, Unpaid Carers and place partners principally through Rotherham's Autism Partnership Board.	A, D, S, GR, RE, RoB, SO, PM, CPM, C & O	The duration of the strategy and beyond.
The implementation plan addresses the priorities highlighted in engagements and the 2018 Autism Self-Assessment Framework. It is proposed (and if accepted) that updates on progress will be provided to both Rotherham's SEND Strategic Board and Health and Wellbeing Board every 6 months.	A, D, S, GR, RE, RoB, SO, PM, CPM, C & O	Every 6 mths from formal launch of the strategy – July 2020.

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

6. Governance, ownership and approval

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

Name	Job title	Date
Anne Marie Lubanski	Strategic Director, Adult Care, Housing and Public Health	24/04/20
Cllr David Roche	Cabinet Member - Adult Social Care and Health	24/04/20

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	22 April 2020
Report title and date	Rotherham's All Age Autism Strategy and Implementation Plan 2020 -2023
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	22/04/20

Rotherham's All Age Autism Strategy and Implementation Plan 2020 -2023

DRAFT



Foreword: Cllr David Roche:

Rotherham's All Age Autism Strategy and Implementation Plan sets out a vision for all autistic people living and working in Rotherham, to have the same opportunities as anyone else to live rewarding and fulfilling lives, whatever their age. This vision is shared by all public, voluntary and independent organisations that have worked together to develop the strategy.

Rotherham is committed to a personalised approach, making sure that support is formed around the person. This means that they can take control and make real choices about how they lead their lives. This approach is seen to be a positive way for people on the autistic spectrum to receive the support they need and empowering them to have more choice and control over how their needs are met.

Autism touches the lives of many people in Rotherham. Everyone with autism will experience it differently. Many autistic people live independent lives. Others may need some support or access to services in order to achieve their full potential and lead fulfilled and happy lives.

Our ambition is that we want Rotherham to become an autism-friendly borough in which autistic people can reach their full potential at all stages of their lives. We have developed a strategy for the next three years which includes all ages - children, young people and adults with autism and the needs of families and carers. We have listened to the views of a wide range of people in developing this strategy.

In Rotherham we are committed to improving the lives of autistic people. We will do so by continuing to work with families, local autism groups and partner agencies to ensure that this strategy and the implementation plan are a success.

A handwritten signature in black ink, appearing to read 'D Roche', with a horizontal line underneath.

Councillor David Roche

Cabinet Member - Adult Social Care and Health

Our Vision:

To work towards making Rotherham an autism friendly place to live. This means a place where you can get a timely diagnosis with support, meet professionals with a good understanding of autism, find services,

organisations and employers that make reasonable adjustments when required, where people can feel safe, have aspirations and fulfil their potential, and become a full members of the local community.

Rotherham's *All Age Autism Strategy* sets out a vision for all people with autism, to have the same opportunities as anyone else to live rewarding and fulfilling lives whatever their age. This vision is shared by all public, voluntary and independent organisations that have worked together to develop the strategy.

Introduction:

Autistic children, young people and adults, their families and carers, and the practitioners who work with them have been a central part of this

strategy and its development. They will continue to be closely involved in order to achieve the aims and actions set out within this strategy.

The Rotherham Autism Partnership Board plays a key role in developing this strategy.

Coproduction has been at the heart of developing this strategy. This has entailed meetings / engagement events with representatives from a wide range of practitioners, autistic people, parents, families, carers and local businesses. This gathered information and ideas of key priorities for people with autism in Rotherham. This information then led to the development of the areas for focus as well as the actions for improvement.

From our work, it has become clear that to make Rotherham autism friendly, we would need to work across five key areas:

- 1. Starting Well: All Rotherham's autistic children and young people are healthy and safe from harm**
- 2. Developing Well: All Rotherham's autistic children and young people start school ready to learn for life**
- 3. Moving on well to independence: Rotherham's autistic children and young people are provided with the same opportunities to thrive going into adulthood.**
- 4. Living well: Autistic adults living in Rotherham will get the right support when needed**
- 5. Ageing well: Autistic adults living in Rotherham will be better supported as they grow old**

A note on Terminology

Autism is considered to be a disability under the Equality Act 2010. It is not an illness or a mental health problem.

The research found that all groups like the terms 'on the autism spectrum' and 'Asperger syndrome'. Autistic adults prefer the identity-first terms 'autistic' and 'Aspie', whereas families didn't like 'Aspie'. Practitioners also like the term 'autism spectrum disorder (ASD) or conditions (ASC)'. To reflect the findings of this research, the strategy will use the term 'autistic' – particularly when talking about children and to adults who identify themselves in this way.

Autism and Me - 'Autism is like my superpower':

Our Neurodiverse population (which includes autistic people) bring many gifts and strengths to Rotherham.

Chat 'n' Chill' is a Rotherham based youth group for autistic young people. They have just celebrated their 10th Anniversary and wanted Whistle Video to create this video for them to promote this amazing group.

<https://www.whistlevideo.com/chatandchill>

CONTEXT:

National Picture:

The National Autism Strategy, ‘*Fulfilling and Rewarding Lives*’¹, was originally published by the government in March 2010 as a result of the Autism Act 2009 and applies to adults in England. This was followed by statutory guidance for local authorities and NHS organisations in December 2010. The Autism Act 2009 required that local authorities and local health bodies work together better support the needs of adults with autism.

Think Autism – Update to the National Strategy

The Government published an update to the national autism strategy, entitled “Think Autism”,² on 2 April 2014. This followed a review led by the Department of Health, which considered what needs to happen next to make sure progress continues. The document reaffirms the importance of five areas for action to improve the lives of adults with autism, which are in line with those identified in the original national autism strategy:

- increasing awareness and understanding of autism;
- developing clear, consistent pathways for the diagnosis of autism;
- improving access for adults with autism to services and support;
- helping adults with autism into work; and
- enabling local partners to develop relevant services.

In particular, “Think Autism” has a new focus on:

- building communities that are more aware of and accessible to the needs of people with autism;
- promoting innovative local ideas, services or projects that can help people in their communities; and
- how advice and information on services can be joined up better for people.

The National Autism Strategy sets out a vision for all public services in England to respond appropriately to the needs of people with autism. The central vision of the strategy can be summarised as follows:

“All adults with autism are able to live fulfilling and rewarding lives within a society that accepts and understands them. They can get a diagnosis and access to support if they need it, and they can depend on

¹ Department of Health. *Fulfilling and rewarding lives: the strategy for adults with autism in England*. London : s.n., 2010.

<https://www.gov.uk/government/publications/think-autism-an-update-to-the-government-adult-autism-strategy>

Department of Health *Think Autism: fulfilling and rewarding lives, the strategy for adults with autism in England: an update*. London : s.n., 2014.

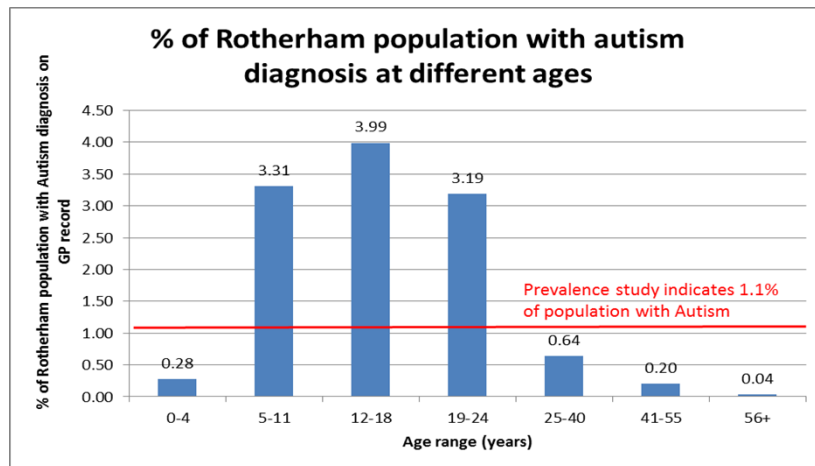
mainstream public services to treat them fairly as individuals, helping them to make the most of their talents”.

Revised Statutory Guidance

The Department of Health published statutory guidance to support the updated strategy in December 2014, following a public consultation exercise. The revised statutory guidance covers nine areas:

- Training of staff who provide services to adults with autism;
- Identification and diagnosis of autism in adults, leading to assessment of needs for relevant services;
- Planning in relation to the provision of services for people with autism as they move from being children to adults;
- Local planning and leadership in relation to the provision of services for adults with autism;
- Preventative support and safeguarding in line with the Care Act 2014 from April 2015;
- Reasonable Adjustments and Equality – This is a theme that is relevant to all our functions and which we plan to monitor through Equality Impact Assessment;
- Supporting people with complex needs, whose behaviour may challenge or who may lack capacity;
- Employment for adults with autism;
- Working with the criminal justice system.

The Local Picture:



From the estimated national prevalence rate, we would expect 1.1% of the Rotherham's autistic population to be diagnosed. This is around 2,900 people^{3 4}.

Rotherham Council's Children's Service have recorded 1,487 children / young people who are autistic, out of this cohort 688 children have an Education, Health and Care Plan (EHCP).

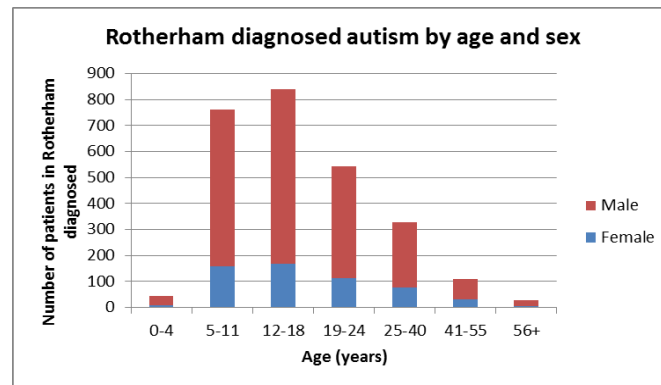
In reviewing Rotherham's GP records, we have found out that there are 2,707 Rotherham registered patients with a diagnosis of autism or Asperger's syndrome. Most of these are younger people; this tells us two things:

- That overall our local rates of diagnosis are probably higher than the national average
- That there may be a number of adults that we have not diagnosed

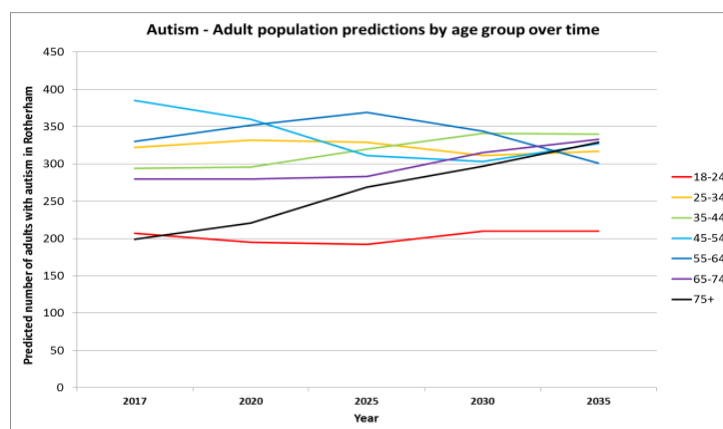
Numbers of people diagnosed with autism as split by age and sex.

³ Baird G, Simonoff E, Pickles A, et al. 'Prevalence of disorders of the autism spectrum in a population cohort of children in South Thames: the Special Needs and Autism Project (SNAP)', *Lancet*, 2006; 368(9531):210–215

⁴ Brugha TS, McManus S, Bankart J, et al. 'Epidemiology of autism spectrum disorders in adults in the community in England', *Arch Gen Psychiatry*, 2011, 68(5), 459–465



Nationally 15% of autistic people will be female. In Rotherham, this ranges from 22% (0-4 year olds) to 38% (in 41-55 year olds) with an average of 27%. There are a number of theories that might explain why more men and boys than women and girls get an autism diagnosis. Some think our current assessments do not work well in identifying autistic women and girls. There are a number of theories that might explain why more males than females are diagnosed; these include current assessments not identifying female presentations and females acting in a way which masks (hides) some of the challenges they face predicting future prevalence in Rotherham.



Projecting Adults Needs and Service Information (PANSI) data for 18-64 year olds and Projecting Older People Population Information (POPPI) data for people aged 65 and over, have produced a profile with predicted numbers of autistic people up to 2035. This shows (see Fig 1) that over the next fifteen years there will be a significant increase in the number of autistic people. This is due to increases in the numbers of older autistic people whereas the number in younger age groups will remain relatively stable.

For more Information about autism can be found in Rotherham's Joint Strategic Needs Assessment:

<https://www.rotherham.gov.uk/jsna/downloads/file/140/rotherham-context-autism>

Why do we need a strategy?

A strategy is a vision and this vision is delivered by a plan. Every area in the country will have both a vision and a plan. In Rotherham, we decided to make a new plan for everyone with autism. One of the most important starting points in making this plan was the Autism Act (2009).

The Autism Act describes what we need to do to make services better. It says people with autism may not always get what they need. This could be because services do not understand what they need, or public places are not inclusive.

We also know what matters to people in Rotherham and used this in our strategy.

- It can sometimes be difficult to gain a formal diagnosis of autism.
- People with autism have strengths and can develop their skills, explore interests, improve physical health and improve social interaction and, in many cases, can find employment. All autistic people can, and do, learn and develop with the right sort of support.

Our plan describes how the Council, the NHS and partners will invest and improve the services and outcomes over the next three years – from 2020 to 2023.

Rotherham's Principles and Values:

Principles and values are the most important things that will help to make the strategy and its plan work.

Our principles are:

- All autistic children, young people, adults and their families are at the centre of everything we do
- Focus on individual's strengths to overcome barriers
- Guidance, information and support are easily available
- The right support at the right time and making every contact count
- Increasing awareness of autism across Rotherham
- Supporting individuals to live the life they choose

It will be really important that we use the amazing resources we have in Rotherham– the knowledge and skills of autistic children, young people and adults; understanding the value of relationships between families, friends and informal (neighbours and community) networks; and recognising the importance of local community and voluntary groups.

This strategy sets out how we will do this and is built around the *Vision for Adult Social Care* which promotes active independence, Rotherham's *Vision for Children and Young People's Services* and *VOICES*. The visions can be linked:

Adult Social Care Vision (2017-2020)	VOICES Priority Actions	Vision for Rotherham's Children and Young People's Services
Act to help yourself	Make transitions to adulthood better and plan them with me	Children, young people and their families are ready for the world of work
Act when you need it	Get me help quicker	Children and young people are healthy and safe from harm
Act to live your life	Believe	Children and young people start school ready to learn for life

It promotes people being treated fairly as individuals and being offered opportunities to help them make the most of their talents.

It involves partners across the Council, health services, the police and probation services, and within the community and voluntary sector to ensure that we deliver the best possible outcomes for autistic people. Using the vision of 'Active Independence' we will work to ensure that autistic people are secure, responsible and empowered.

The Strategy

Rotherham's Joint Health and Wellbeing Strategy (A Healthier Rotherham by 2025) states that Rotherham will take a 'Life Course Approach' in supporting its residents to live healthy and happier lives. Rotherham's all age autism strategy will take a similar approach about how we want the future to be for autistic people living in Rotherham.

1. Starting Well: All Rotherham's autistic children and young people are healthy and safe from harm

Vision:

This is about ensuring that Rotherham will be a great place to grow up in; where autistic children, young people and their families have fun and enjoy living, learning and working.

How will we get there?

Working with partners, our voluntary organisations and community groups we have identified five priority areas on which to focus our implementation plan. Some examples of the operational activity that is underway are:

A digital diagnostic pathway has been commissioned from Healios who will support local CaMHS service.

Planning is underway to re-design our C&YP diagnostic pathway in 20-21.

Education settings have engaged in training, licensed by Autism Education Trust.

New specialist education places have been created, at primary and secondary, for children with Autism.

Rotherham Opportunities College offers local post-19 education provision.

Project Search offers supported internships.

Rotherham Parent Carers Forum are commissioned by Rotherham CCG to offer regular drop-in sessions to support families on the diagnostic pathway.

In speaking to autistic children and families living in Rotherham we will:

1. Continue to improve the children's diagnosis and support pathway.
2. Review the Autism support offer funded through the CAMHS local transformation plan.
3. That the diagnosis and support pathway is NICE compliant.
4. Implement a new sensory support offer for children and young people Rotherham.
5. Use the CAMHS / Schools Pilot Project and the Trail Blazers pilot (see: <https://www.england.nhs.uk/mental-health/cyp/trailblazers/mh-support-teams/>) to develop new ways of working and increase understanding of social, emotional, mental health for autistic children and young people.
6. To develop wider workforce links across all schools, academies, colleges and health

practitioners about receiving autism awareness training.

2. Developing Well: All Rotherham's autistic children and young people start school ready to learn for life

Vision:

Whilst tackling inequalities in health needs focused action from the start of life and in the early years, the commitment needs to be maintained throughout childhood and adolescence. Good education and healthcare, and opportunities for good work and training are needed in order to support young people with autism to thrive.

How will we get there?

1. Promoting healthy Lifestyles for children and young people with autism

- Ensuring we Identify health inequalities and address areas adding to future implementation plan for the autism strategy – Joint Strategic Needs Assessment (JSNA) does capture this data. A SEND JSNA is being developed.

- National screening programmes take up.
- Annual health checks take up and quality of the health checks.
- Ensure that children and young people are participating in the 5 ways to wellbeing campaign – accessible information and promotion.

2. Ensuring that the mental health needs (including Suicide prevention) for autistic children and young people are met:

1 in 4 Autistic young people are prone to mental health problems – if they do not have the right support. Affective disorders such as depression and anxiety are the most common co-morbid secondary psychiatric disorders.

We will ensure that Rotherham's suicide prevention program includes autistic people.

3. Moving on well to independence: Rotherham's autistic children and young people are provided with the same opportunities to thrive going into adulthood.

Vision:

Families need help and accessible support and information to enable children to develop life skills to live independently. Autistic young people need support and training to develop life skills, including managing personal relationships and support to access employment opportunities.

How will we get there?

We will ensure that transition pathways consider the needs of autistic young people. Ensuring that young people plans are put in place to meet these needs as young people move into adult life. This will see the development of both a targeted offer and a universal offer (open to all).

1. Pathways, Work and Health, Building Better Opportunities and Jobcentre Plus work coaches.
2. We will make sure that all provision made through the graduated response – this is a person centred

approach to ensure people's needs are identified. and,

We will ensure the effective coordination and delivery of programmes providing targeted support to autistic people. This includes initiatives such as the European Social Funding (ESF) Pathways Programme – Pathways to Progression - Supporting 15 to 19 year-olds not in education employment or training (NEET) to engage in learning or employment and Pathways to Success.



4. Living well: Autistic adults living in Rotherham will get the right support when needed

Vision:

All autistic people living in Rotherham enjoy the best possible health and wellbeing and have a good quality of life.

How will we get there?

1. Autistic people and their families have told us they aspire to have a range of housing options; housing is a fundamental requirement to ensure people with autism can live as independently as they are able. Families and people with autism benefit from autism friendly homes – often associated with the benefit of additional rooms; outdoor areas to allow for personal space and aide coping mechanisms. A clear pathway and greater choice of appropriate accommodation is needed to assist people to move in a structured way to independence within their chosen community.

Housing: Rotherham Council are developing new supported living options for people with a learning disability and autism in 2020/21.

2. People with autism experience general barriers in engaging with the police and criminal justice system. People with autism are sometimes reluctant to engage with the Police when they are victims of crime. A lack of understanding and awareness of autism within the Criminal Justice System (CJS) is also a potential barrier.

- Autism awareness training sessions is planned for all South Yorkshire Police officers
- Hate crime awareness training sessions (dealing with hate crime, being radicalised, controlling and coercive behaviour, being groomed or abused in other ways).

3. Local diagnostic and post diagnostic services need to be able to undertake a comprehensive assessment that can take alternative diagnoses and co-existing disorders into account. They also need to be able to identify specific needs relating

to communication, behaviour, physical or sensory conditions that might, regardless of diagnosis, suggest a need for further assessment.

Rotherham CCG will:

- Review Of current adult diagnostic service, to include local and national indicators of volume and waiting lists.
 - New local adult diagnostic pathway developed that demonstrates improvement to accessing specialist assessments with an investment of £300k.
 - Specialist assessments are available closer to home.
4. There was general agreement that more awareness and an understanding of autism was needed. This was not limited to health and care services. It also includes:
- Schools, colleges and early years services
 - Workplaces
 - Housing
 - General community
 - Transport providers
 - Leisure services
 - Reception staff

- An E Awareness campaign in 2020 will be developed which target key organisations (**all** RMBC social care staff, RDaSH and TRFT).
 - A Wider Awareness campaign (phase 2) to extend to partners and universal community services
 - We want all public bodies in Rotherham to ensure that the needs of autistic young people and adults are considered and captured in Equality Impact Assessments (EIA).
 - We will raise public awareness in relation to autism and hate crime/safeguarding.
5. Autistic people living in Rotherham have talked about having mental health problems and problems in accessing the right support -
- Mental health awareness (including suicide prevention) for autistic adults by raising awareness of 'Being the One (see: <https://www.be-the-one.co.uk/>)'
 - Ensuring Rotherham wide opportunities such as the 5 ways to wellbeing and Ensure the opportunities offered by Get Healthy Rotherham is accessible for autistic people (see: <https://www.gethealthyrotherham.co.uk/>)

5. Ageing well: Autistic adults living in Rotherham will be better supported as they grow old

Vision:

This is about making sure autistic people, as they grow older, receive the right kind of support to help them live as well as possible.

better use of technology such as wearable devices and monitors to support people with long term health problems in new ways, helping them to stay well and live independently for longer.

How will we get there?

1. As the population grows older, the number of adults with autism is projected to rise, with an associated increase in the need for care and support for independent living.
 - Rotherham will aim give autistic greater control over the care they receive as people grow older, with more care and support being offered in or close to people's homes, rather than in hospital.
2. Stakeholders, including service providers, voluntary organisations, people with autism, families and carers, have told us they want to see improvements in support and services locally.
 - In Rotherham's Integrated Health and Social Care Place Plan there is a commitment to make

Next Steps: Implementation Plan 2020-2023 - Rotherham All Age Autism Strategy

People in developing this strategy said they wanted action and not just ‘fancy’ words. Time was spent developing a clear implementation plan with programmes of work to ensure the strategy ‘lives’ and delivers the vision. We have identified the following ongoing challenges:

- Supporting services and the community to be open to support people with autism: for the community to celebrate neurodiversity.
- Diagnosis and post diagnostic offer for Children and Young People and Adults.
- Rotherham CCG and RDaSH are working to create ‘all age’ solutions to address the diagnosis waiting list issues and develop a local post diagnostic offer for adults.
- Ensuring that the right support is available and is cost effective.

How we will measure success?

Clear success criteria is identified and measured in the plan. The Autism Partnership Board reporting to Rotherham’s Health and Wellbeing Board every 6 months will monitor progress. This will be done with Rotherham’s autistic adults, young people, children, families and practitioners who work with them.

Priority 1 – Starting Well

Lead: Jenny Lingrell (Joint Assistant Director Commissioning, Performance & Inclusion – CYPS)

All Rotherham's autistic children and young people are healthy and safe from harm

	Lead	What will Rotherham do? Activity and Planned Output	Success Criteria	Date for completion	Project owner	Progress to date	RAG
1.1	RMBC/CCG	Improve the children’s diagnosis and support pathway Establish a robust profile of the waiting list RDASH hold. Develop a multi-agency approach to “concerning behaviours”. Review the efficiency and effectiveness of the current pathway and explore alternatives. Benchmark Rotherham against other CAMHS Services and identify areas of good practice. Explore creative solutions (which may include alternative commissioning options) to reduce waiting times Review the Autism support offer funded through the CAMHS local transformation plan. That the diagnosis and support pathway is NICE compliant	Pathway document created All practitioners understand and adhere to pathways protocols Timely diagnosis Young people and families understand pathways and is visible.	30th June 2020 (sign off) 31/12/2020 31/12/2020	Joint Assistant Director Commissioning, Performance & Inclusion		
1.2	CCG	Implement a new sensory support offer for children and young people Rotherham	Children and young people are able to access an appropriate sensory assessment and support Young people and families understand pathways and is visible.	30th October 2019	Children’s Joint Commissioning Manager (RMBC & CCG)		

1.3	CCG	Monitor the effectiveness of the CAMHS / Schools Pilot Project and the Trail Blazers pilot (see: https://www.england.nhs.uk/mental-health/cyp/trailblazers/mh-support-teams/) in developing new ways of working and increase understanding of social, emotional, mental health for autistic children and young people.	Commenced 2019	30 th April 2021	Children's Joint Commissioning Manager (RMBC & CCG)		
1.4	RMBC / CCG Training	For all schools (working with academies), colleges and health practitioners to receive autism awareness training Training: Rotherham's offer free training to families, teachers, schools is based on the autism education trust schools programme see: https://www.autismeducationtrust.org.uk/ and this is advertised on Rotherham's SEND local offer, see: . http://www.rotherhamsendlocaloffer.org Speak up offer regular autism awareness training to Rotherham's GP's	95% of All schools, colleges and GP's / primary care staff to have autism awareness training.	31 st December 2022	Children's Joint Commissioning Manager (RMBC & CCG)		

Priority 2- Developing Well

Lead: Jenny Lingrell (Joint Assistant Director Commissioning, Performance & Inclusion – CYPS)

Rotherham's autistic children and young people start school ready to learn for life.

	Lead	What will Rotherham do? Activity and Planned Output	Success Criteria	Date for completion	Project owner	Progress to date RAG rated	RAG
2.2	RMBC/CCG	Promoting healthy Lifestyles for children and young people with autism Ensuring we Identify health inequalities and address areas adding to future implementation plan for the autism strategy – Joint Strategic Needs Assessment (JSNA) does capture this data. National screening programmes take up Annual health checks take up and quality of the health checks. Ensure that children and young people are participating in the 5 ways to wellbeing campaign – accessible information and promotion and Rotherham’s suicide prevention program includes autistic people	Autistic people report increased health and wellbeing A year on year reported increase in take up of public health programmes	30th June 2022	RMBC Public Health Gilly Brenner Garry Parvin and Anne Charlesworth Ruth Fletcher-Brown – Public Health		

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Priority 3 - Moving on Well into Independence:

Children and young people are ready for the world of work.

Lead: Garry Parvin

	Lead	What will Rotherham do? Activity and Planned Output	Success Criteria	Date for completion	Project owner	Progress to date	RAG
3.1	RMBC/ CCG/ TRFT/ RDaSH/ schools and colleges	To ensure that transition pathways consider the needs of autistic young people Those services involved in transition review current transition pathways to see how they meet the needs of autistic young people. To develop a universal transition planning passport for all young people 14 - 25.	Autistic young people and their families report that transitions to adulthood were better	31 October 2021	Ian Spicer - Assistant Director Integration		Page 72
3.2	RMBC	Ensure the effective coordination and delivery of programmes providing targeted support to autistic people. This includes initiatives such as Pathways, Work and Health, Building Better Opportunities and Jobcentre Plus work coaches	Autistic people and their families are aware of the supported employment opportunities More autistic young people are either in work, apprenticeships, work placements, volunteering college or training	30 th April 2021	Jenny Lawless and Rotherham Business Growth Board's employment and skills sub-group		
3.3	RMBC	Ensure that advanced planning and coordination of care occurs for autistic young people moving into adult social care. A clear pathway is developed and is advertised through Rotherham's Local Offer:	Autistic people and their families report that transitions to adulthood were better	30 th April 2021	Head of Service: Gordon Waigand		

3.4	RMBC/ RCCG	Link information and advice to ensure consistency and quality of information through local offer which will ensure: Raising awareness of what services are available and how to access them Signpost parents and carers to available sources of support and advice Local Offer webpage is reviewed and is designed to be as accessible as possible and easier to navigate. http://www.rotherhamsendlocaloffer.org/ Autistic young people are aware of the Rotherham Youth Cabinet: http://www.youthi.org.uk/youthi/homepage/6/rotherham_youth_cabinet	Feedback from carers in relation to information is improved.	31 st July 2020	Sue Wilson - SEND Strategic Board		

Priority 4- Living Well

Autistic Adults living in Rotherham will get the right support when needed

Lead: Garry Parvin

	Lead	What will Rotherham do? Activity and Planned Output	Success Criteria	Date for completion	Project owner	Progress to date	RAG
4.1	CCG	Review Of current adult diagnostic service, to include local and national indicators of volume and waiting lists. New adult diagnostic pathway developed that demonstrates improvement to accessing specialist assessments with an investment of £300k Specialist assessments are available closer to home Parents with autism	Review complete with clear recommendations Published pathway available Clinic is operational in Rotherham.	COMPLETED 31st December 2020	Garry Parvin Joint Head of Learning Disability, Autism and Transitions Commissioning		
4.2	RMBC	E Awareness campaign for 2020 to be developed which target key organisations (all RMBC social care staff, RDaSH and TRFT). Wider Awareness campaign (phase 2) to extend to partners and universal community services	E learning in place for 2020 Plan in place for 2020	30th Nov 2020 30th Nov 2021	Claire Tester - RMBC Learning and Development		Page 74
4.3	RMBC/ VAR	Neighbourhood Teams and Voluntary Action Rotherham will map all the voluntary groups who work with autistic people. For example: Chat and Chill Life Act Drumming Men in Sheds Speak Up for Autism Drop in at Mowbray Gardens	Feedback from autistic people unpaid carers in relation to information is reporting improvement.	30th Nov 2021	Martin Hughes - Neighbourhoods		

		NAS Rotherham My Place (http://www.ymcawhiterose.org.uk/ohso_feature/myplace-facility-rotherham/) Rotherham's Gizmo and connect to support webpage is reviewed and is designed to be as accessible as possible and easier to navigate.					
4.4	RMBC/RCCG/ RDASH/ TRFT/ SY Police	All public bodies to ensure that the needs of autistic young people and adults are considered and captured in Equality Impact Assessments (EIA).	Autistic young people report that public services are more accessible	30 th October 2021	Principle equality lead: RMBC equality lead		
4.5		Carers assessments: Ensure that carers who support autistic people needs are better met through the carers assessment.	Carers report that they are better supported	30 th November 2022	Jo Hinchcliffe		
4.6	RMBC/ SYP	Hate crime awareness training sessions (dealing with hate crime, being radicalised, controlling and coercive behaviour, being groomed or abused in other ways.) Develop content of training and literature to suit audience Hold awareness session Evaluate plan next stage of roll out of training	Training package available	30th Sept 2021 31st July 2022 30th Sept 2022	Nick Knowles (SYP) / Claire Tester RMBC Learning and Development		
4.7	RMBC	To increase awareness raising sessions in relation to autism awareness and hate crime/safeguarding.	An awareness campaign to be developed with VAR,	31 st Jan 2023	Nick Knowles (SYP) / Claire Tester, RMBC Learning and Development		

			Rotherham partnership, older persons forum, business forum				
4.8	South Yorkshire Police	Autism awareness training sessions for <u>all</u> South Yorkshire Police officers • Training for all officers on Autism Awareness • Training to Atlas Court Call Handlers • Sessions delivered to Custody Suite Staff		30 th March 2021	Nick Knowles SYP Lead		
4.9	South Yorkshire Police	The success of the Autism Alert Card across the South Yorkshire Police Force. • To evaluate both uptake and success		30 th September 2022	Nick Knowles SYP Lead		
4.10	South Yorkshire Police	Development of easy read materials for victims and witnesses to help reduce anxiety • Trial in custody suite for Widgets to support communication.		31 st January 2022	Nick Knowles SYP Lead		
4.11	RMBC/CCG	Promoting healthy Lifestyles and better mental health for autistic adults Ensuring we Identify health inequalities and address areas adding to future implementation plan for the autism strategy – Joint Strategic Needs Assessment (JSNA) does capture this data. National screening programmes take up - bowel, breast, cervical cancer screenings Annual health checks take up and quality of the health checks. Ensure that autistic adults are participating in the 5 ways to wellbeing campaign – accessible information and promotion.		31 st November 2022	Ruth Fletcher-Brown – Public Health		

		That Rotherham's suicide prevention program includes autistic people To raise awareness of the risk of suicide for autistic people through 'being the One' Ensure the 5 ways to wellbeing is accessible for autistic people					
4.12	RMBC	Scope opportunities to deliver autism awareness training for cabinet members and seek Cllr champion	To aim for 100% of Councillors have accessed training	31st July 2020	NAS and Claire Tester - RMBC		
4.13	RMBC	Housing: The Council are developing new supported living options for people with a learning disability and autism in 2019/20. A bid has been made to the Local Government Association to develop a strategic needs assessment of the accommodation needs of people with a learning disability, autism and mental health needs. Work will be done with RMBC Housing to look at developing housing related support options – shared lives, key ring to support people with autism	More autistic people have greater housing choice.	30th September 2022	Sarah Watts - RMBC Strategic Housing lead		

Priority 5 – Aging Well

Autistic Adults living in Rotherham will be better supported as they grow old.

Lead: Garry Parvin

Lead	What will Rotherham do? Activity and Planned Output	Success Criteria	Date for completion	Project owner	Progress to date	RAG

5.1	RMBC/ RCCG	We will ensure that the needs of autistic people are included in strategies and plans to meet the needs of older people in Rotherham. • JSNA data to be updated and reviewed • Annual health checks take up and quality of the health checks. • Mental health promotion (inc Suicide prevention) for autistic people • Projects for older people are accessible for autistic people – VAR https://www.autism.org.uk/about/adult-life/ageing.aspx • Rotherham works as part of the Sheffield City Region and South Yorkshire and Bassetlaw Integrated Care System to make better use of technology such as wearable devices and monitors to support people with long term health problems in new ways, helping them to stay well and live independently for longer.	Autistic older people report that services / community opportunities are accessible to meeting their needs	30 th April 2022	RMBC: Public Health Gilly Brenner Anne Charlesworth Ruth Fletcher-Brown – Public Health Sue Turner	

Glossary of Terms used in this Strategy:

Term	Expanded Version	Meaning (if applicable)
ADASS	Association of Directors of Adult Social Services	ADASS is the association of directors of adult social services in England. We are a charity and the association aims to further the interests of people in need of social care by promoting high standards of social care services and influencing the development of social care legislation and policy.
ASC	Autistic Spectrum Conditions	Autism spectrum Condition (ASC) is the name for a range of similar conditions, including Asperger syndrome, that affect a person's social interaction, communication, interests and behaviour.
CAMHS	Child And Adolescent Mental Health Services	CAMHS is used as a term for all services that work with children and young people who have difficulties with their emotional or behavioural wellbeing.
EIA	Equality Impact Assessments	An equality impact assessment is a process designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or vulnerable people – this includes autistic people.
Rotherham HWB	Rotherham Health and Wellbeing Board	Rotherham HWB is the single strategic forum to ensure coordinated commissioning and delivery across the NHS, social care, public health and other services directly related to health and wellbeing. The HWB also sets the strategic direction for the Integrated Health and Social Care Partnership Place Board, which was set up to drive integration and deliver transformation across health and social care. The HWB has a comprehensive outcomes framework and receives quarterly performance reports on the place plan to assure progress. Partners provide constructive challenge and are keen to collaborate across organisational boundaries for the benefit of people in Rotherham.
Rotherham's Integrated Health and Social Care Place Plan		This plan aligns to the new Rotherham Health and Wellbeing Strategy. The Plan is intended to work as a catalyst to deliver sustainable, effective and efficient health and care support and community services

		with significant improvements underpinned by collaborative working through the development of the Rotherham Integrated Care Partnership (ICP). Partners are fully committed to working together to make decisions on a best for Rotherham basis to achieve the transformations set out in this Plan.
Life Course Approach		A life course approach to health is based on the understanding that multiple factors, which include biological, social, psychological, geographic, and economic, shape health over the life course. This approach aims to increase the effectiveness of interventions throughout a person's life, focusing on a healthy start to life then targeting the needs of people at critical periods throughout their lifetime such as adolescence, moving into work, pregnancy, retirement, bereavement and end of life.
NAS	National Autistic Society	The NAS Rotherham Branch launched in October 2008 and is run on a voluntary basis by people affected by autism spectrum conditions (ASCs). See: http://rotherham.webeden.co.uk/
Neurodevelopmental Pathway		Neurodevelopmental Pathway is a specialist service responsible for the assessment of neurodevelopmental conditions such as Autism Spectrum Condition (ASC) and Attention Deficit Hyperactivity Disorder (ADHD).
NICE	National Institute for Health and Care Excellence	The National Institute for Health and Care Excellence (NICE) provides national guidance and advice to improve health and social care.
Pathways to Progression		Supporting 15 to 19 year-olds not in education employment or training (NEET) to engage in learning or employment.
Pathways to Success		A needs-led community-based programme which focuses on supporting adults with health issues from marginalised communities, not mandated for the Work Programme or inactive in the labour market to develop basic skills and move towards or into employment.

The Sheffield City Region Combined Authority	The Sheffield City Region Combined Authority (formally the Barnsley, Doncaster, Rotherham and Sheffield Combined Authority) is the combined authority for South Yorkshire in England, with powers over transport, economic development and regeneration.
RDASH	Specialises in delivering the following: Adult and Older Adults Inpatient and Community Mental Health; Children and Adolescent Mental Health; Learning Disabilities; Substance Misuse; Psychological Therapies, Forensic and Community Services.
Rotherham Business Growth Board's employment and skills sub-group	Is a sub group of the Rotherham Business Growth Board which oversees the Rotherham Employment and Skills Strategy.
Sensory Integration Support	Sensory integration is about how our brain receives and processes sensory information so that we can do the things we need to do in our everyday life. There is a theory of sensory integration and a therapeutic approach based on the theory.

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Public Report
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

Public Health Proposals for Recommissioning Sexual Health Services (Adults and under 18s)

Error! Not a valid bookmark self-reference. 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)

Anne Charlesworth, Head of Public Health Commissioning
01709 255851 or anne.charlesworth@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

This report requests that the tender for sexual health services, which was due for publication in July 2020, is now delayed in order to give service providers (some of which are in the NHS) time to recover from the COVID 19 crisis and furthermore to enable RMBC resources to be diverted to urgent requirements to deal with COVID 19 consequences. The report also requests that a variation to the current contract, delivered by The Rotherham NHS Foundation Trust (TRFT) is extended for a 12-month period until 31 March 2022.

Recommendations

1. That the impact of the pandemic on NHS providers and also the local authority in its role as commissioner of the Sexual Health services for Rotherham residents as set out in the report be noted.
2. That approval be given to the publication of the Sexual Health tender in April 2021.
3. That the current contract with TRFT to allow be varied for a further 12-month term until 31 March 2022 to facilitate the tendering exercise.

4. That the new service be recommissioned for a period of 5 years with annual extension options after that for up to a further 5 years, making the total potential contract length 10 years.
5. That approval be given to the amendment to the service for the recommissioned contract to include the budget held by the Council for the payments to other providers across England when Rotherham residents' access Genito Urinary Medicine (GUM) services. This is to be managed by the successful provider going forwards.

List of Appendices Included

Appendix 1 Equalities Initial Screening (part A) and full Assessment (part B)

Background Papers

(ACHPH) Sexual Health Strategy for Rotherham (Refresh 2019-2020)

<https://moderngov.rotherham.gov.uk/ieDecisionDetails.aspx?ID=917>

Cabinet Office - Procurement Policy Note - Responding to COVID-19 -Information Note PPN 01/20 March 2020 -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/873521/PPN_01-20_-_Responding_to_COVID19.v5__1_.pdf

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Public Health Proposals for Recommissioning Sexual Health Services (Adults and under 18s)Public Health Proposals for Recommissioning Sexual Health Services (Adults and under 18s)

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1. Background

- 1.1 The Local Authority responsibility for the provision of open access sexual health services is mandated by the 2012 Health and Social Care Act. The service was tendered in 2015 and awarded to TRFT. It is a mandated service and is due to expire on 31 March 2021 and was for a period of 4 years.
- 1.2 It had been planned that the procurement exercise would commence on 1 July 2020 however, an extended procurement timescale for the replacement contract has become necessary as the current provider, and many of the potential providers are NHS bodies who are not currently able to prepare bids on the original timescale as a result of the COVID 19 pandemic.
- 1.3 Additionally, an extended timescale to procure a new service is needed to allow RMBC resources to be diverted to urgent requirements to deal with COVID 19 consequences.
- 1.4 The intention is to extend the current contract with TRFT until 31 March 2022 in order to allow services (including NHS and Non-Statutory Sector) to return to a more normal state.
- 1.5 Alternatives to open procurement, including consideration of a Section 75 partnership arrangement with Rotherham Clinical Commissioning Group (RCCG) as the main commissioner of the current provider, The Rotherham NHS Foundation Trust (TRFT), have been explored over the last 6 months and do not offer a viable option at the current time.
- 1.6 The current budget held by the Council for the payments to other providers across England when Rotherham residents' access Genito Urinary Medicine (GUM) services in other areas is presently not part of the current contract. The intention is to include this element in the service specification for the new tender thereby enabling the successful contractor to manage this patient flow and respond to any identified trends in Rotherham residents choosing to go elsewhere.
- 1.7 New national guidance within which providers are being asked to consider what elements of provision can be offered in different ways to reduce future demand have been released. The recommendations within this updated guidance will be considered in the updated specification for the new tender.
- 1.8 The proposal for the new contract will be to recommit for a period of 5 years with annual extension options after that, on a year by year basis, for up to a further 5 years, making the total potential contract length 10 years. This will provide greater stability to the market and acknowledges that this type of service needs sufficient time to embed and deliver.

Key Issues

- 2.1 The tender for the provision of sexual health services was planned for publication in July 2020. The request is to delay this publication until April 2021 and to have the tender concluded and fully mobilised for a new contract start date of 1 April 2022.

- 2.2 The current contract with TRFT was awarded on the basis of a 4-year term with no options to extend. The contract expires on the 31st March 2021. The proposal to delay the re-procurement of this contract therefore requires that the existing contract is extended past its current expiry date of 31 March 2021 by 12 months until 31 March 2022. The existing contract will be varied to allow for the extension. Other contract provisions will remain the same.
- 2.3 In relation to the proposed tender, the only significant change to the existing contract is the transfer of the operational responsibility from the Council to the new provider for the payment to other providers across England when Rotherham residents access other Genito- Urinary Medicine (GUM) services in other parts of England. This is known as out of area GUM payments and every Local Authority has to pay when their residents need to use services in another area. This has been a cost pressure on the Public Health Grant in previous years and has fluctuated year to year as demand changes. Working from models of best practice and learning from other areas it is proposed to request that this is managed by the new provider, rather than the commissioner in an attempt to increase the numbers of local residents who use the local service, and better understand patient flows across neighbouring boundaries, particularly across the South Yorkshire and Bassetlaw footprint.
- 2.4 New national guidance within which providers are being asked to consider what elements of provision can be offered in different ways to reduce future demand have been released. The recommendations within this updated guidance are considered in the updated specification for the new tender taking account of equalities issues particularly for vulnerable groups.
- 2.5 As identified above, the current contract was awarded for a 4-year term. The proposal for the new contract however will be to recommission for a period of 5 years with annual extension options after that, on a year by year basis, for up to a further 5 years, making the total potential contract length 10 years. This will provide greater stability to the market and acknowledges that this type of service needs sufficient time to embed and deliver.

3. Options considered and recommended proposal

- 3.1 Alternative commissioning options have been explored in detail, including establishing a Section 75 Partnership Agreement with Rotherham Clinical Commissioning Group (RCCG). Due to the strength of the potential marketplace and legal risks to RCCG this has proved not to be a viable option.
- 3.2 As the market for these services is quite active and includes both statutory (NHS) and independent providers, including a number of social enterprises, the risk of challenge of anything other than open procurement is high. Therefore, formally tendering the services in April 2021, allowing the Council and the statutory providers time to stabilise following the current Covid-19 incident is the recommended proposal

4. Consultation on proposal

- 4.1 The Sexual Health Strategy was published in 2019 identifying the key areas for priority in the borough. This included consultation with current and potential service users and partners.
- 4.2 Other potential service providers for Sexual Health Services were invited to a market event in December 2019 and will be informed of the revised tender publication date via the YORtender portal

- 4.3 No additional public consultation was felt to be necessary for the procurement activity, although the specification makes it clear to any potential provider of the need to consult before any service changes can be implemented.

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

5.1 Detailed below is the indicative high-level timetable for this procurement

Tender Issued	April 2021
Procurement Concluded	September 2021
Mobilisation	October 2021 – March 2022
Contract Commencement	01 April 2022

- 5.2 The mobilisation period projected between award and contract commencement is circa 6 months which allows contingency time if needed; plus an appropriate amount of time for the service to mobilise if the award is made to a new provider, which will require the transfer of patient records. This takes considerable time as consent has to be obtained.

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

- 6.1 The value for the Sexual Health contract is £2,179,930 in 2020/21. This includes an additional inflation uplift of £21,530 agreed as part of the original tender submission.
- 6.2 The forecast cost of out of area GUM is £180,000. As a result of the delays proposed this activity will stay with the Council until the tender is completed as TRFT may not be in a position to take on new responsibilities until the pandemic situation improves. This service is demand led and the transfer will mean any increase in demand is paid for by the successful bidder as part of the contract. Similarly, the Council would not benefit from any reduction in demand.
- 6.3 The cost of the one-year extension will be based on the 2020/21 budget with inflation which is still to be negotiated with TRFT. The rate of any inflation will relate to the original tender submission but may need to take account of guidance in the Public Health Grant regarding salary increases for NHS providers. The budget for the tender will be based on the total service budget of £2,359,930 which includes the GUM budget. Given the proposed length of the contract any inflationary uplifts will need to be agreed as part of the tender process.
- 6.4 The Public Contracts Regulations 2015 provides a mechanism for Contracting Authorities to modify (vary) a contract through Regulation 72 (Modification of Contracts during their Term) subject to satisfying certain conditions. For the purposes of the recommendations contained in this report the Council would be relying on the provisions of Regulation 72(1) which sets out the following: Contracts ... may be modified without a new procurement procedure ... in any of the following cases: (c) where all of the following conditions are fulfilled:
- (i) the need for modification has been brought about by circumstances which a diligent contracting authority could not have foreseen.
 - (ii) the modification does not alter the overall nature of the contract.

- (iii) any increase in price does not exceed 50% of the value of the original contract or framework agreement.

- 6.5 Considering the current situation relating to Covid-19 it is the professional opinion of the procurement manager that the conditions of Regulation 72(1) have been satisfied. The scale and impact of Covid-19 could not have been foreseen. Public Health resource (who would be responsible for leading the tender) and resource within the NHS (who make up a large proportion of the competitive market for these services) are currently diverted to managing the Covid-19 incident. There is no intention to alter the nature of the contract during the extended period and the value falls within the 50% tolerance (the original contract value over the 4-year duration was £8,268,842. A 12-month extension at around £2,359,930 represents 28.54%.) The Council would therefore be able to defend its position, should it be challenged, that it has acted in compliance with the Regulations.
- 6.6 The use of Regulation 72(1)(c) in this situation has been supported by recent guidance issued by Cabinet Office through their Procurement Policy Note (PPN) 01/20 – Responding to Covid-19 on 18 March 2020.
- 6.7 Subject to cabinet approval, a formal modification notice will need to be published in the Official Journal of the European Union (OJEU).

7. Legal Advice and Implications

- 7.1 Given the gravity of the Covid-19 emergency and the impact that it has had on the health and social care partners, the approach proposed in this report is both lawful and proportionate in the circumstances. The legal basis to adopt this approach is set out in paragraphs 6.4 and 6.5. There is always the possibility for a legal challenge to any action taken by a public body, especially one in which such a large amount of money is involved, but given that the proposed course of action falls within the parameters set by the regulations the risk to the local authority is small.

Although S75 of the NHS Act 2006 is potentially available to the local authority to commission the service via a health partner, they must be prepared to accept the responsibility. In the current situation, following discussions with the CCG they have formed the view that this is not a course of action they would wish to take at this time. This option is therefore not open the Council.

There are no implications for staffing at this stage should there be agreement to extend the contract for a further 12-month period. However, if the winner of the procurement exercise is not the current provider there will be implications for staff transfer under TUPE. This, however, is an issue for the old and new providers to resolve although the Council will ensure that the mobilisation process is sufficiently robust to manage the issue

8. Human Resources Advice and Implications

- 8.1 There are no HR implications in relation to the contract extension. However, Transfer of Undertakings (Protection of Employment) (TUPE) may apply should the contract be awarded to a new supplier and potential providers will be required to declare their commitment to adhering to employment legislation regarding the TUPE regulations.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 Sexual Health Services are 'all age' and Children's Services have been involved in the development of the tender documents. This has included making changes and suggestions to ensure that the needs of young people are fully considered.
- 9.2 The Sexual Health Strategy also highlighted the need to consider the requirements of adults with learning disabilities, this is considered in the Equalities Assessment that has been produced.

10. Equalities and Human Rights Advice and Implications

- 10.1 Poor sexual health is disproportionately experienced by some of the most vulnerable members of our local communities, including young people, people from countries of high HIV prevalence, those who misuse drugs and/or alcohol and people from the most deprived neighbourhoods. It is important, therefore, to ensure that measures be put in place to reduce sexual health inequalities whilst improving the sexual health of all the people of Rotherham.
- 10.2 The sexual health service supports universal services for all (for example, contraceptive services for women and men of all ages) and promotes programmes of work to reach those identified as being at highest risk of poor sexual health outcomes.
- 10.3 The service will work with partner agencies to provide services tailored specifically to people with certain protected characteristics. Specifically, for example to people from the LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer or Questioning) community and black and ethnic minority groups.
- 10.4 The clinical services will also target areas of deprivation and ensure that services are made available in accessible buildings.

11. Implications for Ward Priorities

- 11.1 The service is targeting areas of deprivation whilst also providing a universal service for people in all wards.
- 11.2 There is a central, easily accessible base for the services but also provision across all wards (for example via the subcontracted pharmacy provision for Emergency Hormonal Contraception).

12. Implications for Partners

- 12.1 The key partners are RCCG and NHS England (NHSE) as co-commissioners of sexual health services. Both have been involved in the development of the specification to ensure that it takes account of their requirements. Specific requirements in relation to HIV treatment has been included for NHSE.
- 12.2 Other potential service providers for Sexual Health Services were invited to a market event in December 2019 and will be informed of the revised tender publication date via the YORtender portal

13. **Risks and Mitigation**

- 13.1. Sexual Health Services are a mandated function and the risk is that although some potential providers may be in a position to respond to the exercise a large number may not given that they are NHS bodies. This would potentially exclude a number of candidates. This is mitigated by the postponement of the opportunity that is requested through this report. The extension to the existing contract will ensure service continuity in the short – medium term.

14. **Accountable Officers**

Teresa Roche, Director of Public Health

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	Date
Chief Executive	Sharon Kemp	01/06/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Named officer	28/05/20
Head of Legal Services (Monitoring Officer)	Named officer	28/05/20

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).

1. Title

Equality Analysis title: The Sexual Health Strategy principles relating to the review of the Sexual Health Service commissioning.

Directorate:
Adult Care, Housing and Public Health

Service area:
Public Health

Lead person:
Alex Hawley

Contact number:
255846

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

The Rotherham Sexual Health Strategy Group conducted a comprehensive Equality Assessment in September 2019. An analysis of the Sexual Health Strategy has been conducted as part of the preparation for the Sexual Health service commissioning and procurement process.

The Sexual Health Strategy outlines priorities for supporting improved sexual health outcomes for the local population's health and wellbeing over the next three years and provides a framework for planning and delivering commissioned services and interventions (within existing resources) aimed at improving sexual health outcomes

across the life course and so consequently will impact on what is commissioned. The ambition of the strategy is to:

- Improve sexual health
- Improve reproductive health
- Focus on vulnerable groups
- Build on successful service planning and commissioning

Poor sexual health is disproportionately experienced by some of the most vulnerable members of our local communities, including

- young people
- men who have sex with men (MSM)
- people from countries of high HIV prevalence, especially Black Africans
- those who misuse drugs and/or alcohol
- people from the most deprived neighbourhoods

(Source - Local authority HIV, sexual and reproductive health epidemiology reports, 2017, Public Health England)

It is important, therefore, to ensure that measures be put in place to reduce sexual health inequalities whilst improving the sexual health of all the people of Rotherham as part of the service model to be commissioned.

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

Scope of proposal:

The Sexual Health service is an all age service available for all residents in Rotherham and on an open access basis, confidential and free of charge for the user.

The Sexual Health Strategy outlines priorities for supporting improved sexual health outcomes for the local population's health and wellbeing over the next three years and provides a framework for planning and delivering commissioned services and interventions (within existing resources) aimed at improving sexual health outcomes across the life course and so consequently will impact on what is commissioned.

The ambition of the strategy is to:

- Improve sexual health
- Improve reproductive health
- Focus on vulnerable groups
- Build on successful service planning and commissioning

Sexual Health Data:

Public Health England (PHE), publish local authority HIV, sexual and reproductive health epidemiology (LASER) reports for each local authority on an annual basis. The report shows the differential in good sexual health experienced across the population of a local authority. The information can be used to monitor progress of any interventions.

The latest report (published December 2018, using 2017 data) shows the following:

- The rate of newly diagnosed sexually transmitted infections (STIs) was 581.4 per 100,000 residents (compared to 743 per 100,000 in England). This showed a significant improvement from 2013 when the rate was 951.4 per 100,000 residents.
- 58% of diagnoses of new STIs in Rotherham in 2017 were in young people aged 15-24 years compared to 50% in England.
- In Rotherham an estimated 6.8% of 15-19 year old women and 7.1% of 15-19 year old men presenting with a new STI during the period from 2013 to 2017 became re-infected with an STI within 12 months. This is higher than for the general population of Rotherham (5.3% for both men and women).
- In 2017 the conception rate for under 18s in Rotherham was 22.1 per 1,000

females aged 15-17 while the rate was 17.8 in England and 20.6 in Yorkshire and Humber.

- For cases in men where sexual orientation was known, 13.45% of new STIs in Rotherham were among gay, bisexual and other men who have sex with men (MSM).
- Where recorded, 4.4% of new STIs diagnosed in Rotherham were in people born overseas.

Gaps in data:

It is recognised that little data in relation to sexual health and disability is collected both locally and nationally and this is a gap in our knowledge base.

Sexual health information in relation to transgender is also sparse but there is an acknowledgement, nationally, that this needs to be addressed.

Monitoring of these characteristics will be included in the service reporting requirements.

Engagement:

- The Rotherham Youth Cabinet were consulted on the original strategy in 2015. They agreed the strategy and the associated action plan. They especially wanted a focus on young people's needs. This has been agreed for the refresh in 2019.
- Rotherham Voice of the Child Lifestyle Survey (annual survey) 2019 survey shows a rise in risk taking behaviour in relation to sexual health such as having unprotected sex after using alcohol. These findings can be used to set actions for partner agencies. As the survey is an annual one then engagement with young people can be ongoing.
- A Survey was conducted by Yorkshire MESMAC and Rotherham NHS Foundation Trust with young people (16-19) who live in the town in 2019. The survey looked at young people's relationship to sexual health services and barriers to access. This consultation will inform the delivery of the priority in relation to STI diagnosis in young people being higher amongst young people.
- The refreshing of the strategy was discussed at a meeting of the Health Select Commission in 2018 and some concerns were made in relation to adults with learning difficulties and their understanding as to use of contraceptive products and the spread of STIs. As a result the refreshed strategy has identified the need to consult with adults with learning difficulties across the town.
- The refreshed strategy and first year action plan was discussed at a meeting of the Health Select Commission in 2019. Members asked if the strategy group could develop some more performance indicators that would indicate success in relation to the wider determinants in sexual health. They wanted to ensure that the emphasis was not purely on infection control. This be discussed by the strategy group and actions, as appropriate, will be included on the plan.
- There are plans to engage with Adults with learning difficulties March / April 2020. It is envisaged that this will include:
Speak Up People's Parliament
Focus groups, adults with learning difficulties and young people

- **Key findings**

The reporting requirements for the new service have been intentionally aligned with public health priorities identified in the Sexual Health Strategy. This includes capturing information relating to:

- young people
- Men who have sex with men (MSM)
- people from countries of high HIV prevalence, especially Black Africans
- those who misuse drugs and/or alcohol
- people from the most deprived neighbourhoods

(Source - Local authority HIV, sexual and reproductive health epidemiology reports, 2017, Public Health England)

- **Actions**

The action is to complete a full EIA, Part B.

In addition, the new service will be expected to undertake an EIA on any material changes to the service and the outcomes utilised to inform forward year planning. In addition, all functions and policies are expected to have been equality impact assessed.

Date to scope and plan your Equality Analysis:	February 2020

Date to complete your Equality Analysis:	February 2020

Lead person for your Equality Analysis (Include name and job title):	Alex Hawley Consultant in Public Health

5. Governance, ownership and approval

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

Name	Job title	Date of Approval
Teresa Roche	Director of Public Health	
Alex Hawley	Consultant in Public Health	

6. Publishing

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

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

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

Date screening completed	February 2020
Report title and date	The Sexual Health Strategy principles relating to the review of the Sexual Health Service commissioning. February 2020
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: The Sexual Health Strategy principles relating to the review of the Sexual Health Service commissioning.	
Date of Equality Analysis (EA): February 2020	
Directorate: Adult Care, Housing and Public Health	Service area: Public Health
Lead Manager: Alex Hawley	Contact number: 01709 255846 07585 795963
Is this a: ☐ Strategy / Policy ☒ Service / Function ☐ Other	

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

Name	Organisation	Role (eg service user, managers, service specialist)
Alex Hawley	RMBC	Consultant in Public Health
Gill Harrison	RMBC	Public Health Specialist
Sally Jenks	RMBC	Public Health Specialist

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)

The Rotherham Sexual Health Strategy Group conducted a comprehensive Equality Analysis (EA) in September 2019. This analysis of the Sexual Health Strategy has been conducted as part of the preparation for the Integrated Sexual Health service review. This service is an all age service available for all residents in Rotherham and on an open access basis, confidential and free of charge for the user.

The assessment looked at the findings of the strategy refresh and the associated Equality Impact Assessment (EIA) to inform changes to the existing service model and the quality and performance indicators to ensure that they are aligned.

The Sexual Health Strategy outlines priorities for supporting improved sexual health outcomes for the local population's health and wellbeing over the next three years and provides a framework for planning and delivering commissioned services and interventions (within existing resources) aimed at improving sexual health outcomes across the life course and so consequently will impact on what is commissioned.

The ambition of the strategy is to:

- Improve sexual health
- Improve reproductive health
- Focus on vulnerable groups
- Build on successful service planning and commissioning

Poor sexual health is disproportionately experienced by some of the most vulnerable members of our local communities, including

- young people
- men who have sex with men (MSM)
- people from countries of high HIV prevalence, especially Black Africans
- those who misuse drugs and/or alcohol
- people from the most deprived neighbourhoods

(Source - Local authority HIV, sexual and reproductive health epidemiology reports, 2017, Public Health England)

It is important, therefore, to ensure that measures be put in place to reduce sexual health inequalities whilst improving the sexual health of all the people of Rotherham as part of the service model being recommissioned. The service model reflects the key priorities within the Sexual Health Strategy.

These principles align with the government's criteria for improved sexual health in 'A Framework for Sexual Health Improvement in England' (2013)

- Prevention is prioritised: evidence-based interventions that motivate people to alter their behaviour are commissioned.
- Leadership and joined up working: commissioners and key local partners work closely together to ensure that sexual health services are of a high quality and are not fragmented.
- Focus on outcomes: challenging outcome measures are produced, used to develop plans and monitored over time.
- Wider determinants of sexual health are addressed: links are made with other key determinants of health (e.g. alcohol and drug misuse, mental health) in order to tackle them in a joined-up way.
- Commissioning of high quality services: services are commissioned from high quality providers with appropriately trained staff and are offered in a range of settings, with robust care pathways to ensure a seamless service. Patient feedback is used to ensure that service meets needs.
- The needs of more vulnerable groups are met, services are able to meet the needs of groups who may be vulnerable and at risk from poor sexual health.

What local equality information is available?

The population of Rotherham is estimated at 264,700 and is growing by about 1,200 each year. In comparison to most of England the borough has a lower proportion of people aged under 40 (however a higher proportion of 5-9 year olds).

Rotherham is a diverse borough and the ethnic profile continues to change. The proportion of residents from Black and Minority Ethnic (BME) communities is relatively low (8.1% in the 2011 census) when compared to the national average, although this is estimated to have increased to at least 10% since census data. The largest of these communities are Pakistani/Kashmiri and Slovak/Czech Roma.

The 2011 census showed that 56,900 (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).

It is estimated that 18.6% of residents aged 16 and over have a common mental health disorder and that 10.9% residents aged 18 and over have a long-term mental health problem (both higher than the England average).

Public Health England (PHE), publish local authority HIV, sexual and reproductive health epidemiology (LASER) reports for each local authority on an annual basis. The report shows the differential in good sexual health experienced across the population of a local authority. The information can be used to monitor progress of any interventions.

The latest report (published December 2018, using 2017 data) shows the following:

- The rate of newly diagnosed sexually transmitted infections (STIs) was 581.4 per 100,000 residents (compared to 743 per 100,000 in England). This showed a significant improvement from 2013 when the rate was 951.4 per 100,000 residents.
- 58% of diagnoses of new STIs in Rotherham in 2017 were in young people aged

15-24 years compared to 50% in England. • In Rotherham an estimated 6.8% of 15-19 year old women and 7.1% of 15-19 year old men presenting with a new STI during the period from 2013 to 2017 became re-infected with an STI within 12 months. This is higher than for the general population of Rotherham (5.3% for both men and women). • In 2017 the conception rate for under 18s in Rotherham was 22.1 per 1,000 females aged 15-17 while the rate was 17.8 in England and 20.6 in Yorkshire and Humber. • For cases in men where sexual orientation was known, 13.45% of new STIs in Rotherham were among gay, bisexual and other men who have sex with men (MSM). • Where recorded, 4.4% of new STIs diagnosed in Rotherham were in people born overseas.	Are there any gaps in the information that you are aware of? It is recognised that little data in relation to sexual health and disability is collected both locally and nationally and this is a gap in our knowledge base. Sexual health information in relation to transgender is also sparse but there is an acknowledgement, nationally, that this needs to be addressed. The expectation to collect and report demographic information, by characteristics and by areas of deprivation are included in the specification for the new service.
What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? The commissioned service will be expected to monitor and report the demographics of service users, this will identify the protected characteristics of service users and this can then be used to highlight any underrepresented groups or communities and implement action to improve coverage. Prevention service elements will be designed with service user consultation to ensure services are appropriate and accessible. This will be part of the quality and performance monitoring requirements. The commissioned service provider will be expected to conduct and report on service user and non user surveys to monitor the impact and impression of the services. The provider will be commissioned to undertake at least one survey per year, where relevant this will include information on the protected characteristics and geographical distribution focusing on areas of deprivation.	Engagement undertaken with customers. (date and group(s) consulted and key findings) The Sexual Health Strategy has informed the commissioning direction and, has guided the development of the commissioned service's locally determined Key Performance Indicators. The consultation listed below was conducted to inform the strategy. • The Rotherham Youth Cabinet were consulted

	on the original strategy in 2015. They agreed the strategy and the associated action plan. They especially wanted a focus on young people's needs. This was agreed for the refresh in 2019. • Rotherham Voice of the Child Lifestyle Survey (annual survey) 2019 survey shows a rise in risk taking behaviour in relation to sexual health such as having unprotected sex after using alcohol. These findings can be used to set actions for partner agencies. As the survey is an annual one, engagement with young people can be ongoing. • A Survey was conducted by Yorkshire MESMAC and Rotherham NHS Foundation Trust with young people (16-19) who live in the town in 2019. The survey looked at young people's relationship to sexual health services and barriers to access. This consultation will inform the delivery of the priority in relation to STI diagnosis in young people being higher amongst young people. • The refreshing of the strategy was discussed at a meeting of the Health Select Commission in 2018 and some concerns were made in relation to adults with learning difficulties and their understanding as to use of contraceptive products and the spread of STIs. As a result the refreshed strategy has identified the need to consult with adults with learning difficulties across the town. • The refreshed strategy and first year action plan was discussed at a meeting of the Health Select Commission in 2019. Members asked if the strategy group could develop some more performance indicators that would indicate success in relation to the wider determinants in sexual health. They wanted to ensure that the emphasis was not purely on infection control. This be discussed by the strategy group and actions, as appropriate, will be included on the plan. • There are plans to engage with Adults with learning difficulties March / April 2020. It is envisaged that this will include: Speak Up People's Parliament

	Focus groups, adults with learning difficulties and young people
Engagement undertaken with staff (date and group(s) consulted and key findings)	The Sexual Health Strategy was produced by the Rotherham Sexual Health Strategy Group, a multi-agency group that promotes good sexual health for all Rotherham residents. The group is made up of representatives from all agencies involved in the delivery of sexual health. It is chaired by the Cabinet Member for Adult Social Care and Health, with coordination and support from the Council's Public Health team. The Terms of Reference for the group state that representatives should include (but are not limited to): - Consultant in Public Health. - The Integrated Sexual Health Services, at The Rotherham NHS Foundation Trust (TRFT). - Rotherham Clinical Commissioning Group (RCCG). - The Council's Early Help service. - The Council's School Effectiveness Service. - Yorkshire MESMAC. - Rotherham Local Pharmaceutical Committee (LPC). - Rotherham Local Medical Committee (LMC). - The Gate Surgery. - Rotherham Children, Young People & Families Consortium - TRFT Named Nurse (looked after children & care leavers). - Barnardos. - Healthwatch. The strategy group also regularly invites representatives from other organisations (for example, British Pregnancy Advisory Service, one of the Rotherham service providers) to present and discuss with members and to input into the action planning. Frontline staff regularly present to the group bringing their insight of service users. in future, this could incorporate a focus on protected characteristics and geographical distribution.

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

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

The re commissioned sexual health service follows the principles outlined in the strategy:

- Improve sexual health
- Improve reproductive health
- Focus on vulnerable groups
- Build on successful service planning and commissioning

The commissioned sexual health service will support universal services for all (for example, contraceptive services for women and men of all ages) and promotes programmes of work to reach those identified as being at highest risk of poor sexual health outcomes such as young people under 25, vulnerable adults, gay, bisexual and men who have sex with men, black and ethnic minority groups and people living in areas of high deprivation.

The commissioned service will work with partner agencies to provide services tailored specifically to people with certain protected characteristics. Specifically, for example, to people from the LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer or Questioning) community and black and ethnic minority groups.

The clinical services will also target areas of deprivation and ensure services are also made available in accessible buildings.

The strategy action plan identifies key areas of work, for example in exploring the higher rates of STI diagnosis in young people and in addressing the sexual health within a range of vulnerable groups.

The service will be contracted to:

Deliver and promote the condom distribution, use and the understanding of safer sex.

Make available resources and materials in different languages and easy read to ensure accessibility to those where English is not their first language or where reading is challenging.

There are gaps in the priority areas identified in particular regarding sexual health and transgender and the sexual health of people with disabilities and the service will be expected look at ways of addressing these gaps.

To address the gaps in relation to protected characteristics, indicators have been developed to capture this on an annual basis.

The review of primary care data in relation to young women accessing services for contraception outlined that the majority are over 25, this has led to introduction of clinics for under 25s only which are well attended.

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

The Key Performance Indicators (KPIs) for the new service have been intentionally aligned with public health priorities identified in the Sexual Health Strategy. This includes capturing information relating to:

- young people
- men who have sex with men
- people from countries of high HIV prevalence, especially Black Africans
- those who misuse drugs and/or alcohol
- people from the most deprived neighbourhoods

(Source - Local authority HIV, sexual and reproductive health epidemiology reports, 2017, Public Health England)

Ensuring the new service provider conducts public and service user consultations, will identify barriers experienced and enable corrective actions to be developed.

The service is an all age service and will be expected to demonstrate partnership working across the borough and, with other key services, in particular with the 0-19s Children's Nursing service and under 18s drugs and alcohol services due to these services working with at risk groups of children and providing a better service offer.

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

The service will promote good sexual health to all and address the sexual health needs of those who are identified as being at highest risk of poor sexual health outcomes.

The commissioned service will provide improvements in service provision and remove barriers (for example, by services providing more accessible services for young people) using best practice and local consultation and service user involvement to inform developments, an example being the review of primary care data in relation to young women accessing services for contraception. Findings showed the majority being over 25, this led to introduction of clinics for under 25s only which are well attended.

The requirement for the new service to implement digital service offers, could lead to removal of barriers to accessing services for some groups. As this comes online, the outcomes of this approach will need assessing.

What affect will the Policy/Service have on community relations

The new service will be expected to promote more engagement with services users and communities, there are quality indicators identified to engage and consult, for example, in relation to people not accessing services.

One key requirement of the service is to focus on vulnerable groups and to reduce sexual health inequalities which are seen within our population.

Poor sexual health is disproportionately experienced by some of the most vulnerable members of our local communities, including:

- young people,
- men who have sex with men,
- people from countries of high HIV prevalence, especially Black Africans,
- those who misuse drugs and/or alcohol
- people from the most deprived neighbourhoods.

Also for inclusion:

- Those with disability, physical and learning disability
- Transgender

The provider could be expected to create a service user panel to bring the voices of underrepresented groups to the table and this links to the Sexual Health strategy group.

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.

Target 1: To ensure that all service users are aware of the Sexual Health strategy group and its role in the service.

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.

Title of analysis: The Sexual Health Strategy principles relating to the review of the Sexual Health Service commissioning.
Directorate and service area: Adult Care, Housing and Public Health
Lead Manager: Alex Hawley
Summary of findings:
The sexual health strategy underpins the commissioning direction for the service tender and provides a framework for planning and delivering commissioned services and interventions (within existing resources) aimed at improving sexual health outcomes across the life course. The priorities for supporting improved sexual health outcomes for the local population's health and wellbeing over the next three years and these are reflected in the quality and performance indicators for the recommissioned service. This strategy supports universal services for all (for example, contraceptive services for women and men of all ages) and also promotes programmes of work to reach those identified as being at highest risk of poor sexual health outcomes such as young people under 25, vulnerable adults, gay, bisexual and men who have sex with men (MSM), black and ethnic minority groups and people living in areas of high deprivation. The service provider and local partner agencies will play a crucial role addressing and providing services tailored specifically to people with certain protected characteristics. Specifically, for example, to people from the LGBTQ+ community and black and ethnic minority groups. Clinical services also target areas of deprivation.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)

The commissioned service will monitor demographics of service users to identify protected characteristics of the service users. This will be through an annual report which will be presented at performance and quality meetings. This will be fed through to the Sexual Health Strategy Group for information and where appropriate can inform the revision of the strategy actions reviewed annually to improve data quality and gaps access to services for any users identified will be added to the action plan.	All	Annual
The commissioned service will link with organisations representing people with protected characteristics to ensure their ability to comment on and benefit from the service. This will guide service improvement.	All	Within the first year of the contract.
The commissioned service will engage with a wider range of service providers (e.g. drug and alcohol services, mental health services, 0-19 service) and service users (e.g. adults with learning difficulties) to develop service access and treatment pathways.	All	Within the first year of the contract.
The Equality Analysis will be revisited on an annual basis to monitor the impact of the actions. This is specified in the tender documentation and will form part of the annual reporting requirement. Annual reports will be received by the Public Health Commissioning in the first instance and fed through to the Sexual Health Strategy Group.	All	Annual requirement

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
Teresa Roche	Director of Public Health	
Cllr David Roche	Cabinet Member for Adult Social Care and Health	
	DLT	

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	February 2020
Report title and date	The Sexual Health Strategy principles relating to the review of the Sexual Health Service commissioning.
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

Committee Name and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

Operational Delivery of LAC Sufficiency Strategy - New Residential Provision
Progress Report

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

Yes

Strategic Director Approving Submission of the Report

Sally Hodges, Interim Strategic Director of Children and Young People's Services

Report Author(s)

Jenny Lingrell, Joint Assistant Director of Commissioning, Performance & Inclusion
01709 254836 or jenny.lingrell@rotherham.gov.uk

William Shaw, Head of CYPS Development Programmes
William.shaw@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

This report provides a progress update on the in-house children's residential development that was agreed at Cabinet on 17 February 2020 and details the financial implications for progressing to the next stage of development.

This overall development responds directly to Rotherham Children and Young People's Services strategic intention to reduce external residential placements and ensure more Rotherham looked after children and young people are placed within borough close to their family and community networks.

The new provision, along with foster care, third party in-borough block contracts, semi-independent provision and other family-based placements, will provide a mixed economy of arrangements which will effectively meet Rotherham's statutory duties, outlined in the Sufficiency Strategy 2019 - 2022.

The development enables Rotherham to invest in residential provision which will;

- Ensure more children and young people are placed in Rotherham close to their communities, families, friends and schools.

- Deliver improved outcomes for looked after children.
- Develop a service model that encourages step-down to family-based placements.
- Provide a local response to the increasing demand for a range of residential placements.
- Provide greater flexibility and control of provision.
- Reduce placement costs and support the delivery of directorate savings.

The report details the progress made from 17 February 2020. It is important to note the progress is set within context of the COVID pandemic which significantly impacted the internal and external working environment from the beginning of March 2020. Summary of progress is highlighted below

- A Registered Manager and Deputy Manager have been appointed and additional internal Registered Manager capacity has been re-configured to support implementation. Recruitment campaign has been successful and is on track to recruit the required staffing for phase one.
- Two buildings are operationally ready for registration with Ofsted, including the required planning approval.
- Registration of one provision will be submitted mid-May and the second is ready and will be submitted when newly appointed Registered Manager is in place in July.

Recommendation

1. That Cabinet note the progress made.
2. That approval be given to progress to phase two of the implementation plan, which incorporates the acquisition of three properties within the capped budget of £750,000 and the recruitment of the associated staff to register and operationalise the homes.
3. That a further report be presented to Cabinet on the submission of the Ofsted registration for the homes in phase two, and any requests for permission to move to phase three of the plan which will include an update on the financial implications.

List of Appendices Included

Appendix 1 Initial Equalities Screening

Background Papers

Looked After Children's (LAC) Sufficiency Strategy 2019-2021

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Overview and Scrutiny Management Board – 10 June 2020

Council Approval Required

No

Exempt from the Press and Public

No

Operational Delivery of LAC Sufficiency Strategy - New Residential Provision Progress Report

1. Background

- 1.1 The agreed Cabinet Report dated 17 February 2020, outlines Rotherham Children and Young People's Services strategic intention to reduce external residential placements and ensure more Rotherham looked after children and young people are placed within borough close to their family and community networks.
- 1.2 Rotherham is a regional, statistical neighbour and national outlier for the number of looked after children and young people placed in out of area external residential placements.
- 1.3 Rotherham does not have any in-house residential provision, so when a child requires a residential placement this is provided with an external provider. These placements are high cost and predominantly out of borough.
- 1.4 The Cabinet report agreed a proposal to develop a range of in-house residential provision including emergency accommodation for Rotherham looked after children.
- 1.5 This in-house residential development will ensure more children and young people are placed in Rotherham close to their communities, families, friends and schools. It will also provide better outcomes for children and young people through the increased control and flexibility of the provision.
- 1.6 A robust internal monitoring and quality assurance process will be put in place to ensure each new home reaches and maintains a good or outstanding rating from Ofsted. This will be achieved by applying the established Commissioning Quality Assurance Framework which is based on the key lines of enquiry underpinning the Ofsted Inspection guidance. The role of Young inspectors is embedded into the local quality assurance approach.
- 1.7 In addition, all Ofsted registered children's homes are subject to monthly Regulation 44 visits and reports by an independent person, in line with Children's Homes Regulations 2015. Each home will be registered and inspected by Ofsted.
- 1.8 The new residential provision will operate within a context of significantly improved social work practice that was judged by Ofsted to be Good in January 2018.
- 1.9 A project group with a range of task and finish groups has been set up to implement the development project. The project group reports into DLT, SLT and Big Hearts, Big Changes Programme Board on a monthly basis. The project group also reports into Cabinet, Asset Management Board and Capital Programme Board when requested and required.
- 1.10 The Phase One milestones agreed in the Cabinet report are detailed below.

Phase One – 4 bed home and 1 bed emergency accommodation

Milestone	Date (2020)
a. Start to recruitment for a Registered Manager (RM)	March
b. Recruitment campaign to recruit staff	March – May
c. Service ready adaptations and fittings to properties	April – May
d. Ofsted registration process	May - July
e. An update to Cabinet on progress and any further approvals for future phases.	June
f. Assessment centre interviews for staff	Summer
g. Staff training and induction	
h. Services operational	Autumn

2 Progress*Phase One 4 bed home and 1 bed emergency accommodation (5 beds in total)***2.1 Workforce**

Milestones	Target	Progress
a. Recruitment of Registered Manager	March	Completed May
b. Recruitment campaign	March – May	Completed April
f. Staff Interviews	Summer	Completed May
g. Staff Induction	Summer	On track for July

2.2 Narrative

The roles descriptions were developed and then advertised in April including Deputy Manager, Senior and Practitioner. The recruitment campaign was supported by nationally Community Care and CYP Now and targeted social media advertisement. The current recruitment position as of 5 May 2020 is detailed below:

Role	Interviewed	Required	Recruited	Progress
Manager	3	1	1	In place July
Deputy	10	1	1	In place June
Senior	6	1.5	1.5	On track
Practitioner	14	9	6	Behind target

The recruitment has also incorporated a creation of a bank of flexible staff that can support the service delivery as and when needed.

In order to support the implementation plan, the role of the existing Registered Manager of the Ofsted rating outstanding RMBC Liberty House short break provision, has been extended. This extension covers the registration and management of an additional provision. This dual management role provides RM capacity to register with Ofsted and additional induction support to the newly appointed managers.

2.3 **Property**

Milestones	Target	Progress
c. Service ready adaptations and fittings to properties	April May	Completed May
Planning approval	May	Completed April

2.4 **Narrative**

Service ready adaptations including fire doors, wiring, locks and fittings including furniture and white goods have been progressed and are on track to be completed within May. This has been completed in a challenging COVID external environment.

The planning approval on both properties has been progressed through the Planning Authority and the confirmation that Ofsted require is in place.

2.5 **Service design**

Milestones	Target	Progress
d. Submit Ofsted registration for 2 new provisions	May-July	One submitted May Second planned July

2.6 **Narrative**

The following is required to be in place in order to submit an Ofsted registration.

- Furnished buildings in line with statutory and service requirements
- Planning approval
- Policy documentation
- Registered Manager

A registration has not been able to be submitted before May due to the 3 of the 4 elements above not being in place. Liberty House Registered Manager will have submitted the first registration to Ofsted in May.

The second registration is ready and will be submitted when the newly appointed Registered Manager is in place in July

2.7 The cost, saving and budgetary implications for the progress of implementation to date are covered by Finance in Section 6.

Phase two

Phase Two 2x2 bed homes and 1 bed emergency accommodation (5 beds in total)

2.8 Phase two of the implementation involves the development of 2x2 bed children's homes and 1x1 bed registered emergency accommodation. This part of the development will require the acquisition of 3 properties in order to deliver the required provision.

- 2.9 A property specification has been developed by CYPS to outline the criteria for selecting appropriate properties. This includes access to public transport, amenities and schools, number of living spaces, bedrooms, bathrooms, outdoor space and security.
- 2.10 A cost benefit analysis on the different acquisition routes i.e. new build, re-appropriation of existing Council buildings or purchase off open market has been completed with colleagues from Housing and Regeneration and Environment.
- 2.11 The preferred acquisition route is to buy from the open market. This option enables the purchase of a property that meets the specification with minimum adaptation requirements, based in a local community and in an identified part of Borough.
- 2.12 The capital budget identified for phase two is £750,000. This budget is capped and any expenditure over this amount will require additional Cabinet approval.
- 2.13 Phase two will require the recruitment of 13.6FTE staff across the two 2 bed homes and the equivalent of 6.72FTE to operationalise the emergency accommodation. This staffing numbers were part of the budgets agreed in the February Cabinet Report. Recent recruitment progress would suggest with the same recruitment budget and time allocated these numbers should be achievable.
- 2.14 Proposed milestones are detailed below. These have been agreed by Finance and profiled into budgets:

Milestone	Date (2020)
• Agreement by Cabinet	June
• Property identification	May – July
• Purchase and planning process /	July - Sept
• Service ready adaptations and fittings to properties	Sept – Oct
• Ofsted registration process	Sept – Nov
• Recruitment campaign	September
• Assessment centre interviews	October
• Staff training and induction	January 2021
• Services operational	March 2021

- 2.15 The cost, saving and budgetary implications for the implementation of phase two is covered by Finance in section 6.

Phase three

Phase Three - 2x4 bed homes (8 beds in total)

- 2.16 Phase three will involve the acquisition, registration and operationalisation of two 4-bed residential homes. This will provide an additional 8 beds for Rotherham children and young people.

Permission to progress to phase three will be requested to Cabinet following the registration of homes in phase two. The request to Cabinet will incorporate the financial implications to the implementation of phase three.

3. Options considered and recommended proposal

3.1 Option One: Further develop phase one before any agreement is made to progress to phase two.

This is not the recommended option.

If no agreement is obtained to progress to phase two, this will impact on the planned outcomes for children and the agreed savings target projected to be achieved in 21/22 through this development.

Any delay in agreement will also impact on the overall implementation plan of ensuring more children and young people are placed in Rotherham and the projected savings. The process of acquisition is likely to be protracted and so this part of the process needs to start as soon as possible in order to mitigate potential delays caused by the current COVID environment.

3.2 Option Two: Agreement to progress to phase two.

Option two is the recommended option.

This option will enable the implementation plan to progress and remain on track to deliver the planned outcomes for children and young people and the agreed savings.

The overall implementation plan will ensure more children and young people are placed in Rotherham, close to their communities, families, friends and schools. It will enable a local in-house response, alongside partners to the increasing demand for residential provision and deliver better outcomes for children and young people.

4. Consultation on proposal

4.1 Engagement has taken place throughout implementation with CYPS Commissioning, Procurement, Housing, R&E, Adult Services, Fostering and LAC and consultation with children and young people.

4.2 A plan has been put in place, with guidance from Voice, Influence and Participation Lead, for the consultation and engagement of looked after children in the development and implementation of the proposal.

4.3 It is recognised that it is critically important that looked after children are effectively engaged and are able to inform and influence both the plans and implementation.

4.4 A communication plan is in place, which covers all key stakeholders including members of the public.

5. Timetable and Accountability for Implementing this Decision

5.1 A project lead has been recruited to lead implementation of the in-house residential development. A project group has been set up with representation from

Asset Management, Housing, HR, Commissioning, LAC, Therapeutic Service, Finance, Communications and Performance.

6. Financial and Procurement Advice and Implications

6.1 Phase 1 - 1 x 4 bed residential and 1 emergency home

Through recruitment now taking place ahead of schedule for phase 1 this will enable the homes to open earlier and generate additional cost savings.

6.2 In the original plan £83,000 set up costs were agreed for phase one for the 4 bed residential and 1 bed emergency relating to the recruitment, payment and training of employees for one month prior to the homes becoming operational.

6.3 The budgeted savings for the 4 bed residential homes in 2020/21 is £35,000, however current milestone estimates are that the home will open earlier (September) generating additional savings of £74,000.

6.4 The emergency bed would see an additional estimated cost reduction of £66,000 on current spend if again operational by September.

6.5 Any slippage in the timeline for the residential and emergency homes becoming operational due to Ofsted approval, or reduced staff requirement due to children moving into the new homes would enable staff to be redirected to support emergency placements, avoiding the need for agency staff.

6.6 Phase 2 - 2 x 2 bed residential and 1 emergency home

Set up costs of £94,000 have been allocated in the budget and are required in 2020/21 for recruitment, payment and training of staff, prior to the homes becoming operational.

6.7 The annual budget requirement for the 2 homes is £725,000 and £252,000 for the emergency home. In line with current milestones the total budget requirement from April 2021/22 would be £977k.

6.8 The projected budget savings of operating 4 places at 85% occupancy is £146,000 and a cost reduction of £114,000 for the emergency bed for the full year based on them being operational by 1 April 2021. Any delay in the timeline would impact on the projected savings. Of the saving, £248,000 relates to general fund budgets and £12k DSG funding.

6.9 Summary for Phase 1 and Phase 2

Potential additional savings of £140,000 could be achieved from phase one becoming operational earlier.

6.10 Set up cost of £177,000 have been allocated in the 2020/21 budget for recruitment, payment and training of staff for phases 1& 2 this is subject to recruitment 1 month prior to the homes becoming operational.

- 6.11 2021/22 would see 5 homes operational at an annual cost of £1.9million with capacity for 8 residential and 2 emergency placements.
- 6.12 The overall 2021/22 estimated annual saving for these phases will realise £334,000 from in-house residential and £227,000 emergency care, generating an overall annual cost saving of £561,000.

6.13 **Capital**

There is a £2million capital allocation to deliver the in-house residential homes. Phase 1 is estimates to cost £120,000 linked to adaptations, fixtures, fittings and equipment to make ready the first two properties.

- 6.14 Phase 2 has £750,000 earmarked to fund purchase and refurbish the two, 2 bed properties and for works to the council property enable it to be used as the additional emergency bed.
- 6.15 There are no direct procurement implications associated with the recommendations detailed in this report

7. Legal Advice and Implications

- 7.1 Sections 22A to 22D of the Children Act 1989 make provision for the accommodation and maintenance of a looked after child. They provide the framework within which decisions about the most appropriate way to accommodate and maintain the child must be considered. The duties and powers of local authorities to provide accommodation under sections 20 and 21 of the 1989 Act are not affected by these provisions.
- 7.2 Where accommodation is provided and there is an element of care being given, the provision must be registered and therefore regulated by Ofsted; this is irrespective of the length of the provision provided.
- 7.3 Section 63 of the Children Act 1989 states that 'no child shall be cared for and provided with accommodation in unregistered children's homes.' Where an unregistered children's care home provides care and accommodation to a child, the person carrying on the home commits an offence. It will be necessary for any provision to be registered.
- 7.4 For clarity, there is provision in law to place a child in an unregulated placement; this is usually where a child (aged over 16) needs support to live independently rather than needing full time care.
- 7.5 In order to reduce the risks of any legal challenge, the Council needs to ensure that it fully complies with all relevant legislation and properly consults in relation to any proposals set out in this report.

8. Human Resources Advice and Implications

- 8.1 Whilst the initial first stage of recruitment proved unsuccessful; the following recruitment campaign has proved successful for all posts. HR processes now need to be implemented to ensure that appointment dates can be offered, and the candidate can give notice to their current employer to ensure there are no delays. Training then will need to be scheduled accordingly.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 Implications to vulnerable children and young people are covered within the report.

10. Equalities and Human Rights Advice and Implications

- 10.1 Equality Impact Assessment has been completed.

11. Implications for Ward Priorities

- 11.1 Ward Councillors will be briefed and consulted as part of the implementation process.

12. Implications for Partners

- 12.1 Education, Police and Health partners will be significantly involved in the implementation process and will contribute to the effective delivery of the proposal

13. Risks

- 13.1 This report relates to two key corporate risks for the Council – the risk of safeguarding failure and the risk of inspection failure in Children's Services.
- 13.2 The proposal will help improve support for some of the most vulnerable young children and young people in the borough. In addition this work should reduce the risk of inspection failure in children's homes and help to improve the overall rating for services for looked after children.
- 13.3 Key operational risks include the risk of not be able to recruit the required qualified and experienced staff, timeliness of Ofsted registration and ability to identify and acquire properties that meet the specification. All these risks if realised could cause delay to the overall implementation timescales.

14. Accountable Officers

Sally Hodges, Interim Strategic Director of Children's Services

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	Date
Chief Executive	Sharon Kemp	01/06/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	27/05/20
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/05/20

Report Author: *Jenny Lingrell, Joint Assistant Director of Commissioning, Performance & Inclusion
01709 254836 or jenny.lingrell@rotherham.gov.uk*

William Shaw – Head of CYPS Development Programmes
William.shaw@rotherham.gov.uk

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

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PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

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

1. Title

Title: Operational Delivery of LAC Sufficiency Strategy - Proposals to Develop New Residential Provision

Directorate: Children and Young People's Services

Service area: Looked After Children

Lead person: William Shaw

Contact number: 07585 795 977

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

A proposal to develop a range of in-house residential provision including emergency accommodation for Rotherham looked after children.

The proposal provides an opportunity for Rotherham to invest in residential provision

which will;

- Ensure more children and young people are placed in Rotherham close to their communities, families, friends and schools
- Deliver improved outcomes for looked after children
- Develop a service model that encourages step-down to family based placements.
- Provide a local response to the increasing demand for a range of residential placements
- Provide greater flexibility and control of provision
- Reduce placement costs and support the delivery of directorate savings

The in-house residential provision will include a total of 16 residential and 2 emergency beds across 7 children's homes. This growth of provision will ensure Rotherham has a similar percentage of in house residential per total looked after children as other local authorities across the region.

- Two 4-bed residential homes. These homes will provide intensive, support and work with children to help them move into a family settings within an agreed period of time. Additional support will be provided through a therapeutic team, step down foster carers and edge of care workers.
- Two 1-bed regulated and registered emergency accommodation homes. These will provide short-term (no longer than 28 days) support for children at the point of crisis.
- Two 2-bed family orientated longer term homes for children with complex needs.
- One 4 bed residential HUB. This home will provide a range of provision, support and outreach to prevent entry to care and reduce foster care placement breakdown.

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?**

On December 31st 2019 there were 65 Looked after Children in residential placements. This equates to 10.50% of the total LAC population (619 children). Of the 65 children placed in a residential placement on 31st December 2019, 81.54% (53 children) were between the ages 11-16yrs. Of the 65 children placed in a residential placement 49 (75.38%) were placed over twenty miles away.

See Looked After Children and Care Leavers Sufficiency Strategy 2019-2022 for further demographic detail and information.

CYPS has a strategic intention to reduce out of borough residential placements by the development of in house children homes, which will

- Ensure more children and young people are placed in Rotherham close to their communities, families, friends and schools
- Deliver improved outcomes for looked after children
- Develop a service model that encourages step-down to family based placements.
- Provide a local response to the increasing demand for a range of residential placements
- Provide greater flexibility and control of provision
- Reduce placement costs and support the delivery of directorate savings

Issues around race, disability, maternity, belief, gender and sexual orientation will be carefully considered in the referral matching process when deciding where children and young people are placed in the new provision.

Children and young people with the protected characteristics above will be involved with the development of the new provision and services.

• **Key findings**

Looked after children are some of Rotherham's most vulnerable children. This proposal will seek to improve the health, social care and education outcomes and address inequalities for these children.

The proposal will bring Rotherham children back to Rotherham and ensure they are placed (where appropriate) close to their families, schools, friends and local communities.

Children being placed in Rotherham will enable them to access local services, help and support more easily.

The LAC Sufficiency Strategy 2019 - 2022 provides detailed information on the profile of looked after children in Rotherham. This information will inform the development and implementation of the proposal.

• **Actions**

A range of approaches will be used to ensure that looked after children play a key part in design, delivery and implementation of the proposal. The LAC Council have identified the proposal as one of their key projects for the year.

Frontline staff, partner agencies, foster carers and parents / carers will also be consulted and be able inform the development and implementation.

The proposal will involve the recruitment of a significant numbers of new staff for the residential provision. A range of diverse safer recruitment techniques will be used to ensure staff are recruited with the right skills, experience and values.

The development of in house residential provision including emergency accommodation will ensure that Rotherham looked after children are cared for in a range of settings by consistent, trained and well supported staff.

Date to scope and plan your Equality Analysis:

31.1.20

Date to complete your Equality Analysis:

2.3.20

Lead person for your Equality Analysis
(Include name and job title):

William Shaw
CYPS Head of Development
Programmes

5. Governance, ownership and approval

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

Name	Job title	Date
Jackie Mould	Head of Performance, Intelligence and Improvement	22/1/20
Jenny Lingrell	Joint Assistant Director Commissioning, Performance & Inclusion	21/1/20

6. Publishing

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

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

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

Date screening completed

Report title and date

If relates to a Cabinet, key delegated officer

decision, Council, other committee or a significant operational decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

Committee Name and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

Support Services for Adult Survivors of Child Sexual Exploitation: Commissioning and Procurement Approach

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

Yes

Strategic Director Approving Submission of the Report

Sally Hodges, Interim Strategic Director of Children and Young People's Services

Report Author(s)

Jo Smith, Head of Service, Commissioning, CYPS
01709 822125 or jo.smith@rotherham.gov.uk

Jenny Lingrell, Joint Assistant Director of Commissioning, Performance & Inclusion
01709 254836 or jenny.lingrell@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The current contracts to support adults who are survivors of child sexual exploitation will come to an end in December 2020. It is proposed that services are re-commissioned for at least three more years (until April 2023) to provide ongoing support to Rotherham residents who are vulnerable due to their historic experiences. To support the re-commissioning process a detailed needs analysis, including public consultation, has been prepared.

This report provides background information on current commissioning arrangements and presents the key findings from the needs analysis. Further to the needs analysis it provides details of proposed procurement arrangements including the key features of the service specification.

Recommendations

1. That the key findings from the needs analysis for support services for adult survivors of child sexual exploitation be noted.

2. That approval be given for services to be re-commissioned until 31 March 2023, with an option to extend until 31 March 2025, and that a formal tender is advertised.
3. That approval be given to the key features of the service specification, as set out in paragraphs 2.14 and 2.15 of this report and Option 3, to realign the funding split to increase the proportion of evidence-based interventions that are delivered as part of the overall service offer.

List of Appendices Included

- Appendix 1 Equality Analysis: Support Services for Adult Survivors of Child Sexual Exploitation
- Appendix 2 Needs Analysis: Support Services for Adult Survivors of Child Sexual Exploitation

Background Papers

No

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Improving Lives Select Commission – 03 March 2020

Council Approval Required

No

Exempt from the Press and Public

No

Support Services for Adult Survivors of Child Sexual Exploitation: Commissioning and Procurement Approach

1. Background

- 1.1 In summer 2016 the Council commissioned support services for young people and adults who have experienced child sexual exploitation (CSE).
- 1.2 The purpose of commissioning these services was to support victims, survivors and their families to achieve the following outcomes:
 - Start to recover from their trauma of child sexual exploitation;
 - Build resilience and develop coping strategies for everyday life;
 - Improve their self-esteem and self-confidence;
 - Improve their mental health and wellbeing;
 - Be supported in fulfilling their maximum potential; and
 - Reduce the risk of harm.
- 1.3 Following an open tender procedure in line with Public Contract Regulations 2015, contracts were awarded to three local voluntary sector organisations. The contract arrangements commenced from 1 July 2016 to 31 March 2019 with an option to extend for a further two years. The contract was extended for 1 year initially and then for a further 9 months until 31 December 2020. The successful providers are Rotherham Rise, GROW and Rotherham Abuse Counselling Service (Rothacs).
- 1.4 Service provision is split into three main categories, these are practical and emotional support and advocacy for young people up to the age of 25 and practical and emotional support and advocacy for adults; these two services are provided by Rotherham Rise and GROW. Evidence-based therapeutic interventions are provided by Rotherham Rise and Rothacs. Between July 2016 and September 2019 the services jointly supported 1,430 victims/survivors.
- 1.5 The outcomes from existing service provision have been broadly positive. A survey of current service users in July 2019 revealed that 64% felt that their health had improved a lot or a little, 70% felt that their ability to cope had improved a lot or a little, and 67% felt that their ability to make decisions and take control of their lives had improved a lot or a little. However, only 55% felt that their self esteem and confidence had improved whilst 30% said that it was the same, and 54% said that they felt more safe with 29% saying that this had stayed the same.
- 1.6 In addition to the RMBC commissioned services, there are a range of support services provided by the local voluntary, faith and community sector as well as national organisations. Swinton Lock and Apna Haq were previously funded by the Council and now have accessed funding from other sources such as the Big Lottery.

Victims / survivors also have access to Independent Sexual Violence Advocacy (ISVA) which is funded by the National Crime Agency (NCA) as part of Operation Stovewood.

ISVAs advocate on behalf of someone who has been a victim of sexual violence and help them to access support and services from a range of statutory and non-statutory services such as: health services, housing support, benefits advice and counselling. Services, such as these, that are not commissioned by RMBC will have terms and conditions and be subject to quality assurance requirements as set by their own funding/commissioning organisation.

- 1.7 The local landscape to respond to historic child sexual exploitation in the borough has also been significantly shaped by the establishment of the Trauma and Resilience Service in July 2018.
- 1.8 The NHS Stovewood Trauma and Resilience Service (TRS) provides support to the survivors of child sexual exploitation (CSE) under the remit of the NCA's Operation Stovewood. The TRS is a complementary service whose role has been to provide trauma informed education, supervision, consultation and pathway integration throughout Rotherham's landscape of CSE support provision.
- 1.9 The TRS has been successful in developing education, awareness and cohesion across the system, for example the delivery of training to General Practice and other health and social care providers, including voluntary and community sector providers. TRS now has an established role as a neutral hub available for consultation and support. The providers of support commissioned by the Council are fully aligned with the TRS and benefit from the level of cohesion and coordination it provides.
- 1.10 The service is commissioned by Rotherham Clinical Commissioning Group and provided by RDaSH. The Department and Health and Justice have agreed to fund the service for a further three years from April 2020.
- 1.11 In summary, the context for the current commissioning process is significantly different from that in 2016. The progress made through the Operation Stovewood investigation, led by the National Crime Agency, together with the Trauma and Resilience Service, has led to a better understanding of how to meet the need of victims and survivors. The Council-commissioned services will sit alongside other services, including statutory and non-statutory provision, to meet the needs of victims and survivors in the most appropriate way at the most appropriate time. This will include the offer of ISVAs, mental health practitioners and GPs as well as the voluntary and community sector. There is now a shared understanding of the impact of trauma and how to respond. The Trauma and Resilience Hub supports consistency of practice across different services, underpinned by a clinical evidence base. The goal is to create a seamless experience of support for victims and survivors, regardless of entry and exit points into services.
- 1.12 The arrangements in Rotherham and the recommendations in this report align with the findings of the All Party Parliamentary Group report on Adult Survivors of Childhood Sexual Abuse, published in May 2017, which states that:

Across the health and social care sector, there is an increasing understanding of the impact of early life trauma. Adverse Childhood Experiences (ACEs), as this approach is known, recognises that when children are exposed to adverse and stressful experiences, it can impact on their ability to think, interact with others and on their learning. There is not yet a nationwide strategy for the ACEs' approach, but its growth is of particular significance to adult survivors.

Survivors told the inquiry they want to be met with a trauma-informed response by professionals they encounter. Trauma-informed is a model of care that recognises the trauma caused by abuse and its impact across all aspects of a person's life. This method supports a person to recover from the trauma.

2. Key Issues

- 2.1 The current service provision was designed using a needs analysis undertaken by the CSE Joint Intelligence Working Group in December 2015. The needs analysis set out scenarios which assumed various patterns of help seeking behaviour to predict the number of victims and survivors that were likely to be seeking support over the 5-year period. Contracts were awarded to three separate providers to support service user choice, provide a combination of evidence-based interventions and practical and emotional support, and to provide flexibility in managing capacity and demand.
- 2.2 To inform a re-commissioning process, a needs analysis has been prepared. The needs analysis draws together a range of qualitative and quantitative information from the following sources:
 - Contract monitoring information for the lifetime of the contracts
 - A service review undertaken in 2017 in response to concerns about waiting lists
 - An independently commissioned pre-consultation report, provided by ACEPPE
 - Direct work with service users who are working with GROW, Rotherham RISE and Rothacs
 - A benchmarking exercise with other local authorities who have similar service provision, led by a sub-group of the Improving Lives Select Commission
 - A web-based public survey
- 2.3 The needs analysis, which draws from contract monitoring information and a service review, undertaken in 2017, identified that whilst initial demand was higher than expected, it has reduced over time. The funding profile has reduced in line with this reduction in demand. There is also clear evidence that there is higher demand for evidence-based interventions than for practical and emotional support. The ability to flexibly manage capacity and demand has been enhanced by the hub role that is now played by the Trauma and Resilience Service, and it is recommended that this arrangement is specified for all future contracts.

- 2.4 The advantage of having more than one provider, whose work is linked to the 'neutral hub' provided by the Trauma and Resilience Service is that there is an opportunity to manage demand and capacity, and match service user need with the right service. The new service specification will make the requirement to work in this way explicit.
- 2.5 In September 2018, the Council commissioned an external organisation with professional experience in co-production with 'experts by experience' to undertake a consultation for future services for adult survivors of CSE. A Centre of Excellence in Patient and Public Engagement (ACEPPE) undertook a pre-consultation report which represented phase one of this work. Much of the pre-consultation work was focused on engaging with victims and survivors through the delivery of group work that explored the circumstances that led to abuse, and how victims experienced services at the time. This experience was extremely negative as has been well documented in the Jay Report and the Casey report.
- 2.6 The ACEPPE pre-consultation report made a clear recommendation that co-production should be embedded within service design and delivery and this finding will be reflected within the revised service specification.
- 2.7 Service user feedback was also captured through a survey. The responses indicate that this kind of provision is only able to achieve long-term and marginal gains. The length of service is longer than expected with some service users remaining engaged for more than two years. It is proposed that the new service specification structures service delivery into a core offer, no longer than 12 months followed by a step-down service. This will ensure that service users do not develop dependence on services and are supported to access less specialist support to meet their needs on an ongoing basis. The step-down service will be structured to embed and build on the sense of improvement achieved following the more intensive support phase. This structure of service delivery aligns with findings from the benchmarking exercise. It is proposed that, in Rotherham, should a service user need to step back up into a more intensive service there is a (re-)referral pathway to support this.
- 2.8 Across a range of issues, the majority of service users felt that things had improved for them either a little or a lot, however, a significant minority felt that things had stayed the same, and some (approximately three people) felt that things had got worse. Based on these findings it will be important to ensure that contract monitoring data is considered with other similar services linked to the Trauma and Resilience Service to allow benchmarking and ensure sharing of good practice is built into contract management and quality assurance processes.

- 2.9 The needs analysis is enhanced by some benchmarking with other authorities, a piece of work that was led by a sub-group of Elected Members, led by the Chair of Improving Lives Select Commission. The Local Authorities interviewed; Telford and Wrekin, Oxfordshire and Rochdale were selected for the parallels with Rotherham. All were asked the same series of questions and responses were recorded. This provides a snapshot of other Local Authority's responses to the CSE issues in their area to be captured. The council members involved have expressed an intention to carry out further work to examine practice in other authorities to ensure that the benchmarking information is robust. It is intended that this will inform ongoing scrutiny of delivery arrangements once the new contracts are operational.
- 2.10 The benchmarking exercise found that funding levels appear to be lower in the benchmarked authorities and demand for services is also lower than in Rotherham. Notably Rotherham is the only Local Authority where an independent inquiry has taken place although this is something that was being considered in other areas. Two of the authorities commissioned services from the voluntary sector, and one authority operated an in-house service.
- 2.11 There was limited evidence of joint commissioning with health services in other areas although there was an awareness of Rotherham's Trauma and Resilience Service and interest in developing a similar approach.
- 2.12 In other areas there was evidence that the service offer was time-limited with a focus on a step-down or moving-on service and this learning has been reflected in the refreshed service specification.
- 2.13 The public consultation ran for one month and attracted a low number of responses (four). However the feedback was constructive and has been reflected in the needs analysis and will inform the refreshed service specification with a focus on promoting the service. The public survey and service user feedback both indicate that awareness of what services are in place and how to access them was limited and there is a need for better marketing and communication within any service specification developed in future.
- 2.14 Based on the needs analysis, the service specification will continue to focus on a mixture of practical and emotional support and advocacy and evidenced based therapeutic interventions. In addition to this, the key features of the refreshed service specification will set out the following requirements:
- Co-production is embedded within service design and delivery
 - All referrals are moderated and assessed by the 'neutral hub' provided by Trauma and Resilience Service
 - Providers demonstrate their ability to meet the requirements of the Trauma and Resilience Service as set out in paragraph 2.15
 - Providers agree to work together to manage demand and capacity with the support of the hub
 - Service design is for a time-limited offer with clear step-down arrangements
 - Service outcomes and performance monitoring is benchmarked within the Trauma and Resilience Reference Group to support quality assurance and service improvement

- Providers work alongside the Trauma and Resilience Reference Group to design and deliver effective marketing of the offer
- The Service will evidence working in a boundaried way, protecting evidence and working with vulnerable witnesses through the criminal justice system such as those supported through the National Crime Agency's Operation Stovewood.

2.15 The Trauma and Resilience Service request that providers who work as part of the hub are:

- able to evidence awareness and an understanding of how CSE impacts upon the individual, their family and their community through a recognised training such as or equivalent to: one day whole organisation training package 'Trauma Matters', which includes life cycle development and the impact of complex sexual trauma, the relevance of Adverse Childhood Experiences to CSE, Complex Post Traumatic Stress Disorder with reflective discussion groups etc.
- able to evidence training and practice in relation to a sexual trauma specific trauma stabilisation intervention package such as the RDASH model. Evidence of a governance structure that supports this intervention such as regular supervision from a specialist in the field, regular practice reviews.

3. **Options considered and recommended proposal**

3.1 Cabinet are asked to note the key findings from the needs analysis for support services for adult survivors of child sexual exploitation. Based on the needs analysis the current options have been considered:

3.2 **Option 1:** A re-commissioning process does not take place and services cease when the current contract ends in December 2020. This is not the recommended option.

3.3 The Jay Report identified that high numbers of Rotherham residents were affected by child sexual exploitation between 1997 and 2013. The National Crime Agency continues to investigate historical child sexual exploitation as part of Operation Stovewood and the Trauma and Resilience Service will be in place for at least 3 more years. It is important that there are services to support all victims / survivors of child sexual exploitation regardless of whether they are part of active investigations. It is important that any services commissioned by the Council align with the services provided by its partners.

3.4 **Option 2:** A re-commissioning process takes place via open tender to award a contract until April 2023, with an option to extend until April 2025, and that the service specification is modified to reflect the key findings of the needs analysis and the requirement to align with the Trauma and Resilience Service. Option 2 would retain the current funding split between practical and emotional support and advocacy and evidence-based interventions. This is not the recommended option.

- 3.5 Over the last five years it has become clear that there is greater demand for evidence-based interventions that for generic practical and emotional support and advocacy; there is a need align the funding split to reflect this.
- 3.6 **Option 3:** A re-commissioning process takes place via open tender to award a contract until April 2023, with an option to extend until April 2025, and that the service specification is modified to reflect the key findings of the needs analysis and the requirement to align with the Trauma and Resilience Service. Option 3 would align the funding split with the demand for practical and emotional support and advocacy and evidence-based interventions by weighting funding towards evidence-based interventions. This is the recommended option.
- 3.7 Over the last five years it has become clear that there is greater demand for evidence-based interventions that for generic practical and emotional support and advocacy; there is a need to align the funding split to reflect this. There is still a requirement for both elements of the service, and a service model that allows the contract value to be shared across more than one provider, with coordination provided by the Trauma and Resilience Service, protecting service user choice and ensuring that there is an appropriate mix of service providers to meet demand.

4. **Consultation on proposal**

- 4.1 The needs analysis has been prepared following a range of consultation exercises with different audiences. The table below summarises the consultation activity and the timescales in which it was completed:

ACEPPE led direct work with 36 survivors	Jan – March 2019
Direct work with 33 existing service users	March – June 2019
Benchmarking exercise with other local authorities, led by a sub-group of the Improving Lives Select Commission	July – August 2019
Public web-based survey (4 respondents)	March – April 2020

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

- 5.1 It is proposed that the tender is published July 2020 with the tender evaluation concluded by September 2020.
- 5.2 It is proposed that the decision to enter into contract with the successful provider(s) is delegated to the Strategic Director for Children and Young Peoples Services, allowing contracts to be awarded in October 2020 and service delivery to commence on 1st January 2021 following a mobilisation period should this be required.

6. Financial and Procurement Advice and Implications

6.1 The services described in the tender are classified as Social and Other Specific Services (“SOSS”) as defined in the Public Contracts Regulations 2015 (“the Regulations”) and will be conducted inline with these Regulations and the Council’s own Financial and Procurement Procedure Rules.

6.2 The four contracts that are due for tender have an aggregate contract price of £156,104 per annum, with the current individual contracts listed below:

• Rotherham Abuse Counselling Service	£33,000
• GROW - Support	£33,000
• GROW – Women’s Empowerment Project	£24,104
• Rotherham Rise - Counselling and Support	£66,000

The current CYPS budget has funding earmarked to fund the cost of these contracts. Funding levels will be kept under review to ensure that it is commensurate with levels of demand.

7. Legal Advice and Implications

7.1 The proposals in this report do not in themselves contain significant legal issues. It is assumed commissioners will work with Procurement and Legal officers in this procurement exercise.

8. Human Resources Advice and Implications

8.1 There are no HR implications.

9. Implications for Children and Young People and Vulnerable Adults

9.1 The provision of these services is designed to meet the needs of vulnerable young people and adults. The service outcome requirements are that service users will be supported to start to recover from their trauma of CSE, build resilience and develop coping strategies, and improve their self-esteem and confidence in relation to their specific problems and needs.

10. Equalities and Human Rights Advice and Implications

10.1 The service will offer access to all communities and groups including those with protected characteristics. The specification has been developed after thorough consultation and with consideration of the profile of all socio-economic groups and communities. There is evidence of access to services from a range of cultures and ethnicities from data collected.

11. Implications for Ward Priorities

11.1 The service offers borough-wide provision with no specific implications for individual wards.

12. Implications for Partners

- 12.1 During the completion of the needs analysis, it was confirmed that the funding source for the Trauma and Resilience Service was secure for an additional three years until March 2023. The Trauma and Resilience Service provide support to victims / survivors of CSE who are involved with Operation Stovewood. The model of support and the allocation of referrals to wider CSE services is already managed via the Trauma and Resilience Service (as represented in the needs analysis). On this basis, it is recommended that the new service specification, and the contract timescales are fully aligned with the provision of services through the Trauma and Resilience pathway.
- 12.2 The contract evaluation team will have multi-agency representation and the tender evaluation report will be considered by the Trauma and Resilience Expert Reference Group which has representation from health, police and voluntary sector partners.

13. Risks and Mitigation

- 13.1. The timescales for the re-commissioning of the CSE Support services are challenging and this is amplified by the impact of the COVID 19 restrictions. The procurement process is already e-enabled between the Council and prospective tenderers and virtual meetings will be established to undertake moderation through the evaluation process.

14. Accountable Officers

Jo Smith, Head of Service Commissioning, CYPS

Jenny Lingrell, Joint Assistant Director, Commissioning, Performance & Inclusion, CYPS

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	01/06/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	27/05/20
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/05/20

Report Author: Jo Smith, Head of Service, Commissioning, CYPS
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This report is published on the Council's [website](#).

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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: Post CSE Services	
Date of Equality Analysis (EA): 29.04.2020	
Directorate: CYPS	Service area: Commissioning
Lead Manager: Jo Smith	Contact number: 01709 807423.
Is this a:	
☐ Strategy / Policy	☒ Service / Function
If other, please specify	

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

Name	Organisation	Role (eg service user, managers, service specialist)
Jenny Lingrell	RMBC	AD Commissioning, Performance & Inclusion
Jo Smith	RMBC	Head of Commissioning
Sean Hill	RMBC	Commissioning 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.)

The Service affects those whose lives have been impacted by historical child sexual exploitation. This is not restricted to the victim but may include family members. The group is not identified by a protected characteristic or any other socio-economic factor. Barriers to any individual identified by a protected characteristic have been removed or minimised as far as possible to ensure no disadvantage to accessing the service.

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

Engagement and consultation have been undertaken with a wide range of stakeholders including, service users, practitioners, partner agencies, benchmarking with other authorities and public consultation. A comprehensive needs analysis brings together all the engagement and evidence gathered.

Existing arrangements are in place to monitor equality data.

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

None but further benchmarking is to be undertaken by members of the improving Lives Select Committee.

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

Equalities data forms part of the monitoring arrangements for all services commissioned by CYPS. This information is collected quarterly and analysis to monitor trends is undertaken.

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

A pre-consultation report was undertaken in by ACEPPE, 'a listening and enabling project, commissioned by Rotherham Borough Council

findings)	<i>(RMBC). They are a body of professionals and ‘experts by experience’ skilled in listening to the views of people who are the experts of their own experience to help the council develop its future services’ on behalf of RMBC. The objectives of the consultation were to:</i> • Build trust and confidence with victims, survivors and family members affected by CSE so that they can share their views about what’s importance to them as the starting point for designing outcome-based services. • Be proactive in seeking the views of minority and vulnerable groups in Rotherham and consider the accessibility of support. • Identify protective factors that might lesson demand for services and minimise escalation of need as well as risk factors. • Draw together evidence on best practice on what works in helping victims and survivors begin to recover, build resilience and improve mental health and well-being. • Consider available data on prevalence to identify trends that can help quantify the likely demand for support over the next 5 years. • Work with Children’s Commissioning Team and other commissioning organisations. The voice of current service users was gathered through a series of surveys, interviews and consultations undertaken on a 1:1 basis by services delivering support to those affected by historical CSE. Through this we gained valuable insight into understanding of the dynamic needs of those affected by historical CSE. And were able to further examine the impact of existing services. An online public survey was undertaken in March 2020 to ensure that wider participation in the consultation process was enabled. Learning from the public survey responses are referred to throughout the Needs Analysis.
Engagement undertaken with staff (date and group(s)consulted and key findings)	A needs analysis has been developed which explores the offer of support to CSE survivors in the context of the wider support offer delivered by Health, Voluntary and Community Sector (VCS), Police, National Crime Agency (NCA) and RMBC.

	The objectives of the analysis are that it will enable: • A broad range of stakeholder opinions to be heard and understood • Identification of opportunities to improve pathways through support. • Identification of opportunities to work together, jointly resourcing support services. • Projection of future need The analysis is not limited to the voice of services commissioned by RMBC but includes services commissioned by Health, Police, National Crime Agency (NCA) and VCS delivery agents who have accessed alternative funding. To complete the Needs Analysis benchmarking with other authorities was undertaken by a group of council members led by the Chair of Improving Lives Select Commission. The Local Authorities interviewed; Telford, Oxford and Rochdale were selected for the parallels with Rotherham. All were asked the same series of questions and responses were recorded. This enabled a snapshot of other Local Authority response to the CSE issues in their area to be captured. August 2019 The Needs Analysis also refers to the findings of a service review undertaken in 2017/18 when service capacity and demand issues were first identified and to the findings of a multi-agency sub group of the LSCB who were tasked with looking at the commissioning arrangements for CSE services.

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

How does the Policy/Service meet the needs of different communities and groups?

(Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

The service offers access to all communities and groups including those with protected characteristics. The specification has been developed after thorough consultation and with consideration of the profile of all socio-economic groups and communities.

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

The service specification endeavours to remove barriers or disadvantage to any individual accessing the service.

There are no identified problems or barriers – previous monitoring data substantiates this.

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

The service will offer access to all communities and groups including those with protected characteristics. The specification has been developed after thorough consultation and with consideration of the profile of all socio-economic groups and communities. There is evidence of access to services from a range of cultures and ethnicities from data collected.

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

The service will enable individuals to be supported to lead lives which fulfil their potential, improve health and well-being and make contribution to their communities and wider society as a result.

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: Post CSE Services
Directorate and service area: CYPS
Lead Manager:
Summary of findings:
The service will impact on people affected by historical child sexual exploitation. We will continue to learn from the experience of people affected by CSE and will use their experience whether positive or negative as a tool to improve our Post CSE offer. We can see from the Public Survey responses that we are still not reaching every individual who needs support, and this must be addressed through the refreshed service specification. Monitoring arrangements will ensure that equalities are tracked and reported on quarterly

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Monitor Impact on communities and groups accessing the service	N/A	Quarterly from March 2021

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

6. Governance, ownership and approval

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

Name	Job title	Date

7. Publishing

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

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

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

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

DRAFT

Needs Analysis

Support Services for Adult Survivors of Child Sexual Exploitation

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1 Introduction

The purpose of this report is to feedback the findings from the consultation undertaken regarding the needs of those affected by historical child sexual exploitation (CSE).

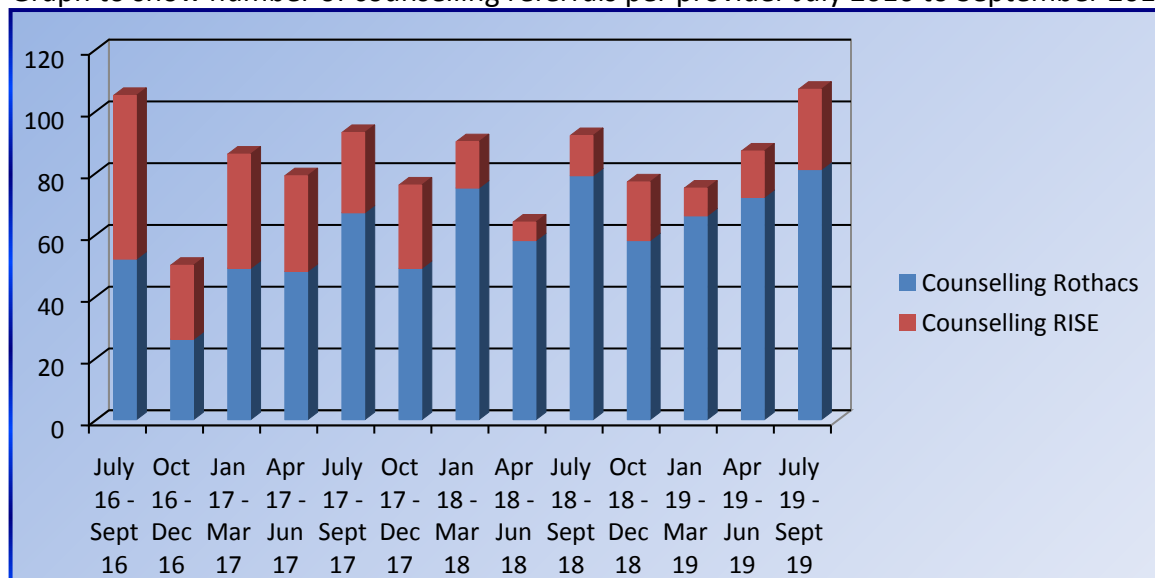
2 Background

Following the publication of the Jay Report (2014) and the Casey Report (2015) significant changes were made across a number of partners. RMBC commissioned a range of support and counselling services. In 2016 RMBC entered into contracts with three local voluntary sector organisations for support services for adults who have experienced child sexual exploitation (CSE). The contracts ran from 1 July 2016 to 31 March 2019 with an option to extend for a further two years – it was extended for 1 year. The funding was profiled to reduce year on year in line with a pattern of help seeking stated in the 2015 Needs Analysis. Funding for the 2019/20 contract extension was maintained at the same level as the 2018/19 contract values.

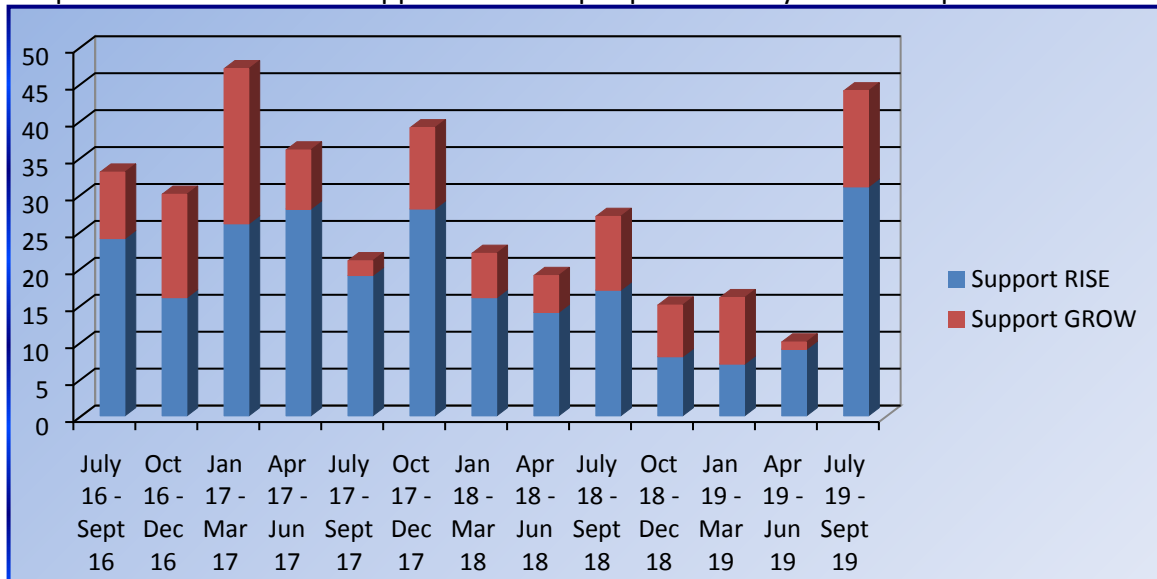
The table below shows the service area, the commissioned providers and funding levels from July 2016 to March 2020.

Post CSE Support Service Area	Provider	July 2016-March 2017	2017/18	2018/19	2019/20
Practical, emotional support and advocacy for young people (up to the age of 25)	Rotherham Rise	£28,237	£21,300	£19,050	£19,050
	GROW	£28,237	£21,300	£19,050	£19,050
Practical, emotional support and advocacy for adults	Rotherham Rise	£28,237	£19,200	£13,950	£13,950
	GROW	£28,237	£19,200	£13,950	£13,950
Evidence based therapeutic interventions	Rotherham Rise	£49,500	£45,000	£33,000	£33,000
	Rothacs	£49,500	£45,000	£33,000	£33,000
Totals		£211,948	£171,000	£132,000	£132,000

Graph to show number of counselling referrals per provider July 2016 to September 2019

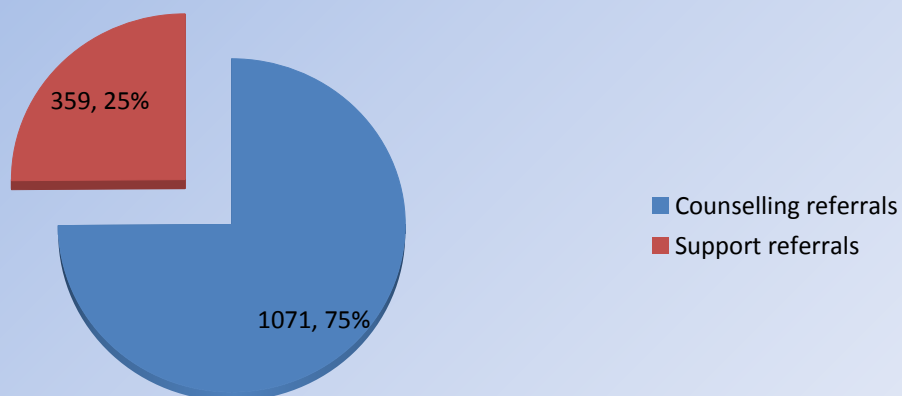


Graph to show number of support referrals per provider July 2016 to September 2019



The graphs and pie chart above reflect that referrals for emotional and practical support are broadly in line with the anticipated need set out in the 2015 Needs Analysis, however the demand for therapeutic interventions / counselling have been significantly more than was estimated. A total of 1071 referrals for counselling have been made since July 2016 which equates to 75% of the total demand for support from the three commissioned voluntary sector providers.

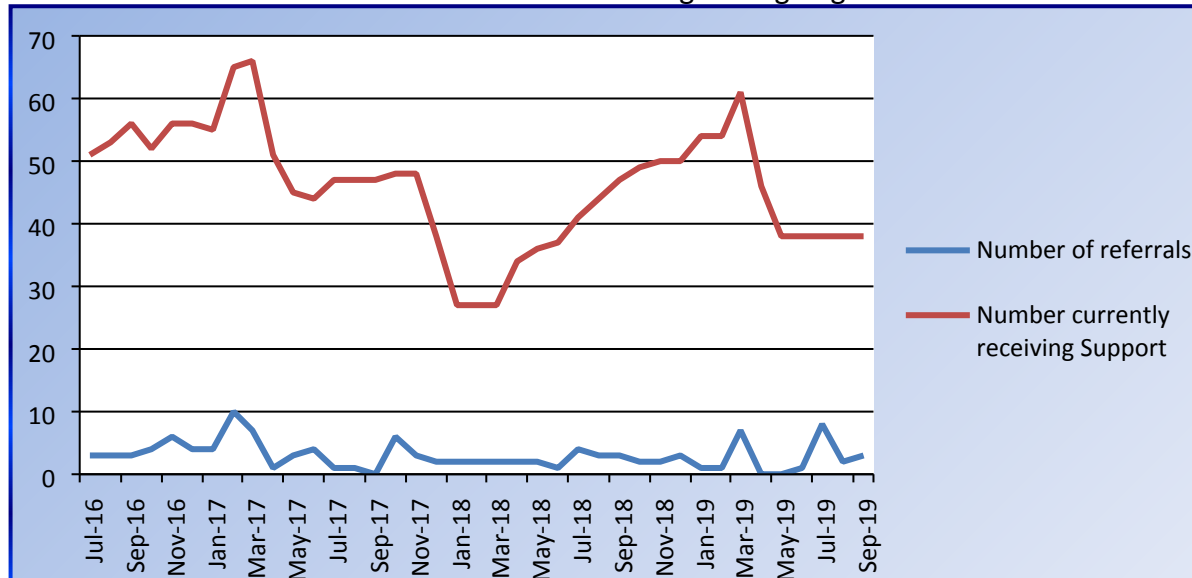
CSE Commissioned Services' Referrals July 2016 - September 2019



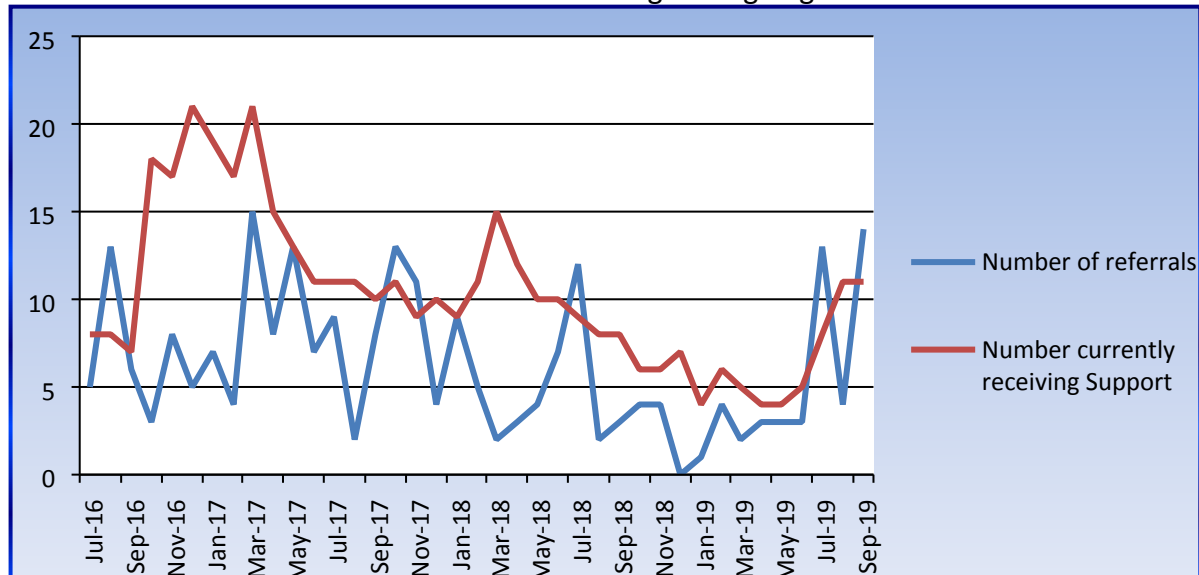
3 Referrals

Referrals for post abuse support are received from individual victims and survivors, the National Crime Agency, GPs, ISVAs, Social Care, Community Mental Health and other statutory and voluntary organisations. The graphs below illustrate the number of referrals received and the number of survivors receiving an ongoing service between July 2016 and September 2019.

GROW – Referrals and number of survivors receiving an ongoing service



RISE – Referrals and number of survivors receiving an ongoing service



Analysis of referral sources for victims and survivors accessing Rotherham Rise support services between April and June 2019 demonstrates that 23.81% were self-referrals, 29% were referred from Domestic Abuse support services, 14.29% were referred by the ISVA service and the remainder were evenly distributed between multi-agency partners such as Adult Mental Health Services and Early

Help. More recent analysis of referrals between July and September 2019 shows that 25.71% were referred via the Trauma and Resilience Pathway.

4 Waiting List

Learning from the commissioned contracts suggests that a structured pathway where survivors' individual needs are assessed and appropriate resources are allocated will result in survivors receiving an appropriate service in a timelier manner. It is also worth noting that without an assessment prior to referring to a service it is difficult to determine if cases meet the eligibility for a service.

Initially a waiting list developed for survivors who required emotional and practical support, demand peaked in late 2017 / early 2018 however currently only a small waiting list exists. The length of service for survivors accessing support with GROW is much greater than the time limited offer of RISE and therefore GROW tend to maintain a high number of service users on service with little scope to accept new referrals. Rotherham RISE demonstrate a greater throughput of service delivery.

The demand for counselling, specifically at Rothacs appeared to exceed capacity which gave rise to concern regarding the ability of the service to offer a timely intervention. However, a subsequent demand and capacity exercise carried out by the Trauma and Resilience Service in conjunction with Rothacs has scrutinised their waiting list and has determined that there currently is no waiting list for CSE counselling.

5 Methodology

This analysis explores the offer of support to CSE survivors in the context of the wider support offer delivered by Health, Voluntary and Community Sector (VCS), Police, National Crime Agency (NCA) and RMBC.

The objectives of this analysis are that it will enable:

- A broad range of stakeholder opinions to be heard and understood
- Examination of the impact of existing services.
- Identification of opportunities to improve pathways through support.
- Identification of opportunities to work together, jointly resourcing support services.
- Projection of future need
- Understanding of the dynamic needs of those affected by historical CSE.

Realisation of these objectives has been enabled through a series of surveys, interviews and consultations undertaken on a 1:1 basis by services delivering support to those affected by historical CSE.

This analysis is not limited to the voice of services commissioned by RMBC but includes services commissioned by Health, Police, National Crime Agency (NCA) and VCS delivery agents who have accessed alternative funding.

A pre-consultation report was undertaken by ACEPPE, *'a listening and enabling project, commissioned by Rotherham Borough Council (RMBC). They are a body of professionals and 'experts by experience' skilled in*

listening to the views of people who are the experts of their own experience to help the council develop its future services' on behalf of RMBC. The objectives of the consultation were to:

- Build trust and confidence with victims, survivors and family members affected by CSE so that they can share their views about what's importance to them as the starting point for designing outcome-based services.
- Be proactive in seeking the views of minority and vulnerable groups in Rotherham and consider the accessibility of support.
- Identify protective factors that might lesson demand for services and minimise escalation of need as well as risk factors.
- Draw together evidence on best practice on what works in helping victims and survivors begin to recover, build resilience and improve mental health and well-being.
- Consider available data on prevalence to identify trends that can help quantify the likely demand for support over the next 5 years.
- Work with Children's Commissioning Team and other commissioning organisations.

The independent consultation attempted to engage with RMBC's commissioned providers as well as Swinton Lock and Apna Haq who also continue to work with survivors. Apna Haq and Swinton Lock had significant engagement whilst engagement with the commissioned providers was limited and therefore , to ensure that a wide range of voices were captured, existing commissioned providers were asked to complete questionnaires and focus groups with service users.

This pre-consultation report provided by ACEPPE has corroborated some of the understanding taken from the feedback from RMBC Commissioned services. However much of the pre- consultation report is concerned with the period prior to any services being in place and does not account for the impact of any work undertaken between 2015-2019 which places limitations on its value to the overall analysis.

The Year 1 Evaluation of the NHS Rotherham CCG commissioned Stovewood Trauma and Resilience Service (TRS) in Rotherham (Sheffield Hallam University, 2019) describes the support offered to the survivors of CSE under the remit of the NCA's Operation Stovewood. This service is concerned particularly but not exclusively with those contemplating or participating in the emotionally demanding investigative and court process. The evaluation has a focus on providing evidence to illustrate the ways in which the TRS has worked across multiple sectors in Rotherham to improve the offer of service provision to benefit those affected by CSE. The service also supports upskilling professionals in trauma informed practice. The research underpinning this year 1 evaluation has foundations in the experiences and understandings of professionals in statutory and voluntary services, those who are tasked with supporting those affected by CSE in achieving identified health and wellbeing targets throughout the court process and beyond.

Examination of the previous Needs Analysis (2015) And the Needs Analysis Report Following Sexual Exploitation of Children in Rotherham (University of Salford, 2015) has enabled the tracking of how need has been met, limitations of existing services, lessons learned and understanding that in 2015 RMBC did not have any benchmark to work against.

To complete this 2019 Needs Analysis benchmarking with other authorities was undertaken by a group of council members led by the Chair of Improving Lives Select Commission. The Local Authorities interviewed; Telford, Oxford, Bradford and Rochdale were selected for the parallels with Rotherham. All were asked the same series of questions and responses were recorded. This enabled a snapshot of other Local Authority response to the CSE issues in their area to be captured.

An online public survey was undertaken to ensure that wider participation in the consultation process was enabled. Learning from the public survey responses are referred to throughout this Needs Analysis.

The Needs Analysis also refers to the findings of a service review undertaken in 2017/18 when service capacity and demand issues were first identified and to the findings of a multi-agency sub group of the LSCB who were tasked with looking at the commissioning arrangements for CSE services.

6 Changing Landscape

When the initial Rotherham Child Sexual Exploitation Needs Analysis (2015) was published a lot of the projection was based on Public Health data comparators between national averages and Rotherham specific and whilst some of the profiles made correct assumptions regarding attendant issues there are anomalies and inaccuracies which may have led to the response not wholly meeting the needs of those affected specifically by CSE. Arguably there are so many concomitant health and social care issues related to CSE that we may never capture an accurate picture of exactly which services those affected by CSE are accessing, not least because not all victims/survivors identify themselves as such. Services commissioned in 2015 were based on recommendations from the Jay Report and Casey report , however at this time understanding of the extent of NCA operations across the Borough was limited, the impact they would have or the type of support needs which would be generated by the investigation/court process activity.

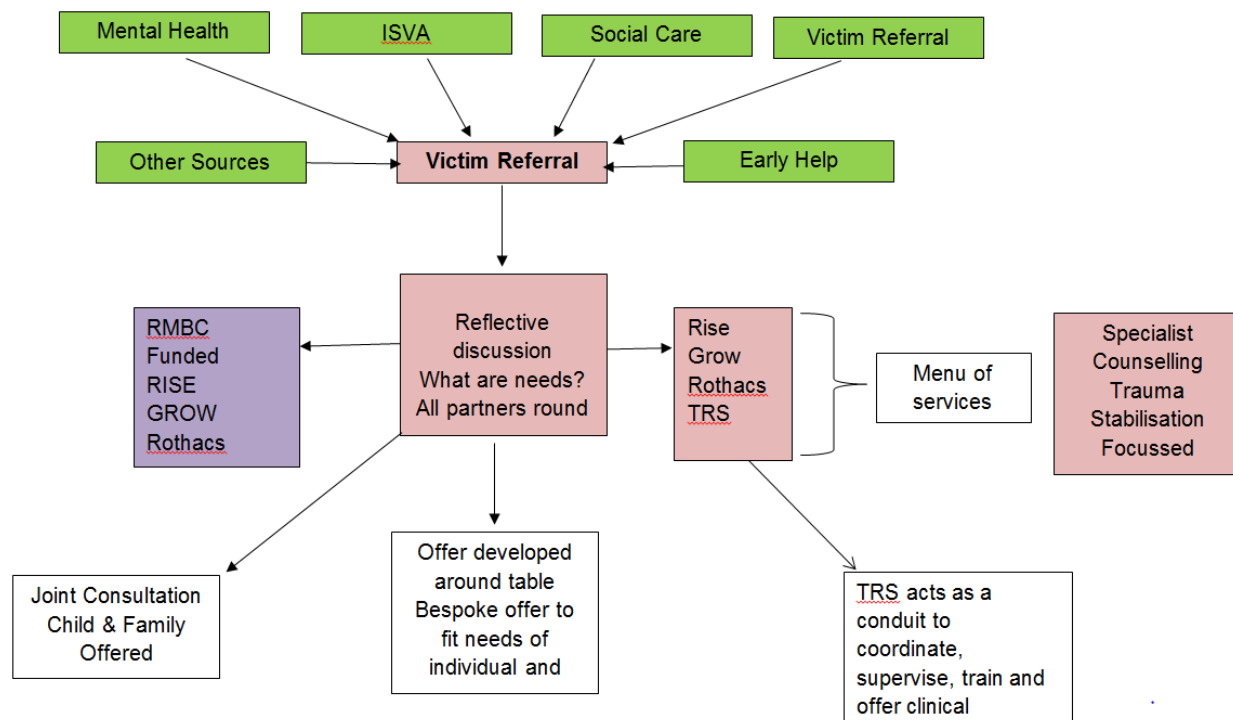
The National Crime Agency's Operation Stovewood has identified over 1500 potential survivors. This is the largest national investigation of its kind. Operation Stovewood seeks to legally (where prosecution is the chosen route of those accessing services), practically and emotionally support survivors.

In 2015 the collective understanding of a trauma informed approach was limited. Pathways through services were unclear with some individuals coming to depend heavily on services with the result of overburdened services and long waiting lists particularly for therapeutic interventions. However since then understanding has developed significantly as explained in the Evaluation of the Trauma and Resilience Service:-

"We've had an exercise through the partnership of revising our proposed infrastructure for commissioned services and the TRS have been party to quite a number of conversations there....the principle behind it is in short that effectively people were able to go to different providers and it could be a situation where they are receiving confidential services from different service providers and that's neither efficient nor necessarily effective. So we're trying to move from a position where you're accessing services through different means to effectively a gateway through which we give effectively a single point of access to services, which is much more efficient, more effective, allows us to get more bang for our buck in terms of what we have in terms of capacity"

Year 1 Evaluation of the Trauma and Resilience Service in Rotherham by Sheffield Hallam University: Overview Report: Rebecca Hamer, Professor David Best, Lauren Hall (2019) **Appendix 1**

The diagram below illustrates the relationship / interaction between the Trauma and Resilience Service, RMBC's commissioned providers and other statutory and non-statutory agencies in Rotherham.



This partnership approach aims to:

- Reduce the potential for gaps and fragmentation between local services in Rotherham
- Offer choice around locally available resources and interventions without delay
- Reduce Waiting times, enhance integration, and improve the experience of survivors

There is now a better understanding of the impact of CSE on universal services and specialist services such as mental health services, substance misuse and alcohol services, domestic abuse services also both adult and children's social care. This understanding is corroborated by the Independent Inquiry into Child Sexual Abuse (IICSA) and their rapid evident assessment of the impacts of child sexual abuse. The research looked at outcomes and impact of child sexual abuse for victims and survivors across seven areas of their lives. These are illustrated in the table below.

Physical health	Emotional wellbeing, mental health and internalising behaviours	Externalising behaviours	Interpersonal relationships	Socio-economic	Religious and spiritual belief	Vulnerability to revictimisation
- Physical injuries - High BMI - Problems related to childbirth - Unexplained medical problems	- Emotional distress - Trauma/ PTSD - Anxiety - Depression	- Substance misuse 'Risky' and inappropriate sexual behaviours - Offending	- Reduced relationship satisfaction and stability - Issues with intimacy and parent-child relationships	- Lower educational attainment - Higher unemployment - Financial instability - Homelessness	- Disillusionment with religion - Faith as a coping mechanism	- Sexual revictimisation in childhood and adulthood - Other types of victimisation

The report goes on to state that the outcomes in these interact with, cause, and compound or in some case help to mitigate outcomes in other areas. Outcomes can occur, or recur at any time within the survivor's lifetime. The report also concludes that the harm also impacts on family members and wider society in both financial and less tangible ways. Resilience and recovery are possible and protective factors such as effective support services and a positive and sensitive response from family, friends and professionals can increase the likelihood of more positive outcomes.

There is better understanding of the need for a partnership approach to meeting the support needs of those affected and the necessity of a pathway through services which is flexible and able to respond to crisis escalation and step down as necessary.

Understanding of the generic and dynamic needs of those who are at different stages in their life and in coming to terms with their trauma and abuse is better.

In May 2019, the All-Party Parliamentary Group (APPG) published their report into the Impact of Childhood Sexual Abuse. The APPG carried out a six-month inquiry, gathering the views of nearly 400 survivors from across the country.

Their findings were that:

Across the health and social care sector, there is an increasing understanding of the impact of early life trauma. Adverse Childhood Experiences (ACEs), as this approach is known, recognises that when children are exposed to adverse and stressful experiences, it can impact on their ability to think, interact with others and on their learning. There is not yet a nationwide strategy for the ACEs' approach, but its growth is of particular significance to adult survivors.

Survivors told the inquiry they want to be met with a trauma-informed response by professionals they encounter. Trauma-informed is a model of care that recognises the trauma caused by abuse and its impact across all aspects of a person's life. This method supports a person to recover from the trauma.

Survivors said that they wanted to be empowered to make decisions for themselves, but to do this they needed readily available information. Too often professionals did not understand abuse, or how to respond to disclosure, and survivors described experiences of needing to request specific referrals from professionals.

7 Benchmarking

To complete this 2019 Needs Analysis benchmarking with other authorities was undertaken by a group of council members led by the Chair of Improving Lives Select Commission. The Local Authorities interviewed; Telford and Wrekin, Oxfordshire, and Rochdale were selected for the parallels with Rotherham. All were asked the same series of questions and responses were recorded. This enabled a snapshot of other Local Authority response to the CSE issues in their area to be captured. The council members involved have expressed an intention to carry out further work to examine practice in other authorities as they felt that a satisfactory conclusion of how RMBC benchmarks against other Authorities would benefit from wider consultation.

The following questions were asked of each of the authorities:

- How is the service designed and how has this model been arrived at?
- Where does it 'sit' – Adults/CYPS/Public Health/ elsewhere?
- How views of service users are sought/consultation undertaken?
- Pathways into support (referral/ self-referral)
- Who provides the services?
- How much does the service cost and how is this funded?

- Partner Contribution
- Numbers using the service – and if the offer was time limited?
- How are outcomes measured?

In summary the main learning/questions raised were as follows:

The funding levels appear to be lower in the benchmarked authorities and demand for services is also lower than in Rotherham. Notably Rotherham is the only Local Authority where an independent inquiry has taken place which has informed Rotherham's approach however Telford and Wrekin have commissioned an independent review which will inevitably impact on / influence their response to CSE.

Rochdale operates an in-house service and acknowledged that they were only reaching survivors who are going through the court process. Both Telford and Wrekin and Oxfordshire have commissioned the voluntary sector to deliver services.

Joint Commissioning – there was limited evidence of joint commissioning with health services in the other authorities although Telford and Wrekin and Oxfordshire both cited links with trauma and resilience (T&R) support and the benefits of this approach. The trauma and resilience service is now well established in Rotherham, raising the question of merit in exploring if there are economies of scale in pooling budgets and entering into joint commissioning arrangements with CCG. The responsibility for commissioning services or direct service provision for non-recent victims / survivors lies mainly with Adults Services within the other local authorities with some emerging links with Health. This raised the question of whether the current arrangements in Rotherham made the best use of pathways/referrals into other adult services which warrants further exploration?

Time limited support -There was no clear conclusion on 'open ended services' however Telford and Wrekin appeared to have adopted a more time limited 'support to move on' approach.

Three authorities had **single agency provision** – however, some recognised that this model was potentially problematic as single agency couldn't reflect range of services/support or didn't offer a choice if service user didn't want to access the agency. Members were assured that the commissioning approach in Rotherham is not based on single agency provision.

Service-user involvement - each local authority adopted a different approach in its service user engagement. It is therefore difficult to reach a conclusion about the effective of approaches and how this compares to Rotherham.

Measuring Outcomes – no clear consensus emerged from the benchmarking as to how to measure outcomes against a service framework.

Rotherham compared favourably in provision, resources and range of 'offer'.

8 Consultation with commissioned services

CYPS Commissioning undertook a review of commissioned services between October and December 2017 in response to increased demand for CSE services that resulted in growing waiting lists. The review included consultation with service providers and survivors and identified a number of gaps and wider issues that were raised. These were:

- Lack of family support for families with young children who may experience attachment issues whilst dealing their past.
- Lack of appropriate parenting course for parents who have had children removed.
- Acknowledgement of the support to wider family member and the impact of trauma on these relationships.
- Precarious nature of funding climate for third sector organisations and impact on service continuity and stability.
- Length of time needed to build trusting relationships.
- For some people support will be required for a very long period of time – trauma can be a lifelong issue.
- The wider support services that they might have referred onto in the past, to help re-establish people within the community, are reducing or no longer available.

Below are some quotes from conversations with service users that illustrate the impact of the commissioned services:

“Tell you the truth – it kept me alive”

“The way they came across, it didn’t take me that long to trust them”

“At the time I was very depressed and suicidal and I kept telling myself over and over just go one more week”

“One of the best services I have ever used”

*“It’s good to have the opportunity to put my feelings and wishes across”
“I trust them 101%”*

“They are literally life-savers”

“You feel like you’re the only one and this feeling of isolation is immense. It is so amazing to know others understand you and relate to you”

“I was a complete gibbering wreck but they helped build me up and I was able to share with others.”

“You can’t fix 30 years of abuse in one year”

“I love it here – it’s like my second home – even if I feel rubbish I still come.”

“This experience of counselling has changed my life in a positive way and helped me learn some valuable coping mechanisms for when things go wrong”

“I have had an excellent counsellor, I have come to trust her and value her thank you so very much”

“it’s been really positive; it’s made me look at things in a different light. I feel that I now have a future with my children and for myself”

The key findings of the review were that:

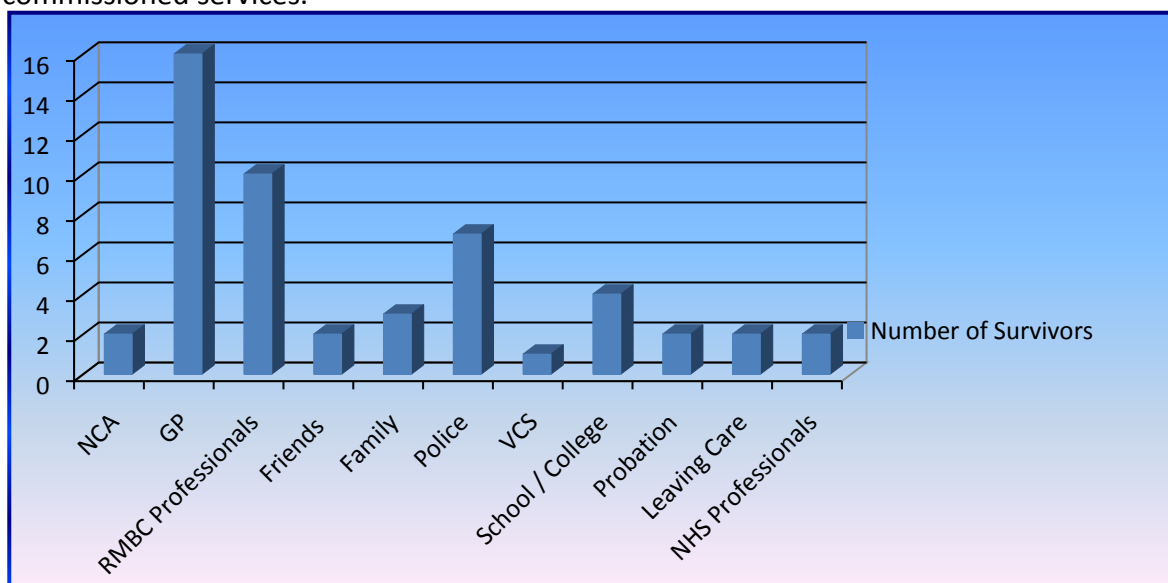
- Referrals for emotional and practical support were broadly in line the original anticipated need. However there were significantly more referrals for therapeutic intervention than the original estimate in the first 15 months of the contract. There were 413 referrals for counselling between July 2016 and September 2017. The 2015 needs analysis only anticipated a total of 240 referrals between July 2016 and March 2019.
- There is currently little flexibility to adjust funding between contracts to meet demand pressures. Any future service design will need to be able to adapt more flexibility to changing need.
- Service Users have expressed positive views on the support they had received. The impact of the services is also demonstrated through case studies and outcome monitoring data.
- There was a decrease in the number of live cases from April 2017 onwards as providers scale back capacity in line with the funding profile. Further work needs to be done to understand the significant difference in volume between providers.
- Waiting lists developed in both service areas but not for all providers. For practical and emotional support there were more people waiting for a service from Rotherham Rise than from GROW. For therapeutic intervention there are significantly more people waiting for a service from RACS than from Rotherham Rise.
- The length of time that victims and survivors are waiting for support or therapeutic intervention varies considerably between providers. Long waiting times mean that people are not getting the 'right care' at the 'right time' and may lead to negative consequences.
- The length of time that victims and survivors are waiting for support or therapeutic intervention is likely to increase as funding is profiled to reduce in 2018/19 and providers reduce their service offer accordingly.
- As investigations progress and engagement activity with victims and survivors increases, it is very likely that demand for and pressures on commissioned and non-commissioned services will increase.
- Given that the timescales for police investigations and prosecution can last up to 2 years the expectation of 12 months support (as set out in the service specification) might not be appropriate. On the other hand it is recognised that trauma can be a lifelong issue. Future service design will need to consider an appropriate timescale for interventions.
- Post-trial support has been highlighted as crucial and is within the scope of the current service specification, however, there is limited capacity to provide post-trial support at present because of the pressures from increased referrals and waiting lists.
- To date the commissioned services have been accessed predominantly by adults. The funding for post-CSE commissioned services has been provided by RMBC Children and Young People's Service although other statutory organisations have aligned roles and remits to offer support to victims and survivors. *'...commissioning for services for adult*

survivors of CSE remains within Children's Commissioning Directorate and not with Adult Services. The implication of this is that the skills and experience of Children's Commissioning will be based within Children's Services, informed by Children's Policy and be insufficiently interconnected and integrated within Adult services' ACEPPE, Pre-Consultation report 2018

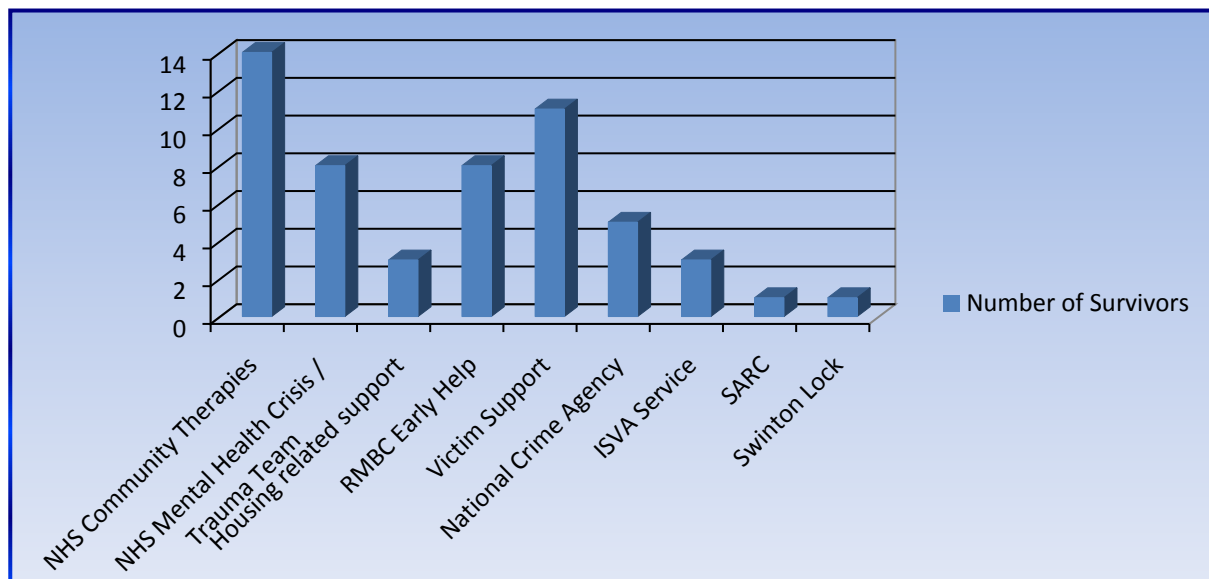
- The landscape of service provision in Rotherham is developing and clarity around the pathways between services commissioned by a variety of organisations is vital to ensure victims and survivors can access the right help at the right time.
- The 2015 Need Analysis (although based on the best information available at the time) underestimated the need and the pattern of support required. Given the pattern of help seeking so far, it would be beneficial to re-visit and revise the assumptions of the needs analysis.

As part of the development of this updated Needs Analysis a further consultation with service users of the commissioned services was undertaken to understand better what helps people begin to recover and what survivor's experience of services has been like when trying to get help and support. The commissioned services facilitated the completion of a survey, there were a total of 33 completed surveys and the key findings are set out below.

The graph below sets out the responses given when asked how survivors found out about the commissioned services.

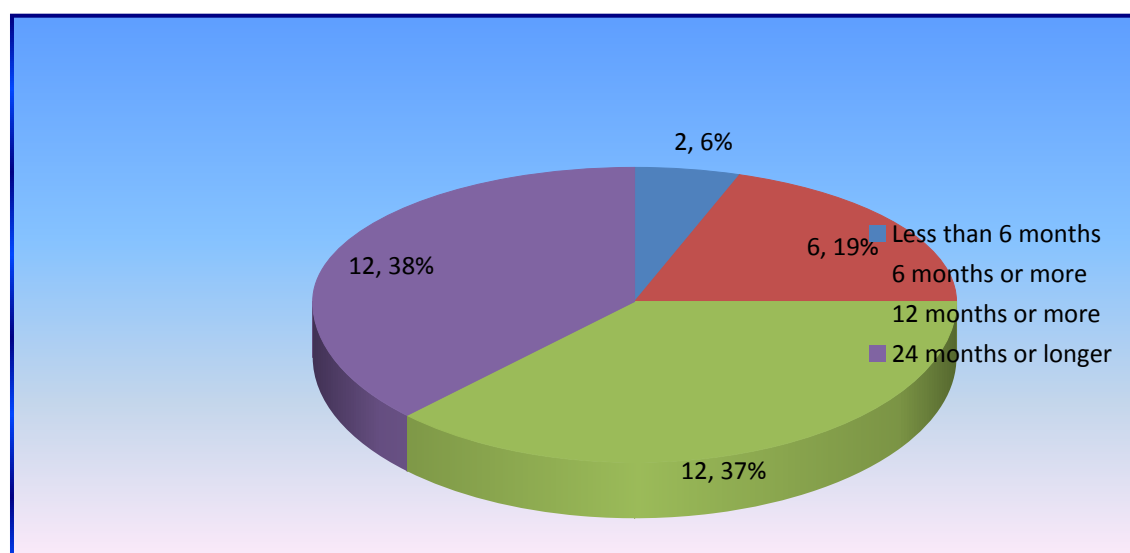


The graph below sets out the responses given by survivors when asked if they have sought help from other organisations.



When asked to scale how easy it was to find help where 0 was impossible to find help and support and 10 was very easy the average response was 7. Varying examples were provided and are available on request. Learning from the Public Survey was that awareness of what services are in place and how to access them was limited which would indicate a need for better marketing and communication within any service specification developed in future.

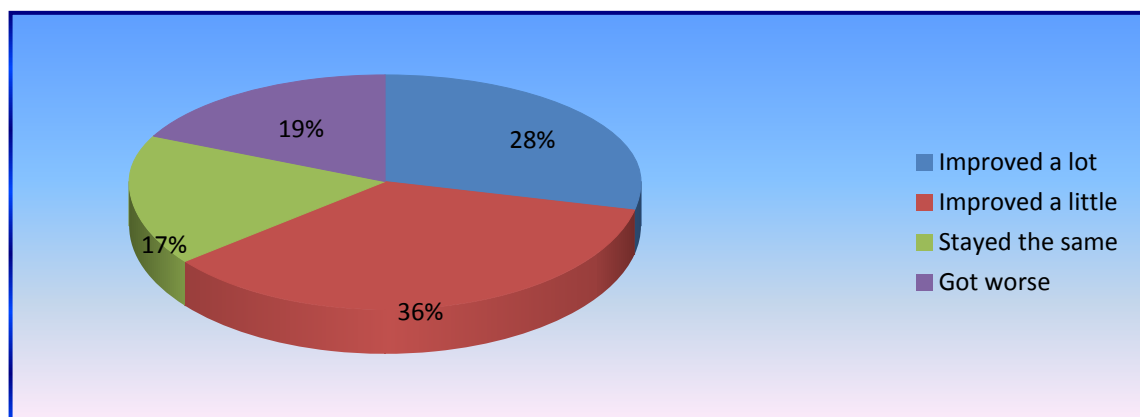
The pie chart below shows the responses given when asked how long you received help for. 37% received a service for 12 months or longer, 38% 24 months or longer and only 6% received a service for less than 6 months. This length of service delivery was not anticipated as part of 2015 needs analysis.



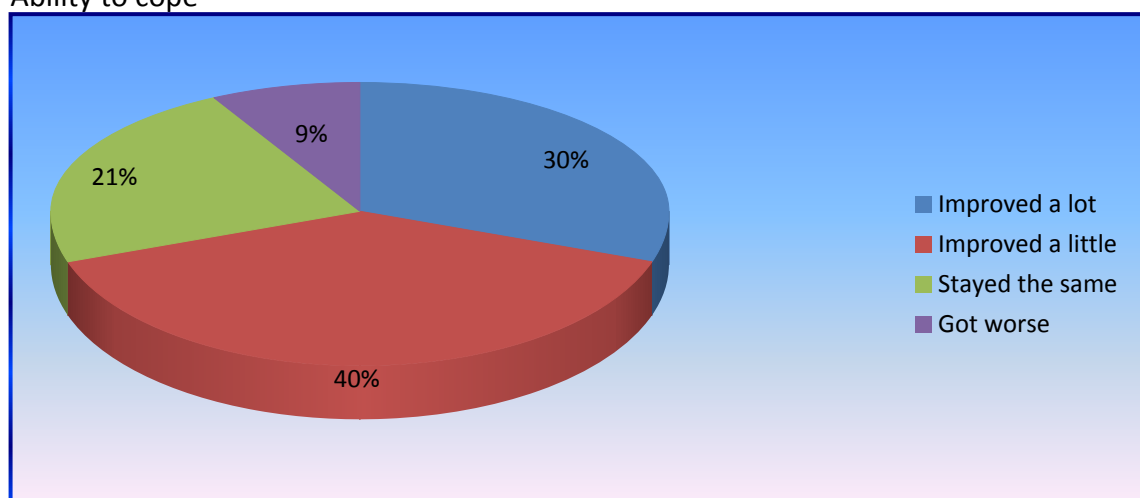
10 Health and Wellbeing

Survivors were also asked after getting support did anything change for them in relation to their health, their ability to cope, their self-esteem and self-confidence, their ability to make decisions and being

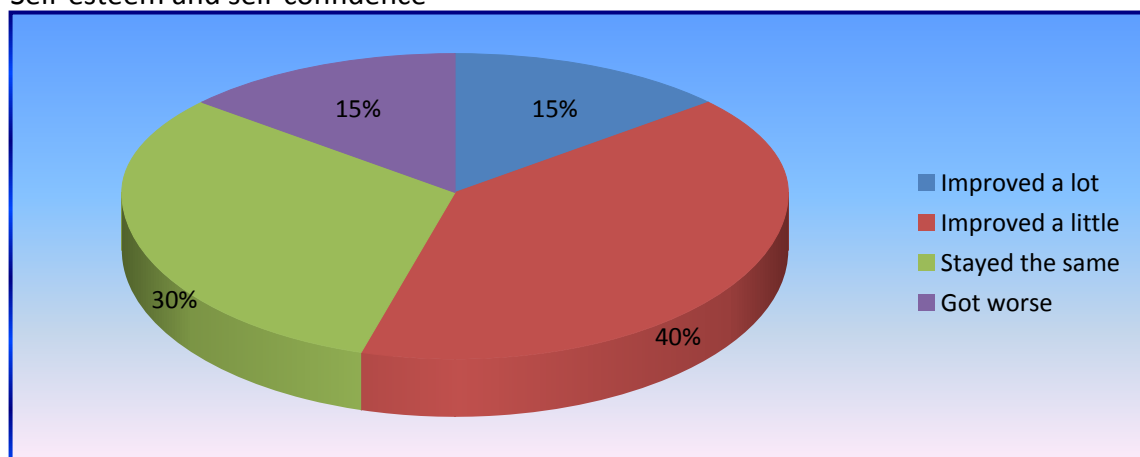
able to control their own life and feeling safe. The pie charts below show the results. The responses mirror those from the Public Survey.



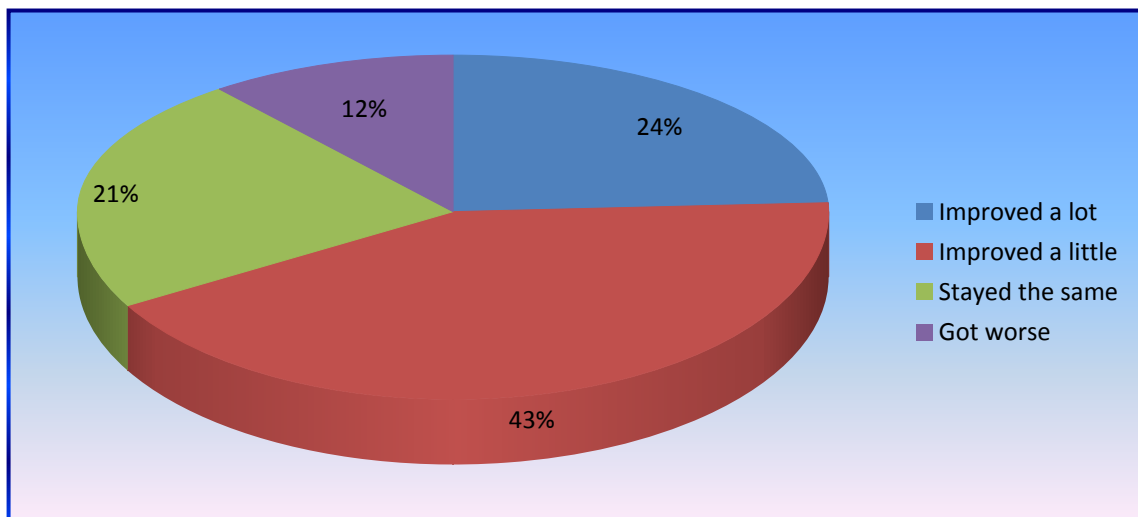
Ability to cope



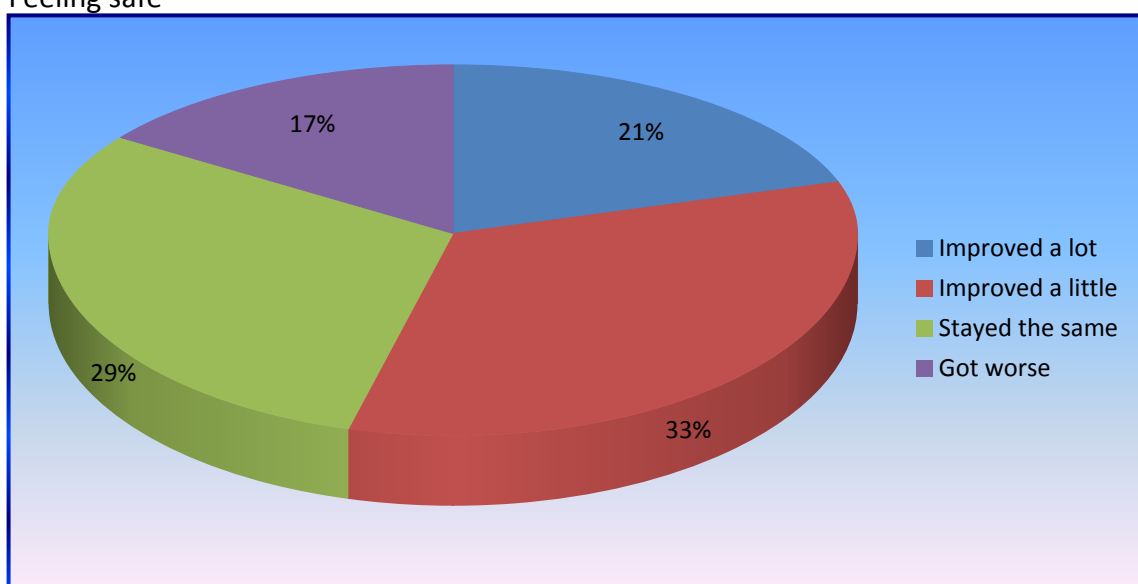
Self-esteem and self-confidence



Being able to make decisions and take control of your life



Feeling safe



Survivors were also asked if they had decided to report / seek justice, 55% of responders answered yes, 30% answered no and the remaining 15% did not answer the question.

9 Conclusion

Learning from the time of the initial Needs Analysis (2015) to present has been a critical part of the analysis.

We will continue to learn from the experience of people affected by CSE and will use their experience whether positive or negative as a tool to improve our Post CSE offer. We can see from the Public Survey responses that we are still not reaching every individual who needs support, and this must be addressed through the refreshed service specification.

Understanding what is being commissioned in other authorities and where the services are best placed to meet need, to ensure a trauma informed approach and a cohesive but flexible pathway has been difficult to ascertain. In most other authorities the commissioner is within adult services. The Trauma Resilience Service (TRS) is currently shaping the modified and improved offer to those affected by

historical abuse and the recent review of their service which has formed part of this analysis indicates high levels of success in terms of outcomes and satisfaction from beneficiaries and other professionals.

The TRS' first year of development and implementation has been focussed on uniting agencies in their knowledge and working practices in order to ensure survivors are not let down but are now given the best quality and most appropriate support and this has built upon the work already done by the CCG and RMBC in the years following the Jay report. Analysis of a combination of qualitative and quantitative evidence gathered for the Year 1 Evaluation of the TRS is indicative of an encouraging shift in opinion of how improved this approach is when compared to what has gone before. It gives a feeling that Rotherham has finally listened to and understood lessons learned from the past.

Public Report
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

Finance Update and Budget Monitoring Report

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

Yes

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Graham Saxton, Assistant Director – Financial Services
graham.saxton@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The report provides an update to Cabinet on a number of financial matters, including those related to Covid-19. The report is provided as an interim update for Cabinet, following on from the approval of the Budget and Council Tax 2020/21 report in February 2020 and in advance of the Financial Outturn 2019/20 and Financial Monitoring 2020/21 reports to be submitted to Cabinet in July 2020.

Recommendations

1. That the substantial costs associated with responding to the Covid-19 pandemic be noted.
2. That the funding received from Government to be used to mitigate the costs of responding to the Covid-19 pandemic be noted.
3. That approval is given to the expenditure incurred and anticipated on the Covid-19 response, in accordance with the expectations and guidance from Government and the Financial and Procurement Procedure Rules contained within the Council's Constitution.

4. That approval be given to the utilisation of the Covid-19 emergency grant funding in accordance with expectations and guidance from Government and the Financial and Procurement Procedure Rules contained within the Council's Constitution.
5. That the approach taken to the distribution of 75% of the Infection Control Fund as per national guidance is noted.
6. That approval is given to the recommended approach for the allocation of the 25% discretionary element of the Infection Control Fund

List of Appendices Included

Appendix 1 Council's Covid-19 Financial Management Information return to MHCLG 15 May 2020.

Appendix 2 Initial Equality Screening

Background Papers

Budget and Council Tax 2020/21 – Cabinet 17 February 2020, Council 26 February 2020

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Finance Update and Budget Monitoring Report

1. Background

- 1.1 This report is provided to update Cabinet on a number of financial and budget matters arising since the approval of the Budget and Council Tax 2020/21 report at Cabinet and Council in February 2020, including those related to Covid-19.
- 1.2 The report is an interim update to Cabinet in advance of the Financial Outturn 2019/20 and Financial Monitoring 2020/21 reports to be submitted to Cabinet on 13th July 2020.

2. Key Issues

2.1 Revenue Budget Financial Outturn 2019/20

- 2.1.2 Detailed reports on the revenue and capital financial outturns for 2019/20 will be submitted to Cabinet on 13 July 2020, alongside a Treasury Management and Prudential Indicators 2019/20 outturn report. A summary of the revenue budget financial outturn for 2019/20 and the impact on the Council's reserves is set out below.
- 2.1.3 The revenue budget financial outturn for 2019/20 shows an overspend against Directorate and Central Budgets of £1.2m (£1.174m), before application of funding from the Budget Contingency Reserve. This is summarised below by Directorate ;

Table 1 – Summary Revenue Budget Financial Outturn 2019/20

Directorate	Budget £m	Actual £m	Variance over/(under) £m
Adult Care, Housing and Public Health	77.0	77.7	0.7
Children & Young People's Services	65.9	70.3	4.4
Regeneration & Environment	42.2	44.7	2.5
Assistant Chief Executive	6.6	6.4	(0.2)
Finance & Customer Services	18.2	17.6	(0.6)
Central Services	11.2	5.6	(5.6)
Total	221.1	222.3	1.2

- 2.1.4 The Budget Contingency Reserve in 2019/20 has a balance of £3.183m remaining in the reserve brought forward from 2018/19. After applying £1.174m to balance the financial outturn for 2019/20, a net balance of £2.009m remains in the reserve to carry forward to 2020/21 for the support of future years' budgets.
- 2.1.5 This is an improvement of £2m on the forecast reserves position for 2020/21 which was included within the Budget and Council Tax 2020/21 report, which anticipated that all of the reserve would have to be used to balance the 2019/20 financial outturn.
- 2.1.6 Details of individual Directorate budget variances for 2019/20 will be provided within the Financial Outturn 2019/20 report. The main changes which result in a more favourable outturn position than anticipated within the Budget Report are the Council's success in obtaining £1.3m Government Grant funding towards the additional costs incurred as a result of Operation Stovewood and the continuation of budget actions put into place to achieve further reductions on spend.

2.2 Covid-19

- 2.2.1 In common with local authorities across the country, the Council is facing significant operational impacts on service delivery along with the financial impact of the Covid-19 pandemic on our residents and local businesses resulting from the associated restrictions and the substantial support being provided to residents, care organisations and other organisations and businesses.
- 2.2.2 The Ministry for Housing, Communities & Local Government (MHCLG) is collecting monthly financial management information from councils in order to understand the impact of the Covid-19 pandemic on local authority finances, to inform MHCLG planning purposes and to help identify where the greatest pressures are likely to be and to support an ongoing assessment of likely future costs.
- 2.2.3 For the latest returns, due to MHCLG by 15 May, the Government set out guidelines as to the basis on how they wanted estimated costs to be provided, as follows *"Where full financial year estimates are requested, please estimate these assuming current restrictions remain in place until the end of July 2020, and thereafter the situation reverts entirely back to a position you anticipated prior to Covid-19. Note that this assumption is intended for accounting purposes only and solely to improve consistency in the returns provided and should in no way be interpreted as Government policy."*
- 2.2.4 The Council's return for 15 May (attached as appendix 1) was calculated on this basis but also including an estimate of the risk of the level of agreed budget savings which might not now be deliverable during 2020/21 due to Covid impacts.
- 2.2.5 The total estimated cost of Covid impact to the Council, as submitted to MHCLG was £40.1m, from a combination of:

- Additional costs
- Loss of sales, fees and charges and income
- Non-delivery of budget savings
- Increased rent arrears and other costs for the Housing Revenue Account
- Loss of business rates and council tax income

2.2.6 The majority of the cost impact is on Adult Social Care and includes dealing with additional demand, supporting the market and providing personal protective equipment (PPE). The anticipated cost of PPE, as envisaged at the time and included within the MHCLG return of 15 May, was £2.8m.

2.2.7 Most of the impact on loss of sales, fees and charges and income is within the Regeneration & Environment Directorate, with the main areas of impact being Cultural and Related Services and Planning and Development.

2.2.8 Directorates have £16.3m of savings and cost reductions to deliver within the 2020/21 budget. The majority of these savings are within social care services which currently are at significant risk of being unable to be delivered due to the impact of Covid-19.

2.2.9 The other cost impacts identified don't fall on the current year revenue budget. Housing rent arrears impact the Housing Revenue Account and may be recoverable over time or may lead to an increase in write-offs in future years. Similarly, loss of business rates and council tax income will initially feed into the Collection Fund accounts and the income may again be recoverable in future years or lead to write-offs and impact on future years' budgets.

2.2.10 The Council has received two tranches of Covid-19 emergency funding from the Government totalling £16.239m to date. The funding is not ring-fenced. £8.922m was provided in tranche 1 and £7.317m in tranche 2, which was based on a different methodology of allocation using population. Based on the current estimates of financial impact submitted to MHCLG, this falls significantly short of the impact estimated by the Council. A further return will be requested by MHCLG for June and councils await announcements by the Government for any further tranches of emergency funding.

2.2.11 The initial allocation of emergency funding was supported by Government guidance on what the funding was expected to be used for. This was set out as:

- Meet the increased demand for adult social care and enable councils to provide additional support to social care providers.
- Meet the cost of extra demand and higher business-as-usual costs of providing children's social care.
- Provide additional support for the homeless and rough sleepers.
- Support those at higher risk of severe illness from Covid-19.

- Meet pressures across other services as a result of reduced income, rising costs or increasing demand.

2.2.12 On 28th May the Director of Local Government Finance at MHCLG issued a letter summarising the financial support provided to date to local authorities in regard to the financial impact of Covid-19. The Annex to the letter provided an expanded list of expected uses of the emergency grant funding :

- Adult Social Care
- Children's Services
- Public Health
- Waste Management Services
- Shielding the clinically extremely vulnerable people
- Homelessness and rough sleeping
- Domestic abuse
- Managing excess deaths

2.2.13 The Covid-19 emergency grant funding will be held corporately initially. The Council's normal oversight and procedures to manage and monitor expenditure and income remain the means of budgetary control. Once there is more evidence-based knowledge of Covid related cost increases, then consideration can be given as to whether or not grant should be allocated to individual budgets.

2.2.14 In response to the pandemic, Cabinet Office released guidance in March through Procurement Policy Note 02/20 (PPN02/20) in relation to measures to be adopted to provide supplier relief with the aim of avoiding supply chain collapse or significant financial implications for suppliers.

2.2.15 The Council has adopted the principles of PPN 02/20 which are set out within a delegated decision of the Strategic Director – Finance & Customers Services, in consultation with the Cabinet Member for Corporate Services & Finance and the Leader of the Council:

- All services to review their contracts to identify “at risk” suppliers and feed this information to Procurement and Finance [who then work with Services to obtain the necessary approvals for contract/payment variation].
- Making immediate payment to all suppliers on receipts of goods.
- Granting permission for Procurement to enter receipts against orders on behalf of Services where required, to ensure payments are processed promptly.
- Service Areas working with Procurement to ensure that disputed invoices are resolved as a matter of urgency.
- Encouraging Service Areas to discuss with their supplier an increased frequency of invoicing.

- Encouraging Service Areas to consider their contracts and identify any that may benefit from variation and then to seek advice from Legal and Procurement.
- Communicate any agreed actions on the Council's website, financial support for businesses section, so that it's clear what steps the Council is taking.

2.2.16 Regular updates on Covid-19 financial impact will be provided within the 2020/21 Financial Monitoring reports to Cabinet. In advance of the 2020/21 Financial Monitoring Report (as at May) which will be submitted to Cabinet on 13th July, a headline summary of Covid impact is provided below for each Directorate.

2.2.17 Adults, Public Health & Housing - Adult Social Care

The impact of Covid-19 on Adult Care will not be fully realised until later in the year. To date the Council has focused on the risk to the independent sector and the potential for a surge in demand which would impact both the Council's internal services and the independent sector providers. The response has included speeding up payments and additional funding for independent sector providers across the full range of service areas. Additional support has included the provision of emergency PPE, advice and guidance, one to one support, and support with recruitment and training of care staff. Service transformation has been delayed as a result of the crisis (with staff being diverted to work on the response). The NHS has been arranging for the care of people discharged from hospital. A number of these will transfer to the Council but the timing and cost is not yet known.

2.2.18 Adults, Public Health & Housing – Public Health

There have been additional staffing costs due to the Covid-19 impact within Public Health. Staff are at the centre of the response in terms of coordinating appropriate Covid safe activity, interpreting the frequently updated official guidance and providing statistical returns. There will be an ongoing impact due to other issues that emerge as a result of the crisis, e.g. Mental Health services, increased health inequalities; statutory requirements (e.g. Health checks); and public health commissioned services.

2.2.19 Adults, Public Health & Housing – Housing

Services to HRA properties have been restricted to emergency repairs and emergency Aids and Adaptations during the crisis. There are likely to be savings against both revenue and capital budgets. The HRA has lost income due to the closure of community centres and additional properties allocated to homelessness services. There has been little impact on rent collection to date, however there is significant risk associated with the withdrawal of the governments furlough scheme and the impact on the wider economy.

2.2.20 For Housing General Fund, the key pressure is on Homelessness budgets. There are significant costs for hotels in order to discharge the Council's homelessness duties. A raft of measures have been set in place and the additional cost is approximately £135k per quarter. A reduction to the Aids and Adaptations service will see a reduction in the income from fees to GF. There is also a risk that there will be slower take-up of the Furnished Homes offer which would impact on the income that General Fund receives.

2.2.21 Children & Young People's Services

The impact of Covid-19 in Children's Services whilst difficult to quantify at this stage is predominantly related to placements and the difficulties in finding appropriate placements whilst in lockdown, combined with the difficulties in stepping children down linked to pathway plans and the restrictions in progressing with LAC Sufficiency plans in the current climate e.g. growth of in-house foster carers. The Early Help & Social Care Pathway workstreams and CYPS Management Structure has also being delayed linked to the current situation. Whilst annual contracts with schools and academies continues, ad-hoc and bespoke courses and training provision is impacting on income.

2.2.22 Regeneration & Environment

The onset of Covid-19 had an almost immediate impact on the Directorate of Regeneration and Environment although the full scale of the financial pressure won't be known until later in the year. Under 'lockdown' the sudden cessation of many of the Directorate's income earning activities saw a rapid and sustained drop in receipts. Income from Theatres, Green Spaces, Markets and Parking amongst others, ceased almost immediately.

2.2.23 In contrast 'lockdown' meant some Council expenditure would no longer be incurred and therefore savings will result. The savings are not however comparable in scale to the income losses and expenditure pressures.

2.2.24 The Directorate's responsibility to ensure the local market for specialist suppliers be retained, for example in home to school transport and the Council's leisure services contractor has resulted in ongoing expenditure being incurred that might otherwise have been expected to be a saving. The level of supplier support recognises however their lower overheads in lockdown so some savings will result.

2.2.25 In as much as the lockdown has required the Directorate to work very differently by ceasing, changing or reducing services (Libraries, Business Centres, Licensing, Registrars and Museums) it has also worked to keep frontline services operating as normally as possible. Measures to ensure social distancing has resulted in additional expenditure (for example, extra vehicles for waste collection and garden waste).

2.2.26 Finance & Customer Services and Assistant Chief Executive Directorates

In response to the impact of COVID-19 the focus of the two directorates has predominantly been to redesign how the Councils core support functions

operate (HR/IT/Legal/Finance/Procurement and Comm), to ensure the Councils key services can still be provided. Whilst this has placed a significant strain on FCS and ACX directorates, with large numbers of staff re-deployed to managing the impact and response to Covid, the financial impacts are minimal, with the majority of COVID-19 work being completed within existing budget allocations. There will be financial implications due to the use of overtime, procurement of new IT hardware/software and the key role played supporting the local communities but comparatively, with the Councils other directorates, these impacts are minimal. The biggest impact is positive telephone response times, due to closure of face to face services and getting more services online.

- 2.2.27 The establishment of the Community Hub will see a significant additional cost charged to ACX budgets so that the costs in relation to this key service are recognised within the area that the work relates to. However, as this will see costs transferring from other Council Directorates to ACX it is not necessarily additional costs to the Council with increased costs within ACX matched by savings within the wider directorates budgets. Further support to residents has also been provided by the introduction of a Shopping Voucher Scheme within the Community Hub.

2.3 Council support to residents and businesses in the Borough

- 2.3.1 The Council has introduced a range of measures to provide support to residents and businesses of the Borough who have been impacted by Covid-19, including implementing support measures provided by the Government.

2.3.2 Council Tax Support - Hardship Fund

The Government announced in the Chancellor's Budget on 11 March 2020 that local authorities in England would be provided with £500m of new grant funding to support economically vulnerable people and households in their local area. The expectation from Government is that the majority of the Hardship Fund is used to provide council tax relief alongside existing local council tax support schemes. The Council's share of the fund is £2.864m.

- 2.3.3 The details of the Council's application of the Hardship Fund to provide additional council tax relief were agreed by the Strategic Director – Finance & Customer Services in consultation with the Cabinet Member for Corporate Services & Finance and the Leader of the Council.
- 2.3.3 The Fund provides for an additional award of £200 council tax support to those working age claimants in receipt of local council tax support. Where a claimant has a bill of less than £200 their bill is reduced to zero.
- 2.3.4 To date, around 14,000 working age council tax payers in receipt of local council tax support have had additional support of up to £200, using £1.48m of the Hardship Fund to date. Around 12,000 of these council tax payers now have no 2020/21 council tax to pay. The remainder of the funding will be used over the remainder of 2020/21 to fund the cost of additional council tax payers becoming eligible for council tax support including the additional relief of up to £200 applied to their bills.

2.3.5 Business Rates Grants

In response to the Covid-19 pandemic, the Government announced two schemes of business rates grants – the Small Business Grant Fund and the Retail, Hospitality and Leisure Grant Fund. Under these schemes, eligible businesses with rateable values of up to and including £15,000 are entitled to a grant of £10,000. Eligible businesses with rateable values of over £15,000 but less than £51,000 are entitled to a grant of £25,000. The grants are funded by the Government but administered and distributed by local authorities.

2.3.6 Councils will be funded for the actual costs of the grants scheme and have been provided with an initial grant allocation based on Government estimate. The Council's initial allocation is £51.660m. To date the Council has issued grants totalling £40.3m to over 3,400 local businesses. The Council believes that a further 860 businesses who have not yet provided their details to the Council may also be entitled to a grant award and efforts are ongoing to contact these businesses to establish whether or not they are entitled to a grant.

2.3.7 Additional Discretionary Business Support Grant Scheme

The Government further announced on 1 May the introduction of a Discretionary Grants Fund aimed at providing business grant support funding to small and micro businesses who were not eligible for either the Small Business Grant Fund or the Retail, Leisure and Hospitality Fund. The Council's Fixed Minimum Allocation for the Discretionary Fund is £2.479m. This is based on a 5% uplift on the businesses in scope as identified at 3 May 2020 and is the maximum amount of support that will be covered by the Government grant.

2.3.8 The Government's expectation is that local authorities will be in a position to commence providing assistance from this Fund from early June having determined their local scheme in accordance with the guidance issued by the Government.

2.3.9 Business Rates Reliefs

The Government has also introduced a range of extended or new business rates reliefs for 2020/21:

- Increasing the business rates retail discount to 100%
- Expanding the discount to cover the leisure and hospitality sectors
- Removing the £51,000 rateable value threshold for the expanded discount
- Non-local authority providers of childcare to pay no business rates in 2020/21

2.3.10 The Council administers business rates reliefs on behalf of the Government. The additional reliefs for retail and childcare have provided an extra £32.4m of relief for local businesses in 2020/21. When added to existing reliefs for

small businesses and other mandatory and discretionary reliefs already in place, this means that 5,314 of the Borough's 7,890 businesses now have no 2020/21 business rates to pay.

2.3.11 Council Tax Deferral

Due to the impact of Covid-19 on businesses and their employees, the Council experienced, in late March/early April, a significant increase in the number of people contacting the Revenues and Benefits service who say that they are experiencing difficulties in paying their council tax and who are seeking the Council's support.

2.3.12 Historically Revenues & Benefits staff allow a short suspension of recovery action where there has been a recent change to the council tax payer's financial situation, such as the loss of a job, in order to allow them time to apply for state benefits and Council Tax Support.

2.3.13 Given the scale of financial impact caused by the outbreak, rather than continue with an ad hoc approach to support, it was determined appropriate for the Council to agree a range of support options along with associated criteria. This was implemented supported by an easy on-line application process which provided clear guidance as to the circumstances in which the Council would consider a deferral arrangement and a means of quick and easy access to support for those people who met the criteria.

2.3.14 The Council's online form went live on 20th April 2020, with 674 requests for variation to council tax payment received to date. 654 of the requests sought a deferral in payment of council tax for period of time up to 31 July. 20 requests were for change of payment date. Around 85% of the deferral requests have been agreed.

2.3.15 Business Rates Deferral

The Council currently has 7,890 business rates paying properties across the Borough. Following the Government expansion of business rates reliefs for 2020/21, the remaining number of properties with some business rates to pay in 2020/21 is reduced to 2,576.

2.3.16 Standard guidance on paying business rates, included on the Council's website, advises:

- You can opt to pay your bill over twelve instalments rather than ten. To arrange this please contact us as soon as you have received your annual bill.
- If you think you will have difficulty in paying your instalments, please contact us to discuss your account.

2.3.17 The 2,576 business rates payers fall predominantly into the following categories:

- Manufacturing companies
- Retailers not selling directly to the public
- Warehousing or Distribution centres
- Small businesses who receive only partial Small Business Rates Relief as their RV is between £12k and £15k and are not considered to be Retail
- Small businesses who have more than one property and are therefore not eligible to Small Business Rates Relief and are not considered to be Retail
- Companies providing services to the public but specifically excluded from expanded Retail Relief
 - Financial Services (banks, building societies, cash points, bureaux de change, short-term loan providers)
 - Medical Services (vets, dentists, doctors, osteopaths, chiropractors)
 - Professional services (solicitors, accountants, insurance agents/ financial advisers)
 - Post office sorting offices
- Charities receiving 80% mandatory without top up and not considered Retail
- Empty properties

2.3.18 In the main, contact from businesses about deferral has been around a 3-month deferral of payments and rescheduling across the remainder of the financial year.

2.3.19 Under normal circumstances, the business rates team deal with requests to vary business rates payments on a case by case basis, after considering the individual circumstances put forward by the business and taking into account previous payment history, risk of default etc.

2.3.20 This approach has been maintained and to date 44 requests for deferral have been agreed.

2.4 IPC Infection Control Fund for Adult Social Care

On 14th May the Minister for Care, Helen Whately, wrote to local authorities to announce an additional £600m of Government Funding to support providers through a new 'Infection Control Fund'.

2.4.1 The fund is designed to support adult social care providers to reduce the rate of transmission in and between care homes and support wider workforce resilience. The fund was allocated to local authorities in addition to the funding already provided to support adult social care sector during the Covid-19 pandemic.

2.4.2 The allocation for Rotherham was £3,008,676 based on the total number of Care Quality Commission (CQC) registered care home beds in the borough as of May 2020 with an area cost adjustment applied by Government. Rotherham has 2,344 registered care home beds from a national total of 457,400.

- 2.4.3 The fund is to be administered by local authorities in the form of a grant with specific national conditions:

“It is expected that each care home should receive an amount per CQC registered bed...The amounts per bed represent 75% of the funding...the remaining 25% must be used for infection control measures, however local authorities are able to allocate based on need. This may involve support for domiciliary care workforce measures.”

- The grant monies should be passed in two equal amounts in June and July.
- The second payment will be contingent on the first being used for infection control and daily completion of the NHS Capacity Tracker.
- All recipients will be required to demonstrate how they have utilised the payment to support infection control measures

- 2.4.4 The Council has ensured that as per national guidance, 75% of allocated funding (£2,256,507) will be given to the 84 Care Quality Commission (CQC) registered care home establishments within the borough. This is regardless of whether the Council has a formal contract with the care home or not.

- 2.4.5 The grant was apportioned according to each care home's total registered bed capacity and equates to £962.67 per bed (£481.34 to be paid in June and £481.33 to be paid in July). Allocation and payment of the grant has been facilitated through an Officer Delegated Decision Record.

- 2.4.6 The Council has mandated that the care homes provide daily updates through the Council's Testing Proforma as part of the grant condition alongside the national conditions.

- 2.4.7 Details of the specific grant allocation for each care home were published on the Council's website on the 29 May as per Government requirements [insert link]. It is proposed that providers will submit a proforma document (a copy was also published on the website) to evidence how they have used the first element of the grant in line with the conditions of allocation.

<https://www.rotherham.gov.uk/adult-social-care/adult-social-care-providers-personal-assistants/9?documentId=662&categoryId=20068>

- 2.4.8 It is proposed that the remaining 25% of the allocated funding (£752,169) will be shared with all domiciliary care organisations registered with CQC and currently operating within the borough as per the option provided within the national guidance.

- 2.4.9 The grant conditions are proposed as follows:

- grant monies should be passed in two equal amounts in June and July.
- the second payment will be contingent on the first being used for infection control
- all recipients will be required to demonstrate how they have utilised the payment to support infection control measures

2.4.10 It is proposed that the allocation will be split between 30 organisations providing home care and support and 11 supported living providers.

2.4.11 It is proposed that the grant allocation amounts are predicated on the estimated number of weekly care hours delivered in May 2020 to any Rotherham resident, whether Council funded or self-funding from the 41 eligible organisations. This is recommended to be based on a banding system:

0-500 hours = £9,183

500-1500 = £17,549

1500-3500 = £34,282

To be paid in two instalments as described above. Note the payments are estimated based on the overall number of hours provided and are subject to change.

2.4.12 It is proposed that providers awarded a grant will submit a proforma document to evidence how they have used the first element of the grant in line with the conditions of allocation.

2.5 Other Government Grant Funding

There have been two other recent announcements of Government Grant Funding.

2.5.1 The Council has been awarded £235,727 of the Reopening High Streets Safely Fund. The money will allow local authorities in England to put in place additional measures to establish a safe trading environment for businesses and customers, particularly in high streets, through measures that extend to the end of March 2021.

2.5.2 A Government announcement has also been made of a £300m fund for local authorities for a new test and trace service. Individual council allocations have not been released as yet.

2.5.3 The Financial Monitoring Report to July Cabinet will include further details of this funding and the Council's proposed use of it.

3. **Options considered and recommended proposal**

3.1 These are set out within the main body of the report

4. **Consultation on proposal**

4.1 Consultation with residents, business and partners was undertaken as part of the development of the 2020/21 budget.

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

5.1 The report is mainly an update on a range of financial matters. The recommendations which require a decision are for immediate implementation by the relevant Strategic Directors

6. Financial and Procurement Advice and Implications

6.1 The financial implications are contained within the main body of the report.

6.2 The Council has adopted the principles of Council Office's Procurement Policy Note 02/20 (PPN 02/20) as detailed within the main body of the report.

7. Legal Advice and Implications

7.1 All of the schemes and grants referred to in the report had been established and administered in compliance with relevant Government Guidance, and in accordance with the Council's Financial and Procurement Procedure Rules. As this report is an update on a number of financial matters there are no further legal implications.

8. Human Resources Advice and Implications

8.1 No direct implications

9. Implications for Children and Young People and Vulnerable Adults

9.1 Included in Sections 2.2 and 2.4 of the report

10. Equalities and Human Rights Advice and Implications

10.1 This report includes a recommendation that approval is given to the approach for allocation of the 25% discretionary element of the Infection Control Fund to care homes. Most, if not all, care home residents have protected characteristics (including, but not limited to age and disability) and the rapid distribution of this grant in the manner set out in this paper will support our duties towards those with such characteristics.

11. Implications for Ward Priorities

11.1 There is a general impact on all Wards arising from the Covid-19 service impact as outlined in the report.

12. Implications for Partners

12.1 The Council is maintaining close liaison and joint working with Partners on Covid matters, with particular regard to Health and Social Care.

13. Risks and Mitigation

13.1. Budget management and spending controls remain as set out within the Council's Financial and Procurement Procedure Rules. Financial Monitoring reports to Cabinet will include information on Covid related spend and financial risk and also outline how this spend and risk is being managed and mitigated.

14. Accountable Officers

Graham Saxton, Assistant Director – Financial Services

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	01/06/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	01/06/20
Head of Legal Services (Monitoring Officer)	Bal Nahal	01/06/20

Report Author: *Graham Saxton, Assistant Director – Financial Services*
Graham.saxton@rotherham.gov.uk

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

COVID-19 local authority financial management information

COVID-19 local authority financial management information

You are reporting on behalf of:**Billing or precepting authority:**

This is Round 2 of a data collection designed to help departments across central government understand the impact of the COVID-19 pandemic on local authority finances. This collection is for planning purposes; to help us identify where the greatest pressures are likely to be going forward and to inform our ongoing assessment of likely future costs. The information you provide will not be used for monitoring or auditing purposes. We will also share a summary of the findings with you in due course.

As outlined in Round 1, we recognise that the situation your authority faces is continually changing and we will continue to repeat and refine this collection on a rolling monthly basis. For Round 2, you are asked to restate your April 2020 estimates based on actual/outturn data where available, alongside projected estimates for May 2020 and the full 2020-21 financial year.

Where full financial year estimates are requested, please estimate these assuming current restrictions remain in place until the end of July 2020, and thereafter the situation reverts entirely back to a position you anticipated prior to COVID-19. Note that this assumption is intended for accounting purposes only and solely to improve consistency in the returns provided and should in no way be interpreted as government policy.

We appreciate that you might not have precise figures, but your estimates are extremely useful in the absence of robust data. However please ensure to exercise accurate, professional judgement when submitting your estimates. All submissions should be agreed by your authority's S151 Officer but do not require official certification.

Whilst the majority of this form is broadly similar in structure to Round 1, there are some additional sections and questions, and more detailed data required in places. As such, you may need to liaise with relevant colleagues in your authority in order to complete the form.

Please submit your response though DELTA by 11pm on Friday 15 May 2020. We cannot accept returns after the closing deadline. You must hit submit on completing the form otherwise your return will not be counted.

For enquiries, please use the contact details below:

For DELTA registration and collection access enquiries: DELTAadmin@communities.gov.uk

For general enquiries relating to the collection: lgfcoviddata@communities.gov.uk

Section A: Allocation of £3.2bn grant funding by service area

On 19 March 2020, £1.6bn emergency funding was announced to help local authorities respond to the COVID-19 pandemic. On 18 April 2020, a further £1.6bn funding for local authorities was announced. This section relates specifically to your combined allocation from this £3.2bn funding and not any other additional funding which your authority might be receiving to respond to COVID-19.

Of this £3.2bn funding, your authority has received:

Question A1: What proportion of your grant funding have you allocated to the following service areas?

We recognise that some COVID-19-related activities may be cross-cutting, and that you may not have formally allocated the additional funding separately across service areas. However, please estimate as best you can. This should be done using notional allocations to reflect your priority areas of spending pressure if you do not yet have more reliable data/ formal allocation plans available. We do not expect most authorities to use the 'Not yet allocated' category; you should only populate this field if you are certain that your authority does not have plans to use this funding.

Please ensure the following areas of funding are recorded under 'Other' instead of specific service lines: Forgone savings and delayed or stopped projects, all Personal Protective Equipment (PPE) excluding that which falls under Adult Social Care (ASC), and Shielding.

Please provide percentage figures for each service area ensuring that they sum to 100%. If your authority does not provide a service or has not allocated any of this grant funding to a particular service area, you must enter 0%

You may wish to refer to your Round 1 April submission on the use of your initial £1.6bn funding allocation. If completed on DELTA, your Round 1 submission can be found in the DELTA data store. However, please note that the categories used below are more detailed than those used in Round 1 and are therefore not entirely comparable.

For additional information, where available, please click the information (i) button.

The summary RAG rating asks for your overall assessment of the confidence you have in the accuracy of the figures provided. This uses a standard RAG rating system where red reflects estimates based on limited evidence/weak assumptions, and green reflects strong evidence and clearer assumptions.

Service Area	Estimated proportion of grant funding likely to be deployed in this area, (%)
1 - Adult Social Care – additional demand	33 %
2 - Adult Social Care - supporting the market	8 %
3 - Adult Social Care - workforce pressures	21 %
4 - Adult Social Care - PPE	29 %
5 - Adult Social Care - other	0 %
Adult Social Care - sub total	91%
6 - Children's Social Care – workforce pressures	0 %
7 - Children's Social Care – residential care	5 %
8 - Children's Social Care – care leavers	1 %
9 - Children Social Care - other	2 %
Children's Social Care - sub total	8%
10 - Education - SEND	0 %
11 - Education - home to school transport	0 %
12 - Education - other	0 %
	0%

Education - sub total

13 - Highways and
Transport

0 %

14 - Public
Health

0 %

15 - Housing - homelessness
services

1 %

16 - Housing - rough
sleeping

0 %

17 - Housing - other

0 %

Housing - sub total

1%

18 - Cultural & related - Sports, leisure and community facilities

0 %

19 - Cultural & related - other

0 %

Cultural & related - sub total

0%

20 - Environment & regulatory - cremation, cemetery and mortuary services

0 %

21 - Environment & regulatory - waste management

0 %

22 - Environment & regulatory - other

0 %

Environment & regulatory - sub total

0%

23 - Planning & development

0 %

24 - Police, fire and rescue services

0 %

25 - Finance & corporate - ICT & remote working

0 %

26 - Finance & corporate - revenue & benefits

0 %

27 - Finance & corporate - other

0 %

Finance & corporate - sub total

0%

28 - Other - shielding

0 %

29 - Other - PPE (non-Adult Social Care)

0 %

30 - Other - unachieved savings/delayed projects

0 %

31 - Other - excluding service areas listed above

0 %

Other - sub total

0%

32 - Not yet allocated

0 %

Total Percentage Check

100%

Confidence in accuracy of allocation estimates (RAG rating)

RED

Question A2: If you have allocated any funding to 'Other services', excluding the subcategories listed (i.e. shielding, PPE, forgone savings/delayed projects), please specify.

Section B: Additional spending pressures due to COVID-19

Question B1: Compared to what you had budgeted prior to the COVID-19 pandemic, please estimate how much additional money you have spent, and plan to spend, on the following service areas due to pressures caused by COVID-19.

We are looking for gross additional spending so please do not deduct any grant funding for Covid costs or other payments you have received when providing estimates.

As in Section A, we recognise that COVID-19 activities may be cross-cutting across service areas, and it may not be possible to apportion additional spend due to COVID-19 with complete accuracy. However, please estimate as best you can.

Please ensure the following areas of expenditure are recorded under 'Other' instead of specific service lines: Forgone savings and delayed or stopped projects, all Personal Protective Equipment (PPE) related spend excluding spend that falls under Adult Social Care (ASC), and Shielding.

You should report your additional spend estimates in millions, though you can provide figures to the nearest thousand pounds (up to 3 decimal places) if you are able to do so. If your authority does not provide a service or you have not spent any more as a result of COVID-19, you must enter 0 (zero).

If submitted, you may wish to view your Round 1 April form which can be found in the DELTA data store. However, please note that the categories used below ask for more detailed data than in Round 1 and are therefore not entirely consistent. For Round 2, please use actual expenditure/outturn-based estimates where possible for April.

Where full financial year estimates are requested, please estimate these **assuming current restrictions remain in place until the end of July 2020, and thereafter reverts entirely back to a situation you anticipated prior to COVID-19. Note that this assumption is intended for accounting purposes only and solely to improve consistency in the returns provided and should in no way be interpreted as government policy.**

For additional information, where available, please click the information (i) button.

Estimated additional spending pressure due to Covid-19			
Service Area	April 2020 (£m)	May 2020 (£m)	Full financial year 2020-21 (£m)
1 - Adult Social Care – additional demand	April 2020 £ 1.132 m	May 2020 £ 1.132 m	Full year 2020-21 £ 4.529 m
2 - Adult Social Care - supporting the market	April 2020 £ 0.186 m	May 2020 £ 0.186 m	Full year 2020-21 £ 0.743 m
3 - Adult Social Care - workforce pressures	April 2020 £ 0.510 m	May 2020 £ 0.510 m	Full year 2020-21 £ 2.041 m
4 - Adult Social Care - PPE	April 2020 £ 0.700 m	May 2020 £ 0.700 m	Full year 2020-21 £ 2.800 m
5 - Adult Social Care - other	April 2020 £ 1.437 m	May 2020 £ 1.437 m	Full year 2020-21 £ 5.746 m
ASC sub total	April 2020 £ 3.965 m	May 2020 £ 3.965 m	Full year 2020-21 £ 15.859 m
6 - Children's Social Care – workforce pressures	April 2020 £ 0.155 m	May 2020 £ 0.155 m	Full year 2020-21 £ 0.620 m
7 - Children's Social Care – residential care	April 2020 £ 0.123 m	May 2020 £ 0.123 m	Full year 2020-21 £ 0.490 m
8 - Children's Social Care – care leavers	April 2020 £ 0.007 m	May 2020 £ 0.007 m	Full year 2020-21 £ 0.029 m
9 - Children Social Care - other	April 2020 £ 1.436 m	May 2020 £ 1.436 m	Full year 2020-21 £ 5.744 m
CSC sub total	April 2020 £ 1.721 m	May 2020 £ 1.721 m	Full year 2020-21 £ 6.883 m
10 - Education - SEND	April 2020 £ 0.000 m	May 2020 £ 0.000 m	Full year 2020-21 £ 0.000 m

11 - Education - Home to school transport	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
12 - Education - other	April 2020	May 2020	Full year 2020-21
	£ 0.009 m	£ 0.009 m	£ 0.035 m
Education sub total	April 2020	May 2020	Full year 2020-21
	£ 0.009 m	£ 0.009 m	£ 0.035 m
13 - Highways and Transport	April 2020	May 2020	Full year 2020-21
	£ 0.259 m	£ 0.259 m	£ 1.034 m
14 - Public Health	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
15 - Housing - homelessness services	April 2020	May 2020	Full year 2020-21
	£ 0.025 m	£ 0.025 m	£ 0.100 m
16 - Housing - rough sleeping	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
17 - Housing - other (excluding HRA)	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
Housing sub total (excluding HRA)	April 2020	May 2020	Full year 2020-21
	£ 0.025 m	£ 0.025 m	£ 0.100 m
18 - Cultural & related - Sports, leisure and community facilities	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
19 - Cultural & related - other	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
Cultural & related sub total	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
20 - Environment & regulatory - cremation, cemetery and mortuary services	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
21 - Environment & regulatory - waste management	April 2020	May 2020	Full year 2020-21
	£ 0.052 m	£ 0.052 m	£ 0.208 m
22 - Environment & regulatory - other	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
Environment & regulatory sub total	April 2020	May 2020	Full year 2020-21
	£ 0.052 m	£ 0.052 m	£ 0.208 m
	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m

23 - Planning & development**24 - Police, fire and rescue services**

April 2020

£ 0.000 m

May 2020

£ 0.000 m

Full year 2020-21

£ 0.000 m

25 - Finance & corporate - ICT & remote working

April 2020

£ 0.011 m

May 2020

£ 0.011 m

Full year 2020-21

£ 0.045 m

26 - Finance & corporate - revenue & benefits

April 2020

£ 0.002 m

May 2020

£ 0.002 m

Full year 2020-21

£ 0.009 m

27 - Finance & corporate - other

April 2020

£ 0.034 m

May 2020

£ 0.034 m

Full year 2020-21

£ 0.135 m

Finance & corporate sub total**April 2020**

£ 0.047 m

May 2020

£ 0.047 m

Full year 2020-21

£ 0.189 m

28 - Other - shielding

April 2020

£ 0.000 m

May 2020

£ 0.000 m

Full year 2020-21

£ 0.000 m

29 - Other - PPE (non-Adult Social Care)

April 2020

£ 0.003 m

May 2020

£ 0.003 m

Full year 2020-21

£ 0.013 m

30 - Other - unachieved savings/delayed projects

April 2020

£ 0.000 m

May 2020

£ 0.000 m

Full year 2020-21

£ 0.000 m

31 - Other - excluding service areas listed above

April 2020

£ 0.413 m

May 2020

£ 0.413 m

Full year 2020-21

£ 1.650 m

Other sub total**April 2020**

£ 0.416 m

May 2020

£ 0.416 m

Full year 2020-21

£ 1.663 m

TOTAL ESTIMATED SPENDING PRESSURE (General Fund)**April 2020**

£ 6.494 m

May 2020

£ 6.494 m

Full year 2020-21

£ 25.971 m

Additional Housing Revenue Account (HRA) Pressures:**32 - HRA - workforce pressures**

April 2020

£ 0.015 m

May 2020

£ 0.015 m

Full year 2020-21

£ 0.060 m

33 - HRA - supplies and materials including PPE

April 2020

£ 0.000 m

May 2020

£ 0.000 m

Full year 2020-21

£ 0.000 m

34 - HRA - other

April 2020

£ 0.019 m

May 2020

£ 0.019 m

Full year 2020-21

£ 0.075 m

HRA total	April 2020	May 2020	Full year 2020-21
	£ 0.034 m	£ 0.034 m	£ 0.135 m

Question B2: For the selected service lines and total service pressures below, you are asked to express your additional spending as a percentage of your original budgeted expenditure for April, May and 2020-21 prior to the COVID-19 pandemic.

You should calculate the additional spending pressure due to COVID-19, as reported in Question B1, divided by budgeted spend in this area prior to COVID-19. For example: (additional April ASC spending pressure/original April ASC budget pre-COVID-19)*100.

You may be able to use your 2020-21 revenue account (RA) submission to inform your original budget baselines if it does not take account of COVID-19 funding and pressures. For April and May, if you do not have a monthly budget profile, you should use 1/12 of your original annual budget for any given spending line. Please enter 0% if you have no additional pressures or do not provide a particular service.

Estimated additional spending pressure due to Covid-19 as a proportion of budgeted expenditure			
Service Area	April 2020 (%)	May 2020 (%)	Full financial year 2020-21 (%)
1 - Adult Social Care - total	April 2020 2 %	May 2020 2 %	Full Year 2020-21 19 %
2 - Children's Social Care - total	April 2020 1 %	May 2020 1 %	Full Year 2020-21 10 %
3 - Education	April 2020 0 %	May 2020 0 %	Full Year 2020-21 0 %
4 - Highways and Transport	April 2020 1 %	May 2020 1 %	Full Year 2020-21 14 %
5 - Public Health	April 2020 0 %	May 2020 0 %	Full Year 2020-21 0 %
6 - Housing (excluding HRA) - total	April 2020 0 %	May 2020 0 %	Full Year 2020-21 0 %
7 - Cultural & related - total	April 2020 0 %	May 2020 0 %	Full Year 2020-21 0 %
8 - Environment & regulatory - total	April 2020 0 %	May 2020 0 %	Full Year 2020-21 1 %
9 - Planning & development	April 2020 0 %	May 2020 0 %	Full Year 2020-21 0 %
10 - Police, fire and rescue services	April 2020 0 %	May 2020 0 %	Full Year 2020-21 0 %
11 - Finance & corporate - total	April 2020 0 %	May 2020 0 %	Full Year 2020-21 2 %

12 - Other - total (includes shielding)	April 2020	May 2020	Full Year 2020-21
	0 %	0 %	0 %
TOTAL ESTIMATED SPENDING PRESSURE	April 2020	May 2020	Full Year 2020-21
	1 %	1 %	7 %
Additional Housing Revenue Account (HRA) Pressure:			
13 - HRA - total	April 2020	May 2020	Full Year 2020-21
	0 %	0 %	1 %

Question B3: If you have allocated spending pressures to 'Other services', excluding the subcategories listed (i.e. shielding, PPE, forgone savings/delayed projects), please specify. Please do not use more than 100 characters.

Inc planned savings from a customer services/efficiency programme, Domestic abuse & Community Support

Question B4: Using the RAG rating below, please assess the confidence you have in the accuracy of the additional expenditure figures provided. This uses a standard RAG rating system where red reflects estimates based on limited evidence/weak assumptions, and green reflects strong evidence and clearer assumptions.

Confidence in accuracy of spend pressure estimates (RAG rating)

RED

Section C: Income reductions due to COVID-19

Question C1: Compared to what you budgeted prior to the Covid-19 pandemic, how much have the following sources of income been reduced due to pressures caused by COVID-19?

As with Spending Pressures, please provide income loss estimates as best you can. You should report your losses in millions, though you can provide figures to the nearest thousand pounds (up to 3 decimal places) if you are able to do so. Please report your loss estimates using positive figures. In all cases, losses should be reported as the difference between the actual/projected amount to be collected post COVID-19 (including the impact of the business rate measures announced at and since Budget 2020) compared to what was originally expected to be collected prior to COVID-19 and prior to Budget 2020.

If your income has not been affected by COVID-19, you must enter 0 (zero). Additionally, if you are a precepting authority (county council in a two-tier area), you must enter 0 (zero) in the Business Rates and Council Tax lines. Billing authorities should show council tax and business rates losses, including those that will be attributable to preceptors.

If submitted, you may wish to view your Round 1 April form which can be found in the DELTA data store. However, please note that the format for this section has changed. For Round 2, please use actual outturn-based income losses where possible for April 2020.

Where full financial year estimates are requested, please estimate these **assuming current restrictions remain in place until the end of July 2020, and thereafter reverts entirely back to a situation you anticipated prior to COVID-19. Note that this assumption is intended for accounting purposes only and solely to improve consistency in the returns provided and should in no way be interpreted as government policy.**

For additional information, where available, please click the information (i) button.

Estimated income losses £m pressure due to Covid-19			
Income source	April 2020 (£m)	May 2020 (£m)	Full financial year 2020-21 (£m)
1 - Business Rates cash receipt losses	April 2020	May 2020	Full year 2020-21
	£ 0.311 m	£ 0.311 m	£ 1.606 m
2 - Council Tax receipt losses - LCTS	April 2020	May 2020	Full year 2020-21
	£ 0.131 m	£ 0.131 m	£ 1.567 m
3 - Council Tax receipt losses - payment failure	April 2020	May 2020	Full year 2020-21
	£ 0.194 m	£ 0.194 m	£ 0.777 m
4 - Council Tax receipt losses - other	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
Council Tax receipt losses total	April 2020	May 2020	Full year 2020-21
	£ 0.325 m	£ 0.325 m	£ 2.344 m
Collection Fund Losses - Total	April 2020	May 2020	Full year 2020-21
	£ 0.636 m	£ 0.636 m	£ 3.950 m
5 - Highways and Transport Sales Fees & Charges (SFC) losses	April 2020	May 2020	Full year 2020-21
	£ 0.103 m	£ 0.103 m	£ 0.417 m
6 - Cultural & Related SFC losses	April 2020	May 2020	Full year 2020-21
	£ 0.367 m	£ 0.367 m	£ 2.134 m
7 - Planning & Development SFC losses	April 2020	May 2020	Full year 2020-21
	£ 0.379 m	£ 0.379 m	£ 1.127 m
8 - Other SFC income losses	April 2020	May 2020	Full year 2020-21
	£ 0.343 m	£ 0.343 m	£ 1.333 m
Sales, Fees & Charges income losses total	April 2020	May 2020	Full year 2020-21
	£ 1.192 m	£ 1.192 m	£ 5.011 m
9 - Commercial income losses	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
10 - Other income losses	April 2020	May 2020	Full year 2020-21
	£ 0.047 m	£ 0.047 m	£ 0.103 m
Non-collection Fund Losses Total	April 2020	May 2020	Full year 2020-21
	£ 1.239 m	£ 1.239 m	£ 5.114 m
TOTAL ESTIMATED INCOME LOSS	April 2020	May 2020	Full year 2020-21
	£ 1.875 m	£ 1.875 m	£ 9.064 m

Additional Housing Revenue Account (HRA) losses:

11 - HRA - residential rent arrears	April 2020	May 2020	Full year 2020-21
	£ 0.375 m	£ 0.375 m	£ 4.500 m
12 - HRA - commercial rent arrears	April 2020	May 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
13 - HRA - losses from voids	April 2020	April 2020	Full year 2020-21
	£ 0.000 m	£ 0.000 m	£ 0.000 m
14 - HRA - other	April 2020	May 2020	Full year 2020-21
	£ 0.097 m	£ 0.097 m	£ 0.387 m
HRA total	April 2020	May 2020	Full year 2020-21
	£ 0.472 m	£ 0.472 m	£ 4.887 m

Question C2: For the below lines, please express your estimated monthly and full year losses as a proportion of what you had budgeted for that income source in the given period.

Income losses, as reported in Question C1, should be displayed as a percentage of your budgeted income for each period prior to plans being changed due to the COVID-19 pandemic.

You may be able to use income estimates from your 2020-21 revenue account (RA) submission to inform your income baselines if it does not already take account of COVID-19 funding and pressures. For April and May, if you do not have a monthly budgeted income profile, you should use 1/12 of your original annual projected income for any given line. Please enter 0% if you have no additional pressures or do not provide a particular service.

Please express these figures as positive percentages and enter 0% if you are not reporting any losses.

For additional information, where available, please click the information (i) button.

Estimated income loss expressed as percentage of budgeted income prior to COVID-19

Income source	April 2020 (%)	May 2020 (%)	Full financial year 2020-21 (%)
1 - Business Rates cash receipt losses	April 2020	May 2020	Full Year 2020-21
	1 %	1 %	1 %
2 - Council Tax receipt losses - total	April 2020	May 2020	Full Year 2020-21
	2 %	2 %	2 %
3 - Collection fund losses - total	April 2020	May 2020	Full Year 2020-21
	3 %	3 %	3 %
4 - Highways and Transport Sales Fees & Charges (SFC) losses	April 2020	May 2020	Full Year 2020-21
	0 %	0 %	0 %
5 - Cultural & Related SFC losses	April 2020	May 2020	Full Year 2020-21
	0 %	0 %	0 %
6 - Planning & Development SFC losses	April 2020	May 2020	Full Year 2020-21
	0 %	0 %	0 %
7 - Other SFC income losses			

	April 2020	May 2020	Full Year 2020-21
	0 %	0 %	0 %
8 - Sales, Fees & Charges income losses total	April 2020	May 2020	Full Year 2020-21
	0 %	0 %	0 %
9 - Commercial income losses	April 2020	May 2020	Full Year 2020-21
	0 %	0 %	0 %
10 - Other income losses	April 2020	May 2020	Full Year 2020-21
	0 %	0 %	0 %
11 - Non collection fund losses - total	April 2020	May 2020	Full Year 2020-21
	0 %	0 %	0 %
TOTAL ESTIMATED INCOME LOSS	April 2020	May 2020	Full Year 2020-21
	3 %	3 %	7 %
Additional Housing Revenue Account (HRA) losses:			
HRA total	April 2020	May 2020	Full Year 2020-21
	1 %	1 %	6 %

Question C3: If you have recorded any income reduction under 'Other' please specify the reason.

We were unable to assess the income percentages at all levels in the required period.

Question C4: Using the RAG rating below, please assess the overall confidence you have in the accuracy of the income reduction figures provided. This uses a standard RAG rating system where red reflects estimates based on limited evidence/weak assumptions, and green reflects strong evidence and clearer assumptions.

Confidence in accuracy of income reduction estimates (RAG rating)

RED

Question C5: How much of the Business rate loss you have reported in C1 is attributable to the following?

Please express in £ millions (up to 3 decimal places) and assess the confidence you have in the accuracy of figures.

Reason for Business Rate Loss	April 2020 (£m)	May 2020 (£m)	Full financial year 2020-21 (£m)
COVID-19 reliefs	April 2020 £ 0.636 m	May 2020 £ 0.636 m	Full year 2020-21 £ 3.950 m
Deferrals	April 2020 £ 0.000 m	May 2020 £ 0.000 m	Full year 2020-21 £ 0.000 m
Other	April 2020 £ 0.000 m	May 2020 £ 0.000 m	Full year 2020-21 £ 0.000 m

Confidence in accuracy of business rate loss estimates (RAG rating)

RED

The government recognises that there might be a limited number of cases in which it is appropriate for local authorities to furlough workers and claim funding through the Coronavirus Job Retention Scheme (CJRS). This would be in exceptional cases: where staff salaries are largely funded by sales, fees and charges, where there is a significant reduction in these revenue streams which are not already offset by additional grant funding from central government, where these staff cannot be redeployed, and where the alternative would be redundancy.

Question C6: If you are considering, or have already furloughed staff and made a claim through the CJRS, please include an estimate of the extent to which a reduction in sales, fees and charges are expected to be offset by the CJRS funding you will receive.

You should report your figure in millions, though you can provide figures to the nearest thousand pounds (up to 3 decimal places)

£ 0.000 m

Question C7: We are interested in understanding income losses which are irrecoverable and you know will impact on your financial position.

Of your non-collection fund income losses (that is, excluding losses from Business Rates and Council Tax), what proportion is already deemed to be irrecoverable in that it will permanently impact on your financial position?

Please express your estimate as a percentage of your total non-collection fund losses.

April 2020 (% of non collection fund loss)	May 2020 (% of non collection fund loss)	Full year 2020-21 (% of non collection fund loss)
100 %	100 %	100 %

Confidence in accuracy of irrecoverable loss estimates (RAG rating)

RED

Section D: Council Tax payment plans and Local Council Tax Support (LCTS)

Please estimate your responses in this section as best you can. However, if for any question in the section you are unable to provide a rough working estimate then leave the box blank and continue to the next question.

Question D1: How many households – if any – has your authority agreed alternative council tax payment plans with in 2020-21? Please estimate your responses in this section as best you can. However, if for any question in the section you are unable to provide a rough working estimate then leave the box blank and continue to the next question.

590

Question D2: If you have agreed alternative arrangements, please also provide further detail on what the alternative payments plans look like. This could include, for example, arrangements to defer payments or to vary the amounts of payments to be taken over different months.

The Council already offers residents multiple payment plans from 10 to 12 month repayments. In addition, as a reaction to Covid-19 offered a Ctax deferral scheme for households whose income has reduced by 20% or more, allowing applicants to change their payment dates or re-schedule their payments. For Q4 below, we had 49 Ctax payers with 100% relief before the hardship scheme, the answer to Q4 is post hardship.

The following questions relate to your Local Council Tax Support (LCTS).

Question D3: Please estimate the total number of working age LCTS caseload and compare this against the authority's expectations for 2020-21, as set out in pre-COVID -19 budget calculations.

	April 2020	May 2020	Full financial year 2020-21
Total number of working age LCTS caseload	13,498	13,881	13,998
Total <i>expectation</i> of working age LCTS caseload	12,998	12,998	12,998

Confidence in accuracy of LCTS caseload estimates (RAG rating)

AMBER

Question D4: How many of your current caseload qualifies for 100% council tax support?

1,109

Section E: Allocation of £500m Covid-19 Council Tax hardship fund

The Government has made Covid-19 Hardship Fund payments totalling £500m to local authorities.

As stated in the hardship fund guidance, published on 24 March 2020, it is expected that billing authorities will use the fund to provide all recipients of working age local council tax support ('LCTS') during the financial year 2020-21 with a further reduction of £150 in their annual council tax bill.

Where a taxpayer's liability for 2020-21 is, following the application of council tax support, less than £150, then their liability would be reduced to nil. Where a taxpayer's liability for 2020-21 is nil, no reduction to the council tax bill will be available.

Having allocated grant to reduce the council tax bill of working age LCTS recipients by a further £150, billing authorities should establish their own local approach to using any remaining grant to assist those in need.

As before, please estimate your responses as best you can. However, if for any question in this section you are unable to provide a rough working estimate then leave the box blank and continue to the next question.

Question E1: To date, how many hardship discounts have been applied to council tax liabilities of Working Age LCTS claimants?

Question E2: What proportion of your working age Local Council Tax Support caseload does your answer to E1 represent?

Please express as a percentage.

Question E3: To date, how much of your council's allocated hardship fund has been earmarked to current recipients of LCTS?

Please express in £m, up to 3 decimal places.

Question E4: What proportion of your allocated hardship fund grant funding does your answer to E3 represent?

Please express as a percentage.

Question E5: What proportion of your grant funding have you allocated towards other council tax reductions or support outside of the council tax system?

Please express as percentage.

Question E6: How many households have received support as set out in E5 in this way to date?

Question E7: If you would like to provide some additional commentary on your authority's use of the Hardship Fund, please do so here.

The Council decided to award up to £200, towards reducing the bills of LCTS claimants. The level of new applicants coming forward so far is less than we initially anticipated, however, we expect another spike in applications over the next few months due to continued impact of covid. The remaining balance will be used to provide wider support packages but only after we have a clearer picture on the volume of LCTS claimants.

Section F: Availability of reserves and cashflow difficulties due to Covid-19

Reserves

In order to help us understand the impact of Covid-19 on financial sustainability, and on the basis of the funding provided to date, we would like you to provide us with some information on how you anticipate the shock will affect your authority's reserve levels and wider financial strategy.

Please provide information that is consistent with your input on income and expenditure

Question F1: How much of your current 'other earmarked reserves' and 'unallocated financial reserves' balances could you deploy to meet COVID-19 pressures throughout 2020-21?

You should report your estimates in millions, though you can provide figures to the nearest thousand pounds (up to 3 decimal places) if you are able to do so, with a RAG rating for confidence in estimates.

	Deployable reserves to meet COVID-19 pressures in 2020-21 (£m)
Unallocated financial reserves	£ 16.800 m
Other earmarked reserves	£ 17.300 m
Confidence in accuracy of deployable reserves estimates (RAG rating)	
AMBER	

Question F2: If, in the event, you are required to deploy reserves to meet Covid-19 pressures in 2020-21, what impact would using *unallocated reserves* have on your wider financial strategy?

Please select all that apply

- ☒ It would require you to add to reserves in 2021-22
- ☒ It would delay planned savings/improvement plans
- ☐ Other

Question F3: If you have selected Other, please specify.

Question F4: If, in the event, you are required deploy reserves to meet Covid-19 pressures in 2020-21, what impact would using *other earmarked reserves* have on your wider financial strategy?

Please select all that apply

- ☒ It would require you to add to reserves in 2021-22
- ☒ It would delay planned savings/improvement plans
- ☐ Other

Question F5: If you have selected Other, please specify.

Cashflow

Question F6. Do you anticipate any difficulties in meeting cash flow requirements over the next three months as a result of pressures caused by Covid-19?

We are interested in any difficulties in meeting ongoing costs from your existing resources or through normal treasury management activity such as short-term borrowing. Please use the drop-down list provided.

Section G: Additional commentary

Question G1. If you would like to provide some additional commentary on how the COVID-19 pandemic is impacting your authority's finances and how you are responding, please do so here.

At this point, it is too early for the Council to provide financial implications on anything other than an estimate basis. As the situation progresses the Council will be able to provide greater clarity on the cost pressures, and how it intends to manage them. The financial implications above do not include any capital implications. The Council expects to incur significant additional costs on schemes underway prior to the impact of covid19

lockdown.

o

These figures do not include the £6m per year of additional costs that the Council is incurring as a result of Operation Stovewood

o

The Council's 2020/21 budget also includes £16m of new savings to be delivered in the current year. Progress in delivering these cost reductions within the year is significantly impacted by Covid 19, particularly service transformation savings within Children's and Adults services, with that impact expected to continue for some time even if there is a relatively quick return to normal circumstances

Many thanks for completing this form, please remember to click submit when you have finished each section and have S151 officer agreement.

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Initial Equality Screening Assessment (Part A)

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

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

Completed at the earliest opportunity it will help to determine:

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

Directorate: Finance and Customer Services	Service area: Finance
Lead person: Graham Saxton	Contact number: 01709 822034

1. Title:

Is this a:

☒ **Strategy / Policy**
☒ **Service / Function**
☐ **Other**

If other, please specify

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

The report provides an update to Cabinet on a number of finance matters primarily relating to the financial impact on the Council of the Covid-19 pandemic.

On 14th May the Minister for Care, Helen Whately, wrote to local authorities to announce an additional £600m of Government Funding to support providers through a new 'Infection Control Fund'. The fund is designed to support adult social care providers to reduce the rate of transmission in and between care homes and support wider workforce resilience. The fund was allocated to local authorities in addition to the funding already provided to support adult social care sector during the Covid-19 pandemic.

The allocation for Rotherham was £3,008,676 based on the total number of Care Quality Commission (CQC) registered care home beds in the borough as of May 2020 with an area cost adjustment applied by Government. Rotherham has 2,344

registered care home beds.

The Council has ensured that as per national guidance, 75% of allocated funding (£2,256,507) will be given to the 84 Care Quality Commission (CQC) registered care home establishments within the borough. This is regardless of whether the Council has a formal contract with the care home or not.

It is proposed that the remaining 25% of the allocated funding (£752,169) will be shared with all domiciliary care organisations registered with CQC and currently operating within the borough as per the option provided within the national guidance.

It is proposed that the allocation will be split between 30 organisations providing home care and support and 11 supported living providers.

The Council is in effect passporting 75% of the Government grant to care homes and allocating the remaining 25% for infection control measures to domiciliary care providers based on need. Given the urgency of the situation, the Council has decided to use a simple method for allocation of the grant which is most likely to meet the needs of those in receipt of adult social care support.

The aim of this Initial Equality Screening Assessment is to ensure that the adult social care home market receives the financial support, in accordance with the terms of the Government grant conditions. This is to proactively support infection control in response to Covid-19, regardless of protected characteristics of residents. This will ensure that the care home market will help prevent the spread of the virus, whilst continuing to be sustainable, financially viable and able to deliver vital services to the most vulnerable residents, with the greatest and most complex needs.

The Council will ensure that the grant is administered in accordance with the national guidance and that the providers awarded the grant can evidence that their expenditure relates to infection control measures and is in accordance with the grant conditions.

3. Relevance to equality and diversity

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

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

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

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community?	x	

Could the proposal affect service users?	x	
Has there been or is there likely to be an impact on an individual or group with protected characteristics?	x	
Have there been or likely to be any public concerns regarding the proposal?		x
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom?		x
Could the proposal affect the Council's workforce or employment practices?		x
If you have answered no to all the questions above, please explain the reason		
Financial assistance to the care home and domiciliary care markets will provide a positive impact on accessibility of services to the community and supports residents, regardless of protected characteristics. The use of the monies for infection control proposes to mitigate the impact of Covid-19 is a positive intervention. There is likely to be no public concern around this proposal as financial assistance will provide a positive impact to residents living in care homes and in receipt of domiciliary care. The Council's workforce is not affected by this proposal as this affects the independent sector care home and domiciliary care markets.		

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

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

4. Considering the impact on equality and diversity

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

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

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

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

The purpose of the Equality Analysis is to ensure that everyone's protected characteristics are considered. Given that all of the services in scope are for people in receipt of adult social support, all recipients will have a disability.

The application of the Care Homes Infection Fund grant has implications for up to 2,344 residents of care home in the borough, supporting a range of people with adult social care needs including older people, people with physical disabilities, mental ill-health, learning disabilities and autism. Of this group, 1,657 beds are for older people aged over 65

years old, though currently c25% of these beds remain vacant.

The remaining 687 beds are predominately for people aged under 65 with a learning disability and/or autism or experiencing mental-ill health, though there will be a small number of people with a learning disability and/or autism aged over 65 years old and residing in these premises. Given that the grant covers all registered care homes in the borough and not just those contracted with the Council, it is not possible to provide specific details as to who is residing in all the beds, by protected characteristics.

The CQC registration for domiciliary care covers home care and support services, supported living and extra care provision.

The Council contracted home care and support services deliver support to 1,061 people aged over 65. 146 people with a physical disability are also supported by home care and support services. The Council supports 168 people with a learning disability and/or autism who reside in a supported living setting. However, as the grant covers all registered domiciliary care services in the borough and not just those contracted with the Council, it is not possible to provide specific details as to who is receiving support from all services, by protected characteristics.

- **Key findings**

Rapid distribution of this grant funding will support those with protected characteristics who are supported by the 30 organisations providing home care and support and 11 supported living providers.

The application of the Infection Control Fund in grant form to the care home and domiciliary care markets is a positive approach to support the care providers to invest in steps to reduce the levels of Covid-19 infections in the people they support

- **Actions**

The rapid distribution of this grant in the manner set out in this paper will support our duties towards those with such characteristics.

Given both the directions from Government as to how this fund should be used and the urgency of the need to distribute this grant funding and the potential impact of a failure to do so on those with protected characteristics, it is not proposed to complete a full equality analysis for this decision.

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

5. Governance, ownership and approval

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

Name	Job title	Date
Graham Saxton	Assistant Director – Financial Services	29 May 2020

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	29 May 2020
If relates to a Key Delegated Decision, Executive Board, Council or a Significant Operational Decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

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Public Report
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

New Applications for Business Rates Discretionary Relief for Rotherham Abuse Counselling Service and Rotherham Crossroads - Caring for Carers

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

No, but it has been included on the Forward Plan

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Diane Woolley – Team Leader, Local Taxation
01709 255158 or diane.woolley@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

To consider the application for the award of a business rate discretionary relief for Rotherham Abuse Counselling Service and Rotherham Crossroads - Caring for Carers. This is in accordance with the Council's Discretionary Business Rates Relief Policy (approved by Cabinet on 12 December 2016).

Recommendations

1. That 20% top up discretionary relief be awarded to Rotherham Abuse Counselling Service for the period 1st April 2019 to 31st March 2021.
2. That 20% top up discretionary relief be awarded to Rotherham Crossroads – Caring for Carers for the period 1st April 2019 to 31st March 2021 on the premises at The Point, Bradmarsh Way but declined on the premises at Bridgegate.

List of Appendices Included

Appendix 1 Initial Equality Screening Documents for Rotherham Abuse Counselling Service and Rotherham Crossroads – Caring for Carers

Background Papers

Discretionary Rate Relief Policy - Approved by Cabinet on 12th December 2016

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

New Application for Business Rates Discretionary Relief for Rotherham Abuse Counselling Service and Rotherham Crossroads – Caring for Carers

1. Background

1.1 Section 47 of the Local Government Finance Act (LGFA) 1988 conveys power on local authorities to allow discretionary relief that would be additional to the mandatory relief. This is given when the property is used wholly or mainly for charitable purposes by a charity or other non-profit body whose main objects are charitable or benevolent, or concerned with education, social welfare, science, literature or the arts.

1.2 The Council can grant discretionary relief to: -

- Registered Charitable Organisations, including Community Amateur Sports Clubs. The relief granted is up to 20% of the rate liability as these organisations are eligible for 80% mandatory rate relief.
- Other organisations or institutions that are not established or conducted for profit and whose aims are charitable or otherwise, philanthropic, religious, concerned with education, social welfare, science, literature or fine arts. Relief can be granted up to 100% of the business rates liability.
- Properties occupied by not for profit sports or social clubs, societies or other organisations for the purposes of recreation. Relief can be granted up to 100% of the business rates liability.
- Rate relief to ratepayers – Section 47 of the LGFA 1988 was amended by Section 69 of the Localism Act 2011. This amendment gives the Council the discretion to grant relief to any other body, organisation or ratepayer, having due regard to its Council Tax payers.

1.2.1 The Council has operated a system of awarding relief through the application of a policy that was approved by Cabinet on 12th December 2016.

1.2.2 Central Government and councils share every £1 of rates due as follows:

Central Government	50%
South Yorkshire Fire and Rescue Authority	1%
Rotherham MBC	49%

1.3 **Application 1**
Rotherham Abuse Counselling Service, 38 Moorgate Road, Rotherham, S60 2AG

1.3.1 The registered charity provides free counselling for women, men and young people who have experienced abuse at any time in their life. The charity is commissioned by the Council to provide counselling for survivors of child sexual exploitation in Rotherham.

Support is delivered via one to one therapy, drop-in sessions and group therapy. Feedback from service users is positive and survivors have been helped to start to recover.

Demand for the services provided is high with referrals being made by the National Health Service through GP practices, mental health teams, and drug and alcohol services. Referrals are also received from the local authority and self-referrals from individuals.

- 1.3.2 Rotherham Abuse Counselling Service's application for the award of discretionary relief is in line with the Council's qualifying criteria as set out in its policy.

The services provided are open to all with vital support being delivered to residents of Rotherham.

- 1.3.3 The organisation is applying for discretionary relief with regards to their 2019/20 and 2020/21 rates liability. The financial implication of awarding the relief is set out in section 6 of this report.

Application 2

Rotherham Crossroads – Caring for Carers, Unit H, The Point, Bradmarsh Way, Rotherham, S60 1BP and 40 Bridgegate, Rotherham, S60 1PQ

- 1.4.1 The registered charity provides support for carers and the people they care for offering a full range of services for all age groups, disabilities and health conditions.

The charity aims to relieve stress in the family or for the carer or the person with the disability to prevent breakdowns in care or inappropriate admission into hospital or residential care.

The charity is commissioned by the Council with a particular remit to provide support to unpaid care workers to be able to continue in their caring role and provides value with the advice and information provided, the peer group support and access to therapies for the carer which provides them with a break from their role.

The charity is rated outstanding by the Care Quality Commission.

The charity has applied for relief on their 2 separate premises.

The Head Office at Bradmarsh Way hosts training facilities, information and meeting areas for carers and free workshops and therapeutic services.

Their new premises at Bridgegate is a charity shop and coffee shop which raises funds for the charity and also provides information, training and meeting areas.

- 1.4.2 Rotherham Crossroads - Caring for Carers application for the award of discretionary relief is in line with the Council's qualifying criteria as set out in its policy.

The facilities are open to all carers with support being delivered to residents and their carers from across the borough.

- 1.4.3 The organisation is applying for discretionary relief with regards to their 2019/20 and 2020/21 rates liability.

From 1 April 2020 the charity is eligible for a business rates retail discount on the shop at Bridgegate, which reduces their business rates liability to nil for the 2020/21 financial year.

The financial implication of awarding the relief is set out in section 6 of this report.

2. Key Issues

- 2.1 To consider the applications requesting the award of discretionary relief to Rotherham Abuse Counselling Service and Rotherham Crossroads – Caring for Carers

3. Options considered and recommended proposal

- 3.1 Given the discretionary nature of the relief requested, the Council has the discretion to either award or not award a discretionary relief.
- 3.2 In helping Members make such a decision, the Council has put in place a specific Policy framework to consider individual applications. In accordance with that Policy, applications (including supporting documentation) for relief have been considered in line with the qualifying criteria and other considerations set out in that Policy.
- 3.3 In line with the Council's Business Rates Discretionary Relief Policy, having regard to the financial cost of the proposed relief, the charitable use of the premises and the contribution that this business makes to the local community, it is recommended that an award of discretionary relief be granted to Rotherham Abuse Counselling Service.

It is also recommended that an award of discretionary relief be granted to Rotherham Crossroads – Caring for Carers for the premises at The Point, Bradmarsh Way but declined on the premises at Bridgegate which is mainly retail and in direct competition with other similar town centre premises. As detailed in section 1.4.3 the premises at Bridgegate has no business rates to pay for the 2020/21 financial year.

4. Consultation on proposal

- 4.1 The recommendations in the report are based on the application of an existing policy. There has been no specific consultation carried out in relation to the individual organisations referred to within this report.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The applicants will be advised by letter of the outcome of their application for relief within 10 working days of the Cabinet decision.

6. Financial and Procurement Advice and Implications

- 6.1 Financial information has been provided in support of the applications.

- 6.2 The total cost of granting the relief for the financial year 2019/20 and 2020/21 is set out below in paragraph 6.3 alongside the specific cost to the Council.

6.3	Year	Total Amount of Relief	Cost to RMBC
	Rotherham Abuse Counselling Service		
	2019/20	£1,234.80	£605.05
	2020/21	£1,254.40	£614.66
	Rotherham Crossroads – Caring for Carers		
	Head Office and Training Facility		
	2019/20	£3,326.40	£1,629.94
	2020/21	£3,379.20	£1,655.81
	Rotherham Crossroads – Caring for Carers		
	Charity Shop and Coffee Shop		
	2019/20	£277.33	£135.89

7. Legal Advice and Implications

- 7.1 The statutory framework for discretionary relief is set out in the body of the report.

8. Human Resources Advice and Implications

- 8.1 No direct implications from this report.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The organisations provide services to children, young people and vulnerable adults throughout the borough which aim to make a difference to the lives of people within the local community.

10. Equalities and Human Rights Advice and Implications

10.1 No direct implications from this report.

11. Implications for Partners

11.1 No direct implications from this report.

12. Risks and Mitigation

12.1. The Government has issued guidance notes to advise authorities what criteria should be used in considering applications for Discretionary Rate Relief. Authorities have been strongly advised to treat each individual case on its own merits and to not adopt a policy or rule which allows them to not consider each case without proper consideration. In cognisance of these guidance notes, the Council has formally adopted a Policy framework for considering individual discretionary business rates relief applications with the decision to award reserved for Cabinet.

13. Accountable Officers

Graham Saxton, Assistant Director, Financial Services

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	Date
Chief Executive	Sharon Kemp	29/05/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	27/05/20
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/05/20

*Report Author: Diane Woolley – Team Leader, Local Taxation
01709 255158 or diane.woolley@rotherham.gov.uk*

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

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PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

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

1. Title

Title: New Application for Business Rates Discretionary Relief for Rotherham Abuse Counselling Service

Directorate: Finance and Customer Services

Service area: Financial Services

Lead person: Graham Saxton

Contact number: 01709 822034

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify

Cabinet Report to consider an application for the award of a Business Rates Discretionary Relief.

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

The report presents an application for the award of a Business Rates Discretionary Relief which has been considered in line with the policy agreed by Cabinet on 12 December 2016.

3. Relevance to equality and diversity

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

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

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		✓
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		✓
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓
If you have answered no to all the questions above, please explain the reason		
The recommendation in the report is to award discretionary relief to the organisation which will positively impact the charitable organisation and the service users. The policy		

criteria includes consideration of organisations who actively encourage membership from particular groups in the community which include, young people, women, persons with a disability and ethnic minorities.

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?**

- **Key findings**

- **Actions**

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

5. Governance, ownership and approval

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

Name	Job title	Date
Graham Saxton	Assistant Director	26/05/20

6. Publishing

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

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

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

Date screening completed	29/04/2020
Report title and date	New Application for Business Rates Discretionary Relief for Rotherham Abuse Counselling Service.
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 – email to be established	29/04/2020

PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

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

1. Title

Title: New Application for Business Rates Discretionary Relief for Rotherham Crossroads – Caring for Carers

Directorate: Finance and Customer Services

Service area: Financial Services

Lead person: Graham Saxton

Contact number: 01709 822034

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify

Cabinet Report to consider an application for the award of a Business Rates Discretionary Relief.

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

The report presents an application for the award of a Business Rates Discretionary Relief which has been considered in line with the policy agreed by Cabinet on 12 December 2016.

3. Relevance to equality and diversity

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

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

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		✓
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		✓
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓
If you have answered no to all the questions above, please explain the reason		
The recommendation in the report is to award discretionary relief to the organisation for one of the premises which will positively impact the charitable organisation and the		

service users. The policy criteria includes consideration of organisations who actively encourage membership from particular groups in the community which include, young people, women, persons with a disability and ethnic minorities.

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?**

- **Key findings**

- **Actions**

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

5. Governance, ownership and approval

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

Name	Job title	Date
Graham Saxton	Assistant Director	26/05/20

6. Publishing

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

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

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

Date screening completed	29/04/2020
Report title and date	New Application for Business Rates Discretionary Relief for Rotherham Crossroads – Caring for Carers
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 – email to be established	29/04/2020

Public Report
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

Covid-19 Discretionary Business Grants Scheme

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

Yes

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Rob Mahon, Head of Corporate Finance
Rob.mahon@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

On 1st May 2020 the government announced a new discretionary grant fund scheme that would aim to provide grant support to those businesses affected by Covid-19 who did not receive any support under the first tranche of business grants. The proposed scheme gives local authorities a degree of discretion to design their own scheme, however, it does indicate the business types that government intend the funding to be used to support. This report sets out proposals for how the Discretionary Grant Fund will be utilised by the Council, the businesses the Council aims to support, eligibility and exclusions and the application process.

Recommendations

1. That Cabinet approve the operation of the Discretionary Grant Fund as set out within the report.
2. That Cabinet note the application process and timeframe for applications to be made.
3. That Cabinet delegate to the Strategic Director Finance and Customer Services the application of any surplus grant to top up the grant values paid to eligible small businesses.

List of Appendices Included

Appendix 1 Indicative view of grant applicant numbers and payments

Appendix 2 Initial Equalities Screening

Background Papers

Discretionary Grant Fund – Government Guidance.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Covid-19 Discretionary Business Grants Scheme

Covid-19 Discretionary Business Grants Scheme

1. Background

1.1 On 1st May 2020 the government announced a new discretionary grant fund scheme that would aim to provide grant support to those businesses affected by Covid-19 who did not receive any support under the first tranche of business grants. The proposed scheme gives local authorities a degree of discretion to design their own scheme, however, it does indicate the business types that government intend the funding to be used to support. Predominantly the grant is aimed at businesses who do not pay business rates but have high fixed property related costs and have suffered significant financial losses due to Covid-19.

1.2 These grants are primarily and predominantly aimed at:

- Small and micro businesses, as defined in Section 33 Part 2 of the Small Business, Enterprise and Employment Act 2015 and the Companies Act 2006;
- Businesses with relatively high ongoing fixed property-related costs;
- Businesses which can demonstrate that they have suffered a significant fall in income due to the Covid-19 crisis;
- Businesses which occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000.

1.3 In the guidance government take this further asking that the following businesses are given priority:

- Small businesses in shared offices or other flexible workspaces. Examples could include units in industrial parks, science parks and incubators which do not have their own business rates assessment;
- Regular market traders with fixed building costs, such as rent, who do not have their own business rates assessment;
- Bed & Breakfasts which pay Council Tax instead of business rates; and
- Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.

1.4 Local authorities should set out the scope of their discretionary grant scheme on their website, providing clear guidance on which types of business are being prioritised, as well as the rationale for the level of grant to be provided (either £25,000, £10,000 or amounts less than £10,000).

2. Key Issues

2.1 Through their guidance and discussions with key BEIS (Department for Business, Energy & Industrial Strategy) contacts, government have indicated that given the need for Councils to both set up a discretionary

scheme and also to gain the necessary internal approvals, payments are not expected to commence before early June. However, it would be beneficial to have the scheme and application process developed as soon as possible.

2.2 The major challenges for the Council are in defining a scheme that provides the necessary support to the businesses in need, whilst managing the risk of over committing the resources given the Council will have a specific fund for this grant provision. The Council does not have a ready-made list of businesses that need to be supported in Rotherham and therefore the scheme has been developed using a degree of estimation and by modelling the number of different categories of businesses expected to come forward.

2.3 The grant available for the discretionary fund is based on 5% of the total grant available to the Council for the original business support grant scheme, based on the Council's eligible businesses as at 4th May. The value for Rotherham was confirmed on 20th May at the amount of £2.479m as per below calculation.

Scheme	Eligible Units	Grant	Total Grant Payable
SBBR GRANT	3678	10,000.00	36,780,000.00
RETAIL: Rateable Value up to and including £15k	305	10,000.00	3,050,000.00
RETAIL: Rateable Value greater than 15k and less than £51k	390	25,000.00	9,750,000.00
			49,580,000.00
Discretionary Fund		5%	2,479,000.00

The Council's grant allocation is a fixed amount and will not be increased if the Council's scheme is oversubscribed. Therefore, should the estimates of eligible businesses applying be too low, there will be a shortfall in the grant and the Council will need to fund that shortfall itself. It is therefore proposed to introduce a cut-off date for applications that is one calendar month from the date of publication of this report alongside the launch of the application process.

2.4 In order to minimise the financial risk, the scheme has been developed on the basis of paying an initial grant amount which may leave a remaining grant balance. Any balance can then be considered once all applications have been processed, with the balance used to make the payment of a top up grant at a later date. It is proposed that the application of any top up is delegated to the Strategic Director Finance and Customer Services which will enable payments to be made quickly following closure of the scheme.

2.5 Scheme Payments & Criteria

2.6 Following internal discussions across key Council teams and through assessing the schemes being developed across neighbouring and other local authorities, the following scheme is proposed:

- All businesses in shared accommodation will be paid a minimum grant ranging from £1,000 to £3,000 depending on their level of fixed costs and financial losses.
- All eligible B&B's will be paid a grant of £1,000 to support their fixed costs and financial losses.
- All Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief, to receive a grant of £10,000.
- Private Childcare Nurseries with a rateable value up to and including £15,000, will be paid £10,000.
- Private Childcare Nurseries with a rateable value of greater than £15,000 and less than £51,000, will be paid £25,000.
- Regular Market Traders to receive a grant of up to £1,300 for those with significant fixed rental costs.

The aim of this discretionary scheme is to provide financial support to a large number of small local businesses that are suffering an adverse financial impact from the Covid-19 pandemic and that are not eligible for the previous government grant schemes.

Appendix 1 provides an indication of how the grant of £2.47m may be applied based on the volume of businesses expected to apply and more detail on how the criteria will be applied.

2.7 All businesses will need to provide proof of their fixed costs (rental agreements/bills) and evidence of loss of earnings that have resulted from Covid-19.

2.8 A number of Councils have now launched their schemes and at a local level most local authorities are taking a similar approach in terms of the type of businesses they are looking to support, values and timeframes for their application process. There are differences but these predominantly reflect the differing economies for each area.

2.9 Application Process and Communications

2.10 The Council has built an online application process to allow businesses to submit their applications to demonstrate how they meet the scheme criteria. The Council has built on the existing business support grant application process which has worked well in order to speed up the creation of the form. Questions around fixed costs, financial losses and category of business have been added in order to make the form as efficient as possible. The Council has also included the helpful state aid declaration form that the government have provided within the guidance.

2.11 Application Window

The application form was loaded onto the Council's website on the date of publication of this report (5th June) and applications will close at midnight on 5th July. The website explains the scheme and who it targets in order to manage the expectations of businesses coming forward who are not eligible. A note has been added to explain that this is subject to a decision of Cabinet on 15th June but will be removed if the scheme is approved.

2.12 The clear start and end date has multiple benefits; it allows the Council to quickly get to a point where the total number of applicants is known and with that the total value of potential payments. It can then assess if there are surplus funds to top up grant payments to eligible small businesses.

This option has the added benefit of ensuring that claims do not drag on for many months, which becomes very draining on Council services. The Council still has new applicants coming forward for the business support grant scheme almost two months after it launched and resources had to be diverted from other service areas in order to manage the various grants and reliefs process introduced as a result of Covid-19. Including an end date is an approach that a number of councils are taking.

2.13 It is vital that the Council ensure communications about the presence of the scheme and how to apply is far reaching. Social media and press releases helped with the business support scheme but it did not catch all businesses.

2.14 Exclusions

This grant funding is for businesses that are not eligible for other support schemes. Businesses which have received cash grants from any central government Covid-19 related scheme are ineligible for funding from the Discretionary Grants Fund. Such grant schemes include but are not limited to:

- Small Business Grant Fund
- Retail, Hospitality and Leisure Grant
- The Fisheries Response Fund
- Domestic Seafood Supply Scheme (DSSS)
- The Zoos Support Fund
- The Dairy Hardship Fund

The discretionary grant fund is targeted to those businesses with significant fixed costs due to holding a business premise, therefore, the Council scheme will also exclude businesses run from an applicant's home.

Storage facilities will not be supported by this grant scheme. Only businesses which were trading on 11 March 2020 are eligible for this scheme. Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme. Businesses who have applied for the Coronavirus Job Retention Scheme are eligible to apply for this scheme.

2.15 Appeals process

Consideration has been given to whether there should be an appeals process. Whilst it may seem administratively beneficial not to have one and to specify that the Council's initial decision is final, it is not felt to be appropriate given the discretionary nature of this scheme which may lead to more judgement having to be applied in terms of accepting evidence of eligibility.

2.16 It is therefore proposed that a review process be introduced allowing a business to request an internal review of the initial decision. This is the process conducted under FOI procedures and works very well and would enable an application to be reviewed by a different and more senior officer to the original decision maker.

3. **Options considered and recommended proposal**

3.1 This report recommends:

1. That Cabinet approve the operation of the Discretionary Grant Fund as set out within the report.
2. That Cabinet note the application process and timeframe for applications to be made.
3. That Cabinet delegate to the Strategic Director Finance and Customer Services the application of any surplus grant to top up the grant values paid to eligible small businesses.

3.2 There are other options that the Council can consider in that it can effectively tailor the scheme. However, it is felt that the proposed approach that has been outlined has the best fit to maximise support for a large number of local businesses whilst mitigating against the risk of overcommitting the Council.

4. **Consultation on proposal**

4.1 Officers have consulted key internal teams that hold information on the impact businesses have seen as a result of Covid-19, to ensure that the proposals Cabinet are asked to approve are robust and appropriate for the needs of Rotherham businesses.

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

5.1 The scheme will go live on the 5th June with regular progress updates provided to the Strategic Director of Finance and Customer Services, Cabinet Member for Finance and Corporate Services, Cabinet Member for Jobs and the Local Economy, the Leader of the Council and the Chief Executive. Detailed progress reporting will also be presented to government via its system DELTA. A formal update will be provided to Cabinet in July.

6. Financial and Procurement Advice and Implications

- 6.1 The Council has been allocated £2.47m to use for its discretionary grant fund scheme. The scheme has been scoped out with a view to mitigating the risk that the Council could over commit to grant payments, should more businesses come forward for the grant than the Council anticipates. The main route to mitigating this impact is by the Council paying businesses in shared spaces a smaller initial allocation that will be topped up should applicant numbers end up being lower than anticipated leaving a surplus of grant. This surplus will then be used to top up grant payments to those businesses or to expand the scheme.
- 6.2 The Council will not be provided with additional grant should the number of applicants coming forward exceed the Council's projections. Therefore, if that happens and the Council pays out the grant as initially indicated it will have to cover any costs over and above its grant allocation.
- 6.3 There are no direct procurement implications arising from the recommendations detailed in this report.

7. Legal Advice and Implications

- 7.1 Officers may consider whether grant conditions are necessary in relation to this scheme. Such conditions ought to be fairly light touch, given the small amounts of the grants. Legal services can prepare necessary grant conditions should this be required.
- 7.2 Regarding state aid, under the European Commission's COVID-19 Framework, each business may receive up to €800,000 in grants or other aid without being in breach of state aid rules.
- 7.3 It seems from this report that the grants from the Council itself to each recipient will be comfortably below this limit. However, for each grant recipient, the Council's grant must be aggregated to any other public sector support (e.g. other grants) which the grant recipient is receiving from all other public bodies (e.g. from central government, other local authorities if operating there).
- 7.4 As the report notes earlier, the businesses eligible for this grant are too small to have significant grants from other public bodies. However, the Council should comply with the requirements indicated in the BEIS guidance regarding state aid declarations.

8. Human Resources Advice and Implications

- 8.1 No direct implications.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The proposed scheme aims to support private nurseries who will have suffered financially due to the COVID-19 lockdown.

10. **Equalities and Human Rights Advice and Implications**

- 10.1 The discretionary scheme will support some businesses that are run by people with protected characteristics, that were inadvertently prohibited from applying for the government's original business support grant scheme.

11. **Implications for Ward Priorities**

- 11.1 No direct implications.

12. **Implications for Partners**

- 12.1 No direct implications.

13. **Risks and Mitigation**

- 13.1. There are three significant risks that the Council will face with the implementation of the discretionary grant fund;
1. Applicants exceeding the grant available
 2. Fraudulent applications
 3. Complaints from businesses that are rejected

The Council can mitigate against these risks in the following ways;

1. Set a scheme that allows lower grant to be paid out initially with top ups should applicant numbers allow.
2. Ensure that banking details are independently verified ahead of payments being made.
3. The Council is clear at the outset the businesses that it intends to support along with the information it will require as evidence of Covid-19 impact.

14. **Accountable Officers**

Rob Mahon, Head of Corporate Finance

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	05/06/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	05/06/20
Head of Legal Services (Monitoring Officer)	Bal Nahal	05/06/20

Report Author: **Error! Reference source not found.**

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

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Business	Estimated Number of Applicants	Grant Payment (£)	Total Estimated Payment Value (£)	Comments
Small businesses in shared offices or other flexible workspaces	Up to* 250	Minimum* 3,000.00	750,000.00	Small business (employees less than 50) with annual fixed costs greater than £3k for their business premise Fixed costs example: rental, lease or mortgage costs, and any standing utility costs. *Payments will be made of the minimum amount stated. Should the number of businesses eligible be less than the estimated number, the grant payment will be increased or a top up grant paid at a later stage.
	Up to* 200	Minimum* 1,000.00	200,000.00	Micro business and sole traders (employees less than 11 with annual fixed costs greater than £1k for their business premise Or Small business (employees less than 50) with annual fixed costs greater than 1k but less than £3k for their business premise Fixed costs example: rental, lease or mortgage costs, and any standing utility costs.

Business	Estimated Number of Applicants	Grant Payment (£)	Total Estimated Payment Value (£)	Comments
				*Payments will be made of the minimum amount stated. Should the number of businesses eligible be less than the estimated number, the grant payment will be increased or a top up grant paid at a later stage.
Bed and Breakfasts	10	1,000.00	10,000.00	Traditional bed and breakfast property where the premise is clearly used as a business premise. The grant will be used to support the fixed cost of the premise. These businesses must also be registered as a food business.
Charities	76	10,000.00	760,000.00	All Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.
Private Childcare Nurseries	13	10,000.00	130,000.00	Grant payments will be aligned to the original business support grant with payments based on the RV value. RV up to and including £15k, receiving £10k grant, RV greater than £15k and less than £51k, receiving £25k grant.
	20	25,000.00	500,000.00	

Business	Estimated Number of Applicants	Grant Payment (£)	Total Estimated Payment Value (£)	Comments
Regular Market Traders – with lease agreements in place	91	Average* 1,300.00	118,300.00	*The actual grant value will be based on the cost of each rental agreement for a 3-month period (mid-March to mid-June) whilst markets have been closed. Recipients of this grant will be given options as to how they wish to receive the grant - either having it paid directly to them or fast tracking the application process by requesting that the grant is paid directly against their rent account.
Estimated potential surplus fund for under estimation or topping up-grants			10,700.00	Any surplus will be utilised to support the value of the small business grants within this scheme.
Total	Up to 660		2,479,000.00	

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Initial Equality Screening Assessment (Part A)

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

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

Completed at the earliest opportunity it will help to determine:

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

Directorate: Finance and Customer Services	Service area: Finance
Lead person: Rob Mahon	Contact number: 01709 254518

1. Title:

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

On 1st May 2020 the government announced a new discretionary grant fund scheme that would aim to provide grant support to those businesses affected by Covid-19 who did not receive any support under the first tranche of business grants. The proposed scheme gives local authorities a degree of discretion to design their own scheme, however, it does indicate the business types that government intend the funding to be used to support. Predominantly the grant is aimed at businesses who don't pay business rates but have high fixed costs and have suffered significant financial losses due to Covid-19.

These grants are primarily and predominantly aimed at:

- Small and micro businesses, as defined in Section 33 Part 2 of the Small Business, Enterprise and Employment Act 2015 and the Companies Act 2006;

- Businesses with relatively high ongoing fixed property-related costs;
- Businesses which can demonstrate that they have suffered a significant fall in income due to the Covid-19 crisis;
- Businesses which occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000.

In the guidance government take this further asking that the following businesses are given priority:

- Small businesses in shared offices or other flexible workspaces. Examples could include units in industrial parks, science parks and incubators which do not have their own business rates assessment;
- Regular market traders with fixed building costs, such as rent, who do not have their own business rates assessment;
- Bed & Breakfasts which pay Council Tax instead of business rates; and
- Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.

Local authorities should set out the scope of their discretionary grant scheme on their website, providing clear guidance on which types of business are being prioritised, as well as the rationale for the level of grant to be provided (either £25,000, £10,000 or amounts less than £10,000).

Following internal discussions across key Council teams and through assessing the schemes being developed across neighbouring and other local authorities, the following scheme is proposed:

- All businesses in shared accommodation will be paid a minimum grant ranging from £1,000 to £3,000 depending on their level of fixed costs and financial losses.
- All eligible B&B's will be paid a grant of £1,000 to support their fixed costs and financial losses.
- All Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief, to receive a grant of £10,000.
- Private Childcare Nurseries with a rateable value up to and including £15,000, will be paid £10,000.
- Private Childcare Nurseries with a rateable value of greater than £15,000 and less than £51,000, will be paid £25,000.
- Regular Market Traders to receive a grant averaging £1,300 for those with significant fixed rental costs.

3. Relevance to equality and diversity

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

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

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

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

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

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

4. Considering the impact on equality and diversity

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

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

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

How have you considered equality and diversity? n/a	
Key findings n/a	
Actions n/a	
Date to scope and plan your Equality Analysis:	n/a
Date to complete your Equality Analysis:	n/a
Lead person for your Equality Analysis (Include name and job title):	n/a

5. Governance, ownership and approval

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

Name	Job title	Date
Judith Badger	Strategic Director – Finance and Customer Services	4 th June 2020

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	4 th June 2020
If relates to a Key Delegated Decision, Executive Board, Council or a Significant Operational Decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

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Committee Name and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

Update on the Site Clusters Programme

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)

Jane Davies, Head of Strategic Housing Development
Uzma Sattar, Housing Development Coordinator

Ward(s) Affected

Boston Castle, Dinnington, Maltby, Valley

Report Summary

The Site Clusters Programme, which will deliver 217 new homes of a range of types and tenures across seven sites in Canklow, Maltby, Dinnington and East Herringthorpe, is now almost complete. The purpose of this report is to provide Cabinet with an update on progress and outcomes, explain the impact of Covid-19 on the programme, and set out the final cost position.

Recommendations

1. That progress with the Site Clusters Programme be noted.
2. That the anticipated final cost position of the Site Clusters Programme as set out in Appendix 4, be noted.

List of Appendices Included

Appendix 1 Equalities initial screening
Appendix 2 Equalities full assessment
Appendix 3 Summary of progress and outcomes
Appendix 4 Confidential financial information (exempt)

Background Papers

Cabinet report 12th September 2016: Site Cluster Tender Award
<https://moderngov.rotherham.gov.uk/ieListDocuments.aspx?CId=1003&MId=13745&Ver=4>

Cabinet report 10th July 2017: Site Cluster II
<https://moderngov.rotherham.gov.uk/ieListDocuments.aspx?CId=1003&MId=13753&Ver=4>

Cabinet report 18th March 2019: Site Cluster Programme Amendments
<https://moderngov.rotherham.gov.uk/ieListDocuments.aspx?CId=1103&MId=14504&Ver=4>

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Overview and Scrutiny Management Board – 10 June 2020

Council Approval Required
No

Exempt from the Press and Public
Yes – partially exempt

An exemption is sought for Appendix 4 under paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A of the Local Government Act 1972 is requested, as this report contains sensitive commercial information of letting a tender. It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information, as the Councils commercial interests could be prejudiced by disclosure of this commercial information.

Update on the Site Clusters Programme

1. Background

- 1.1 Cabinet approval for the Site Clusters programme was granted in July 2017 and work commenced by Wates in October 2017. The programme will deliver 217 new homes across seven different sites. It includes a mixture of open market sale, shared ownership and council rent tenures. As at 15th May 2020, 132 homes have been completed. By mid-June 2020, a further 27 homes will have been completed on Braithwell Road in Maltby, and the remaining 58 in Canklow are projected to finish by 28th August 2020.
- 1.2 The project continues to deliver high quality homes of a range of types and tenures, bringing significant regeneration and other benefits to Rotherham's communities. A summary of progress and outcomes has been included as Appendix 3.
- 1.3 A total of 94 new homes are to be retained by the Council for Council rent. 36 have been completed and handed over in Canklow, Dinnington, Maltby and East Herringthorpe and are occupied by people from the Housing Register.
- 1.4 The Site Clusters programme includes four homes (also completed and handed over) to support specific needs. Two of these are for Children and Young People, and the others are to meet the needs of adults with learning disabilities and / or autism.
- 1.5 The programme also includes 15 shared ownership apartments for older people which provides a new opportunity for people to downsize into a home that better meets their needs. This should reduce the pressure on existing council bungalows, while also enabling more people to remain living independently in their own homes. 21 other shared ownership homes have been delivered in East Herringthorpe and these are proving popular with one already occupied and five others reserved.
- 1.6 The homes for open market sale in Maltby have also proved to be popular, with 46 homes sold and occupied already and a further 12 reserved. This represents high demand compared with other similar developments and has confirmed that the Braithwell Road site was ideal for the private sales market. The income from these sales has helped to fund homes for Council rent in other areas, and overall the Clusters approach has led to the delivery of more council stock, in areas where there is a high need for affordable homes.
- 1.7 Significant investments have been made by Wates throughout the Borough as part of their Corporate Social Responsibility targets, with highlights including:
 - A total of £67,000 has been invested in local communities and charity projects
 - Community Days were arranged in Maltby and Canklow
 - £14.8m has been spent with small business with £49,000 invested into Social Enterprises
 - 18 local people have benefitted from Employment and Training initiatives on this project with 1836 training/employment weeks created

for local people and a total of £917,000 investment from Wates into training local people

- 1.8 The Covid-19 pandemic has affected the programme, causing delays and cost increases, but the impacts have been kept to a minimum through careful management by Wates, that has allowed work to continue safely on the remaining sites in Maltby and Canklow.
- 1.9 The original budget for the project was calculated based on estimates. As work progressed, the true cost of developing this complex project on a range of challenging sites became clearer, and a further report was presented to Cabinet in March 2019, seeking an increase to the capital budget based on the information known at the time. Now, close to project completion, the anticipated final costs are understood. This final figure also reflects recent additional costs resulting from the Covid-19 pandemic. This is set out in exempt Appendix 4.
- 1.10 The project is funded from the Housing Revenue Account (HRA), the overspend on Site Clusters will be an additional cost to the approved overall HRA capital programme 2020/21 to 2023/24. However, for 2020/21 the total capital programme will not change as projected underspends/slippage will be utilised to cover the in-year requirement, with those underspends needing to be re-provided for in 2021/22.

2. Key Issues

- 2.1 The Council Plan includes a target for the number of homes delivered as a result of Council intervention. The target for 2019/20 was 175 and the outturn was 177. The Site Clusters programme makes a significant contribution towards achieving this target (217 homes) as well as delivering the benefits described below.
- 2.2 The Site Clusters programme is delivering significant benefits to Rotherham, increasing and accelerating the amount of new affordable housing and providing a range of additional outcomes, including specialist accommodation and economic growth (for example through extensive employment and training opportunities). The social value outcomes of the programme are captured at the end of Appendix 3.
- 2.3 From mid-March the impact of Covid-19 started to affect the Site Clusters Programme with the formal Government announcement made on 23 March 2020, identifying the steps to be implemented across the country at a health, social, educational, transport and industry level. Wates immediately received notification from a significant number of their sub-contractors and trades that they would not be able to continue working on the sites. The decision from sub-contractors not to continue working was based on varying factors, from concerns over safe working and travel, to, most importantly health conditions of individuals and/or their families. Wates reported that more than 60% of trades were unavailable. The impact of this was determined by Wates in the weeks that followed, reporting output had fallen to 25—45% from the pre Covid-19 position. At this point the Council started to consider options to minimise cost increases, which included temporary suspension of works.

- 2.4 Wates responded to the guidance issued by Construction Leadership Council and Public Health England for construction sites and adapted their working practices to ensure the safety of everyone on site, whilst progressing with works. Wates also reported on the impact of Covid-19 on the supply and availability of materials, which in turn impacted on the programme. Sub-contractors and trades took a varied approach to the continuation on site. The programme was significantly impacted, as one trade could, potentially, stop others from progressing with their work on site. Wates also considered extending their supply chain to replace critical trades (who were unavailable) to ensure works were progressing. Wates submitted options with costs to provide the Council with choices in terms of proceeding, terminating or suspending works. Whilst, it was not possible to determine the length of delay caused directly by Covid-19 and therefore cost impact could not be determined in totality, a cost for delays on a monthly basis provided the financial information required to evaluate the options put forward.
- 2.5 Various steps taken by Wates to reflect the impact of Covid-19, such as programme revisions, options available and daily communications including reporting on the number of trades and sub-contractors on site each week, have allowed the situation to be managed. Wates also clearly explained the steps implemented on site i.e. a bespoke Site Operating Procedure and the robust measures taken to enable Wates to continue on site during these times, albeit in difficult and ever-changing circumstances. Wates have continued to progress construction despite delay and disruption on site due to (but not limited to) self-isolation, isolation to protect vulnerable persons, furloughed subcontractors, material supply issues and unavailability, and regular and changing guidance from the Government.
3. **Options considered and recommended proposal**
- 3.1 Option 1 – increase the overall HRA capital programme allocation for housing growth to accommodate the higher final cost. This is not recommended, as it would potentially result in increased HRA borrowing and the increases can be accommodated from elsewhere in the current capital programme.
- 3.2 Option 2 – fund the additional costs of the Site Clusters programme by reallocating resources from other underspent budgets. This option is being progressed with details noted in Appendix 4.
4. **Consultation on proposal**
- 4.1 Key consultations have taken place with Wates Management Team, the Council's Finance, Procurement and Legal Services, and the Council's Employers Agent Rider, Levett Bucknall (RLB). Regular updates on progress are provided to the Housing and Regeneration Programme Delivery Board, and engagement with Ward Members and local communities has taken place throughout the project.

5. Timetable and Accountability for Implementing this Decision

- 5.1 If approved, the capital programme funding adjustment will be made by Finance Services, and as stated in section 1, the programme will be completed by the end of August 2020.
- 5.2 The Assistant Director for Housing has overall accountability for the programme.

6. Financial and Procurement Advice and Implications

- 6.1 The financial implications of the Site Clusters programme are detailed within the exempt Appendix 4, due to commercial sensitivity.
- 6.2 The proposed recommendation would be managed in accordance with Regulation 72 (Modification of Contracts During Their Term) of the Public Contracts Regulations 2015.

7. Legal Advice and Implications

- 7.1 The cost increase set out in this report will be reflected in a contract variation. Save for this there are no further legal implications arising from the recommendations in this report.

8. Human Resources Advice and Implications

- 8.1 There are no Human Resource implications arising from this report.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The Site Clusters programme supports Adult Care and Children and Young People strategic priorities through inclusion of specialist accommodation for children, and for adults with learning disabilities / autism. Engagement has taken place with local communities and schools throughout the project.

10. Equalities and Human Rights Advice and Implications

- 10.1 Homes are allocated in accordance with the Councils Allocations Policy which is subject to regular review and complies with Equalities legislation.

11. Implications for Ward Priorities

- 11.1 Significant investments have been made by Wates throughout the borough through their Corporate Social Responsibility targets. A total of £67,000 has been invested in local communities and charity projects in areas including Maltby, Boston Castle and Wickersley. The Site Clusters Programme addresses strategic housing need in the Boston Castle, Maltby, Dinnington and Valley wards.

12. Implications for Partners

- 12.1 The Council has worked in partnership with Wates, and a large number of sub-contractors including local small and medium businesses have been employed as part of the programme.

13. Risks and Mitigation

- 13.1. Covid-19: If further social distancing requirements are introduced, or existing measures increased as a result of any further surges in cases, this could lead to delays and cost increases. However, the scheme is very close to completion and Wates have included this risk in their final out-turn cost, therefore this risk is considered to be low.
- 13.2 Housing market conditions: The funding of the scheme relies on a level of income from sales of open market sale and shared ownership homes. The impact of the pandemic on the housing market is as yet unknown, but industry experts are recommending a 5% drop in market values be factored into projections. This has been reflected in the calculations set out in exempt Appendix 4 and a new sales strategy and programme has been agreed with W H Brown, the appointed sales and marketing partner.
- 13.3 Further cost increases: The risk of further increases is very low, as all construction related risks are now fully understood and have been factored into the final cost.

14. Accountable Officers

Tom Bell, Assistant Director for Housing
Jane Davies, Head of Strategic Housing and Development
Uzma Sattar, Housing Development Co-ordinator

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	01/06/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	28/05/20
Head of Legal Services (Monitoring Officer)	Bal Nahal	28/05/20

Report Author: Jane Davies, Head of Strategic Housing Development

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

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PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

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

1. Title

Title: Update on Site Clusters Programme

Directorate:
Adult Care, Housing and Public Health

Service area:
Housing

Lead person:
Uzma Sattar

Contact number:
255048

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify – This is an update report on the Site Cluster Programme (approved in July 2017) to develop 217 new houses for open market sale, shared ownership sale and affordable rent.

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

The potential impact on individuals with protected characteristics following the development of the 217 new housing units.

3. Relevance to equality and diversity

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

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

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	X	
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	X	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>	X	
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>	X	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		X
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		X
If you have answered no to all the questions above, please explain the reason		

If you have answered **no** to all the questions above please complete **sections 5 and 6**. If you have answered **yes** to any of the above please complete **section 4**.

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

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

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

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

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

The Clusters programme is an innovative partnership between the Council and Wates with both parties committed to its success. The programme is being delivered and overseen by Strategic Housing and Development but continues to require an integrated approach across all directorates, working closely with Children and Young Peoples Services and Adult Care to align the development of specialist housing units to the identified housing needs of people with learning disabilities and young people living in care. In developing the specific proposals for these sites, consultation has taken place with local Ward Members, staff from a wide range of Council services, Homes England, and community consultation throughout the planning stage.

The type of housing has been designed in accordance with the analysis of housing need and demographic data. Consideration has been given to the different tenure types required in the borough and this is often where a particular group have been disadvantaged by the local housing market i.e. they cannot afford, or do not have choice in where/how they live.

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).

To try to address the above housing needs the development includes:

- A mix of apartments designed specifically for older people and allowing people to consider the opportunity to downsize from a larger possibly unsuitable property to a two bedroom apartment that has been designed to consider specific requirements
- Respite Care provision for adults with autism / learning disabilities with one property to accommodate people with physical disabilities
- Housing for young people – emergency accommodation
- Housing for young people focusing on residential care

- Shared ownership homes for families trying to get onto the property ladder

Specific consultation events have been held in the local areas of the proposed development, in addition to:

8/9 September 2017 Rotherham Show
21 November 2017 Developers Summit

- **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)

There are no known specific property requirements for the below protected characteristics;

- Sex
- gender reassignment
- race
- sexual orientation
- civil partnerships and marriage

Some religions or beliefs may require separate living spaces for the males and females of the household e.g. living room, dining room.

There is to be a mix of house types from 2-bed apartments to 4 bedroom houses, suiting a wide variety of households including (but not exclusive to);

- Pregnancy and maternity
- parents
- single parents and guardians,
- carers
- unemployed and people on low incomes

The provision of two specialist houses for adults with learning disabilities and / or autism is included, this is respite care provision. Both properties have a platform lift installed, one of the properties has been designated suitable for adults with physical disabilities. Additionally two specialist units have been completed for CYPS: A 5 bed residential care home with a wet room and bedroom on the ground floor designed specifically for a young person with a physical disability, and a 2 bed unit for emergency accommodation for up to 2 young people.

Other individuals with protected characteristics requiring supported accommodation will be able to access council rented properties through the normal allocations policy.

- 15 of the Shared ownership apartments are designed specifically for older people and have been designated for over 55s; the three storey apartment block benefits from circulation spaces provided to access the apartments, all generously sized

and easy to navigate with no complex layouts. The apartments benefit from lift access, wider access doors and corridors. The apartments specifically for older people will allow people to consider the opportunity to downsize from a larger possibly unsuitable property to a two bedroom apartment that has been designed to consider specific requirements. The remaining 198 of the 217 homes are designated 'visitable', in terms of accessibility, meaning they benefit from level access from the pavement, have appropriate door widths and an entrance level WC.	
Actions (<i>think about how you will promote positive impact and remove/reduce negative impact</i>) - A full equality analysis is completed. 132 of the 217 properties have been completed and are in occupation. Regular updates on site progress are provided and changes to all parties that were consulted.	
Date to scope and plan your Equality Analysis:	Completed
Date to complete your Equality Analysis:	Completed
Lead person for your Equality Analysis (Include name and job title):	Uzma Sattar

5. Governance, ownership and approval

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

Name	Job title	Date
Uzma Sattar	Housing Development Co-ordinator	21.05.20
Jane Davies	Head of Strategic Housing and Development	21.05.20

6. Publishing

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

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

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

Date screening completed	21/05/20

Report title and date	Update on Site Clusters Programme 15/05/20
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Previous Cabinet reports on the Site Clusters programme dated: 12 th September 2016. 10 th July 2017 and 19 th March 2019.
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	27/05/20

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: Update on Site Clusters Programme	
Date of Equality Analysis (EA): 21/05/20	
Directorate: Adult Care, Housing and Public Health	Service area: Housing
Lead Manager: Jane Davies	Contact number: 01709 334970
Is this a: ☐ Strategy / Policy ☐ Service / Function ☒ Other	
If other, please specify This is an update report on the Site Cluster Programme (approved in July 2017) to develop 217 new houses for open market sale, shared ownership sale and affordable rent.	

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

Name	Organisation	Role (eg service user, managers, service specialist)
Jane Davies	RMBC	Head of Strategic Housing and Development
Uzma Sattar	RMBC	Housing Development Co-ordinator
Steve Eling	RMBC	Policy Officer

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

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

The Site Cluster Programme is delivering 217 new homes on seven Council-owned sites in Rotherham. The sites are mixed tenure, including open market sale, shared ownership and council rent. Four of the properties are specialist housing units. Two of these are to provide a respite care and support offer to meet the individual needs of people with learning disabilities and / or autism: One of the buildings has been developed to be autism friendly and the other with equipment for people with physical care and support needs, e.g. ceiling track hoist. The other two are allocated for CYPS, a 5 bed residential care home with a wet room and bedroom on the ground floor designed specifically for a young person with a physical disability, and a 2 bed unit for emergency accommodation for up to 2 young people.

The Housing Strategy identifies how we meet local housing need whilst ensuring our existing residents are living in safe, clean and affordable homes that meet their needs. Therefore these schemes would affect anyone looking for a new home of any tenure.

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

The type of housing has been designed in accordance with the analysis of housing need and demographic data. Consideration has been given to the different tenure types required in the borough and this is often where a particular group has been disadvantaged by the local housing market i.e. they cannot afford, or do not have choice in where / how they live.

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).

To try to address the above housing needs the development includes:

- 15 x 2 bed apartments have been designed specifically for older people, allowing

people to consider the opportunity to downsize from a larger possibly unsuitable property to a two bedroom apartment that has been designed to consider specific requirements • Respite Care provision for adults with autism / learning disabilities with one property to accommodate people with physical disabilities • Housing for young people – emergency accommodation • Housing for young people focusing on residential care	
Are there any gaps in the information that you are aware of? • Limited information re. demand for shared ownership housing in Rotherham • Limited information re. older people who own their homes wanting to downsize into ownership of smaller new build apartments	
What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? • Case studies will be completed of households that have moved into the new properties • Analysis of occupation will be carried out annually to determine who is living in the new homes and the demand for each site / property type	
Engagement undertaken with customers. (date and group(s) consulted and key findings)	• Strategic Housing Market Assessment 2018 • Housing Strategy consultation – various groups and meetings including 2017/8 Tenant Conference, 2017/8 Rotherham Show etc • Consultation with Ward Members from all wards affected • Consultation and engagement with colleagues from Finance, Legal, Procurement, Children and Young People Services, Adult Care and Building Consultancy Team and Asset Management • Community consultation as part of the planning process with key events arranged in local community centres.
Engagement undertaken with staff (date and group(s) consulted and key findings)	• Housing Developer Summit – 2017 and 2018 • Homes England liaison meetings 2017/2018/2019 • Finance Meetings • Housing and Regeneration Programme Delivery Board – updates to every meeting since the Board was established in 2017. • Pre-application discussions in 2017 as part of the planning process

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

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

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

The Clusters programme is an innovative partnership between the Council and Wates with both parties committed to its success. The programme is being delivered and overseen by Strategic Housing and Development but continues to require an integrated approach across all directorates, working closely with Children and Young Peoples Services and Adult Care to align the development of specialist housing units to the identified housing needs of people with learning disabilities and young people living in care. In developing the specific proposals for these sites, consultation has taken place with local Ward Members, staff from a wide range of Council services, Homes England, and community consultation throughout the planning stage.

The type of housing has been designed in accordance with the analysis of housing need and demographic data. Consideration has been given to the different tenure types required in the borough and this is often where a particular group have been disadvantaged by the local housing market i.e. they cannot afford, or do not have choice in where / how they live.

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).

To try to address the above housing needs the development includes

- A mix of apartments designed specifically for older people and allowing people to consider the opportunity to downsize from a larger possibly unsuitable property to a two bedroom apartment that has been designed to consider specific requirements.
- Respite Care provision for adults with autism / learning disabilities with one property to accommodate people with physical disabilities
- Housing for young people – emergency accommodation
- Housing for young people focusing on residential care
- Shared ownership homes for families trying to get onto the property ladder

Specific consultation events have been held in the local areas of the proposed development, in addition to the following events:

8/9 September 2017 Rotherham Show
21 November 2017 Developers Summit

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

There are no known specific property requirements for the below protected characteristics;

- Sex
- gender reassignment
- race
- sexual orientation
- civil partnerships and marriage

Some religions or beliefs may require separate living spaces for the males and females of the household e.g. living room, dining room.

There is to be a mix of house types from 2-bedroom apartments to 4-bedroom houses, suiting a wide variety of households including (but not exclusive to);

- Pregnancy and maternity
- Parents
- Single parents and guardians
- Carers
- Unemployed and people on low incomes

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

The provision of two specialist houses for adults with learning disabilities and / or autism is included, this is respite care provision. Both properties have a platform lift installed, one of the properties has been designated suitable for adults with physical disabilities.

Additionally two specialist units have been completed for CYPS: A 5 bed residential care home with a wet room and bedroom on the ground floor designed specifically for a young person with a physical disability, and a 2 bed unit for emergency accommodation for up to 2 young people.

Other individuals with protected characteristics requiring supported accommodation will be able to access council rented properties through the normal allocations policy.

- 15 of the shared ownership apartments are designed specifically for older people and have been designated for over 55s; the three storey apartment block benefits from circulation spaces provided to access the apartments, all generously sized and easy to navigate with no complex layouts. The apartments benefit from lift access, wider access doors and corridors. The apartments specifically for older people will allow people to consider the opportunity to downsize from a larger possibly unsuitable property to a two bedroom apartment that has been designed to consider specific requirements.
- The remaining 198 of the 217 homes are designated 'visitable', in terms of accessibility, meaning they benefit from level access from the pavement, have appropriate door widths and an entrance level WC.

What effect will the Policy/Service have on community relations? (may also need to

consider activity which may be perceived as benefiting one group at the expense of another)

The Site Cluster programme is providing 217 much needed multi-tenure homes – it will contribute to and grow existing communities. The shared ownership offer allows individuals to enter the housing market.

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: Update on Site Clusters Programme
Directorate and service area: Adult Care, Housing and Public Health
Lead Manager: Jane Davies
Summary of findings:
No remedial actions required. The only actions are related to monitoring occupation and demand. - Case studies will be completed of households that have moved into the new properties - Analysis of occupation will be carried out annually to determine who is living in the new homes and the demand for each site / property type

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Case studies will be completed of households that have moved into the new properties	ALL	Summer 2021
Analysis of occupation will be carried out annually to determine who is living in the new homes and the demand for each site / property type	ALL	Summer 2021
Analysis of any stair-casing of the shared ownership properties	ALL	Summer 2021

***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, Housing	
Anne Marie Lubanski	Strategic Director, Adult Care, Housing and Public Health	
Councillor Beck	Cabinet Member for 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	21/05/20
Report title and date	Update on Site Cluster Programme
Date report sent for publication	01/06/20

Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	27/05/20

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Big hearts, big changes

Rotherham
Metropolitan
Borough Council

Northgate, Maltby – for sale

Construction:

- 52 houses completed
- 15 apartments completed
- 31 houses under construction

Occupation:

- 83 houses for sale
- 46 sold and occupied
- 12 reserved – with legal team
- 15 apartments for older people - At marketing stage



Page 265



Rother View Rd, Canklow – for affordable rent

- **Construction:**
- 26 houses completed
- 54 houses under construction
- **Occupation:**
- 14 fully occupied
- 8 under tenancy verification stage





Big hearts, big changes

Rotherham
Metropolitan
Borough Council

East Herringthorpe Sites for shared ownership, specialist and affordable rent

Construction:

- 30 houses fully completed on two sites

Occupation:

21 houses for shared ownership sale

- 1 sold and occupied
- 5 under reservation – with Legal Teams

6 houses for affordable rent

- 6 fully occupied
- 3 specialist houses – CYPS and Adult Care





Maltby and Dinnington Sites for affordable rent

Construction:

- 4 houses fully complete – Maltby
- 5 houses fully complete - Dinnington

Occupation:

- 4 houses for affordable rent Maltby
- Fully occupied
- 5 houses at Dinnington:
- 4 affordable rent – fully occupied
 - 1 specialist - CYPS



Corporate Social Responsibility

COMMUNITY INVESTMENT PERFORMANCE SUMMARY						Reshaping tomorrow		Wates	
Rotherham Cluster Sites									
Start Date					End Date				
21/11/2017					19/06/2020				
Employment & Training									
18		Local people have benefited from Employment & Training Initiatives on this project							
1830		Training / employment weeks have been created for local people							
5489		Hours have been invested in supporting these people by Wates							
£914,315		Is the Value of our investment into training local people							
Investing in Education									
754		Students supported by our education activities and programmes on this project							
40		Hours have been invested by Wates staff into these activities							
£8,191		Is the value of our investment into supporting Education on this project							
Investing in the Local Economy									
£14,830,881		Has been spent with local small businesses on this project							
£24,174,336		Economic benefit has been generated for the local community as a result of this spend*							
£49,091		Has been invested into Social Enterprises on this project							
Investing In The Community									
1301		Hours have been invested into volunteering in the community by Wates staff							
£66,910		Has been invested into local charities / community causes							
£25,212,843		Worth of Economic, Environment and Social Value has been generated on this project							
*According to FSB, 63 pence of every £1 spent locally with an SME is reinvested into the local economy									

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Committee Name and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

Local Plan: Adoption of Supplementary Planning Documents

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

Yes

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

Winsze Lam, Planning Officer
01709 822874 or winsze.lam@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

Cabinet approval is sought to adopt the following Supplementary Planning Documents:

- Householder Design Guide
- Development in the Green Belt
- Equal and Healthy Communities
- Town Centre Uses and Developments
- Air Quality and Emissions
- Shop Front Design Guide

Rotherham's Local Plan provides the framework for determining planning applications. Supplementary Planning Documents provide additional detail and guidance to support policies in the Local Plan. Once adopted, they are a material consideration which can be taken into account when determining planning applications. Supplementary Planning Documents help improve planning applications, which in turn can speed up the planning process and produce better outcomes for the community.

Recommendations

1. That approval be given to adopt the Supplementary Planning Documents in respect of:-

- Householder Design Guide
- Development in the Green Belt
- Equal and Healthy Communities
- Town Centre Uses and Developments
- Air Quality and Emissions
- Shop Front Design Guide

List of Appendices Included

Appendix 1	PART A - Initial Equality Screening Assessment
Appendix 2	Householder Design Guide SPD
Appendix 3	Development in the Green Belt SPD
Appendix 4	Equal and Healthy Communities SPD
Appendix 5	Town Centre Uses and Developments SPD
Appendix 6	Air Quality and Emissions SPD
Appendix 7	Shop Front Design Guide SPD
Appendix 8	Consultation Statement

Background Papers

Rotherham Local Plan 2013 – 2028:

<https://www.rotherham.gov.uk/planning-development/guide-local-plan/1>

Adopted Statement of Community Involvement:

<https://www.rotherham.gov.uk/downloads/download/80/statement-of-community-involvement>

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Local Plan: Adoption of Supplementary Planning Documents

1. Background

- 1.1 Rotherham's Local Plan provides the framework for determining planning applications. Supplementary Planning Documents (SPDs) provide additional detail and guidance to support Local Plan policies. Once adopted, they are a material consideration which can be taken into account when determining planning applications. The documents also offer further assistance and clarification to applicants when preparing planning applications. SPDs provide detailed guidance to householders, planning agents and developers to help improve the quality of submitted planning applications, which in turn can speed up the planning process and produce better outcomes for the community.
- 1.2 Following adoption of the Local Plan Core Strategy (2014) and Sites and Policies documents (2018), the Council is in the process of updating a number of existing planning guidance documents, and preparing new guidance. Following Cabinet approval (Cabinet 16 September 2019, minute 49 refers), public consultation was undertaken on the following draft Supplementary Planning Documents between 7 October and 4 November 2019:
- Householder Design Guide
 - Development in the Green Belt
 - Equal and Healthy Communities
 - Town Centre Uses and Developments
 - Air Quality and Emissions
 - Shop Front Design Guide

2. Key Issues

- 2.1 Consultation on the draft SPDs was undertaken in line with The Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council's adopted Statement of Community Involvement. In response to the consultation the Council received 30 representations, broken down as follows:

Householder Design Guide	3 representations
Development in the Green Belt	7 representations
Equal and Healthy Communities	7 representations
Town Centre Uses and Developments	4 representations
Air Quality and Emissions	6 representations
Shop Front Design Guide	3 representations
Total	30 representations

All representations received have been considered and Appendix 8 'Consultation Statement' provides a summary of the issues raised, the Council's response and how the SPDs have been amended as a result. The statement also identifies where changes have been made to the draft SPDs to reflect recent changes to national planning guidance.

- 2.2 The purpose of each SPD and key changes resulting from the consultation are summarised below:

Householder Design Guide	Provides detailed guidance for applicants to help improve submitted schemes for residential extensions and outbuildings. Changes made: • Includes reference to The Conservation of Habitats and Species Regulations 2017. • Includes additional mitigation measures and wildlife enhancement guidance.
Development in the Green Belt	Helps clarify what may be acceptable in the Green Belt, particularly on extensions and replacement buildings. Changes made: • Includes reference to The Conservation of Habitats and Species Regulations 2017. • Included additional guidance on lighting to minimise impact on wildlife. • Clarifies the interpretation of the NPPF and Planning Practice Guidance on change of use in the Green Belt.
Equal and Healthy Communities	Provides a checklist for applicants to help demonstrate how their proposal meets health, wellbeing and equality aims. Introduces a restriction on hot food takeaways within 800 metres of schools and colleges. Changes made: • Includes additional guidance in the healthy communities planning checklist regarding green spaces. • NB No objections were received to the restrictions on hot food takeaways near schools and colleges.
Town Centre Uses and Developments	Provides guidance for developers on sequential and impact tests for retail applications, to help promote the health of the borough's town centres. Also provides guidance on development within primary and secondary shopping frontages in town centres. Changes made: • Up to date monitoring data included for retail centres.
Air Quality and Emissions	Primarily aims to reduce emissions in Rotherham to meet national targets and improve the local environment for residents. Changes made: • Includes guidance on the provision of electric charging points for all development. • Updated in line with the latest central government Planning Practice Guidance (November 2019). • Updated Map 1 to reflect the latest data and simplified the indicators. • Includes guidance on the Habitat Regulations.

Shop Front Design Guide	Encourages good shop front design and promotes the reinstatement of historic shop fronts, to help improve the townscape, character and attractiveness of the borough's centres. Changes made: • Included additional guidance on modern shop front and frontage cohesion. • Includes guidance to address issues raised regarding internal illumination of shop fronts and use of LED lighting.

- 2.3 Once adopted by the Council these documents can then be taken into account when determining planning applications.

3. **Options considered and recommended proposal**

3.1 **Option 1: Adopt the SPDs with the amendments**

Adopting the documents as SPD will provide clear guidance to applicants, helping speed up the planning process by minimising the time-consuming amendments or negotiations often necessary following submission of planning applications. Adoption of the documents will ensure that they have more weight in planning decision-making and support for the Council to refuse non-compliant planning applications. This will give more certainty for the community and prospective developers on the Council's preferred approach to the subjects covered by SPDs.

- 3.2 The amendments detailed in Appendix 8 'Consultation Statement' are considered necessary to ensure the guidance contained in each document is robust, clear, relevant and appropriate.

3.3 **Option 2: Adopt the SPDs without amendments**

The amendments detailed in Appendix 8 'Consultation Statement' are considered necessary to ensure the guidance contained in each document is robust, clear, relevant and appropriate. Not incorporating these amendments into the final documents would make the guidance less robust and reduce the ability to withstand challenge (for example at planning appeal), and may result in the need to revise the SPDs in the near future.

3.4 **Option 3: Decline to take forward the adoption of SPDs**

There is no requirement that the Council must produce Supplementary Planning Documents. However, they provide valuable additional guidance to applicants by providing clarity on Local Plan policy requirements and enable the Council to refuse non-compliant planning applications.

- 3.5 Should the Council decide not to adopt the documents they would have limited weight when determining planning applications, which would be much less than if they were adopted as SPD.

- 3.6 Option 1 is the recommended option, to ensure that the documents are robust and have appropriate weight when making planning decisions.

4. Consultation on proposal

- 4.1 Consultation has been undertaken via the Council's planning consultation website in line with the Council's adopted Statement of Community Involvement. Hard copies of the documents were also available to view on request at the Council's Riverside House offices. Elected Members were provided opportunity to input into the draft SPDs through a presentation and seminar on 4 June 2019 and a drop-in session on 15 October 2019.
- 4.2 Preparation of the final SPDs has been undertaken by, or in conjunction and consultation with, other relevant services - Community Safety and Transportation have input to the Air Quality and Emissions SPD, the Council's Development Management service within the Planning Service have reviewed all the SPDs.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Subject to approval by Cabinet, the final SPDs, and the accompanying consultation statement, will be published on the Council's website and be used for pre-application advice and decision making on planning applications. All those providing comments on the draft documents will be notified.
- 5.2 To achieve consistency with the Council's document style, minor changes to numbering, formatting and images may be made prior to publication of the adopted SPDs.

6. Financial and Procurement Advice and Implications

- 6.1 This consultation was carried out via the Council's planning consultation website and therefore the costs associated with this consultation were limited to minimal printing and advertising costs. These costs have been managed within the Service's existing approved revenue budget.
- 6.2 There are no direct procurement implications in this report.

7. Legal Advice and Implications

- 7.1 The adoption of the SPDs will ensure that decision-making is more robust by providing detail and guidance to support existing policies in the Local Plan since they are material planning consideration. Furthermore, since the SPDs are very informative, they are very helpful for applicants in the pre-application stage, making the process even more transparent and open.

8. Human Resources Advice and Implications

- 8.1 There are no Human Resources implications associated with the adoption on the SPDs.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The SPDs are intended to assist in delivering the Council's strategy and policies set out in the Local Plan. These include promoting and delivering sustainable patterns of development and sustainable communities, reducing pollution and conserving and enhancing the quality of the built and natural environment. In particular, the SPDs seek to ensure that new development has regard to promoting health and well-being and ensuring equality for Rotherham's communities. In addition, the Equal and Healthy Communities SPD also seeks to help address obesity in younger people by restricting new hot food takeaways near to schools and colleges.

10. Equalities and Human Rights Advice and Implications

- 10.1 The SPDs are intended to assist in delivering the Council's strategy and policies set out in the Local Plan. These include promoting and delivering sustainable patterns of development and sustainable communities, reducing pollution and conserving and enhancing the quality of the built and natural environment. In particular, the Equal and Healthy Communities SPD seeks to ensure that new development has regard to promoting health and well-being and ensuring equality for Rotherham's communities.

11. Implications for Ward Priorities

- 11.1 The SPDs if adopted will apply borough-wide, so will be of overarching benefit to the priorities of all wards. In particular, some of the SPDs should also support the specific priorities of certain wards as highlighted below:

Supplementary Planning Document	Wards
Householder Design Guide	All wards
Development in the Green Belt	All wards (with Green Belt areas)
Equal and Healthy Communities	All wards Boston Castle Brinsworth & Catcliffe Maltby Rotherham East Silverwood
Town Centre Uses and Developments	All wards (with a defined town centre) Dinnington Wath
Air Quality and Emissions	All wards Keppel
Shop Front Design Guide	All wards Dinnington

12. Implications for Partners

- 12.1 The implications for partners or other directorates are mainly associated with the additional guidance provided within the SPDs, regarding the implementation of Local Plan policies. In particular, the Air Quality and Emissions SPD now requires electric vehicle charging points for new residential and commercial development. This will assist the Council in mitigating and adapting to climate change and meeting local and national targets; contributing to the actions and targets set out in the Council's 'Responding to the Climate Emergency' policy document.

13. Risks and Mitigation

- 13.1 The Council may be open to legal challenge should the SPDs not be produced in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012. Legal advice will be sought as necessary.

14. Accountable Officers

Simon Moss, Assistant Director of Planning, Regeneration & Transport

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	01/06/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	27/05/20
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/05/20

Report Author: Winsze Lam, Planning Officer
01709 822874 or winsze.lam@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: Local Plan: Adoption of Supplementary Planning Documents

Directorate:
Regeneration & Environment Services

Service area:
Planning Policy Team
Planning, Regeneration and Transport

Lead person:
Ryan Shepherd
Planning Officer

Contact number:
823888

Is this a:

☒

Strategy / Policy

☐

Service / Function

☐

Other

If other, please specify

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

Adoption of the Supplementary Planning Documents (SPDs) will provide additional guidance for implementing a range of adopted Local Plan policies. They will be used by applicants submitting planning applications across the borough. The outcome will be planning decisions which comply with relevant planning policies and which will have an impact on residents, workers, visitors or other users of any future development.

3. Relevance to equality and diversity

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

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

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		✓
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		✓
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓

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

The SPDs are intended to provide further guidance to all applicants applying for planning permission as to how adopted Local Plan policies will be implemented and planning decisions made. As such the documents will provide assistance to all, regardless of their protected characteristic(s).

The SPDs are independent of the protected characteristics of a person. There is no evidence that there will be a differential impact based on the protected characteristics of a person. However, the Equal and Healthy Communities SPD provides specific advice for developers when submitting planning applications. This will assist in assessing the impact

of development on the protected characteristics and other groups, and considering any impacts on human rights.

The SPDs have been subject to public consultation and comments received have been taken into account in producing the final documents.

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

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

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

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

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

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

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

- **Key findings**

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

- **Actions**

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

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

5. Governance, ownership and approval

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

Name	Job title	Date
Andy Duncan	Planning Policy Manager	25 March 2020

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 March 2020
Report title and date	Local Plan: Adoption of Supplementary Planning Documents
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet – 15 June 2020
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	27 March 2020

Rotherham local plan

Householder Design Guide Supplementary Planning Document



Adopted June 2020

www.rotherham.gov.uk

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Introduction

This Supplementary Planning Document offers detailed advice and guidance in support of Local Plan policies on how best extensions can meet relevant criteria, promoting good practice and consistency of decision making. It aims to ensure that extensions make a positive contribution to the local environment and do not detract from the host property and the street scene or cause undue harm to neighbouring amenity.

1 Permitted developments (set out in The Town and Country Planning (General Permitted Development) (England) Order 2015, as amended) allows householders opportunity to extend their property without planning permission. Those extensions that do not fall within permitted development are therefore more likely to raise neighbouring and visual amenity concerns.

2 This Supplementary Planning document (SPD) has been prepared in order to offer guidance on householder extensions to domestic properties and the erection of buildings within the curtilage (garden area). The guidance is not intended to provide information as to what requires planning permission or give information regarding land ownership issues or Building Regulations. Applicants may also wish to refer to the Government's "Permitted development rights for householders: technical guidance":

<https://www.gov.uk/government/publications/permitted-development-rights-for-householders-technical-guidance>

3 The maximum distances for space standards quoted in this document have been derived from a comparative analysis of a range of sources including detailed research and minimum space standards adopted by a number of local authorities. They are also the same as those that can be found within the South Yorkshire Residential Design Guide which applies to proposals of 10 or more dwellings but is also a point of reference for smaller schemes and extensions.

4 The document is structured into three parts. Part 1 sets out guidance on a range of different general principles. In addition, part 2 provides examples which give further information regarding specific householder proposals (such as different types of extension, providing vehicular access, and boundary treatments). The final part provides guidance on a number of other issues.

Status

5 This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

6 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between 7 October and 4 November 2019. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on xxxxx.

Planning Policy

National planning policy

7 The NPPF makes clear that the creation of high quality buildings and places is fundamental to what the planning and development process should achieve, creating better places in which to live and work and helping make development acceptable to communities (paragraph 124).

8 Design quality should be considered throughout the evolution and assessment of proposals. NPPF (paragraph 127) also states that development should, amongst other things:

- add to the overall quality of the area;
- be visually attractive as a result of good architecture, layout and appropriate and effective landscaping;
- be sympathetic to local character and history, including the surrounding built environment and landscape setting; and
- create places that are safe, inclusive and accessible and which promote health and well-being.

Local planning policy

9 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website: <https://www.rotherham.gov.uk/localplan>

10 This guidance provides additional detail to, and should be read in conjunction with, the following policies:

- Policy CS28 Sustainable Design sets out a range of design considerations to which proposals should have regard.
- Policy CS30 Low Carbon & Renewable Energy Generation supports the use of renewable, low carbon and decentralised energy.
- Policy SP55 Design Principles sets out detailed design principles to which proposals should have regard.
- Policy SP56 Car Parking Layout sets out design guidance specific to car parking.

11 As set out in Policies CS28 and SP55, the Council will have regard to a range of issues when considering planning applications, including:

- that design should take all opportunities to improve the character and quality of an area and the way it functions;
- that development proposals are responsive to their context and visually attractive as a result of good architecture and appropriate landscaping;
- the setting of the site, including the size, scale, mass, volume, height, orientation, form, and grain of surrounding development;
- the type of building materials, their colour and architectural detailing;

- whether proposals reinforce and complement local distinctiveness and create a positive sense of place;
- the creation of safe, secure and accessible environments including the use of lighting; and
- the design and layout of buildings to enable sufficient sunlight and daylight to penetrate into and between buildings, and ensure that adjoining land or properties are protected from overshadowing.

General principles

Proportion

Design guidance 1.1

The size and design of extensions should be subsidiary to the existing dwelling and allow the original building to remain dominant. Matching roof styles should be used in any new extension proposals.

It is important that an extension is in proportion with the existing house. In general, it should not dominate the house by being bigger, higher or set forward (towards the street). Extending a house in that way will make it look unbalanced and incongruous, particularly if neighbouring houses are similar in design and regularly set out.

It is usually preferable for an extension to be subordinate in scale to the original house. A lower roofline, and setting back the extension behind the house's building line, will allow the existing house to remain dominant.

In almost all cases a flat-roofed extension will be unacceptable where clearly visible in the streetscene, unless the existing property has a flat roof. Pitched roofs are an important part of the character of houses and, wherever possible, an extension should have a pitched roof which matches the roof style of the original house.

Appropriate subservient extension set back with a lower roof line



Inappropriate extension higher than existing property and not in proportion



Inappropriate extension coming forward of the property and dominating the host property



Overshadowing

Design guidance 1.2

Extensions should not overshadow neighbouring properties to an unreasonable degree. The Council will take account of the orientation and position of neighbours' windows in relation to the extension. Where an extension would be likely to significantly reduce the amount of sunlight and/or daylight casting a shadow over private amenity space or entering the window of a habitable room (such as a kitchen, living room or bedroom) planning permission may not be granted.

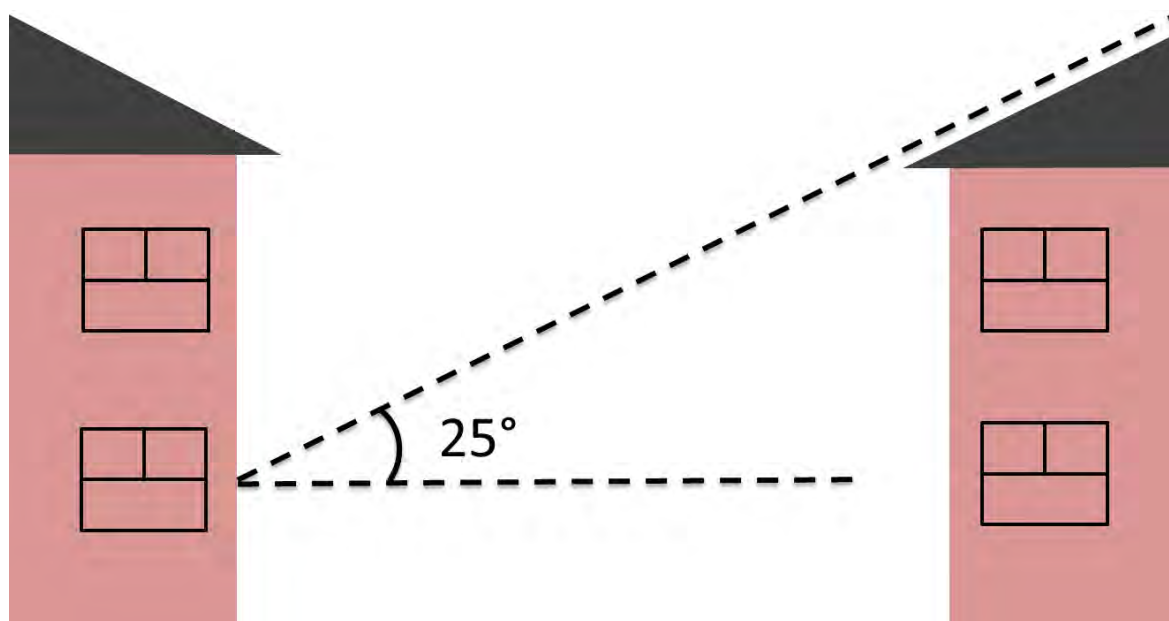
For two storey rear extensions, a minimum of 45° clearance from a neighbouring window and a 25° vertical clearance would apply. This may also apply to two storey side extension and it would be assessed on a case by case basis.

- 12** Extensions close to the boundary with neighbouring properties can create excessive overshadowing especially during the winter months, casting a shadow over habitable room windows and private amenity space to an unreasonable degree



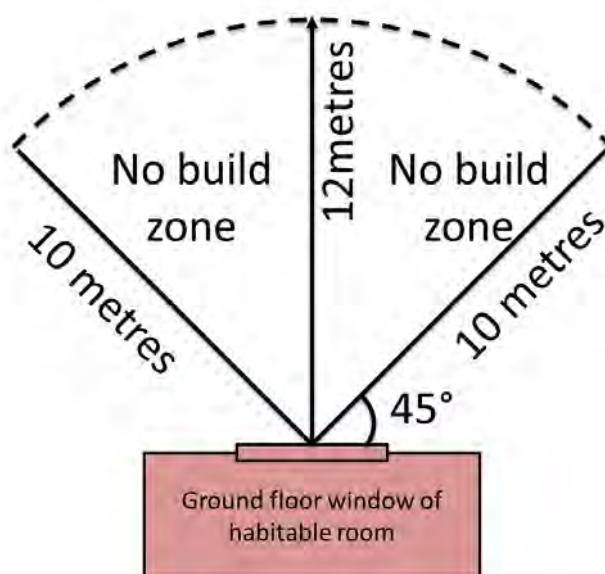
25° Rule

13 The minimum vertical clearance of 25° is measured from centre of the lowest window of an existing building and the lowest window of the proposed extension.

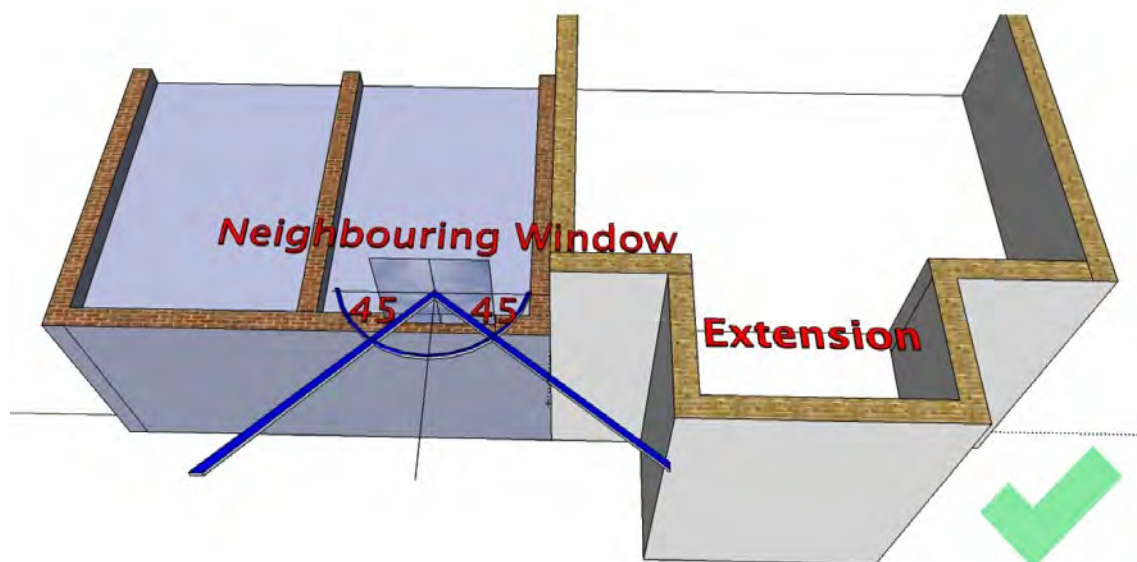


45° Rule

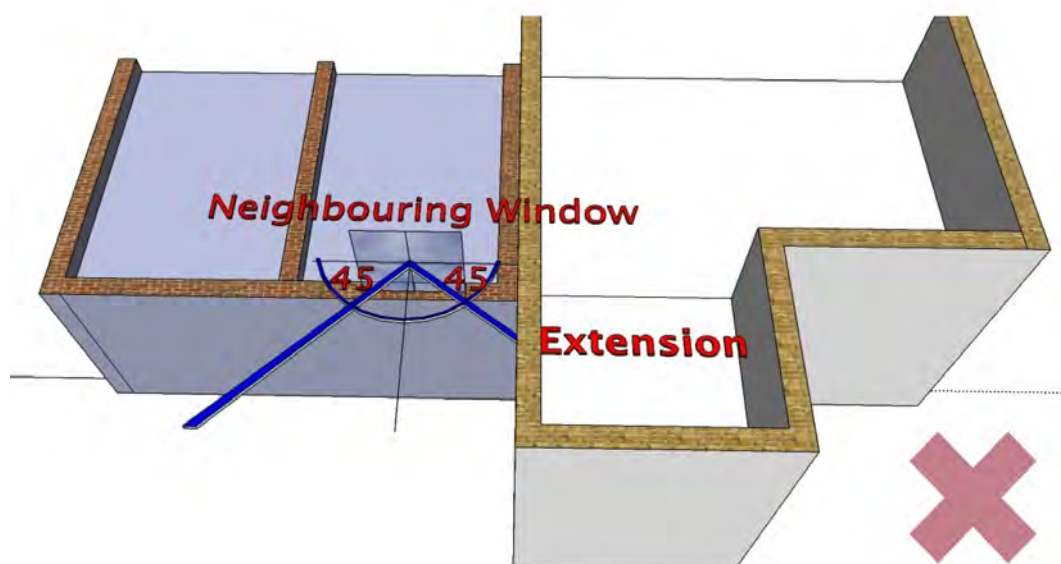
14 For two storey extensions, a no-build zone extends for 12 metres directly from the ground floor window of neighbouring habitable rooms, and for 10 metres at a 45° angle from the window (see Design Guidance 2.6).



- 15** Setting an extension away from a habitable room window will reduce any potential loss of daylight and appear less overbearing to the neighbour.



- 16** A rear extension close to a neighbour's habitable room window can create an unacceptable loss of daylight and create an oppressive overbearing impact.



Privacy

Design guidance 1.3

Balconies, decking, raised patios, verandahs and windows serving habitable rooms such as kitchens, living rooms and bedrooms should be sited so that they do not directly look into the habitable windows of adjacent houses or their private gardens. To achieve this any new habitable room windows above ground floor should not be sited within 10 metres of a neighbours boundary and should maintain more than 21 metres between facing habitable room windows or would result in a significant loss of privacy.

Balconies can create an unacceptable loss of privacy and are usually unacceptable on semi-detached and terraced properties. Where they are proposed, they must be a minimum of 2 metres from any neighbouring boundary with appropriate screening to avoid any overlooking.

Floor to ceiling windows and french / patio doors can increase the effect of overlooking and will usually be resisted if they are proposed in elevations above ground floor where they would be near to the boundary of an adjacent residential property.

Balconies can often create overlooking, which can be avoided through careful design and screening



Outlook

Design guidance 1.4

An extension close to either a habitable room window of a neighbouring property, or to its private garden, should not have an overbearing effect on that property or an unreasonable effect on its outlook.

17 A mono-pitched roof design can often create an overbearing effect in addition to potentially reducing daylight. Mono-pitched roofs should be avoided close to boundaries with neighbouring properties.



Architectural Details

Design guidance 1.5

Architectural details such as lintels, cills, bonding and coursing present in the existing property should be replicated in proposed extensions. The arrangement of windows, their size, material and opening style should reflect the existing design and maintain a similar solid to void ratio.

Materials

Design guidance 1.6

Extensions should be constructed in matching materials to match the host property. Bricks and stonework should be coursed and pointed to match the existing details. Tiles should match the existing tiles in terms of material, texture, size and colour.

Example

This two storey side extension is inappropriately designed with a poor match of brickwork and roof tiles, even small variations in materials can look out of place. The design has no regard for the host property and the window arrangement has been designed to meet internal requirements rather than reflect the window design and arrangement on the host property.



Garden Space

Design guidance 1.7

Adequate private amenity space should be maintained in any extension proposals. This means maintaining private gardens of two bedroom houses of at least 50 square metres and for three or more bedroom houses, 60 square metres. Where new parking areas are proposed, landscaping should be maintained and provided to soften the impact.

18 Boundary walls, planting and lawns form an important part of the character of suburban areas. Hardstanding at the front garden will erode this character with little definition between the public and private realm.



Amenity of Occupiers

Design guidance 1.8

A proposal which results in any habitable room without the provision of a sufficient outlook will normally be refused. High level windows / roof lights or obscurely glazed windows do not provide a sufficient outlook to a habitable room and result in a poor standard of amenity.

Extension Types

Conservatories

Design guidance 2.1

Conservatories are normally an acceptable feature on the rear elevation of domestic properties and in some instances on side elevations. Conservatories are generally not an acceptable feature on front or principle elevations, on barn conversions and at first floor level.

Where conservatories are close to the boundaries of neighbouring properties obscure glazing or a brick wall should be used to prevent direct overlooking.

On semi-detached and terraced properties, and where they are on or close to a boundary, they should not project more than 4 metres beyond the neighbouring property's rear elevation.

- 19** Conservatories on the front or principle elevations tend to look out of place in the street-scene.



Single storey rear extensions

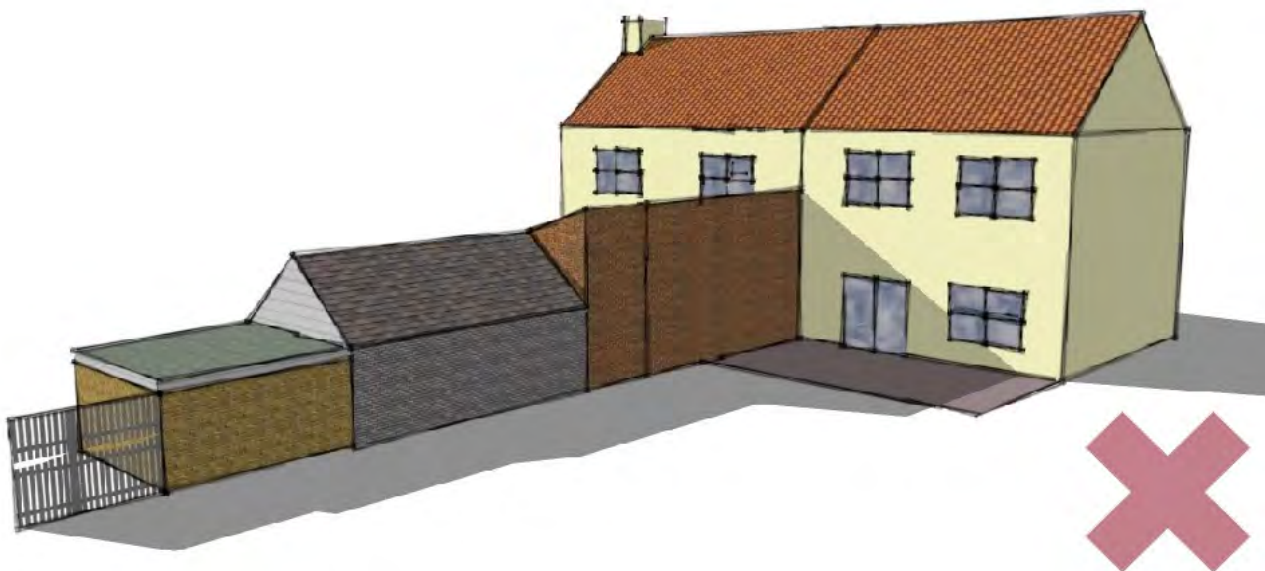
Design guidance 2.2

Single storey rear extensions are generally an acceptable feature on domestic properties and the current permitted development rights allow for some extensions to be constructed without planning permission.

Single storey rear extensions, on or close to a boundary, should project no more than 4m from a neighbouring property's existing rear elevation.

20 The cumulative impact of single storey side extensions can have an overbearing impact upon neighbouring properties.

21 Mono-pitched extensions should be avoided.



Single storey side extension

Design guidance 2.3

Single storey side extensions are generally an acceptable feature on domestic properties and the current permitted development rights allow an extension to be constructed without planning permission up to half the width of the original house.

The Council will be critical of side extensions of excessive width and for a single storey extension this should not exceed more than $\frac{2}{3}$ the width of the original house.

In addition, for side extensions on corner plots or where the extension would project towards a highway, a single storey extension should retain as a minimum, a 1 metre landscaping strip between the existing dwelling and the highway.

Example

This single storey side extension does not meet the design guidance as it should be set back from the public highway by at least 1 metre and it should not exceed $\frac{2}{3}$ the width of the original house.



Front extensions and porches

Design guidance 2.4

Front extensions are eye catching and can significantly alter the appearance of a building. In general, bay windows should be retained and on terraced and semi detached properties single storey extensions that extend across the entire frontage and two storey front extensions will normally be refused.

Front extensions should not harm the character and appearance of the host property or be of a design out of keeping with others in the street.

The impact on the amenities of the neighbouring property should also be considered and any front extension should project no more than 2 metres, or 1 metre where it is within 2 metres of a neighbouring window.

Porches should be individually designed to follow the character of the existing building and the introduction of features such as classical columns, pediments and rustic timbers etc will not be accepted unless they are a feature of the original house.

Porches

- 22** A modest front porch is acceptable on the majority of houses.
- 23** A pitched roof would improve both the appearance and longevity of the porch.



Front extensions

24 Large single storey front extensions fail to respect the character of the host properties and have a significant impact on the overall street-scene.



25 Two storey front extensions look out of keeping on semi-detached properties and can often create conflicting focal points and a disorderly street-scene.



Two storey side extensions

Design guidance 2.5

Two storey side extensions should generally be set back by a minimum of 0.3 metre at first floor level on the front elevation, with the roof set down and back from the main body of the house. This is in order to create a subservient extension and to prevent it unbalancing a pair of semi-detached properties. In addition the roof style of the extension should match that of the host property and parapet walls should be avoided. Where the semi is hipped, the extension should have a hipped roof and likewise with a gable roof.

The Council will be critical of two storey side extensions of excessive width. Any such extension should not exceed more than half the width of the original house. Where the existing house is narrow or this would result in an impractical extension it may be acceptable to have an extension slightly more than half the width of the house but this should be offset with a greater set back at the first floor to a minimum of 0.5 metre.

In addition, on corner plots or where the extension would project towards a highway, the Council will not normally grant planning permission for an extension which takes up more than half of the available width between the side of the house and the highway.

A two storey extension should not come within 12 metres of a ground floor principle habitable room window of a neighbouring property and have a minimum 25° vertical clearance.

Where an extension is built on a driveway, at least 5 metres between the front of the extension and the front boundary with the footpath should be left. This will allow space for a car to park in front of the extension, which is important in keeping on-street car parking to a minimum. The Council is likely to be critical of a proposal if on-site car parking space is restricted whilst increasing the living accommodation in the house. Any additional front parking should be hard surfaced in either porous material or be drained to a separate soakaway, and at least one third of the front garden area should be left for planting.

26 A small first floor set back on the front elevation with a hipped roof to match with the property can minimise the terracing effect. It would also help to maintain the suburban character and semi-detached style of the property.





27 A subservient extension set back from the main body of the house will usually achieve the best results allowing the host property to remain dominant and minimising any clash in materials.

28 A flush extension will also increase the likelihood of a difficult match in material or between different brickworks.

29 A gable roofed extension of a hipped roof property will look out of place and unbalance a property.



30 A modern flat roof style extension will not usually be appropriate and will look out of keeping with the host property.

31 It is usually best that any extension is designed in the same architectural style and materials as the host property.



Two storey rear extensions

Design guidance 2.6

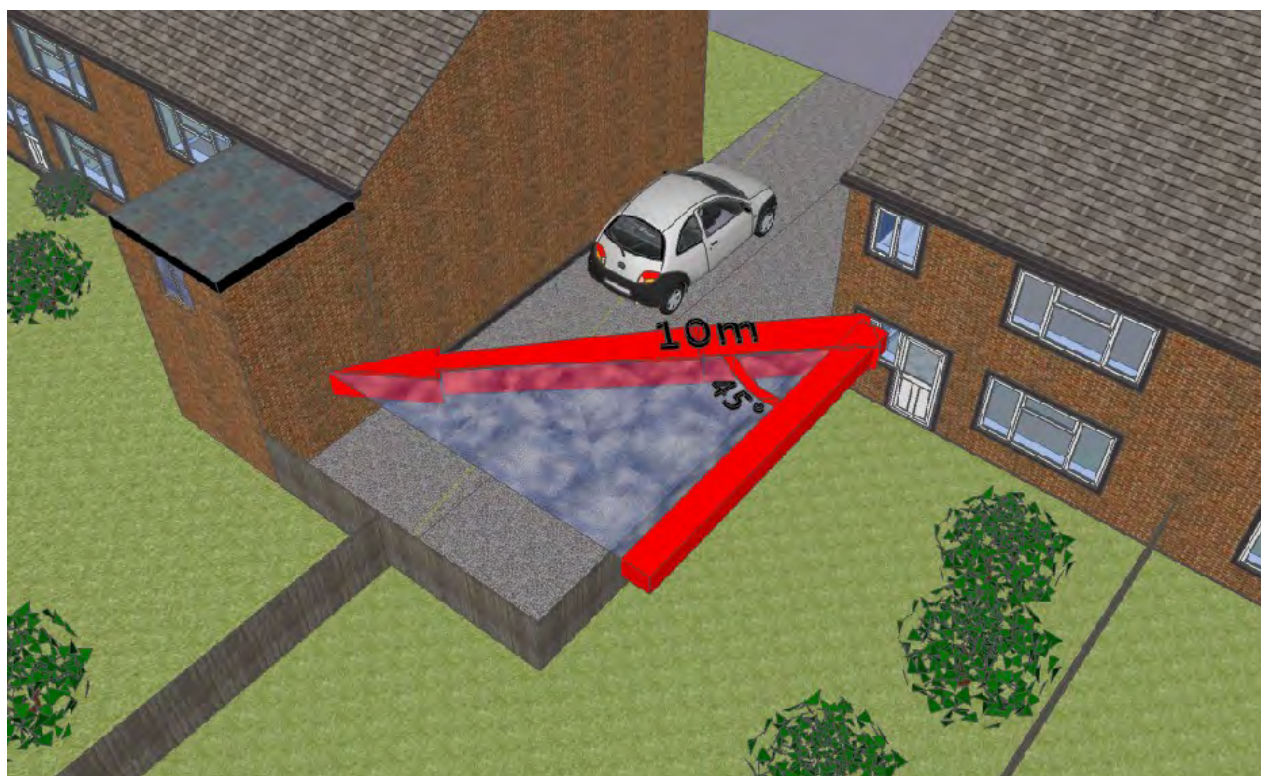
Two storey rear extensions should be designed so as not to come within a 45° angle of the nearest neighbouring rear elevation habitable room window (measured from the centre of the window). The Council will protect the outlook from a habitable room window for up to 10 metres, beyond this distance the impact is likely to be acceptable.

The extension should also not come within 12 metres of a ground floor habitable room window of a neighbouring property and have a minimum 25° vertical clearance.

The extension should not be a disproportionate addition to the host property and in general should not exceed 3 metres if close to a shared boundary or 4 metres elsewhere.

It should include a similar roof design to match with the property.

For the purposes of privacy and avoiding an 'overbearing' relationship, a minimum distance of 21 metres between facing habitable room windows and 10 metres from a habitable room window to a neighbour's boundary should be maintained.



Garages and outbuildings

Design guidance 2.7

Garages should generally be restricted to rear and side gardens where they may benefit from permitted development.

Garages that require permission should not be of an excessive size and height and the use of concrete sectional garages should be avoided in prominent locations visible from the public highway.

The Council will not be supportive of garages in front gardens unless it can be demonstrated that no harm to the street scene will occur.

32 Garage and outbuilding are rarely appropriate in front gardens as it would spoil the street-scene and reduce natural surveillance to the detriment of crime prevention.



Making a vehicular access

Design guidance 2.8

In most cases, making an access to a property for a vehicle means lowering the kerb outside the property. It also usually involves various works within the property, such as removing a front wall, fence or hedge and laying a drive or hardstanding.

Most such vehicular accesses are exempt from planning control if it is not on a classified road and serving something that is otherwise permitted development. However, the following consent may be required:

- Highway Consent under Section 184 of the Highway Act for the constructional details of any work within the highway.
- Consent to carry out pruning and/or felling tree work if the property is in a Conservation Area or the trees are being protected by Tree Preservation Orders
- Listed Building Consent if the work would involve demolition and/or may affect the setting of adjacent Listed Building

This should be checked before any work is carried out on site.

Where planning permission is needed, the Council will want to make sure that the access is as safe as possible. The location of the access, and the visibility it provides for drivers using it, will be considered. On particularly busy roads, the Council may decide that an access would not be safe unless a turning space is provided on the property, so that cars do not have to reverse into the road. If this is not possible, or if there are other traffic hazards that cannot be overcome, permission may be refused.

New hardstandings should be porous or drained in a sustainable manner avoiding water flowing in to the public highway or main drains.

Dependent relative annex



Design guidance 2.9

The Council is sympathetic towards the wishes of people who wish to provide ancillary accommodation for a dependant relative. Frequently, this will mean adding an extension to the family house, to provide semi-independent living accommodation for the elderly person, disabled relative, son or daughter. Most such extensions are subject to planning control, and to the same rules as any other house extension.

The Council will consider whether the additional accommodation to be provided exceeds what is reasonably necessary for the occupant. Typically this will be limited to a single storey one bedroom unit not exceeding 50m², where the host property has a garden of sufficient size to accommodate such an addition without harming neighbouring amenity or the host property's amenity.

An annex should be linked to the host property to allow its conversion to other ancillary uses should the dependant relative move on. In certain circumstances a slightly larger annexe may be acceptable to provide adequate wheelchair access.

Planning permission is not likely to be granted for large detached annexes with little relation to the host property or where separate vehicular access is easily achievable, as it could easily be adapted to independent dwelling units. This is because most "dependant relative annexe's" are on conventional houses or bungalows, and share access, car parking and gardens with the "host property", and for this reason are not suitable for use as independent dwelling units.

All of the above guidelines apply also to any proposal to build a free-standing building in a residential curtilage for use as a "dependant relative annexe". The conversion of an existing outbuilding in a residential curtilage to a "dependant relative annexe" may not need planning permission.

Boundary walls and fences

Design guidance 2.10

Planning permission will be required for any boundary wall, fence or gates which are higher than 1 metre and adjacent to a highway used by vehicular traffic. In this instance, 'adjacent to a highway' means within 1 metre of the highway. Elsewhere, walls, fences and gates will require permission if they exceed 2 metres in height.

Where permission is required, careful consideration of the location and choice of materials should be used as the wall or fence can have a significant effect on neighbours' properties and can be a prominent feature in the street scene. High front boundary walls create a poor street scene and can be visually oppressive particularly in areas where front gardens are generally open or formed of low boundaries. The following points should be considered: Visibility at the entrance to a drive is important in road safety terms, especially for pedestrians passing your house. A fence or wall on a side boundary can easily obstruct visibility to a drive.

The use of good-quality materials will greatly improve the appearance of the fence or wall. A structure of utilitarian appearance, especially at the front, will spoil the look of the house. Hedges are very attractive garden features if properly cared for. If they are allowed to get out of control they can become unsightly and a nuisance to neighbours and passersby on the street. Neighbours can cut back overhanging growth, and the Council can take action against a householder under the Highways Act, 1980, if a highway (including a footpath) is obstructed by an overgrown hedge.



Roof alterations

Design guidance 2.11

Loft conversions, or rooms in the roof-space, are often advertised as a simple way of providing extra living space. However, there can be problems. The following points should be considered:

Increased overlooking of neighbours' properties can be a problem, especially with a bungalow where dormer windows in the loft can overlook previously private areas. The Council will be critical of all proposals which have a significant effect on neighbours' privacy.

Roof lights are cheaper to install and maintain, and will have less visual impact on the appearance of a house. They will also reduce possible overlooking problems.

Where a dormer is to be built on a front elevation, it should be modest in size relative to the size of the roof and should be designed to reflect the architectural character of the house. The Council will be critical of front dormers if they are an uncommon feature in the locality or would appear out of character on the host dwelling. Dormer cheeks should be clad in tiles or slates to match those on the roof. Pitched roofed dormers will normally be preferable on a front elevation, and are likely to be more durable than flat-roofed dormers.

The conversion of an existing hipped-end roof into a gable, in order to allow extra space for a loft conversion, can make a house look odd and unbalanced, particularly if it is semi-detached or the houses in the area are generally of uniform or similar in design.



33 Dormer windows should be modest in size and evenly positioned on a roof slope.

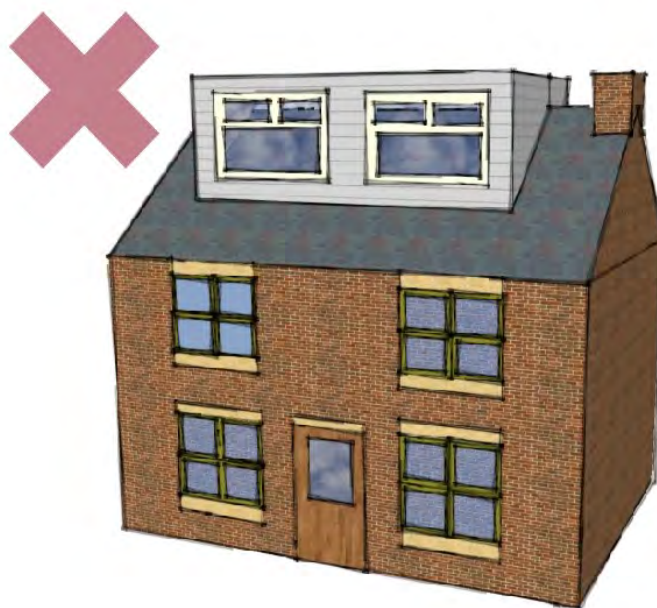
34 The use of tile or lead cladding and covers with pitched roofs will minimise the visual appearance of dormers and reduce long term maintenance costs.

35 Large flat roof dormers would look out of place and rarely respect or improve the appearance of the host property.

36 The use of UPVC cladding will accentuate the appearance of a dormer and overtime they may discolour or stain, which would incur long term expensive and maintenance problem.

37 A hip to gable extension rarely look acceptable and on a semi-detached property can create an awkward imbalance visually.

38 Front dormers may not be acceptable on semi-detached properties especially in areas with no other properties on the street that has front dormers.

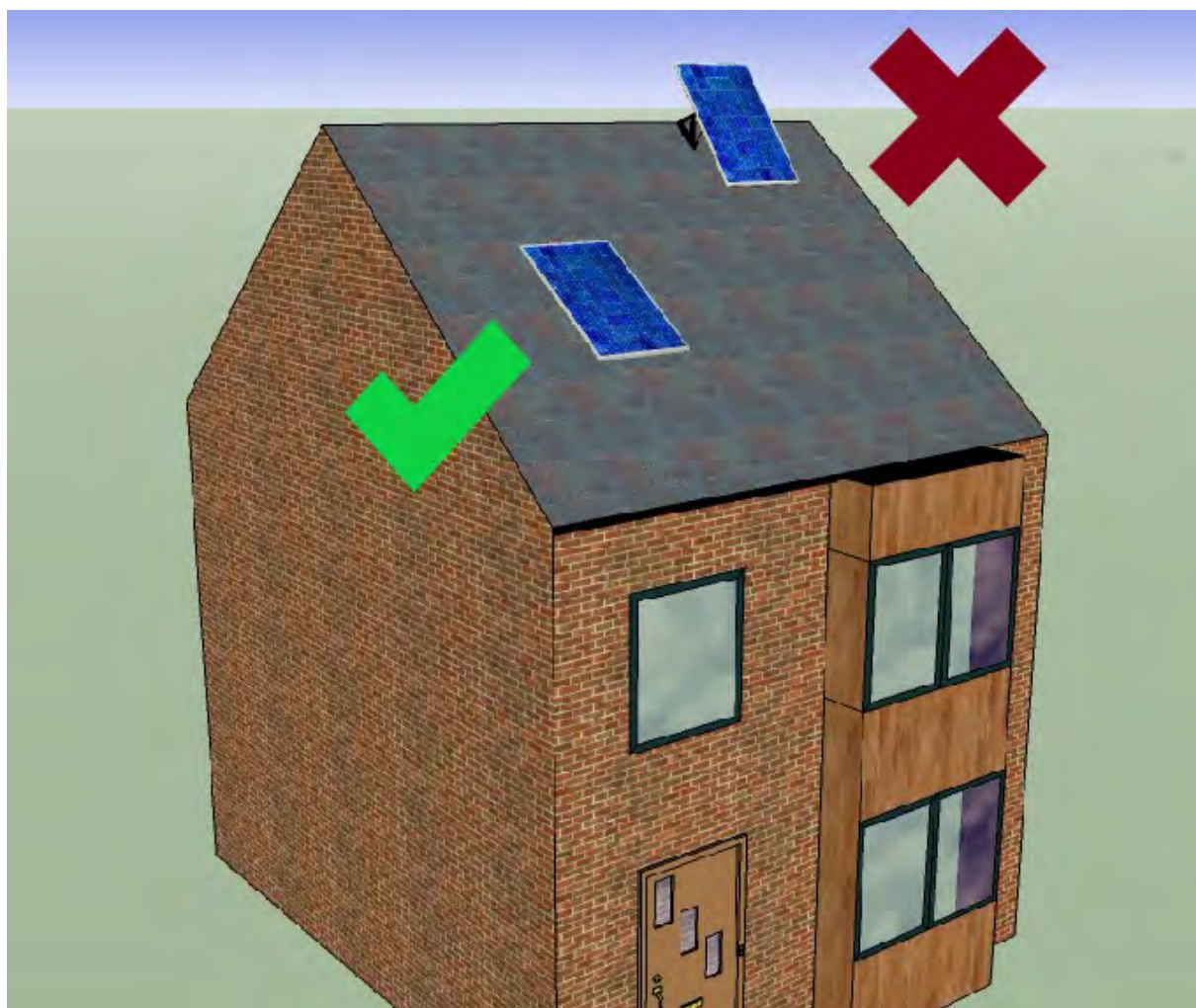


Renewable energy technology

Design guidance 2.12

The Council will support proposals for renewable technologies on residential properties, unless there is clear evidence that the equipment will have a severe effect upon neighbouring amenity or where the impact upon the host property and street scene is so severe as to outweigh the benefits of carbon reduction.

- 39** Solar panels should be evenly positioned and fitted flush with the roof slope and should not protrude above the ridge height.



Making a bungalow into a two storey house / raising roof heights

Design guidance 2.13

It is not the Council's usual practice to support bungalows being altered to two-storey houses, as in most cases this would have a serious effect on neighbours' amenity and on the appearance of residential areas or support the raising of the roof of an existing semi-detached or terraced house / bungalow. The Council will consider such proposals for "upward extensions" very carefully, having regard to the following guidelines:

Planning permission may be granted for an upward extension on a detached bungalow in certain circumstances:

- i. where the dwellings in an area are of varied types, with little uniformity of design and layout, and there is already a mix of dwellings height, and
- ii. where new habitable room windows at first-floor level and above would be more than 21 metres from habitable room windows of existing dwellings to the front, side or rear and more than 10 metres away from a neighbours boundary.

Where the raising the roof or an upward extension is considered acceptable in principle, it is essential that it be designed to minimise the effect on neighbours' properties by overshadowing and overlooking and not appear out of place in the street-scene.

Furthermore, the most appropriate design solution will depend on the design of the property and neighbouring properties. It may be appropriate to create a "dormer bungalow", by building a more steeply-pitched roof with dormer windows in it. Dormers should be modest in size, relative to the size of the roof, and should be designed to reflect the architectural character of the house. Dormer cheeks should be clad in tiles or slates to match those on the roof. The dormers should not project above ridge level, and should be small proportionate pitched roofed dormers rather than flat roofed.



Other issues

Site boundaries

40 Applicants should make sure that no part of an extension including rainwater goods, foundations, canopies and overhangs extend beyond the site boundary. Such boundary disputes, although not a planning consideration, can often lead to lengthy and expensive civil disputes between neighbours.

Party Wall Act

41 Applicants should be aware that the planning process does not address issues raised by the Party Wall Act, where a neighbour's consent may be required prior to carrying out building works close to the boundary of your property, albeit on your land.

Crime prevention

42 It is important to consider at an early stage the impact the proposal may have on the security of a dwelling and neighbouring properties. Security measures should be unobtrusive and designed as an integral part of the overall scheme. Opportunities to break in, such as flat roofed areas providing easy access to first floor windows, should be avoided. Extensions and high walls that block the surveillance of the public realm should also be avoided.

Trees and hedges

43 Important trees and hedges may need protecting during the construction period and the Council may include relevant planning conditions in any approval requiring applicants to do so. Trees within Conservation Areas, and trees protected by Tree Preservation Orders cannot be felled or pruned without the consent of the Planning Local Authority.

Sustainability

44 Current Building Regulations require new extensions to be built to a high standard and to be well insulated. New extensions can also offer the opportunity for residents to introduce new renewable technologies such as solar panels in order to reduce the carbon footprint of a property and reduce running costs.

Flood risk

45 Extensions within a zone of medium-high risk flooding will require a Flood Risk Assessment. Applicants should consider designing extensions to cope with possible flooding as well as considering how their own proposals, such as hardstandings, may increase the likelihood of flood occurring.

Wildlife

46 Birds and bats are protected under the Wildlife and Countryside Act 1981 and The Conservation of Habitats and Species Regulations 2017. Where birds have been found present in or on a building adequate care should be taken to protect active nesting sites by altering working practices and/or timing. It is a criminal offence to deliberately capture, injure or kill a bat, intentionally or recklessly disturb a bat in its roost or deliberately disturb a group of bats, damage or destroy a bat roosting place (even if bats are not occupying the roost at the time) or intentionally/recklessly obstruct access to a bat roost. If a bat, or roosting potential, is identified then specialist advice must be sought before progressing. Where necessary, mitigation for any loss of wildlife habitat may also be required. Consideration should be given on ecological enhancement measures as part of the building work, such as providing hedgehogs access in boundary treatment or integrate bat/bird/bee boxes to the external wall of the build.

Contact details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

<https://www.rotherham.gov.uk/xfp/form/535>

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

<https://www.rotherham.gov.uk/xfp/form/216>

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

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Rotherham local plan

Development in the Green Belt Supplementary Planning Document



Adopted June 2020

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Introduction

This guidance has been prepared to assist applicants when preparing planning applications for land or buildings within the Green Belt. It explains our policy on developments in Green Belts and how the Council will assess proposals for particular types of development.

1 There are specific reasons for including land within the Green Belt, such as to prevent towns and settlements from spreading into the countryside (urban sprawl). This is achieved by restricting the type of development that can be built in Green Belts.

Status

2 This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

3 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between 7 October and 4 November 2019. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on **xxxxx**.

Planning Policy

National planning policy

4 National policy on Green Belts is contained within the National Planning Policy Framework (NPPF) which sets out what developments are appropriate. Any other form of development is inappropriate and will only be allowed in very special circumstances. These circumstances will not exist unless the potential harm to the Green Belt by reason of inappropriateness, and any other harm, is clearly outweighed by other considerations. Developments should also have minimal impact on the openness of the Green Belt. The NPPF notes that the most important attribute of Green Belts is their openness.

5 The NPPF makes clear that the creation of high quality buildings and places is fundamental to what the planning and development process should achieve, creating better places in which to live and work and helping make development acceptable to communities (paragraph 124).

6 Design quality should be considered throughout the evolution and assessment of proposals. NPPF (paragraph 127) also states that development should, amongst other things:

- add to the overall quality of the area;
- be visually attractive as a result of good architecture, layout and appropriate and effective landscaping;
- be sympathetic to local character and history, including the surrounding built environment and landscape setting; and
- create places that are safe, inclusive and accessible and which promote health and wellbeing.

Appropriate and inappropriate development

NPPF provides guidance on the types of development that are appropriate in the Green Belt:

Paragraph 145: A local planning authority should regard the construction of new buildings as inappropriate in the Green Belt. Exceptions to this are:

- a. buildings for agriculture and forestry;
- b. the provision of appropriate facilities (in connection with the existing use of land or a change of use) for outdoor sport, outdoor recreation, cemeteries and burial grounds and allotments; as long as the facilities preserve the openness of the Green Belt and do not conflict with the purposes of including land within it;
- c. the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building;
- d. the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces;
- e. limited infilling in villages;
- f. limited affordable housing for local community needs under policies set out in the development plan (including policies for rural exception sites); and
- g. limited infilling or the partial or complete redevelopment of previously developed land, whether redundant or in continuing use (excluding temporary buildings), which would:
 - not have a greater impact on the openness of the Green Belt than the existing development; or
 - not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified

Paragraph 146: Certain other forms of development are also not inappropriate in the Green Belt provided they preserve its openness and do not conflict with the purposes of including land within it. These are:

- a. mineral extraction;
- b. engineering operations;
- c. local transport infrastructure which can demonstrate a requirement for a Green Belt location;
- d. the re-use of buildings provided that the buildings are of permanent and substantial construction;
- e. material changes in the use of land (such as changes of use for outdoor sport or recreation, or for cemeteries and burial grounds); and
- f. development brought forward under a Community Right to Build Order or Neighbourhood Development Order.

7 It should be noted that this does not include new detached outbuildings (such as detached garages at residential properties) or boundary walls/fences.

Local planning policy

8 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website: <https://www.rotherham.gov.uk/localplan>

9 This guidance provides additional detail to, and should be read in conjunction with, the following policies:

CS4 Green Belt	which confirms that land within the Rotherham Green Belt will be protected from inappropriate development.
CS9 Transforming Rotherham's Economy	which supports a range of measures to improve economic performance, including rural farm diversification.
CS28 Sustainable Design	which sets out a range of design considerations to which proposals should have regard.
SP2 Development in the Green Belt	which set out more detailed general guidance relevant to proposals within the Green Belt.
SP3 Rural Workers Dwellings in the Green Belt	which will be relevant to proposals which seek to provide accommodation for rural workers.
SP4 Extensions to Buildings in the Green Belt	which sets out specific guidance relevant to proposed extensions.
SP5 Alternative Uses for Buildings within the Green Belt	which will be relevant to proposals seeking to deliver a change of use or conversion of existing buildings.
SP6 Replacement Buildings in the Green Belt	which sets out policy specific to proposals seeking to replace existing buildings.
SP7 New Agricultural or Forestry Buildings or Structures in the Green Belt	which sets out how new agricultural or forestry related developments will be considered.
SP8 Infilling Development within the Green Belt	which provides policy guidance for infill of developments within Green Belt villages.
SP9 Previously Developed Sites within the Green Belt	which will be relevant to proposals on previously developed (i.e. brownfield) land.
SP10 Proposals for Outdoor Sport, Outdoor Recreation and Cemeteries in the Green Belt	which sets out the Council's policy on the provision of new outdoor sport, outdoor recreation and cemeteries.
SP55 Design Principles	which sets out detailed design principles to which proposals should have regard.

General Guidance

Green Belt guidance 1

Any development in the Green Belt should have a minimal effect on the openness and appearance of the Green Belt. The physical effect buildings and structures have on the Green Belt depends on factors A to E listed below. By considering each of these factors, the physical effect a development has on the Green Belt can be reduced.

A. Size

10 The size of a building or structure, which should be thought of in terms of its total volume, should be kept to the minimum size necessary for meeting appropriate needs.

B. Design

11 New buildings and structures must not stand out too much. Materials, colours, construction methods and building styles should fit in with the traditional building styles of the area, and should not form a prominent feature in the landscape.

C. Position and screening of the development

12 New developments should be placed where they have least effect on the landscape, avoiding prominent locations, and should use structures, individual buildings or groups of buildings as screening where appropriate. If the proposal is unacceptable because of its size, design or position, it would not be acceptable to mitigate by planting trees as screening.

D. Enclosures

13 Any enclosure (wall, fence, hedge, and so on) should be the minimum size necessary and should be appropriate to its location in terms of materials and style. It is preferable to plant a hedge of native species (for example, hawthorn) rather than to use fences or walls which give a built-up appearance to an area. Fences and walls may be acceptable within settlements that have a tradition of using them instead of hedges.

E. Lighting

14 The Council will not allow proposals for floodlighting in the Green Belt unless it can be demonstrated the lighting will not detract from the character of the Green Belt. (Lighting can detract from the character and openness of the Green Belt through 'light spillage', 'light glare' and 'sky glow' - see appendix 2.) These effects can be reduced or removed by using a lower strength light source and a cover which surrounds light to focus light onto a specific area.

Development

Extensions to Existing Buildings

15 This section provides guidance on extensions to all types of buildings, including outbuildings such as residential garages. To extend a building in the Green Belt, the principles laid out in this guidance note should be followed.

Green Belt guidance 2

An extension should not exceed more than 33% of the volume of the original building.

Key policy reference: SP4 Extensions to buildings in the Green Belt

16 The NPPF (at paragraph 145) states that limited extensions of existing buildings can be acceptable if they do not result in 'disproportionate additions over and above the size of the original building'. The NPPF defines 'Original building' as: "A building as it existed on 1 July 1948 or, if constructed after 1 July 1948, as it was originally built."

17 The Council will take account of the degree to which the building has already been extended, and the effect of any further extension. Several factors, such as the design, form and size of the extension, should be considered.

18 In respect of residential properties, any outbuilding (where built at the same time as the original building, or if in existence prior to 1 July 1948) that is within 5 metres of the original dwelling will be counted as part of the volume of the original dwelling. As such, it will not be afforded its own 33% extension 'limit' as any extension to it would be considered as part of the overall volume of the original dwelling and all original outbuildings within 5 metres. Any outbuilding to be considered should be of permanent and substantial construction.

19 It is very likely that once the building has been extended by more than 33% of its original volume, any further increase in volume would have an adverse effect on the Green Belt. Such an increase would constitute a 'disproportionate' extension and therefore represent inappropriate development. The 'very special circumstances' needs to be demonstrated if the proposal extends by more than this. Even if the volume of the proposed extension stays within 33%, the size, form and materials of the extension must also be appropriate to the original building and its setting. Details of how to work out the volume of a building are given in Appendix 1.

20 Where a proposed extension is to be physically attached to an existing outbuilding, the volume of that outbuilding will be counted towards the 33% if the outbuilding was built after the original dwelling.

21 Extensions must be compact and fit in with, rather than take over, the original building. It may be preferable to fill in space between existing parts of it rather than to extend beyond its footprint. Avoid extensions that increase the length of the building's longest side. When considering the proposal, the Council will also take account of the extension's effect on the character and appearance of the

surrounding area. An extension which may be acceptable in an existing housing development may not be so in the open countryside.

22 For large-scale proposals, particularly those in the open countryside, the Council will take account of the intended purpose of the extension. If the proposal is to bring an unimproved small home up to modern standards, this may represent a 'very special circumstance' to justify an extension over and above the 33% limit. A further example of a very special circumstance to justify an increase of more than 33% could be where the proposal would remove lawful outbuildings (providing they are of permanent and substantial construction) which harm the openness of the Green Belt, unless they would have to be removed as a consequence of the proposed development when no allowance would be made.

23 It may be possible to allow an extension greater than 33% of the volume of the original dwelling if the outbuilding to be removed as a consequence of the development is greater than 33% of the volume of the original dwelling itself and the resultant extension is no larger than the outbuilding or extension that it is replacing.

24 If planning permission is granted for an extension greater than 33% of the volume of the original building because of the removal of outbuildings, it is likely that the Council will also remove permitted development allowances for both further extensions and outbuildings.

25 In addition, the Council is also likely to remove permitted development rights where the extension(s) results in a volume increase in excess of 20% of the original volume in order that subsequent extensions can be adequately controlled.

26 Generally, all extensions should satisfy the following criteria:

- together with all previous extensions be subsidiary to the original building, not dominate, and be sympathetic in terms of size, scale and design;
- have a minimal visual impact on the local setting and amenity;
- involve minimal intensification and urbanisation of the site; and
- be sympathetic in architectural design in relation to the original building.

Creating extra units of accommodation

27 Applicants should be mindful that an extension should not be seen as a way of getting planning permission for a separate home (which would not be allowed under Green Belt policy). A proposed extension should not, by itself, or together with any existing dwelling, create a building which would be readily capable of conversion into more than one dwelling, or which would facilitate the future formation of a separate residential curtilage. Under such circumstances the Council will treat it in the same way as an applications for a new home.

Replacement Buildings

Green Belt guidance 3

A replacement building should not exceed more than 10% of the volume of the existing building.

Key policy reference: SP6 Replacement Buildings in the Green Belt

28 The NPPF (paragraph 145) states that the replacement of buildings (including dwellings) in the Green Belt is not inappropriate provided that the replacement building is not materially larger than the existing building (including any extensions) and is in the same use.

29 Policy SP6 establishes that the Council considers that an increase in excess of 10% of the volume of the existing building would make the replacement building materially larger and, therefore, inappropriate development in the Green Belt and the very special circumstances is required to justify it. An example of a very special circumstance to justify an increase of more than 10% could be where the proposal would remove lawful outbuildings within the curtilage of the building which spoil the openness of the Green Belt. Any outbuilding to be considered should be of permanent and substantial construction.

30 If planning permission is granted for a replacement building greater than 10% of the volume of the existing building because of the removal of outbuildings, it is likely that the Council will also remove permitted development allowances.

- If the outbuildings were within 5m of the original building, permitted development is likely to be removed for further extensions, and also possibly for outbuildings.
- If the outbuildings were more than 5m away from the building, it is likely that the Council would remove permitted development allowances for further extensions AND outbuildings.

31 In respect of residential properties, any outbuilding that is within 5 metres of the existing dwelling will be counted as part of the volume of the existing dwelling. As such, it will not be afforded its own 10% replacement volume 'limit' as any replacement building would be considered as part of the overall volume of the existing dwelling and all existing outbuildings within 5 metres. Any outbuilding to be considered should be of permanent and substantial construction.

32 Where larger replacement buildings are accepted, permitted development rights are likely to be removed in order that future extensions can be controlled so as to minimise the impact on the openness of the Green Belt. Any subsequent application for an extension to a replacement building will be judged on the volume of the building that it replaced, as originally built, for the purposes of judging whether it is disproportionate or not.

33 The Council will grant planning permission for replacement buildings only if the proposal meets factors (a) to (e) listed in the Green Belt guidance 1 section of this guidance note, relevant local and national planning policies and the following criteria:

- both the building to be replaced and its curtilage must be lawful;

- the building must not be materially larger than what it is replacing;
- replacement buildings must not be significantly more visible and stand out more than the existing buildings;
- plans of the existing building and calculations of the increase in volume of the replacement building should be submitted with the application;
- replacing a temporary building (such as a caravan) with a permanent structure would not be permitted;
- replacing a building converted from a traditional local building (such as a barn) with a more modern structure would affect the character of the Green Belt and it would not be allowed unless keeping the building as it is has proved not to be possible.

34 If the building that is planning to be replaced by the proposed development has already been demolished or has not been used for a long period (and is considered to be 'abandoned'), its use will have ceased and a planning application for a new building will be necessary. It is unlikely under such circumstances that planning permission would be granted.

35 It should be noted that the replacement of a building does not allow for a change of use and the new building should be used for the same purpose as the original building. Where such a change is proposed, this would result in inappropriate development and 'very special circumstances' would need to be demonstrated.

36 Any replacement building must be for the same use as the original and the Local Planning Authority are unlikely to support any applications for a change of use of a replacement building to residential purposes within a period of 10 years from its substantial completion. The replacement of a residential outbuilding with a separate dwelling would constitute a material change of use, and as such would represent inappropriate development.

Infill Dwellings in Green Belt villages

Green Belt guidance 4

Limited infilling which can demonstrate that it will not erode the character of the area may be acceptable in the villages listed in Policy SP8 Infilling Development within the Green Belt. This policy defines infilling as the filling of a small gap in an otherwise built up frontage, and defines a small gap as a gap which fronts onto a highway and has a width less than 20 metres between the existing buildings.

Key policy reference: SP8 Infilling Development within the Green Belt

37 This relates to the development of a single dwelling and the filling in of a small gap between an otherwise built up frontage. Any proposals for such development should be discussed with the Local Planning Authority before the submission of a planning application.

38 In accordance with paragraph 145 of the NPPF the limited infilling or the partial or complete redevelopment of previously developed sites (brownfield land) is also not considered to be inappropriate development providing it would not have a greater impact on the openness of the Green Belt, or, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need, not cause substantial harm to the openness of the Green Belt.

39 The Green Belt villages to which Policy SP8 and the guidance above applies are:

- Brampton-en-le-Morthen;
- Firbeck;
- Gildingwells;
- Hooton Levitt;
- Hooton Roberts;
- Letwell;
- Ravenfield;
- Thorpe Salvin;
- Ulley; and
- Wentworth

40 Figure 1 'Example of an infill gap' below illustrates the features of an infill gap, showing that these are gaps in an otherwise built up frontage which fronts onto a highway and has a width less than 20m between the existing buildings.

Figure 1 Example of an infill gap



Converting Existing Buildings

Green Belt guidance 5

The conversion of an existing building is acceptable in principle providing the proposal preserves the openness of the Green Belt and does not conflict with the purposes of including land within it, the re-use of buildings is not inappropriate development, provided that the buildings are of permanent and substantial construction.

Key policy reference: SP5 Alternative Uses for Buildings within the Green Belt

- 41** For a building to be of permanent and substantial construction it must have walls and a roof, be structurally sound and not require significant re-building, cladding or significant external alterations. This would also include a building that would require significant internal alterations to bring it up to habitable standards unless it is desirable to retain the building because of the historic value or visual amenity that it provides.
- 42** Whilst the conversion of a rural building is acceptable in principle, it is important that certain design principles and other issues are considered. This supplementary design guidance reviews the conservation and technical issues that arise when traditional vernacular buildings are re-used. Most buildings in this category are agricultural but this guidance applies overall.
- 43** The Council supports the appropriate re-use of vernacular buildings for a range of end uses but will specifically welcome conversion schemes to a commercial end use to support prosperous rural economies, and which involve minimal alterations to the building's character and/or appearance. Residential conversions entail the most demanding changes to a building and will require careful assessment as to the impact and appropriateness of such changes. The proposed 'curtilage' to the converted building should be clearly defined and kept to a minimum.
- 44** The conversion of a residential outbuilding to a separate dwelling will require planning permission and the applicant will need to demonstrate the sustainability impacts of creating a new dwelling in what may be an isolated location, and demonstrate how the development would not lead to a greater impact on the openness of the Green Belt through the increase in traffic / parking at the site and of general domestic paraphernalia. The Council will be sympathetic where the outbuilding to be converted has some architectural or historic interest.
- 45** The conversion of a building to a residential use will result in a new planning 'unit' with its own defined 'curtilage' benefiting from permitted development rights. As such, conversions to residential use will generally result in the removal of permitted development rights for both outbuildings and extensions as these could have a significant impact on the openness of the Green Belt, which is a major factor in determining whether the change of use is acceptable in the first place.
- 46** The following advice outlines the criteria and requirements that will need to be met to enable successful building conversions within Rotherham's Green Belt.

Survey

47 An application for building conversion will require an assessment of the historical development of the site, a full measured survey and a structural survey including a condition survey.

48 Many vernacular buildings suffer structural defects through neglect. In older buildings the construction techniques themselves can cause problems, for example, inadequate foundations, the absence of damp-proofing and cavity walls.

49 The condition and structural survey should be carried out by an appropriately qualified person and include:

- i. a general description of the building(s) and the age of any original building(s);
- ii. a description of the condition, structural integrity, foundations, walls, dampproofing, joinery, timbers, roof structure and roof covering;
- iii. an assessment of the repairs needed to ensure conversion;
- iv. an assessment of any structural work and other alterations necessary to implement the proposed conversion;
- v. areas of demolition and rebuild, underpinning etc. illustrated on appropriate plans and elevations (or photographs), and;
- vi. an opinion on the physical suitability of the building(s) for the proposed conversion.

50 When structural works are necessary to allow for conversion, proposals should be submitted to rectify the faults. Proposals should minimise the amount of demolition and rebuilding. For example, underpinnings will be preferable to demolition and rebuild, to ensure foundation support.

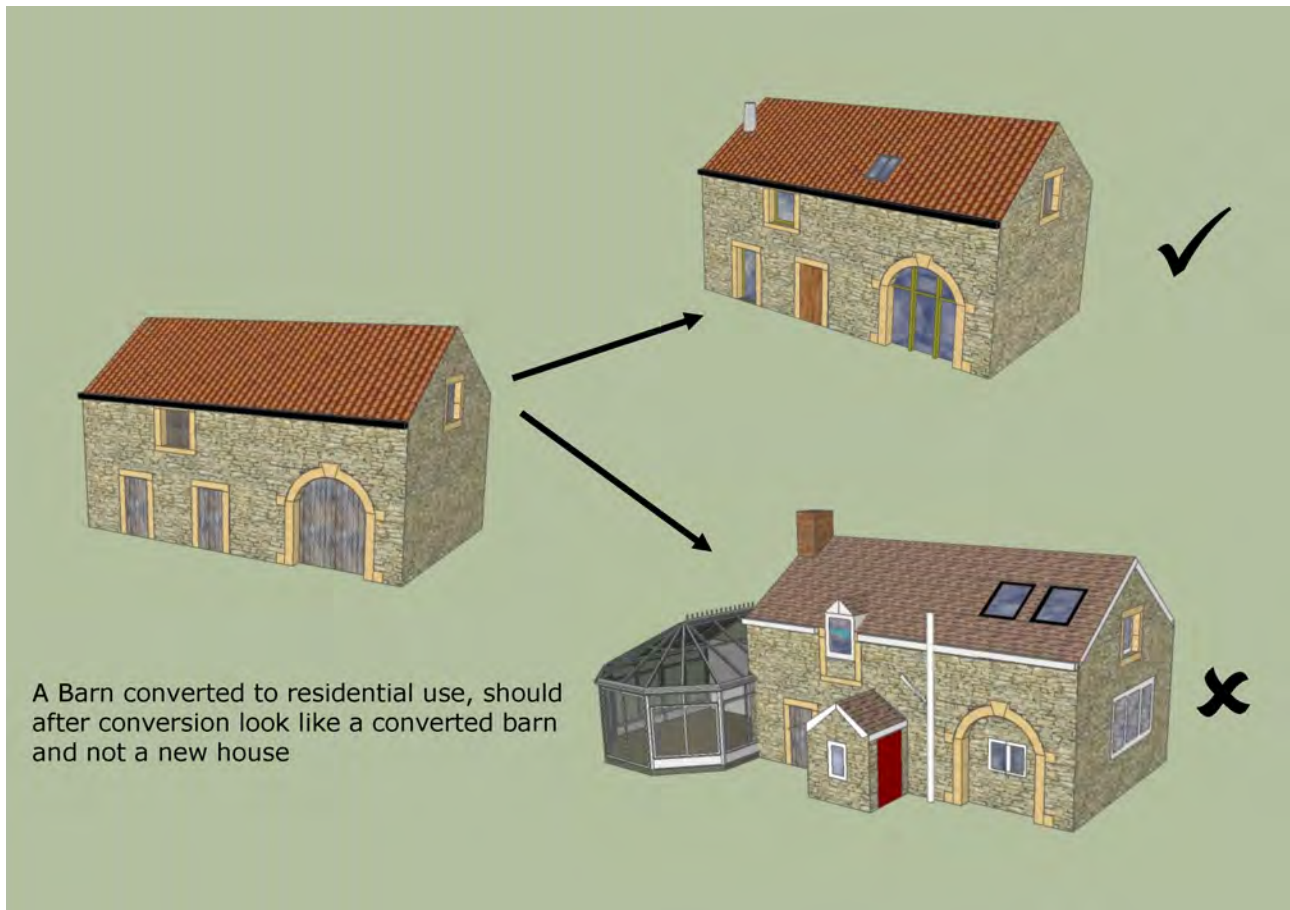
51 Farm buildings, and in particular older farm buildings, may contain animals and birds protected under the 1981 Wildlife and Countryside Act and The Conservation of Habitats and Species Regulations 2017. Examples include bats, Schedule 1 bird species including barn owls and nesting birds. As part of any conversion, it may be necessary to provide suitable areas for the protected species concerned to ensure their favourable conservation status. Early surveys (undertaken by a suitably qualified and experienced professional ecologist) to identify any potential ecology considerations is recommended due to survey seasons and potential mitigation lead-in time. The Council's Ecological Development Officer will be able to advise more specifically.

Design considerations

52 The successful conversion will take account of and respect the style and detail of the building(s), bring out the character, retain and re-use features and retain and use the existing spatial qualities of the interior. The applicant will need to liaise with the Planning Department to ensure the full statutory approvals are applied for and granted. The introduction of new window openings into an existing vernacular building will usually harm the character and appearance of the building and should be avoided where possible.

53 Figure 2 'Barn conversion example' shows how, for example, a barn conversion should, after conversion, look like a converted barn rather than a new house.

Figure 2 Barn conversion example



Setting

54 The setting of a vernacular rural building is a very important asset. The farmyard area can become cluttered with elements of general commercial or domestic living. For example yards can be divided by fences or walls and inappropriate external lighting used, all of which will have a detrimental effect on the building's setting.

55 A large uncluttered yard with existing stone setts should be retained if possible. It should not be subdivided by fences or hedges or cluttered or marked out parking bays. Boundary markings can be subtly achieved by using bricks or setts flush into the yard. Cart sheds, where they exist, are more suitable for the accommodation of vehicles than forming part of the ancillary accommodation of the conversion. Preferably they should not be closed with garage doors.

56 To protect the setting and to control further changes to the building, when granting planning permission for change of use to residential, the Council often removes all or some Permitted Development Rights. In all types of conversions the Council will also apply planning conditions to ensure that the conversion works are appropriate and use suitable materials. Those conditions that cannot be applied under planning legislation may, in some cases, be made in a legal agreement between the Council and applicant to ensure the appropriate conversion details.

57 Farm buildings are usually large and functional. Their robust design should enable all the functions of the new use to be contained within the existing buildings. The Council is likely to be critical of a conversion that requires any extension to facilitate the end-use. This will be especially enforced in any proposals affecting a Listed Building. The curtilage, or surrounding area, may contain features such as stone setts or stone walls. These features add to and define the character of the building and should be preserved.

Roofs

58 Roofs are large unbroken slopes. This important characteristic should be respected in conversion proposals.

59 In the east and south of the Borough, roofs are usually covered with hand-made clay tiles, laid on pine slats resting on main trusses of oak. However, roof trusses can be constructed in other timbers and many have been repaired with softwood timber.

60 Older barns may have a stone flag roof, laid in diminishing courses which should be preserved. Larger stone flags are usually laid to two or three courses at eaves level. This ensures that the roof over-sails the wall-plate and wall-head and remains watertight. Where it remains, this feature should be preserved. The total renewal of roof coverings will be resisted unless the covering is an original or vernacular material.

61 Domestic features such as dormer windows and chimneys should be avoided and are unlikely to be supported. Roof lights, set into the roof slope, may be appropriate on the private side of the building to light upper rooms.

62 Ridge lines usually show slight undulations. This is not necessarily a sign of structural weakness and it is not necessary to rebuild the roof to strengthen the ridge.

Openings

63 Existing openings should be retained in their current form; widening or blocking is not usually appropriate. Any remaining timber windows should be retained, with new timber "scarfed in" to repair rot or damage. All openings should be set in reveals of a minimum 150mm. New openings should be avoided if possible, but any that are proposed should be the minimum and match the proportions and random distribution of existing openings. The windows should preferably be constructed of wood, have glazing bars to match the existing and may be painted or stained. Threshing doors provide an opportunity to light the whole height of the building if used appropriately.

64 Doors should be simple timber plank, ledged and braced if no existing doors remain. It may be acceptable to glaze the upper portions of the doors. Any remaining doors in openings to be used as windows may be used as external shutters.

Rainwater goods

65 All rainwater goods should be of a simple profile and preferably made of cast iron or painted aluminium.

66 Listed Buildings may not have guttering and downcomers and it may be appropriate to leave them without if the building is not suffering as a result. The design should be simple, gutters crossing gables avoided and the downcomers be as few as possible in areas they least affect the buildings character.

Heating

67 Chimneys should be avoided as they are not usually a vernacular barn feature, are domestic in appearance and break the roof line. Metal flues of a neutral colour may be acceptable within the roof slope on the private side of the building. A specialist heating engineer should be consulted at an early stage in the design process to advise on the most appropriate heating solutions. Older buildings will suffer if high levels of dry heat, such as modern central heating are used, as the timbers and walls are designed to absorb water and release it in an open air environment.

Interiors

68 Threshing barns had few partitions and space is an important component to retain. Rooms may be larger than 'standard' to accommodate this and the limited number of openings. This will influence the number of units a building can accommodate. In farm buildings totally or partially open to the roof, at least one bay should remain so.

Fabric repairs

69 Repairs to walls can be inappropriate and totally change the character of the building. Many red sandstone or yellow limestone repairs need careful consideration. Any mortar should be sacrificial and weather faster than the surrounding stone to ensure the face of the stone remains intact. The mortar should be lime rich to allow movement and the moisture accumulation and evaporation usual in old stone buildings. Ribbon pointing should be avoided as it is not a vernacular form in the Borough and is damaging to the surrounding stone.

70 Vernacular farm buildings are well used, with the patina of age forming a significant part of their character. Stone replacement and redressing should be minimised. A matching second hand stone should be used to replace a damaged stone. 'Plastic repair' should be avoided. Stone cleaning is not desirable for farm buildings and would detrimentally affect the character of the building and its setting within the landscape.

Change of Use of Land

Green Belt guidance 6

Planning applications to change the way land is used will need to show that the openness of the Green Belt will not be affected and there is no conflict with the reason the land was made part of the Green Belt. They shall also comply with local and national policy which establishes that inappropriate development should not be approved except in very special circumstances, and that 'very special circumstances' will not exist unless the potential harm to the Green Belt by reason of inappropriateness, and any other harm resulting from the proposal, is clearly outweighed by other considerations.

While the construction of new buildings for limited infilling or the partial or complete redevelopment of previously developed land is not considered to be inappropriate in the Green Belt in the NPPF ⁽¹⁾, planning application should demonstrate whether redundant or in continuing use (excluding temporary buildings), which would:

- not have a greater impact on the openness of the Green Belt than the existing development; or
- not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need within the area of the local planning authority.

Key policy reference: SP2 Development in the Green Belt; SP10 Proposals for Outdoor Sports, Outdoor Recreation and Cemeteries in the Green Belt

Extending gardens beyond property boundaries

71 The NPPF states that the fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open and that one of the five purposes of the Green Belt is to safeguard the countryside from encroachment. Whilst a planning condition could be attached to any application for garden extensions (either into the Green Belt, or to a property within the Green Belt) that would remove permitted development rights (such that no outbuildings could be built on the land) this would not control other structures that do not constitute development. As such, it is considered that the change of use to residential garden constitutes inappropriate development and very special circumstances would have to be demonstrated to justify such development.

¹ paragraph 145(g) of the NPPF (2019)

Agriculture and Forestry

Green Belt guidance 7

Proposals should have regard to the guidance below where they involve:

- applications for new agricultural or forestry buildings or structures;
- applications for a new rural worker's home;
- diversifying a farming business;
- farm shops;
- economic diversification in rural areas.

Key policy references: SP3 Rural Workers Dwellings in the Green Belt; SP7 New Agricultural or Forestry Buildings and Structures in the Green Belt; CS9 Transforming Rotherham's Economy

Applications for new agricultural or forestry buildings or structures

72 Any new agricultural or forestry building or structure must be needed, designed and constructed only for agricultural or forestry purposes. This prevents the building of property which is intended to be converted (for example, into a home). In accordance with Part 6 the General Permitted Development Order, and Policy SP7 New Agricultural or Forestry Buildings and Structures in the Green Belt, any new building not used for agriculture within 10 years should be removed, and this could be controlled by way of a planning condition or S106 Legal Agreement. In addition, it should be commensurate in size to the agricultural use of the land.

Applications for a new rural worker's home

73 Green Belt land in Rotherham is never far from a built-up area where there is a considerable supply of housing. For this reason, planning permission for a rural worker's home in the Green Belt would only be granted in very special circumstances.

74 The NPPF (at paragraph 79) makes clear that isolated new houses in the countryside require special justification for planning permission to be granted. One of the few circumstances in which isolated residential development may be justified is when accommodation is required to enable agricultural, forestry and certain other full-time rural workers to live at, or in the immediate vicinity of, their place of work (see Policy SP3 Rural Workers Dwellings in the Green Belt). It will often be as convenient and more sustainable for such workers to live in nearby towns or villages, or suitable existing dwellings, so avoiding new and potentially intrusive development in the countryside. However, there will be some cases where the nature and demands of the work concerned make it essential for one or more people engaged in the enterprise to live at, or very close to, the site of their work. Whether this is essential in any particular case will depend on the needs of the enterprise concerned and not on the personal preferences or circumstances of any of the individuals involved.

75 It is essential that all applications for planning permission for new occupational dwellings in the countryside are scrutinised thoroughly with the aim of detecting attempts to abuse (e.g. through speculative proposals) the concession that the planning system makes for such dwellings. In particular,

it will be important to establish whether the stated intentions to engage in farming, forestry or any other rural-based enterprise, are genuine, are reasonably likely to materialise and are capable of being sustained for a reasonable period of time. It will also be important to establish that the needs of the intended enterprise require one or more of the people engaged in it to live nearby.

76 It will therefore be necessary to demonstrate a functional need for the dwelling and that the business which it supports is financially stable to justify a permanent dwelling. Where the dwelling is to support a new business venture, it may be more appropriate to provide temporary accommodation in the short term until the business is established and the need for a permanent dwelling proven.

Conditions

77 If planning permission is granted for a permanent home, the Council will remove permitted development rights for further extensions to, and new buildings within the curtilage (the small area forming part or parcel of the home or building within which it is contained or to which it is attached) of the agricultural or forestry worker's home. This is to make sure that further development cannot reduce the openness of the Green Belt.

78 The Council will also apply an 'occupancy condition' to state that the home can be lived in only by a rural worker in the area, or such a person's widow, widower or dependants.

Removing the occupancy condition

79 The Council may remove the occupancy condition explained above only if it can demonstrate:

- the worker no longer needs to live close to the relevant activity (in which case justification and reason would be required); and
- there is no demand for a rural worker's home in the area. In this case, the rural worker's home must have been put up for sale with a land agent, at a price agreed with us that takes account of the occupancy condition, for at least 12 months and have received no reasonable offer. Adverts should have been placed regularly in local newspapers and agricultural publications. Written proof in the form of invoices for adverts would be required and correspondence with land agents, valuers (to ensure valuation is undertaken in accordance with a recognised valuation standard and the sale price has been set reasonably), interested parties, and so on.

Diversifying a farming business

80 In accordance with chapter 6 of the NPPF, 'Supporting a prosperous rural economy', the Council recognises that farm businesses may need to diversify (move into other business activities) in rural areas to bring about benefits such as protecting or creating jobs, reusing buildings that might otherwise become derelict, and supporting other rural businesses. Diversification can take a variety of forms from setting up a farm shop to using farmland for leisure. Policy CS9 Transforming Rotherham's Economy supports rural farm diversification proposals where they are modest in scale, additional to the main agricultural / farm use and re-use existing buildings wherever possible.

81 The Council will allow existing buildings to be re-used for other purposes as long as the use does not have a significantly greater effect than the present use on the openness of the Green Belt, and does not conflict with the purposes of including land within it. The same two conditions apply

for making any significant change in the use of land. Diversification will not justify activities that harm the openness or purposes of the Green Belt or the attractiveness of the area.

Farm shops

82 Planning permission would not be required to sell unprocessed goods produced on the farm, and a minimal amount of other related goods, from the farm. Farm shops play an important role in providing fresh produce to local people, and are a good example of diversification. However, planning permission would be required to sell produce which have not produced on site (within the farm).

Economic diversification in rural areas

83 Economic diversification in rural areas is different from farm diversification. It relates to the creation of new businesses not directly related to farming. As no part of the Green Belt in Rotherham is far away from a built-up area, and there is a significant amount of vacant industrial land and industrial properties available for use, there are ample opportunities for new businesses to be set up within built-up areas. Economic diversification in rural areas is not sufficient reason for needing new buildings for a new non-agricultural business in the Green Belt. Even before considering Green Belt issues, non-agricultural businesses are often better suited to a built-up area because they have better public-transport links, they promote development on land that has been built on before and they are closer to a greater number of potential customer, workers and supporting services.

Equestrian Development

Green Belt guidance 8

Proposals should have regard to the guidance below where they relate to equestrian development and any associated change of use of land.

Key policy reference: SP10 Proposals for Outdoor Sport, Outdoor Recreation and Cemeteries in the Green Belt

84 The grazing of horses on agricultural land does not constitute a material change from a former agricultural use. Land can be used for grazing, if horses are turned onto it with the primary purpose of feeding them from it, but not if they are kept on it for some other purpose (such as exercise or recreation) when grazing is seen as completely incidental and inevitable. To be classed as 'grazing land' at least 0.5 hectares per horse must be provided, unobstructed by buildings, (as recommended in Defra's Code of Practice for the Welfare of Horses, Ponies, Donkeys and their Hybrids – December 2017). Additionally, if any feeding takes place other than from the grazing land, for example an alternative food source is brought onto the site/land from elsewhere, then a material change of use of the land will have taken place and planning permission would be required.

85 All permanent stables/shelters will need planning permission. Mobile field shelters may not need planning permission, depending on size, construction, physical attachment to the ground and their intended degree of permanence, though as noted above, the associated use of the land for the keeping of horses will require permission for a change of use.

86 Contact the Council (see the contact details section) with full details of the proposal to find out if planning permission is required.

Criteria

87 Paragraph 145(b) of the NPPF notes that new buildings (such as stables) are only acceptable if they provide appropriate facilities for outdoor sport and outdoor recreation, and as long as they preserve the openness of the Green Belt and do not conflict with the purposes of including land in it. If planning permission is required for the equestrian development in the Green Belt, planning permission would only be granted if the proposal meets factors (a) to (e) listed in Section 2 of this guidance note, relevant draft planning policies and the following criteria:

- Stables should be a suitable distance away from homes to avoid problems of smell, noise, pests and so on (taking account of wind directions and other relevant factors). Officer will seek guidance on an appropriate distance from our Environmental Health Department.
- Existing buildings should be used wherever possible and any new buildings should generally be made from wood with felt roofs so they are relatively easy to dismantle when they are no longer needed and are in keeping with the character of the Green Belt.
- Stables and associated tack room/storage should be appropriate for the outdoor recreational use of the associated land, and genuinely required for that use. Livery proposals will be considered on their impact on the character and amenity of the area.

Contact Details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

<https://www.rotherham.gov.uk/xfp/form/535>

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

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Appendix 1 Calculating Volumes

Volume of extensions to buildings in the Green Belt

88 As explained, the Council will not usually agree to extensions to buildings in the Green Belt if the volume of the original building would be increased by more than 33%. You must submit plans and your calculations of the increase in volume with your application.

89 Further information regarding how to calculate volumes is provided below, and a worked example is included at Figure 3 'Working out the percentage increase in the volume of your home'.

Volume of original building

90 When working out the volume of an original building, use external measurements. For the purpose of this calculation, the original building is the building as it existed when it was built or on 1 July 1948, whichever is the later.

91 Measurements should include:

- the roof space;
- the volume below any original raised decking/balconies;
- any attached buildings (i.e. garages) if they were constructed at the same time as the house or added before 1 July 1948.

92 Measurements should not include:

- any extensions added after the original house was built unless they were added before 1 July 1948;
- detached outbuildings even if they were constructed at the same time as the original dwelling;
- the volume of an area enclosed by railings etc around a balcony or by walls, but which do not have a roof;
- basements and any other parts of the original building which are below ground level.

93 Any lawful outbuildings that are to be removed should be included as a separate volume calculation if you are relying on them to increase the volume of the original building by more than 33% or a replacement building by more than 10%.

Volume of Extensions

94 Measurements should include:

- the roof space;
- basements and any other parts of the building which are below ground level;
- The volume below any raised decking/balconies.

95 Measurements should not include the volume of any proposed area enclosed by railings etc around a balcony or by proposed walls, but which do not have a roof. High walls/ boundaries proposed

will be considered on their merits in terms of the combined impact they have, with the extension, on the openness of the Green Belt.

Volume of existing and replacement buildings in the Green Belt

96 As explained, the Council will not usually agree to extensions to buildings in the Green Belt if the volume of the original building would be increased by more than 33%. You must submit plans and your calculations of the increase in volume with your application. When working out the volume of an existing building, use measurements taken from outside the walls (external measurements). Submitted plans should also include ALL existing outbuildings within the curtilage of the property on the existing layout, and ALL of those buildings to be retained once the replacement building is constructed. This will allow the Council to enter into a S106 Legal Agreement with the applicant to prevent additional outbuildings being subsequently erected (before any permission for the replacement building is implemented).

Existing building:

97 Volume measurements (external) of the existing building should include:

- the roofspace;
- The volume below any raised decking/balconies;
- Any attached extensions.

98 Your measurements should not include:

- Any detached outbuildings;
- Basements and any other parts of the dwelling which are below ground level;
- The volume of an area enclosed by railings etc around a balcony or by walls, but which do not have a roof, no matter how near to the building the area is.

99 Any outbuildings to be removed should be included as a separate volume calculation if you are relying on them to increase the volume of the replacement building by more than 10%.

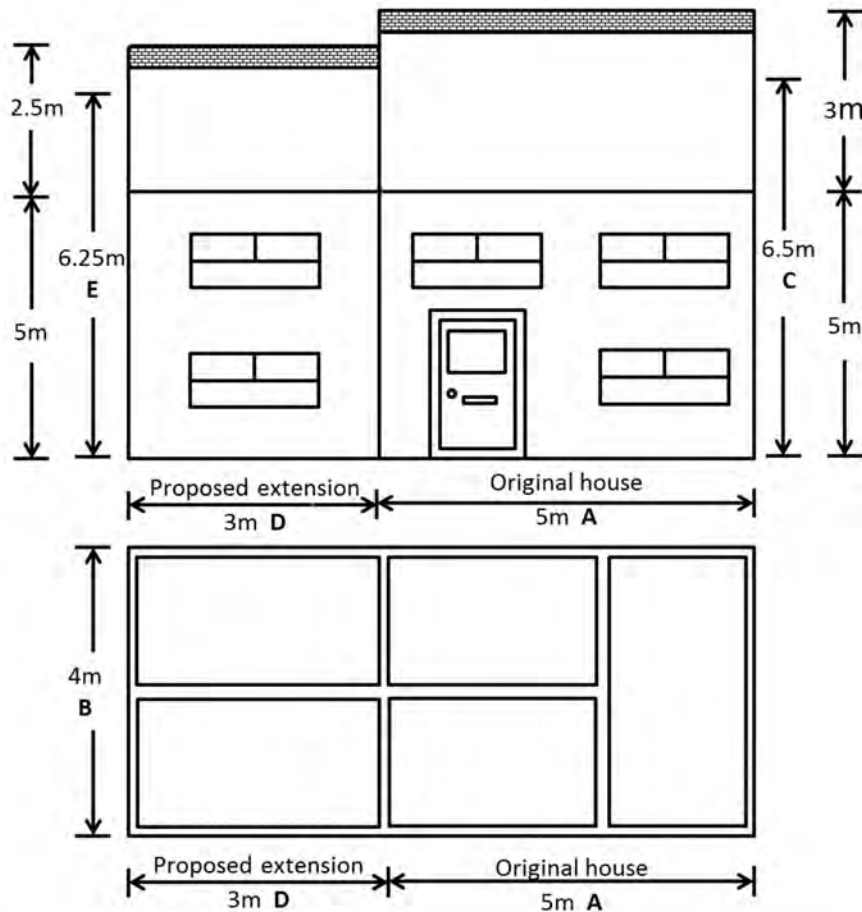
Proposed building:

100 Volume measurements of the proposed dwelling should include:

- the roofspace;
- the volume below any raised decking/balconies;
- proposed basements and any other parts of the building which are below ground level;
- proposed outbuildings (for example, garages) or structures which have a roof and so enclose space.

101 Your measurements should not include the volume of an area enclosed by railings etc around a balcony or by walls, but which do not have a roof.

Figure 3 Working out the percentage increase in the volume of your home



Original home					
A	X	B	X	C	= Volume (m ³) of home
Width in metres		Length in meters		Height in metres midway between eaves and ridge	
5m	X	4m	X	6.5m	= 130m ³
Extension					
D	X	B	X	E	= Volume (m ³) of extension
Width in metres		Length in meters		Height in metres midway between eaves and ridge	
3m	X	4m	X	6.25m	= 75m ³

Percentage increase in volume of your home:

$$\frac{\text{Volume of extension}}{\text{Volume of original house}} = \frac{75\text{m}^3}{130\text{m}^3} \times 100 = 57.7\%$$

Appendix 2 Light Spillage, Light Glare and Sky Glow

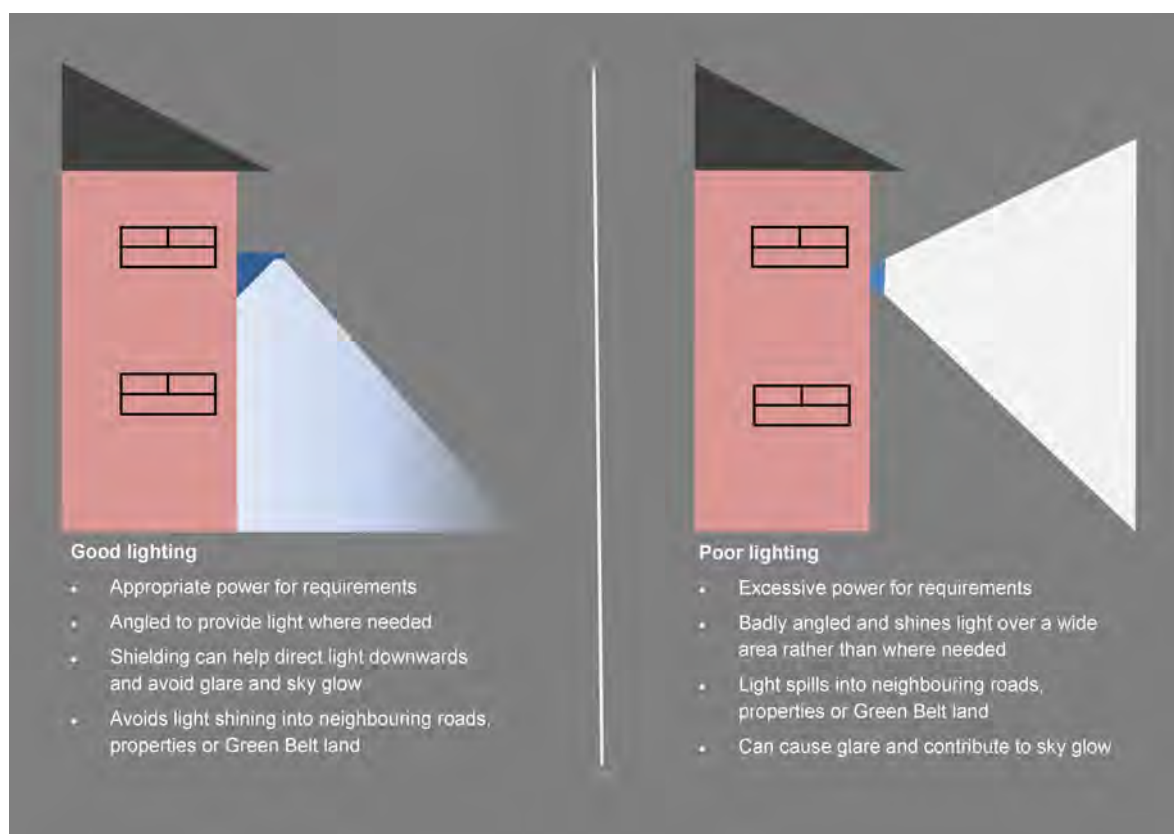
102 Floodlights can have the following three effects which can lead to an adverse effect on the Green Belt:

- Light spillage (also known as light trespass) – this is light spilling beyond the boundary of the property the light is on. It can lead to large areas in the Green Belt being made highly visible and standing out.
- Light glare – this is dazzling people, causing blind spots in their vision, which can cause a serious danger to drivers.
- Sky glow – this is when artificial light, from the ground is scattered through the atmosphere by dust particles and water droplets. This results in a glow in the sky (making it difficult to see the night sky) and increased light levels on the ground, even in areas some distance away from the light sources.

103 Artificial lighting would have potential impacts on wildlife such as bats, it is therefore important to thoroughly assess and mitigate any lighting scheme. Further advice can be sought from the Council's ecologist and Local Wildlife Trust.

104 Figure 4 'Examples of good and poor lighting' below shows how poor lighting can lead to light spillage, glare and sky glow, and how measures can be taken to provide good lighting solutions.

Figure 4 Examples of good and poor lighting



Rotherham local plan

Equal and Healthy Communities Supplementary Planning Document



Adopted June 2020

www.rotherham.gov.uk

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Introduction

Recognising the links between equality and health and wellbeing, this guidance has been produced to raise awareness, aid consideration of these issues in development design, assist in pre-application discussions, and support the submission and consideration of planning applications.

- 1** Under the terms of the Equality Act 2010, the Council has a duty to prevent discrimination based on nine protected characteristics, advance equality of opportunity and foster good relations. Rotherham's Local Plan contributes towards meeting these duties, and also supports the vision and objectives of the Rotherham Health and Wellbeing Strategy; in particular promoting healthy lifestyles and seeking to reduce poverty.
- 2** The guidance includes a checklist to assist when developing proposals ('Appendix 1: Equal and Healthy Communities Checklist') and also sets out how the Council will manage hot food takeaways close to schools and colleges. This guidance and all relevant Local Plan policies should be considered together in preparing planning applications.

Status

- 3** This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.
- 4** As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between 7 October and 4 November 2019. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on **xxxxx**.

Planning Policy

National planning policy

5 Equality is a thread running through NPPF. The purpose of the planning system is to contribute to the achievement of sustainable development. This means meeting the needs of present as well as future generations, and includes all groups in our society.

6 The NPPF emphasises the importance of the health agenda to spatial planning and achieving sustainable development. Chapter 8 "promoting healthy and safe communities" sets out how planning policies and decisions should aim to achieve healthy, inclusive and safe places which promote social interaction, are safe and accessible, and enable and support healthy lifestyles

7 Health is a cross cutting theme in the NPPF and relevant policies are found throughout the whole document e.g. Chapter 9 Promoting sustainable transport, Chapter 11 Making effective use of land, Chapter 12 Achieving well-designed places, Chapter 15 Conserving and enhancing the natural environment, and Chapter 17 Facilitating the sustainable use of minerals.

Planning Practice Guidance⁽¹⁾ describes a healthy community as:

"A healthy community is a good place to grow up and grow old in. It is one which supports healthy behaviours and supports reductions in health inequalities. It should enhance the physical and mental health of the community and, where appropriate, encourage:

- *Active healthy lifestyles that are made easy through the pattern of development, good urban design, good access to local services and facilities; green open space and safe places for active play and food growing, and is accessible by walking and cycling and public transport.*
- *The creation of healthy living environments for people of all ages which supports social interaction. It meets the needs of children and young people to grow and develop, as well as being adaptable to the needs of an increasingly elderly population and those with dementia and other sensory or mobility impairments".*

8 Planning Practice Guidance⁽²⁾ also notes that planning considerations in respect of health and healthcare infrastructure include:

- *"development proposals can support strong, vibrant and healthy communities and help create healthy living environments which should, where possible, include making physical activity easy to do and create places and spaces to meet to support community engagement and social capital;*

1 Paragraph: 005 Reference ID: 53-005-20140306

2 Paragraph: 002 Reference ID: 53-002-20140306

- *the local plan promotes health, social and cultural wellbeing and supports the reduction of health inequalities;*
- *the local plan considers the local health and wellbeing strategy and other relevant health improvement strategies in the area;*
- *the healthcare infrastructure implications of any relevant proposed local development have been considered;*
- *opportunities for healthy lifestyles have been considered (e.g. planning for an environment that supports people of all ages in making healthy choices, helps to promote active travel and physical activity, and promotes access to healthier food, high quality open spaces and opportunities for play, sport and recreation);*
- *potential pollution and other environmental hazards, which might lead to an adverse impact on human health, are accounted for in the consideration of new development proposals; and*
- *access to the whole community by all sections of the community, whether able-bodied or disabled, has been promoted.*

9 Government guidance establishes how planning can influence the built environment to improve health and reduce obesity and excess weight in local communities, as well as supporting opportunities for communities to access a wide range of healthier food production and consumption choices⁽³⁾. Where supported by an evidence base it notes that local planning authorities could limit the proliferation of certain use classes in identified areas, having regard to issues such as:

- proximity to locations where children and young people congregate such as schools, community centres and playgrounds; and
- evidence indicating high levels of obesity, deprivation and general poor health in specific locations.

Local planning policy

10 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012).

11 Health and equalities considerations are embedded throughout the Local Plan; from allocating sites for new development to meet the needs of Rotherham's communities, to policies which influence the design and layout of development, promote the protection of and provision of new sport and leisure facilities, and seek to ensure that health and equalities issues are considered in preparing development proposals.

3 Paragraph: 006 Reference ID: 53-006-20170728

The Integrated Impact Assessment of the Local Plan Sites and Policies document⁽⁴⁾ assessed the combined effects of the site allocations, safeguarded land (if developed in future) and policies and whilst recognising that long-term effects cannot be accurately predicted, concluded that:

- In assessing population and equality, given high relative deprivation in the borough and the high importance of addressing equalities issues, the Local Plan is likely to be moderately beneficial in the medium term and majorly beneficial in the long term.
- In assessing health and wellbeing, the Local Plan is considered likely to be slightly beneficial in the medium and long term, as new developments become fully operational and accumulate, alongside their various benefits.

12 The Local Plan recognises how planning decisions and new development can influence health and wellbeing and the quality of life of communities. As such Policy CS27 Community Health and Safety states that development will be supported which protects, promotes or contributes to securing a healthy and safe environment and minimises health inequalities.

13 Policy SP11 Development in Residential Areas indicates that certain non-residential uses will be allowed in residential areas where they meet a number of criteria. Criterion d. requires proposals to demonstrate how they will be of benefit to the health and wellbeing of the local population. Paragraph 4.45 of the explanatory text states: "Health and Equalities Impact Assessments can assist applicants in demonstrating how development proposals will be of benefit to the health and wellbeing of the local population. The Council will encourage the preparation of Impact Assessments to accompany the planning application."

14 Policy SP55 Design Principles applies to all development. Amongst other things this indicates that applicants should comprehensively consider health and equalities impacts. Paragraph 4.316 of the supporting text states that Health and Equalities Impact Assessments, prepared to accompany planning applications, can ensure that these issues are thoroughly considered. The scope and extent of the issues to be assessed and the framework for the assessment should be based on best practice and agreed with the Council prior to submission of a planning application. The outcomes of the assessment should be submitted with the application.

15 This guidance has been prepared to assist applicants in considering equalities, health and wellbeing issues when preparing planning applications. Submission of the checklist accompanying this guidance will contribute towards applicants demonstrating how proposals satisfy the requirements of Policies SP11 and SP55.

4 Rotherham Local Plan: Sites and Policies Document Integrated Impact Assessment. Volume 3. March 2016

Equal and Healthy Communities

Equal and Healthy Communities Checklist

Health and equalities guidance 1

Use of the checklist will be expected for:

- applications of 50 or more dwellings or 1,000 sqm or more of non-residential floor space; and
- smaller scale non-residential uses within residential allocations as shown on the Local Plan Policies Map; and
- proposals required to satisfy criterion d. of Policy SP11 Development in Residential Areas and / or the final paragraph of Policy SP55 Design Principles.

The Council also encourages use of the checklist for other development proposals.

The checklist at appendix 1, or an alternative assessment which considers the issues set out in the checklist and this guidance, should be completed and submitted alongside other documents accompanying an application for pre-application advice or for planning permission. Submission of the checklist at pre-application stage can assist in providing early evidence of how health and wellbeing and equality considerations have informed the layout and design of development proposals, and assist the Council in providing appropriate feedback.

Where a masterplan is prepared for a site this completed checklist should sit alongside and inform the development of the masterplan.

16 'Appendix 1: Equal and Healthy Communities Checklist' is also available in Microsoft Word format. It has been designed to be applicable to both residential and non-residential uses, although it is recognised that not all items will be relevant to every case. It is also recognised that application of the checklist will need to be considered on a site specific basis, as the appropriate response for each site may be very different.

Health and Wellbeing Consideration

17 The link between planning and health has been long established; the built and natural environments are major determinants of health and wellbeing. Health is a cross cutting theme in the Local Plan and it is relevant to many different areas within planning (see 'Appendix 2: Supporting Information'). This guidance seeks to support proposals which have a positive impact on health and wellbeing and strengthen provision for health within the design of developments by highlighting a number of key considerations within one document. This guidance will be helpful in ensuring health considerations are integrated into planning applications so promoting healthy communities and sustainable development.

18 The Council supports proposals which have a positive impact upon mental and physical health and wellbeing. This includes planning for all members of the community, delivering a high quality physical and environmental environment, and supporting healthy living opportunities. Development proposals can support strong, vibrant and healthy communities and help create healthy living environments through a range of measures. These could include, but are not limited to:

- incorporating spaces, layouts and features which ensure accessibility for all members of the community, encourage social interactions, minimise crime and the fear of crime and support opportunities for physical activity;
- avoiding significant adverse impacts from pollution, including cumulative ones, and reducing pollution wherever possible;
- improving access to healthy eating opportunities;
- provision of allotments and community food growing spaces.

19 The healthy communities part of the checklist has drawn upon a range of sources including:

- The adopted Rotherham Local Plan;
- The NPPF and Planning Practice Guidance;
- The Integrated Impact Assessments (IIA) of the Core Strategy (2013) and Sites and Policies Document (2016);
- Town and Country Planning Association publications;
- The Public Health England National Public Health Profile for Rotherham and National Institute of Clinical Excellence (NICE) Briefing notes; and
- Feedback from the Obesity Strategy Group Steering Group Meeting (4 June 2015) and relevant public sector partners within RMBC, including Public Health and Development Management colleagues.

20 This part of the checklist has four overarching themes:



21 For each theme a series of questions and prompts (which are not exhaustive) highlight the types of issues which should be considered as part of preparing development proposals. The checklist provides space for developers to provide a tick box response to each question / prompt, indicate where the evidence is available and provide further notes or evidence as appropriate. It recognises that the evidence will vary from site to site and that the issues may be considered in detail in other supporting documents provided with a planning application such as maps or plans, supporting data analysis, specific action plans, management plans, concept plans, reports, and assessments.

Equalities Impact Considerations

22 Under the terms of the Equality Act 2010, the Council has a duty to prevent discrimination based on nine protected characteristics as well as any other status as identified within the European Convention of Human rights and any other domestic or relevant UK or EU law:

Age	Pregnancy and maternity	Sex / gender
Disability	Gender reassignment	Sexual orientation
Marriage and civil partnership	Religion and belief	Race (ethnicity, origin, nationality, skin, colour)

23 The Public Sector Equality Duty (PSED) Section 149 of the Equality Act 2010 also requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity;
- foster good relations.

24 The Council has published its Equality and Diversity Policy as well as an equality and diversity strategy: "Equality for all 2016 –2019". Rotherham's Local Plan Core Strategy and Sites and Policies Document have been subject to Equalities Impact Assessment (EqIA) as part of their preparation. These can be found in the following documents:

- Rotherham Core Strategy 2013 – 2028: Integrated Impact Assessment. June 2013.

25 See Appendix G EqIA Technical Document.

- Rotherham Local Plan Sites and Policies Document: Integrated Impact Assessment Volume 3: Assessment of Policies. March 2016. See Appendix 3-D EqIA of Policies.

26 The above documents provide evidence base and statistics regarding the various groups and characteristics wherever possible.

27 The last part of the checklist seeks to ensure that in developing proposals applicants have considered the potential impact of development in terms of equalities issues, with particular focus on disadvantaged or excluded groups of people. It allows a consideration of whether proposals will impact either positively or negatively in respect of:

- the nine protected characteristics set out in the equalities act and the impact on community cohesion;
- other groups, including carers, people vulnerable to socio-economic disadvantage and businesses which could affect current or future jobs in the borough;
- human rights having regard to the Human Rights Act 1998 and children's rights, as defined by the UNCRC (1992) (see 'Appendix 3: Human and Children's Rights').

Key questions to consider are:

- Are there any impacts or barriers (intended or unintended) relating to specific groups which could lead them to be disadvantaged or treated unfairly?
- Are there any positive impacts which could help reduce any inequalities or disadvantage?
- If there is any disadvantage or inequality identified, how will these be addressed or mitigated?
- In relation to the Human Rights Act 1998, identify the protected characteristic or socio-economic group(s) who may be disadvantaged and clearly state why there may be a violation of their rights, and / or identify any positive impact.

Depending upon the type of development proposed, the following questions may also be relevant:

- Is there equal access to and quality of services / facilities for all groups?
- Are there any significant differences in outcomes between groups?
- Is there over - or under-representation of some groups for certain services or facilities?
- Will development result in poor accessibility for those without access to a car?
- Will development provide suitable and inclusive access for all groups?
- Will development help improve skills by promoting access to training and education?
- Will development help create or contribute to creating a healthy environment?

28 The following sections provide further information regarding the various groups / characteristics which should be considered when completing the checklist.

Age

Consider the impact of development on the needs of both older and young people and people of working age. Recognise that these groups will have different requirements and that developments may impact these groups, both positively and negatively, in different ways.

Race

Consider the implications of development on people of different race and ethnicity, including BME and non-BME communities. Consider different ethnic groups within the five broad census headings,

and groups not listed as separate census categories, for example Middle Eastern, North African, European, Gypsies and Travellers, Asylum Seekers, Refugees and migrant workers. Issues for consideration could include how new development integrates with existing areas and how it helps reduce deprivation, improvements to services and facilities and employment opportunities and access to them, improved housing opportunities and development of high quality places.

Sex

In considering the impact of development, recognise that women and men may have different priorities and different needs for how these are provided. This includes different priorities in terms of transport options, health requirements and the provision of other services and facilities. Key issues could include how development improves accessibility, including by means other than car, the type and mix of housing and tenures, design of development to reduce opportunities for crime and the fear of crime, and the provision of new services and facilities.

Gender Reassignment and Transgender

Transgender is a wider umbrella term used to include people whose gender identity and/or gender expression differs from their birth sex. The term may include, but is not limited to, transsexual people and others who define as gender-variant. Transsexual is the term used to describe a person who intends to undergo, is undergoing or has undergone gender reassignment (which may or may not involve hormone therapy or surgery). Gender reassignment is covered by the gender reassignment provisions in the Sex Discrimination Act (SDA). Considering the different needs of people from Trans communities can be complex. Key areas of concern include 'hate crime' and a lack of social facilities. Development proposals may contribute positively through the provision of new and improved social facilities and other measures which improve the safety of vulnerable groups.

Disability

In considering the impact of development on people with a disability or long-term limiting illness/condition, regard should be had to a range of factors, including the legibility and layout of development, the physical features of buildings and public realm, internal layouts, and specific features which may be relevant depending upon the type of development proposed (these could include public realm, public art or other features specifically designed for those with disabilities). Positive measures could include footway improvements, better pedestrian crossing provision, and decluttering of the streets and raised kerbs.

The barriers faced by different groups of disabled people should be recognised, including:

- Physical impairment - such as people who have difficulty in using their arms or who have mobility issues which mean using a wheelchair or crutches
- Sensory impairment - such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment or a speech impairment
- Mental health condition - such as depression or schizophrenia
- Learning disability/difficulty - such as Down's syndrome or dyslexia or a cognitive impairment such as autistic spectrum disorder
- Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.

Faith / religious or other beliefs

This includes people who do not follow a religion or have any particular belief system. In considering the impact of development factors could include accessibility to or provision of new places of worship or meeting places, whether there are any unmet needs which could be addressed as part of development, and whether the implications of issues such as hate crime have been taken into account (which could include, for example, development features which reduce the fear of crime and potentially the incidence of hate crime).

Sexual orientation

This includes people who are lesbian, gay or bisexual. Key areas of concern include 'hate crime' and a lack of social facilities. Development proposals may contribute positively through the provision of new and improved social facilities and other measures which improve the safety of vulnerable groups.

Pregnancy and Maternity

Consideration of the impact of development should recognise that pregnant women and women caring for very young children may have reduced mobility and thus issues of accessibility and inclusivity will be of importance.

Marriage and Civil Partnerships

In considering the impact of development regard should be had to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status.

Carer

A carer is someone who looks after a partner, relative or friend who has a disability, is an older person, or has a long term condition. Carers may be paid or unpaid, can often be isolated and are of every age group and ethnic origin.

Managing Hot Food Takeaways

Health and equalities guidance 2

Hot food takeaways near schools

Planning permission will not be granted for any new hot food takeaway (Use Class A5) or hybrid uses incorporating A5 uses, where proposals are located within 800 metres of a primary school, secondary school, special school or tertiary college. The exception to this is where proposals also fall within a town, district or local centre (as defined in the Local Plan) and satisfy relevant planning policies.

Primary schools are defined as those which cater for children between the ages of about 5 and 11.

Secondary schools are defined as those which cater for children aged 11 upwards.

Special school are defined as those which make special educational provision for children or young people whose ages may vary.

Tertiary colleges are defined as colleges which cater for students aged 16 upwards.

29 The Town and Country Planning (Use Classes) Order 1987 (as amended) defines hot food takeaways as Use Class A5 and as 'premises where the primary purpose is the sale of hot food for consumption off the premises'. In deciding whether an application is for an A5 use, consideration will be given to:

- the proportion of space designated for hot food preparation;
- the number of tables and chairs to be provided to customers; and
- the percentage of turnover attributed to the A5 use.

30 This policy guidance will also apply to proposals which include a mix of uses including A5 use, except where it is considered that an A5 use is ancillary to the main use.

31 For the purposes of this policy guidance 800 metres represents a reasonable walking distance; however account will be taken of barriers such as main roads, rivers and railway lines. The 800 metres will be measured from any school entrance used by pupils.

32 The Local Plan recognises that whilst hot food takeaways can contribute towards the vitality and viability of retail centres they can also have detrimental impacts, particularly in terms of the shutters which can be closed for large parts of the day and clustering which can have a harmful effect on the character and function of an area. As such Policies restrict hot food takeaways within town and district centres to those areas outside the Primary and Secondary Shopping Frontages (see Policies SP19 Development within Town, District and Local Centres, SP20 Primary shopping Frontages and SP21 Secondary Shopping Frontages).

33 Policy SP22 Hot Food Takeaways also controls the harmful impacts of these uses by ensuring that they do not become dominant within centres, reducing the opportunities for clustering (within or outside of defined centres), and ensuring that consideration is given to highways safety and amenity issues and any appropriate mitigation.

34 Through Policy CS27 Community Health and Safety the Local Plan supports development which protects, promotes or contributes to securing a healthy and safe environment and minimises health inequalities. It is recognised that hot food takeaways may provide some healthy eating options and also that access to unhealthy food is not restricted to A5 uses and could be found within other uses such as restaurants (Use Class A3) and retail (Use Class A1). However evidence demonstrates the link between fast food takeaways and health concerns for Rotherham's communities⁽⁵⁾, and the scope of this policy guidance is limited to hot food takeaways. Other policy guidance within this SPD and within national and local planning policy promotes healthy communities.

35 Data from Public Health England shows that the number of hot food takeaways within Rotherham has risen, as has the number of takeaways per 100,000 population. Worryingly there is an increasing gap between the number of hot food takeaways by population in comparison to the national level:

Table 1 Number of fast food outlets

Year	Number of outlets	Rate per 100,000 population - Rotherham	Rate per 100,000 population - England	Difference between local and national rate
2017	290	110.6	96.1	+14.5
2016	256	98.4	88	+10.4
2013	229	88.9	86	+2.9

36 Rotherham's Health and Wellbeing Strategy 2018-2025 recognises that childhood is an important time in the development of behaviours that will have a lifelong influence on health and wellbeing, including healthy eating. In Rotherham obesity levels double between reception (aged 4-5 years – 11.5% obese, higher than the England average) and Year 6 (aged 10-11 years – 22.2% obese, again higher than the England average). It acknowledges that there will be many contributing factors to this increase: lifestyle and diet choices of the children, their parents, their school, and the local environment.

37 The risk of early death and disability can be effectively reduced by, amongst other things, reducing levels of overweight and obesity.

38 Recognising that planning decisions can have a significant impact on health and wellbeing, the Health and Wellbeing strategy identifies that using planning levers to limit the growth of fast food takeaways, for example, can contribute to the broader effort to reduce growing levels of overweight and obesity.

5 See separate hot food takeaways evidence base paper, 2019

Contact Details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

<https://www.rotherham.gov.uk/xfp/form/535>

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

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Appendix 1: Equal and Healthy Communities Checklist

Promoting equal and healthy communities: checklist

The checklist below is also available to download in Microsoft Word format.

Please read the guidance contained in the accompanying Supplementary Planning Document before completing and submitting this form. This checklist is not intended to be onerous to complete, but to prompt a consideration of issues which should inform proposals and identify where measures could result in improvements to health and equality issues. The information provided should be proportionate to the type, size and scale of proposed development.

Site name and address:	
Application reference (if known):	
Description of development:	
Name and role of person completing the assessment:	
Date form completed:	

Applicants should complete this checklist, ticking the relevant box for each question and providing additional notes or information as appropriate. In the checklist below:

- The layouts column refers to site layouts provided with an application and could include landscaping plans, site plans, layouts or elevation plans.
- ‘D&A Statement’ refers to a design and access statement
- ‘Plan. Statement’ refers to a planning statement often provided with an application addressing various planning issues and how a proposal responds to relevant planning policies.
- Where evidence is provided in other documents not listed, please tick ‘other’ and provide details of the relevant document.

Response	Evidence					Commentary
	Masterplan	Layouts	D&A Statement	Plan. Statement	Other	
Yes						
No						
N/A						
1. Movement and access						
How do your development proposals contribute to a safe and accessible public realm and movement network for all users, including encouraging walking and cycling over motor vehicles?						
Does it provide easy access by walking, cycling and public transport to and from key destinations, i.e. new homes, places of work, shops, leisure & community facilities and other services?						
Are there through-routes within the development for pedestrians and cyclists? Are any new multi-user movement networks needed to serve the site?						
Is there clear signposting / lighting of walking and cycling networks and links to them?						
Is new public transport infrastructure to serve the site provided or required? (e.g. new bus services or shelters). Where bus stops are provided do they allow level boarding for users?						
Is secure cycle parking provided – particularly at locations such as employment sites, shops or other facilities?						
Are furniture or facilities provided or required which promote or meet the needs of the community (such as benches, gates, horse access, wheelchair elevator / stair climber etc.)						
Have unnecessary physical barriers to access and movement been eliminated? Or can any barriers be adapted or improved to facilitate "Access for All"?						
Is provision made for reduced vehicle speeds such as 20mph zones?						
Are dropped kerbs and tactile surface material at crossing points provided or required?						

	Response		Evidence				Commentary	
	Yes	No	N/A	Masterplan	Layouts	D&A Statement		Plan. Statement
2. Development Design								
How has the development been designed to provide a safe, attractive and well designed environment which meets the needs of the community?								
Are parking spaces provided in appropriate locations and are any parking courts well lit and with sufficient over-looking from adjacent properties?								
For large employment uses are facilities such as shower / changing rooms, storage facilities and clothes drying provided, to encourage commuting via non-vehicular means?								
Are electric supply points for charging of electric bikes / vehicles provided or required?								
Do new homes and other buildings provide adequate internal spaces for amenity (such as dining / kitchen facilities) and bike storage? In multiple occupancy dwellings a communal bike store at ground level could be provided which is secure and protected from the elements.								
Does the development include 'Secured by design' features?								
Do new homes provide adequate private or semi-private space? (The South Yorkshire Residential Design Guide (page 129) identifies minimum requirements.)								
Does the development positively address adjacent spaces, including Green Infrastructure and walking and cycling routes?'								

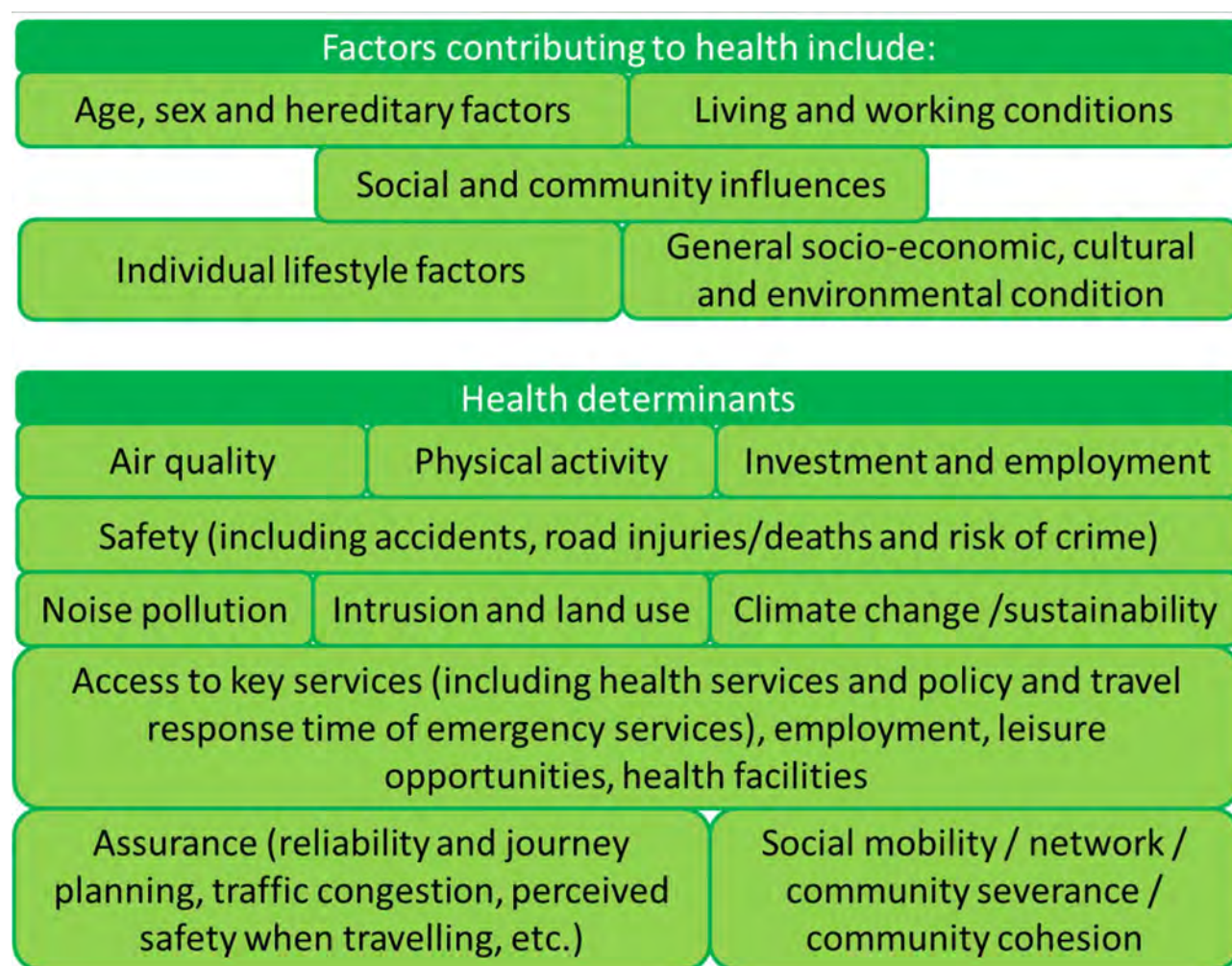
Response	Evidence					Commentary
	Masterplan	Layouts	D&A Statement	Plan. Statement	Other	
Yes						
No						
N/A						
3. Optimising Green Infrastructure and Access to Open Space						
How does your development enhance and integrate existing Green Infrastructure (GI) networks, and provide publicly accessible Green Space? How does your development plan for climate change? How does your development plan encourage physical activity and/ or a healthy lifestyle? How will your development be managed long term to ensure continuing fitness for purpose?						
Do proposals clearly show how Green Infrastructure has been integrated into the design of development (where appropriate)?						
Does development improve connectivity to / accessibility of existing Green Infrastructure and /or provide easy access to natural green open spaces of different sizes?						
Does development provide opportunities to promote physical activity, such as sign posted walks / trails, new active trim trail/ outdoor gym equipment, access to formal play facilities within 5 minutes' walk (or 400 metres), and meeting local demand for outdoor sports?						
Is there provision of or requirement for sustainable design features such as green roofs, shade trees, and sustainable urban drainage systems?						
Where relevant, have suitable buffers been provided to wildlife habitats within or near to the site to increase climatic resilience?						
Does the landscaping scheme include, or has consideration been given, to appropriate plant species, including those adaptable to fluctuating water demand?						
Do proposals provide new, or maintain / enhance existing opportunities for food growing, including in residential gardens?						
Has the impact of additional use of neighbouring Green Infrastructure Assets been fully considered and addressed (e.g. litter, path erosion)?"						

Response	Evidence					Commentary
	Yes	No	N/A	Response (please identify relevant groups, characteristics or areas for consideration)		
Is provision made for the management and maintenance of landscaping, green spaces and other facilities over the lifetime of the development? Is the person / body who will be legally responsible for public safety in any publicly accessible green spaces identified? Has provision been made, or consideration given to involving the local community in the management and development of the site (including publicly accessible green spaces)?	Yes	No	N/A	Masterplan		
				Layouts		
				D&A Statement		
				Plan. Statement		
				Other		
4. Promoting equal communities How does development impact on different communities and groups? Protected characteristics are age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity. Rotherham also includes carers as a specific group. Other areas to consider are human rights and children's rights, impact on community cohesion, deprivation (including multiple deprivation), barriers to unemployment, and other social economic factors.						
Will development have a positive impact on any of the above groups, characteristics or areas for consideration? Could the proposal reduce inequalities or disadvantage?						
Will development have a negative impact on any of the above groups, characteristics or areas for consideration? Could the proposal lead to a group or groups being disadvantaged or treated unfairly? How will any disadvantage or inequality be mitigated?						

Appendix 2: Supporting Information

Health Determinants, Inequality Indicators and the Rotherham Local Plan

The Integrated Impact Assessment (IIA) of the Rotherham Local Plan Core Strategy (Jacobs, June 2013) and Sites and Policies Document (Volume 3: Assessment of policies, Jacobs, March 2016) included a Health Impact Assessment (HIA) which assessed the effects on the health and wellbeing of the population and ability to access health-related facilities and services. In the HIA it is stated that health is not just the absence of disease, but also the presence of physical, mental and social wellbeing. It identified factors contributing to health and health determinants:



Health is a cross cutting theme in the Rotherham Local Plan; reference is made to health in many different policies in the Rotherham Local Plan, both in the adopted Core Strategy.

Table 2 Health determinants and Rotherham Core Strategy objectives

Health determinant	Rotherham Core Strategy (2014) objective
Investment and employment	Objective 6: Provision for employment - By the end of the plan period, the borough's economy will be more modern, diverse and enterprising and will have moved closer to a low-carbon economy. Implementation of the plan's policies will have helped provide a wide range of accessible job opportunities in the borough. The regeneration and improvement of existing employment sites will have been complemented by the creation of local and rural employment opportunities.
Access to Key Services Social mobility / network / community severance / community cohesion	Objective 7: Local transport connections - By the end of the plan period, the proportion of trips made by walking and cycling will have increased.
Physical activity	Objective 9: Green spaces, sport and recreation - By the end of the plan period, the borough's network of green infrastructure will have been identified, conserved and enhanced. Implementation of the plan's policies will have protected and enhanced the borough's network of accessible sport and recreation facilities and helped improve the health of Rotherham's population.
Climate change / sustainability	Objective 10: Biodiversity/ geodiversity – By the end of the plan period... The geodiversity, habitats, and greenspace eco-systems of the wider environment will have been conserved, enhanced and managed by implementation of the plan's policies. The borough's best and most versatile agricultural land will have been protected, wherever possible, to promote local food production.
Safety	Objective 14: Design - By the end of the plan period, new development built to sustainable design standards will have contributed to the creation of safe, accessible, and well managed places, buildings and public spaces.
Air quality / Noise pollution / Intrusion and land use	Objective 15: Community wellbeing- By the end of the plan period, implementation of the plan's policies will have helped to reduce crime levels and minimise the potential results of terrorist activity by improving the design of new development. The potential risk to nearby populations from hazardous installations will have been minimised by the designation and enforcement of appropriate stand-off zones. Decisions on the location and type of development will have helped to reduce pollution levels

Planning Practice Guidance notes the objective of the reduction of health inequalities in the Local Plan (Health and wellbeing: Paragraph: 002 Reference ID: 53-002-20140306). The following health inequality indicators (from Association of Public Health Observatories and the NHS health Development Agency, 2003) were identified in the HIA as follows: employment, poverty and deprivation; crime; accidents and injury; pollution and the physical environment; physical activity; access to local health and other services; and community development.

39 The following table shows how the inequality indicators and health determinants have been reflected in the promoting healthy communities checklist.

Table 3 Reflecting inequality indicators and health determinants in the promoting healthy communities checklist

Inequality indicator	Health determinants	Provision included in the checklist
Accidents and injury	Safety (including accidents, road injuries/deaths and risk of crime) Assurance (reliability and journey planning, traffic congestions, perceived safety when travelling, etc.)	Development provides safe and accessible movement networks and public realm for all users. Development design encourages walking over motor vehicles. Buildings and surroundings are attractive, well-designed, embodying 'Secure by Design' principles and meet the needs of all users.
Pollution and the physical environment	Air quality Noise pollution	Design to reduce emissions, and address any specific local risks to health or safety, including noise nuisance. Design and layout of development provides adequate mitigation / insulation from sources of noise pollution in order to foster neighbourhood tranquillity.
Community development	Social mobility / network / community severance / community cohesion	Provide effective, well-managed and publicly accessible green space at a variety of scales for residential developments. The development caters for all users able bodied or disabled. Development provides safe and accessible movement networks and public realm for all users.
Access to local health and other services	Access to key services (including health services and policy and travel response time of emergency services), employment, leisure opportunities, health facilities	Development provides safe and accessible movement networks and public realm for all users. Provide effective, well-managed and publicly accessible green space at a variety of scales for residential developments.
Physical activity	Physical activity	Provide effective, well-managed and publicly accessible green space at a variety of scales for residential developments.
Employment, poverty and deprivation	Investment and employment	Development provides safe and accessible movement networks and public realm for all users. Checklist measures may improve the setting for investment.
-	Intrusion and land use	All areas of checklist.
-	Climate change / sustainability	Development withstands and adapts to the predicted impacts of climate change.
Crime	---	Buildings and surroundings are attractive, well designed, embodying 'Secure by Design' principles and meet the needs of all users.

Appendix 3: Human and Children's Rights

The Human Rights Act 1998

The Human Rights Act 1998 sets out the fundamental rights and freedoms that everyone in the UK is entitled to. These are:

- Article 2: Right to life
- Article 3: Freedom from torture and inhuman or degrading treatment
- Article 4: Freedom from slavery and forced labour
- Article 5: Right to liberty and security
- Article 6: Right to a fair trial
- Article 7: No punishment without law
- Article 8: Respect for your private and family life, home and correspondence
- Article 9: Freedom of thought, belief and religion
- Article 10: Freedom of expression
- Article 11: Freedom of assembly and association
- Article 12: Right to marry and start a family
- Article 14: Protection from discrimination in respect of these rights and freedoms
- Protocol 1, Article 1: Right to peaceful enjoyment of your property
- Protocol 1, Article 2: Right to education
- Protocol 1, Article 3: Right to participate in free elections
- Protocol 13, Article 1: Abolition of the death penalty

For further information, please see the legislation available at:

<http://www.legislation.gov.uk/ukpga/1998/42/contents>

The United Nations Convention on the Rights of the Child

The United Nations Convention on the Rights of the Child (UNCRC) grants all children and young people (aged 17 and under) a comprehensive set of rights.

The UNCRC consists of 54 articles that set out children's rights and how governments should work together to make them available to all children. These include the right to:

- Life, survival and development
- Protection from violence, abuse or neglect
- An education that enables children to fulfil their potential
- Be raised by, or have a relationship with, their parents
- Express their opinions and be listened to.

There are four articles in the convention, known as the "General Principles", which help to interpret all the other articles. They are:

- Non-discrimination (article 2)
- Best interest of the child (article 3)

- Right to life survival and development (article 6)
- Right to be heard (article 12)

The full text of the UNCRC can be viewed here:

<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

A summary of the rights, produced by UNICEF, can be viewed here:

<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Appendix 4: References

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Rotherham local plan

Town Centre Uses and Developments Supplementary Planning Document



Adopted June 2020

www.rotherham.gov.uk

Rotherham
Metropolitan
Borough Council



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Introduction

This Supplementary Planning Document (SPD) has been produced to add further detail to policies in Rotherham's Local Plan. The overall objectives of the SPD are to:

- Provide more detailed guidance on the application of policies within the Core Strategy and Sites and Policies Local Plan documents;
- Assist applicants when preparing and submitting planning applications; and
- Minimise the risk of delays in subsequent decision making.

1 The SPD will assist applicants when preparing planning applications for main town centre uses in edge of or out of centre locations which require a sequential and impact test assessment, as required by Core Strategy Policy CS12 Managing Change in Rotherham's Retail and Service Centres. It will also provide guidance as to how policies related to town, district and local centres, in particular Policies SP20 Primary Shopping Frontages and SP21 Secondary Shopping Frontages, will be applied.

2 A number of technical terms are used throughout and a glossary is provided at Appendix 1 which explains these further.

Status

3 This SPD has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

4 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between 7 October and 4 November 2019. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on **xxxxxx**.

Planning Policy

National planning policy

5 The delivery of sustainable development lies at the heart of planning. This is established in National Planning Policy Framework (NPPF) and the accompanying Planning Practice Guidance (PPG), and is expressed at a local level through Rotherham's Local Plan.

6 NPPF recognises town, district and local centres as being at the heart of communities and sets out policies to support their viability and vitality. It establishes that local planning authorities should define the extent of town centres and primary shopping areas, and make clear the range of uses permitted in such locations, and apply a sequential test to planning applications for main town centre uses which are neither in an existing centre nor in accordance with an up-to-date plan.

7 It also establishes that for retail and leisure development outside town centres, which are not in accordance with an up-to-date plan, local planning authorities should require an impact assessment if the development is over a proportionate, locally set floorspace threshold (500 sqm gross, as established in the Local Plan).

8 Paragraph 90 of NPPF is clear that where an application fails to satisfy the sequential test or is likely to have significant adverse impact then it should be refused.

Local planning policy

9 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website:

<https://www.rotherham.gov.uk/localplan>

10 The Local Plan sets out a range of policies to guide development for retail, leisure and other main town centre uses. The policies include:

- the identification of a hierarchy of centres within Rotherham and strategies to support them;
- establishing the uses which will be acceptable within centres, and within different parts of centres;
- setting out how the sequential test requirements will be applied within Rotherham; and
- ensuring that the impact of retail, leisure and office development outside of town centres is assessed where appropriate.

11 This guidance provides additional detail to, and should be read in conjunction with, the following policies:

Policy CS 1 Delivering Rotherham's Spatial Strategy	which sets out how retail growth will be distributed across Rotherham
Policy CS 12 Managing Change in Rotherham's Retail and Service Centres	which sets out the hierarchy of centres within Rotherham and strategies to support them, and sets out how the sequential and impact tests will be applied.
Policy CS 13 Transforming Rotherham Town Centre	sets out detailed policy for Rotherham town centre.
Policy SP 19 Development Within Town, District and Local Centres	which sets out the acceptable uses within Rotherham's centres.
Policy SP 20 Primary Shopping Frontages	which establishes the acceptable uses within primary shopping frontages and relevant criteria to be met.
Policy SP 21 Secondary Shopping Frontages	which establishes the acceptable uses within secondary shopping frontages and relevant criteria to be met.
Policy SP 22 Hot Food Takeaways	which sets out detailed policy and criteria to be met for hot food takeaway uses.
Policy SP 23 Out-of-Centre Retail Parks and Other Out-of-Centre Developments	which sets out how proposals outside of defined centres will be considered.
Policy SP 24 Rotherham Town Centre Regeneration	which establishes aspirations for key sites within Rotherham town centre.
Policy SP 25 Rotherham Town Centre Evening Economy	which sets out how policy regarding evening and late night uses within Rotherham town centre.

12 Reference should also be made to the Rotherham Town Centre Supplementary Planning Document, which provides more detailed guidance for this centre.

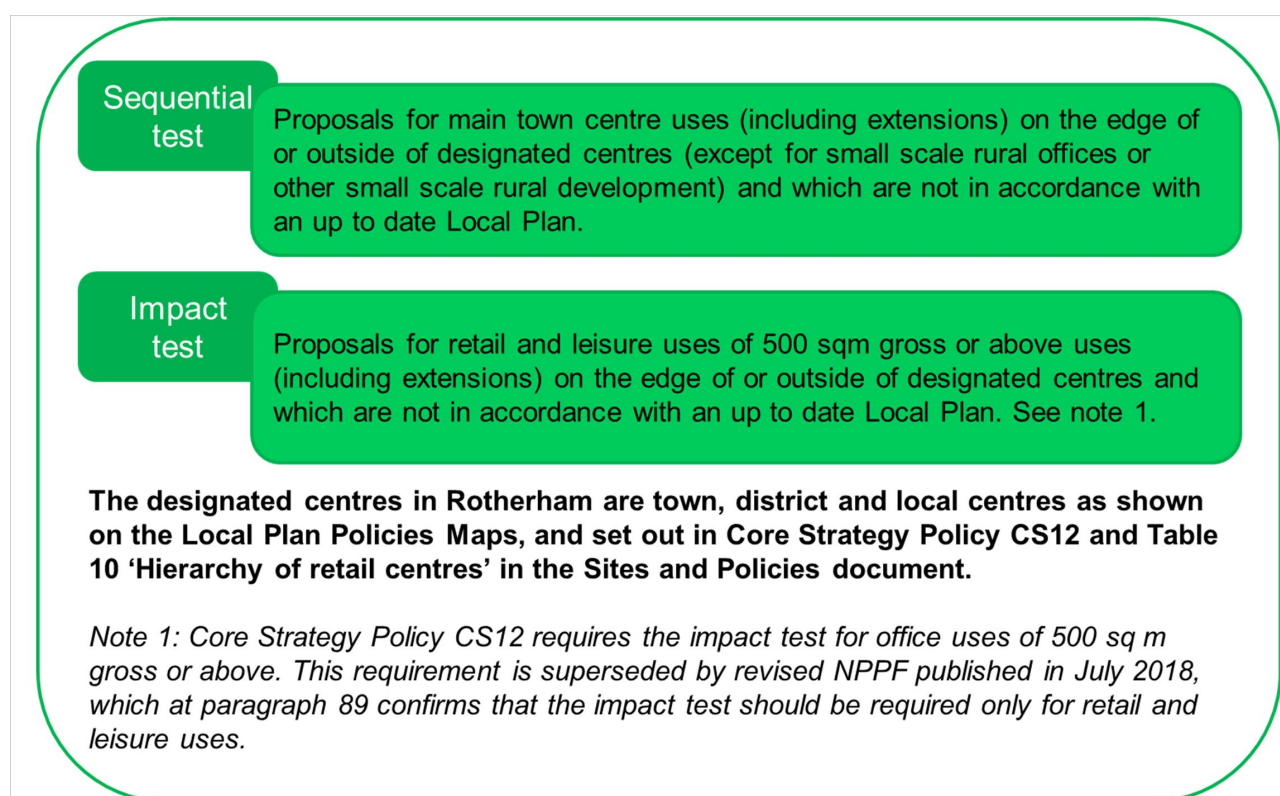
Sequential and Impact Tests

When is a sequential or impact test required?

13 The NPPF (at paragraphs 86 and 89) supports the viability and vitality of town centres by setting out two key tests that should be applied when planning for town centre uses which are not in an existing centre and which are not in accord with an up to date Local Plan – the sequential test and the impact test. Core Strategy Policy CS12 Managing Change in Rotherham's Retail and Service Centres provides further guidance.

14 The figure below indicates when the sequential and impact tests are required:

Figure 1 When sequential and impact tests will be required



15 The definition of main town centre uses (as set out in NPPF) is included in the glossary at appendix 1.

16 Some mixed use areas identified in the Local Plan include main town centre uses within the menu of acceptable uses (Table 18 Acceptable Uses Within Mixed Use Areas of the Sites and Policies document). Where proposals come forward conforming to the mixed use menus further sequential assessment will not be required (as sequential assessment to support the mixed use allocations was undertaken at plan preparation stage, or the uses were established as Main Modifications by the Inspector examining the Sites and Policies document). The table below identifies the mixed use areas and uses where this approach applies:

Acceptable uses within Mixed Use Areas

Mixed Use Area	Use							
	A1 retail	A2 financial and professional services	A3 restaurants and cafés	A4 drinking establishments	A5 hot food takeaways	B1(a) offices	C1 hotel	D2 Assembly & leisure
MU01 Manvers Lakeside								✓
MU06 Parkgate Business Park (North)								✓
MU07 Masbrough Street (West of Centenary Road)								✓
MU08 Bridge Street						✓		
MU09 Main Street, Rotherham						✓	✓	✓
MU12 Doncaster Gate / Percy Street						✓		✓
MU13 Doncaster Gate						✓		
MU14 Junction 33 (M1)			✓	✓			✓	
MU20 Land between Aldwarke Lane and Parkgate Shopping Park *						✓		✓
MU21 Highfield Commercial, Waverley **	✓	✓	✓	✓	✓	✓	✓	✓
* See Policy SP 66 Mixed Use Area 20: Land between Aldwarke Lane and Parkgate Shopping Park for further clarification regarding acceptable uses								
** Policy SP 67 Mixed Use Area 21: Highfield Commercial, Waverley for further clarification regarding acceptable uses								

17 Policy SP25 Hot Food Takeaways further clarifies that hot food takeaways outside of town, district and local centres will be required to satisfy Core Strategy Policy CS12 and will not be permitted where they would result in more than two A5 units being located adjacent to each other. In addition the Equal and Healthy Communities Supplementary Planning Document provides further guidance applicable to proposals for hot food takeaways. Proposals for other main town centre uses not conforming to Table 18 Acceptable Uses Within Mixed Use Areas will require sequential assessment as part of any planning application. For clarity, impact assessment was not undertaken at plan preparation stage, therefore all proposals for main town centre uses, within or outside of mixed use areas, will be subject to the impact test requirements of Policy CS12 where they are of 500 sqm (gross) or above.

18 The National Planning Practice Guidance makes clear that it is for the applicant to demonstrate compliance with the sequential and impact tests in support of relevant applications and that the failure to undertake them can be a reason for refusal of planning permission.

19 In line with NPPF paragraph 90, applications may be refused where they fail to satisfy the sequential test or are likely to have a significant adverse impact on:

- existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and / or
- on town centre vitality and viability, including local consumer choice and trade in the town centre and wider retail catchment (as applicable to the scale and nature of the scheme).

20 Equally, compliance with the sequential and impact tests does not guarantee that planning permission will be granted – the Council will consider all relevant planning policies and material considerations in reaching a decision on planning applications.

Agreeing the scope of the assessment

21 In line with Core Strategy Policy CS12 and the guidance given in this SPD, applicants should agree with the Local Planning Authority the scope of the evidence and analysis to be submitted to ensure that this is proportionate to the scale and nature of the proposal.

The Council supports early engagement with applicants which would allow the scope of any sequential / impact test assessment to be agreed.

22 The Council provides and encourages the use of pre-application service which aims to increase the efficiency of the Council's planning process and to resolve any planning problems and issues with applicants at an early stage, before the submission of a planning application.

23 More information on the Council's pre-application service is available on the Council's website at: <https://www.rotherham.gov.uk/planning>

24 Where pre-application discussions have not taken place and the scope of any sequential or impact assessment has not been agreed prior to submission, then further work may be required to any submitted assessment. This could delay determination of any planning application.

25 Key to any discussions will be establishing the parameters of the scheme. This should include, but is not limited to:

Table 1 Establishing the parameters of a scheme

Size	The size of proposed development, preferably in gross square metres. For retail proposals the net sales floorspace should also be provided.
Type	The type of floorspace (for example are retail proposals for food/non-food), and any suggested planning conditions (such as range of goods, unit sizes etc.)
Characteristics	The characteristics of the development (such as catchment area, target market), the site, broad layout principles, and proposed levels of parking.
Operator details	Where proposals are not for speculative development details should be provided of the prospective operator(s)
Business model / locational requirements	Details of any elements of the prospective operator(s) business model which have a bearing on site requirements. Why is the development required to be located on the proposed site / in a particular area of Rotherham? Is the development meeting an identified need in a particular area? Does the user have certain building or site requirements? This might be in terms of layout, access or market requirements.

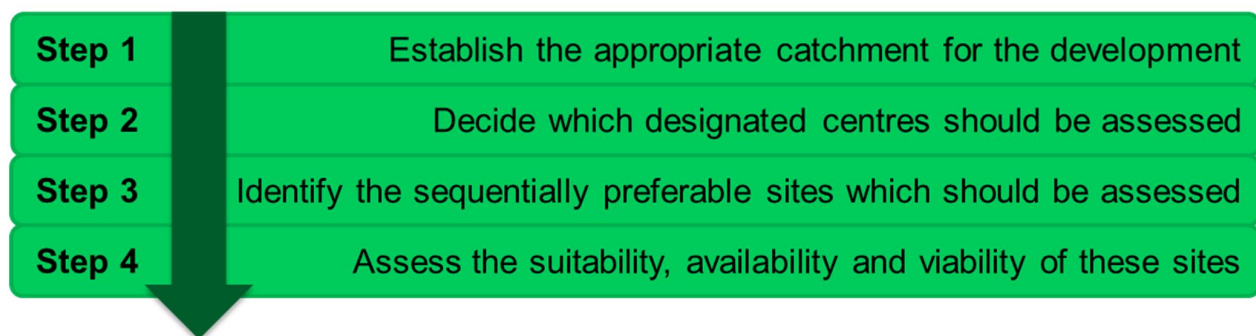
Carrying out a sequential test

26 National Planning Practice Guidance sets out further guidance on undertaking the sequential test: <https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres> The Council will have regard to this guidance in determining planning applications.

27 Where proposals relate to extensions to existing uses the sequential test should be carried out based on the property / use as proposed to be extended. For example, for a proposed 300 sqm extension to an existing unit of 1,100 sqm the assessment should be based on the combined development of 1,400 sqm.

28 There are four key steps to follow in undertaking a sequential test, which are considered in detail below:

Figure 2 Sequential test steps



Step 1: Establishing an appropriate catchment

29 Establishing the catchment of the proposed development is the first step in determining which centres should form part of the assessment.

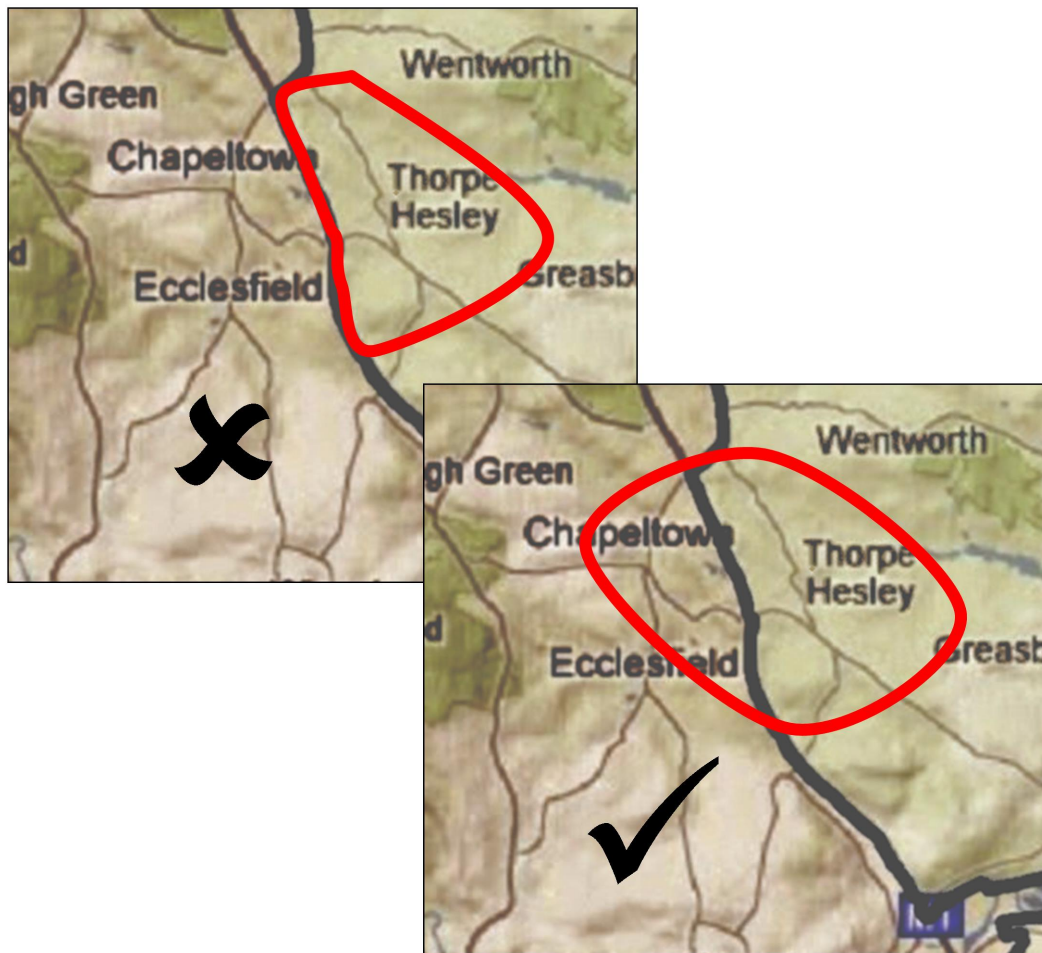
30 The catchment is the area the proposal is intended to serve / draw trade from. This will vary depending on the specific development proposed, and will need to take account of the size of development, the market in which the development will operate and any relevant characteristics of the business / operator model.

31 For example, the catchment for a small to medium sized food outlet will differ to that for a hotel. Similarly a more niche retailer or use may draw trade from a wider area than a mass market operator.

32 Catchments may be defined in a number of ways, such as a simple distance from the site (for example, a 1 mile radius) or a more detailed drive time calculation (which is determined by estimating the catchment served by, for example, a 10 minute drive time). The distances or drive times which are appropriate will depend on the specific development.

33 Catchments may extend beyond the borough boundary. Catchments which are artificially 'clipped' to the borough boundary will not be considered acceptable:

Figure 3 Treating catchments across boundaries



Step 2: Deciding which designated centres should be assessed

34 Having established an appropriate catchment, this can then be used to help determine the centres which should be assessed for sequentially preferable sites, in conjunction with details of the type and size of proposed development.

35 The centres to be considered are town, district and local centres defined in the Local Plan and which comprise the hierarchy of centres set out in Policy CS12 and table 9 of the Sites and Policies Document:

Table 2 Hierarchy of centres in the Rotherham Local Plan and centre definitions

Town Centres	The borough's main retail, commercial and civic centre which serves the whole borough, and other larger centres which serve a wider area. Function as important service centres, providing a range of facilities and services for extensive catchment areas. Rotherham Dinnington Maltby Wath-upon-Dearne	
District Centres	Centres which may serve a more than local need. Usually comprise groups of shops often containing at least one supermarket or superstore, and a range of non-retail services, such as banks, building societies and restaurants, as well as local public facilities such as a library. Kiveton Park Parkgate Swallownest Swinton Wickersley	
Local Centres	Local centres include a range of small shops of a local nature, serving a small catchment. Typically, local centres might include, amongst other shops, a small supermarket, a newsagent, a sub- post office and a pharmacy. Other facilities could include a hot-food takeaway and launderette. In rural areas, large villages may perform the role of a local centre. • Bassingthorpe Farm - Urban Village (indicative) • Woodlathes Road / Acorn Way, Bramley • Main Street / Cross Street, Bramley • East Bawtry Road, Brecks • Brinsworth Road, Brecks • Brinsworth Lane, Brinsworth • Herringthorpe Valley Road / Wickersley Road, Broom • Middle Lane, Clifton • Doncaster Road, Dalton • Doncaster Road / Far Lane, East Dene • Fitzwilliam Road, Eastwood • Union Street, Harthill • Chaucer Road, Herringthorpe • St Johns Green, Kimberworth Park	• Hangsman Lane, Laughton Common • Muglet Lane, Maltby • Kilnhurst Road / Queen Street, Rawmarsh • Kilnhurst Road, Rawmarsh • The Parade, Rawmarsh • Bellows Road, Rawmarsh • Harding Avenue / Symonds Avenue, Rawmarsh • Swallow Wood Road / Sheffield Road, Swallownest • Church Street, Swinton • Woodhouse Green, Thurgroft • Green Arbour Road, Thurgroft • Rotary Drive, Wath-upon-Dearne • Highfield Commercial, Waverley (indicative) • Waverley New Community, Waverley (indicative)

36 Boundaries for these centres are shown on the Policies Maps accompanying the Sites and Policies document. More detailed maps of the town and district centres can be found at appendix 1 of the Sites and Policies document. The exception is where centres are identified as being indicative. In these instances the centres will be provided as part of the development of larger schemes and at present their precise location and extent are not known. These centres should still be considered, where relevant, as part of any sequential assessment and account will be taken of the latest information regarding these centres at that time.

37 Where the catchment of proposed development extends beyond the borough boundary then the relevant planning departments of local authorities should be contacted to determine which centres should be included within any sequential test and impact test.

38 Depending upon the development proposed it may be appropriate that all designated centres within the catchment should be assessed. In other circumstances it may be appropriate for the assessment to be restricted to higher or lower order centres. For example, a larger supermarket or retail operator will be more appropriately directed towards town or district centres. Alternatively it may be appropriate for assessments of proposals for small convenience goods providers, such as a grocers or corner shop, to be limited to local or district centres. Consideration will therefore be given to the type, scale and catchment of the proposed development and the catchment area served by particular centres. This approach recognises the different role that centres within the retail hierarchy play.

39 Retail parks are not classed as centres for the application of the sequential test. The exception to this is for proposals involving bulky goods uses. This is discussed further in paragraphs 51 to 53.

Step 3: Identifying the sequentially preferable sites which should be considered

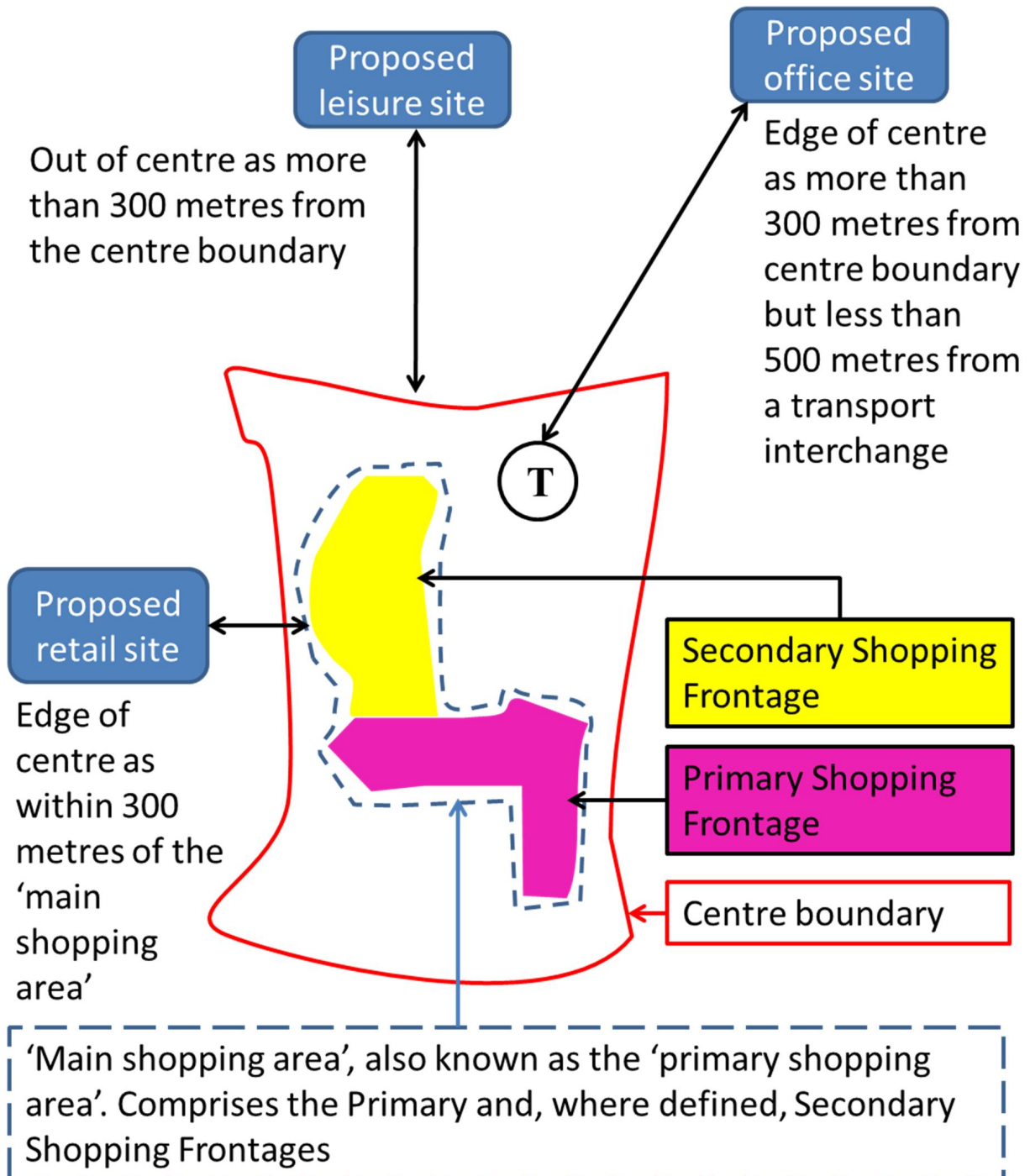
40 Where the proposed development is in an out of centre or edge of centre location then the assessment should consider sequentially preferable sites – i.e. first those within designated centres and then, if these are unavailable, suitable or viable, sites in an edge of centre location. National Planning Practice Guidance indicates that preference should be given to accessible sites that are well connected to the centre.

41 Establishing whether a proposal is in an edge of or out of centre location will depend on the specific type of development proposed and the site context. Table 3 'Defining edge of centre locations' and Figure 4 'Retail centre components and edge of centre locations' provide more information on how edge of centre locations are defined.

Table 3 Defining edge of centre locations

	Retail uses	Office uses	All other main town centre uses
Edge of centre	Well connected and up to 300 metres of the primary shopping area.	A location within 300 metres of a town, district or local centre boundary, and locations outside of these centres but within 500 metres of a public transport interchange.	A location within 300 metres of a town, district or local centre boundary.
• In determining whether a site falls within the definition of edge of centre, account will be taken of local circumstances. For example, local topography, barriers, such as crossing major roads and car parks, the attractiveness and perceived safety of the route and the strength of attraction and size of the town centre. • Rotherham's primary shopping areas are identified in Policy SP22 Development Within Town, District and Local Centres as 'main shopping areas' consisting of primary and, where they are defined, secondary shopping frontages, identified on the inset maps at appendix 1 of the Sites and Policies document. • For local centres the centre boundary should be considered as the primary shopping area with regard to retail proposals.			

Figure 4 Retail centre components and edge of centre locations



42 The choice of sites to consider (including vacant premises or undeveloped sites) will depend on a number of key factors:

- The size of the proposed development;
- The operator's business model;
- Scope for flexibility in the format and/or scale of the proposal.

43 In addition it will be important to have regard to the requirements of Policies SP23 Primary Shopping Frontages and SP24 Secondary Shopping Frontages. In some circumstances where proposals require a ground floor presence it may not be appropriate to consider sequentially preferable sites within these areas; this will require further consideration at the time of any planning application. This may be where:

- Particular uses are not supported at ground floor level within Primary or Secondary Shopping Frontages;
- Existing Primary and / or Secondary Frontages are at or below the concentration of A1 shops at ground floor level established in these policies.

44 There may be circumstances when it remains appropriate to consider locations within Primary or Secondary Shopping Frontages. For example this may be the case where uses are not identified as acceptable at ground floor level, but could be accommodated on upper floors (such as B1(a) office uses).

45 National Planning Practice Guidance notes that certain main town centre uses have particular market and locational requirements which mean that they may only be accommodated in specific locations. It emphasises that robust justification must be provided where this is the case, and land ownership does not provide such a justification. Where this is the case for proposed development it should inform the parameters of the assessment as discussed at paragraph 25 above.

46 National policy indicates that applicants and local planning authorities should demonstrate flexibility on issues such as format and scale. National Planning Practice Guidance indicates that it is not necessary to demonstrate that a potential town centre or edge of centre site can accommodate precisely the scale and form of development being proposed, but rather to consider what contribution more central sites are able to make individually to accommodate the proposal.

47 The purpose behind this is to seek wherever appropriate to accommodate new development within centres; making effective and efficient use of previously developed land, ensuring development is located in accessible locations, and securing new investment. Flexibility could be achieved through the amendment of 'standard' business model requirements to incorporate innovative design, such as multi-level stores, and/or through shared or multi-level car parking and innovative servicing solutions.

48 Flexibility could include agreement to only consider sequentially preferable sites within a reasonable size range to accommodate the proposed development (such as +/- 10%). In such circumstances the Council may accept the automatic discounting of sites outside of any agreed range.

49 The Council can advise on sites which it considers should form part of the assessment. It also undertakes regular monitoring of town and district centres including identifying vacant premises. This data is available on request from the Council and may help identify sites or premises which should be assessed.

50 Where centres within other local authority areas are being considered, the relevant Council(s) may also be able to assist in identifying sites for assessment or providing any relevant monitoring data.

Assessing proposals for bulky goods floorspace

51 In the case of proposals for bulky goods floorspace Core Strategy Policy CS12 indicates that once sites within and then on the edge of town, district or local centres have been assessed and it can be demonstrated that they are not available, suitable or viable for the proposed development, then the availability, suitability and viability of vacant premises in retail parks to accommodate the proposed development should be assessed.

52 Rotherham's retail parks, defined on the Policies Map, are located at:

- Cortonwood
- Parkgate Shopping Park, Parkgate
- Northfield Retail Park, Parkgate
- Great Eastern Way, Aldwarke

53 The application of the sequential test for bulky goods should also take account of vacancies within any other retail parks in Rotherham at the time of preparing the assessment.

Step 4: Undertaking the assessment

54 Core Strategy Policy CS12 indicates that the sequential test should demonstrate that alternative sites are not available, suitable or viable for the proposed development. Evidence provided should be robust and proportional given the size and scale of proposed development.

55 The assessment of each site should consider:

Table 4 Assessing sequentially preferable sites

Availability	Whether sites are available now or are likely to become available for development within a reasonable period of time (determined on the merits of a particular case, having regard, for example, to the urgency of the need). Where sites become available unexpectedly after receipt of an application, this will be taken into account in the assessment of proposals. It will not be appropriate for an applicant to dismiss a more sequentially preferable site on the basis that it is not available to the developer/retailer in question.
Suitability	With due regard to the requirements to demonstrate flexibility whether sites are suitable to accommodate the need or demand which the proposal is intended to meet. The following factors are likely to be relevant when assessing whether a site offers a suitable location for development: • Policy restrictions – such as designations, protected areas, existing planning policy and corporate, or community strategy policy. • Physical problems or limitations – such as access, infrastructure, ground conditions, flood risk, hazardous risks, pollution or contamination. • Potential impacts – including effects on landscape features and conservation. The environmental conditions – which would be experienced by potential users of the proposal.
Viability	Whether there is a reasonable prospect that development will occur on the site at a particular point in time. Again the importance of demonstrating the viability of alternatives depends in part on the nature of the need and the timescale over which it is to be met. Relevant considerations could include market factors (such as attractiveness of the locality and level of potential market demand), cost factors (such as site preparation costs and any exceptional works necessary) and delivery factors (such as phasing and build out rates).

56 If the applicant asserts that the proposal is, by its nature, locationally specific, and cannot be accommodated in a more central location, or that it is not possible to adopt a flexible approach to accommodate the development more centrally, it will be necessary to clearly justify this position.

Format of sequential assessment

The Council expects clear evidence to be provided of the sequential assessment, including details of the sites considered and their assessment. The precise format of each assessment report may vary, however the following structure is suggested:

Introduction: setting out brief details of the proposed scheme, including the parameters set out in table 1 of this SPD (i.e. size, type, characteristics, operator details, business model / locational requirements).

Catchment definition: providing a clear indication of the catchment area (preferably including a clearly marked up map) and appropriate justification.

Centres assessed: identifying the centres within the catchment which are to be assessed. Where certain centres within the catchment are not to be assessed (see earlier advice in this SPD) then clear justification for this approach should be set out.

Site assessment criteria: clearly setting out the site assessment criteria having regard to the parameters identified above and including any elements of flexibility.

Site assessments: this section should set out the assessment for each site based on the criteria established. It should provide a clear consideration of sites in terms of their availability, suitability and viability. It should be based on up to date information and should include a clear conclusion for each site. Where sites are discounted (i.e. considered not available, suitable or viable) the conclusion should make clear the reasons for this.

Conclusion: this section should provide an overall conclusion of the sequential assessment. Where sequentially preferable sites are identified which are available, suitable and viable then these should be highlighted. Where sites have been discounted as not available, suitable or viable then this should also be highlighted.

57 The Council will consider sequential assessments submitted as part of a planning application or pre-application enquiry. It will endeavour to provide any advice or comments on the information submitted in a timely manner to assist applicants.

Carrying out an impact test

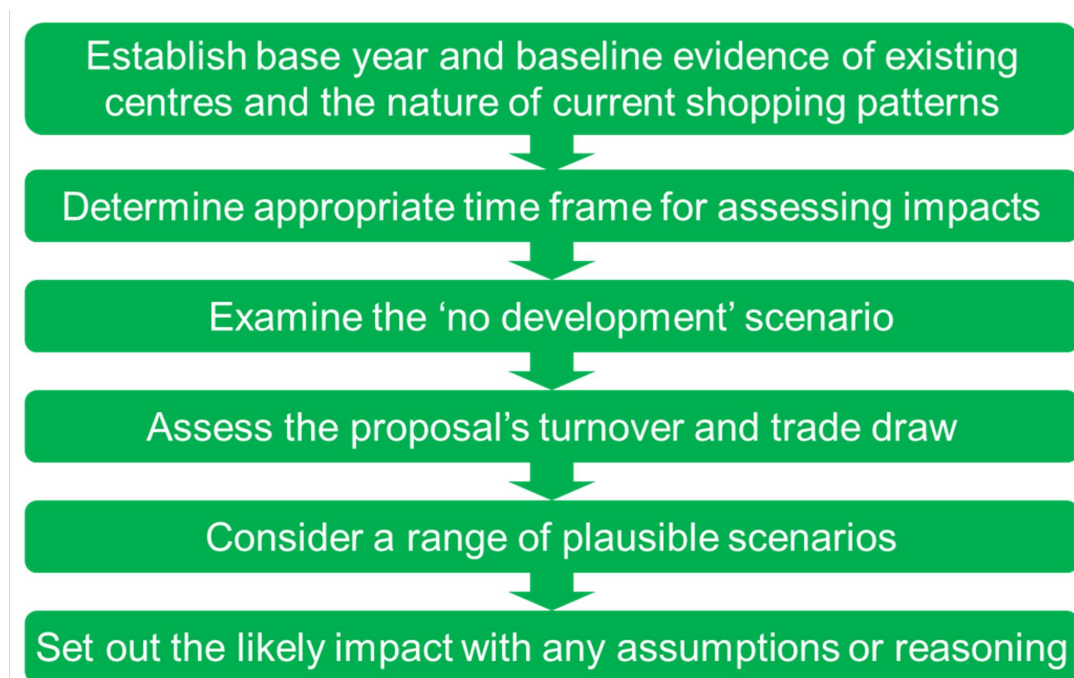
58 Core Strategy Policy CS12 identifies that proposals for retail or leisure uses of 500 sq m gross or above, on the edge of or outside of designated centres, must be accompanied by an impact assessment ⁽¹⁾. This should consider:

- the impact of the proposal on existing, committed and planned public and private investment in centres in the catchment area of the proposal; and
- the impact of the proposal on the vitality and viability of centres, including local consumer choice and trade.

59 National Planning Practice Guidance sets out further guidance on undertaking the impact test: <https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres> The Council will have regard to this guidance when determining planning applications.

60 This includes a checklist (at paragraph 018) for applying the impact test, although it is acknowledged that this is focused on retail proposals and not all steps may be appropriate for use with all main town centre uses. The steps are summarised below:

Figure 5 Undertaking an impact test



¹ Core Strategy Policy CS12 also requires the impact test for office uses of 500 sqm gross or above. This requirement is superseded by revised NPPF (July 2018) which at paragraph 89 confirms that the impact test should be required only for retail and leisure uses.

61 Consideration will be given to whether the impact of a new out-of-centre development could undermine the viability and contribution of schemes in more sequentially preferable locations, or prejudice the potential to secure further development on a more central site.

62 In undertaking an impact assessment the Council will seek to agree the scope, key impacts for assessment, and level of detail required in advance of applications being submitted. The basis of any assessment will normally consider potential impacts on designated centres within the catchment area identified as part of the sequential test. In line with national guidance impact should be considered over time: up to five years for most schemes, or up to ten years for major schemes.

63 Where proposals relate to a specific type of goods (for example, a DIY retail warehouse) it may be appropriate to focus the impact assessment on that specific sector, notwithstanding the need to consider the impact of the proposal on the overall vitality and viability of town centres.

64 If unconditional consent is sought for retail or other uses (for example, with no limitation on net sales area, unit sizes, range of goods and so on) then the supporting assessment should examine all of the potential impacts and policy compliance of the full range of possible permutations which would be permitted under the proposed planning permission.

In assessing the impact of the proposal on existing, committed and planned public and private investment, consideration should be given to a range of factors including:

- What stage they have reached e.g. are they contractually committed?
- The policy 'weight' attached to them (for example, are they a key provision of the development plan?)
- Whether there is sufficient 'need' for both?
- Whether they are competing for the same market opportunity, or key retailers/occupiers?
- Whether there is evidence that retailers/investors/developers are concerned; and
- Whether the cumulative impact of both schemes would be a cause for concern.

65 Where the catchment extends into other local authority areas the relevant Council(s) may also be able to assist in identifying factors which should be taken into account in any assessment, and providing any relevant information, such as monitoring data, retail and leisure studies, or town centre health check data.

66 Rotherham's most recent retail and leisure studies should provide a starting point to inform any impact assessment. Currently this is the Sheffield & Rotherham Joint Retail & Leisure Study, February 2017, available on our website at:

<https://www.rotherham.gov.uk/downloads/download/79/evidence-base-downloads>

67 This includes quantitative and qualitative data on retail floorspace requirements, leisure uses and also health checks of Rotherham, Dinnington, Maltby and Wath upon Dearne town centres. It is acknowledged that these may need to be supplemented by more up to date data where this is available, either from the Council or as provided by the applicant.

68 Other information relating to Rotherham town centre is also available in the following documents:

- Rotherham Town Centre Supplementary Planning Document (adopted July 2016) available at: <https://www.rotherham.gov.uk/downloads/download/67/planning-guidance>
- Rotherham Town Centre Implementation Masterplan (September 2017) available at: <https://www.rotherham.gov.uk/business-economy/rotherham-town-centre-masterplan/1>

Development within Primary and Secondary Shopping Frontages

69 Policy SP19 Development Within Town, District and Local Centres establishes the acceptable uses within Rotherham's hierarchy of centres. Within town and district centres there are 'main shopping areas' which consist of 'Primary Shopping Frontages' and, in some cases, 'Secondary Shopping Frontages'. Separate guidance on the uses acceptable within the shopping frontages is provided in Policy SP20 Primary Shopping Frontages and Policy SP21 Secondary Shopping Frontages.

70 In Primary Shopping Frontages policy aims to ensure that development does not dilute the concentration of A1 shops below 65%, or reduce it further where it is already below this level.

71 In Secondary Shopping Frontages policy aims to ensure that development does not dilute the concentration of A1 shops below 30%.

72 The following principles will be observed when considering applications against policies SP20 and SP21:

- A. The percentage of A1 shops will be considered across the whole Primary or Secondary Shopping Frontage for the centre in question. Where a centre includes several areas of Primary or Secondary Frontage which are physically separate the data will not be considered for each area but combined across the total Primary or Secondary Frontage.
- B. The Council maintains annual monitoring data for town and district centres, including Primary and Secondary Shopping Frontages. This is available on request and will provide a useful starting point; however applicants will be expected to demonstrate, by way of up to date survey data, that proposed development will not reduce the concentration of A1 shops in Primary or Secondary Shopping Frontages below the relevant percentage, or further below the current percentage in Primary Shopping Frontages where this is already below the threshold (as set out in Policies SP20 and SP21). Appendix 2 shows a summary of the current monitoring data for town and district centres.
- C. Calculations will be based on ground floor premises; uses on upper floors will be excluded as will entrances to upper floors and basements.
- D. In considering survey data the Council will have regard to the current use of properties, taking account of their lawful permitted use. For example, where a unit is in use for something other than that for which it has planning permission the permitted rather than actual use will be considered. This will have regard to any lawful changes of use through permitted development rights which do not require a formal planning permission. It is also recognised that there are some circumstances where permitted development rights exist for a temporary change to certain uses for a period of two years, subject to prior notification of the proposed use to the Council ⁽²⁾. In these circumstances the current lawful planning use of premises irrespective of any temporary flexible use which is occupying them will be utilised. Thus (for example) a unit with

2 As of January 2019 uses falling within classes A1 (Retail), A2 (Financial and Professional Services), A3 (Restaurants/Cafes), A4 (Drinking Establishments), A5 (Hot Food Takeaways), B1 (Offices), D1 (Non-residential Institutions) and D2 (Assembly and Leisure) may change temporarily to a use falling within either A1 (Retail), A2 (Financial and Professional Services), A3 (Restaurants/Cafes) or B1 (Offices).

a lawful use as an A1 shop but which is occupied on a temporary basis as an A3 café will be deemed to be in A1 retail use.

- E. Where premises are vacant their previous lawful permitted use will be taken into account when calculating the percentage of A1 shop uses. This may include identifying where a particular use has been recorded on previous monitoring data for more than 10 years and could potentially be considered a deemed consent (however this does not represent confirmation of a lawful use by the Local Planning Authority; where planning permission has not been granted for a use then a lawful development certificate would be required to confirm this). For example a unit previously in retail use but presently vacant will be considered as a shop use contributing to the percentage of units. This recognises that premises may be vacant for a short period of time and could come back into use without the need for further planning permission. The exception to this will be where units are considered to be long term vacancies based on monitoring and / or other evidence. In such circumstances there may be constraints which are preventing the unit coming back into use and as such these units will be recorded as vacant. Where these units were previously in retail use they will not be considered as a shop use contributing to the percentage of units.
- F. Where premises are derelict or where they are unoccupied and redevelopment is expected to take place within a reasonable period of time these will not be counted as units for the purposes of applying the policies.
- G. Policies SP20 and SP21 will not be applied to proposals within Local Centres as Primary and Secondary Shopping Frontages are not defined for these centres.

Informing Planning Decisions

73 In line with the NPPF and Core Strategy Policy CS33, the Council will take a positive approach that reflects the presumption in favour of sustainable development. Officers will work with applicants to find solutions which mean that proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the area.

74 Wherever possible the Council will provide advice, guidance and data to applicants to assist in the preparation of sequential and impact assessments or other evidence supporting planning applications. The submitted documents will be taken into account in determining planning applications.

75 Where it is minded to grant planning permission, the Council may impose planning conditions to manage the impacts of development. The use of conditions will be appropriate where the consequences of certain types of development could lead to unacceptable impacts or have not been fully tested, and will be informed by the assessment of sequential and impact tests. For example, where retail proposals have been assessed based upon a particular scale of net sales floor space, and the impact and appropriateness of the scale of development has been judged acceptable, it will normally be appropriate to impose conditions restricting the total net sales area permitted.

Planning conditions could be used to:

- Prevent developments from being sub divided into a number of smaller shops or units, or to secure the provision of units suitable for smaller businesses, by specifying the maximum size of units.
- Ensure that ancillary elements remain ancillary to the main development.
- Limit any internal alterations to increase the amount of gross floor space by specifying the maximum floor space permitted.
- Limit the range of goods sold, and control the mix of convenience and comparison goods.
- Resolve issues relating to the impact of the development on traffic and amenity of neighbouring residents, such as the timing of the delivery of goods to shops and the adequate provision for loading and unloading.

Contact Details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

<https://www.rotherham.gov.uk/xfp/form/535>

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

<https://www.rotherham.gov.uk/xfp/form/216>

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

Appendix 1: Glossary and Definitions

Bulky Comparison goods: Large or bulky items such as DIY goods, furniture and floor coverings, major household appliances, audio-visual equipment and bicycles.

Convenience goods: Low-cost, everyday items that consumers are unlikely to travel far to purchase such as food and non-alcoholic drinks, tobacco, alcohol, and newspapers

Core Strategy: This forms part of the new Local Plan. It sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision.

District centres: District centres will usually comprise groups of shops often containing at least one supermarket or superstore, and a range of non-retail services, such as banks, building societies and restaurants, as well as local public facilities such as a library.

Impact test: ensures that the impact over of certain out-of-centre and edge-of-centre proposals on existing town centres is not significantly adverse.

Local centres: Local centres include a range of small shops of a local nature, serving a small catchment. Typically, local centres might include, amongst other shops, a small supermarket, a newsagent, a sub-post office and a pharmacy. Other facilities could include a hot-food takeaway and launderette. In rural areas, large villages may perform the role of a local centre.

Main shopping area: areas within Rotherham's centres where retail development is concentrated, consisting of Primary and, where they are defined, Secondary Shopping Frontages. See also primary shopping area.

Main town centre uses: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

National Planning Policy Framework: Sets out the government's planning policies for England and how they are expected to be applied. It provides guidance for local planning authorities and decision-takers, both in drawing up plans and making decisions about planning applications.

National Planning Practice Guidance: A web-based resource which provides further explanation and guidance in relation to the National Planning Policy Framework.

Non Bulky Comparison goods: Goods for which the consumer expects to visit a range of shops before making a choice, such as clothing, footwear, household goods and other non-food purchases

Primary shopping area: Defined area where retail development is concentrated (generally comprising the primary and those secondary frontages which are adjoining and closely related to the primary shopping frontage). See also main shopping area.

Primary shopping frontages: Primary frontages are likely to include a high proportion of retail uses which may include food, drinks, clothing and household goods.

Secondary shopping frontages: Secondary frontages provide greater opportunities for a diversity of uses such as restaurants, cinemas and businesses.

Sequential test: guides main town centre uses towards town centre locations first, then, if no town centre locations are available, to edge-of-centre locations, and, if neither town centre locations nor edge-of-centre locations are available, to out of town centre locations, with preference for accessible sites which are well connected to the town centre.

Sites & Policies Document: This forms part of the new Local Plan. It allocates specific development sites and contain policies to guide the release of land and design of new development.

Small parades: Small parades of shops of purely neighbourhood significance which are not regarded as centres.

Supplementary Planning Documents: Provide supplementary information in respect of the policies in development plan documents. They do not form part of the development plan and are not subject to independent examination. They should not add unnecessarily to the financial burdens on development.

Town centres: Town centres will usually be the second level of centres after city centres and, in many cases, they will be the principal centre or centres in a local authority's area. In rural areas they are likely to be market towns and other centres of similar size and role which function as important service centres, providing a range of facilities and services for extensive rural catchment areas. In planning the future of town centres, local planning authorities should consider the function of different parts of the centre and how these contribute to its overall vitality and viability.

Appendix 2: Summary of 2019 Monitoring Data

Table 5 Uses within centres (2019)

Use	Rotherham Town Centre		Dinnington Town Centre		Maltby Town Centre		Wath - upon - Dearne Town Centre		Kiveton Park District Centre		Parkgate District Centre		Swallowneast District Centre		Swinton District Centre		Wickersley District Centre*	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
A1	127	43	56	51	42	51	43	45	10	24	45	41	24	39	23	61	38	42
A2	26	9	9	8	9	11	5	5	4	10	4	4	2	3	2	5	9	10
A3	22	7	5	5	1	1	4	4	2	5	2	2	4	7	1	3	6	7
A4	10	3	0	0	1	1	5	5	0	0	3	3	1	2	4	11	3	3
A3/A4	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1
A5	8	3	7	6	8	10	4	4	4	10	13	12	5	8	0	0	6	7
B1	3	1	1	1	1	1	1	1	0	0	2	2	0	0	0	0	0	0
B2	0	0	1	1	1	1	1	1	0	0	1	1	0	0	0	0	0	0
B8	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
C1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C3	0	0	4	4	5	6	15	16	15	36	16	14	20	33	3	8	12	13
D1	7	2	6	5	3	4	8	8	3	7	3	3	3	5	0	0	3	3
D2	2	1	3	3	0	0	1	1	0	0	1	1	0	0	0	0	0	0
A1/D1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Sui Gen	17	6	7	6	4	5	1	1	0	0	5	5	0	0	1	3	5	6
Vacant	72	24	11	10	6	7	6	6	4	10	15	14	2	3	4	11	7	8
Total	294	100	110	100	82	100	95	100	42	100	111	100	61	100	38	100	90	100

Table 6 Floorspace within centres (2019)

	Rotherham Town Centre		Dinnington Town Centre		Maltby Town Centre		Wath - upon - Dearne Town Centre		Kiveton Park District Centre		Parkgate District Centre		Swallownest District Centre		Swinton District Centre		Wickersley District Centre*	
Floor space	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%	Sqm.	%
Total	80,792		18,030		10,297		18,893		4,942		13,404		6,361		6,801		8,776	
Vacant	13,736	17	1,724	9.6	500	5	982	5	204	4.1	1,302	10	186	3	276	4	607	7

***Table notes**

76 Data is provided for town, district and local centres as of October 2019 (with the exception of Wickersley District Centre where data is at January 2020). The data is presented for each centre as a whole. Monitoring data (not presented here) is also available for Primary and Secondary Shopping Frontages within these centres. The data is classified by planning Use Class. A brief summary of the different use classes (as of January 2020) is set out below:

- A1** – Shops
A2 – Financial and professional services
A3 – Restaurants and cafes
A4 – Drinking establishments
A5 – Hot food takeaways
- B1** – Business (including offices excluding those in A2 use, research and development, and light industry)
B2 – General Industrial
B8 – Storage and distribution
- C1** – Hotels
C2 – Residential institutions
C2A – Secure residential institutions
C3 – Dwellinghouses
C4 – Small Houses in multiple occupation
- Sui Generis** – uses which do not fall within any use class which includes betting offices/shops, pay day loan shops, theatres, larger houses in multiple occupation, hostels providing no significant element of care, scrap yards. Petrol filling stations and shops selling and/or displaying motor vehicles. Retail warehouse clubs, nightclubs, laundrettes, taxi businesses and casinos.
- D1** – Non-residential institutions
D2 – Assembly and leisure

Rotherham local plan

Air Quality and Emissions Supplementary Planning Document



Adopted June 2020

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Introduction

This Supplementary Planning Document aims to assist in reducing emissions to air in Rotherham. It is aimed at helping the Local Planning Authority deliver national air quality objectives and policy set out in the Local Plan.

- 1** The spatial planning system has an important role to play in improving air quality and reducing exposure to air pollution. Whilst planning policy cannot solve immediate air quality issues, it has a role to play so that any likely scheme impacts are reasonably mitigated and future scheme occupants are able to make sustainable vehicle choices.
- 2** New developments have the potential to affect air quality and local planning policy will play a significant role in ensuring that development schemes are designed to be sustainable. This guidance has been developed to:
 - Provide a framework for assessing air quality which includes the quantification of impacts, formulation of damage costs and identification of potential mitigation measures to be implemented to negate the impacts.
 - Tackle cumulative impact.
 - Provide clarity and consistency of the process to developers, planners and local communities.
- 3** This technical guidance⁽¹⁾ deals primarily with those pollutants regulated under the local air quality management (LAQM) regime and the impact of traffic emissions, although the increasing use of biomass boilers is now becoming an important local planning issue. The assessment and control of dust impacts during demolition and construction is also considered, as dusts contribute to airborne particulate matter, as well as being dust soiling. Greenhouse gas emissions are not addressed explicitly, as they are covered by other initiatives, but synergies exist between measures to minimise climate change and local air quality impacts.
- 4** The guidance provides a template for integrating air quality considerations into land-use planning and development management policies that can influence the reduction of road transport emissions. It forms part of Rotherham MBC's Air Quality Action Plan.
- 5** The air quality assessment process follows a three stage process:
 - Stage 1: Determining the classification of the development proposal;
 - Stage 2: Assessing and quantifying the impact on local air quality;
 - Stage 3: Determining the level of a mitigation required by the proposal to meet Local Plan requirements.

1 Acknowledgements: West and South Yorkshire Councils

Status

6 This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

7 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between 07 October and 4 November 2019. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on xxxxx.

Planning Recommendation

8 The impact on air quality is a material planning consideration in the determination of a planning application. Each decision must be a balance of all material considerations depending upon the individual merits and circumstances. The weight to be given to the impact on air quality in the consideration of a planning application and the acceptability of proposed mitigation measures lies with the Local Planning Authority. Any agreed measures will be taken forward by condition where possible, or through the use of Section 106 or 278 agreements.

Planning Policy

National planning policy

9 National planning policy is now set by the National Planning Policy Framework (NPPF.) ⁽²⁾ The NPPF places a general presumption in favour of sustainable development, stressing the importance of local development plans. Chapter 15 deals with conserving and enhancing the natural environment. Paragraph 170 identifies that planning decisions should contribute to and enhance the natural and local environment by preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air and water quality.

10 It goes on to state (paragraph 180) that:

"Planning policies and decisions should also ensure that new development is appropriate for its location taking into account the likely effects (including cumulative effects) of pollution on health, living conditions and the natural environment, as well as the potential sensitivity of the site or the wider area to impacts that could arise from the development..."

11 It then further states in terms of air quality influence, that:

Paragraph 110 - *"applications for development should:*

a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;

e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations".

Paragraph 170 – *"Planning policies and decisions should contribute to and enhance the natural and local environment by:*

e) preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air quality".

Paragraph 181 – *"Planning policies and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones, and the cumulative impacts from individual sites in local areas. Opportunities to improve air quality or mitigate impacts should be identified, such as through traffic and travel management, and green infrastructure provision and enhancement. So far as possible these opportunities should be considered at the plan-making stage, to ensure a strategic*

2 <http://planningguidance.planningportal.gov.uk/>

approach and limit the need for issues to be reconsidered when determining individual applications. Planning decisions should ensure that any new development in Air Quality Management Areas and Clean Air Zones is consistent with the local air quality action plan”.

12 To support the NPPF, the Government has produced Planning Practice Guidance (PPG), including guidance relating to air quality ⁽³⁾. Paragraph 8 of this Planning Policy Guidance (reference ID: 32-008-20191101), deals specifically with mitigating air quality impact and states:

*“Mitigation options will need to be locationally specific, will depend on the proposed development and need to be proportionate to the likely impact. **It is important that local planning authorities work with applicants to consider appropriate mitigation so as to ensure new development is appropriate for its location and unacceptable risks are prevented.** Planning conditions and obligations can be used to secure mitigation where the relevant tests are met.”* (Bold and underline emphasis added.)

13 In terms of air quality impacts a good basic design will reduce the need for mitigation. A basic design is expected to deliver:

- No additional exposure to increased air pollution for existing or future occupants;
- A location that maximises the use of sustainable transport, that:
 - reduces the number and distance of trips;
 - shifts the journeys to alternative, less polluting modes, and;
 - provides for improved technology and efficiencies.
- Greenspace and people priority wherever practicable.

14 Examples of mitigation include:

- maintaining adequate separation distances between sources of air pollution and receptors;
- using green infrastructure, in particular trees, where this can create a barrier or maintain separation between sources of pollution and receptors;
- appropriate means of filtration and ventilation;
- including infrastructure to promote modes of transport with a low impact on air quality (such as electric vehicle charging points);
- controlling dust and emissions from construction, operation and demolition; and
- contributing funding to measures, including those identified in air quality action plans and low emission strategies, designed to offset the impact on air quality arising from new development.

3 <https://www.gov.uk/guidance/air-quality--3>

Local planning policy

15 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website⁽⁴⁾.

16 The Local Plan identifies land areas for future development and includes a number of strategic and development policies relating to local air quality management that will fulfil the National Planning Policy Framework sustainable development criteria. This technical guidance supports the implementation of the strategic and development policy framework. It provides additional detail to, and should be read in conjunction with, the following policies:

Policy CS 27 Community Health and Safety	which supports development contributing to a healthy and safe environment and minimises health inequalities, seeks to reduce pollution and does not result in pollution or hazards which may prejudice the health and safety of communities or their environments.
Policy CS 28 Sustainable Design	which indicates that development should protect or contribute to securing a healthy and safe environment, including addressing any specific risks to health or safety from the local environment.
Policy CS 30 Low Carbon & Renewable Energy	which sets out how developments should seek to reduce carbon dioxide emissions.
Policy SP 52 Pollution Control	which sets out policy relevant to development proposals that are likely to cause pollution, or be exposed to pollution, and establishes that mitigation measures will minimise potential impacts to levels that protect health, environmental quality and amenity.
Policy SP 55 Design Principles	which indicates that all forms of development are required to be of high quality and create decent living and working environments.
Policy SP 57 Sustainable Construction	which indicates that development will need to be designed to withstand and adapt to the predicted impacts of climate change.

4 <https://www.rotherham.gov.uk/localplan>

Local air quality management

17 The Environment Act 1995 established a local air quality management regime. It requires local authorities to review and assess ambient air quality in their areas against health based standards for a number of specific pollutants prescribed in the Air Quality Regulations 2000 and Air Quality (Amendment) Regulations 2002. If there is a risk that levels of air pollution in any part of the authority's area will be higher than the prescribed objectives, the authority is required to designate an Air Quality Management Area (AQMA), which covers the area of exceedance. It is then required to produce an Action Plan which sets out the measures it intends to take in pursuit of the objectives.

18 It is not necessarily the case that a proposed development in an area of poor air quality will have a negative impact. However, it is important to recognise when such development might introduce additional people into an area of poor air quality. The declaration of an AQMA does not mean that there will be no new development within that area. Rather, it means that greater weight must be given to the consideration of air quality impacts and their mitigation.

19 In addition, the boundary of an AQMA does not necessarily define the limit of the area of poor air quality. The only constraint on the boundary definition is that it should be at least as large as the area of exceedance of the national air quality pollutant, where there is relevant exposure of the public.

20 The fact that a development is within or close to an AQMA does not mean that it is necessarily affecting an area of exceedance of the objective, or that it is being affected by air pollution that exceeds the objective. On the other hand, a development could introduce new exposure into an area of poor air quality, which has not been identified and declared as an AQMA, as previously there was no relevant exposure.

Clean Air Zones

21 The UK Government named Sheffield and Rotherham as one of many areas in England which contain locations where the annual average concentrations of Nitrogen Dioxide (NO₂) exceed statutory limits.

22 Rotherham MBC was mandated by the Government in 2017 to work in partnership with Sheffield City Council to implement a Clean Air Zone. If a proposed development is likely to impact on the air quality in any of Rotherham's National exceedance areas, particular emphasis on mitigation measures by the developer will be required to ensure there will be no adverse impacts on air quality.

23 It is essential that communication with the Local Planning Authority (LPA) takes place at an early stage (pre-application) when an application is likely to have an impact on locations where the annual average concentrations of Nitrogen Dioxide (NO₂) exceed statutory limits (see Box 1 'Roads where annual average nitrogen dioxide level exceeds statutory limits').

Habitats Regulations

24 The Habitats Regulations require that a development proposal, or a project or plan, will not cause a likely significant effect or, where likely significant effects cannot be discounted, no adverse effect on the integrity of designated sites.

25 The predicted impact and effect of emissions to air from the development on Natural England's designated site(s) should be determined. This will include the magnitude and scale of the development's impact on air pollution, using an appropriate air quality modelling technique. It is important to identify important ecological features that may be affected, with reference to a geographical context in which they are considered important. The impact and effect must be established by considering the in-combination impact with other projects and plans. The effects of air pollution arising from the development on the integrity of the designated site shall be established.

26 Levels of predicted pollutants should be evaluated against the National air quality objectives and European Directive limit and target values for the protection of vegetation and ecosystems
https://uk-air.defra.gov.uk/assets/documents/Air_Quality_Objectives_Update.pdf

27 The most appropriate environmental benchmarks for each feature on each designated site (e.g. site relevant critical levels and critical loads) should be used. It is recommended that the Air Pollution Information System (www.apis.ac.uk) is used to obtain information about site/habitat sensitivity (e.g. critical loads and levels for ecosystem protection)

28 Rotherham's designated sites can be found at <https://designatedsites.naturalengland.org.uk/>

Provision of Electric Vehicle Charging Points

29 A key theme of the NPPF is that developments should enable future occupiers to make 'green' vehicle choices and incorporate facilities for charging plug-in and other ultra-low emission vehicles (ULEVs). The NPPF (paragraph 110) requires a scheme proposal to 'be designed to enable charging of plug-in and other ULEVs in safe, accessible and convenient locations'.

30 Policy CS30 'Low carbon & Renewable Energy Generation' 1 Energy states 'Development should seek to reduce carbon dioxide emissions through the inclusion of mitigation measures...c. Incorporating low carbon and renewable energy sources. Developments will be supported which encourage the use of renewable, low carbon and decentralised energy. All development should achieve, as a minimum, the appropriate carbon compliance targets as defined in the Building Regulations.

31 The Council policy document 'Rotherham Council Responding to the Climate Emergency' ⁽⁵⁾ aims to reduce borough-wide carbon emissions to net zero by 2040 and one of the key areas identified to reduce borough-wide transport emissions is to 'facilitate a borough-wide switch to EVs (electric vehicles) and Ultra Low Emission Vehicles (ULEVs) through continuing to expand charging infrastructure' (para.6.8.5 of the policy document). Ensuring that new development is equipped with appropriate charging infrastructure will help ensure that Rotherham's residents and businesses are

5 <https://moderngov.rotherham.gov.uk/mgConvert2PDF.aspx?ID=125067>

well placed to make use of electric vehicles as the Government moves forward its plans to phase out the sale of petrol, diesel and hybrid powered vehicles.

Electric Vehicle Charging Points Provision

A standard level of electric vehicle charging points provision is expected in most development in addition to mitigation arising from the exposure assessment, via planning condition, as follows:

- Residential developments: A minimum of 1 charging point per dwelling and 1 charging point per parking space for flats (including changes of use to dwellings).
- Non residential developments (for proposals with 5 or more parking spaces): Provision of vehicle charging point infrastructure (cabling routes) to serve every car parking space and a minimum of 20% of parking spaces to have charging points.

The exact number, specification, location and maintenance schedule for electric vehicle recharge infrastructure should be agreed with the relevant authority.

32 The required thresholds are based on the Government's consultation document on changes to building regulations regarding Electric Vehicle Charging in Residential and Non-Residential Buildings⁽⁶⁾.

33 Reference to BEAMA guidance⁽⁷⁾ and the Alternative Fuels Infrastructure Regulations 2017⁽⁸⁾ (or latest available version) is recommended. The UK Office for Low Emission Vehicles advice is that approved chargepoints should be used for residential developments⁽⁹⁾, and recommends authorised installers of electric vehicle home chargers⁽¹⁰⁾.

34 For commercial, retail and industrial developments it is recommended that to allow for increased demand for cleaner vehicles in future years⁽¹¹⁾, appropriate cable provision should be included in the scheme design and development, in agreement with the local authority and should include the suggested mitigation listed below.

6 <https://www.gov.uk/government/consultations/electric-vehicle-chargepoints-in-residential-and-non-residential-buildings>
 7 <http://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html>
 8 <https://www.legislation.gov.uk/ukxi/2017/897/made>
 9 <https://www.gov.uk/government/publications/electric-vehicle-homecharge-scheme-approved-chargepoint-model-list>
 10 <https://www.gov.uk/government/publications/electric-vehicle-homecharge-scheme-authorised-installers>
 11 <https://www.gov.uk/government/publications/reducing-emissions-from-road-transport-road-to-zero-strategy>

Pre-application Discussions

35 In order to avoid unnecessary delays in the planning process and ensure optimum scheme design and sustainability, it is vital for communication at an early stage in any significant proposal. It is therefore recommended that pre-application discussions with the relevant air quality personnel to confirm the scale of development and the assessment requirements are undertaken.

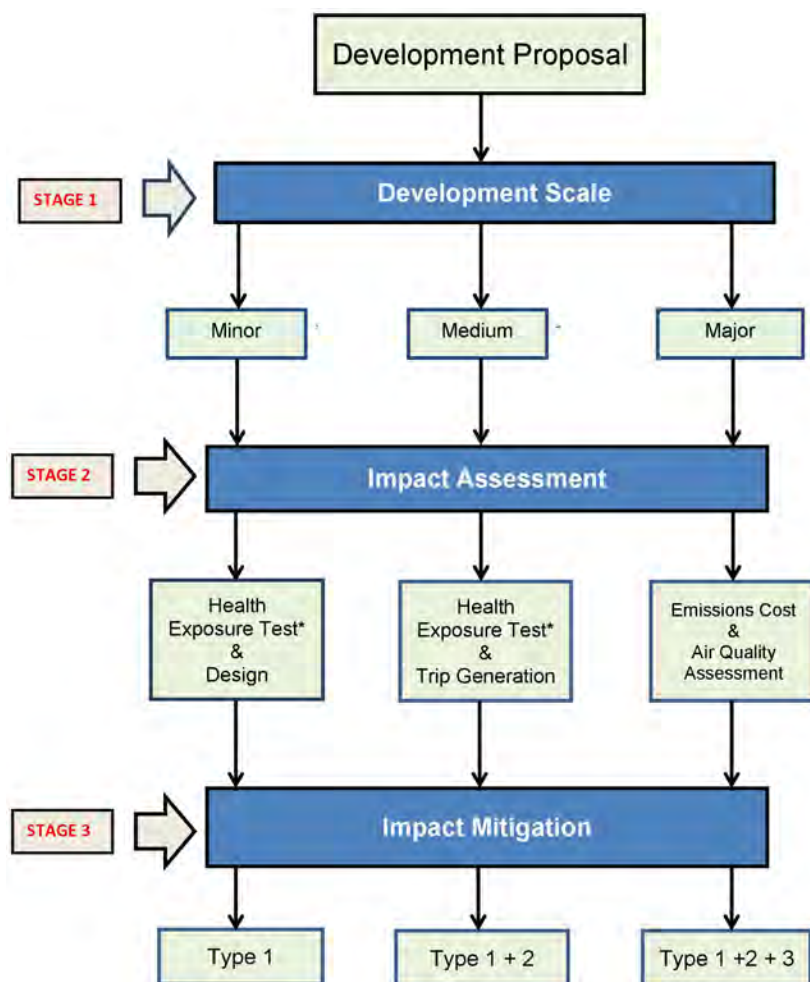
Air Quality Assessment

36 An Air Quality Assessment will be required when:

1. The proposal meets or exceeds the criteria in Table 1 'Criteria for development classification'
2. The proposed development of any size is classed as Use Class C1 to C4 or D1 and is within the defined Air Quality Assessment Areas identified on Map 1 'Air Quality Assessment Areas'

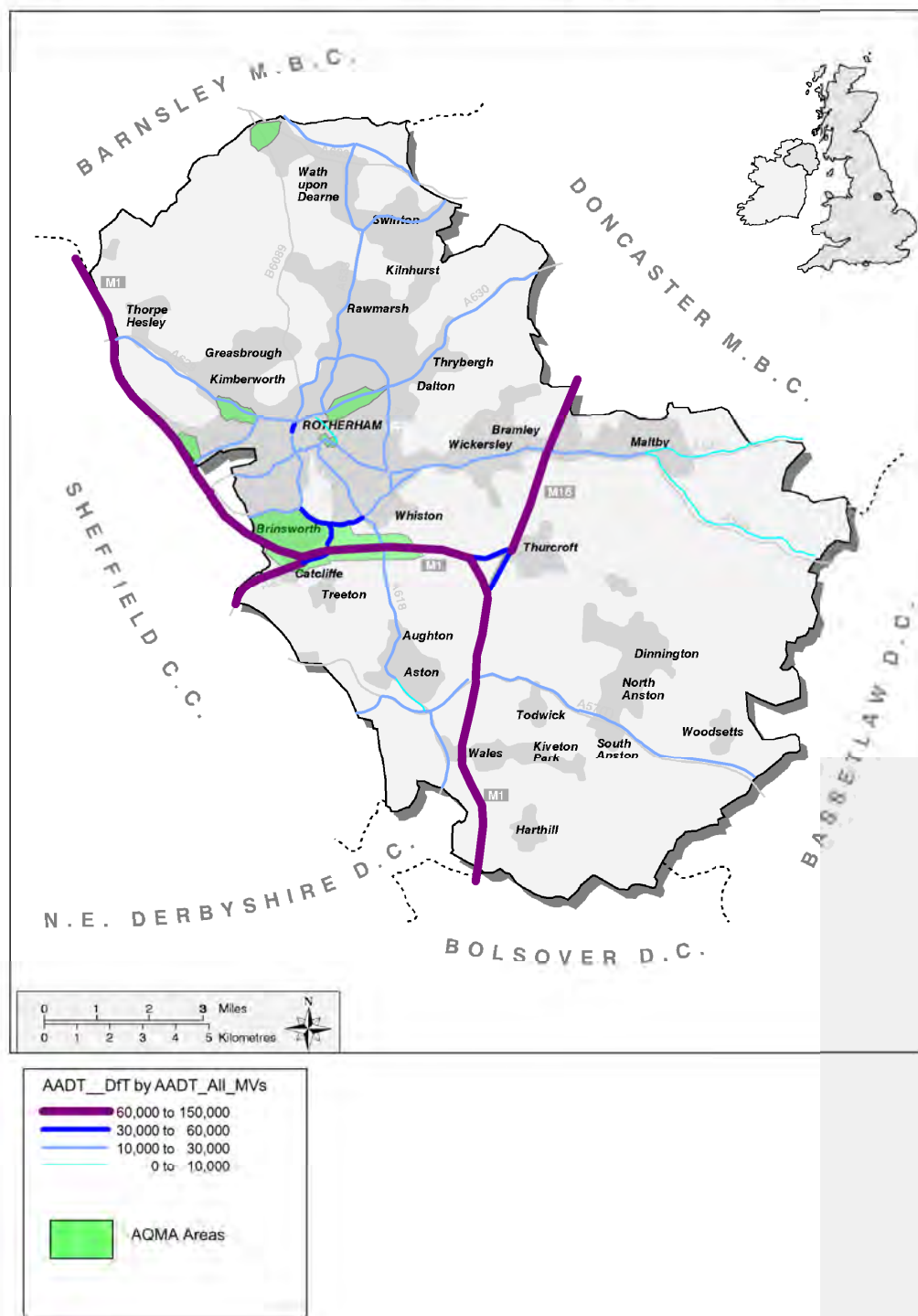
Please refer to the flow chart in Figure 1 below:

Figure 1 Air Quality Impact Assessment Flow Chart



Map 1 Air Quality Assessment Areas

ROTHERHAM AIR QUALITY MANAGEMENT AREAS & 'A' CLASSIFIED ROAD ANNUAL AVERAGE DAILY TRAFFIC (2018 AADT)



Air quality and emissions mitigation assessment process

Stage 1: Development type classification

37 In preparing their proposals applicants will need to have regard to the following assessment process. Specialist assistance may be required to determine and assess the impact development proposals will have on air quality.

38 Three levels of development classification are determined using adapted criteria from the Department for Transport ⁽¹²⁾.

1. MINOR Proposal: Development proposals that fall below the criteria in Table 1 'Criteria for development classification'.
2. MEDIUM Proposal: Development proposals that meet or exceed the criteria in Table 1 'Criteria for development classification'
3. MAJOR Proposal: Development proposals that meet or exceed the criteria in Table 1 'Criteria for development classification' and meet at least one of the additional criteria set out in Table 2 'Additional trigger criteria for major developments'.

39 Some medium proposals, such as a distribution centre (B8), would have a much greater impact compared with other uses in terms of emissions from transport. If a proposal meets or exceeds one of the criteria in Table 1 and it also meets or exceeds one or more of the criteria listed as 'other' at the bottom of table 1, an emissions and cost calculation would be required.

12 <http://webarchive.nationalarchives.gov.uk/20100409053417/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb>

Table 1 Criteria for development classification

Land use	Description	Air quality assessment required
Food retail (A1)	Retail sale of food goods to the public – supermarkets, superstore, convenience food store	>800 m ² (GFA)
Non-food retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars or other cold food purchased and consumed off site	>1,500 m ² (GFA)
Financial and professional services (A2)	Banks, building societies and bureaux de change, professional services, estate agents, employment agencies.	>2,500 m ² (GFA)
Restaurants and cafes (A3)	Use for the sale of food for consumption on the premises.	>2,500 m ² (GFA)
Drinking establishments (A4)	Use as a public house, wine-bar for consumption on or off the premises.	>600 m ² (GFA)
Hot food takeaway (A5)	Use for the sale of hot food for consumption on or off the premises.	>500 m ² (GFA)
Business (B1)	a) Offices other than in use within Class A2 (financial & professional). (b) Research & development – laboratories, studios. (c) Light industry	>2,500 m ² (GFA)
General industrial (B2)	General industry (other than B1).	>4,000 m ² (GFA)
Storage or distribution (B8)	Storage or distribution centres – wholesale warehouses, distribution centres & repositories.	>5,000 m ² (GFA)
Hotels (C1)	Hotels, boarding houses & guest houses	>100 bedrooms
Residential Institutions (C2)	Hospitals, nursing homes used for residential accommodation and care.	>50 beds
Residential institutions (C2)	Boarding schools and training centres	>150 students
Residential institutions (C2)	Institutional hostels, homeless centres	>400 residents
Dwelling Houses (C3)	Dwellings for individuals, families or not more than six people in a single household.	>50 units
Non-Residential Institutions (D1)	Medical & health services, museums, public libraries, art galleries, non-residential education, places of worship and church halls.	>1,000 m ² (GFA)
Assembly and Leisure (D2)	Cinemas, dance & concert halls, sports halls, swimming, skating, gym, bingo, and other facilities not involving motorised vehicles or firearms.	>1,500 m ² (GFA)
Other		
- Any development generating 30 or more two-way vehicle movements in any hour - Any developments generating 100 or more two-way vehicle movements per day - Any development proposing 100 or more parking spaces - Any relevant development proposed in a location where the local transport infrastructure is inadequate - Any relevant development, including Short Term Operating Reserve power plants, proposed in an Air Quality Management Area identified on Map 1 'Air Quality Assessment Areas' (or any subsequent Air Quality Management Area as shown at https://uk-air.defra.gov.uk/aqma/maps) or close to any road identified on Map 1 'Air Quality Assessment Areas' (or as subsequently identified) as having over 10,000 annual average daily traffic movements.		

Table 2 Additional trigger criteria for major developments

Proposals located within an Air Quality Management Area, National Exceedance Area, Clean Air Zone or Low Emission Zone.
Where the proposed development falls within the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 and includes air quality and/or transport as a specific likely impact.
Development close to any road identified on Map 1 'Air Quality Assessment Areas' (or as subsequently identified) as having over 10,000 annual average daily traffic movements.
Proposed development where HGV trips are likely to exceed 10% of total trips generated by that development, or where additional HGV trips generated by the development would increase total HGV trips on the local highway network to more than 10%. This is only likely to become apparent when an assessment of traffic impact has been made. If there is any doubt as to the scale of likely impact it would be sensible to hold pre application discussions.
Where significant demolition and construction works are proposed (significance to be determined using Guidance on the assessment of Dust from Demolition and Construction, Institute of Air Quality Management ⁽¹³⁾)
Proposals associated with the Environmental Permitting Regulations.
Proposals located in an area with levels of air pollutants >90% of relevant NAQS objective.
Where Combined Heat & Power (CHP), biomass or biofuel boilers are proposed for heating or power.
Short term operating reserve electricity generation operations (depending on location).

13 <http://iaqm.co.uk/text/guidance/construction-dust-2014.pdf>

Stage 2: Air quality impact assessment

40 There are two aspects of development proposals which can impact on local air quality, each requiring an appropriate level of assessment:

- The demolition and construction activities, and;
- The operational stage of a completed development which may mainly have impacts on air quality as a result of transportation, but can include emissions from heating and power generation.

MINOR Classified Proposals

41 Smaller development proposals may not in themselves create an additional air quality problem but will add to local air pollution and potentially introduce more people likely to be exposed to existing levels of poor air quality. Any demolition or construction activity associated with the proposal should undertake the assessment detailed in the guidance in 'Appendix 1: Demolition and construction management'. An assessment of the likelihood of introducing additional exposure will be required if:

42 The proposal is one of the following Land Use Classification types:

- C1 to C3 in Table 1 'Criteria for development classification';
- C4 (Homes of Multiple Occupation);
- D1 in Table 1 'Criteria for development classification'.

43 And: The proposal is within 20 metres of any of the roads in the area identified on Map 1 'Air Quality Assessment Areas' (this includes the area within or adjacent to AQMAs, applicable roads and includes roads at or above the relevant national objective highlighted on the DEFRA GIS modelled maps⁽¹⁴⁾)

44 Or: The proposal is within an area of concern or within an AQMA, Clean Air Zone or Low Emission Zone.

45 It is important to establish the exposure of future residents to air pollution in the Air Quality Assessment. This can be undertaken by consulting the LPA and, if necessary, carrying out a nitrogen dioxide monitoring survey if the development is near to any of the roads in Map 1 'Air Quality Assessment Areas'.

46 At the design stage, the distance of the development properties from the road is an important consideration, as is for example, the incorporation of EV charging and secure cycle storage in the development. The aim should be to enable future occupant to make sustainable travel choices with minimal impact on air quality in Rotherham.

14 <http://uk-air.defra.gov.uk/data/gis-mapping>

MEDIUM Classified Proposals

47 The air quality emissions assessment should clearly establish the likely level of exposure of future occupants to the pollutants nitrogen dioxide and PM₁₀ as a minimum. The likely impact of the construction and operational phases at relevant receptors must be taken into account ('Appendix 1: Demolition and construction management'). For medium developments, the LPA requires a calculation of the increase in emissions to air predicted from the proposal and a calculation of pollutant damage costs to be submitted⁽¹⁵⁾:

- Identifying the additional trip rates or numbers generated by the proposal (from the Transport Assessment);
- The emissions calculated for the pollutants of concern (NO_x, PM₁₀) [from the Emissions Factor Toolkit];
- The air quality damage costs calculation for the specific pollutant emissions;
- The result is totalled for a five year period to enable mitigation implementation and impact. Mitigation is estimated to have an 80% impact in the first 5 years of implementation ⁽¹⁶⁾.

48 The calculation is summarised below with further details of the process and an example calculation shown in 'Appendix 2: Emissions assessment calculator'.

49 The outcome of the exposure and emissions assessment will determine the level of mitigation required to make the development acceptable. The mitigation measures for the development should be clearly outlined in the Air Quality Assessment. Should there be no acceptable mitigation the recommendation to the planning officer will be to refuse the proposal on air quality grounds.

MAJOR classified proposals

50 The scale and nature of this type of proposal is such that a detailed prediction of the air quality impacts of the proposal will be required to determine the impact on public health and the local environment. A planning application will not be validated until such an Air Quality Assessment is submitted. The Assessment requires:

- A. The identification of the level of exposure through the change in pollutant concentrations (in particular nitrogen dioxide and PM₁₀) including cumulative impacts arising from the proposal, both for on-site and off-site sensitive receptors following Local Air Quality Management Technical Guidance 16 (LAQM TG16)⁽¹⁷⁾. The location of the receptors will need to be agreed with the LPA. Where the level of exposure through changes in pollutant concentrations including cumulative impacts arising from the proposal, both for on-site and off-site sensitive receptors, is identified, an assessment of the changes in annual mean nitrogen dioxide concentration predicted during the operational phase at a distance of 4 metres from National Exceedance Roads (Box 1 'Roads where annual average nitrogen dioxide level exceeds statutory limits') where the EU Limit Value was breached in 2018 in Rotherham, will need to be included. This is irrespective of whether there is exposure as defined under LAQM TG16.

15 refer to <https://www.gov.uk/guidance/air-quality-economic-analysis#abatement-cost-approach>

16 Committee on the Medical Effects of Air Pollutants (2010)

17 <https://laqm.defra.gov.uk/supporting-guidance.html>

Box 1**Roads where annual average nitrogen dioxide level exceeds statutory limits**

A630 Sheffield Parkway from J33 M1 to Sheffield Centre

Where an assessment of the changes in annual mean nitrogen dioxide concentration predicted during the operational phase at a distance of 4 metres from a National Exceedance Road is necessary, it is essential that the LPA is consulted to approve the proposed methodology and provide current monitored data to inform the assessment. If sufficient monitoring data is not available, monitoring will be required by the applicant as part of the Air Quality Assessment.

- B. During both demolition/construction operations and operational phases, mitigation measures should be identified and quantified where practicable.
- C. The pollutant emissions costs calculation will identify the environmental damage costs associated with the proposal and determine the amount (value) of mitigation that is expected to be spent on measures to mitigate the impacts from the development. The Impact Pathways Approach (IPA) ⁽¹⁸⁾ and is recommended for proposals with large air quality impacts (over £50 million using damage costs) that are not expected to affect compliance with legal limits. Proposals that change emissions in a way that affects compliance with legal obligations should use the abatement costs approach ⁽¹⁹⁾.

The abatement costs approach recognises that changes in emissions will affect the level, and cost, of action required to comply with such obligations. Where the proposal affects emissions in other locations, or below the limit, you should use the damage cost or impact pathway approach as appropriate.

You will need to know the levels of pollution in relevant areas (consult the LPA for this) and the current legally binding air quality objectives. The NPPF (paragraph 32) suggests that "Where significant adverse impacts are unavoidable, suitable mitigation measures should be proposed (or, where this is not possible, compensatory measures should be considered)." It is proposed that if on-site mitigation is not possible then the Local Planning Authority should seek compensation for the identified air quality impacts through a section 106 agreement.

- D. The methodology used for the determination of predicted pollutant concentrations should meet the requirements of the Department for the Environment, Food and Rural Affairs (DEFRA) Technical Guidance Note LAQM TG16 ⁽²⁰⁾.

51 The pollutant emissions costs calculation will identify the environmental damage costs associated with the proposal and determine the amount (value) of mitigation that is expected to be spent on measures to mitigate the impacts. The calculation will be expected to utilise the most recent DEFRA Emissions Factor Toolkit ⁽²¹⁾ to estimate the additional pollutant emissions from a proposed

18 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/770649/impact-pathway-approach-guidance.pdf

19 refer to <https://www.gov.uk/guidance/air-quality-economic-analysis#abatement-cost-approach>

20 <https://laqm.defra.gov.uk/technical-guidance/>

21 <http://laqm.defra.gov.uk/review-and-assessment/tools/emissions.html#eft>

development and the latest DEFRA IGCB Air Quality Damage Costs for the specific pollutant of interest, to calculate the resultant damage cost ⁽²²⁾. The calculation process includes:

- Identifying the additional trips generated by the proposal (from the Transport Assessment);
- The emissions calculated for the pollutants of concern (NO_x and PM₁₀) [from the Emissions Factor Toolkit];
- The air quality damage costs calculation for the specific pollutant emissions (from DEFRA IGCB⁽²³⁾);
- The result is totalled for a five year period to enable mitigation implementation.

52 The calculation is summarised below in Box 2 'Road transport emission calculation summary' with further details of the process along with an example calculation shown in 'Appendix 2: Emissions assessment calculator'.

Box 2

Road transport emission calculation summary

Road Transport Emission Increase =

Σ [Calculated trips for 5 years X Emission rate per 10 km per vehicle type X Damage Costs]

Short Term Operating Reserve Power Plants

53 If a Short Term Operating Reserve power plant is proposed at any of the following locations in the borough:

- Close to any of the major roads in Map 1 'Air Quality Assessment Areas' with Annual Average Daily Traffic (AADT) >10,000.
- Within 500 metres of any sensitive receptor as defined by LAQM.
- Within 500 metres of Class A1, A2, A3, A4, A5, B1 uses (Table 1 'Criteria for development classification').

54 an Air Quality Assessment which includes proposals for mitigating the impacts on air quality (in particular NO_x emissions) is required to be submitted to the LPA for approval.

Biomass Boilers

55 The LPA acknowledges that a biomass boiler may adversely affect air quality and as such may require the submission of detailed information on the type of system you are proposing to install. Most of these questions relate to the type of boiler proposed, so it is essential that you know the make, model and size of boiler you are proposing to use before you submit the planning application. As the whole of the borough of Rotherham is in a Smoke Control Area, and the size of your proposed

22 <https://www.gov.uk/air-quality-economic-analysis>

23 Interdepartmental Group on Costs and Benefits

boiler means that the Clean Air Act covers it, it is also essential that you check that your proposed boiler has been approved as an Exempt Appliance⁽²⁴⁾

Stage 3: Mitigation

56 All air quality assessments are expected to include mitigation of impacts. The outcome of Stage 2 (Assessment) identifies the level of air quality impact and is then used to determine the level of mitigation required to offset the potential effects upon health and the local environment, should the scheme design not provide this.

57 The scale of damage cost will determine the level of appropriate mitigation required for specific proposals. Mitigation measure identification will be assisted by:

- Outcomes from the Transport Statement/Assessment and any Travel Plan;
- DEFRA air quality guidance⁽²⁵⁾

58 The NPPF (paragraph 32) suggests that "Where significant adverse impacts are unavoidable, suitable mitigation measures should be proposed (or, where this is not possible, compensatory measures should be considered)." If on-site mitigation is not possible then the Local Planning Authority could seek compensation for the identified air quality impacts through a section 106 agreement. Suggested mitigation measures are set out in Boxes 3, 4 and 5 below for each type of proposal that demonstrate a minimum requirement. This is not an exhaustive list and will be adapted for particular locations and needs identified by relevant officers and the scale of damage costs. The authority welcomes the opportunity to work with applicants to devise innovative measures that will lead to improving local air quality.

TYPE 1 (Minor) Proposals Mitigation

59 If the proposal meets the exposure criteria in Stage 2, further mitigation will be required to reduce the level of exposure. This will be in the form of:

- Possible short term screening monitoring or utilising the distance calculation provided by Defra⁽²⁶⁾ at the proposed location to identify the level of exposure;
- Redesigning the proposal to reduce the ingress of pollution;
- Including a stand-off distance and/or vegetation boundary from the development.

24 refer to <https://smokecontrol.defra.gov.uk/appliances.php?country=england>

25 refer to <http://laqm.defra.gov.uk/action-planning/measures/measures.html>

26 DEFRA Distance: <http://laqm.defra.gov.uk/tools-monitoring-data/no2-falloff.html>

Table 3 Minor (type 1) Mitigation Measures

Scheme basic design for air quality
Improved design to minimise exposure to air pollution for future occupiers and maximises the use of sustainable transport, i.e.: • reduces the number and distance of trips; • shifts the journeys to alternative, less polluting modes; • Greenspace and people to be a priority wherever practicable. To reduce potential exposure of new occupiers to poor air quality: • Move occupied buildings back from the roadside • Re-organising main habitable rooms away from facing the roadside.
Electric vehicle charging infrastructure
EV Charging points included for housing and commercial proposals
Demolition / construction / non-road mobile machinery
Adherence to dust management guidance and best practice for all demolition and construction works provided in an appropriate Construction Environmental Management Plan (CEMP)

60 An appropriate provision of electric vehicle recharging points is expected for most developments as stated in the Planning Policy Section, in addition to mitigation arising from the exposure assessment.

Box 3

TYPE 1 (Minor) proposals: Suggested mitigation options for residential developments

- 1 charging point per unit (dwelling with dedicated parking) or 1 charging point per space (unallocated parking).
- The use of mitigation measures to design the layout of the development proposals to take into account air quality; and the use of green infrastructure including woodland planting and an associated management and maintenance plan to ensure the longevity of the Green Infrastructure provision and ensure it continues to contribute to improving air quality in the long term.
- Provision of secure cycle storage.
- Provision of incentives for the use of public transport.

61 Where innovative mitigation measures are proposed, these should have demonstrable air quality benefits. If measures are provided in mitigation of potential traffic impacts, these will be permitted to count towards the air quality mitigation measures.

TYPE 2 (Medium) Proposals Mitigation

62 Proposals meeting the Type 2 criteria in Table 1 'Criteria for development classification' will require a detailed Travel Plan as required by Rotherham MBC's guidance document: Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance 2014 (and any subsequent replacement). The NPPF identifies a Travel Plan as a key tool to promoting and delivering sustainable transport and that all transport mitigation measures may be included within the Travel Plan. The default mitigation measures to be incorporated into the scheme design include those listed in Box 4 'TYPE 2 (Medium) proposals: Suggested mitigation options' below. The list is not exhaustive and there may be additional issues that are site specific and reflect local conditions, as well as other material considerations. In respect of the Travel Plan it is essential that:

- The content of the travel plan is fully assessed prior to its approval in conjunction with local authority travel plan and highway development control officers. Applicants are strongly encouraged to seek pre-application advice.
- The agreed targets and objectives included in the travel plan are secured for implementation by mutual agreement of the local authority and the developer/applicant (normally by means of a Section 106 agreement).
- The outputs of the travel plan (typically trip levels and mode split) are annually monitored against the agreed targets and objectives.
- Should the travel plan not deliver the anticipated outputs or meet the targets and objectives for air quality, further mitigation/alternative compensation measures need to be identified and implemented.
- A named co-ordinator is essential to the success of the travel plan.

Box 4

TYPE 2 (Medium) proposals: Suggested mitigation options

- All minor proposal mitigation measures should be considered (as set out in Box 3 'TYPE 1 (Minor) proposals: Suggested mitigation options for residential developments').
- Commercial/Retail – 20% of parking spaces to be provided with an electric vehicle charging point; this may be phased with 5% initial provision and the remainder at an agreed trigger level.

- Industrial – 20% of parking spaces to be provided with an electric vehicle charging point; this may be phased with 5% initial provision and the remainder at an agreed trigger level.
- Demolition/Construction – adherence to dust management guidance and best practice for all demolition and construction works provided in an appropriate Construction Environmental Management Plan (CEMP).
- All:

Travel Plan as required by Rotherham MBC's guidance document: Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance 2014 (or any subsequent replacement). This could include:

 - An agreed strategy for discouraging high emission vehicle use and encouraging modal shift (i.e. to public transport, cycling and walking) as well as the uptake of low emission fuels and technologies.
 - Improved pedestrian access to public transport.
 - Site layout designed to encourage walking, including improved pedestrian pathways.
 - New or improved bus stop infrastructure; provision of ticketing e.g. Travelmasters.
- Commercial specific:
 - Provision of public transport infrastructure; incentives for using public transport.
 - Provision of cycle storage and changing facilities together with support for cycle purchase or hire.
 - As many commercial vehicles as possible to comply with current or the most recent European Emission Standards from scheme opening, to be progressively maintained for the lifetime of the development.
 - Fleet operators should provide a strategy for reducing emissions, including the uptake of low emission fuels and technologies such as ultra-low emission service vehicles.
 - Fleet operators should consider joining schemes such as the South Yorkshire ECO Stars Scheme.

63 Each site will be different, and will require site-specific mitigation measures.

TYPE 3 (Major) Proposals Mitigation

64 The pollution damage costs attributed to the predicted change in emissions resulting from a proposal will determine the level of compensatory mitigation necessary to offset the impact of the development.

65 A suite of default compensation measures beyond the proposal scheme design are listed below. This is not an exhaustive list and may be adapted for particular locations. The type, scale and specificity of measures will be agreed with the Local Planning Authority.

Box 5

TYPE 3 (Major) proposals: Possible additional mitigation options

All minor and medium suggested mitigation measures should be considered (as set out in Box 3 'TYPE 1 (Minor) proposals: Suggested mitigation options for residential developments' and Box 4 'TYPE 2 (Medium) proposals: Suggested mitigation options')

The following approaches and options to reduce the need to travel could be considered:

- Local sourcing of staff, products, raw materials.
- Development and use of hub distribution centres employing low emission fleets.
- Provision of a mix of uses including services and facilities such as on site shopping, eating facilities, child care, banking etc.
- Support measures to reduce private car use:
 - Development of car clubs and car sharing with financial incentives and promotion.
 - Use of workplace pooled low emission vehicles – cars, vans, taxis, bicycles.
 - Provision of dedicated low emission shuttle bus including managed pick-up and drop-off.
 - Contribution to the emerging low emission vehicle refuelling infrastructure.
 - Contribution to improved cycling and walking infrastructure.
 - Incentives for the take-up of low emission vehicle technologies and fuels.
 - Support driver training schemes.

- Measures to support improved public transport:
 - Provision of new or enhanced public transport services to the site.
 - Shuttle services to public transport interchange, rail station or park and ride facilities.
 - Support improving information systems for public transport.
 - Promoting low emission bus service provision.
 - Guaranteed ride home in emergencies.
- Further measures to promote walking and cycling:
 - Improvements to district walking and cycling networks including lighting, shelters, and information points and timetables.
 - Bike/e-bike hiring schemes.
 - Guaranteed ride home in emergencies.
 - Provision of secure and safe cycle parking facilities.
 - Support cycle training.
 - Supporting community/local groups to promote sustainable travel.

66 Agreed mitigation measures will be taken forward by condition where possible.

Proposal mitigation statement

67 Each development will require a mitigation statement which must include:

- The calculated damage cost (certain Medium and all Major proposals).
- Proposed mitigation/compensation measures.
- Estimated mitigation cost (Major proposals) that is equivalent to the value of the emissions calculation (appropriate to the type and size of development and local policy requirements);
- A proposed demolition/construction management plan that includes:
 - A brief project description and likely sources of dust emissions;
 - Measures to be adopted to minimise dust emissions;

- Emergency measures to be adopted in the event of unforeseen circumstances;
- Incident logging and reporting procedures.

Contact Details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

<https://www.rotherham.gov.uk/xfp/form/535>

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

<https://www.rotherham.gov.uk/xfp/form/216>

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

Appendix 1: Demolition and construction management

Demolition and construction environmental management

Emissions arising from demolition and construction site activities, including gases and dust ⁽²⁷⁾, are additional to background concentrations. If not adequately controlled these emissions will lead to increases in concentrations beyond the site boundary, which may affect local amenity and influence local air quality. The main concern is related to dust emissions but emissions from Non-Road Mobile Machinery combustion can be significant in urban areas.

It is more effective to address emissions at the design and planning stage of new development proposals, than to seek to deal with problems retrospectively. Likewise it is more effective to deal with potential emissions at source, rather than once airborne.

The level of emission impact is dependent on:

- The scale of any proposal;
- The nature of the proposal;
- The location and sensitivity of receptors;
- The existing conditions at the location;
- Local weather patterns;
- Topography.

This short guidance is provided in order to reduce the time taken by all parties and provides a clear understanding of what is required and how it is to be achieved.

Minerals and quarries are specifically identified through the National Planning Policy Framework and National Planning Practice guidance and are not covered by this note.

The Institute of Air Quality Management (IAQM) ⁽²⁸⁾ has produced a number of definitive guidance documents to which this guidance refers. The document 'Guidance on the Assessment of the Impacts of Construction on Air Quality and the Determination of their Significance' should be the reference for reporting the construction assessment. Assessment of the dust impact risk for designated LARGE proposals should follow the Institute of Air Quality Management (IAQM) Guidance ⁽²⁹⁾.

Assessing demolition/construction impacts

The demolition and construction phases of development proposals can lead to both nuisance dust and elevated fine particulate (PM₁₀ and PM_{2.5}) concentrations. Modelling is not appropriate for this type of assessment, as emission rates vary depending on a combination of the construction activity and meteorological conditions, which cannot be reliably predicted. The assessment should focus on the distance and duration over which there is a risk that impacts may occur. The Institute of Air Quality Management has produced a number of definitive guidance documents to which this guidance refers. The document 'Guidance on the Assessment of the Impacts of Construction on Air Quality

27 'Dust' in this guidance refers to particles that give rise to soiling, to human health and ecological effects.

28 www.iaqm.co.uk

29 <http://iaqm.co.uk/text/guidance/construction-dust-2014.pdf>

and the Determination of their Significance' should be the reference for reporting the construction assessment.

Guidance on Monitoring in the Vicinity of demolition and Construction Sites October 2018 v1.1:

https://iaqm.co.uk/text/guidance/guidance_monitoring_dust_2018.pdf

Appendix 2: Emissions assessment calculator

The calculation utilises the current Emissions Factor Toolkit (EFT) ⁽³⁰⁾ to determine the transport related emissions from a development proposal. If the proposal is to include alternative fuels or technology i.e. LPG, EV etc., then there are 'advanced options' within the EFT to accommodate this.

A screenshot of the input and output pages are shown below:

Figure 2 Emissions Factor Toolkit input screen

Figure 3 Emissions Factor Toolkit output screen

Source Name	Pollutant Name	All Vehicles (Annual Emissions (kg/yr except CO2 tonnes/yr))	All LDVs (Annual Emissions (kg/yr except CO2 tonnes/yr))	All HDVs (Annual Emissions (kg/yr except CO2 tonnes/yr))
Emissions calc	NOx	3.56556	0.34537	3.56556
Emissions calc	PM10	0.34537	0.34537	0.34537

The output is in kg of specified pollutant per year and requires converting to tonnes per year. This is then multiplied by the IGC ⁽³¹⁾ damage costs for the specified pollutant.

30 <https://laqm.defra.gov.uk/review-and-assessment/tools/emissions-factors-toolkit.html>

31 Interdepartmental Group on Costs and Benefits

The following example demonstrates the calculation based on a development of 10 domestic properties⁽³²⁾.

Box 6

Example of Calculation

EFT input:

10 household (urban not London) (NO_x and PM₁₀)

X 27 (trip/traffic ratio for 10 houses)

X cars only (0% HGV)

X 50kph (average speed)

X 10km (NTS UK average)

EFT output = 32.55kg/annum (NO_x) + 3.795kg/annum (PM₁₀)

= 0.0325 tonnes/annum (NO_x) + 0.003795 tonnes/annum (PM₁₀)

X £955/tonne (NO_x) + £48,517/tonne (PM₁₀)

=£31.08 = £184.15

X 5 (years)

= £155.42 = £920.76

Total = £1,076

Notes:

1. Trip Rates are sourced from the Transport Assessments and local authority where available.
2. Trip Length uses the National Travel Survey⁽³³⁾ - (UK average = 10km).
3. The IGCB damage costs are the central estimates (currently NO_x = £955/tonne & PM₁₀ transport average £48,517).

32 Sussex Air Quality Partnership "Air Quality and Emission Mitigation Guidance for Sussex Authorities 2013"

33 <https://www.gov.uk/transport-statistics-notes-and-guidance-national-travel-survey>

Rotherham local plan

Shop Front Design Guide Supplementary Planning Document



Adopted June 2020

www.rotherham.gov.uk

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Introduction

This Supplementary Planning Document offers detailed advice and guidance to support and encourage good quality shop front design. It is aimed to secure improvements to the visual quality of shop frontages. It promotes good shop front design that celebrates the character and architectural detailing of the original buildings to improve the townscape which will benefit all the traders and the community as a whole.

- 1** Shop front design is significant in creating a quality environment. It is important that they should not compromise the local character, scale and architectural quality of the individual buildings.
- 2** The local planning authority is keen to encourage both the reinstatement of historic shop fronts and the provision of contemporary designs. This is a guide to support designers and applicants in achieve this.
- 3** The Council is committed to creating town centres that will be welcoming and attractive, projecting an image of quality and friendliness that will bring shoppers back into centres. It is also keen to encourage quality shopping environments where developments take place outside of Rotherham's centres.

Status

- 4** This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.
- 5** As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between 07 October and 04 November 2019. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on **xxxxx**.

Planning Policy

National planning policy

6 The NPPF makes clear that the creation of high quality buildings and places is fundamental to what the planning and development process should achieve, creating better places in which to live and work and helping make development acceptable to communities (paragraph 124). It also supports development in town centres which reflects their distinctive characters (paragraph 85).

7 Design quality should be considered throughout the evolution and assessment of proposals. NPPF (paragraph 127) also states that development should, amongst other things:

- add to the overall quality of the area;
- be visually attractive as a result of good architecture, layout and appropriate and effective landscaping;
- be sympathetic to local character and history, including the surrounding built environment and landscape setting; and
- create places that are safe, inclusive and accessible and which promote health and well-being.

Local planning policy

8 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website: <https://www.rotherham.gov.uk/localplan>

9 This guidance provides additional detail to, and should be read in conjunction with, the following policies:

Policy CS28 Sustainable Design	which sets out a range of design considerations to which proposals should have regard.
Policy SP40 Listed Buildings	which sets out detailed principle for alteration to a Listed Building.
Policy SP41 Conservation Area	which sets out development area required to preserve or enhance the character or appearance of Conservation Areas and their setting.
Policy SP55 Design Principles	which sets out detailed design principles to which proposals should have regard.
Policy SP59 Shop Front Design	which sets out detailed policy regarding new and replacement shop fronts.
Policy SP60 Advertisements	which sets out detailed policy regarding the design and placement of advertisements.

10 As set out in the above Policies, the Council will have regard to a range of issues when considering planning applications involving new or replacement shop fronts, including:

- that design should respect the character of the building and take all opportunities to improve the character and quality of an area and the way it functions;
- that development proposals are responsive to their context and visually attractive as a result of good architecture;
- the setting of the site, including the size, scale, mass, volume, height, orientation, form, and grain of surrounding development;
- the type of building materials, their colour and architectural detailing, including maximising the use of transparent glazing ;
- whether proposals reinforce and complement local distinctiveness and create a positive sense of place;
- the creation of safe, secure and accessible environments including the use of lighting and the appropriate design and location of shutters;
- the design and layout of buildings to enable sufficient sunlight and daylight to penetrate into and between buildings, and ensure that adjoining land or properties are protected from overshadowing; and
- that advertisements are of the highest possible standard and contribute to a safe and attractive environment.

Legislation requirements

Planning permission

11 The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), planning permission is required if:

- the development is within the curtilage of a listed building;
- any alteration would be within a Conservation Area;
- the development would consist of or include the construction or provision of a verandah, balcony or raised platform;
- any part of the development would extend beyond an existing shop front;
- the development would involve the insertion or creation of a new shop front or the alteration or replacement of an existing shop front; or
- the development would involve the installation or replacement of a security grill or shutter on a shop front

12 The list is not exhaustive and as a general guidance planning permission is likely to be required if the development would significantly change the external appearance of the building. As such, the Council should be contacted for advice prior to commencing any work.

Listed building consent

13 Listed building consent is required for any works to demolish any part of a listed building or to alter or extend it in a way that affects its character as a building of special architectural or historic interest, irrespective of whether planning permission is also required.

14 For all grades of listed building, unless the list entry indicates otherwise, the listing status covers the entire building, internal and external, and may cover objects fixed to it, and also curtilage buildings or other structures.

15 Undertaking works, or causing works to be undertaken, to a listed building which would affect its character as a building of special historic or architectural interest, without first obtaining listed building consent is a criminal offence under Section 9 of the Planning (Listed Buildings and Conservation Areas) Act 1990⁽¹⁾.

16 There is no fee for submitting an application for listed building consent.

17 This includes re-painting a shop front in a different colour, installing blinds or shutters, altering the shop interior, or installing a security alarm or extractor fan.

Conservation Areas

18 Conservation Areas are areas of special architectural or historic interest and stringent controls are in place to protect buildings within those areas.

19 Conservation Area Consent was abolished⁽²⁾ and replaced with a requirement for planning permission for demolition of a building / shop front in a conservation area.

Advertisement consent

20 The display of advertisements with the associated structure is controlled through Advertisement Consent and separate planning permission is not required in addition to the consent.

21 There are 3 different categories of advertisement consent which are set out in the Town and Country Planning (Control of Advertisements)(England) Regulation 2007.

22 Detailed guidance is available in the Government publication 'Outdoor Advertisements and Signs: A Guide of Advertisers' available at:

<https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>

23 In general, A-boards, signs that are larger than 0.3m² or illuminated, would require advertisement consent. As regulation on advertisement can be difficult to interpret, with certain criteria and conditions to be met, the Council should be contacted for advice prior to commencing any work.

Building Regulations

24 Building Regulation approval is required for new shop fronts when any alterations affect the buildings structural stability, means of escape or the position of the entrance approach and or doorway.

1 <http://www.legislation.gov.uk/ukpga/1990/9/section/9>

2 Enterprise and Regulatory Reform Act 2013

Planning Application Checklist

25 The guidance below sets out a range of issues which should be considered in preparing design proposals and planning applications. More detailed guidance on the principles of good shop front design are set out in the following chapter.

Existing streetscape

Has the relationship of the proposed development to the adjoining buildings been taken into consideration?

Building elevations

Is the scale of the shopfront in proportion to the facade of the building?

Shopfront design

Is the design and materials employed in the scheme of good quality?

Signage

Are the graphics, advertisements and illumination appropriate to the scheme?

Canopies and blinds

Have they been considered within the overall design of the shopfront?

Shutters

If shutters are required are they of a type and location that does not obstruct any architectural features on the building or have an adverse environmental impact?

Are external shutters perforated and painted with the shutter box sited behind the fascia?

Access

Does the design allow access to all, including people with disabilities, in accordance with the Disability and Discrimination Act (DDA) 2005?

What do you need to submit in a planning application?

26 The Council provides a chargeable pre-application advice service. This enables you to seek formal advice from an Officer on the relative merits of the proposal prior to an application being submitted. Applicants and their agents are strongly advised to take full advantage of this service, details can be found on the Council's website.⁽³⁾

27 The Council adopted Validation of Planning Application Policy which is available on the Council's website.⁽⁴⁾

28 General guidance is detailed in the next page.

3 <https://www.rotherham.gov.uk/planning-applications/get-advice-planning-proposals/4?documentId=122&categoryId=20099>
 4 <https://www.rotherham.gov.uk/planning-applications/get-advice-planning-proposals/6?documentId=122&categoryId=20099>

General guidance on validation of planning applications

In general, planning applications for alteration to shopfront and/or application for advertisement consent or Listed Building consent will need to provide:

- Planning application form (including ownership certificates, notices, agricultural land declaration)
- Location plan - scale 1:1250 or 1:2500, with the boundary of the property clearly marked in red
- Site/block plan - scale 1:200 or 1:500, indicating the exact location of the alteration or position of signage
- Existing and proposed elevations plan - scale 1:50 or 1:100
- Existing and proposed floor layouts plan (if relevant) - scale 1:50 or 1:100
- Planning fee

For Advertisement Consent, detail drawings of proposed signs clearly showing construction, lettering and graphic design would also be required

For Listed Building Consent, Heritage Statement would also be required

The following information may be required:

- Existing and proposed streetscape drawing, showing the application building and the adjoining buildings – scale 1:50 or 1:100
- Cross sections of the building – scale 1:20
- Building details (e.g joinery profiles, fascia fixture) -scale 1:5
- Information on materials, fittings and colours
- An access statement if alteration to the entrance is not DDA compliant, setting

out how the needs of disabled people have been taken into account.

- Large scale detail drawings of proposed signs at a scale of 1:5 will be required, clearly showing construction, lettering and graphic design



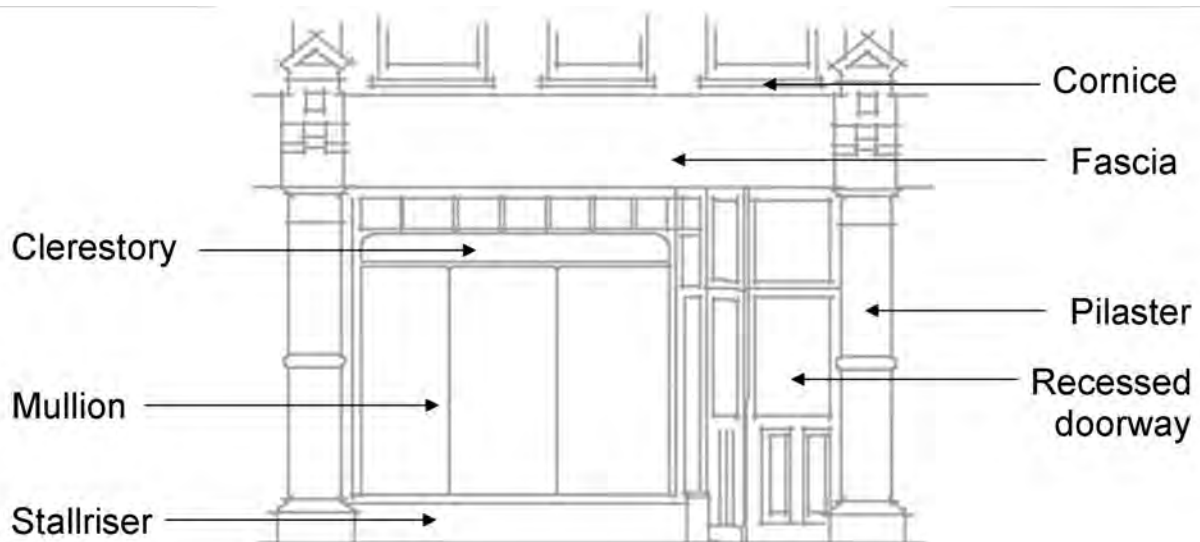
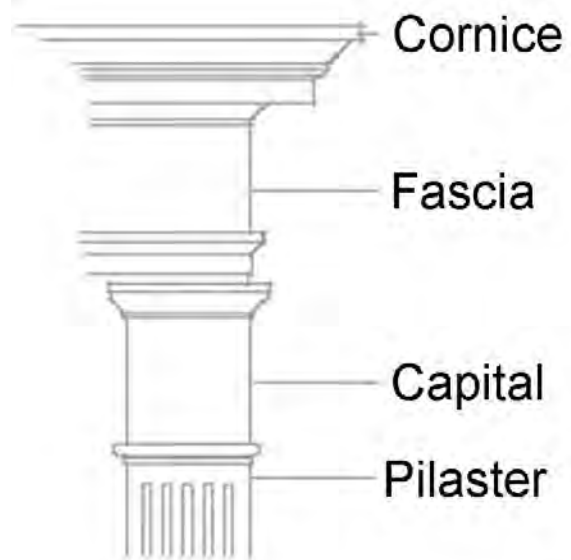
The Principles of Good Shop Front Design

29 The starting point when contemplating a new or replacement shop front will always be a study of the whole building facade and adjacent elevations, including any existing shop fronts.

30 Shop fronts for many people are the most visually important feature of a streetscene. It is therefore vitally important that they are of good proportions, details and materials.

31 Nineteenth century shop front design was based on a set of principles which achieved a satisfactory relationship between the shop front and the building as a whole.

32 The pilaster, stallriser, cornice and fascia combine to enclose the shop window and the entrance door within a frame constructed to proportions which suggest a method of support for the building facade above. The main elements are in proportion to each other; the height of the stallriser should not exceed 20% of the overall shop front height, nor should the height of the entablature. These basic principles applied to traditional or contemporary shop fronts will result in an elevation which is visually pleasing.



33 Standard and corporate shop fronts have in the past had little regard for individual buildings and it is recommended that a modest interpretation of the corporate image is adopted that relates better to the building. It is particularly important that poor quality pastiche reproduction shop fronts are avoided. New shop fronts of an imaginative and creative design are encouraged which may be complimentary in proportion, scale, quality of materials and detailing to the building itself.

Example of corporate shop front alteration



Successful shop front design

Design respects the character of the whole building, with each element being of appropriate proportion.

Fascia for signage is of an appropriate size; not too large.

Sign details are in keeping with the character of the building, and of an appropriate size.



Key Design Principles

- The style of the shop front should harmonise with the age and character of the building as a whole.
- The scale of the shop front should be in proportion with the rest of the building.
- An existing shop front which contributes to the character of a building or area should be retained and refurbished rather than replaced. Any original features such as pilasters and fascia that have been concealed by later additions should be exposed and restored in order to enhance the appearance of the shop front.
- It is important that the replacement shop front respects the period and style of the building in terms of proportion and quality of materials and relate well to neighbouring properties.
- Where adjacent shop fronts are to be operated as a single concern then each shop front should be individually expressed by retaining or reintroducing pilasters between them.
- Over-cluttering of signage on the shopfront will not be supported as it can be harmful to the amenity.
- Illumination of shop signs should be carefully designed and have regard to the overall design and the surrounding area.
- Canopies and blinds should be incorporated within the overall design.
- Door recesses should not be deeper than 600mm and door should open inward so it would not encroach onto the public footpath.
- Doorways and entrances should be accessible to people with disabilities.

Shopfront unity and cohesion

34 Over time, alterations to shopfronts can lead to a disjointed appearance of a building and/or a loss of cohesion across a group of buildings in the street scene. When altering shopfronts, businesses and owners should aim to restore cohesion across architectural lines and design features of both the building itself and the adjacent buildings. Efforts should be made to establish visual order across all stories of a building or façade, as opposed to focusing on the ground floor shopfront in isolation.

35 Where opportunities exist to improve unity across a façade or group of buildings, the Council would encourage consistency in design as part of the planning process. Where site wide improvements are required, for instance in a conservation area, the council may impose planning conditions to secure improvements to the development.



Shop Front Design Elements

Signs

36 Shops are normally limited to one fascia sign and one hanging sign. The sign should be well designed to project a quality image. Multiple signage clutters the facade and must be avoided. Some signs require 'Advertisement Consent' from the Council.

Fascia Signs

37 Fascias should be no deeper than 20% of the shop front's overall height. They should not impinge on the original details of the shop front.

38 A traditional fascia comprising of a painted timber background with hand painted lettering is particularly appropriate for traditional shop fronts. Raised metal or timber letters are acceptable but garish shiny plastics are best avoided.

39 Lettering and graphics should be moderately sized and should be in proportion to the dimensions of the fascia. Clear well spaced letters are as easy to read as larger oversized letters. The sign should be kept simple with the name of the shop and a simple graphic logo and the street number. Too much information such as slogans and photographs creates visual clutter which will not be acceptable.

40 Bulky surface mounted box-like fascia signs that are attached over the front of fascia boards would detract from the appearance of the shop. They will not be permitted and alternatives should be considered.

41 Where there is a small fascia or none at all, individual letters may be applied to the face of the building or display signage internally. The font and materials of the lettering sign should be carefully considered.

Fascia Signs Illumination

42 Shopfront signage should be illuminated in a discreet manner without overly dominant fittings, clutter or cables. Ideally external light sources for signage should be concealed, and carefully directed at the sign, avoiding glare.

43 Lighting should be limited to the advertisement element (logos and letterings) and not the full width of the fascia. The use of slim LED lighting technology is recommended.

44 Translucent plastic letters or graphics are inset into an opaque panel which is illuminated from behind. The light box must be of slimline design; it should fully recessed behind the fascia, if this is not possible, it should have a minimal projection from the fascia panel.

45 Fascia signs with fully illuminated backgrounds (as opposed to illumination through letters / logo only) would not be acceptable as these can produce excessive glare, in particular if the background colour is bright, light or garish.

46 Individual letters stand proud of a surface and are lit from behind to produce a halo effect; a treatment which is suitable for fascias or wall mounting. Plastic lettering is not acceptable for traditional or listed buildings, quality individual letters in a suitable font and size are preferred.

Example of External Lighting



Hanging and Projected Signs

47 As a general rule, only one sign will be allowed per shop with an area no larger than 0.75m².

48 Timber or cast metal signs are particularly appropriate on traditional shop fronts. The sign should be mounted on a console at fascia level; or on a pilaster below fascia level; or below first floor cill level. External illumination maybe acceptable, such as Tungsten lamps

49 For modern shopfronts, modest slimline projecting signs with limited LED or neon illumination may be acceptable subject to the overall design of the shopfront. Careful design will be given consideration and would be assessed on its own merit.

50 Bulky, old-fashioned box signs are not considered to be acceptable. Modern, well-crafted, elegant box signs, particularly those employing thin fluorescent tubes or LEDs, with modest illumination restricted to lettering and / or graphics, are likely to be acceptable on contemporary shopfronts within shopping areas.

Example of hanging signs



Security

51 Local authorities have a responsibility under Section 17 of the Crime and Disorder Act 1998 to consider the crime and disorder implications of all their activities, and to do all that they can to reduce opportunities for crime and fear of crime in the exercise of their functions. Through its policies the Local Plan seeks to help achieve this by ensuring that developers and planning applicants consider security issues in developing proposals.

52 Developments are encouraged to meet the principles set out in current good practice guidance. 'Secured by Design' is an initiative operated by the Association of Chief Police Officers and includes the prevention of crime with regard to commercial premises and promotes the use of security standards for a wide range of applications and products. See their website for further information: <http://www.securedbydesign.com/>

53 The Loss Prevention Certification Board (LPCB) has produced standards to ensure that fire and security products and services perform effectively. See their website for further information: <http://www.redbooklive.com/lps.jsp>

Shutters

54 On new development, shutters should be designed as part of the building and located internally to prevent retrofitting of security measures to the detriment of the visual amenity of the built environment.

55 Internal perforated lattice grille shutters (powder or plastic coated) is the preferred shutter option. When used in conjunction with toughened and laminated glass of suitable specification it would meet the requirement of Secure by Design. These would act as a visible form of security without affecting the character of the original shopfront.

56 External roller shutters will only be considered suitable if it can be demonstrated that there is no other alternative and each application will be assessed on its own merits.

- Solid steel shutters are not acceptable as they can attract graffiti and create an undesirable hostile environment
- Aluminium shutters with compact shutter boxes are recommended as they are available in a wider range of design and powder coated colour options
- The shutter boxes should form an integral part of the shopfront surround, situated behind the fascia line
- The shutter should be perforated or punched to allow a minimum of 25% vision level (when back lit)
- Partial solid shutter will only be acceptable if it is no more than 30% coverage of the overall shutter (for example, at the base of the shutter closer to the ground)
- Tube and link shutters may be acceptable subject to appropriate design and specification

Example of Shop Front Restoration with external roller shutter



Reinforced Stallrisers and Steel Framed Shop Front

57 The reinforcement is an unobtrusive way to strengthen the shop front which would help to reduce the risk of ram raiding.

58 This is commonly used on public buildings and banks, however it is also helpful to shops with high value goods such as jewellery and electronics.

Burglar Alarms

59 Burglar alarm boxes should not conceal architectural features or be positioned too conspicuously. Associated wiring should be hidden or at least neatly fixed. All fixings should be made of non-ferrous materials.

Examples of successful shop front designs



Doors and Thresholds

60 The Equality Act 2010 helps achieve equal opportunities in the workplace and in wider society. It includes a duty to make reasonable adjustments to physical features to ensure that a disabled person is not put at substantial disadvantage compared to a non-disabled person.

61 Part M of The Building Regulations Access to and use of buildings establishes that reasonable provision must be made for people to access and use a building and its facilities. It provides very specific guidance details for level, ramped or stepped access, and for dimensions, characteristics and layout of doorways, including aspects of material finishes to be used, so as to enable access for people with limited physical dexterity and who are visually impaired.

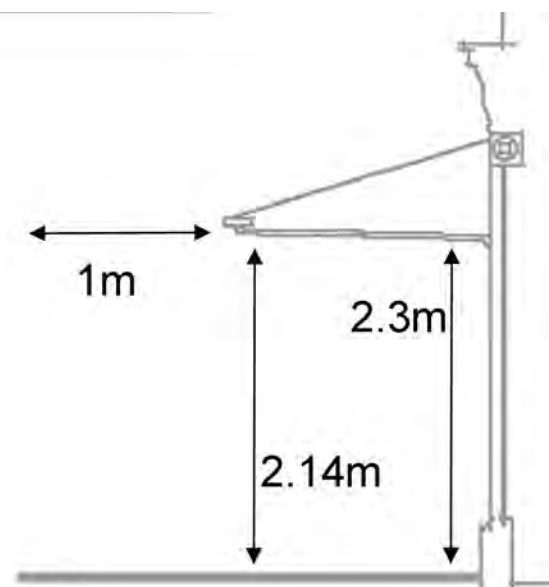
62 These standards apply to all new buildings, extensions and building works to and about entrances, including historic buildings such as listed buildings.

Canopies & Blinds

63 Blinds serve to protect perishable goods from deterioration due to strong sunlight and help to keep the interior cool. Projecting roller blinds are the preferred option as they form an integral part of the shop front and are retractable when not required.

64 Dutch canopies are made from canvas or plastic over a metal frame. They hide architectural details and interrupt the building elevation. Shops have a tendency to leave them open which results in deterioration of the fabric and untidy appearance over time which is not recommended.

65 Highway regulations require the outer edge of the blind to be set back at least 1m from the kerb and the outer and inner ends of the supporting arms not less than 2.14m and 2.3m above the pavement.



Lighting

66 Lighting should be considered as part of the overall design rather than an afterthought resulting in ad-hoc additions. Subtle lighting can add vitality to the night-time street scene but poorly designed bulky illuminated signs can look brash. Over illumination must be avoided as it can upset the balance of light and conflict with street lighting.

Fascia and Building Illumination

67 Fascia illumination, where it is required, should be considered as part of the street scene. A variety of subtle lighting styles will add interest.

68 Shop window display lighting contributes towards a safe night-time environment. Discrete spotlighting to highlight architectural features of a shop front or building is welcomed. Permission is not required unless the building is listed.

External lighting

69 Lamp types include tungsten halogen floods, tungsten spotlights, low voltage tungsten spotlights, swan-necked metal arms, and concealed modest LED lighting. The use of traditional fluorescent tubes is not recommended as they are bulky and not as durable.

Cold Cathode Tubes Decorative Signs

70 Graphically elegant neon signs may be acceptable if they are of moderate size, single colour and limited palette as they can be a distraction to highway users in low light conditions-

Materials and Decoration

71 The following principles should be followed when considering materials and decoration:

- Ensure the colour scheme has regard to the building itself, the location and its surroundings.
- Use traditional materials such as painted timber wherever appropriate, particularly on Listed Buildings or buildings within the Conservation Area.
- Carefully chosen modern contemporary materials can be acceptable whilst still adhering to the principles of shop front design.
- Traditional oil based paints and pigments should be considered for historic buildings, referring to paint manufacturer's specialist historic colour charts for properties of a specific period.
- Monotone paint combinations can result in a stylish high quality scheme.
- Avoid garish or lurid colour schemes.
- Painted timber is preferable to stained or varnished hardwoods.
- Avoid the use of standard natural finish aluminium and unpainted softwoods.
- The use of acrylic sheeting, Perspex, plastic maybe acceptable on modern signage subject to detailed design
- Colour contrast should be employed to assist those with disabilities and visual impairments.
- Critical surfaces, such as doors, door edges and handrails should have sufficient visual contrast to background areas such as walls, ceilings and floors.

Contact Details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

<https://www.rotherham.gov.uk/xfp/form/535>

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

<https://www.rotherham.gov.uk/xfp/form/216>

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

Glossary

Entablature: The combination of cornice, fascia and architrave.

Cornice: Decorative moulded projection above the fascia providing weather protection and giving a strong line at the top of the shopfront.

Fascia: The wide board over the shopfront which provides the advertising space.

Architrave: A recessed plane of one or more horizontal mouldings whose function is to 'finish off' the bottom of the fascia.

Window: Glazing of a size appropriate to the design of the building as a whole. Avoid overlarge expanses of glass which are expensive to replace.

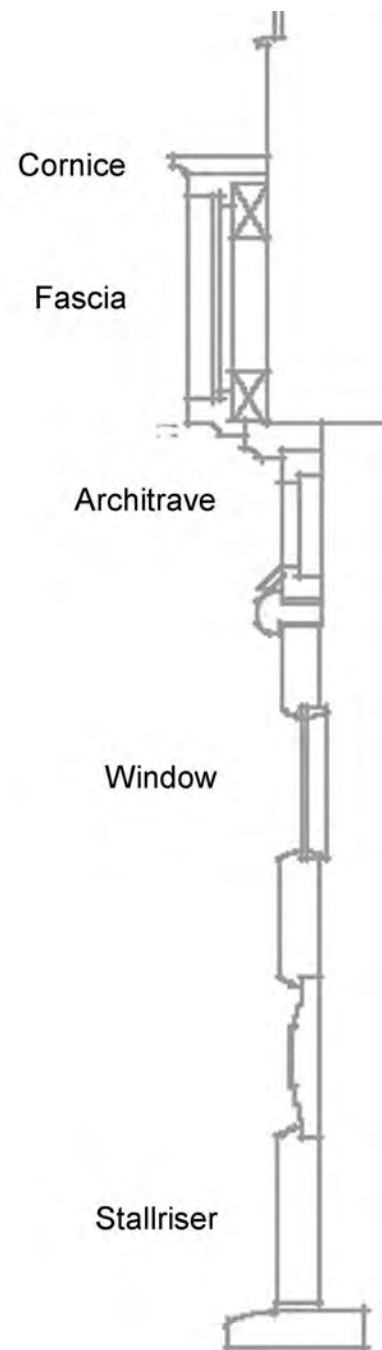
Stallriser: Vertical surface giving protection at ground level to the shopfront, providing a solid base. They are made of polished granite, marble, tile or wood and provide a cill for glazing.

Pilaster: Traditional shopfront dividing column between adjoining properties, designed with a base and capital, which supports the console and fascia.

Console: Bracket which frames or contains the end of the fascia panel. Provides a key element in maintaining the vertical rhythm of the streetscape.

Fanlight: A window above a door.

Doors and doorways: Recessed, in keeping with other elements with a return which matches the stallriser.



Rotherham local plan

Consultation Statement

**accompanying adoption of the following
Supplementary Planning Documents:**

Householder Design Guide
Development in the Green Belt
Equal and Healthy Communities
Town Centre Uses and Developments
Air Quality and Emissions
Shop Front Design Guide

June 2020

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Introduction

1. This Statement accompanies the following Supplementary Planning Documents (SPDs):
 - Householder Design Guide SPD
 - Development in the Green Belt SPD
 - Equal and Healthy Communities SPD
 - Town Centre Uses and Developments SPD
 - Air Quality and Emissions SPD
 - Shop Front Design Guide SPD
2. SPD must be prepared in line with the requirements of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (hereafter referred to as 'the Regulations').
3. Before adopting any SPD local authorities are required¹ to prepare a 'Consultation Statement' setting out who was consulted in connection with the preparation of the SPD, the main issues raised in response to the consultation, and how those issues were addressed in finalising the SPD.
4. Once adopted, they are a material consideration which can be taken into account when determining planning applications.

Background

5. Rotherham's Local Plan consists of:
 - Rotherham Core Strategy 2013 – 2028 (adopted September 2014)
 - Rotherham Sites and Policies Document (adopted June 2018)
 - Barnsley, Doncaster and Rotherham Joint Waste Plan Core Strategy (adopted March 2012)
6. The Local Plan provides the framework for determining planning applications. SPDs provide additional detail and guidance on how policies in the Local Plan will be applied when determining planning applications.
7. Following adoption of the Local Plan, the Council is in the process of updating a number of existing planning guidance documents and preparing new guidance documents to offer further assistance and clarification to applicants when preparing planning applications.

Consultation

8. Preparation of the SPDs has been undertaken by, or in conjunction and consultation with, relevant services within the Council. The Council's Development Management service within Planning has reviewed all the draft SPDs. Council Members were also provided opportunity to comment in June 2019.
9. The Council's Cabinet approved public consultation on the draft Supplementary Planning Documents at its meeting on 16 September 2019.

¹ Regulation 12 The Town and Country Planning (Local Planning) (England) Regulations 2012

10. In October 2019 the Council adopted a revised Statement of Community Involvement, which sets out how and when people can influence new planning documents. Consultation on the draft SPDs has been undertaken in accordance with the guidance in this document.
11. The table below sets out more detail regarding the consultation exercise.

Table 1: Consultation Plan

When were the SPDs consulted on?		Regulation 12(b) of the Regulations requires consultation over a minimum of four weeks. Consultation took place over a four week period, from 7 October to 4 November 2019.
What documents were published?		The following documents were made available as part of the consultation: • Draft Householder Design Guide SPD • Draft Development in the Green Belt SPD • Draft Equal and Healthy Communities SPD • Draft Town Centre Uses and Developments SPD • Draft Air Quality and Emissions SPD • Draft Shop Front Design Guide SPD • Hot Food Takeaways Evidence Base 2019 • A consultation statement • A representation form
Where were documents published?	Website	The draft SPDs were available to view on the Council's consultation website: https://rotherham-consult.objective.co.uk/portal/ Links were also provided from the main Planning Policy webpage: https://www.rotherham.gov.uk/localplan
	Printed copies	Printed copies of the draft SPDs were available to view at the Council's main offices at Riverside House.
How was the consultation publicised?	Notifications	The Council's Planning Policy team maintain a database of those interested in preparation of the Local Plan and other planning documents (general and specific consultees). Consultees were notified of the consultation by email.
	Press notice	Notices publicising the consultation were placed in local newspapers prior to the consultation starting. [add details here] Also add row for press release if this goes ahead

How could people comment?	Website, email and post	Comments could be provided through our consultation website, by email or by post. Details of how to comment were set out in the press notice, on the website, in the consultation statement, and in consultee notifications.

12. The Council published a consultation statement alongside the draft SPDs, in line with the requirements of Regulation 12(a) of the Regulations. This statement has been updated post-consultation, setting out who was consulted in connection with the preparation of the SPDs, the main issues raised in response to the consultation, and how those issues were addressed in finalising the SPDs.
13. Regulation 12(b) states that when seeking representations on an SPD, documents must be made available in accordance with Regulation 35. This requires the Council to make documents available at its principal office and other places within the area that the Council considers appropriate, and to publish the document on the Council's website. Table 1 above sets out how these requirements have been met.

Consultation responses

14. The following table and sections summarise the main issues raised in representations received on each draft SPD and how they have been addressed in preparing the final SPDs. Tables 1 to 6 set out the details of representations from consultees, the Council's response, and any subsequent changes to SPDs.

Table 2: Number of representations received

Document	Number of representations received
Householder Design Guide SPD	3
Development in the Green Belt SPD	7
Equal and Healthy Communities SPD	7
Town Centre Uses and Developments SPD	4
Air Quality and Emissions SPD	6
Shop Front Design Guide SPD	3

Householder Design Guide SPD

15. Table 1 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.
16. The main issues raised in the representations were:

Sheffield and Rotherham Wildlife Trust suggested

 - Access for hedgehogs should be provided to a solid boundary wall or fence should be included
 - Include a reference of The Conservation of Habitats and Species Regulations 2017 in the document
 - Amendment on the wording of paragraph 19 is suggested regarding mitigation measures

17. The consultation responses are welcomed and the suggestions help to improve the accuracy and clarity of paragraph 19 of the document. The suggestion on wildlife enhancement to be included in the paragraph 19 as the SPD is only applicable when planning permission is required (i.e. for boundary treatment that is over certain height limit) such that it would be onerous to implement as a requirement.
18. In summary, changes made to the SPD following consultation are:
 - Add reference to The Conservation of Habitats and Species Regulations 2017 in paragraph 19
 - Include suggested mitigation measures and wildlife enhancement guidance in paragraph 19
19. In addition to changes as a result of representations received, the Council also revised the layout of the document and included additional guidance:
 - Reworded Design Guidance 1.2 and inserted figure in relation to the 45 and 25 degree rule
 - Additional guidance in Design Guidance 1.3 in regard to floor to ceiling windows and French / patio doors
 - Additional guidance on amenity of occupiers as Design guidance 1.8
 - Reworded Design Guidance 2.8 and included guidance on other consents that may be required for the proposed work
 - The contact details section has also been updated.

Development in the Green Belt SPD

20. Table 2 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.
21. The main issues raised in the representations were:

Country Land and Business Association suggested the sale price range should be agreed with the LPA and valuation being carried out in accordance with RICS valuation standards to avoid low price to attract speculative purchasers

Natural England suggested

- The SPD should ensure that any development incorporates sustainable design and construction and shows both adaptation to and reduction in the contribution to climate change
- full consideration of their interests in the process of selecting and assessing sites for allocation through the National Planning Policy Framework (NPPF) and incorporated into the SPD.
- Environmental enhancement of land within Green Belts is encouraged

Persimmon Homes suggests clarification on Guidance Note 8

South Yorkshire Archaeology Service suggests reference should be made to consider the impact on archaeological evidence, both in terms of the archaeology of standing structures and of buried archaeological evidence

Sheffield and Rotherham Wildlife Trust suggested:

- more specific on the guidance on excessive lighting on wildlife
- additional factors should be incorporated into the Green Belt Guidance 1 (General Guidance) – landscaping, designated sites within Green Belt (for example, local wildlife site) and biodiversity net gain
- Include a reference of The Conservation of Habitats and Species Regulations 2017 and recommend ecological survey to be undertaken at the early stage
- Suggestion for small scale development associated with nature conservation or increase access to nature to be considered as acceptable subject to it meets the relevant policy requirements.
- Suggest additional guidance to prevent similar situation arise over Grange Landfill (Droppingwell Tip)

22. The consultation responses are welcomed and the Council appreciate the comment of support from Sheffield & Rotherham Wildlife Trust. House sales and land ownership are not within planning control unless a planning condition is imposed for development to be solely for the applicant; however, the valuation standard could be considered should an application be submitted to remove a condition for agricultural occupancy. Comments from Natural England and South Yorkshire Archaeology Services are noted and the concerns are covered by Local Plan policies. In light of Persimmon Home's comment, Guidance Note 8 is revised to clarify the guidance for change of use in the Green Belt. The Wildlife Trust's suggestion on lighting guidance and early undertaking of ecological survey are noted and changes will be made to the document. The situation over Grange Landfill is due to limited control through planning condition when planning permission was first granted in 1958 and as planning practice has tighten over the years there is no requirement to provide further guidance to control similar development.

23. In summary, changes made to the SPD following consultation are:

- Amend the wording of bullet point 2 of para.77 in relation to valuation standard
- Additional paragraph is added to the Green Belt Guidance 8 to clarify the consideration in accordance with paragraph 145 and 146 of the NPPF
- Add additional paragraph 103 in Appendix 2 in relation to artificial lighting
- Amend the wording of paragraph 47 to make reference to The Conservation of Habitats and Species Regulations 2017 and advice on undertaking ecological survey at early stage of development

24. In addition to changes as a result of representations received, the Council also made minor grammatical change across the document for consistency and updated the contact details.

Equal and Healthy Communities SPD

25. Table 3 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.

26. The main issues raised in the representations were:

- Additional criteria to the checklist in Appendix 1
- The defined town, district or local centres should be shown in map form
- Concern regarding the effect on local economy if a retail area is within 800m of a school
- Concern regarding the impact of radio frequency and 5G infrastructure to all form of life (human, animals and plants)

- Planning policy should be more robust
- Suggest incentive for healthy cuisine takeaways
- Suggest setting a maximum number of outlets within an area
- Justification should be made for setting the threshold at 50 or more dwellings
- The provision of charging points should only be introduced through the Local Plan process
- Should allow more flexibility for developer to achieve sustainable design features in the checklist

27. The consultation responses are welcomed and the Council appreciate the comment of support from Canal & River Trust. The additional criteria as suggested by the Canal & River Trust on the potential effect of the development on adjacent Green Infrastructure assets is accepted and is included in the document. The locations of town, district and local centres are already identified in the Local Plan allocation map. If the proposed hot food takeaway is within the centres, it would be assessed against Policy SP22 on its own merit as stated in the Health and Equalities Guidance 2. The health concern regarding telecommunication would be considered against Policy SP61 'Telecommunications' and the Council follows the advice and guidance provided by Public Health England. Unfortunately planning legislation cannot control business rate or the nature of the business within the same use class. As hot food takeaways constitute a town centre use, the concentration of hot food takeaway unit within centres would be assessed against Policy SP22 and those outside centres would be required to satisfy both Policy SP22 and Policy CS12 which is considered to be robust in this instance. The threshold is set at 50 dwellings for the checklist as it is considered that this is an appropriate scale of development which would create a sense of community; it would be unreasonable to set the threshold at less than 50 dwellings. The provision of electric charging points is a national and local approach in tackling climate change and contributes to healthier community by reduce emissions which is covered in more detail in the Air Quality & Emission SPD and the forthcoming draft Transport Assessments. Travel Plans and Parking Standards SPD.

28. In summary, changes made to the SPD following consultation are:

Add additional criteria to section 2 and 3 of the checklist at Appendix 1:

- "Does the development positively address adjacent spaces, including Green Infrastructure and walking and cycling routes?"
- "Has the impact of additional use of neighbouring Green Infrastructure Assets been fully considered and addressed (e.g. litter, path erosion)?"

29. In addition to changes as a result of representations received, the Council has made grammatical changes across the document for consistency and updated the contact details.

Town Centre Uses and Developments SPD

30. Table 4 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.

31. The main issues raised in the representations were:

- Suggest clarity to the wording in para.21 for applicants to consider the guidance in the SPD when setting out the scope of evidence and analysis

- Suggest the benchmark of flexibility for sequential test to be in line with Sheffield (+/- 20%)
- Suggest the inclusion of an additional principle for the calculation of units in primary and secondary shopping frontage, to be based on the original number of units instead of proposed number of units

32. The consultation responses are welcomed. The suggestion to clarify the wording in para.21 is welcome and change will be made accordingly. While the benchmark percentage for flexibility is lower than Sheffield, the Council considers 10% is reasonable for Rotherham in consideration of the viability and vitality of centres across the borough. Furthermore this is a suggested figure, and the precise figure adopted in each case will be agreed with the applicant. The purpose of the calculation within the primary and secondary shopping frontage is to assess the effect of the proposed development such that it would be unreasonable to assess proposals against the existing number of units.
33. In summary, changes made to the SPD following consultation are:

Amend the wording of para.21 to:

- 'In line with Core Strategy Policy CS12 and the guidance given in this SPD, applicants should agree with the Local Planning Authority the scope of the evidence and analysis to be submitted to ensure that this is proportionate to the scale and nature of the proposal.'

34. In addition to changes as a result of representations received, the Council has clarified the approach to sequential tests for sites within mixed use areas, provided cross reference to the Equal and Healthy Communities SPD regarding hot food takeaways, and updated the monitoring data in Appendix 2, website links and the contact details.

Air Quality and Emissions SPD

35. Table 5 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.
36. The main issues raised in the representations were:

Suggested more emphasis on the benefit of trees in relation to climate change

Natural England suggested additional guidance be included in relation to designated sites

Persimmon Home raised the following issues:

- The threshold (>50 dwelling) identified in Table 1 is for transport assessments and not air quality assessments and the Council should provide justification to implement the threshold
- The damage cost assessment has no policy basis and it is not clear whether all or certain medium proposals must include the assessment
- Clarify the flow chart as to the requirements for minor, medium and major proposal
- Clearer guidance should be given for the criteria identified in Table 1 and Table 2 and include justification to its incorporation
- Box 3 of the SPD (electric charging point) should be omitted as it should only be introduced through the Local Plan process

- Clarification is required for the provision of secure cycle storage
- Further guidance should be provided on Travel Plan
- The wording in Box 4 and 5 should be altered to allow flexibility

37. The consultation responses are welcomed and the Council appreciate the comments of support from Natural England and Highway England. The benefit of green infrastructure is acknowledged and it is being covered in the Council's corporate policy document 'Rotherham Council Responding to the Climate Emergency' that is currently in the process of adoption. The guidance suggested by Natural England is noted and will be reflected in the document.

In terms of the thresholds for each land use type above which an emissions/air quality assessment is required, our thresholds have been chosen to be consistent with other English authorities Emissions and Air Quality Guidance. A damage costs approach is also consistent with other English authorities Emissions and Air Quality Guidance. The term 'close' to major roads is being used to avoid being too prescriptive, a development could be adjacent to a major route or some distance away from a particular road of concern to have an impact. Pre-application discussions prior to any assessment being undertaken is encouraged in order to evaluate which roads are likely to be impacted upon and the likely significance of any development and whether the medium proposals must include the assessment. Some medium proposals such as a distribution centre (B8) would have a much greater impact in terms of emissions from transport than others.

38. In summary, changes made to the SPD following consultation are:
- Include a new section as 'The Habitats Regulations' after 'Clean Air Zones' to reflect comment from Natural England
 - Insert a paragraph (para.39) to clarify some Medium proposals may also require an emissions and cost calculation given the nature of the use.
39. In addition to changes as a result of representations received, the Council has made the following changes:
- Amendment to para.11 and 13 in the National Planning Policy section to reflect the revised NPPG (Nov.2019)
 - Omitted para. 15 in the Local Planning Policy section as irrelevant
 - Updated Map 1 'Air Quality Assessment Areas' to reflect the latest data and simplify the indicators
 - New section is added to introduce the provision of electric vehicle charging points / infrastructure for all development via planning condition as part of the Council's response to mitigating and adapting to climate change
 - Amendment to Box 3 to reflect the number of electric vehicle charging point requirement for residential development
 - Amendment to Box 4 to increase the percentage of parking spaces to be provided with electric vehicle charging point in non-residential development from 10% to 20%
 - Omit the exception for electric charging point provision in para.49
 - Included the contact details to the document

Shop Front Design Guide SPD

40. Table 6 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.

41. The main issues raised by the British Sign and Graphics Association (BSGA) were:
- The guidance is onerous and excessive as it has an emphasis on traditional shopfronts as opposed to modern ones
 - The emphasis on avoiding internal illumination is contradictory and fails to reflect internal illumination is the most common form of fascia sign within the town centre and fails to take account of innovation in sign design. No mention of LED illumination
 - Suggestions for a number of amendments and / or to clarify parts of the document
42. The consultation responses are welcomed and it is acknowledged that some clarifications are required in the document and to incorporate elements in relation to modern shopfront. The representation has made reference to the shopfront design on College Street in Rotherham Town Centre and it is worth to note that it is within a Conservation Area and the Council is intending to improve the shopping environment through the implementation of the SPD on new proposals over time.
43. In summary, changes made to the SPD following consultation include:
- A number of changes have been made in response to the representation and are detailed in Appendix 1.
44. In addition to changes as a result of representations received, the Council also reformatted sections of the document for clarity; added an additional section in relation to shop front cohesion and paragraphs regarding security shutters, and included contact details in the document.

Adoption Statement

45. In accordance with Regulation 14 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), notice is hereby given that the following Supplementary Planning Documents were formally adopted on **add date** by the Council:
- Householder Design Guide SPD
 - Development in the Green Belt SPD
 - Equal and Healthy Communities SPD
 - Town Centre Uses and Developments SPD
 - Air Quality and Emissions SPD
 - Shop Front Design Guide SPD
46. The adopted SPDs, along with the consultation statement and this adoption statement, can be viewed on the Council's website: www.rotherham.gov.uk/localplan.
- The documents are also available to view at the Council's principal offices: Riverside House, Main Street, Rotherham, S60 1AE.
47. Any person with sufficient interest in the decision to adopt the Supplementary Planning Documents listed above may apply to the High Court for permission to apply for judicial review of the Council's decision to adopt it. Any such application must be made promptly and in any event not later than 3 months after the date on which this Supplementary Planning Document was adopted (**add date**).

Appendix 1: Consideration of representations received

Table 1: Householder Design Guide SPD

Consultee	Summary of representation
Sheffield and Rotherham Wildlife Trust	1. We request that the following sentence is included in this guidance. 'Walls and fences can be a barrier to wildlife, including hedgehogs. Access can be provided for hedgehogs by creating a min 13cm x 13cm (CD-sized) hole in an otherwise solid boundary.' 2. We support this guidance but suggest the following amendments (bats and birds should be talked about separately) 19 Birds and bats are protected under the Wildlife and Countryside Act 1981 and <i>The Conservation of Habitats and Species Regulations 2017</i>. Where ~~bats or~~ birds have been found present in or on a building adequate care ~~should~~ must be taken to protect active nesting sites <i>by altering working practices and/or timing</i>. It is a criminal offence to deliberately capture, injure or kill a bat, intentionally or recklessly disturb a bat in its roost or deliberately disturb a group of bats, damage or destroy a bat roosting place (even if bats are not occupying the roost at the time) or intentionally/recklessly obstruct access to a bat roost. <i>If a bat, or roosting potential, is identified then specialist advice must be sought before progressing.</i> ~~and where necessary construction work should be delayed to avoid nesting or hibernation periods. Mitigation for any loss of wildlife habitat Where necessary may be required, should be provided for example bat and/or bird boxes within extensions or alterations to mitigate for loss of wildlife habitat. As good practice, inbuilt bat boxes can also be integrated into new builds/extensions with roost entrances and flight paths protected from lighting. The advice of the RMBC Ecology Development Officer and/or a professional ecologist can be sought for further guidance.~~
	Council response
	1. Whilst recognising that a solid boundary could be a barrier to wildlife, the erection of boundary treatment that is no more than 1m fronting the highway or 2m elsewhere, is exempt from planning control. As such, it would be onerous to impose the requirement of hedgehog access through the planning process, however this could be included as a suggestion and paragraph 41 is amended to reflect this. 2. Suggested amendment to paragraph 41 (former paragraph 19) is mostly welcomed given the suggested reference to <i>The Conservation of Habitats and Species Regulation 2017</i> which transpose European Union Directive 92/43/EEC (The Habitats Directive) because of Brexit.
	Changes to SPD
	1. & 2. Paragraph 41 amended to: <i>Birds and bats are protected under the Wildlife and Countryside Act 1981 and The Conservation of Habitats and Species Regulations 2017. Where birds have been found present in or on a building adequate care should be taken to protect active nesting sites by altering working practices and/or timing. It is a criminal offence to deliberately capture, injure or kill a bat, intentionally or recklessly disturb a bat in its roost or deliberately disturb a group of bats, damage or destroy a bat roosting place (even if bats are not occupying the roost at the time)</i>

	<i>or intentionally/recklessly obstruct access to a bat roost. If a bat, or roosting potential, is identified then specialist advice must be sought before progressing. Where necessary, mitigation for any loss of wildlife habitat may also be required. Consideration should be given on ecological enhancement measures as part of the building work, such as providing hedgehogs access in boundary treatment or integrate bat/bird/bee boxes to the external wall of the build.</i>
Environment Agency	Summary of representation
	The Environment Agency has no comments to make
	Council response
	Noted
	Changes to SPD
Coal Authority	None
	Summary of representation
	No specific comments to make
	Council response
	Noted
	Changes to SPD
	None
Other changes to the SPD by the Council	
Reworded Design Guidance 1.2 and insert figure in relation to the 45 and 25 degree rule on two storey extension: <i>'See the figure in p.8 for more details of how we apply a 45° and a 25° rule.'</i>	
Additional guidance in Design Guidance 1.3 with regard to floor to ceiling windows and French / patio doors: <i>'Floor to ceiling windows and french / patio doors can increase the effect of overlooking and will usually be resisted if they are proposed in elevations above ground floor where they would be near to the boundary of an adjacent residential property.'</i>	
Additional guidance on amenity of occupier as Design guidance 1.8: <i>'A proposal which results in any habitable room without the provision of a sufficient outlook will normally be refused. High level windows/ rooflights or obscurely glazed windows do not provide a sufficient outlook to a habitable room and result in a poor standard of amenity.'</i>	
Reworded Design Guidance 2.8 and include guidance on other consents that may be required for the work: <i>'Most such vehicular accesses are exempt from planning control if it is not on a classified road. However, the following consent may be required: Highway Consent under Section 184 of the Highway Act for the constructional details of any work within the highway. Consent to carry out pruning and/or felling tree work if the property is in a Conservation Area or the trees are being protected by Tree Preservation Orders Listed Building Consent if the work would involve demolition and/or may affect the setting of adjacent Listed Building.'</i>	
Update the weblink in the Council's contact details at the last page of the document:	
Contact details If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:	

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Table 2: Development in the Green Belt SPD

Consultee	Summary of representation
Country Land and Business Association (CLA)	Comment on para.77. The requirement that any sale price for a property with an agricultural occupancy condition must be agreed with the authority beforehand should be approached with great care. Any such valuation should be in accordance with RICS (Red Book) valuation standards and must avoid selling prices so low that they attract speculative purchasers.
	Council response
	The Council considers it would be unreasonable to control the sale of the property should it remain as a rural worker's home. However, for the purpose of para. 77 in relation to the removal of the condition through a Section 73 planning application, it is considered to be reasonable to include wording in relation to the valuation standard.
	Changes to SPD Amend the wording of bullet point 2 of para.79 (revised paragraph number): <i>'there is no demand for a rural worker's home in the area. In this case, the rural worker's home must have been put up for sale with a land agent, at a price agreed with us that takes account of the occupancy condition, for at least 12 months and have received no reasonable offer. Adverts should have been placed regularly in local newspapers and agricultural publications. Written proof in the form of invoices for adverts would be required and correspondence with land agents, valuers (to ensure valuation is undertaken in accordance with a recognised valuation standard and the sale price has been set reasonably), interested parties, and so on.'</i>
Natural England	Summary of representation
	Green Belt - We would, request full consideration of our interests in the process of selecting and assessing sites for allocation through the National Planning Policy Framework (NPPF). These interests include biodiversity; geodiversity; landscape character and quality; green infrastructure; access to the countryside and other open space; the protection and enhancement of soils; and environmental land management. This should be incorporated into the SPD. - The SPD should ensure that any development incorporates sustainable design and construction and shows both adaptation to and reduction in the contribution to climate change. - Natural England considers that there are a number of environmental constraints which may affect the size, scale, form and delivery of housing sites. Biodiversity - We advise that any development proposals should aim to avoid damage to existing biodiversity features, and to create opportunities for enhancing biodiversity through the delivery of Local Biodiversity Action Plan (LBAP) targets. Geodiversity - Planning policies should take a strategic approach to the conservation, enhancement and restoration of geodiversity, and promote opportunities for the incorporation of geodiversity interest as part of development.

	Soils - Early consideration should be given to the quality of soil resource on potential housing sites and therefore the study process provides a useful opportunity to consider soils and to ensure their protection during the plan making process. Landscape Character - The Local Authority should consider landscape character when allocating sites for development, particularly designated landscapes, including historic landscapes, to protect their natural beauty and amenity, wildlife and cultural heritage. Green Infrastructure - Green Infrastructure (GI) should be an integral part of the creation of sustainable communities and the study can provide a useful starting point in the consideration of GI provision and the allocation of new housing sites and policy development through the LDF.
	Council response
	The comments mostly provide the general guidance on the position of Natural England in terms of site allocation in the plan making process. However, this consultation on the SPD is to provide specific guidance for development in the Green Belt which does not alter any land use that was allocated in the adopted Local Plan (Sites and Policies Documents). All proposals would be assessed against the Core Strategy Policy CS28 'Sustainable Design' and Sites & Policies Document Policy SP55 'Design Principles' to secure sustainable design and construction. As such, it is not required to reiterate in the SPD.
	Changes to SPD
	None
Persimmon Homes	Summary of representation
	1. The NPPF is clear in para.145G that the limited infilling or the partial or complete redevelopment of previously developed land which would not have a greater impact on the openness of the Green Belt is not classed as inappropriate development. However the Feb 2019 updated version of the NPPF has removed mention of harm on the original purpose of including the land within the Green Belt. The first sentence of guidance note 8 should therefore be amended to read as below: Planning applications to change the way land is used will need to show that the openness of the Green Belt will not be affected. 2. The second part of the guidance should be made clearer and outline the situations where buildings are classified as exceptions to inappropriate development within the Green Belt.
	Council response
	1. It is acknowledged the reference of '...the purpose of including land within it than the existing development' in bullet point 6, paragraph 89 of the NPPF (March 2012) has been removed from the July 2018/ Feb 2019 NPPF and paragraph 145 of the latest NPPF specifically relates to the construction of new buildings. Nevertheless,

	the Green Belt Guidance 8 covers the general change of use of land within the Green Belt which include development that are referred in Para.146 d) and e) of the NPPF which change of use would classed as inappropriate development if it is conflict with the purposes of including land within it. 2. The definition of inappropriate development is listed on p.3 of the document which would be relevant for all development within the Green Belt and the SPD should read alongside with the individual guidance set out in the document. Changes to SPD 1. Additional paragraph is added to the Green Belt Guidance 6 to clarify the position in accordance with paragraph 145 and 146 of the NPPF: <i>“While the construction of new buildings for limited infilling or the partial or complete redevelopment of previously developed land is not considered to be inappropriate in the Green Belt (footnote para.145g of the NPPF), planning application should demonstrate whether redundant or in continuing use (excluding temporary buildings), which would:</i> – <i>not have a greater impact on the openness of the Green Belt than the existing development; or</i> – <i>not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need within the area of the local planning authority.”</i> 2. None
South Yorkshire Archaeology Service	Summary of representation It would be helpful if this could reference the need to consider the impact on archaeological evidence, both in terms of the archaeology of standing structures and of buried archaeological evidence. The SPD should make it clear that both conversion and new build has the potential to impact on archaeological evidence, either from the development and use of an individual historic building or from wider historic settlement activity. The potential archaeological impact of potential schemes within the Green Belt should be considered at an early stage, allowing for appropriate design and, if necessary, appropriate mitigation measures at the planning stage. This amendment could either be as a catch-all reference in a new ‘other issues’ section or more specific text could be inserted where the issue is most likely to occur, i.e. in the: ‘<i>conversion of existing buildings</i>’ and in the ‘<i>infill dwellings in Green Belt villages</i>’ sections Council response There a number of policies in the Core Strategy and Site & Policies Document of the Local Plan which consider the potential archaeological impact resulting from development such that it is not required to be reiterated in the SPD. The list of the policies are as following: CS21 ‘Landscape’ CS23 ‘Valuing the Historic Environment’

	SP42 'Archaeology and Scheduled Ancient Monuments'
	Changes to SPD
	None
Sheffield and Rotherham Wildlife Trust	Summary of representation
	1. SRWT and YWT support guidance on D. Enclosure 2. SRWT and YWT support guidance E. Lighting (paragraph 14) but it is a little vague about what would be suitable/not suitable. Can the guidance note also refer to potential impacts on wildlife from excessive lighting. One good recent guidance document is the 'Bats and artificial lighting in the UK – joint publication by the Institution of Lighting Professionals and Bat Conservation Trust available from https://www.theilp.org.uk/documents/guidance-note-8-bats-and-artificial-lighting/ 3. We suggest there could be an additional factors as follows: - F: Landscaping 15. Any landscape plans submitted as part of a development in the Green Belt should not only consider the landscape and open elements of the greenbelt, but also the ecology of the area, especially if the development is in an ecological network (e.g. Local Nature Recovery Strategy or Nature Recovery Network) - Relevant policies: SP32, SP33, CS19, CS20, CS21 - And an additional factor as follows, either in General guidance or in Green Belt guidance 6 Agriculture and forestry proposals and Green Belt guidance 7 Equestrian development - G: Designated sites 16. Any development or change of use in the Green Belt needs to consider any designations on the land, which the landowner may not be aware of, for example Local Wildlife Site designation. RMBC's current Sites and Policies maps can be consulted for up to date information. - H: Biodiversity Net Gain - Certain types and scales of development in the Green Belt will be subject to new Biodiversity Net Gain requirements. The Council's Ecological Development Officer will be able to advise more specifically. 4. We suggest re-wording paragraph 47 as follows: <i>"Farm buildings, and in particular older farm buildings, may contain animals and birds protected under the 1981 Wildlife and Countryside Act and The Conservation of Habitats and Species Regulations 2017. Examples include bats, Schedule 1 bird species including barn owls and nesting birds. As part of any conversion, it may be necessary to provide suitable areas for the protected species concerned to ensure their favourable conservation status. Early surveys (undertaken by a suitably qualified and experienced professional ecologist) to identify any potential ecology considerations is recommended due to survey seasons and potential mitigation lead-in time. The Council's Ecological Development Officer will be able to advise more specifically."</i> 5. We suggest an additional guidance note (e.g. paragraph 87) as follows in this section (or another section if RMBC decide it is more appropriate)

	“Small-scale development associated with nature conservation or increasing access to nature may be considered appropriate if all other green belt and other related policy requirements are fulfilled. For example, a bird hide, compost toilet or outdoor shelter for environmental education purposes.” 6. In addition, and I am not sure where this would fit - given the current controversy over Grange Landfill (Droppingwell tip) might this be an opportunity for RMBC to consider whether it could include some guidance to help prevent a similar situation arising again?
	Council response
	1. Comment of support is noted. 2. Suggestion on lighting guidance is welcomed and changes will be made accordingly. 3. It is considered that the policies in the Core Strategy and the Sites & Policies document provide a comprehensive approach to landscaping and ecology, there is no additional guidance specifically required for development in the Green Belt. 4. Suggestion noted and changes will be made accordingly. 5. All development subject to a planning application would be assessed on a case by case basis as the definition of such uses can be quite broad and there are other variable factors to consider 6. The issue arising over Grange landfill (Droppingwell Tip) is due to the lack of planning condition to control the perpetuity of its operation period as planning permission was granted in 1958. The built environment and the planning legislation has changed over time such that it is not considered there is a need for guidance on similar development in the SPD.
	Changes to SPD
	2. Add additional paragraph in Appendix 2: “Artificial lighting would have potential impacts on wildlife such as bats, it is therefore important to thoroughly assess and mitigate any lighting scheme. Further advice can be sought from the Council's ecologist and Local Wildlife Trust.” 4. Paragraph 51 amended to: <i>“Farm buildings, and in particular older farm buildings, may contain animals and birds protected under the 1981 Wildlife and Countryside Act and The Conservation of Habitats and Species Regulations 2017. Examples include bats, Schedule 1 bird species including barn owls and nesting birds. As part of any conversion, it may be necessary to provide suitable areas for the protected species concerned to ensure their favourable conservation status. Early surveys (undertaken by a suitably qualified and experienced professional ecologist) to identify any potential ecology considerations is recommended due to survey seasons and potential mitigation lead-in time. The Council's Ecological Development Officer will be able to advise more specifically.”</i>
	Summary of representation
Environment Agency	The Environment Agency has no comments to make
	Council response
	Noted

	Changes to SPD
	None
Coal Authority	Summary of representation
	No specific comments to make
	Council response
	Noted
	Changes to SPD
	None
Other changes to the SPD by the Council	
Paragraph 6 last bullet point: Amend word 'well-being' to 'wellbeing'.	
Amend first sentence of paragraph 14: <i>'The Council will not allow proposals for floodlighting in the Green Belt unless it can be demonstrated the lighting will not detract from the character of the Green Belt.'</i>	
Paragraph 17: amend the wording to remove reference of 'we' <i>'The Council will take account of the degree to which your building has already been extended, and the effect of any further extension. You will need to consider several factors, such as the design, form and size of your extension.'</i>	
Paragraph 21: amend the wording to remove reference of 'we' <i>'When considering the proposal, the Council will also take account of the extension's effect on the character and appearance of the surrounding area.'</i>	
Paragraph 22: amend the wording to remove reference of 'we' and 'your' <i>'For large-scale proposals, particularly those in the open countryside, the Council will take account of the intended purpose of the extension. If the proposal is to bring an unimproved small home up to modern standards, this may represent a 'very special circumstance' to justify an extension over and above the 33% limit.'</i>	
Paragraph 24: amend the wording to remove reference of 'we' <i>'If planning permission is granted for an extension greater than 33% of the volume of the original building because of the removal of outbuildings, it is likely that the Council will also remove permitted development allowances for both further extensions and outbuildings.'</i>	
Paragraph 25: amend the wording to remove reference of 'we' <i>'In addition, the Council is also likely to remove permitted development rights where the extension(s) results in a volume increase in excess of 20% of the original volume in order that subsequent extensions can be adequately controlled.'</i>	
Paragraph 27: amend the wording to remove reference of 'we' and 'you' <i>'Applicant should be mindful an extension would not be a way of getting planning permission for a separate home (which would not be allowed under Green Belt policy). A proposed extension should not, by itself, or together with any existing dwelling, create a building</i>	

which would be readily capable of conversion into more than one dwelling, or which would facilitate the future formation of a separate residential curtilage. Under such circumstances the Council will treat it in the same way as applications for a new home.'

Paragraph 30: amend the wording to remove reference of 'we' and 'you'

'If planning permission is granted for a replacement building greater than 10% of the volume of the existing building because of the removal of outbuildings, it is likely that the Council will also remove permitted development allowances.

- If the outbuildings were within 5m of the original building, permitted development is likely to be removed for further extensions, and also possibly for outbuildings.*
- If the outbuildings were more than 5m away from the building, it is likely that the Council would remove permitted development allowances for further extensions AND outbuildings.'*

Paragraph 33: amend the wording to remove reference of 'we', 'you' and 'your'

'The Council will grant planning permission for replacement buildings only if your proposal meets factors A to E listed in the General guidance section of this guidance note, relevant local and national planning policies and the following criteria:

- both the building to be replaced and its curtilage must be lawful;*
- the building must not be materially larger than what it is replacing;*
- replacement buildings must not be significantly more visible and stand out more than the existing buildings;*
- plans of the existing building and calculations of the increase in volume of the replacement building should be submitted with the application;*
- replacing a temporary building (such as a caravan) with a permanent structure would not be permitted;*
- replacing a building converted from a traditional local building (such as a barn) with a more modern structure would affect the character of the Green Belt and it would not be allowed unless keeping the building as it is has proved not to be possible.'*

Paragraph 73: amend the wording to remove reference of 'we'

'Green Belt land in Rotherham is never far from a built-up area where there is a considerable supply of housing. For this reason, planning permission for a rural worker's home in the Green Belt would only be granted in very special circumstances.'

Paragraph 77: amend the wording to remove reference of 'we' and split into two paragraphs

'If planning permission is granted for a permanent home, the Council will remove permitted development rights for further extensions to, and new buildings within the curtilage (the small area forming part or parcel of the home or building within which it is contained or to which it is attached) of the agricultural or forestry worker's home. This is to make sure that further development cannot reduce the openness of the Green Belt.

The Council will also apply an 'occupancy condition' to state that the home can be lived in only by a rural worker in the area, or such a person's widow, widower or dependants.'

Paragraph 79: amend the wording to remove reference of 'we'

'The Council may remove the occupancy condition explained above only if it can demonstrate:

- the worker no longer needs to live close to the relevant activity (in which case justification and reason would be required); and*

- *there is no demand for a rural worker's home in the area. In this case, the rural worker's home must have been put up for sale with a land agent, at a price agreed with us that takes account of the occupancy condition, for at least 12 months and have received no reasonable offer. Adverts should have been placed regularly in local newspapers and agricultural publications. Written proof in the form of invoices for adverts would be required and correspondence with land agents, valuers (to ensure valuation is undertaken in accordance with recognised valuation standard and the sale price has been being set reasonably), interested parties, and so on.'*

Paragraph 80: amend the wording to remove reference of 'we'

'In accordance with chapter 6 of the NPPF, 'Supporting a prosperous rural economy', the Council recognises that farm businesses may need to diversify (move into other business activities) in rural areas to bring about benefits such as protecting or creating jobs, reusing buildings that might otherwise become derelict, and supporting other rural businesses.'

Paragraph 81: amend the wording to remove reference of 'we'

'The Council will allow existing buildings to be re-used for other purposes as long as the use does not have a significantly greater effect than the present use on the openness of the Green Belt, and does not conflict with the purposes of including land within it.'

Paragraph 82: amend the wording to remove reference of 'you'

'Planning permission would not be required to sell unprocessed goods produced on the farm, and a minimal amount of other related goods, from the farm. Farm shops play an important role in providing fresh produce to local people, and are a good example of diversification. However, planning permission would be required to sell produce which have not produced on site (within the farm).'

Paragraph 87: amend the wording to remove reference of 'we'

'Paragraph 145(b) of the NPPF notes that new buildings (such as stables) are only acceptable if they provide appropriate facilities for outdoor sport and outdoor recreation, and as long as they preserve the openness of the Green Belt and do not conflict with the purposes of including land in it. If planning permission is required for the equestrian development in the Green Belt, planning permission would only be granted if the proposal meets factors (a) to (e) listed in Section 2 of this guidance note, relevant draft planning policies and the following criteria:

- *Stables should be a suitable distance away from homes to avoid problems of smell, noise, pests and so on (taking account of wind directions and other relevant factors). Officer will seek guidance on an appropriate distance from our Environmental Health Department.*
- *Existing buildings should be used wherever possible and any new buildings should generally be made from wood with felt roofs so they are relatively easy to dismantle when they are no longer needed and are in keeping with the character of the Green Belt.*
- *Stables and associated tack room/storage should be appropriate for the outdoor recreational use of the associated land, and genuinely required for that use. Livery proposals will be considered on their impact on the character and amenity of the area.'*

Paragraph 88: amend the wording to remove reference of 'we' and 'us'

'As explained, the Council will not usually agree to extensions to buildings in the Green Belt if the volume of the original building would be increased by more than 33%. You must submit plans and your calculations of the increase in volume with your application.'

Paragraph 96: amend the wording to remove reference of 'we' and 'us'

'As explained, the Council will not usually agree to extensions to buildings in the Green Belt if the volume of the original building would be increased by more than 33%. You must submit plans and your calculations of the increase in volume with your application.'

Update the weblink in the Council's contact details at the last page of the document:

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Table 3: Equal and Healthy Communities SPD

Consultee	Summary of representation
Canal & River Trust	We welcome the draft Draft Equal and Healthy Communities SPD, which builds upon the Planning Practice Guidance, and sully identifies that development and urban design should seek to promote active, healthy lifestyles and healthy living environments. The Trust believe that enhanced access to our network as part of the Green Infrastructure Network could help achieve some of these aims; and could make the Local Plan more effective in meeting the aims of the National Planning Policy Framework to support healthy communities and lifestyles. The Trust have recently undertaken research on the contribution our network makes to wellbeing. We believe that our network can promote healthy lifestyles through providing routes for walking and cycling, and can also provide spaces for people to relax, which could improve their self-reported wellbeing. Our 2017 Community Survey (produced by Kantar TNS) identified that 90% of our visitors undertook physical activity, and that waterway users have a higher life satisfaction figure (81%) than non-users (71%). These are two examples of how use of our network could help prevent ill-health through improving the measures identified within the boroughs Joint Health and Wellbeing Strategy 2016-19. Additional information upon this can be found in our outcomes report: https://canalrivertrust.org.uk/refresh/media/thumbnail/33802-canal-and-river-trust-outcomes-report-waterways-and-wellbeing-full-report.pdf The proposed incorporations of an equal and healthy communities checklist, supported by the draft guidance, has the potential to help ensure that development is designed positively to support resident's wellbeing. The Trust would welcome the incorporation of a checklist which takes account for people's access to the strategic Green Infrastructure network in Rotherham, which would include our waterway corridor. Having reviewed the draft checklist (appendix 1), we wish to make the following comments: 1. Movement and Access We welcome the consideration given in this section to the promotion of easy access to sites by walking, cycling and public transport. Consideration for the provision of new access points (subject to our consent onto the towpath network where required) and improved signage could help ensure that developments in proximity to our network can benefit from access to a traffic free route for sustainable travel, which provides access to major services and employment generators at Rotherham Town Centre and in and around Meadowhall. 2. Development Design Development in proximity to our network can have a significant impact upon the attractiveness of our network for walking and cycling, as well as its use as a recreational resource. Although the wording of the checklist is for the formation of a 'safe, attractive and well designed environment', we are concerned that the criteria checklist does not include any sections asking whether the development positively addresses external spaces, including adjacent Green Infrastructure and walking and cycling routes.

For example, the focus on secured by design features could result in the formation of tall fencing or barriers to neighbouring amenity space or publicly accessible paths, which could discourage their use, and could result in harm to the wellbeing of residents.

We therefore advise that consideration is given to the formation of a new criteria in this section concerning the impact on adjacent land. Potential wording is provided below:

“Does the development positively address adjacent spaces, including Green Infrastructure and walking and cycling routes”

3. Optimising Green Infrastructure and Access to Open Space

We welcome the consideration given towards the integration of development to Green Infrastructure and existing Open Space. This should help to ensure that future residents can benefit from our network where possible.

It is important to recognise that significant new developments in the vicinity of Green Infrastructure assets, including the canal and waterway network, do place extra liabilities and burdens upon the infrastructure, particularly as a result of the use of pathways as a form of open space and as a sustainable transport route. In addition, there is often an increased burden in terms of ongoing maintenance costs, for example the removal of litter from the water and maintenance of the towpath.

The Trust currently operates a ‘steady state programme’ whereby we ensure that the waterway network remains safe and operational and basic maintenance is carried out. In addition to the General Works Programme of maintenance and vegetation management we carry out reactive repairs and have a rolling programme to replace lock gates and other operational structures. However, we are unable at present to fund large scale enhancement/improvement projects. As a result, the repercussions of nearby development can have a significant impact on the ability to improve our towpath in line with any additional use and it is essential that appropriate contributions are secured from developers in order to maintain and improve the condition of the infrastructure.

We presume the above would also apply for the impact of development on Green Infrastructure assets throughout Rotherham Borough.

We therefore request that part 3 is expanded to incorporate the consideration of the impact of development on neighbouring Green Infrastructure Assets, and the potential need for off-site contributions to mitigate any harm the development could result in towards that asset. Suggested potential wording is provided below:

“Has the impact of additional use of neighbouring Green Infrastructure Assets been fully considered and addressed (e.g. litter, path erosion)?”

Council response

Comment of support is noted.

	The suggestion on additional criteria for checklist section 2 (Development Design) and section 3 (Optimising Green Infrastructure) are welcome and change will be made accordingly. Changes to SPD Add additional criteria to section 2 of the checklist at appendix 1: “Does the development positively address adjacent spaces, including Green Infrastructure and walking and cycling routes?” Add additional criteria to section 3 of the checklist at appendix 1: “Has the impact of additional use of neighbouring Green Infrastructure Assets been fully considered and addressed (e.g. litter, path erosion)?”
James Rodgers	Summary of representation Whilst I understand the authority’s principles on restricting Hot Food Takeaways, it needs to be made clear in the form of maps, the extent of which areas will be classed as being in a defined town, district or local centre. In Maltby for example, all of the retail areas are within 800 metres of a school. If Hot Food Takeaways were to be restricted as per your proposal then none could exist in Maltby. This would lead to local job losses and the retail areas would decline further with empty shops that cannot be filled. Council response The town, district and local centres are defined in Policy SP19 ‘Development within Town, District and Local Centres’ with the support of maps at the Appendix 1: Retail Centres in the Sites & Policies Document, and shown on the Policies Map. The Health and Equalities Guidance 2 states ‘The exception to this is where proposals also fall within a town, district or local centre (as defined in the Local Plan)’. In this case proposals will be considered against the requirements of Policy SP22 ‘Hot Food Takeaways’. Changes to SPD None
John Harwood	Summary of representation The damage to human, animal and plant life health is increasing exponentially. The cause is the covert introduction of dangerous radio frequency radiation and 5G infrastructure. Since no genuine safety testing has been carried out on this technology and given that the providers of this technology cannot obtain public liability insurance for their profiteering, the introduction of wireless and 5G infrastructure breaches the RMBC’s duty of care to the public. ‘Captured’ agencies like ICNIRP and PHE can no longer be trusted to set the genuine safe limits that we all need. Safety always lags behind technology. The severity of symptoms of Electro Hyper Sensitivity (EHS) has still to be acknowledged and dealt with.

	Thousands of people are already suffering severe symptoms that are directly related to EHS, yet thanks to repressed media reporting, they may be unaware of the causes. This issue absolutely must be addressed in every new policy and consultation that is even remotely relevant. If we look to the Russian nation, who's situation is years in front of the UK, they are in the process of taking down masts and reducing signal levels. How much more suffering will councils ignore before acting on their duty of care?
	Council response
	The health concerns in relation to telecommunication proposals would be considered against Policy SP61 'Telecommunications' and the NPPF. The Council follows the advice and guidance provided by Public Health England (PHE) regarding the health and safety of mobile technologies including 5G. PHE have recently composed a new study on 5G technologies (Oct 2019). This concludes that when 5G is added to a network there is a slight increase to overall exposure of radio waves. However, it is advised that the overall exposure is expected to remain low and therefore should have no consequence for public health. For further information: https://www.gov.uk/government/publications/5g-technologies-radio-waves-and-health/5g-technologies-radio-waves-and-health
	Changes to SPD
	None
Mr & Mrs Stamp	Summary of representation
	You make reference in paragraphs 34-38 that evidence undoubtedly supports the link between the incidence of fast food outlets and obesity and other health related issues so I strongly believe that the policy must be more robust and specific in paragraph 38. Could there be incentives within the planning regulations to encourage healthier food outlets? E.g. a percentage reduction in business rates to those opening up innovative, healthier takeaways with less emphasis on saturated fat and meat? I know that reference is made in other documents to limiting the number of adjacent fast food outlets, but should the council be committing within this document to not granting permission to further outlets once a maximum number has been established within a particular area (or even to reducing the numbers)?
	Council response
	Business rates, the type of business (for example, the cuisine and cooking of the takeaways) fall outside of planning control such that planning policy cannot interfere with business rates or the specific cuisine of the takeaways. Policy SP22 'Hot Foot Takeaway' would control the percentage of A5 use within centres and require sequential test for such use if it is out of centre, this is considered to be effective to limit the number and location of the hot food takeaways over the plan period.
	Changes to SPD
	None

Persimmon Homes	Summary of representation
	1. The guidance will be applied to all applications of 50 or more dwellings. No justification is provided by RMBC for the threshold. Further information should be provided in order to demonstrate the requirement.
	2. Within the checklist the mention of charging for electric bikes / vehicles within point 3 should be removed. The provision of charging points for electric bike and vehicles should only be introduced through the Local Plan process.
	3. Within the aim of achieving sustainable design features is accepted, the mention of green roofs and shade trees should be removed from point 4 in section 3 of the checklist. This will allow more flexibility for developers to provide sustainable design features on a site by site basis which can be incorporated into the design of schemes. The point should be altered to the below:
	- Is there provision of or requirement for sustainable design features such as sustainable urban drainage systems of other appropriate features?
	Council response
Environment Agency	1. The Council feels it is a reasonable threshold for the purpose of the checklist in line with the guidance in the SPD. Development for 10 or more dwelling constitutes as a major development; however it is considered that in this instance a proposal of 50 or more dwellings is of a scale more likely to create a sense of community.
	2. The provision of electric vehicular charging point is in response to the national and local guidance to mitigating and adapting to climate change and contribute to healthier communities by reducing emission and the use of fossil fuels. This is supported by existing adopted Local Plan policy. The Council has now taken the approach to impose planning conditions on all development for the provision of electric charging points / infrastructure.
	3. The use of green roofs and shade trees should be encouraged as it would be in line with the Government approach to promote greenery in development (Planning for the Future , published on 12 th March 2020)
	Changes to SPD
	None
	Summary of representation
Coal Authority	The Environment Agency has no comments to make
	Council response
	Noted
	Changes to SPD
	None
	Summary of representation
	No specific comments to make
	Council response
	Noted
	Changes to SPD
	None

Other changes to the SPD by the Council
Amend the word 'wellbeing' from 'well being / well-being' across the document for consistency.
Update the weblink in the Council's contact details at the last page of the document: Contact details If you have any questions regarding this Supplementary Planning Document please contact Planning Policy: Submit an enquiry to Planning Policy online: https://www.rotherham.gov.uk/xfp/form/535 Email: planning.policy@rotherham.gov.uk Telephone: 01709 823869 Website: https://www.rotherham.gov.uk/localplan Post: Planning Policy Team, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE For planning application and pre-application advice, please contact Development Management: Submit an enquiry to Development Management online: https://www.rotherham.gov.uk/xfp/form/216 Email: development.management@rotherham.gov.uk Telephone: 01709 823835 Website: https://www.rotherham.gov.uk/planning Post: Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE
Reformat References as Appendix 4

Table 4: Town Centre Uses and Developments SPD

Consultee	Summary of representation
Sheffield City Council	1. Para 21. Request that consideration be given to including guidance in the SPD for applicants so they can ensure their impact assessments are 'proportionate to the scale and nature of the proposal' 2. Para 48. Request that consideration be given to greater flexibility in relation to the site search for the sequential test. Typically Sheffield uses + or- 20%.
	Council response
	1. Amended wording of para.21 2. While it is acknowledged that the percentage is lower than Sheffield, the 10% benchmark is deemed to be reasonable in Rotherham. Furthermore this is an indicative figure, and allows flexibility to be adjusted on case by case basis in negotiation with the applicant.
	Changes to SPD 1. Amend the wording of para.21 <i>In line with Core Strategy Policy CS12 and the guidance given in this SPD, applicants should agree with the Local Planning Authority the scope of the evidence and analysis to be submitted to ensure that this is proportionate to the scale and nature of the proposal.</i> 2. None
Wickersley Parish Council	Summary of representation
	'Paragraph 72 of the SPD on Town Centre Uses and Developments sets out the principles to be observed for development within Primary and Secondary Shopping Frontages. Wickersley Parish Council considers an additional principle should be added to cover the situation where more than one adjacent units are proposed to be changed to a single new non A1 use. In such cases the calculation should be based on the original number of units, not the number of units subsequently proposed. The Parish Council make this point because a recent situation arose where it was proposed to change 3 units to a single A3 use and the calculation was based on the new number of units rather than the existing. This skewed the percentage calculation in such a way that it underestimated the impact of the proposal on the mix of retail units in the District Centre.'
	Council response
	It would be unreasonable for the calculation to be based on the existing number of units as the purpose of policies SP20 and SP21 is to assess the effect of the proposed development to the Primary and Secondary Shopping Frontage. It is worth noting that the intensity and scale of development would also be assessed in addition to assessing how the development would impact on the percentage of A1 units.
	Changes to SPD
	None

Environment Agency	Summary of representation
	The Environment Agency has no comments to make
	Council response
	Noted
	Changes to SPD
	None
Coal Authority	Summary of representation
	No specific comments to make
	Council response
	Noted
	Changes to SPD
	None
Other changes to the SPD by the Council	
After paragraph 16 included a new paragraph and table clarifying the approach to sequential tests for sites within mixed use areas, highlighting that where main town centre uses are proposed which accord with the menu of acceptable uses for that mixed use area then no further sequential test evidence will be required.	
At the end of paragraph 17 inserted a cross reference to the Equal and Healthy Communities SPD regarding hot food takeaways.	
Amend paragraph 21 to change 'we' to 'The Council': <i>'The Council provides and encourages the use of pre-application service which aims to increase the efficiency of the Council's planning process and to resolve any planning problems and issues with applicants at an early stage, before the submission of a planning application.'</i>	
Amend paragraph 72 to change 'we' to 'Officers': <i>'In line with the NPPF and Core Strategy Policy CS33, the Council will take a positive approach that reflects the presumption in favour of sustainable development. Officers will work with applicants to find solutions which mean that proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the area.'</i>	
Since the SPD being drafted, new monitoring data have been recorded and Appendix 2 is amended to reflect the change.	
Update the weblinks I the document, and in the Council's contact details at the last page of the document:	
Contact details If you have any questions regarding this Supplementary Planning Document please contact Planning Policy: Submit an enquiry to Planning Policy online: https://www.rotherham.gov.uk/xfp/form/535 Email: planning.policy@rotherham.gov.uk Telephone: 01709 823869 Website: https://www.rotherham.gov.uk/localplan	

Post: Planning Policy Team, Planning, Regeneration and Transport,
Regeneration & Environment Services, Rotherham Metropolitan Borough
Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

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Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport,
Regeneration & Environment Services, Rotherham Metropolitan Borough
Council, Riverside House, Main Street, Rotherham, S60 1AE

Table 5: Air Quality and Emissions SPD

Consultee	Summary of representation
Mr & Mrs Stamp	I think it is commendable that reference is made in paragraph 13 to the benefit that trees have in absorbing dust and other pollutants but I believe that more emphasis should be placed on the overarching benefits of trees in relation to CO2 and ultimately climate change. Indeed Friends of the earth are currently campaigning for the doubling of the UK forest area by 2045. Rotherham could set an example by referencing more, the benefits of trees within this document. https://friendsoftheearth.uk/trees
	Council response
	Comment is noted and it is covered in the Council's policy document 'Rotherham Council Responding to the Climate Emergency' which the Council current in the process to adopt.
	Changes to SPD None
Natural England	Summary of representation
	Natural England advises that the following information should be included in the SPD. - the magnitude and scale of the development's pollution footprint (once known), using an appropriate air quality modelling technique, and what effect this would have on the designated site(s) taking into account information such as: - the sensitivity of the notified or interest features - the most appropriate environmental benchmarks for each feature on each designated site (e.g. site relevant critical levels and critical loads). We recommend using the Air Pollution Information System (www.apis.ac.uk) to obtain information about site/habitat sensitivity (e.g. critical loads and levels for ecosystem protection) Natural England welcome the references in the SPD to improve air quality or mitigate impacts, such as through traffic and travel management, and green infrastructure (GI) provision and enhancement. Implications of layout for noise, pollution and disturbance of adjacent sensitive sites and how GI may be used to achieve this is important. This also links closely with sustainable transport within Rotherham, the use of GI to connect to or incorporate an existing or planned network, such as walking and cycling routes, which should help reduce the reliance on more polluting transport. More guidance on how to incorporate GI to achieve a better environment needs to be included in this SPD. Regarding effects on general air quality (regional or national), we advise that in addition to assessing local air quality effects, consideration should also be given to national air quality impacts resulting from diffuse pollution over a

	greater area. The UK Government has international commitments to reduce national emissions of pollutants and consideration should be given to impacts that occur on a regional, national and international scale and which also contribute to background concentrations. Council response The suggestion are welcome and change will be made accordingly. Changes to SPD Insert a new section on The Habitats Regulations on after Clean Air Zones section: <i>The Habitats Regulations require that a development proposal, or a project or plan, will not cause a likely significant effect or, where likely significant effects cannot be discounted, no adverse effect on the integrity of designated sites.</i> - <i>The predicted impact and effect of emissions to air from the development on Natural England's designated site(s) should be determined. This will include the magnitude and scale of the development's impact on air pollution, using an appropriate air quality modelling technique. It is important to identify important ecological features that may be affected, with reference to a geographical context in which they are considered important. The impact and effect must be established by considering the in-combination impact with other projects and plans. The effects of air pollution arising from the development on the integrity of the designated site shall be established.</i> - <i>Levels of predicted pollutants should be evaluated against the National air quality objectives and European Directive limit and target values for the protection of vegetation and ecosystems https://uk-air.defra.gov.uk/assets/documents/Air_Quality_Objectives_Update.pdf</i> - <i>The most appropriate environmental benchmarks for each feature on each designated site (e.g. site relevant critical levels and critical loads) should be used. It is recommended that the Air Pollution Information System (www.apis.ac.uk) is used to obtain information about site/habitat sensitivity (e.g. critical loads and levels for ecosystem protection)</i> - <i>Rotherham's designated sites can be found at https://designatedsites.naturalengland.org.uk/</i>
Persimmon Homes	Summary of representation 1. The threshold identifies in Table 1 is based upon adapted criteria from appendix B of the Department of Transport document 'Guidance on Transport Assessment' which was adopted in 2007. This appendix relates to the indicative thresholds for transport assessment and not air quality emissions assessments. Although the two are in some ways related, in that transport has an effect on air quality, they are two different issues which require separate reports. In addition this guidance as withdrawn in 2014. No reasoning is provided as to why this guidance has been used for the purpose of both air quality assessment and transport assessments. It is, in our opinion, not appropriate to base the criteria on this guidance as it is outdated. No additional justification has been provided as to why the threshold is set at >50 dwellings. If RMBC wishes to implement such a threshold then robust and transparent evidence must be provided in order to justify and explain the threshold.

2. The damage cost assessment requirement has no policy basis, either locally or nationally. It is also no clear as to whether air quality assessment accompanying all medium proposals must include a damage costs assessment or whether only certain medium proposals must provide this. The flowchart on p.8 indicates that emissions cost assessment is required for major scale developments but not for medium proposals. P.14 of the document implies that all medium proposals should include a damage cost whereas p.23 states 'certain medium and all major'. This position should be clarified and the criteria for determining whether or not an emissions cost assessment is required for medium scale proposals should be clearly outlined. Within previous guidance damage cost assessments were only required for development proposals classified as major. Such proposals are in sensitive locations whereby the potential economic costs of development needs to be assessed. Medium proposals are not as sensitive and there is no reason provided as to why such stringent examination is needed for them. This requirement should be removed for medium classified proposals as it is overly onerous. Alternatively clarification of specific criteria affecting some medium proposals which would require such an assessment should be clearly set out. In addition the flow chart on p.8 should be made clearer as to the requirements for minor, medium and major proposals.
3. Major proposals are identified as those which meet or exceed both the criteria identified in Table 1 and which meet at least one of the criteria in Table 2. No evidence is provided which supports the criteria and it is therefore not justified. Whilst some of the criteria is clear and easily measurable others are not. In particular, the third criteria states that development 'close' to a number of identified roads would be classed as a major proposal. This is ambiguous and does not provide clear guidance for developers as which category their development would fall in. This criteria is additional to the criteria previously used to categorise major development as outlined in the 'Delivering Air Quality Good Practice Guidance' and justification should be included as to its incorporation.
4. Box 3 within the SPD outlines suggested mitigation for residential development which would be adhered to by all proposals. It requires 1 charging point per dwelling where dedicated parking is to be provided. Such a requirement is not appropriate for an SPD and can only be introduced through the Local Plan process. The proposed requirement cannot be sought without evidence gathering, policy formulation, viability testing and ultimately Examination in Public. The NPPF is clear in para.105 that it is for planning policies to incorporate provision for charging points.
5. Box 1 also outline the provision of secure cycle storage, further information should be provided by RMBC as to the specifics of their requirement. As written it is ambiguous as to what is meant by the term 'secure cycle storage'. It is in Persimmon Homes' view that anchor points on dwellings without garage would be sufficient.
6. In addition to adhering to Box 3 medium and major proposals must also provide a Travel Plan as required by the RMBC's guidance document: Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance 2014 (and any subsequent replacement). This document is not adopted as part of the Development Plan. It is not appropriate to rely on such documentation and a specific SPD should be provided on the requirements of Travel Plans and Parking Standards. Par.53 provides some requirements for Travel

	Plans. This includes annual monitoring of the Travel Plan against the agreed targets and objectives. Further guidance should be provided as to how long such annual monitoring should be undertaken for. 7. Box 4 provides additional suggested mitigation options for medium and major proposals. Point 5 relates to new or improved bus stop infrastructure. This may not always be required and the wording should therefore be altered to allow flexibility. Council response 1. In terms of the thresholds for each land use type above which an emissions/air quality assessment is required, the thresholds have been chosen to be consistent with other English authorities Emissions and Air Quality Guidance. For example West Yorkshire authorities, West Midlands authorities and Sussex local authorities all use the same thresholds. 2. Noted the suggestion and will amend the document for clarity. 3. The term 'close' to major roads is used to avoid being too prescriptive. A development could be adjacent to a major route or some distance away from a particular road of concern to have an impact. The Council encourage pre-application discussions prior to any assessment being undertaken and at this stage can evaluate which roads are likely to be impacted upon and the likely significance of any development. 4. See further details in 'Other changes by the Council' below regarding the provision of electric vehicle charging points. 5.& 6. The Council is currently in the process of preparing a Transport Assessment, Travel Plans and Parking Standards SPD which will provide further guidance on cycle storage and Travel Plan. 7. All mitigation measures would be considered on case by case basis. Changes to SPD 1. None 2. Insert new paragraph in Stage 1: development type classification for clarity: <i>'Some medium proposals, such as a distribution centre (B8), would have a much greater impact compared with other uses in terms of emissions from transport. If a proposal meets or exceeds one of the criteria in Table 1 and it also meets or exceeds one or more of the criteria listed as 'other' at the bottom of table 1, an emissions and cost calculation would be required.'</i> 3. None 4. See details below 5.& 6. None 7. None
Highway England	Summary of representation The first point to note is that Highways England are aligned with the ambition of Rotherham MBC in improving air quality. Our Air Quality Strategy was published in August 2017, and supports working in partnership with other organisations to deliver compliance with the air quality legislation.

	The introductory paragraphs of Rotherham's Air Quality SPD provide an overview of the role the planning system plays in order to improve air quality and reduce exposure to air pollution. It states that, "Whilst planning policy cannot solve immediate air quality issues, it has a role to play so that any likely scheme impacts are reasonably mitigated and future scheme occupants are able to make sustainable vehicle choices". As a statutory consultee in the planning process, Highways England strongly agree with this stand point. We recognise that planning applications may contribute to existing air quality issues on the SRN However, Highways England are currently unable to make recommendations on the basis of air quality through the planning system. Our role in the planning system is defined by DfT Circular 02/2013 'The Strategic Road Network and the Delivery of Sustainable Development' and as such we are reliant on Rotherham considering the air quality impact of any planning application. However, we are strongly supportive of the objectives and will aim to assist where possible. We also strongly advocate the use of sustainable modes of transport and seek to encourage these through individual site Travel Plans. The SPD states that Rotherham with Sheffield are required by Government to implement a Clean Air Zone (CAZ) due to the exceedance of statutory limits relating to the annual average concentrations of Nitrogen Dioxide (NO2). As such it identifies that development proposals which are likely to impact on the air quality in any of the designated national exceedance areas, will require "particular emphasis on mitigation measures" to ensure no adverse impacts on air quality will result. A representative from Highways England has been in attendance at the Clean Air Zone Steering Group and there is a commitment moving forward to collaborate where possible. We are particularly supportive of your thresholds for each land use type above which an air quality assessment and mitigation will be required. Overall, we are strongly supportive of the fact that impact on air quality is a material consideration in the determination of planning applications. We recognise that it is ultimately for the Local Planning Authority to determine the weight to be given to it and the acceptability of proposed mitigation measures, though we aim to work in partnership to achieve our shared objective.
	Council response
	Support is noted
	Changes to SPD
	None
	Summary of representation
	The Environment Agency has no comments to make on the Supplementary Planning Documents
Environment Agency	Council response

	Noted
	Changes to SPD
	None
Coal Authority	Summary of representation
	No specific comments to make
	Council response
	Noted
	Changes to SPD
	None
Other changes to the SPD by the Council	
Amendment to National Planning Policy section (para.11 and 13) to reflect the wording of the new NPPG (Nov.2019):	
11 To support the NPPF, the Government has produced Planning Practice Guidance(PPG),including guidance relating to air quality (3).Paragraph 8 of this Planning Policy Guidance (reference ID: ~~32-008-20140306~~ 32-008-20191101), deals specifically with mitigating air quality impact and states: <i>"Mitigation options ~~where necessary will be~~ will need to be location-locationally specific, will depend on the proposed development and ~~should be~~ need to be proportionate to the likely impact. It is important ~~therefore~~ that local planning authorities work with applicants to consider appropriate mitigation so as to ensure ~~the~~ new development is appropriate for its location and unacceptable risks are prevented. <u>Planning conditions</u> and <u>obligations</u> can be used to secure mitigation where the relevant tests are met."</i> (Bold and underline emphasis added.) 13 Examples of mitigation include: ~~the design and layout of development to increase separation distances from sources of air pollution;~~ - <i>maintaining adequate separation distances between sources of air pollution and receptors;</i> ~~using green infrastructure, in particular trees, to absorb dust and other pollutants;~~ - <i>using green infrastructure, in particular trees, where this can create a barrier or maintain separation between sources of pollution and receptors;</i> - <i>appropriate means of filtration and ventilation;</i> ~~promoting infrastructure to encourage modes of transport with low impact on air quality;~~ - <i>including infrastructure to promote modes of transport with a low impact on air quality (such as electric vehicle charging points);</i> - controlling dust and emissions from construction, operation and demolition; and - contributing funding to measures, including those identified in air quality action plans and low emission strategies, designed to offset the impact on air quality arising from new development.	
Omit para. 15 as it is incorrectly included	
Adding paragraph in Local Planning Policy section to include Policy SP57 'Sustainable Construction':	

'Policy SP57 Sustainable Construction which indicates that development will need to be designed to withstand and adapt to the predicted impacts of climate change.'

Map 1 Air Quality Assessment Areas is amended to reflect the latest AADT data (2018) and reduced the number of indicators from 11 to 4 for clarity.

Additional section on the provision of electric vehicle charging points is added after Local Planning Policy section:

A key theme of the NPPF is that developments should enable future occupiers to make 'green' vehicle choices and incorporate facilities for charging plug-in and other ultra-low emission vehicles (ULEVs). The NPPF (paragraph 110) requires a scheme proposal to 'be designed to enable charging of plug-in and other ULEVs in safe, accessible and convenient locations'.

Policy CS30 'Low carbon & Renewable Energy Generation' 1 Energy states 'Development should seek to reduce carbon dioxide emissions through the inclusion of mitigation measures...c. Incorporating low carbon and renewable energy sources. Developments will be supported which encourage the use of renewable, low carbon and decentralised energy. All development should achieve, as a minimum, the appropriate carbon compliance targets as defined in the Building Regulations.

The Council policy document 'Rotherham Council Responding to the Climate Emergency'

<https://moderngov.rotherham.gov.uk/mgConvert2PDF.aspx?ID=125067> aims to reduce borough-wide carbon emissions to net zero by 2040 and one of the key areas identified to reduce borough-wide transport emissions is to 'facilitate a borough-wide switch to EVs (electric vehicles) and Ultra Low Emission Vehicles (ULEVs) through continuing to expand charging infrastructure' (para.6.8.5 of the policy document). Ensuring that new development is equipped with appropriate charging infrastructure will help ensure that Rotherham's residents and businesses are well placed to make use of electric vehicles as the Government moves forward its plans to phase out the sale of petrol, diesel and hybrid powered vehicles.

Electric Vehicle Charging Points Provision

A standard level of electric vehicle charging points provision is expected in most development in addition to mitigation arising from the exposure assessment, via planning condition, as follows:

- *Residential developments: A minimum of 1 charging point per dwelling and 1 charging point per parking space for flats (including changes of use to dwellings).*
- *Non residential developments (for proposals with 5 or more parking spaces): Provision of vehicle charging point infrastructure (cabling routes) to serve every car parking space and a minimum of 20% of parking spaces to have charging points.*

The exact number, specification, location and maintenance schedule for electric vehicle recharge infrastructure should be agreed with the relevant authority.

Omit paragraph 48 – 51 and reworded into the Electric Vehicle Charging Point Provision section.

Amendment to Box 4 to reflect the requirement for electric vehicle charging points provision stated above:

- *Commercial/Retail – ~~10%~~ 20% of parking spaces to be provided with an electric vehicle charging point; this may be phased with 5% initial provision and the remainder at an agreed trigger level.*

- *Industrial – ~~10%~~ 20% of parking spaces to be provided with an electric vehicle charging point; this may be phased with 5% initial provision and the remainder at an agreed trigger level.*

Reformat the document and moved 'Planning Recommendation' to be after 'Status' section.

Include Council's contact details at the end of the document:

Contact details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

<https://www.rotherham.gov.uk/xfp/form/535>

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

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Table 6: Shop Front Design Guide SPD

Consultee	Summary of representation
British Sign and Graphics Association	Concern the SPD by far exceeds the policy on which it is supposedly based, that it exceeds what is permitted in law; that it is impractical and unrealistic; it fails to take account of the actuality of Rotherham's shopping environment; that its requirements are unduly onerous and excessive. The main difficulty is its emphasis on 'traditional' shopfronts as opposed to 'modern'. There is no example of what the Council consider to be a quality modern shopfront. The emphasis on avoiding internal illumination is contradictory and fails to reflect the reality that internal illumination is the most common form of fascia sign within the town centre. The SPD fails to take account of innovation in sign design and there is no mention of LED illumination. The smaller size of the luminaries, their long life and their minimal heat generation allows modern box signs to be much slimmer and more versatile than their neon tube illuminated predecessors. These signs needed thickness in the depth of the box to allow for the bulkier tubes and their fittings, as well as to allow heat to dissipate. Moreover, the SPD fails to recognise that internal illumination allows light to be very carefully directed (eg. Through letters / logo only), whereas external illumination necessarily casts light not only onto the sign but also its surrounds. It also often produces an uneven light spread which is itself unsatisfactory both for the retailers and the street-scene. 1. Para.12 needs to recognise 'blinds' may not require planning permission and if they contain advertising materials they must be treated as advertisement. Standard retractable blind may have deemed consent under Class 5 in Schedule 3 of the Regulations 2. Para.15 is incorrect as many illuminated signs may be displayed with deemed consent and it is unclear on wording of 'extra large' – suggest the first sentence to be deleted 3. Para.17 section on 'drawings' should make clear that the required details will vary depending upon the application 4. Para.22 need clarification on wording and contradictory 5. Bullet point 6 of para.22 needs to be amended and point 7 should be deleted as it is contradictory 6. Para.24 should insert word 'normally' to allow exceptions 7. Para.26 has no justification for such requirement 8. Para.27 is unacceptable and should be reworded 9. Para.28 require clarification as 'professional' lettering 10. The section on 'hanging and projecting signs' is unacceptable as there are many examples of projecting signs fixed to the fascia panel in Rotherham town centre

	11. Para.45 should be reworded as it is incorrect 12. Para.46 should include LED illumination 13. Para.47 contradict with para.45 and should be reworded 14. Para.49 misspell word and the restriction on the colour and palette is unnecessary and should be deleted 15. Para.50 suggest rewording for clarity 16. Para.52 bullet point 3, the use of 'acrylic, Perspex, plastic' should be qualified and should be reworded 17. Para.52 bullet point 9 is unreasonable for business to be restricted in its choice of colour because of adjacent properties and should be deleted
	Council response
	The suggestion are welcome and some changes will be made accordingly. In regard to point 4, the Council considers new shopfronts should harmonise with the host building even if the current shopfront does not do so. With regard to the suggested example on College Street, it is worth noting that it is within Conservation Area and it is the Council's intention to improve and enhance existing shopfronts over time. In regard to point 7, the purpose of the document is to provide guidance for applicants on how to achieve better design of shopfront and signage such that the consideration of the content on the signage is relevant.
	Changes to SPD
	1. Amend the paragraph and remove the wording 'with flair' 2. Amend the paragraph in regard to the proposals that require planning permission: <i>'The Town and Country Planning (General Permitted Development) (England) Order (as amended), planning permission is required if:</i> - <i>the development is within the curtilage of a listed building;</i> - <i>any alteration would be within a Conservation Area;</i> - <i>the development would consist of or include the construction or provision of a verandah, balcony or raised platform;</i> - <i>any part of the development would extend beyond an existing shop front;</i> - <i>the development would involve the insertion or creation of a new shop front or the alteration or replacement of an existing shop front; or</i> - <i>the development would involve the installation or replacement of a security grill or shutter on a shop front</i> <i>The list is not exhaustive and as a general guidance planning permission is likely to be required if the development would significantly change the external appearance of the building. As such, the Council should be contacted for advice prior to commencing any work.'</i> 3. Reword section on Advertisement Consent to: <i>'The display of advertisements with the associated structure is controlled through Advertisement Consent and separate planning permission is not required in addition to the consent.'</i>

There are 3 different categories of advertisement consent which are set out in the Town and Country Planning (Control of Advertisements)(England) Regulation 2007.

Detailed guidance is available in the Government publication 'Outdoor Advertisements and Signs' available at: <https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>

In general, A-boards, signs that are larger than 0.3m² or illuminated, would require advertisement consent. As regulation can be difficult to interpret, with certain criteria and conditions to be met, the Council should be contacted for advice prior to commencing any work.'

4. Clarify requirement for submitting a planning application with reference to pre-application advice, validation policy on planning application and insert a box to identify general requirements.
5. Amend bullet point and reformat as 'Key Principles':
 - *The style of the shop front should harmonise with the age and character of the building as a whole.*
 - *The scale of the shop front should be in proportion with the rest of the building.*
 - *An existing shop front which contributes to the character of a building or area should be retained and refurbished rather than replaced. Any original features such as pilasters and fascia that have been concealed by later additions should be exposed and restored in order to enhance the appearance of the shop front.*
 - *It is important that the replacement shop front respects the period and style of the building in terms of proportion and quality of materials and relate well to neighbouring properties.*
 - *Where adjacent shop fronts are to be operated as a single concern then each shop front should be individually expressed by retaining or reintroducing pilasters between them.*
 - *Over-cluttering of signage on the shopfront will not be supported as it can be harmful to the amenity*
 - *Illumination of shop signs should be carefully designed and have regard to the overall design and the surrounding area*
 - *Canopies and blinds should be incorporated within the overall design.*
 - *Door recesses should not be deeper than 600mm and door should open inward so it would not encroach onto the public footpath*
 - *Doorways and entrances should be accessible to people with disabilities.*
6. None
7. Reword the paragraph for clarity:
'Lettering and graphics should be moderately sized and should be in proportion to the dimensions of the fascia. Clear well spaced letters are as easy to read as larger oversized letters. The sign should be kept simple with the name of the shop and a simple graphic logo and the street number. Too much information such as slogans and photographs creates visual clutter which will not be acceptable.'
8. Reword the paragraph to:

	<i>'Bulky surface mounted box-like fascia signs that are attached over the front of fascia boards would detract from the appearance of the shop. They will not be permitted and alternatives should be considered.'</i> 9. Reword the paragraph to: <i>'Where there is a small fascia or none at all, individual letters may be applied to the face of the building or display signage internally. The font and materials of the lettering sign should be carefully considered.'</i> 10. Reword section 'Hanging and Projecting Signs': <i>'As a general rule, only one sign will be allowed per shop with an area no larger than 0.75m². Timber or cast metal signs are particularly appropriate on traditional shop fronts. The sign should be mounted on a console at fascia level; or on a pilaster below fascia level; or below first floor cill level. External illumination maybe acceptable, such as Tungsten lamps</i> <i>For modern shopfronts, modest slimline projecting signs with limited LED or neon illumination may be acceptable subject to the overall design of the shopfront. Careful design will be given consideration and would be assessed on its own merit.</i> <i>Bulky, old-fashioned box signs are not considered to be acceptable. Modern, well-crafted, elegant box signs, particularly those employing thin fluorescent tubes or LEDs, with modest illumination restricted to lettering and / or graphics, are likely to be acceptable on contemporary shopfronts within shopping areas.'</i> 11. Amend paragraph to: <i>'Fascia illumination, where it is required, should be considered as part of the street scene. A variety of subtle lighting styles will add interest.'</i> 12. Amend paragraph to: <i>'Lamp types include tungsten halogen floods, tungsten spotlights, low voltage tungsten spotlights, swan-necked metal arms, and concealed modest LED lighting. The use of traditional fluorescent tubes is not recommended as they are bulky and not as durable.'</i> 13. Reword paragraph to: <i>'Translucent plastic letters or graphics are inset into an opaque panel which is illuminated from behind. The light box must be of slimline design; it should fully recessed behind the fascia, if this is not possible, it should have a minimal projection from the fascia panel.'</i> 14. Reword paragraph to: <i>'Cold Cathode Tubes Decorative Signs</i> <i>Graphically elegant neon signs may be acceptable if they are of moderate size, single colour and limited palette as they can be a distraction to highway users in low light conditions.'</i> 15. Reword paragraph to: <i>'Shop window display lighting contributes towards a safe night-time environment. Discrete spotlighting to highlight architectural features of a shop front or building is welcomed. Permission is not required unless the building is listed.'</i>
	Summary of representation

Environment Agency	The Environment Agency has no comments to make
	Council response
	Noted
	Changes to SPD
	None
Coal Authority	Summary of representation
	No specific comments to make
	Council response
	Noted
	Changes to SPD
	None
Other changes to the SPD by the Council	
The format and sections of the document have been revised for it to be easier to read.	
Amend Local Planning Policy section to include Policy SP40 and SP41: <i>'Policy SP40 Listed Buildings which sets out detailed principle for alterations to a Listed Building. Policy SP41 Conservation Area which sets out development are required to preserve or enhance the character or appearance of Conservation Areas and their setting.'</i>	
Amend Listed Building Consent section to clarify the legislation requirement: <i>'Listed building consent is required for any works to demolish any part of a listed building or to alter or extend it in a way that affects its character as a building of special architectural or historic interest, irrespective of whether planning permission is also required. For all grades of listed building, unless the list entry indicates otherwise, the listing status covers the entire building, internal and external, and may cover objects fixed to it, and also curtilage buildings or other structures. Undertaking works, or causing works to be undertaken, to a listed building which would affect its character as a building of special historic or architectural interest, without first obtaining listed building consent is a criminal offence under section 9 of the Planning (Listed Buildings and Conservation Areas) Act 1990. There is no fee for submitting an application for listed building consent.'</i>	
Amend Conservation Area section to reflect the omission of Conservation Area Consent: <i>'Conservation Areas are areas of special architectural or historic interest and stringent controls are in place to protect buildings within those areas. Conservation Area Consent was abolished under Enterprise and Regulatory Reform Act 2013 and replaced with a requirement for planning permission for demolition of a building / shop front in a conservation area.'</i>	
Amend planning application checklist: <i>'Are the graphics, advertisements and illumination appropriate to the scheme?'</i>	
Added new section on Shopfront Unity and Cohesion before 'Shop front design elements': <i>'Over time, alterations to shopfronts can lead to a disjointed appearance of a building and/or a loss of cohesion across a group of buildings in the street scene. When altering shopfronts, businesses and owners should aim to restore cohesion across architectural</i>	

lines and design features of both the building itself and the adjacent buildings. Efforts should be made to establish visual order across all stories of a building or façade, as opposed to focusing on the ground floor shopfront in isolation.

Where opportunities exist to improve unity across a façade or group of buildings, the Council would encourage consistency in design as part of the planning process. Where site wide improvements are required, for instance in a conservation area, the council may impose planning conditions to secure improvements to the development.'

Amended Shutters section with clearer guidance:

'Internal perforated lattice grille shutters (powder or plastic coated) is the preferred shutter option. When used in conjunction with toughened and laminated glass of suitable specification it would meet the requirement of Secure by Design. These would act as a visible form of security without affecting the character of the original shopfront.

External roller shutters will only be considered suitable if it can be demonstrated that there is no other alternative and each application will be assessed on its own merits.

- *Solid steel shutters are not acceptable as they can attract graffiti and create an undesirable hostile environment*
- *Aluminium shutters with compact shutter boxes are recommended as they are available in a wider range of design and powder coated colour options*
- *The shutter boxes should form an integral part of the shopfront surround, situated behind the fascia line*
- *The shutter should be perforated or punched to allow a minimum of 25% vision level (when back lit)*
- *Partial solid shutter will only be acceptable if it is no more than 30% coverage of the overall shutter (for example, at the base of the shutter closer to the ground)*
- *Tube and link shutters may be acceptable subject to appropriate design and specification'*

Reworded Reinforced Stallrisers and Steel Framed Shop Front:

'The reinforcement is an unobtrusive way to strengthen the shop front which would help to reduce the risk of ram raiding.

This is a commonly used on public buildings and banks, however it is also helpful to shops with high value goods such as jewellery and electronics.'

Insert photographs to demonstrate examples of contemporary shop front in Rotherham.

Include Council's contact details at the last page of the document:

Contact details

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

<https://www.rotherham.gov.uk/xfp/form/535>

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy Team, Planning, Regeneration and Transport,
Regeneration & Environment Services, Rotherham Metropolitan Borough

Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

<https://www.rotherham.gov.uk/xfp/form/216>

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport,

Regeneration & Environment Services, Rotherham Metropolitan Borough

Council, Riverside House, Main Street, Rotherham, S60 1AE



Public Report
Cabinet

Committee Name and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

Disposal of Surplus Property Asset – Former Caretaker's Property (Thorpe Hesley Primary School), 790 Upper Wortley Road, Thorpe Hesley, Rotherham

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

Yes

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

Lindsay Johnson, Strategic Asset Manager
01709 254016 or lindsay-costello.johnson@rotherham.gov.uk

Ward(s) Affected

Keppel

Report Summary

The purpose of this report is to seek approval to dispose of the Council's freehold interest in the Former Caretaker's Property (Thorpe Hesley Primary School), 790 Upper Wortley Road, Thorpe Hesley, Rotherham

Recommendations

1. That approval be given to the disposal of the Council's freehold interest in the Former Caretaker's Property (Thorpe Hesley Primary School), 790 Upper Wortley Road, Thorpe Hesley, Rotherham
2. That approval be given to the Assistant Director (Planning, Regeneration and Transport) to the disposal of the assets by implementing the most appropriate method of disposal to help expedite the process, whilst ensuring that best consideration is achieved under Section 123 – Local Government Act 1972.
3. That the Assistant Director of Legal Services be instructed to negotiate and complete the necessary legal documentation once terms for the disposal have been agreed.

List of Appendices Included

Appendix 1 Initial Equalities Screening Form
Appendix 2 Property Location Plans
Appendix 3 Exempt Financial Addendum

Background Papers

None

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

Yes – partially exempt

An exemption is sought for Appendix 3 under Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A of the Local Government Act 1972 is requested, as this report contains sensitive commercial information that could impact on the negotiation strategy and disposal values.

It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information because the Council's commercial interest could be prejudice by the disclosure of this commercial information.

Disposal of Surplus Property Asset – Former Caretaker's Property (Thorpe Hesley Primary School), 790 Upper Wortley Road, Thorpe Hesley, Rotherham

1. Background

- 1.1 The property became vacant in March 2019 following the retirement of the previous school caretaker. Subsequent conversations have taken place with the new caretaker regarding his potential option to reside in the property, but he has indicated his desire to remain in his existing home and not relocate. If the existing caretaker leaves the position, CYPS have advised that the post will be advertised without residential accommodation included.
- 1.2 However, from the 1 July Thorpe Hesley Primary School will become an Academy and the Academy Trust have advised that they have no plans for the property. If the property was part of the transfer to the Trust, they would benefit from any future sale.
- 1.3 CYPS has no obligation to provide a house to the caretaker and neither would the Trust. The Trust would appoint the caretaker under their terms and conditions.
- 1.4 The property was subsequently declared surplus to the operational requirements of CYPS in November 2019.
- 1.5 A copy of the location plan can also be seen in Appendix 2 of this report identifying the property in bold edging.

2. Key Issues

- 2.1 The property was declared surplus to the operational requirements of CYPS in November 2019. Consultations have since taken place with all relevant Service Areas through the Asset Management Board and no other alternative operational use has been identified.
- 2.2 The property is currently vacant and poses a risk to the Council in terms of ongoing security and holding costs.
- 2.3 The Council regularly reviews its property portfolio to ensure it has a fit for purpose estate, reduce unnecessary holding costs and where appropriate generate capital receipts.

3. Options considered and recommended proposal

- 3.1 Option 1: The asset is retained by the Council.
In retaining the property when there is no identified alternative operational requirement places the Council at risk in terms of securing and maintaining the property and future holding costs.
This is not the recommended option.
- 3.2 Option 2: Disposal of the surplus asset.
The property is offered for freehold disposal on the open market with a view to legal completion at the earliest opportunity.

This is the recommended option.

4. Consultation on proposal

- 4.1 All local ward members have been consulted on the proposal to dispose of this property and no objections or representations have been received.
- 4.2 The proposal to dispose of this property has been the subject of detailed consultation through Asset Management Board and they are fully supportive of the proposal.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Should the proposal outlined in this report be approved then the Assistant Director (Planning, Regeneration and Transport), in consultation with Asset Management, will decide upon the most appropriate method of disposal to achieve best consideration under Sec.123 LGA 1972.
- 5.2 Should the property be approved for disposal then the Assistant Director (Planning, Regeneration and Transport), as advised by Asset Management, will instruct the Assistant Director (Legal Services) to prepare all the necessary transfer documentation once terms for disposal have been agreed.
- 5.3 Estates have advised that given the nature of the property the disposal would be best achieved via informal tender or auction sale.
- 5.4 There would be timescales implications for both methods. In the current climate it is anticipated that the tender process could take anything up to 12-months to achieve a sale.
- 5.5 Whereas disposal by auction could be slightly quicker with completion anticipated within 6-months.
- 5.6 However, timescales for both methods are somewhat uncertain due to the current Covid-19 implications. The Ministry of Housing, Communities and Local Government have issued recent guidance (published 26/03/2020) on the potential impact on the residential market. The guidance makes reference to property viewings and advises that none must be undertaken.

6. Financial and Procurement Advice and Implications

- 6.1 There are no direct procurement implications arising from the recommendations detailed in this report.
- 6.2 The estimated capital receipt from the sale of this property is identified in the exempt Appendix 3. It is unclear at this point what impact Covid-19 will have on the property market.
- 6.3 The Council will no longer incur revenue holding costs on this property once it is disposed of, these are identified in the exempt Appendix 3. There are no revenue budget savings arising from this disposal, as the costs were previously met by the caretaker occupier.

7. Legal Advice and Implications

- 7.1 Other than as already identified and detailed in this report there are no direct legal implications arising from the subject matter of this report.

8. Human Resources Advice and Implications

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

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 CYPS have confirmed that the property is surplus to their service requirements.

10. Equalities and Human Rights Advice and Implications

- 10.1 There are no direct implications for equalities or human rights arising from this report.
- 10.2 An Initial Equalities Screening Assessment is attached at Appendix 1.

11. Implications for Ward Priorities

- 11.1 None

12. Implications for Partners

- 12.1 None

13. Risks and Mitigation

- 13.1. Should the asset be retained without an identified Council requirement for doing so, then it would place a significant financial burden on current resources.
- 13.2 The main mitigation against the risk identified in this report is to approve the proposed disposal of the surplus asset.

14. Accountable Officers

Simon Moss, Assistant Director - Planning Regeneration & Transport
Lindsay Johnson, Strategic Asset Manager – Asset Management

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	Date
Chief Executive	Sharon Kemp	01/06/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	27/05/20
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/05/20

Report Author:

Lindsay Johnson, Strategic Asset Manager
01709 254016 or lindsay-costello.johnson@r01709
254016 or
lindsay-costello.johnson@rotherham.gov.uk

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

Appendix 1: Initial Equalities Screening Form**PART A - Initial Equality Screening Assessment**

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

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

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

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

1. Title**Title:**

Disposal of Surplus Property Asset - Former Caretaker's Property (Thorpe Hesley Primary School), 790 Upper Wortley Road, Thorpe Hesley, Rotherham

Directorate:

Regeneration & Environment

Service area:

Asset Management

Lead person:

Lindsay Johnson

Contact number:

01709 254016

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

Disposal of a surplus property asset where there is no identified alternative operational requirement for the Council.

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

Former Caretakers Property (Thorpe Hesley Primary School), 790 Upper Wortley Road – there is no longer an operational requirement for this property; the former caretaker left the premises in March 2019 and the property has since been vacant.

Consultations with other service areas has failed to identify any alternative operational use for the Council.

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

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

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

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

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

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

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

- **Key findings**

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

- **Actions**

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

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

5. Governance, ownership and approval

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

Name	Job title	Date
Lindsay Johnson	Strategic Asset Manager, Asset Management	07.04.2020.
Anjum Shabir	Principle Estates Surveyor, Asset Management	07.04.2020
Tanya Lound	Corporate Improvement and Risk Officer	08.04.2020

6. Publishing

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

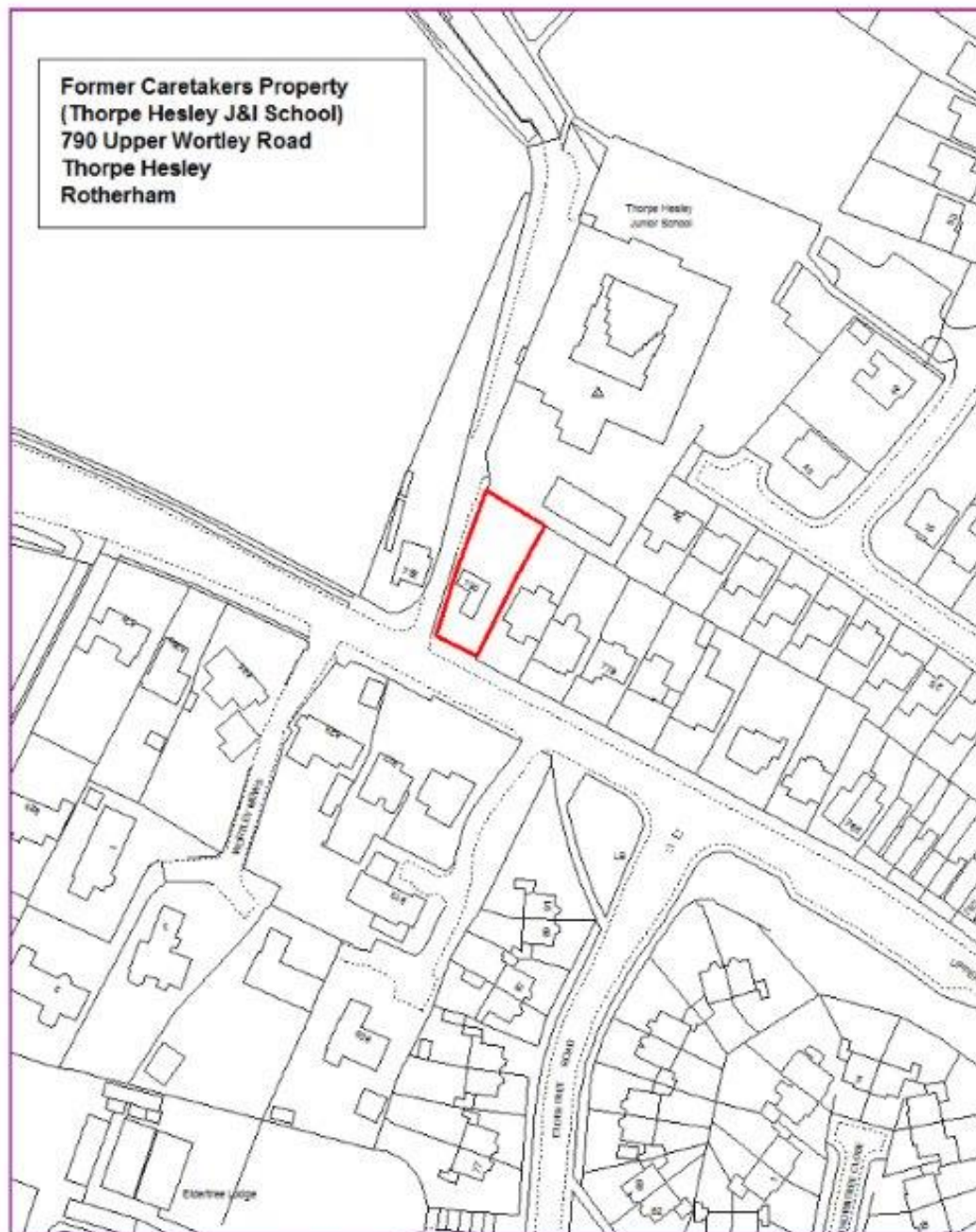
If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

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

Date screening completed	
Report title and date	Disposal of Surplus Property Asset - Former Caretaker's Property (Thorpe Hesley Primary School), 790 Upper Wortley Road, Thorpe Hesley, Rotherham
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Report Date – 15.6.2020 Publication Date -
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	7.4.2020

Appendix 2 – Property Location Plan

Former Caretaker's Property (Thorpe Hesley Primary School), 790 Upper Wortley Road, Thorpe Hesley, Rotherham



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Scale 1:1250

Former Caretakers Property
790 Upper Wortley Road
Thorpe Hesley
Rotherham

FOR IDENTIFICATION ONLY

Rotherham
Metropolitan
Borough Council

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Name of Committee and Date of Committee Meeting

Cabinet – 15 June 2020

Report Title

Recommendations from Overview and Scrutiny Management Board

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

No

Strategic Director Approving Submission of the Report

Judith Hurcombe, Assistant Chief Executive

Report Author(s)

James McLaughlin, Head of Democratic Services and Statutory Scrutiny Officer
01709 822477 or james.mclaughlin@rotherham.gov.uk

Ward(s) Affected

Borough-wide

Summary

1.1 Overview and Scrutiny Management Board met on 10 June 2020 to scrutinise the following four reports that would be considered at the Cabinet meeting on 15 June 2020.

- Autism Strategy
- Support Services for Adult Survivors of Child Sexual Exploitation: Commissioning and Procurement Approach
- Finance Update and Budget Monitoring Report
- Covid-19 Discretionary Business Grants Scheme

1.2 Having reviewed the papers and the recommendations, the Board resolved as follows in respect of each item: -

Item	Recommendations
Autism Strategy	1. That Cabinet be advised that the recommendations be supported. 2. That a report on the implementation of the Rotherham All Age Autism Strategy and Implementation Plan 2020 - 2023 be submitted to the Health Select Commission in due course.

Item	Recommendations
Support Services for Adult Survivors of Child Sexual Exploitation: Commissioning and Procurement Approach	1. That Cabinet be advised that the recommendations be supported. 2. That, subject to Cabinet approving the recommendations set out in the report, the benchmarking exercise by Members of Improving Lives Select Commission be continued, with interviews with Members from other authorities being prioritised to better inform the procurement process. 3. That, in view of the individual personal circumstances of victims and survivors, the specification for the contract ensure that the re-referral process be expedited swiftly to ensure that service users receive timely support. 4. That Improving Lives Select Commission monitor the effectiveness of the service and contract arrangements on an annual basis.
Finance Update and Budget Monitoring Report	1. That Cabinet be advised that the recommendations be supported. 2. That the Leader of the Council write to all three Members of Parliament for the borough seeking their support to lobby the Government to ensure the Council is fairly funded to respond to the impact of the Covid19 pandemic. 3. That, at an appropriate time later in the year, the Leader of the Council hold an all Member Seminar on the proposals for the authority's recovery from the Covid19 pandemic and the likely financial impact of proposed changes.
Covid-19 Discretionary Business Grants Scheme	1. That Cabinet be advised that the recommendations be supported.

Recommendation

That Cabinet has regard to the views of the Overview and Scrutiny Management Board when making decisions in respect of the above matters.

List of Appendices Included

None

Background Papers

Minutes of Overview and Scrutiny Management Board – 10 June 2020